

**MEMORANDUM OF UNDERSTANDING (MOU) between**

*Tiny House Community Development, Inc, a non-profit 501(c)(3) corporation*

*and*

*Greensboro Beautiful Inc., a non-profit 501(c)(3) corporation*

*and*

*Emerging Ecology, Inc. a non-profit 501(c)(3) corporation*

*and*

*Environmental Stewardship Greensboro, a non-incorporated organization  
with members from faith-based congregations*

---

This is an agreement between Tiny House Community Development, Inc., hereinafter called 'THCD', Greensboro Beautiful, Inc., hereinafter called 'GBI', Emerging Ecology, Inc., hereinafter called 'EE', and Environmental Stewardship Greensboro, hereinafter called 'ESG',

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Greensboro Foam Recycling Program.

In particular, this MOU is intended to:

- Establish a structure, a Steering Board, to organize and operate a foam recycling drop-off site and densification facility in Greensboro.
- Provide for a mutually beneficial framework for engaging the greater Greensboro community in recycling foam products and generating revenue from products that would otherwise pollute the environment or end in a landfill, with net proceeds for the benefit of THCD.

## **II. BACKGROUND**

Representatives of the parties met in spring 2019 to explore the feasibility of establishing a local drop-off site and densification processing facility in Greensboro in an effort to recycle foam products that would otherwise go with household trash into a landfill. This exploration led partners to apply for funds from the Foam Recycling Coalition, a subsidiary of the Foodservice Packaging Institute, Inc. (FPI).

Based on a recycling program in Sussex County, New Jersey, the local program envisioned purchase of a densifier and recycling bins, housed at THCD's Training Center. ESG was interested in having a convenient Greensboro location for members of congregations involved in recycling foam to use instead of taking the material to Dart's facility in Randleman. With its experience in starting community-based recycling initiatives in Greensboro, GBI saw an opportunity to form a model foam recycling program.

In June 2020, FPI awarded a \$22,000 grant as partial funding to purchase the equipment for the drop-off location.

## **III. THCD RESPONSIBILITIES UNDER THIS MOU**

THCD shall undertake the following activities:

1. Receive and house the densifier and recycling bins at its Training Center on W. Gate City Boulevard.
2. Provide trained staff and volunteers to process foam products that are dropped off through the densifier.
3. Weigh and store densified foam 'ingots' for periodic shipping to purchasers.
4. Provide insurance coverage for the equipment and program.
5. Provide signage at the Training Center to inform the public about the location of recycling bins and procedures for dropping-off foam products.

6. Train or arrange for the training of staff and volunteers in operating the equipment safely.
7. Maintain records concerning the foam processed through the densifier.
8. Own and maintain the densifier and other equipment in keeping with manufacturers' instructions through the term of this MOU. All equipment purchased under this agreement is held in trust for the benefit of the foam recycling program.
9. Serve on the Steering Board for the program with the THCD director and one representative from the THCD board.

#### **IV. GBI RESPONSIBILITIES UNDER THIS MOU**

GBI shall undertake the following activities:

1. Support outreach efforts to engage the greater Greensboro community in the recycling program.
2. Promote the foam recycling program and drop-off location through its newsletter and other communications.
3. Serve on the Steering Board for the program with two representatives from the GBI Executive Board or GBI Board of Directors.
4. Sponsor or co-sponsor events with organizations, not simply limited to organizations that are party to this MOU, to encourage recycling of foam products through the program.

#### **V. ESG RESPONSIBILITIES UNDER THIS MOU**

ESG shall undertake the following activities:

1. Organize fundraising to meet the match requirements of the FPI grant.
2. Arrange for the purchase of equipment for the program.
3. Prepare quarterly progress reports to FSI and parties to this MOU.
4. Arrange for sale and shipping of densified foam 'ingots' to one or more buyers.

5. Promote the foam recycling program and drop-off location through its newsletter and other communications.
6. Sponsor or co-sponsor events to encourage recycling of foam products through the program.
7. Serve on the Steering Board for the program with one representative from the ESG Leadership Team and one representative from a faith congregation involved in recycling foam.

## **VI. EE RESPONSIBILITIES UNDER THIS MOU**

EE shall undertake the following activities:

1. Receive and account for donations to the recycling program.
2. Manage the budget and financial accounts for the launch phase of this program.
3. Acknowledge financial gifts for tax purposes.
4. Promote the foam recycling program and drop-off location through its newsletter and other communications.
5. Maintain the webpage [www.emergingecology.org/NoFoam](http://www.emergingecology.org/NoFoam) to collect on-line donations and to provide up-to-date information about all aspects of the project.
6. Report quarterly on the program's launch phase finances to all parties. Donations will be reported at the level given by the donors, bank charges and credit card fees will be reported as "Administrative Fees" and deducted before being transferred to the appropriate payees.
7. Serve on the Steering Board for the program with two representatives named by the EE Board or Executive Committee.

**VII. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. *Modification:* This MOU will be reviewed at least annually and may be modified by mutual agreement of all parties. Any party may propose modifications with a written request for approval at a regular or called meeting of the Steering Board.

2. *Termination:* This MOU may be terminated by the agreement of three of the initial four parties. Upon termination, assets that THCD holds in trust under this program shall be sold or transferred by mutual agreement of any three parties.

**VIII. FUNDING**

This MOU provides a formal structure for the foam recycling program, using funds received from FSI, ESG members, GBI and other contributors. Decisions concerning use of funds shall be made by agreement of at least three of the parties to this MOU.

**IX. EFFECTIVE DATE AND TERM**

This MOU shall be effective upon the signature of representatives of all parties. It shall be in force from October 2, 2020 to December 31, 2023. The MOU may be extended beyond the expiration of the initial agreement as determined by the parties involved.

**Signatures and dates**

Tiny House Community Development, Inc.

Greensboro Beautiful, Inc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Environmental Stewardship Greensboro

Emerging Ecology, Inc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Copy \_\_\_\_ of 4

## Appendix 1

While not a formal party to this MOU, the City of Greensboro Deputy Director of the Field Operations Department offered a letter (see below) supporting Styrofoam recycling in the funding request to the Foodservice Packaging Institute. City staff intends to promote and publicize the program by listing the location of the drop-off on the Field Operations website, Gso Collects app, in person during its educational and operating programs, and through other city communications and activities.

A representative from the Field Operations staff will serve as a non-voting, ex-officio member of the Steering Board.



Field Operations Department

December 2, 2019

Bill McNeil  
Tiny House Community Development  
PO Box 20691  
Greensboro, NC 27420

Dear Mr. McNeil:

It is the intention of City of Greensboro to partner with Tiny House Community Development in the advertising and outreach efforts to collect and recycle Styrofoam in Greensboro and the greater Triad region of North Carolina. It is the City's understanding that Tiny House Community Development is partnering with Greensboro Beautiful, Inc, and Environmental Stewardship Greensboro to apply for a grant for foam recycling. If successful, the group would collect and densify foam for recycling/repurposing. The City would support this effort to remove a product from the waste stream that the City does not accept in its recycling program. The City would support the group by listing the location as a drop off for foam products on the Field Operations website, app, and in person during educational & outreach programs.

This letter serves as a letter of support for Tiny House Community Development's application to receive The Foam Recycling Coalition's grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Marriott".

Chris Marriott  
Deputy Director  
Field Operations Department