

MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE CITY OF KEY WEST AND  
UNITED WAY OF COLLIER AND THE  
KEYS, INC., DATED  
JANUARY 11, 2021

I. PURPOSE

This Memorandum of Understanding (hereafter MOU) is made and entered into by and between The City of Key West (hereafter CITY) and the United Way of Collier and the Keys, Inc. (hereafter UWCK). By this MOU, the City and UWCK agree to terms and conditions related to disbursement and utilization of \$262,520 of City of Key West funds for providing rent, food, medical, utilities and basic needs for City of Key West residents and workers experiencing hardships due to the COVID-19 pandemic, per the requirements below and the Proposal for a Stop-Gap Measure for COVID Support, submitted and presented to the City of Key West City Commission on January 5, 2021.

II. AUTHORITY

CITY may, by agreement and operation of law, charge persons or groups with duties incident to the protection of life and property within the County during an emergency. This agreement will be governed by and construed in accordance with the laws of the State of Florida.

III. RECITALS

WHEREAS, CITY has statutory responsibility to prevent, minimize, and repair injury and damage resulting from anytype of disaster, and;

WHEREAS, the United Way of Collier and the Keys, Inc., advocates directly, and through its partners, for Asset Limited, Income Constrained, and Employed (ALICE) Key West residents and workers requiring supportive services in the form of rent, food, utilities, medical assistance and other essential needs related to the economic hardships of the COVID-19 pandemic, and;

WHEREAS, CITY understands it is in the best interest of the residents, workers, and visitors of Key West to enter into an agreement with UWCK for the management, validation of need and distribution of funds for those qualified applicants.

IV. DUTIES AND RESPONSIBILITIES

NOW, THEREFORE, the parties agree as follows:

- A. Parties: The Parties to the MOU are:
1. The United Way of Collier and the Keys, Inc.
  2. The City of Key West
- B. Term: The agreement is effective as of January 11, 2021 and shall remain in effect until March 31, 2021.
- C. Terms and Conditions:
1. UWCK will:
    - A. Commit to using the funds from City for the program and related goals solely to mitigate the effects of COVID-19 for qualified Key West residents and workers and no other related activity or expense. Funds should be exhausted by March 31, 2021. In the event of unforeseen circumstances, any unused funds must be acknowledged to City for reimbursement, extension of time or approval of alternate use.
    - B. Provide City with a report on funding expenditures by April 30, 2021. The report will include:
      1. Accounting of how all dollars are spent
      2. Accounting of number of unduplicated individuals/families and workers served and services provided
      3. Demographic information on individuals/families and workers served, including gender, race/ethnicity, age, documented COVID hardship, employment, and geographic area
      4. Description of how funds aided in relief efforts for affected residents and workers, including specific stories and photos (if available)
      5. Acknowledgement of how funding was recognized via a press release, social media or other outreach effort.
    - C. Include either the City of Key West logo and/or mention of our funding in any media stories, advertisements/flyers or press releases related to the program, and any activities that are being funded by City.
  2. CITY will:
    - A. Review all request for reimbursement and supporting documentation submitted from UWCK for completeness and accuracy before reimbursing UWCK
    - B. City will reimburse UWCK in an expedited manner but in no case more than 7 days after a City reviewed and accepted request is received.

- C. Share information with UWCK
- D. Include UWCK and partner agencies in all public information pieces, media stories, advertisements/flyers and press releases where applicable

V. INDEMNIFICATION AND LIABILITIES

- A. UWCK shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement and shall save the CITY harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, UWCK agree that it is not an employee or agent of the CITY, but it is an independent 501 (c) (3) non-profit organization and as such must abide by strict Federal regulations that govern the handling and accountability for all transferred funds.
- B. To the extent authorized by law, the City of Key West hereby agrees to defend, indemnify, and hold harmless the United Way of Collier and the Keys from any and all loss, damage, liability, or expense in connection with any action, proceeding, or claim for injury, including death to any person or persons, or damage to, loss of the use of, or loss of tangible property of any person, firm, or corporation, including the parties hereto, arising or resulting out of the performance of this contract, but only to the extent caused or incurred by the negligence or other actionable fault of the City of Key West or its agent. This obligation shall be limited to a maximum amount of the sovereign immunity limits of liability prescribed in 768.28, Florida Statutes, namely \$200,000 per person or \$300,000 per occurrence, and the City of Key West will have no further obligation to defend or hold harmless the United Way of Collier and the Keys in the event said limits are paid or are otherwise exhausted. Nothing contained herein shall be construed to alter or waive the City's sovereign immunity under 768.28, Florida Statutes.

