



**AIDS FUNDING COLLABORATIVE
AMERICORPS HOST AGENCY
MEMORANDUM OF AGREEMENT**



HOST AGENCY:	
PROJECT:	AIDS United AmeriCorps
POSITION:	
PROJECT PERIOD:	2013–2014 Service Year

I. HOST AGENCY RESPONSIBILITIES:

- A. Utilization of AmeriCorps Member:** Host Agencies are to utilize AIDS United AmeriCorps Members (hereinafter referred to as “Members”) only for the purpose described in the position description approved by the AIDS Funding Collaborative (AFC)/The Center for Community Solutions (CCS). Modification of any aspect of the position description shall be done pursuant to section I.D. herein. While under the supervision of the Host Agency, Members must not engage in any prohibited activities stated in the **attachment**.
- B. Training and Supervision of Member:** Host Agencies must provide a supervisor for the Member and contact the AFC in the event of a change in supervisor. Within 15 days of assignment, Host Agencies must provide an orientation for the Member that includes an overview of the agency, position and the community in which the Member will be serving, and provide training specific to the duties outlined in the position description. The AFC will arrange for Members to receive training in HIV testing and counseling by the Ohio Department of Public Health on September 12–13, 2013, in Dayton, Ohio. Expenses will be covered by the AFC.
- C. Hiring of AmeriCorps Member:** The AFC desires to foster, encourage and support Member development, and assist them in finding employment at the end of service. However, Host Agencies are prohibited from offering employment to a Member that may cause the Member to leave the AmeriCorps program before completing his/her service year. Host Agencies may discuss job opportunities with any Member after May 19, 2014, provided the situation is first discussed with the AFC/CCS.
- D. Modification Procedures:** The position description approved by the AFC for a Member’s placement may need to be changed or expanded for a variety of reasons. If the final and actionable position description differs from the position description included in the Host Agency’s original AIDS United AmeriCorps application (e.g., hours on site, duties), the agency must contact the AFC immediately and provide a revised position description for approval.
- E. Program Participation:** In addition to site visits (see II.B.), Host Agency staff including the Member’s supervisor, are required to participate in the following anticipated activities:

2013–14 Host Agency Activities

Host Agency Orientation	August 6, 2013, 8:30AM, Idea Center at Playhouse Square
Member Welcome Reception	August 15, 2013, 4:30PM, Location TBD
Mid-Year Host Agency Meeting	February, 2014
End of Year Closing Event	July, 2014

- F. Off-Site Schedule:** Host Agencies must release Members to participate for weekly 5th day trainings/events. Exceptions will be made on a case-by-case basis with prior approval by the AFC/CCS. Host Agencies must also release Members to participate in mandatory National Days of Service as follows:

2013–14 Anticipated Mandatory Team-Based Service Days

Make a Difference Day	October 26, 2013
World AIDS Day	December 1, 2013
Martin Luther King, Jr., Day of Service	January 20, 2014
AmeriCorps Week (1 team day required)	TBA, 2014
National HIV Testing Day and Outreach	June 27, 2014

II. MONITORING BY AFC/CCS:

- A. **Reports to AFC/CCS:** Host Agencies and Members are responsible for providing AIDS United (via the AFC in many cases) required reports, documentation of placement hours, and relevant program information.
- B. **Site Visits:** AFC staff will conduct three site visits with Host Agencies. The first site visit will be scheduled shortly after the start of the Member's placement, and the second visit will take place in the second half of the service year and will include a Member performance review component. The third and final site visit will take place at the completion of the service year and will also include a Member performance review. Additional site visits for technical assistance and/or Member performance concerns will be scheduled as required and upon request. The Host Agency and/or project shall cooperate in scheduling the site visits and shall provide to the AFC any and all information requested for the site visits.
- C. **Mediation:** The AFC/CCS will serve as a mediator in any disagreements that arise between the Host Agency and its team Member, and will act as the liaison between AIDS United and Host Agencies and Members as needed.
- D. **Program Evaluation:** All projects of the AFC are subject to evaluation. Host Agencies shall cooperate with AFC staff and external evaluators as applicable, and provide information relating to program evaluation when requested.
- E. **Media and Public Communications:** All media and public communications (reports, brochures, news print, discussions, advertisement, etc.) pertaining to the AIDS United AmeriCorps project should clearly indicate support from the AIDS Funding Collaborative. The AFC can provide an electronic copy of the AFC logo upon request.

III. POLICY ON SUPPORT:

- A. **Current Support:** This agreement is made with the understanding that the Corporation for National and Community Service authorizes and funds the AIDS United AmeriCorps grant from 2012–2015.
- B. **Future Support:** This agreement is made with the understanding that it is time limited and that AFC/CCS has no obligations, implied, stated or otherwise, to provide or continue support for the project beyond the stated project period.

Submitted to (Agency)

John A. Begala
Executive Director
The Center for Community Solutions

Date

Melissa Federman
Director
AIDS Funding Collaborative

Date

Accepted in accordance with the conditions specified in this Terms of Grant Agreement by:

AGENCY:

Chairman/President, Board of Trustees Date Executive Director Date

After signing, please send to:

AIDS FUNDING COLLABORATIVE
c/o Melissa Federman
The Center for Community Solutions
1501 Euclid Avenue, Suite 310
Cleveland, OH 44115

We will send you a fully executed Agreement for your records.