Called to Care, Canandaigua Financial Covenant Rev. 12/5/2024

Called to Care, Canandaigua (CTCC) will provide certain financial assistance to incoming refugee and displaced families (the “family”). Items listed below are subject to review according to the situation and will be reevaluated as needed. Nevertheless, **we are** committed to the following financial practices in order to help the family settle and come into their own means. Funds will be distributed either weekly, bi-weekly, or monthly depending upon negotiation with each family.

Employable adults in the family will agree to obtain employment as soon as reasonably possible and will take over the payment of expenses as listed in this covenant.

Sponsors may purchase items outside of this document with their own funds in addition to what will be guaranteed by the group.

1. **Rent**
	1. CTCC will pay a security deposit, prorated rent, and up to 3 months’ rent or until assistance is no longer needed, upon review. Arrangements can be made to allow the family to pay partial rent with CTCC providing the rest up to a six-month period or until no longer needed upon review. Renter’s insurance may be paid by CTCC for the first year’s tenancy.
	2. Families agree to keep rental and community spaces (laundry, storage, hallways, porch/patio) clean and tidy.
	3. At the end of the lease, if not renewed, the rental security deposit is to be split equally between CTCC and the family. If the family breaks the term of the lease, does not give a 60 days’ notice to the landlord, or incurs damages to the apartment, the family will lose their part of the security deposit.
	4. In the event a family chooses to leave their apartment without arranging for payment of rent and utilities in their absence, CTCC will terminate this agreement with the family and remove all remaining furnishings from the apartment.  The family would have to re-negotiate their relationship with CTCC should they return.
2. **Utilities**
	1. CTCC will provide some utilities (gas, electricity, water, and sewer) for up to three months or until no longer needed, upon review. Arrangements can be made to allow the family to pay for partial utilities with the group providing the rest up to a six-month period or until needed upon review.
	2. The family will be responsible for staying in contact with the landlord for maintenance issues and garbage disposal dependent upon the lease signed at the start of the rental period. The family will be required to follow the lease and refrain from doing repairs on the rental property, deferring it to the landlord.
3. **Furniture**
	1. Basic needed furniture (beds and mattresses, dressers, dining table and chairs, sofa, etc.) will be provided by CTCC. Upon moving from a short-term rental through CTCC into a long-term

rental or home, the family may take any furniture items that they want. CTCC is available to assist the family in finding their own furniture through neighborhood sales, discount stores, etc. as needed. Any furniture left behind will be disbursed by CTCC as the group sees fit.

1. **Transportation**
	1. CTCC will assist the family in procuring bus passes to encourage their independence. But we will also provide transportation to certain activities (grocery stores, appointments, etc.) as needed. If necessary, CTCC will provide driving lessons for one individual in each family. The Canandaigua Driving School has offered CTCC a discount for our families.
	2. If the family wishes to purchase a vehicle, CTCC will assist as needed with DMV fees. CTCC may provide partial payment of car insurance up to $500 for a period of up to six months or until needed upon review. Purchase of a vehicle is the family’s responsibility, including repairs.
2. **Cell phone and Wi-Fi internet**
	1. The family will provide their own cell phone and Wi-Fi internet. If needed, CTCC can reassess and assist in partial or full payment of internet for up to three months or until needed upon review. Assistance in gaining a United States SIM card for currently owned cell phones is available as needed.
3. **Cable television**
	1. Cable television is available but will be paid for by the family. CTCC is available to assist in setting up cable and payment plans with the company, but the family is fully responsible for the bill.
4. **I-765 - Employment Authorization Document**
	1. CTCC will pay the fee for the initial filing of this document for all employable members of the family and assist as needed.
5. **Pocket Money & Grocery Money**
	1. A weekly allowance of “pocket money” will be given to each adult family member with adjustments made for the parents of minors. The exact weekly amount will be determined by the board of directors.
	2. Grocery gift cards will be given to the family as needed until their SNAP benefits are in place. Pocket money will be discontinued when employment is obtained.
6. **Mattresses and Window Coverings**
	1. New mattresses will be purchased for each family member. Window coverings, either blinds or curtains & rods will be purchased as needed by CTCC.
7. **Goodwill and Good Community Relations**
	1. Families and CTCC agree to treat one another and those in our community with respect.
	2. CTCC and Families agree to abide by local, state and national laws.

Signatures and Date:

Heads of household: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTCC Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_