



**JESUIT VOLUNTEER CORPS NORTHWEST
AMERICORPS PROGRAM
PLACEMENT AGREEMENT**

With

PARTNER AGENCY:

and

JESUIT VOLUNTEER AMERICORPS MEMBER:

2018-19 Program Year

Contents

FORMS TO SEND US 2

I. PURPOSE 3

II. RESPONSIBILITIES of the PARTNER AGENCY 3

III. RESPONSIBILITIES OF JVC NORTHWEST 8

IV. JOINT RESPONSIBILITIES OF THE PARTNER AGENCY AND JVC NORTHWEST 9

V. RESPONSIBILITIES OF THE JV AMERICORPS MEMBER 9

VI. RESPONSIBILITIES OF ALL PARTIES 10

VII. INFORMATION REQUIRED FROM PARTNER AGENCY 12

AUTHORIZATION

AMERICORPS SITE SUPERVISOR CONTRACT

MEMORANDUM OF UNDERSTANDING

FORMS TO SEND US

<u>Document Name</u>	<u>Instructions</u>	<u>Deadline</u>
Complete Placement Agreement	<p>Please be sure to completely fill out and sign the following required forms included in this Placement Agreement:</p> <ul style="list-style-type: none"> • Information Required From Partner Agency: Fill out all information requested on this form. • Authorization: Fill in complete Agency name, city, and state. Sign and print the names of Authorized Legal Representative (and Site Supervisor, if different). • AmeriCorps Site Supervisor Contract: Fill out and sign after participating in the mandatory <u>2018-19 Site Supervisor Webinar</u> on either May 22 at 2 p.m. PT or June 28 at 11 a.m. PT. • Memorandum of Understanding (MOU): Sign, date, and return. <p>Scan/email the entire document to Cyndi at program@jvcnorthwest.org. OR mail them to us at P.O. Box 22125, Portland, OR 97269.</p> <p>We will have the JV/AmeriCorps member sign the placement agreement at Orientation and scan/email it back to you in August.</p>	July 1, 2018
Certificate of Liability Insurance	<p>Send us your Agency’s Certificate of Liability Insurance via email to Cyndi at program@jvcnorthwest.org.</p> <p>Or mail it to us at P.O. Box 22125, Portland, OR 97269.</p> <p>Please be sure your Agency’s complete name and the program name is included on the Certificate.</p>	July 1, 2018

I. PURPOSE

This document defines the responsibilities among Jesuit Volunteer Corps (JVC) Northwest, the Partner Agency named on the cover page (hereafter referred to as “Partner Agency”), and the full-time JVC Northwest AmeriCorps member named on the cover page (hereafter referred to as “JV AmeriCorps member”).

Term of Service: From: August 7, 2018 To: July 31, 2019

II. RESPONSIBILITIES OF THE PARTNER AGENCY

A. Financial Duties of the Partner Agency

1. Remit to JVC Northwest a placement fee of \$11,652. Placement fee per JV AmeriCorps member in the states of Idaho, Montana, Oregon, and Washington for one year. Payment may be made in advance, in full, to the JVC Northwest office, OR in three payments as outlined below:

\$5,826 due September 14, 2018

\$2,913 due December 14, 2018

\$2,913 due February 15, 2019

NOTE: If the Partner Agency needs to set up an alternate payment schedule, please contact the JVC Northwest Business Manager to discuss options by August 31, 2018.

- If the Partner Agency releases the JV AmeriCorps member for cause as outlined in the Partner Agency and Site Supervisor Handbook, or JVC Northwest releases the JV AmeriCorps member, or if the JV AmeriCorps member leaves the program within the first 30 calendar days from the first day of the service year (August 7, 2018, through September 5, 2018), JVC Northwest will retain \$1,457 (25% of the first payment of \$5,826);
 - If the JV AmeriCorps member leaves for any of the above reasons effective from 31 calendar days to 90 calendar days after the first day of the service year (September 6, 2018, through November 3, 2018), JVC Northwest will retain the first payment of \$5,826;
 - If the JV AmeriCorps member leaves for any of the above reasons after 90 calendar days of the first day of the service year (November 4, 2018 through March 31, 2019), JVC Northwest will retain the first payment of \$5,826 and the Partner Agency will be responsible to pay \$971 for each month or part of month that the JV AmeriCorps member serves in the Partner Agency after 90 calendar days and before April 1, 2019;
 - As of April 1, 2019, there will be no refund to the Partner Agency from JVC Northwest if a JV AmeriCorps member leaves for any of the above reasons.
2. Remit Spring Retreat fee of **\$140** due September 14, 2018. This fee supports our retreat program; it is non-refundable and is due regardless of whether or not your JV AmeriCorps member attends the retreat.
 3. Transportation / Travel Costs:
 - a. Driver’s License:
If a specific state driver’s license is required for service, the Partner Agency agrees to pay any fee for acquisition of the new driver’s license.

