



July 2019-2020 VISTA Class

MEMORANDUM OF UNDERSTANDING

Between

Sub-grantee (MTCC AmeriCorps VISTA "Host Site")

Contact Information *(for designated Site Supervisor)*:

&

**Project Sponsor
("MTCC") Montana**

Campus Compact
Network Office
DHC 020

Missoula, MT 59812-3960
(406) 243-5177

Represented locally by

MTCC Affiliate Campus (Campus Partner)

Contact Information *(for designated Campus Partner)*:

The purpose of this agreement is to delineate the terms, conditions, and responsibilities regarding the participation of the Host Site in the Montana Campus Compact AmeriCorps VISTA Project.

I. Missions

Montana Campus Compact (hereafter, "MTCC") is a higher education network which advances the public purposes of colleges and universities by deepening their ability to improve community life and to educate students for civic and social responsibility. As the largest higher education network in Montana, MTCC actively addresses community- identified needs through student and faculty engagement, service learning and community volunteerism.

AmeriCorps VISTA: AmeriCorps is a program of the Corporation for National and Community Service (hereafter, "CNCS"), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps VISTA (hereafter, "VISTA") places full-time members with community organizations and public agencies to create and expand programs that build capacity and ultimately bring low-income individuals and communities out of poverty.

II. Duration

The project, including the VISTA member's term of service, will begin performance on July TBA, 2019 and will complete performance on July TBA, 2020.

III. Responsibilities

MTCC Affiliate/Campus Partner

As the Project Co-Sponsor, the local MTCC Affiliate, represented by a campus employee, authorizes the MTCC Network Office to manage the following:

- Serving as the liaison to the federal sponsor, ensuring compliance with provisions, regulations and VISTA members' receipt of appropriate benefits;
- Recruiting sub-grantees to serve as project host sites;
- Identifying departmental contacts to serve as campus partners for local VISTA projects;
- Providing training and technical assistance to VISTA members, including: leadership competencies and skills needed to complete project objectives;
- Ensuring mission focus and grant compliance among sub-grantees and partners;
- Recruiting and retaining a qualified individual to serve as the VISTA member for approved projects, for a term no less than one calendar year;
- Submitting reports, pictures, video and other documentation to the federal sponsor and media outlets;
- Ensuring progress toward the mission, goals, and objectives written in the project work plan; and,
- Allocating, reallocating, withholding, or removing VISTA resources, as necessary.

Subgrantee/Host Site

As the MTCC VISTA Host Site, the Sub-grantee is responsible for the following:

- Designating a Site Supervisor to oversee the VISTA member and serve as the site-level liaison to MTCC and the funding agency (see Attachment A);
- Supporting the missions of AmeriCorps VISTA and Montana Campus Compact;
- Ensuring alignment with the VISTA Supervisor Manual, located on the VISTA Campus website, (<https://www.vistacampus.gov/lessons/vista-sponsor-handbook-0>) and compliance with the AmeriCorps provisions at (http://www.americorps.gov/for_organizations/manage/#provisions);
- Recruiting and retaining a qualified individual to serve as the VISTA member for approved projects, for a term no less than one calendar year;
- Making every reasonable effort to ensure that the health and safety of the VISTA member is protected during the performance of assigned duties;
- Providing the necessary resources for the VISTA member to accomplish all project tasks;
- Ensuring progress toward the mission, goals, and objectives written in the VISTA Assignment Description (VAD);
- Notifying MTCC staff immediately of any site-level changes in staffing, supervision, partnerships (including campus partner), physical location of VISTA members, or proposed VAD changes;
- Creating/strengthening the campus-community partnership outlined in project application;
- Ensuring that members participate in local emergency disaster relief efforts as needed and allowing members to participate in all scheduled National Service Days (see Program Year Calendar);

- Utilizing the words “Montana Campus Compact” and “AmeriCorps VISTA” exclusively in referencing this partnership and the VISTA member and regularly utilizing logos and other branding materials and verbiage to explain to the program and participants (e.g. on website, in newsletters and among lists of partners); and,
- Remitting a host site administration fee assessed by the project. This fee is used for program expenses, including member living allowance, training and administration. For details, contact the MTCC Program Manager at 406-243-5458. (See Attachment B).

IV. Prohibited Activities

*The Host Site and Project Co-Sponsor understand that under **no** circumstances may the VISTA member participate in the following activities.*

- Partisan and nonpartisan political activities, including voter registration;
- Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition;
- Labor or anti-labor organization or related activities;
- Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their duties;
- Any project or activity where the involvement of the VISTA member will result in the displacement of employed workers or impair existing contracts for service;
- Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration whatsoever;
- Using any title other than “AmeriCorps VISTA” or “VISTA” to describe the member, and either “Montana Campus Compact AmeriCorps VISTA Project” or “MTCC VISTA” to refer to the program providing the AmeriCorps VISTA resources.

