2020 Summer Associate

MEMORANDUM OF UNDERSTANDING

Between

Summer Associate Host Site
(Contact Information)

Name:
Organization:
Phone:
Email:

&

Project Sponsor
The Montana Campus Compact
32 Campus Dr. DHC 020
Missoula, MT 59812-3960
(406) 243-5177

Campus Partner*:
(*if AmeriCorps Host Site above is *not* a college or university**)**
Department and Contact Information

Name and Department:
Phone:
Email:

Note: If the applicant is a nonprofit or school district, MTCC's network office recommends leaving a copy of this MOU with your 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 Summer Programming.

I. Missions

The Montana Campus Compact (MTCC) is a consortium that 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. MTCC is committed to finding high quality service opportunities for college students, including service-learning, volunteerism, and civic engagement.

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

VISTA Summer Associate Program: The VISTA Summer Associate program is a short-term service opportunity. This program enhances an existing VISTA project by providing individuals that will participate for 10 weeks, often alongside year-long VISTAs, in an intensive level of summer service. During service, Summer Associates are available to the community on a full-time basis, which is described by Congress as "24 hours a day, 7 days a week." This means that a Summer Associate VISTA member should be available as necessary by the host site, for the project. Typical work days and weeks should mirror expectations of paid staff, but occasionally there is weekend and night work required for VISTA Summer Associates.

II. Duration

This Memorandum of Understanding (MOU) will go into effect June 1 - August 14, 2020.

III. Responsibilities

Project Sponsor

As the Project Sponsor, The Montana Campus Compact (MTCC), represented statewide by its network office and locally by the campus or community partner, is responsible for the following:

- Recruiting grantees to serve as project host sites;
- Providing training and technical assistance to Summer Associate, including: leadership skills and skills needed to complete the identified objectives;
- Ensuring mission focus and grant compliance among local grantees;
- Serving as the liaison to the federal sponsor, ensuring compliance with provisions, regulations and Summer Associate's receipt of appropriate benefits;
- Recruiting and retaining a qualified individual to serve as a Summer Associate for approved projects, for a term of no less than 10-weeks from program start-up;
- Submitting reports, pictures, video and other documentation to the federal sponsor and media outlets;
- Securing necessary financial contributions from Sub-grantee; and
- Ensuring progress toward the mission, goals, and objectives written in the project work plan.

Sub-grantee/Host Site

As the MTCC host site, the Sub-grantee is responsible for the following:

- Supporting, through direction of the local project, the missions of AmeriCorps VISTA and the Montana Campus Compact;
- Ensuring compliance with the applicable sponsor guidance, supervisor's manual and provisions (link here)
- Recruiting and retaining a qualified individual, preferably a student from an MTCC institution, to serve a full, uninterrupted term as the Summer Associate for approved projects, for a term of 10-weeks;

- Making every reasonable effort to ensure that the health and safety of the Summer Associate is protected during the performance of assigned duties;
- Designating a Site Supervisor to oversee the Summer Associate and serve as the primary site liaison to MTCC (see attached Site Supervisor Agreement);
- Providing the necessary resources for the Summer Associate to accomplish all project tasks;
- Ensuring progress toward the mission, goals, and objectives written in the Member Assignment Description;
- Proposing changes to the approved work plan to MTCC and awaiting approval prior to executing them;
- Creating or strengthening the campus-community partnership outlined in project application;
- Ensuring that members participate in local emergency disaster relief efforts as needed;
- Utilizing the words "Montana Campus Compact" and "VISTA Summer Associate" exclusively in referencing this partnership and the VISTA member and utilizing logos, verbiage and other branding materials and to explain the MTCC AmeriCorps VISTA programs and participants at least once per summer term on the organization's website, newsletter and in correspondence with partners.

IV. Prohibited Activities

The Host Site and the AmeriCorps member understand that under no circumstances may the Summer Associate *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 AmeriCorps 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;
- Enrolling in college courses* (*unless through **a** single service-appropriate course agreed to by both the site supervisor and project director); nor
- Using any title other than "Montana Campus Compact VISTA Summer Associate" to describe the member, and the title: "Montana Campus Compact" and VISTA to refer to the funders providing AmeriCorps VISTA resources.