United Way of Collier and the Keys acknowledges that indemnification by the City of Key West may be unenforceable under Florida law, and that the City of Key West does not waive any legal defense based on the unenforceability of such indemnification position.

- C. CITY recognizes that UWCK, its staff and volunteers are not employees or agents of the CITY in any form and that they maintain their own system of management and personnel policies.
- D. Nothing herein is intended to serve as a waiver of sovereign immunity

by any party or recipient to whom sovereign immunity applies. Nothing herein shall be construed as consent by a CITY agency or subdivision of CITY to be sued by third parties in any matter arising out of any contract.

- E. UWCK agrees to indemnify, defend, and hold free and harmless, the CITY and each of its members, agents, servants, employees, officers, and directors, from and against any and all actions, claims, liabilities, assertions, of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence and activities , or any nature of otherwise of indemnify, defend, and hold free and harmless, the CITY and each of its members, agents, servants, employees, officers, and directors, from and against any and all actions, claims, liabilities, assertions, of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence and activities , or any nature of otherwise of UWCK its agents, servants, or employees relating to this MOU, including but not limited to, claim or claims for bodily injury or death of persons, and for loss of or damage to property, including claims or loss by CITY or its agents, servants, and employees.
  
- F. Subject to the limitations of Section 768.26 Florida Statutes, CITY agrees to indemnify, defend, and hold free and harmless to the extent permitted by law, UWCK and each of its volunteers, members, agents, servants, employees, officers, and directors from and against any and all actions, claims, liabilities, assertion of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence and activities, or any nature or otherwise of the CITY or employees relating to this MOU, including but not limited to claims for bodily injury or death of persons, and for loss of or damage to property, including claims or loss by the city or its agents, servants, and employees. Nothing contained herein shall be construed as a waiver of the City's Sovereign Immunity Limits.

## VI. FEDERAL REQUIREMENTS

Federal regulations apply to all of the CITY of Key West contracts using Federal funds as a source for the solicitation of goods and services. In addition to the terms of Appendix II to 2 C.F.R. Part

200, which are attached as Exhibit A and incorporated herein, the following Federal requirements also apply to this Emergency Agreement:

- A. **ACCESS BY THE GRANTEE, SUBGRANTEE, FEDERAL GRANTOR AGENCY AND COMPTROLLER GENERAL:** UWCK shall allow access by the grantee, sub-grantee, Federal grantor agency and Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of UWCK which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions.
- B. **COPYRIGHTS:** The Grantee is free to copyright original work developed in the course of or under the agreement. FEMA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. Publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support, by granted number, and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA views.
- C. **DISADVANTAGED BUSINESS ENTERPRISES (DBE) Contractors:** UWCK agrees to ensure that Disadvantage Business Enterprises as defined in 49 C.F.R. Part 23, as amended, have the maximum opportunity to participate in the performance of contracts and this agreement. In this regard, UWCK shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 23, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. UWCK shall not discriminate on the basis of race, color, national origin or sex in the award and performance of federal assisted contracts.
- D. **ENERGY POLICY AND CONSERVATION ACT:** UWCK shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- E. **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, UWCK agrees as follows:
  - 1. UWCK will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. UWCK will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. UWCK agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
  - 2. UWCK will, in all solicitations or advertisements for employees placed by or on behalf of UWCK, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
  - 3. UWCK will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of UWCK's commitments under

this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. UWCK will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The UWCK will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of UWCK's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the UWCK may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. UWCK will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each partner of UWCK or vendor. UWCK will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided however, in the event UWCK becomes involved in, or is threatened with, litigation with a partner of UWCK or vendor as a result of such direction by the administering agency UWCK may request the United States to enter into such litigation to protect the interests of the United States.
8. UWCK shall:
  - a. Place qualified small and minority businesses and women's business enterprises on solicitation lists.
  - b. Assure that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
  - c. Divide work, when economically feasible, into smaller tasks to permit maximum participation by small and minority businesses, and women's business enterprises.
  - d. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
  - e. Provide documentation of compliance with 1-4 above.

