COVID 19 Community Response Fund
Partner Agency Memorandum of Agreement
Between the Partner Agency and United Way of Lake County

Please read carefully, sign and return by May 15, 2020.

Both United Way of Lake County (UWLC) and the partner agency, ____________________________, agree that:

United Way of Lake County reserves the right at any time during this agreement to reduce or withhold funding, require the agency to reimburse funding, place the agency on probationary status or terminate the agreement if any of the following conditions occur:

- Failure on the part of the agency to adhere to the standards or policies set forth and covered in this agreement.
- Failure on the part of the program to deliver the agreed upon services.
- Significant changes in conditions that result in the inability of the agency to effectively operate the program.

During the course of this agreement, it is the responsibility of both United Way of Lake County and the agency to communicate any topics of concern and to consult in a timely matter when significant changes, issues, or misunderstandings arise.

In the event of unforeseen circumstances related to the availability of funds, UWLC reserves the right to adjust allocations.

COVID-19 Community Response Fund Grants are by definition emergency grants and United Way of Lake County expects them to be used in a timely manner.

Does your organization expect to use these grant funds within 30 day of receipt? □ Yes □ No

The partner agency, ____________________________, agrees to:

1. Accept the allocation of funds to operate programs and deliver services to support the purposes of the grant during the funding period. Any grant funds not expended for the purposes of the grant within the funding period will be returned to United Way of Lake County.
2. Immediately notify United Way of Lake County regarding any legal, financial, organizational issues, primary staff changes, or program changes within the funding period which may impact the agency's ability to operate and/or deliver stated services.
3. Submit all required documentation within United Way of Lake County's guidelines and required timelines. Required documentation includes but is not limited to:
   a. Proof of 501 (c)(3) status
   b. Signed Memorandum of Agreement
   c. Completed ACH Form
   d. Signed Anti-Terrorism Compliance Measures Form
   e. Year-End Report Information Sheet and Year-End Report
4. Promote the partnership with United Way of Lake County and the funding to your agency by:
   a. Including the United Way of Lake County logo and a link to www.LIVEUNITEDLakeCounty.org on your website.
   b. Recognizing United Way of Lake County funding in your annual report.
5. Support the 211 Lake County Initiative by:
   a. Actively maintaining current information on all agency and program records on the 211 Lake County website by completing all required annual updates and regularly submitting updates to record information as needed.
   b. Including the 211 Lake County Logo and a link to 211lakecounty.org on your agency’s website.
6. Submit financial documentation, if requested, based on their annual gross revenue, at the time of submission of the Year End Report or within four months following the completion of the agency’s fiscal year:
   - Annual gross revenue up to $299,999 - A review of financial statements from an external accountant is required of all agencies with gross revenues up to $299,999. The audit must specify funded program expenses and be performed by an independent certified public accountant in accordance with the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations. Agencies must submit a review from FY 2018 or later.
   - Annual gross revenue of $300,000 or more - An annual Independent audit with full reporting of all agency and program expenses is required if annual gross revenue exceeds $300,000. Agencies must submit an audit from FY 2018 or later.
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Mandatory Agency Requirements:
1. Agency provides services in Lake County, Illinois.
2. Agency has a volunteer Board of Directors representative of the service delivery area.
3. Agency has an effective fiscal management system including complete and accurate financial records of all income and expenses by funded programs. United Way of Lake County has the right to review and request this information as needed, with appropriate notice to the agency.
4. Agency follows accepted best practices in management of staff and volunteers, practices nondiscrimination in the employment and promotion of staff, recruitment and utilization of program volunteers and in the delivery of services to clients.
5. Agency is determined by the Internal Revenue Service to be an organization described in section 501(c) 3 of the Internal Revenue Code of 1986. If the determination is revoked or modified, please notify UWLC immediately. UWLC will not be required to make any payment hereunder if agency loses its federal tax-exempt status.
6. Agency does not require participation and/or adherence to a particular religious belief or activity as a requirement for receiving program services.

Due to the nature of the COVID 19 Community Response Fund timeline, United Way of Lake County is not requiring proof of our other normal agency requirements. These may be requested at a later date. These other requirements include:

Have a volunteer Board of Directors meeting the following:
- The Board meets at least quarterly and contains a minimum of eight active members.
- Board members may not be related to the Executive Director or agency staff.
- The agency Board make-up is representative of the service delivery area.
- The duties and responsibilities of the Board are defined in writing.

Have written:
- Personnel policies
- Guidelines and job descriptions for program staff and volunteers
- Affirmative action plan
- Grievance procedure
- Non-discrimination policy
- Sexual harassment policy
- Code of Ethics
- Whistleblower Policy
- Document Retention and Destruction Policy as per Sarbanes-Oxley legislation

The contents of the FY 2020 Memorandum of Agreement have been reviewed and approved by:

Executive Director of _______________________________ Print Name: _______________________________

Signature: _______________________________ Date: _______________________________

(Electronic signatures will not be accepted)

Reviewed and approved by: _______________________________ Date: May 5, 2020

Kristi Long, President & CEO, United Way of Lake County