

STATE OF GEORGIA

COUNTY OF CHATHAM

**MEMORANDUM OF AGREEMENT
REGARDING THE DISBURSEMENT OF
CARES ACT FUNDS
THROUGH UNITED WAY OF THE COASTAL EMPIRE**

This Memorandum of Agreement, made and entered into this _____ day of August, 2020, is by and between THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH (hereinafter the “City”) and UNITED WAY OF THE COASTAL EMPIRE (hereinafter “United Way”), a non-profit organization.

WITNESSETH:

WHEREAS, the City of Savannah received Coronavirus Relief Fund (CRF) established within Section 601 of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (hereinafter referred to as “CARES Funds”).

WHEREAS, the United Way’s organizational mission aligns with that of the City of Savannah’s to aid and support Savannah’s residents in need of financial support during the COVID-19 Pandemic.

WHEREAS, the City of Savannah will allocate up to \$3.3 million to United Way to accurately disburse to Savannah residents who are experiencing COVID-19 related hardships in the areas of eviction prevention, rent/mortgage assistance, utility payment assistance, or a combination of to be expended prior to September 1, 2020.

WHEREAS, United Way agrees to be the central point of access for Savannah residents in need of assistance through the CARES Funds, and develop a multi-faceted approach for client intake and request.

WHEREAS, the City of Savannah agrees to clarify the eligibility requirements, reporting deadlines, and provide assistance in a comprehensive marketing/communication plan to educate citizens regarding how to access these resources and eligibility requirements.

NOW, THEREFORE, the City and United Way agree as follows:

1. The City of Savannah responsibilities will include:
 - a. Provide a disbursement to United Way of \$500,000 upon approval of this agreement which will be placed exclusively in a City of Savannah CARES Act Fund account;
 - b. Provide additional weekly disbursements and/or reimbursements of funds as needed up to \$3.3million;
 - c. Allow United Way to use or allocate an agreed upon portion of the funds for administrative costs with respect to disbursement, program management, or administration of these funds;
 - d. Communicate clear reporting requirements;
 - e. Set clear eligibility requirements for the United Way to administer;

- f. Create and execute, with input from United Way, a comprehensive marketing/communications plan to help educate citizens regarding the CARES Fund including requirements and accessibility;
 - g. Assist United Way in streamlining other community partnerships to assist and promote this agreement.
2. United Way responsibilities include:
- a. Create a City of Savannah CARES Act Fund and provide accurate accounting for the disbursement of all CARES Act funds for the purpose of eviction prevention, rent/mortgage assistance, utility assistance, or a combination of to be expended prior to September 1, 2020;
 - b. Lead the effort to coordinate a multi-agency partnership with experienced case workers in an effort to spend down all monies prior to September 1, 2020; these agencies shall include but not be limited to Salvation Army, Wesley Community Center, Family Promise, and the Economic Opportunity Authority.
 - c. United Way will provide temporary Charity Tracker licenses to each agency partner in order to provide a comprehensive multi-agency tracking and accounting system for all CARES Fund dollars expended. Participating partner agencies will receive an agreed upon administrative fee for all CARES dollars disbursed through their agency upon receipt of accurate data;
 - d. United Way agrees to be the central point of access for community members in need of assistance through the CARES Act Fund. United Way will develop a multi-faceted approach for client intake to include the following: online via web based portal, email in Google docs format, via phone interview with case worker completing the intake form on behalf of the client and when necessary, in person with masks and safe social distancing;
 - e. United Way agrees to produce a comprehensive data report for all households assisted using our Charity Tracking System to include the following data sets: household income, demographics (gender, race, age of all household members), total amount assisted for one or more of the following: rent, mortgage, utilities. Additionally, all case intake paperwork, eligibility documentation, proof of income, proof of residency, copy of lease or mortgage, direct payment to vender documentation and identification will be uploaded into each client's case in Charity Tracker;
 - f. United Way agrees to add additional qualified temporary support staff to the 2-1-1 call center for the purpose of managing the expected increased call volume and an increase in direct services case work;
 - g. United Way agrees to work closely with the Magistrate Court and Georgia Legal Services in order to develop a seamless referral process for families and individuals struggling with possible eviction or those already served with a dispossession;
 - h. United Way will work closely with Ga Legal Services to develop a short-term legal services program.

- i. Refund any remaining CARES Fund dollars that are not distributed to eligible City of Savannah residents by September 1, 2020 to the City of Savannah.
- 3. Proposed fund eligibilities include:
 - a. City of Savannah resident;
 - b. Proof of loss of income due to COVID-19 pandemic (from March 1, 2020- to date) ;
 - c. Verification of current household income (receiving unemployment benefits, returned to work, new employment, SSI and SSDI, child support and alimony where applicable) ;
 - d. Verification of past due rent/mortgage/utilities (copy of the most recent bill, copy of the mortgage statement, copy of the lease or statement from the property management company) ;
 - e. Identification of all members in the household (when possible);
 - f. \$15,000 cap per household on eviction prevention, rental assistance and/or mortgage assistance;
 - g. \$5,000 cap per household on utility assistance;
 - h. Completed intake application (online or hard copy).
- 4. CARE Funds may not be used for the following;
 - a. Funds may not be used to fill shortfalls in government revenues;
 - b. Damages covered by insurance;
 - c. Duplication of benefits including expenses that have been or will be reimbursed under any other federal program;
 - d. Reimbursement to donors for donated items or services;
 - e. Severance pay; and
 - f. Legal settlements.
- 5. United Way will provide the following to the City of Savannah for each individual that receives CARES funds on the Friday of each week up to September 1, 2020;
 - a. Name of individual for whom received funds;
 - b. Address with verification that the individual is a City of Savannah resident;
 - c. Proof of loss of income due to COVID-19 pandemic;
 - d. Verification of past due rent/mortgage/utilities;
 - e. Total amount of assistance received by household within each service area.
- 6. All notices regarding this agreement should be mailed or delivered to the following:

FOR THE CITY:
 Patrick C. Monahan
 City Manager
 P.O. Box 1027
 Savannah, GA 31402

FOR UNITED WAY:
 Brynn Grant
 Chief Executive Officer
 428 Bull Street
 Savannah, GA 31401

7. Either party may terminate this agreement within 10 days of a written notice.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first written above.

THE MAYOR AND ALDERMEN
OF THE CITY OF SAVANNAH

Patrick C. Monahan
City Manager

UNITED WAY OF THE COASTAL EMPIRE

Brynn Grant
Chief Executive Officer

Attest:

Mark Massey
Clerk of Council