Further information about prohibited activities may be found online at www.vistacampus.org by searching for keywords “prohibited activities.”

V. Term of Service for AmeriCorps VISTA Members

A mandatory AmeriCorps VISTA In-person Orientation takes place July TBA, 2019, location TBA. The service term for the VISTA member is one year from the first day of service. VISTA members receive 10 days of vacation leave and 10 days of sick leave. Once selected and enrolled, the VISTA member cannot be replaced for any reason, including if the member is released for cause or resigns for personal reasons. As such, it is incumbent on grantees to ensure they are invested in training and providing high quality ongoing support for the VISTA member placed with their organization.

VI. Work Plan/VISTA Assignment Description (VAD)

Each VISTA project includes a project plan and VISTA Assignment Description (VAD) that have been approved by the federal funder. Each Host Site is expected to further develop the VAD to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall project. For MTCC’s VISTA projects, the VAD includes specific, measurable outcomes for both the community partner and campus partner. MTCC staff will periodically review the VAD to ensure that each VISTA is progressing toward the overall objectives. Host Sites should not propose or assign service activities outside of the scope of the overall work plan.

VII. Accessibility and Reasonable Accommodation

The Project Sponsor and Host Site are responsible for providing necessary resources and adequate work space for the VISTA member to accomplish project tasks. This involves ensuring that all

facilities and projects are accessible, and that reasonable accommodations are provided to the VISTA, upon request.

VIII. Program Year Calendar

The program year calendar reflects the trainings and events for both Site Supervisors and VISTA members, taking place within July 2019 - July 2020. This calendar will be distributed via email to supervisors and is included in the VISTA Member Handbook each VISTA receives during Pre-Service Orientation. Site Supervisors are welcomed and encouraged to attend appropriate trainings throughout the year. VISTA members are required to attend and participate in all trainings and events listed.

IX. Attachments

The following items are considered part of this agreement and must be adhered to:

- A. Site Supervisor Agreement (Page 5)
- B. Host Site Cost Share Agreement (Page 6)

X. Amendments

This Memorandum of Understanding may be amended at any time, in writing, executed by authorized representatives of MTCC, and the appropriate Corporation State Director and appropriate Corporation Executive Officer.

XI. Termination or Suspension

Material Failure or Threatened Material Failure: MTCC or CNCS may terminate or suspend this MOU in accordance with applicable terms and procedures set forth at [45 CFR Part 1206](#) or [42 U.S.C. § 4953](#).

XII. Endorsements

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in the MTCC VISTA project.

Sub-grantee/Host Site:

_____	_____
Host Site Representative Name	Title
_____	_____
Signature	Date
Campus Partner/MTCC Affiliate Campus:	
_____	_____
Campus Partner Name	Title
_____	_____
Signature	Date
Project Sponsor/MTCC Network Office:	
Erin Barstow	Program Manager
_____	_____
MTCC Name	Title
_____	_____
Signature	Date

Attachment A: Site Supervisor Agreement

As Site Supervisor for MTCC’s local AmeriCorps VISTA project, I, _____
(name/title), agree to undertake the following responsibilities:

- Attend the Supervisor Trainings/Orientation via webinar **(TBA)**.
- Review and customize the On-Site Orientation Training plan for the VISTA member to be placed at your site (a template will be emailed several weeks before the service term);
- Develop a thorough on-site orientation at the site level within the first two weeks of the VISTA member’s placement, ensuring that both the VISTA member and Host Site staff have a clear understanding of MTCC and its AmeriCorps VISTA Project, as distinct from other AmeriCorps and VISTA programs;
- Meet weekly with the VISTA member to discuss work progress, goals, challenges and accomplishments;
- Maintain monthly time sheets and submit monthly sick and annual leave (where applicable) to the Project Sponsor;
- Meet regularly (e.g., quarterly, or more frequently) with the local MTCC Affiliate/Co-Sponsor to discuss project goals and ensure alignment with MTCC’s mission and strategic priorities;
- Ensure that all data reported by the host site to MTCC is documented and verifiable;
- Meet reporting requirements within deadlines, including: review and approve quarterly reports produced by the VISTA member; complete required Site Supervisor semiannual reporting; co-author year-end service summary with VISTA member;
- Ensure that the service of MTCC’s VISTA member does not displace or duplicate the efforts of staff, volunteers or board members at the local Host Site;
- Ensure that the service of MTCC’s VISTA member does not displace or duplicate the efforts of national service members serving via other intermediaries, including, but not limited to, Prevention Resource Center (PRC) VISTA, Billings Metro VISTA Project (MVP), Rural Dynamics VISTA, Justice for Montanans Project, Montana Conservation Corps, Big Sky Watershed Corps, Montana State Parks AmeriCorps, Energy Corps, FoodCorps, or any other state- or federally-funded national service program;
- Ensure that appropriate branding and titling are used when referring to the “MTCC VISTA Project” or “AmeriCorps VISTA Members” serving via MTCC initiatives; and,
- Actively work to secure local resources (facilities, personnel, partnerships, funding, etc.) to be used in support of MTCC’s VISTA project.

