



AmeriCorps Team

## MEMORANDUM OF UNDERSTANDING

Between

***Sub-grantee (MTCC AmeriCorps “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 Team 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:** AmeriCorps is a program of the Corporation for National and Community Service (hereafter, “CNCS”), that provides opportunities for Americans to serve in communities and whose mission is make our people safer, smarter, healthier, and foster civic engagement through service and volunteering. AmeriCorps places full-time members and part-time college student team members with community organizations and public agencies to serve directly with beneficiaries and meet critical community needs.

### ***II. Duration***

The project, including the AmeriCorps Team member’(s) term of service, will begin on September 1, \_\_\_\_\_and will complete term of service on August 31, \_\_\_\_\_.

### **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 AmeriCorps Team members' receipt of appropriate benefits;
- Recruiting sub-grantees to serve as project host sites;
- Identifying departmental contacts to serve as campus partners for local AmeriCorps Team projects;
- Providing training and technical assistance to AmeriCorps Team 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 AmeriCorps Team 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 AmeriCorps Team resources, as necessary.

### **IV. Subgrantee/Host Site**

*As the MTCC AmeriCorps Team Host Site, the Sub-grantee is responsible for the following:*

- Designating a Site Supervisor to oversee the AmeriCorps Team member(s) and serve as the site-level liaison to MTCC and the funding agency (see Attachment A);
- Supporting the missions of AmeriCorps Team and Montana Campus Compact;
- Review the Corporation for National and Community Service [Supervisor website](#) tips and resources to become a great supervisor;
- Recruiting and retaining a qualified individual to serve as the AmeriCorps Team member for approved projects, for a complete term of service;
- Making every reasonable effort to ensure that the health and safety of the AmeriCorps Team member is protected during the performance of assigned duties;
- Providing the necessary resources for the AmeriCorps Team member to accomplish all project tasks;
- Ensuring progress toward the mission, goals, and objectives written in the AmeriCorps Leader Position Description;
- Notifying MTCC staff immediately of any site-level changes in staffing, supervision, partnerships (including campus partner), physical location of AmeriCorps Team members, or proposed Leader Position Description;
- 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" exclusively in referencing this partnership and the AmeriCorps Leader and Team member(s) 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 406-243-5181.

### **V. Prohibited Activities**

*The Host Site and Project Co-Sponsor understand that under **no** circumstances may the AmeriCorps Leader or Team Member(s) 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 Team member(s) 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;
- Providing abortion services or referrals for receipt of such services;
- Distracted Driving: As per Montana Secretary of State 2.6.210 Cell Phone uses...text messaging is prohibited;
- Using any title other than “AmeriCorps Leader” or “AmeriCorps Member” to describe the member(s), and either “Montana Campus Compact AmeriCorps Team Project” to refer to the program providing the AmeriCorps Team resources.

Further information about prohibited activities may be found online in the MTCC AmeriCorps Resources-[MTCC AmeriCorps Member Contract](#).

**VI. Term of Service for AmeriCorps Team Members**

A mandatory AmeriCorps Member Pre-Service Orientation (PSO) takes place via zoom or in person for AmeriCorps Leaders—date TBA. The service term for the AmeriCorps member(s) is one year from September 1- August 31, 2019. Full-time Leaders who begin service in September or October are eligible for up to 10 sick days and 10 vacation days, to be reported to AmeriCorps Manager or Senior Leader as they are used. Leaders who begin mid-year or who sign on for a term of serve that is less than 11 months will receive fewer sick and vacation days.

**VII. Work Plan/AmeriCorps Leader Position Description**

Each MTCC AmeriCorps project includes a work Plan and an AmeriCorps Leader Position Description that have been approved by the federal funder. Each Host Site is expected to further develop the position description to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall project. For MTCC’s AmeriCorps projects, the Leader Position Description has specific, measurable outcomes for both the community partner and campus partner. Host Sites should not propose or assign service activities outside of the scope of the overall work plan.

**VIII. Accessibility and Reasonable Accommodation**

The Project Sponsor and Host Site are responsible for providing necessary resources and adequate work space for the AmeriCorps Team member(s) to accomplish project tasks. This involves ensuring that all facilities and projects are accessible, and that reasonable accommodations are provided to the AmeriCorps Team Member(s), upon request.

**IX. Program Year Calendar**

The program year calendar reflects the trainings and events for both Site Supervisors and AmeriCorps Leaders, taking place within September 1 - August 31 each year. This calendar is available online in the [AmeriCorps Resources](#). Site Supervisors are welcomed and encouraged to attend appropriate trainings throughout the year. AmeriCorps Leaders are required to attend and participate in all trainings and events listed.

