

**United Way of Greater Atlanta  
Community Engagement - EDUCATION**

**Memorandum of Understanding**

This is a Memorandum of Understanding and Agreement (hereinafter referred to as “Memorandum of Understanding”) on the part of **United Way of Greater Atlanta**, (hereinafter referred to as “**United Way**”) with a business address located at **40 Courtland Street NE, Suite # 300, Atlanta, GA 30303** and **DeKalb County Government, Georgia** (partner), a political subdivision of the State of Georgia, (hereinafter referred to as “**DeKalb County**”) with a mailing address located at **1300 Commerce Drive, Decatur, GA 30030**. **DeKalb County Government, Georgia (DeKalb County)** has the following **Federal EIN: 58-6000814**.

**Overview**

United Way agrees to provide **DeKalb County Government (DeKalb County)** a grant of **\$5,000.00** in support of your program(s) listed in Appendix A. DeKalb County Government, Human Services Department will render service to United Way of Greater Atlanta to support the **DeKalb County School District’s (DCSD) After School Extended Day Program (ASEDP) @ 4 DCSD school sites**. The **AARP Foundation Experience Corps** is an inter-generational volunteer-based tutoring program that is proven to help Children who are not reading at Grade-Level become Great Readers by the end of Third Grade. DeKalb County Government (*DeKalb County*) will work with the United Way of Greater Atlanta (*United Way*), to recruit and retain volunteers 50 & older from within DeKalb County to serve as volunteers in four (4) local schools as part of the DeKalb County School District’s **ASEDP (After School Extended Day Program)**. AARP Foundation’s Experience Corps is a unique program, created to capture the experience of older adults in service to children and youth, in schools during school hours. The purposes are two-fold: To increase Social Contributions of Older Adults, and to provide Critical Resources to Children. Through the program, children will improve their academic & social performance and will participate in productive activities, and schools will strengthen their ties with the community. The program will recruit, train, place, and supervise a team of adults to serve at school sites. The adult volunteers will serve children through direct service small group activities. The adult volunteers will also provide indirect service to children through activities such as recruiting additional volunteers for the school and, at the direction of school leadership, organizing district-approved projects that benefit the school such as festivals and literacy nights. The United Way of Greater Atlanta (*United Way*), the DeKalb County Government (*DeKalb County*) Human Services department, and the identified school sites will support this effort by working cooperatively with the program as described below in the deliverables.

The United Way of Greater Atlanta values the outcome(s) proposed by **DeKalb County’s** support of **DeKalb County School District’s After School Extended Day Program (DCSD-ASEDP)** and invests in its efforts to measurably improve the metro Atlanta community.

**I. Grant Award**

The details regarding total amount funded and program names are: United Way agrees to provide a grant of **\$5,000.00** to **DeKalb County Government (DeKalb County)**.

## II. Grant Period

The effective grant period is **November 1, 2020 – June 30, 2021**, unless otherwise indicated.

## III. Stipulations

All grants are made, and must be used, in accordance with all applicable procedures and the following stipulations. Please read the following carefully:

### 1. TYPE OF INVESTMENT

This grant is made possible through **support provided by both the AARP Foundation and the United Way of Greater Atlanta.**

### 2. GOVERNANCE

Partner agrees to maintain a responsible governing board whose members serve without pay, are representative of the community and meet at regular intervals. Information regarding governance and management of the organization (articles, and written policies and procedures) will be made available upon request. Partner agrees to offer opportunity for participation in programs, services, policy formulation, and staff employment to persons without discrimination based on race, religion, age, gender, economic status, cultural heritage, national origin and disability.

### 3. SCOPE OF WORK AND DELIVERABLES – Appendix A

### 4. MARKETING

Recognition of the grant should be listed as: Support from the United Way of Greater Atlanta. Neither Party shall use the name, logo, nor other copyrighted materials of the other Party in any promotion, advertisement or in any other way without the advance approved written consent of a qualified representative from the other Party.

### 5. PROGRAMMATIC AND OUTCOMES REPORTING REQUIREMENTS – Appendix B

### 6. FINANCIAL REPORTING REQUIREMENTS

Partner agrees to keep comprehensive and accurate financial records that conform to basic accounting and financial reporting requirements and to have these records audited annually by an independent auditing firm.