Further information about prohibited activities is online at www.vistacampus.org by searching for keywords "prohibited activities."

V. Term of Service for Summer Associates

Service Orientation will be sometime during the first week of June. The service terms span ten weeks from first week of June through mid-August, 2020. Formal start dates will be released sometime during spring 2020. Due to the short-term nature of this opportunity, there is no paid annual or sick leave. Once selected and enrolled, the Summer Associate 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 recruiting qualified individuals; as well as training and providing high

quality ongoing support for the Summer Associate placed with their organization.

VI. Work Plan/Assignment Description

Montana Campus Compact has a work plan that has been approved by the federal sponsor. Each Host Site is expected to further develop the work plan to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall project statewide. MTCC project staff will periodically review the work plan to ensure that each Summer Associate 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 host site Station will maintain programs and activities to which Summer Associates are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

VIII. Program Year Calendar

The program year calendar reflects the trainings and events for both site supervisors and AmeriCorps members. Site Supervisors are required to attend a Host Site Preparation Webinar in mid May 2020, date and time to-be-determined. Summer Associates are required to attend and participate in all trainings and events.

IX. Attachments

The following items are adhered by the grantee:

A. VISTA Supervisor Handbook (http://vistacampus.org/mod/book/view.php?id=2093)

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 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 this project.

_____ _____

Local Project Supervisor *(manager, director or coordinator)* Date

_____ _____

MTCC VISTA Manager Date

Attachment A: Site Supervisor Agreement

As Site Supervisor for the Summer Associate placed with your agency or organization, Click here to enter text. (name/title) agrees to undertake the following responsibilities. Please read and check each box:

- ☐ Attend the Supervisor Training and Orientation Webinar;
- ☐ Develop a training plan for the Summer Associate to be placed at (Click here to enter text.), to be submitted in writing to MTCC one month prior to the start of the performance period;
- ☐ Provide on-site orientation, ongoing support and training to the Summer Associate related to the goals of your project;
- ☐ Meet at least weekly with the Summer Associate to discuss progress, goals, challenges and accomplishments;
- ☐ Meet regularly (e.g. monthly, or more frequently) with the Project Partner/Co-Sponsor to discuss project goals and ensure alignment with MTCC mission; and
- ☐ Meet reporting requirements within deadlines, including: review and approve monthly reports produced by the Summer Associate; complete required Site Supervisor reporting; co-author End-of-Summer Service Summary with Summer Associate.

I agree to act as a direct supervisor for the Summer Associate placed at my site during his/her Term of Service, providing guidance, support & help while complying with the terms set forth in this MOU. I agree to monitor the member's compliance with the AmeriCorps provisions regarding prohibited activities. I also agree to monitor the member's timely completion of required program paperwork, including quarterly and year-end reporting. I have reviewed the VISTA Supervisor Handbook located online at www.vistacampus.org. I understand and agree to its contents.

Click here to enter text.
Site Supervisor

Click here to enter text.
Date

_____
Site Supervisor Signature

Attachment B: Host Site Participation Cost Share Agreement

Montana Campus Compact AmeriCorps VISTA
Host Site Cost Share – Summer 2020 Class

Please check boxes indicating you have read the following fee requirements and stipulations:

- ☐ **Host Site Fee and Due Date:** Host sites are required to support the placement of each Summer Associate to assist with administrative costs and provide local investment in this valuable program. Host sites will receive an invoice from MTCC prior to the payment due date.
  - **The administrative fee per member for the entire 10-week project period is $1,000.**
  - **All host sites must submit payment by June 10, 2020**.

- ☐ **Reimbursement protocol if VISTA service is terminated:** Should the VISTA terminate service, up to half of cost share fees are refundable. Within the first half of service, refunds will follow a prorated system whereby if up to 50% of service is completed, half of full cost share may be returned. After half of the term is completed, 100% of cost share will be retained by the network office.

Please sign below:

I agree to pay, in-full, the cost share associated with hosting an AmeriCorps VISTA member by the due date. 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