



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 1.3

Operational Coordination & Cooperative Agreements

I. POLICY

All support groups, agencies, organizations, and individuals, which partner with the District, shall adhere to the requirements of this policy.

II. PURPOSE

The District encourages written operational coordination and cooperative agreements (Agreements) with partners in order to ensure understanding between parties. Long-term Agreements with periodic review are preferable to annual Agreements, inasmuch as they permit longer-range program planning.

III. PROCEDURE

A. Agencies, Organizations, and Individuals (Support Groups) defined:

Agencies, organizations, and individuals that wish to officially partner with the District to promote the mission and interests of the District or any park or facility.

B. Support Groups shall:

1. Enter into an Agreement, such as a Memoranda of Understanding (MOU) or written Programming Agreement, which shall be specific to individual projects, programs, or activities wherein the parties agree to work together.
2. Consent and agree to abide by District guidelines established to regularize the respective roles and responsibilities of the District and the Support Group.
2. Be established under the **US Internal Revenue Code** as a nonprofit **501 (c)(3)**.
3. Be established as **nonprofit public benefit corporation** under the **California Corporations Code**.



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 1.3

Operational Coordination & Cooperative Agreements

- C. Documentation of 501 (c) (3) status and California incorporation status must be on file with the District. If an existing Support Group for the District does not have the relevant nonprofit documentation on file with the District, it must submit such documentation to the District no less than 90 days after the adoption of this policy.
1. The District may consider partnering with Support Groups that do not have 501 (c) (3) status or are not established as a nonprofit public benefit corporation only when:
 - a. Direct public benefit would occur through the partnership;
 - b. The partnership activity/activities are documented as not-for-profit; and
 - c. The partnership does not result in a net cost (loss) to the District.
 5. District and Support Group Agreements shall be entered into by both parties, signed by the respective authorizing officials and filed with the District and the individual Support Group. Such Agreements shall be reviewed and renewed regularly, with a minimum review within the established term of the Agreement.
 6. District and Support Group Agreements shall include (but not be limited to):
 - a. Statements of purpose by the District and the Support Group;
 - b. Specific areas of support; and
 - c. Roles and Responsibilities of each party.

Policy 1.3 *Operational Coordination and Cooperative Agreements*

Original Issue Date: 7/2/2012

Office of Primary Responsibility: Business Operations

Editor: Herron, Keith, Natural & Cultural Resources Chief

Reviewed by: Brown, Kyla R., Recreation Chief

Approved by: Bangle, Scott, General Manager

Date Approved: 6/21/2012