

2018-2019  
Memorandum of Agreement  
between  
**Kentucky Campus Compact**  
**90 Campbell Drive, CA 270**  
**Highland Heights, KY 41099**  
and  
Host Site

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Host Site Address

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The purpose of this Memorandum of Agreement (MOA) is to delineate the terms, conditions and responsibilities regarding the participation of the Host Site in the Kentucky Campus Compact Toward a Sustainable Kentucky (TASK) VISTA (Volunteers in Service to America) program funded by the Corporation for National and Community Service (CNCS).

This document defines the responsibilities of **Kentucky Campus Compact** as the Project Sponsor and the host site listed at the beginning of the document with respect to the assignment of AmeriCorps VISTA member(s). Community needs and project-related tasks are outlined in Host Site Application and VISTA Assignment Description documents. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and **Kentucky Campus Compact**, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Agreement (MOA).

## I. Duration

Host applications are awarded for one year at a time with the expectation a site would have a VISTA project for 3 years depending on federal funding and performance. The service term for any individual VISTA is for one (1) year beginning with the last day of AmeriCorps VISTA Pre-Service Orientation (PSO). VISTA members receive ten (10) days of personal leave and ten (10) days of sick leave.

The duration of this agreement shall be concurrent with the terms of service for any and all VISTA members beginning service at the Host Site in 2018 and 2019.

## II. Cost Share

The cost-share (program fee) of each VISTA is due no later than the VISTA member's start date unless an alternate payment plan has been agreed to between the Host Site and KyCC. Host sites are not allowed to use sources of federal funding for this fee, unless this MOA is accompanied by a letter or email of permission from the federal agency stating explicit permission to do so. An invoice will be sent once the member is selected.

Cost share fee	
<u>KyCC member institution</u>	<u>Non-member campus/Community organization</u>
\$5,000/per VISTA	\$7,000/per VISTA

### III. Responsibilities

As the Project Sponsor, The Kentucky Campus Compact (KyCC) is responsible for the following:

- Ensuring progress toward the mission, goals, and objectives written in the project plan
- Promoting the service of the VISTA member and the related work of the Host Site
- Creating a Volunteer Assignment Description (VAD) in collaboration with the Host Site, for each VISTA describing the nature of the VISTA's service at the Host Site
- Providing training and technical assistance to VISTA members and site supervisors
- Serving as the liaison to the CNCS, ensuring compliance with regulations and VISTA members' receipt of appropriate benefits
- Submitting reports and documentation to CNCS, including bi-weekly verification of VISTA's full-time service

As the Host Site, you are responsible for the following:

- Ensuring and documenting that all site supervisors have read, understand and agree to follow the terms and conditions set forth in this document
- Abiding by policies and provisions set forth in the AmeriCorps VISTA supervisor manual and VISTA handbook
- Allowing members to participate in local emergency disaster relief efforts if needed and in national service days (e.g. Make a Difference Day, Martin Luther King Holiday, Native American Youth Service Day, National Youth Service Day)
- Designating a site supervisor to oversee the VISTA member and serve as the primary site liaison to KyCC
- Ensuring that the VISTA member submits accurate service hours, vacation time/personal time (10 days), and sick time (10 days) recorded in the required Google Sheets format
- Ensuring progress toward the mission, goals, and objectives written in the VISTA's Volunteer Assignment Description
- Providing the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service, and within 30 days after the VISTA start date
- Ensuring site supervisor participation in any training events given by KyCC (includes webinars) and timely responses to requests and communication from the KyCC/TASK VISTA staff.
- Meeting weekly with the VISTA member to discuss work progress, goals, difficulties, and accomplishments
- Notifying KyCC of any proposed changes in the approved VAD and/or issues or concerns with VISTA
- Providing on-going supervision, training, and support to the VISTA member related to the goals of your project
- Providing the VISTA with travel expectations and mileage reimbursement for VISTA service-related travel
- Providing the VISTA with professional development opportunities and/or conference expense coverage
- Providing the necessary resources for the VISTA member to accomplish project tasks, including computer/work space
- Actively recruiting and selecting an individual to serve as a VISTA member for your service site, in collaboration with the TASK program staff

As the program participants, VISTA members are responsible for the following:

- Abiding by policies and provisions set forth in the AmeriCorps VISTA member handbook
- Attending all required trainings and events
- Completing additional assignments deemed necessary by KyCC
- Completing and participating in all evaluation requirements identified by KyCC
- Meeting regularly with site supervisor to discuss work progress, goals, difficulties, and accomplishments
- Performing responsibilities identified in the VAD
- Submitting all reports mandated by the program coordinator and/or the VISTA Leader

## IV. Prohibited Activities

The Host Site and the VISTA member understand that under no circumstances may the VISTA member participate in the following activities:

- Any project or activity where the involvement of the VISTA member will result in the displacement of employed workers or impair existing contracts for services
- Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
- Completing VISTA-related work from the VISTA’s residence except when granted explicit permission from CNCS in accordance to the teleservice policy (all TASK VISTAs are recommended to complete the teleservice policy)
- Direct or indirect attempts to influence passage or defeat of legislation or proposals as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
- Enrolling in college courses, unless approved first by the site supervisor, KyCC VISTA coordinator, and the State Office of the Corporation for National and Community Service in accordance with VISTA guidelines
- Participating in labor or anti-labor organization or related activities as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
- Participating in partisan and nonpartisan political activities, including voter registration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
- Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their AmeriCorps VISTA duties

## V. Endorsements

- ✓ This statement certifies that our location is physically accessible to persons with physical and mental impairments or disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973.

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Authorized Official of Host Site Signature

Date

- ✓ This statement certifies that the host site organization’s status is non-profit, a public agency, and/or a private non-profit organization, and therefore eligible to participate in TASK VISTA.

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Authorized Official of Host Site Signature

Date

- ✓ After reading all of the items documented above, please sign below to demonstrate that you understand and agree to the terms, conditions, and responsibilities for participation in the TASK Initiative.

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Authorized Official of Host Site Signature

Date

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Kentucky Campus Compact AmeriCorps Program Director Signature

Date