

# EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY PROGRAM

## AGENCY AGREEMENT and MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding is entered into between, the Brevard Alzheimer's Foundation Inc. 4676 North Wickham Rd. Melbourne FL 32935, hereinafter referred to as BAFI, as outsourced by Senior Resource Alliance (SRA), and; ---**Brevard County Housing & Human Services (Agency)**---. The purpose of this MOU is to ensure a working relationship and understanding of the Policy and Procedures of the Emergency Home Energy Assistance for the Elderly Program (EHEAP) as administered by BAFI

1. Agency shall implement appropriate program management and operational controls to ensure actions are taken to resolve a home energy emergency within **18 hours** of the application date stamp. Applications should be submitted to Brevard Alzheimer's Foundation Inc. (BAFI) immediately in order to meet these deadlines. Facsimiles' are acceptable; however, original applications must be received at BAFI within ten (10) business days.
2. Agency must verify that the household is not receiving a Florida Department of Economic Opportunity's, Low Income Home Energy Assistance Program (LIHEAP) crisis assistance benefit. Eligible households may only receive one crisis assistance benefit per heating or cooling season.
3. Agency cannot/will not guarantee funds for the EHEAP Program **Guarantee** of EHEAP funds can only be completed by Brevard Alzheimer's Foundation Inc. EHEAP Program Coordinator upon receipt of an approved application and required documentation.
4. Agency will ensure that all qualification guidelines have been met; proofs of income, identification cards, social security numbers, NOTICE REGARDING COLLECTION OF SOCIAL SECURITY NUMBERS , and cut-off notice are attached to application, and that the application is complete prior to submitting the EHEAP application to BAFI for processing.
5. Agency will coordinate services between programs for potential consumers living in the service area. EHEAP applicants found to have received more than three EHEAP and LIHEAP benefits within the last 18 months, and *who* are homeowners, shall be referred to a Weatherization Assistance Program (WAP). Either party (Agency or BAFI) must notify the other of this referral.
6. Agency will receive a stipend of twenty-five dollars (\$25.00) for each application approved by BAFI. Payment of this stipend is subject to the availability of funds. BAFI shall be the final authority as to availability of funds for the EHEAP program.

This MOU shall remain in force until either party requests in writing, at least 30 days in advance, an amendment, modification, or intent to terminate the MOU.

Agency hereby agrees to comply with the above EHEAP policy and procedures.

Brevard Alzheimer's Foundation  
EHEAP Provider:

Printed Name: Tamara T.

Signature: [Signature]

Title: Ex. Dir.

Date: 10-4-20

Service Provider:

Printed Name: John G. Giddens

Signature: [Signature]

Title: Director

Date: 10/6/2020