

DATA USE AGREEMENT

SB 690 WATER ASSISTANCE PROGRAM

This Data Use Agreement is between:

Mid Michigan Community Action Agency (Mid Michigan CAA)
PO Box 768
1574 E Washington Rd
Farwell, MI 48622

and

City of Bay City
Mark Vanderberg, Distribution Supervisor
301 Washington
Bay City, MI 48708

And shall be for the term of 6/1/2020 through 12/31/2020, or until such time as the State of Michigan shall deem closed due to available funding.

The purpose of this agreement is to comply with the recently adopted SB690-Water Assistance Program and to provide funding to water utilities for the purpose of paying off arrearages of those individuals eligible for Food Assistance Program through the Michigan Department of Health and Human Services (MDHHS). The program is being facilitated by the Bureau of Community Action and Economic Opportunity (BCAEO), a division of MDHHS, and through Community Action Agency network in the State of Michigan. For the county of Gladwin, the Mid Michigan CAA is a member of the network, and authorized to provide payment processing of arrearages in both water and sewage of those eligible customers/clients.

A Data Use Agreement is required to enable Mid Michigan CAA to receive data about arrearages clients from the Water Utility named above, and to determine, through its avenues with MDHHS and BCAEO, the eligibility of those clients submitted by the Water Utility.

Any data received from/transmitted to the Water Utility, or from/to MDHHS/BCAEO will be kept in strict confidence, used only for the purpose of client eligibility. At no time will data transmitted be used for commercial or private use.

The format of Data to be transmitted has been established by BCAEO and mapping provided to the Water Utility and Mid Michigan CAA on/about August 1, 2020.

Data may be provided either electronically. If the Water Utility is unable to provide in the format provided by BCAEO, it may provide any such data as is collected for each client in as much detail as possible, to be converted by Mid Michigan CAA/BCAEO to an appropriate format.

Data will be stored on-site at Mid Michigan CAA in a secure server, accessible only by IT Management and Program Management.

Management of the Water Assistance Program will include the following individuals:
Eva Rohlman, Outreach Services Director, 989-386-3805 x1033, erohlman@mmcaa.org

Data will be secured for a minimum of three (3) years for monitoring purposes ONLY. The electronic data will then be deleted, and any hard copies shredded by a confidential destruction company or internally, depending on volume.

If there is a loss of data, Mid Michigan CAA will notify the Water Utility and BCAEO IMMEDIATELY. If data integrity is in question, Mid Michigan CAA will contact the Water Utility to determine any possible work-around.

Additionally, the Water Utility agrees to the following:

- (a) Not to shut off water service to residential customers in the program for a minimum of 90 days beyond the date the customer receives assistance.
- (b) If funding for Phase II of the program remains, forgive 25% of the amount billed in water service bills, sent to residential customers before December 1, 2020, (or once the state declared emergency ends) for eligible residential water customers. This credit from Mid Michigan CAA shall only be required if funds remain available to reimburse the provider. Future bills must reflect reimbursement for the residential water customer.
- (c) Notify the customer of the arrears being forgiven or 25% disregard if applicable.
- (d) Take no action that affects the household's credit score or pursue any type of collection action against the water customer resulting from payments made by Mid Michigan CAA to the utility provider.
- (f) Provide the benefits reimbursed under this section in addition to any assistance provided through a provider's local water utility assistance program.
- (g) Any payment made in error must be returned by the water/wastewater utility provider to Mid Michigan CAA within 15 business days. This includes any arrearages paid by the household prior to the payment being received by Mid Michigan CAA.
- (h) The list of arrearages must be provided to Mid Michigan CAA a date determined by MDHHS to be considered for payment. Arrearage payments may be pro-rated across utilities should program funding not meet demand.

This Data Use Agreement entered into

By: Mid Michigan CAA



Jill Sutton, Executive Director

Date 8-27-20

Water Utility Representative

Name, Title: _____ Date _____

Any amendments to this Agreement will be in writing with all signatories acknowledging such amendments.

Please include contact information, including name, email and phone number below for individual(s) involved in accumulating/transmitting Data Information:

