

CORPORATION FOR NATIONAL SERVICE
AmeriCorps*VISTA

Project Number: MA-45-025/01

MEMORANDUM OF UNDERSTANDING

By and between

The University of Massachusetts Boston, College of Public & Community Service
CTC VISTA Project (Sponsor) Reebee Garofalo, Principal Investigator
100 Morrissey Boulevard, Boston, MA 02125 (617.287.7122)

Project Station (organization hosting VISTA) _____

Address _____

AmeriCorps*VISTA Supervisor: _____

This document defines the responsibilities of the Sponsor and the Project Station with respect to the assignment of up to ____ () AmeriCorps*VISTA members to perform services to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems as specified in the AmeriCorps*VISTA Project Application and work plans. The obligations of the parties hereto are subject to the terms and conditions of the Memorandum of Agreement between the Corporation for National Service (“the Corporation”) and the Sponsor, dated 7.08.04, which is incorporated herein by reference, and federal laws and regulations and Corporation policies applicable to the project, or which may become applicable to it subsequent to the execution of this Agreement.

1. The Sponsor will:
 - a. Comply with the provisions of the Memorandum of Agreement between the Corporation and the UMass/Boston (Sponsor).
 - b. Assist AmeriCorps*VISTA Project Stations in developing work plans for each assignment.
 - c. Assist in the provision of pre-service, early service, and in-service training as specified in the Project Application.
 - d. Work with local operating sites to ensure that AmeriCorps*VISTA members assigned to their program activities have matching interests and skills with tasks to be accomplished in the approved work plans in the Project Application.
 - e. Assist project stations in providing support and supervision to AmeriCorps*VISTA members in administrative matters such as project assignment and transportation.
 - f. Retain full responsibility for the management and fiscal control of the project.

- g. The Sponsor may transfer an AmeriCorps*VISTA member from placement to another consistent with the project and Project Station needs.

2. The Project Station will:

- a. Provide acceptable work plans and a plan for the use of AmeriCorps*VISTA members prior to the assignment of the AmeriCorps*VISTA members.
- b. Provide day-to-day supervision of the activities of the AmeriCorps*VISTA members.
- c. Provide transportation for AmeriCorps*VISTA members as indicated in the Agreement with the Sponsor and through subsequent arrangements approved by the Sponsor.
- d. Provide materials and supplies related to the performance of assignments and adequate working space to permit AmeriCorps*VISTA members to perform their assigned duties.
- e. Cooperate with the Sponsor in encouraging individual career plan development for each low-income AmeriCorps*VISTA member as described in AmeriCorps*VISTA Member Handbook (p. 20).
- f. Assist, when requested by the Sponsor, in reviewing performance of AmeriCorps*VISTA members.
- g. Notify the Sponsor immediately regarding unscheduled termination of AmeriCorps*VISTA members and unscheduled changes of status and conditions of AmeriCorps*VISTA members, such as arrests, hospitalization, and absence without leave.
- h. Maintain such records and accounts, and make such reports and investigations, concerning matters involving AmeriCorps*VISTA members and the project as the Corporation may require. The Project Station agrees to retain such records as the Corporation may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Corporation for the purpose of litigation, audit, or examination.
- i. Allow AmeriCorps*VISTA members to participate in local emergency disaster relief efforts if needed.
- j. Allow AmeriCorps*VISTA members to participate in Days of Service, i.e., Martin Luther King Holiday, National Volunteer Week, Make A Difference Day, should activities be organized in the communities where the members are in service.

Special conditions of this program:

- k. Project Station agrees to pay the appropriate \$3,000-3,500 per AmeriCorps*VISTA member project fee, payable to the University of Massachusetts/Boston within 30

days following orientation and initiation of service unless other arrangements have been made agreeable to both the Project Station and the Sponsor.

- l. Project Station agrees to cover all necessary costs associated with sending project AmeriCorps*VISTA(s) to a national community media or technology conference (CTCNet, NTEN, ACM, NAMAC, or similar).
- m. For MetroBoston area Project Stations, participating AmeriCorps*VISTA members are expected to attend monthly meetings and undertake additional regional responsibilities as are appropriately agreed upon with the Sponsor.

3. Joint Responsibilities

Both parties to this Memorandum of Understanding shall:

Make every reasonable effort to ensure that the health and safety of the AmeriCorps*VISTA members are protected during the performance of their assigned duties. Neither the Sponsor nor the Project Station shall assign or require AmeriCorps*VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.

Ensure that persons selected as AmeriCorps*VISTA members are not related by blood or marriage to project staff, sponsor staff, officers or members of the Sponsor's Board of Directors, or responsible Corporation program staff.

4. Non-Discrimination

No person with responsibilities in the operation of the project shall discriminate against any AmeriCorps*VISTA member, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, age, disability, or political affiliation.

5. Legal Restrictions

The Project Station agrees that no AmeriCorps*VISTA member assigned under this Agreement shall participate in:

- a. Partisan and non-partisan political activities, including voter registration.
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

6. The Project Station further agrees not to:

