



**ELC COVID-19 Care Resource Coordination  
MEMORANDUM OF UNDERSTANDING**

**Effective October 12, 2020**

**BETWEEN**

**Reno County Health Department (Grantor and Fiscal  
Administrator)  
400 W. 2nd  
Hutchinson, KS 67501  
620-663-5293**

**AND**

**United Way of Reno County (Contractor)  
PO Box 2230  
Hutchinson, KS 67504-2230**

The Reno County Health Department (RCHD) is an organization existing under the Reno County Government adhering to the laws of the State of Kansas and is the recipient of the ELC COVID-19 Care Resource Coordination Grant from Kansas Department of Health and Environment (KDHE).

**Contracted Services**

The RCHD wishes to contract with the United Way of Reno County (UWRC) for the Care Resource Coordination Grant.

**Period Covered by Memorandum**

This Memorandum shall be for the period from October 12, 2020 through November 30, 2022 or until grant funds are expended.

**Undertakings by the Contractor**

The Contractor undertakes and agrees as follows:

1. Will ensure Grant programs' data collection timelines align with KDHE deadlines for the current grant evaluation period.
2. Will work closely with the Grant program on analyzing the data for impact to inform process evaluation, outcome evaluation, and continuous quality improvement.
3. Will attend all Grant program meetings upon request.
4. Will adapt and use proper methods of assuring the administration of the required Program, assessments, and the correction of deficiencies in program operations that are identified
5. Will assure compliance with applicable provisions of 42 U.S.C. 12101, et. seq., "Americans with Disabilities Act."

6. Will assure compliance with HIPPA requirements.
7. Will assure that all Federal, State, and Local anti-discrimination, health, safety, and civil rights laws will be upheld.
8. Will agree to keep and provide all records and information, including time and activity, as requested, to the RCHD Grant Coordinator, or KDHE.
9. Will ensure that all instruction will be secular, neutral, and non-ideological.
10. Agrees that noncompliance with requirements of the MOU could result in non-continuation of Grant funding.
11. Will submit monthly requests for reimbursement for services provided by the 5th day of each month to RCHD pursuant to this Memorandum of Understanding from the proceeds of the Grant with the final request for reimbursement to be submitted on or before November 30, 2020.
12. Understands and agrees that the aggregate amount to be reimbursed from proceeds of the Grant shall not exceed \$152,000 as specified in the following Grantee budget:
  - \$150,000 for care resource coordination contracted personnel
  - \$2,000 for indirect costs (computer, telephone)
13. The RCHD has been awarded this grant through the Epidemiology and Laboratory Capacity Cooperative Agreement, which is funded through the federal Paycheck Protection Program and Health Care Enhancement Act. These funds may be used retroactively for expenses incurred on or after January 20, 2020. All funds must be expended by November 30, 2022.
14. The funded items in the budget are as follows: Salary (all), Contract Personnel (UWRC), Indirect Costs (computer, telephone communications). The items that are not funded in the budget are as follows: Indirect Costs (printing, mileage).

**Undertakings by Reno County Health Department**

Reno County Health Department, as Grantor and Fiscal Administrator of the Grant, undertakes and agrees that the RCHD :

1. Will use fiscal control and accounting procedures to ensure proper disbursement of, and accounting for State funds paid to the Contractor under this program, upon receipt of State reimbursement to the RCHD for requests submitted by the Contractor, on the basis of the included Contractual Budget for the term of this Memorandum.
2. Will provide financial records for a yearly audit, as required by law.

**Family and Program Confidentiality**

1. Contractor and RCHD agree that records relating to the services provided by the Program shall be subject to applicable grant, State, and Federal policies relating to maintenance of confidential information. The disclosure of personally identifiable information concerning any child or family for any purpose not directly related to the delivery of services is prohibited, except upon written consent of the parent or legal guardian.
2. Copies of all records and personally identifiable information relating to children and their families or the services provided by the Program will be available to the RCHD Grant Coordinator.

**Amendments to this Memorandum**

Contractor, through written notification to the RCHD, may initiate unilateral changes in the services to be performed when such changes are necessitated by revisions in State and/or Federal Regulations or funding but subject to compliance with the terms and provisions of the Grant.

**Termination of this Agreement**

In the event funds from State, Federal, or other sources are not obtained and maintained at a level sufficient to allow for the performance of this agreement, written notice will be provided by RCHD to the Contractor.

**Approval of Memorandum of Understanding**

This Memorandum of Understanding is approved on behalf of the Reno County Health Department and United Way of Reno County.

**Reno County Health Department, Grantor and Fiscal Administrator**

By: \_\_\_\_\_  
Megan Gottschalk-Hammersmith, Interim Director

Date: \_\_\_\_\_

**United Way of Reno County, Contractor**

By: \_\_\_\_\_  
Lisa Gleason, Executive Director

Date: \_\_\_\_\_

Taxpayer ID: \_\_\_\_\_