



## **ARPA Memorandum of Understanding for Fiscal Agent**

This agreement is between the **United Way of Greater New Haven** and **Hamden's Partnership for Young Children (HPYC)**. This agreement is dependent upon funding from the ARPA Grant program of the **Town of Hamden, Connecticut**.

For this ARPA project, which supports childcare in Hamden, the **United Way of Greater New Haven** agrees to be the fiscal sponsor for **Hamden's Partnership for Young Children (HPYC)**.

In order to support Covid relief for childcare in Hamden, the **United Way of Greater New Haven** agrees to serve as the fiscal sponsor and sub recipient of a **\$165,000.00** grant on behalf of **Hamden's Partnership for Young Children (HPYC)**. This will include receiving and signing a grant award agreement from the **Town of Hamden, Connecticut**, and disbursing funds for the proposed activities to all vendors associated with this project. The fee for **United Way of Greater New Haven** to act in this capacity is \$7,500 and will be paid quarterly through grant funds.

**All Our Kin of New Haven** will support and execute one objective of this project, involving Home Childcare. **AOK** will negotiate with vendors involving this objective and submit all vendor invoices to **HPYC**. **HPYC** will submit all invoices, after review, to **United Way of Greater New Haven**.

**Hamden's Partnership for Young Children (HPYC)** acknowledges responsibility for implementing all aspects of the ARPA grant under the agreed upon terms and conditions of this Memorandum of Understanding. **United Way of Greater New Haven** acknowledges it is responsible to meet terms and condition of an ARPA grant award agreement and ensure **Hamden's Partnership for Young Children (HPYC)** complies with all ARPA grant requirements. This will include all financial & progress reporting, which will be completed by **HPYC**, on the grant activities requested by the Town of Hamden, Connecticut.

**Hamden's Partnership for Young Children (HPYC)** will negotiate all aspects of funding this project with vendors and contractors and submit all invoices, payroll timesheets, contracts for 1099 workers, etc. to **United Way of Greater New Haven** for approval before finalizing any purchases or work orders. **United Way of Greater New Haven** will pay all invoices and will submit ARPA reimbursement requests to the Town of Hamden in a time frame agreed upon by the **United Way of Greater New Haven** and the **Town of Hamden**.

**Hamden's Partnership for Young Children (HPYC)** understands that failure to operate within these terms and conditions may result in no longer being eligible for fiscal sponsorship by **United Way of Greater New Haven**. The **United Way of Greater New Haven** will provide **Hamden's Partnership for Young Children (HPYC)** notification in writing 20 days prior to terminating this agreement if **Hamden's Partnership for Young Children (HPYC)** is found to violate compliance to ARPA and/or the terms of this agreement.

**Hamden's Partnership for Young Children (HPYC)** understands that if they are unable to complete the terms of the ARPA grant it is their responsibility to notify **United Way of Greater New Haven** no later than 20 days upon discovery of inability to meet the terms of this agreement

**Hamden's Partnership for Young Children (HPYC)** in cooperation with **United Way of Greater New Haven**, will be responsible for documenting expenses and other reporting for this ARPA award and retaining such documentation for at least five (5) years following the completion date of the project. All documentation of this ARPA grant will be provided to the **Town of Hamden, Connecticut**, as requested.



Fiscal Agent Signature: \_\_\_\_\_

Fiscal Agent Printed Name/Title: Jennifer Heath, President & CEO  
**United Way of Greater New Haven**

Date: January 30, 2024

Sponsored Organization Signature: Rita Esposito

Printed Name/Title: Rita Esposito, Chair HPYC  
**Hamden's Partnership for Young Children (HPYC)**

Date: 1/30/24

Copy to: Town of Hamden