

MEMORANDUM OF UNDERSTANDING

**Between
Catholic Charities of the Diocese of Arlington (CCDA), Emergency Assistance
and
St. Faustina St. Vincent de Paul Society, Spotsylvania, Virginia**

Emergency Assistance of Catholic Charities of the Diocese of Arlington (“CCDA”), located at 131 S. West Street, Alexandria, Virginia (“EA”), and, St. Faustina St. Vincent de Paul Society, mailing address P.O. Box 1574, Spotsylvania, VA 22553 (“St. Faustina SVDP”) (collectively “the parties”) establish this agreement in order to provide emergency assistance referrals for the residents of the Fredericksburg/Spotsylvania and surrounding areas in Virginia.

IMPLEMENTATION

Preliminary Provisions

1. EA represents to St. Faustina SVDP whose management understands and accepts that all referrals for the EA program must meet existing Catholic Charities guidelines for assistance (see attached guidelines).
2. Designated CCDA staff and two St. Faustina SVDP volunteers will work to assist each referral and follow the established EA processes:
 - For each new referral St. Faustina SVDP sends an email to Ruth Guillen, Senior Case Coordinator, at ruth.guillen@ccda.net fully describing the situation and including amounts of other pledges towards the rent or utility bill. Ruth emails that funds are/are not available and if available, the dollar amount to be pledged.
 - In a telephone or face-to-face interview with the client, St. Faustina legibly completes all sections of the intake form and emails to Ruth via a private server, all forms relevant to the case on the document checklist (see attached checklist).
 - Ruth reviews all forms and sends an email approval to the St. Faustina SVDP volunteer(s) that the case will be processed that day.

OTHER PROVISIONS

3. This agreement is effective upon signing by the parties and may be modified or revised through written amendments, by mutual consent.
4. If either party moves to terminate this agreement, that party agrees to provide 30 days’ written notice to the other party.

AGREED TO BY:

<p><u>Art Bennett</u> Art Bennett, President and CEO Catholic Charities of the Diocese of Arlington</p>	<p>APPROVED <small>By Arthur Bennett at 3:11 pm, Nov 04, 2020</small></p> <p><u>David Scharett</u> David Scharett, President St. Faustina St. Vincent de Paul Society</p>
---	--

Date: November 4, 2020

Date: 4/11/2020