

Wilco Forward Phase III Community Services:

This agreement is between Williamson County and The Caring Place (the Agency).

General:

Total funding budgeted for the Wilco Forward Phase III Community Services program is \$5 million. The funding for Wilco Forward Phase III will reimburse the Agency for the following assistance:

1. Up to the rent amount based on the lease agreement plus late fees for up to a total of 3 months including amounts owed in arrears and months going forward on an as needed basis. For approved applications the applicant must request additional funds after the first month of assistance on an as needed basis.
2. Up to \$1,500 of utility assistance per Williamson County residence on an as needed basis.

Term of this agreement is July 28, 2020 to December 1, 2020 or until funding is exhausted. The County will monitor the total amount of funds spent to date so that the Phase III budget is not exceeded.

All residences assisted must be located in Williamson County. Applicant must show evidence that the assistance is needed due to issues caused by COVID-19.

Williamson County's Responsibilities:

1. Wilco will reimburse the Agency for the following COVID-19 related community assistance: rent assistance and/or utility assistance as defined in this agreement that occurs between 3/1/2020 through 12/30/2020 and is a result of COVID-19 until funds of Wilco Forward Phase III are exhausted.
2. Wilco will reimburse the Agency via an ACH payment based on actual expenditures per request by the Agency within one to two business days of receiving the reimbursement request.

The Agency's Responsibilities:

The Agency will be responsible for:

1. Intake process including acquiring all required documents from the applicant and verifying that the requested assistance is related to a crisis resulting from COVID-19 and that the applicant is a Williamson County resident. Williamson County families financially impacted by COVID-19 may request financial assistance by virtual means such as phone, fax, or email. At this time, the agency is **not** scheduling in-person appointments.
2. Processing all applications for rent or utility assistance; confirmation of the validity of the landlord, property management company or utility company.
3. Issuing checks directly to the landlord, property management company or utility company. Checks are to be mailed or distributed within 7-10 days from completion of application including required documentation.
4. Providing the County with a spreadsheet with each reimbursement request to include date of assistance; dollar amount of assistance; payee; type of assistance ie. rent or utilities; last name of family assisted and identifying number of applicant.
5. The Agency will provide assistance as described herein for their established service area of Williamson County as defined in Attachment A.
6. Providing all staff needed to administer the Wilco Forward Phase III Program.