#### F. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT COMPLIANCE

1. Overtime requirements. No UWCK or partner of UWCK contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times

the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section UWCK and any partner of UWCK responsible therefor shall be liable for the unpaid wages. In addition, UWCK and partner of UWCK shall be liable to the United States, for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. Withholding for unpaid wages and liquidated damages. The Federal Emergency Management Agency (FEMA) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by UWCK or a partner of UWCK under any such contract or any other Federal contract with the same prime UWCK, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by UWCK, such sums as may be determined to be necessary to satisfy any liabilities of UWCK or partner of UWCK for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. Subcontracts. UWCK or a partner of UWCK shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the partner of UWCK to include these clauses in any lower tier subcontracts. UWCK shall be responsible for compliance by any partner of UWCK or lower tier partner with the clauses set forth in paragraphs (1) through (4) of this section.”

#### G. CLEAN AIR ACT

1. UWCK agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

UWCK agrees to report each violation to the City of Key West and understands and agrees that the City of Key West will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

UWCK agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### H. FEDERAL WATER POLLUTION CONTROL ACT

1. UWCK agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

UWCK agrees to report each violation to the City of Key West and understands and agrees that the City of Key West will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

UWCK agrees to include these requirements in each subcontract exceeding \$150,000 financed

in whole or in part with Federal assistance provided by FEMA.”

**I. DEBARMENT AND SUSPENSION:**

1. This MOU is a covered transaction for purposes of 2 C.F.R. pt.180 and 2 C.F.R. pt. 3000. As such the UWCK is required to verify that none of the UWCK, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R.§ 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. UWCK must comply with 2 C.F.R. pt. 180, subpart C and 2C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by (insert name of sub-recipient). If it is later determined that the UWCK did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of sub-recipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**J. PROCUREMENT OF RECOVERED MATERIALS**

1. In the performance of this contract, UWCK shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired-
  - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
  - b. Meeting contract performance requirements; or
  - c. At a reasonable price.
2. Information about this requirement, along with the list of EPA- designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.”

**K. RETENTION OF ALL RECORDS:** UWCK is required to retain all records for seven (7) years after grantees or sub-grantees make final payments and all other pending matters are closed.

**L. ADDITIONAL FEDERAL REQUIREMENTS**

1. **REMEDIES** – In the event of a breach by UWCK of the terms and conditions of this Agreement CITY shall be entitled to recover any and all monetary damages arising therefrom including the recovery of reasonable attorney fees at all trial and appellate levels.

2. **ACCESS TO RECORDS**

- a. UWCK agrees to provide City, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books,



documents, papers, and records of UWCK which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

- b. UWCK agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed and permissible by law.
  - c. UWCK agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
3. **DHS SEAL, LOGO AND FLAGS:** UWCK shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
  4. **COMPLIANCE WITH FEDERAL LAW, REGULATIONS AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. UWCK will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
  5. **NO OBLIGATION:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, UWCK, or any other party pertaining to any matter resulting from the contract.”
  6. **FRAUD AND FALSE OR FRAUDULENT OR RELATED ACTS:** The UWCK acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to UWCK’s actions pertaining to this contract.

## VII. INTEGRATION

This agreement contains the entire understanding of the parties with respect to the subject matter of the agreement, and it supersedes all prior understandings, and agreements, whether written or oral, and all prior dealings of the parties with respect to the subject matter herein.

## VIII. MODIFICATIONS

This MOU may be modified or amended only by an instrument in writing signed by the parties hereto.

IX. EFFECTIVE DATE  
January 11, 2020.

**City of Key West**

  
\_\_\_\_\_  
Signature

Gregory W. Veliz

\_\_\_\_\_  
Print Name

1-11-2021

\_\_\_\_\_  
Date

City Manager

\_\_\_\_\_  
Title

**United Way of Collier and the Keys, Inc.**

  
\_\_\_\_\_  
Signature

Leah Stockton

\_\_\_\_\_  
Print Name

1-11-2021

\_\_\_\_\_  
Date

Florida Keys Area President

\_\_\_\_\_  
Title