



Summer 2022 – Summer 2023 Yearlong VISTA Class

## MEMORANDUM OF UNDERSTANDING

Between

***VISTA Host Site (Organization or campus where VISTA will serve)***

Contact Information *(for designated Site Supervisor):*

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&

**Project Sponsor**  
 **(“MTCC”) Montana**  
Campus Compact  
Network Office  
University of Montana  
DHC 020  
Missoula, MT 59812-3960  
(406) 243-5177

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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. MTCC is awarded and administers an AmeriCorps VISTA program grant.

**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 either during the month of July 2022 or August 2022 and will complete performance during either July 2023 OR August

2023. Alternative service terms may be available but are at the discretion of the AmeriCorps VISTA Regional Office. Under mutually agreeable circumstances, a VISTA may extend service by two week and 6 Months, or re-enroll for a second year as a VISTA.

### **III. Responsibilities**

#### **Host Site or Subgrantee**

*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, (<http://vistacampus.org/mod/book/view.php?id=2223&chapterid=2372>) and compliance with the AmeriCorps provisions at ([http://www.americorps.gov/for\\_organizations/manage/#provisions](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 VISTA Manager at 406-243-2379. (See Attachment B).

#### **MTCC Network Office and 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:*

- NETWORK OFFICE: Serving as liaison with federal funder (the Corporation for National and Community Service), including reporting, site monitoring, grant management, VISTA payroll and administration, etc.;
- NETWORK OFFICE: Recruiting departments, nonprofits, schools and government agencies to serve as project host sites;
- NETWORK OFFICE: Identifying departmental contacts to serve as campus partners for VISTA projects based with nonprofits, schools or government agencies;

- NETWORK OFFICE: Ensuring mission focus and grant compliance among sub-grantees and partners;
- NETWORK OFFICE: Submitting reports, pictures, video and other documentation to the federal sponsor and media outlets;
- NETWORK OFFICE: Ensuring progress toward the mission, goals, and objectives written in the project work plan; and,
- AFFILIATE CAMPUS PARTNER: Providing support and technical assistance to VISTA members, for example: connections to faculty expertise, physical space, researchers, student volunteers or Work Study students, help for campus tours, partnership on grant projects, etc.
- AFFILIATE CAMPUS PARTNER AND NETWORK OFFICE: Supporting recruitment –often from recent graduates- and retention a qualified individual to serve as the VISTA member for approved projects, for a term no less than one calendar year;

#### **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](http://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 and August TBA, 2021, location TBA. The service term for the VISTA member is one year from the first day of service. VISTA members receive 10 days of personal 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 Host Site Supervisors and VISTA members, taking place within July 2022 - August 2023. This calendar will be distributed via email to supervisors and members. 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:**

Callye Foster

MTCC Name

Signature

Program Manager

Title

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:

- Meet weekly with the VISTA member to discuss work progress, goals, challenges and accomplishments;
- (if nonprofit/gov’t/school is host site) Develop or expand a mutually beneficial project with an MTCC college or university that advances the VISTA Project Goals;
- Maintain monthly time sheets and submit monthly sick and annual leave (where applicable) to the Project Sponsor;
- (if nonprofit/gov’t/school is host site) Meet regularly (e.g., monthly or biweekly) 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 (AmeriCorps, VISTA or Senior Corps);
- 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](http://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 VISTA Host Site Cost Share Agreement

### Host Site Cost Share July 2022 – July 2023

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       |

I have spoken with the MTCC VISTA Program Manager and am requesting a partial fee waiver.

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 2022    | Administrative Fee (for non-MTCC affiliates) & 1 <sup>st</sup> quarter cost share |
| October 2022 | 2 <sup>nd</sup> quarter cost share  |
| January 2023 | 3 <sup>rd</sup> quarter cost share  |
| April 2023   | 4 <sup>th</sup> quarter cost share  |

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**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) or \_\_\_\_\_ (other amount if a waiver is granted fee per member, payable quarterly or by a single payment);
- \_\_\_ 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:** \_\_\_\_\_

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**Campus/Community 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

***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:** \_\_\_\_\_