### 7. PAYMENT TERMS

**DeKalb County Government (DeKalb County)** will be paid in the amount of **\$5,000.00** for the scope of work and deliverables listed above. The payment schedule is as follows:

- **The single payment of \$5,000.00 (100%) will be paid within 30 days of signing this Memorandum of Understanding and SUBMISSION & receipt of the following:**
  - ✓ Current **IRS form W9** for agency (**DeKalb County Government**)
  - ✓ Agency **contact information** for **accounts receivable** (*remittance advice*), *i.e.* to whom the UWGA check in the amount of **\$5,000.00** will specifically be made out to and addressed to
    - **Remittance Advice:** *Payment will be made out to “DeKalb County Government” & mailed to the following address:*

**DeKalb County Government**  
**ATTN: Finance Department**  
**1300 Commerce Drive**  
**Decatur, GA 30030**

United Way reserves the right to withhold the distribution of funds due to programmatic or financial impropriety or failure to comply with the terms of this agreement until the issue(s) is resolved to the satisfaction of United Way.

#### **8. ACTS AND OMISSIONS**

Each party to this Agreement shall be responsible for the acts and/or omissions of its own officers and employees in their performance under this agreement.

#### **9. CONFIDENTIALITY**

Partner agrees that its employees and/or subcontractors shall not (without obtaining the prior written consent of United Way during the term of this agreement or thereafter), disclose, make commercial or other use of, give or sell to any person, firm or corporation, any proprietary and confidential information which is marked confidential received directly or indirectly from United Way or acquired or developed in the course of the agreement.

#### **10. TERMINATION**

Either party may terminate the Grant Agreement by providing reasonable notice of their intent and rationale for doing so to the other party. Unexpended funds must be promptly returned if:

- a) United Way determines that the Partner has not performed in accordance with the agreement or satisfied the specific contingencies of the approved program.
- b) Partner loses its exemption from federal income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.
- c) Partner is non-compliant with Federal, State and Local laws and regulations.
- d) Partner ceases program operations or the Partner closes.

#### **11. ACCEPTANCE OF GRANT**

Signing this Partner Agreement indicates acknowledgement and acceptance of the terms outlined above and in all appendices.

For the **Partner:**

**DeKalb County Government, Georgia  
(DeKalb County)**

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**Damon Scott, Director**  
HUMAN SERVICES

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Date

For the **Grantor:**

**United Way of Greater Atlanta (UWGA)**

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**Angelle Cooper, Director**  
SCHOOL TRANSITION and LITERACY

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Date

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**Ellyn Cochran, Associate Vice President**  
EARLY LEARNING and DEVELOPMENT

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Date

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**Katrina Mitchell, Chief Community Impact Officer**  
COMMUNITY ENGAGEMENT

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Date

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**Kristen McCollum, Vice President** and **CFO**  
FINANCE

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Date

## APPENDIX A:

### SCOPE of WORK and DELIVERABLES for United Way & DeKalb County

#### Scope of Work

#### 1. **United Way** Responsibilities:

United Way wishes to support **DeKalb County Government (DeKalb County)** with a grant of **\$5,000.00** covering the grant period of **November 1, 2020 - June 30, 2021**.

United Way of Greater Atlanta and its partners will:

#### ▪ **Support local Experience Corps Volunteers:**

- ✓ Participate in volunteer selection process and **Virtual** interviews
- ✓ Make final decisions on all recommended volunteers for program
- ✓ Facilitate the approval of all media information related to the program locally and nationally
- ✓ Support local Experience Corps Volunteers:
  - *Provide a Program Manager to serve as a liaison between the school staff, DHS and the program volunteers and to provide program orientation to teachers, administrators and other school staff as needed*
  - *Provide an orientation and ongoing needed **Virtual** training for staff, school faculty, volunteers and partners*
  - *Provide day-to-day programmatic and operational supervision and support necessary for delivery of services*
  - *Refer selected volunteers to DCSD for background checks eligible volunteers*
  - *Train, support and place volunteers at the school sites **Virtually***
  - *Provide ongoing **Virtual** support to volunteers at site through Program Manager and Site-Based Coordinators*
  - *Ensure that volunteers remain eligible by following DCSD's volunteer policy*
  - *Provide **Virtual** orientation to school staff prior to placement of volunteers*
- ✓ Provide annual reporting of impact based on tutor session data collected by volunteers and student performance data provided by DCSD

#### 2. **DeKalb County** Responsibilities:

This grant will enable **DeKalb County** to do the following in **2020-21**:

- **Virtually recruit volunteers as needed to participate in the AARP Foundation Experience Corps program administered by the United Way of Greater Atlanta during the DeKalb County School District's afterschool program at four sites in 2019-20: Redan Elementary, E.L. Miller Elementary, Murphy Candler Elementary, Stoneview Elementary. Virtually manage those who apply through the United Way website.**
  - ✓ *Designate a contact person to serve as a liaison for the project at the county office who attends regular **Virtual** meetings on program oversight*