**X. Attachments**

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

- A. Site Supervisor and Commitment to meet Grant Requirements Agreement (Page 5)
- B. Host Site Fiscal Agreement (Page 7)
- C. Host Site Cost Share Schedule (Page 8)
- D. Application/Program Assurance & Application Submission Instructions (Page 9)

**XI. 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 AmeriCorps 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:

Dannette Fadness

Program Manager

MTCC Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Site Supervisor and Commitment to Meet Grant Requirements**

The Site Supervisors Signature below indicates, your host site agrees to the following requirements that are prerequisite to host Montana Campus Compact (MTCC) AmeriCorps Leader and members:

As Site Supervisor for MTCC's local AmeriCorps Team project, I, \_\_\_\_\_ (name/title), agree to undertake the following responsibilities:

- Provide the required host site fee per leader placed with the host site. The fee to host one AmeriCorps Leader and 3 or more team members is \$5,500 for MTCC affiliates, \$7500 for non-affiliates. Additional budget should be allocated for costs associated with hosting an AmeriCorps team (e.g. phone, internet, computer, supplies) by the host site. Student AmeriCorps member living allowance will need to be campus-supplied and can come from Work Study awards, internship or other sources.
- Participate in Mandatory Site Supervisor Trainings/Check-in meetings:
  - Recruitment training session Date TBA
  - Site Supervisor Orientation webinar July/August TBA
  - Mid-year Training session April TBA
  - Check-in meeting via zoom with Program Manager (frequency and dates TBD)
- Participate in recruitment: In conjunction with the MTCC AmeriCorps Program Manager, identify and select AmeriCorps Leader(s) & 3 or more Team Member(s) for service. This includes utilizing the MTCC AmeriCorps position description, as well as developing responsibilities unique to your host site; recruiting, selecting and orienting the member(s); and, completing the required member paperwork by identified deadlines.
- Site Supervisors plan to dedicate 3-7 hours per week to supervision of MTCC AmeriCorps Teams to include regular on-site supervision of the MTCC AmeriCorps team placed in the organization.
- Review and customize the On-Site Orientation Training plan for the AmeriCorps Leader 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 AmeriCorps Leader's placement, ensuring that both the AmeriCorps Leader and Host Site staff have a clear understanding of MTCC and its AmeriCorps Team Project, as distinct from other AmeriCorps or VISTA programs;
- Meet weekly with the AmeriCorps Leader to discuss work progress, goals, challenges and accomplishments;
- Provide support to complete the goals of the MTCC AmeriCorps program as defined above.
- Support MTCC AmeriCorps team in meeting mandatory training requirements. This includes member participation in an in-person member orientation, monthly update calls and webinars offered by the program at no cost, and three in-person trainings during the term of service.
- Verify each MTCC AmeriCorps member(s) weekly time logs by required deadline;
- Ensure member(s) with pending Criminal History checks are accompanied by someone who has been cleared to serve with youth until AmeriCorps member(s) is Determined Eligible for Service with youth; MTCC AmeriCorps Manager will notify Host Site Supervisor when member is Determined Eligible for Service;
- Ensure member(s) requiring Accompaniment when serving with youth due to pending Criminal History Checks documents Accompaniment in time logs until Site Supervisor is notified of Determined Eligible to Serve;
- 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 monthly reports produced by the AmeriCorps Leader;
- Ensure that the service of MTCC's AmeriCorps Leader and Team member(s) do not displace or duplicate the efforts of staff, volunteers or board members at the local Host Site;
- Encourage member participation in additional regional and/or statewide events and trainings, such as the statewide AmeriCorps Member Celebration;

- Provide MTCC AmeriCorps team with assistance in finding local low-cost housing (if necessary);
- Provide MTCC AmeriCorps team with access to records, curricula, and other program-related materials as appropriate;
- Provide support for telephone, mailings, printing, and supplies related to local programming efforts.
- Provide adequate office space, computer, internet and email access, and technical support for the entire MTCC AmeriCorps team, and other support as necessary;
- Ensure MTCC AmeriCorps team complete and submit monthly reports according to the program schedule. Site supervisors are expected to review these reports for accuracy and completeness prior to submission;
- Model a positive attitude about AmeriCorps and the requirements of the program;
- Communicate with the MTCC AmeriCorps Program Manager about program activities and any issues or concerns related to or that affect the MTCC AmeriCorps team at the host site;
- Ensure that appropriate branding and titling are used when referring to the “MTCC AmeriCorps Team Project” serving via MTCC initiatives; and
- Actively work to secure local resources (facilities, personnel, partnerships, funding, etc.) to be used in support of MTCC’s AmeriCorps Team project.

