

MEMORANDUM OF UNDERSTANDING  
Capital Projects Fund Digital Connectivity and Navigation Program  
Local Distribution Partner

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UNITED WAY OF WISCONSIN  
United Way of Dane County  
Sauk County Public Health

**Purpose & Scope of Agreement:**

This Agreement is entered into on 12/22/25 between United Way of Wisconsin (UWWi), United Way of Dane County and Sauk County Public Health to establish the parameters for distributing loaned devices to Partner clients via the Capital Projects Fund Digital Connectivity and Navigation Program. The Partner must meet the Program's basic Eligibility Requirements (Addendum 1).

The Program prioritizes device recipients based on the following eligibility criteria:

- Low-Income Household (first priority): A household with an income at or below 200% of the Federal Poverty Guideline or an Asset Limited, Income Constrained, Employed (ALICE) household (unable to afford basics on housing, childcare, food, transportation, health care, and technology).
- Underserved: A household without access to reliable, affordable broadband service with a minimum speed of 100 Mbps download and 20 Mbps upload.
- Underconnected: A household with physical access to broadband services but lacking full access due to cost, quality of devices or service, data limits, provider policies, lack of choice, or need for digital literacy skills or devices
- Affected by the COVID-19 Public Health Emergency: An individual with a critical need for broadband access made apparent or exacerbated by the COVID-19 public health emergency, impeding participation in work, education, and health monitoring.

UWWi intends to engage the Partner as a **device distribution hub**. The Partner agrees to distribute loaned devices only to individuals who meet the above qualifications. The Partner agrees to use the WI Care Hub platform as instructed by UWWi to request devices, check for existing device recipients, complete client eligibility & intake forms, and record device, client, and training details. The Partner agrees that it will distribute only one device per qualifying individual.

**Period of Agreement:**

This Agreement applies to project activities beginning on the signature date. The Agreement can be ended at any time by either party with thirty (30) calendar days of written notice in advance of the termination date.

**PARTNER agrees to the following as a participant:**

1. Attend an onboarding session hosted by UWWi or local subaward partners.
2. Coordinate with UWWi or local United Way partners to request and receive delivery of devices from a vendor, potentially including United Way itself.
3. Securely store devices at Partner's preferred location (see Addendum 3).
4. Distribute devices to eligible clients of the Partner's organization.

5. Use United Way's online platform, the WI Care Hub, to register each individual and assign eligible clients a device.
6. Work with a Techquity WI Digital Navigator as available, who will provide guidance for device distribution onboarding at the Partner organization, as well as technical/device support to individuals who receive a device (see Addendum 4).
7. Provide United Way with updates and data regarding the success of the computer distribution project and the recipients of computers as requested (see Addendum 5).
8. Credit United Way as the funder and provider of the devices in any media or promotional materials.
9. Complete a reimbursement request form and final report for each distribution event completed in the WI Care Hub.

**UNITED WAY agrees to the following:**

1. Procure devices and facilitate distribution to eligible nonprofits/Partners.
2. Serve as the point of contact for questions or issues related to device distributions to individuals.
3. Serve as the liaison between Partner and the device vendor.
4. Store excess devices at United Way and/or United Way-approved facilities.
5. Manage all data systems, online forms, and data associated with device distributions.
6. Provide ongoing Digital Navigator support to clients.
7. Reimburse the Partner for up to \$500 per event of eligible expenses for approved local distribution events.

**KEY PERSONNEL**

The United Way Contact listed below will be responsible for the overall direction and coordination of the work to be performed under this Agreement. The Partner Contact listed below will be responsible for communication on behalf of the Partner related to this Agreement.

<b>United Way Contact</b>	<b>Partner Contact</b>
Aaron Grych Program Manager United Way of Dane County 2059 Atwood Avenue Madison, WI 53703 608-246-4365 aaron.grych@uwdc.org	Contact Name Contact Title Sauk County Public Health Address City, WI, ZIP Contact Phone Contact Email

**IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officer as of the day and year first written above.**

United Way of Dane County

X



Main Contact

Sauk County Public Health

X



Main Contact

### **Addendum 1: Eligibility Requirements**

To be eligible to participate as a Partner in The Capitol Projects Fund Digital Connectivity and Navigation Program distribution, the Partner must meet the following eligibility requirements:

- Be a tax-exempt organization as recognized by the IRS.
- Sign a Capital Projects Fund Digital Connectivity and Navigation Program Distribution MOU.
- Serve members of eligible populations for the program.
- Attend an onboarding session for the distribution program.
- Be willing to participate in a regular auditing process to confirm the distribution of allocated devices.
- Agree to other requirements as they develop.

### **Addendum 2: Data Collection**

The Capitol Projects Fund Digital Connectivity and Navigation Program is funded by government funds. Per the requirements of these grant funds, United Way must collect basic demographic information about each device recipient. To accomplish this, United Way will use online forms on the WI Care Hub platform, access to which will be provided to the Partner after the signing of this agreement. Collected information will be kept strictly confidential, and will ensure Program compliance and support the program serving the intended people. Program Partners will be responsible for explaining to device recipients that some personal information will be collected to receive a device and meet grant requirements, and that all information collected will be kept confidential and safe.

### **Addendum 3: Computer Storage**

Computers received by the Partner organization must be stored in a secure location prior to distribution. A secure location is defined as a space that:

- Can safely accommodate the entire quantity of devices the Partner requests.
- Is locked and accessible only to relevant staff of the Partner organization.

### **Addendum 4: Digital Navigators**

Digital Navigators are trusted guides capable of assisting device recipients with ongoing, individualized support for using their devices, accessing affordable internet, and developing digital skills. Digital Navigators can support Partner clients' digital needs both in-person and virtually. Each device recipient will be assigned a digital navigator upon receipt of a device.

**Addendum 5: Reporting Requirements**

Partner organizations must ensure each device recipient completes an online client intake registration form and self-attests to their eligibility for a device before assigning a device to that client. Additionally, Partners must confirm with United Way that they have distributed all devices from one delivery before receiving additional computers for distribution. The number of devices a Partner reports to have distributed must correspond to the number of online device registration forms that the Partner organization's clients have completed at all times.