- ✓ *Host **Virtual** informational sessions as needed to secure community-based volunteers*
- ✓ *Provide local marketing to secure participation at local volunteer information sessions*
- ✓ *Attend four regional volunteer information sites **Virtually** hosted by the United Way and/or the DeKalb County School District*
- ✓ *Notify the United Way's Program Manager to any policy changes that affect the AARP Experience Corps Volunteers recruitment or ongoing support to volunteers*
- ✓ *Review marketing materials specific to the partnership with the DHS and provide materials to partners for review*
- **Ensure volunteers meet program requirements:**
  - ✓ *Conduct **Virtual** interviews as needed in partnership with UWGA using all questions provided by AARP*
  - ✓ *Check references of all volunteers who meet the minimum requirements*
  - ✓ *Complete and share with Program Manager **weekly** volunteer tracking form*
  - ✓ *Refer volunteers for the United Way of Greater Atlanta to ensure district required background checks are met (background checks managed by UWGA and facilitated by DeKalb County School District)*
  - ✓ *Provide United Way with required documentation on each recommended volunteer candidate which includes: application, interview, and reference check results*
- **Provide engagement opportunities for volunteers in partnership with AARP Program Manager:**
  - ✓ *Host **two Virtual volunteer appreciation events** – one at beginning (December) and the other at the end of the tutoring school year (May), as well as acknowledgement during volunteer appreciation month*
  - ✓ ***Virtually** manage and engage volunteers who are waiting for program placement*
  - ✓ *Ensure all dates work for UWGA and DeKalb County School Team members*

## REQUIRED REPORTING

- Agency is required to complete and submit both a **Mid-Year & Year-End / Final report** (see addendum)
- In addition to items requested in the scope of work, the funded agency must provide an **Annual Budget to Actual expenditures report**
  - ✓ Must be provided by **July 26, 2021**

**BUDGET:**

Please provide a budget for how the funds will be used (if operating, please disregard)

<b>UWGA / AARP Budget</b>	<b>DeKalb County</b>
<b>AARP Experience Corps Program</b>	<b>2020 – 2021</b>
<b>Volunteer Recognition Events</b> <u><b>2 Virtual Volunteer Events:</b></u> <ul style="list-style-type: none"> <li>✓ <i>One in November / December 2020 to kick-off, and</i></li> <li>✓ <i>One in May / June 2021 to close</i></li> <li>✓ <i>Virtual Volunteer Recognition = April 2021</i></li> </ul>	\$5,000
<b>DeKalb County Government TOTAL =</b>	<b>\$5,000.00</b>

**Payment Schedule**

**DeKalb County Government (DeKalb County)** will be paid in the amount of **\$5,000.00** for the scope of work and deliverables listed above. The payment schedule is as follows:

- **The single payment of \$5,000.00 (100%) will be paid within 30 days of signing this Memorandum of Understanding and SUBMISSION & receipt of the following:**
  - ✓ **Current IRS form W9 for agency (DeKalb County Government)**
  - ✓ **Agency contact information for accounts receivable (remittance advice), i.e. to whom the UWGA check in the amount of \$5,000.00 will specifically be made out to and addressed to**
    - **Remittance Advice: Payment will be made out to “DeKalb County Government” & mailed to the following address:**

**DeKalb County Government**  
**ATTN: Finance Department**  
**1300 Commerce Drive**  
**Decatur, GA 30030**

**Deliverables:**

November 1, 2020 – June 30, 2021

Program Name	Focus Area: Strategy	Required Action	Deadlines
DeKalb County	Education / Early Learning and Development	<p><b><u>Submission of Progress (Mid-Year)</u></b>  to <a href="mailto:ecochran@unitedwayatlanta.org">ecochran@unitedwayatlanta.org</a>  &amp; <a href="mailto:acooper@unitedwayatlanta.org">acooper@unitedwayatlanta.org</a></p> <p>(See Appendix B and D)</p> <p>Through the United Way's  <b>FLUXX</b>  Grant Management System</p>	December 28, 2020*
DeKalb County	Education / Early Learning and Development	<p><b><u>Submission of FINAL Report</u></b>  to <a href="mailto:ecochran@unitedwayatlanta.org">ecochran@unitedwayatlanta.org</a>  &amp; <a href="mailto:acooper@unitedwayatlanta.org">acooper@unitedwayatlanta.org</a></p> <p>(See Appendix C and D)</p> <p>Through the United Way's  <b>FLUXX</b>  Grant Management System</p>	July 26, 2021*^

\* Please include demographic report for direct service providers at the time of this report.

^ Please include a final expenditure report of budgeted to actuals.