Certification

I agree to act as a direct supervisor for the AmeriCorps VISTA member placed at

_____(Host Site), in accordance with the terms set forth in this MOU. I agree to monitor compliance with the AmeriCorps provisions regarding prohibited activities. I also agree to ensure the member’s timely completion of required program paperwork, including quarterly and year-end reporting. I have reviewed the Supervisor Manual located online at www.vistacampus.org and agree to its contents.

Site Supervisor Name

Title

Site Supervisor Signature

Date

Attachment B: Host Site Cost Share Agreement



**Montana Campus Compact AmeriCorps VISTA
Host Site Cost Share Schedule – July 2019 Class**

A Cost Share is assessed of each partner organization in order to fulfill all staffing, recruitment, compliance, management, support and training needs. The full dollar value of placing an AmeriCorps VISTA member is approximately \$32,000/year which includes living allowance, Education Award and health care, as well as member support, program administration, training, and service-related travel costs.

The annual Host Site Cost Share Fee may be paid all at once or broken down into four quarterly payments. Part of this commitment includes an administrative fee which must be paid in conjunction with the first quarter cost share upon the placement of a VISTA member. This administrative fee is assessed of partners outside of the Campus Compact network –and therefore without an existing financial stake in the organization- and helps to cover costs associated with MTCC’s administration of the VISTA project. The remaining fee supports VISTA living allowances.

Reimbursement protocol if VISTA service is terminated:

First quarter and administrative fees are non-refundable. After completion of the first quarter any refunds will follow a prorated system: if 25-50% of service is completed, half of full cost share is held. If 50-75% of service is completed, three quarters of full cost share is held. If 75-100% is completed, all of cost share is held.

Project year	MTCC Affiliate	Non-Affiliate	Non- Competing
1-3	\$6,250	\$8,350	\$12,000

Host sites will receive an invoice from MTCC prior to each payment due date. Partners have the option of paying in a single installment or four (4) installments over the course of the year.

Payment schedule (due dates):

July 2019 Administrative Fee (for non-MTCC affiliates) & 1st quarter cost share
 October 2019 2nd quarter cost share
 January 2020 3rd quarter cost share
 April 2020 4th quarter cost share

Please sign below: Invoice us for the entire fee Invoice us quarterly

I agree to pay, in-full, the participation fee associated with hosting an AmeriCorps VISTA member. I understand that early termination does not guarantee a reduction in the overall fee assessed.

Host Site Representative Name and Title

Organization or Institution

Host Site Representative Signature

Date



Certification Page



By signing and submitting the MTCC VISTA Project Application, you acknowledge and agree to the following expectations of host sites, should your program be selected to participate in the project (please initial):

- ___ Remitting CHECK ONLY ONE: ___ \$6,250 (for dues-paying MTCC affiliate campuses), ___ \$8,350 (for non-affiliates) or ___ \$12,000 (non-competing) fee per member, payable quarterly or by a single payment;
- ___ Participating in a Site Supervisor Orientation and Training webinar prior to the start of the project (or if a new supervisor is added to the project);
- ___ Submitting timely reports to the MTCC network office;
- ___ Actively recruiting and selecting individuals to serve as AmeriCorps VISTA members, in collaboration with the MTCC network office;
- ___ Providing pre-service support to selected VISTA (e.g. help securing affordable housing, transportation, etc.);
- ___ Providing substantive on-site orientation;
- ___ Providing dedicated staff to adequately supervise a VISTA;
- ___ Providing a dedicated workspace and resources (computer, phone, office supplies, etc.); and
- ___ Partnering with an MTCC Campus Affiliate to engage college students in service opportunities.

I certify that:

- I have received appropriate clearance or authorization to apply for grant funding through the Montana Campus Compact
- All information contained in this application is true and correct to the best of my knowledge
- I have reviewed and agree to abide by project requirements and guidelines, as outlined by MTCC and CNCS

HOST SITE SIGNATURE: _____

DATE: _____

Campus Partner Name:

Position/Title:

Mailing Address:

Phone Number:

Fax:

Email Address:

I certify that:

- I have reviewed the proposal narrative and this project receives my full support;
- My institution is committed to supporting the VISTA project using campus resources, as outlined in this application; and
- If funding is provided by MTCC, my institution and its partners will not accept funding from other AmeriCorps programs or AmeriCorps VISTA intermediaries* (*assurance of non-duplication)

By signing below, I authorize the placement of an AmeriCorps VISTA member at the designated Host Site, using resources made available to Montana Campus Compact (MTCC).

CAMPUS PARTNER SIGNATURE: _____

DATE: _____