\*\*\*\*\*

**Site Supervisor and Commitment to Meet Grant Requirements Certification**

I agree to act as a direct supervisor for the AmeriCorps Leader and Team member(s) placed at \_\_\_\_\_ (Host Site), in accordance with the terms set forth in this MOU. I agree to monitor compliance with the AmeriCorps Team provisions regarding prohibited activities and Accompaniment. I also agree to ensure the member’s timely completion of required program paperwork, including time logs and monthly reporting.

\_\_\_\_\_  
Site Supervisor Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

### Host Site Fiscal Agreement

**Host Site Applicant Institution/Organization:** Click here to enter text.

**Department:** Click here to enter text.

**Site Supervisor Name:** Click here to enter text.

**Site Supervisor Title:** Click here to enter text. **Telephone Number:** Click here to enter text.

**Email:** Click here to enter text.

<input type="checkbox"/>	We are a <a href="#">Montana Campus Compact (MTCC) affiliate</a> in good standing. We understand each leader requires a \$5,500 per leader host-site fee and part-time members are paid via campus Work Study awards.
<input type="checkbox"/>	We are a community-based organization (school, nonprofit, government) working in partnership with a <a href="#">MTCC affiliate campus</a> . We understand each leader requires a \$7,500 per leader host-site fee and part-time members are paid via campus Work Study awards. <b>Please name partner campus</b> Click here to enter text.

**Information about Host Applicant’s Authorized Institutional Fiscal Officer (Legal Applicant) responsible for appropriating funds:**

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Address:** Click here to enter text.

**City/State/Zip:** Click here to enter text.

**Telephone Number:** Click here to enter text.

**Fax Number:** Click here to enter text.

**Email:** Click here to enter text.

\*\*\*\*\*

*The legal applicant certifies to the best of his/her knowledge that this data is true and correct, that the governing body of the applicant has duly authorized the filing of this application and that the applicant will comply with the assurances required of an approved proposal.*

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Signature:** \_\_\_\_\_  
*Required*

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

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

Cost Share is assessed of each partner organization in order to fulfill all staffing, administrative, compliance, management, support and training needs. The full dollar value of placing an AmeriCorps leader 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 two half 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 an AmeriCorps Leader. 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 program. The remaining fee supports program operations.

Partner Type	Administrative fee	First Half	Second Half	Grand total
MTCC Affiliate Campus	N/A (paid via affiliation)	\$2750	\$2750	\$5500
Nonprofit, K-12 or Government	\$2000 non-refundable	\$3750	\$3750	\$7500

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 up to two (2) installments over the course of the year.

**Payment schedule (due dates):**

September 2019      Administrative Fee (for non-MTCC affiliates) & 1<sup>st</sup> half cost share  
 January 2020        2<sup>nd</sup> half cost share

**Reimbursement protocol if AmeriCorps service is terminated:**

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 51-75% of service is completed, three quarters of full cost share is held. If 76-100% is completed, all of cost share is held.

\*\*\*\*\*

**Please sign below:**     Invoice us for the entire fee                       Invoice us twice

I agree to pay, in-full, the participation fee associated with hosting an AmeriCorps leader. 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



**MTCC AmeriCorps Application/Program Assurance:**

*By signing below I indicate that information provided above and in the online MTCC AmeriCorps application is accurate to the best of my ability.*

**Printed name:** Click here to enter text.

**Title:** Click here to enter text.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Application Submission Instructions:**

Submit all application materials electronically to [MTCCAmeriCorps@mtcompact.org](mailto:MTCCAmeriCorps@mtcompact.org)

**Application Checklist:**

- Site Supervisor and Commitment to meet Grant Requirements- completed with authorized signature (page 5)
- Host Site Fiscal Agreement- completed with authorized signature (page 7)
- Host Site Cost Share Schedule - completed with authorized signature (page 8)
- Application/Program Assurance – completed with authorized signature (page 9)

**Other required attachments:**

- Position Description - (one per MTCC AmeriCorps team)
- Partner Memoranda of Understanding (due in May), one per partnership.

Please contact, Dannette Fadness, MTCC AmeriCorps Manager with any questions or concerns at [fadness@mtcompact.org](mailto:fadness@mtcompact.org) or call 406.243.5181