**APPENDIX B:**

**Progress Report TEMPLATE**

United Way has a particular responsibility to be good stewards of the dollars donated to us. As such all partners are required to submit reports on program services and the outcomes achieved. This information is used to inform how we can better support our funded partners. The specific information required, and reporting dates are outlined below:

<b>REPORTING REQUIREMENTS</b>	<b><u>Progress Report (Mid-Year)*</u></b> <b>DUE: On or before <u>December 28, 2020</u></b>
<b>United Way of Greater Atlanta</b>	
<b>Mid-Year REPORT</b>	
<b>Date:</b>	
<b>Organization Name</b>	
<b>Name and Title</b>	
<b>Contact Information</b>	
<b>UWGA Strategy</b>	
<b>Funding Amount</b>	
<b>Time Frame</b>	
<b>Progress of Program Measures and Outcomes (Attachment D) - Complete UWGA Early Learning and Development Performance and Outcome Measures</b>	
<b>Program Challenges</b> If applicable, please share any significant challenges or changes in direction to your program.	

*\* Please include demographic report for direct service providers at the time of this report.*

**APPENDIX C:**

**FINAL Report TEMPLATE**

United Way has a particular responsibility to be good stewards of the dollars donated to us. As such all partners are required to submit reports on program services and the outcomes achieved. This information is used to inform how we can better support our funded partners. The specific information required, and reporting dates are outlined below:

<b>REPORTING REQUIREMENTS</b>	<b><u>FINAL Report</u> * ^</b> (November 1, 2020 – June 30, 2021) <b>DUE: <u>July 26, 2021</u></b>
<b>United Way of Greater Atlanta</b>	
<b>FINAL REPORT</b>	
<b>Date:</b>	
<b>Organization Name</b>	
<b>Name and Title</b>	
<b>Contact Information</b>	
<b>UWGA Strategy</b>	
<b>Funding Amount</b>	
<b>Time Frame</b>	
<b>Progress of Program Measures and Outcomes (Attachment D) - Complete UWGA Early Learning and Development Performance and Outcome Measures</b>	
<b>Program Achievements</b> Describe any major achievements with this work (including program deliverables), events or new partnerships.	
<b>Program Challenges</b> If applicable, please share any significant challenges or changes in direction to your program.	
<b>Program Financials</b> Provide a summary accounting of grant expenditures (if operating, please disregard) and list other sources of financial support for your work. How do you plan to sustain your work moving forward?	
<b>Participant Highlight</b> UWGA works to highlight the impact your work has on the community and individuals; please provide a story and photographs that illustrate your success in supporting children 0 to 8 and their families.	

\* Please include demographic report for direct service providers at the time of this report.

^ Please include a final expenditure report of budgeted to actuals.

APPENDIX D:

UWGA Early Learning & Development PERFORMANCE and OUTCOME MEASURES

GRANTEE AREA	PERFORMANCE & OUTCOME MEASURES	GOAL (20-21) Projected Number of Participants for Nov 1, 2020 - June 30, 2021	INTERIM Actual Number of Participants Served for Nov 1, 2020 - Dec 31, 2020	FINAL Actual Number of Participants Served for Nov 1, 2020 - June 30, 2021
Prof. Dev.	# of adults/teachers trained in Early Childhood			
	# of adults/teachers receiving additional certifications in Early Childhood education or Development			
	# of trained educators receiving first time or new positions			
Quality	# of families receiving training on Early Childhood development			
	# of families receiving home visiting			
	# of parent educators trained in Early Childhood Development			
	# of development screenings completed			
	# of children receiving school transition opportunities			
	# of centers receiving or renewing Quality Rated accreditation following investment			
	# of parents who report feeling more prepared for the transition to kindergarten			
	# of parents demonstrating increased understanding of Early Childhood development			
	# of children developmentally on track after an academic year of training, as demonstrated by a standard assessment			
Literacy	# of Books provided to children 0 to 8			
	# of adults trained to support Early Childhood literacy (e.g. volunteers, pediatricians)			
	# of children receiving literacy services			
	# of children making language and literacy gains on standard assessment following investment			

<b>Access</b>	# of new early learning slots created			
	# of children enrolled in Georgia Pre-K following investment			
	# of children receiving scholarships to attend High Quality Early Learning			
<b>Admin</b>	# of dollars leveraged for the current year or future year			
<b>Other</b>	<b><i>Self-reported by Program:</i></b>			
	<i># of Eligible Volunteers referred to United Way of Greater Atlanta's AARP Foundation Experience Corps Program</i>	<b>20</b>		
	<i># / % of Active Volunteers that feel the program led to their increased social engagement</i>	<b>90%</b>		
	<i># / % of active volunteers retained, completing full school year</i>	<b>90%</b>		
	<i># / % of active Volunteers participating in the Volunteer Engagement Celebrations</i>	<b>90%</b>		