



MID-CUMBERLAND
COMMUNITY ACTION AGENCY
Helping people. Changing lives.

Dear Potential Partner,

Thank you for considering partnering with us. One of your customers is in need of assistance. In order for us to help them, we need to share some information with you.

Here is what you need to know:

≈ We work on the **voucher** system. If the client qualifies for rent or utility service, we will email a voucher to you.

You can expect a check from us for the amount of the voucher within 90 business days.

≈ In order to issue you a check we need three things from you:

1. The **Vendor Agreement** signed.
2. The **W-9** with YOUR tax information signed.
3. The **Bill, Rent/Mortgage or First Month-Deposit Rent Statement** with the CLIENT'S information, including what they owe or the price of the item for which we are providing payment.

All three of these items need to be completed and returned to:

CSBG@midcumberland.org

≈ Once we have these three items, then:

1. We will be able to provide assistance to qualifying clients.
2. A voucher will be sent to you.

If you have any questions about the process or need further information please feel free to contact me.

Thank you for helping us to help those in our community.

Regards,

Katie Lee
Community Services Director
(615) 742-1113, ext. 2033



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Mid-Cumberland Community Action Agency

P.O. BOX 1999 Mt. Juliet, TN 37121

Ph: 615.742.1113

Vendor Partnership Agreement

This agreement is between Mid-Cumberland Community Action Agency and

Name of partnering vendor

I. Mid-Cumberland Community Action Agency

MCCAA provides a variety of services designed to improve the quality of life and promote Self-Sufficiency for the low-income, elderly and disabled population throughout Middle Tennessee.

The Community Services Block Grant is a federal block grant that funds many of the services that MCCAA provides directly to individuals. MCCAA provides CSBG services in Cheatham, Robertson, Rutherford, Sumner, Trousdale, Williamson, and Wilson Counties.

On average, MCCAA provides services to over 5,000 households on an annual basis.

II. Understanding of Partnership

Partnerships are crucial to the success of Community Action as it is only through partnerships that MCCAA is able to provide services. By partnering with MCCAA, you can help to get much needed services to the most vulnerable populations of the community.

III. MCCAA's responsibilities to the VENDOR:

- a. MCCAA will issue VOUCHERS to eligible clients. A VOUCHER is, in essence, a promise to pay the amount indicated on the VOUCHER on the behalf of the client directly to the VENDOR (partner).
- b. MCCAA will honor all VOUCHERS that have been properly processed.
- c. **Payment for properly processed vouchers should be received by VENDOR in 90 business days.**
- d. Payments are always made directly to the VENDOR in the form of a check. Payments are never made to the client.
- e. MCCAA will openly communicate with VENDOR in reference to any VOUCHERS issued on behalf of a mutual client.

IV. VENDOR responsibilities in the partnership:

- a. VENDOR agrees to accept payment from MCCA on behalf of client.
- b. VENDOR agrees to provide a valid email address for communication with ADMIN staff regarding W-9 and which to send the voucher.

Email address: _____

Phone Number: _____

- c. VENDOR agrees to complete the voucher process by submitting a required W-9 and all other forms. VENDOR understands that payment cannot be issued until the W-9 is received by the MCCA Central Office for processing.
- d. **If client’s financial responsibility is not satisfied by the VOUCHER, client and VENDOR must come to an agreement for the satisfaction of the balance due. If no agreement can be obtained, VENDOR should not accept the VOUCHER as payment.**
- e. Vendor should not disconnect nor evict client based on the voucher amount that MCCA is providing.

V. Debarment

Federal mandate requires that any person or entity receiving Federal dollars as payment must verify that there has been no disbarment from receiving Federal dollars by certifying the following:

1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(vendor initial)

2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(vendor initial)

The partnership between Mid-Cumberland Community Action Agency and _____ is valid upon execution of this partnership agreement.

(name of partnering agency)

This partnership will remain in full effect until September 30, 2025.

MCCA Representative

Partnering Agency Representative

Title

Title

Date

Date



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Rent/Mortgage Statement

Date: _____

Your tenant has requested assistance from Mid-Cumberland Community Action Agency with their rent or mortgage. To help us determine if the tenant is eligible for assistance, please complete this form and have your tenant return the form to their local MCCA office.

This letter verifies _____ is residing at: _____
(Name of family or individual)

Address of residence

The monthly rent or mortgage amount is \$ _____ and is due on the _____ of each month.

Rent is owed for the month(s) of _____.

The total amount due is: \$ _____

A payment arrangement must be made concerning the remaining balances. Please describe the terms below.

Business Name: (if applicable) _____

Business Address: _____

Landlord Signature: _____

Landlord email address: _____

Printed Name: _____

Phone Number: _____ Fax Number: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.