- b. End of Service Travel Costs:
At the end of service, the Partner Agency arranges and pays the JV AmeriCorps member's travel by purchasing a ticket and the cost of one piece of luggage to the locale of the JV AmeriCorps member's permanent residence or to their new residence. The cost is not to exceed \$650.

The Partner Agency does not deliver the ticket until after confirming with the JVC Northwest Program Coordinator that the departure date has been approved by JVC Northwest and by the Partner Agency.

The minimum travel cost required is:

1. JV AmeriCorps members placed in Idaho, Montana, Oregon, and Washington:
 - Most economical and safe travel by bus, train, plane ticket to permanent/new residence or other destination, and
 - Luggage fees for one piece of luggage under 50 pounds, and \$20/day for food during travel days, to be determined in collaboration with JV AmeriCorps member.
2. JV AmeriCorps members who are continuing service in 2019-20:
 - Most economical and safe travel by bus, train, plane ticket to permanent/new residence, OR
 - Least expensive and safe ticket to Portland, Oregon, for JVC Northwest Orientation, and
 - Luggage fees for one piece of luggage under 50 pounds, and
 - \$20/day for food during travel days, to be determined in collaboration with JV AmeriCorps member.

If the JV AmeriCorps member resigns or is asked to leave the JVC Northwest program within the first 90 calendar days of the program year or is released for cause from the Partner Agency, the JV AmeriCorps member is responsible for their travel home. If the JV AmeriCorps member leaves after 90 calendar days, the Partner Agency agrees to pay the percentage of the JV AmeriCorps member's **End of Service Travel Cost** as provided above, corresponding to the number of days served.

4. Provide liability insurance for the JV AmeriCorps member and send proof of liability insurance to JVC Northwest by July 1, 2018 (see page 2 for instructions). JVC Northwest must have an updated Certificate of Liability Insurance for this Partner Agency on file at all times.
5. **Indemnification:** The Partner Agency holds harmless and shall defend and indemnify Jesuit Volunteer Corps Northwest and its officers, agents and employees against all claims, demands, actions and suits, including attorney fees and costs, brought against any of them arising in connection with the JV AmeriCorps member's service.
6. Partner Agency is responsible for ensuring compliance with federal grant requirements as described below in **Nonfinancial Responsibilities of Partner Agency** and may be held accountable for any CNCS disallowed costs due to non-compliance. Disallowed costs for a JV AmeriCorps member could include any or all of the following: living allowance and associated expenses (workers' comp, Social Security); Education Award; health insurance; orientation costs; retreat costs; travel costs associated with participation in orientation and retreats; member trainings; and gear.

B. Nonfinancial Responsibilities of Partner Agency

1. Sign and return this entire Placement Agreement, including the Site Supervisor Contract, by July 1, 2018. (JV AmeriCorps members will sign at Orientation.)

2. A new Site Supervisor Contract must be completed and signed whenever the site supervisor changes during the program year.
3. Provide site specific training and orientation including guidelines, regulations, and policies (including policies for leave from service) of the site. Guidelines are provided in the Partner Agency and Site Supervisor Handbook. Please read this Handbook prior to the arrival of your JV.
4. Allow the JV AmeriCorps member time during service to respond to and initiate emails or phone calls from JVC Northwest in regard to their service.
5. Retreats and Leave from Service:
 - a. Retreats: Time off from service will be given to the JV AmeriCorps member for travel to and attendance at three JVC Northwest-sponsored retreats held on pre-determined dates. Two service days must customarily be given around a weekend in connection with each retreat. Time off for JVC Northwest retreats is not to be considered part of the JV AmeriCorps member's ten days of leave from service.
 - b. JVC Northwest Leave from Service: The JVC Northwest policy is two weeks (ten service days) **total** leave from service for the JV AmeriCorps member, which is in addition to any leave required by applicable law. The JV AmeriCorps member may take their ten days at the end of the service year, if they have not yet been used during the year, with approval from the Partner Agency. JV AmeriCorps members serving in schools will receive the same leave from service time as school staff, to be taken during school holidays. This time is considered their "two weeks" of leave from service. Any alternative time away must be negotiated between the JV AmeriCorps member and the Partner Agency.
 - c. Legally Required Leave: Partner Agency shall provide leave to all JV AmeriCorps members to the extent required by applicable law.
 - d. Community Time: Service hours will be set and adjusted in order to make reasonable provision for the JV AmeriCorps member's JVC Northwest community commitments, such as weekly community meetings or spirituality/reflection meetings.
 - e. National Service Days: The JV AmeriCorps member is to be released for National Days of Service such as September 11th National Day of Service and Remembrance and Martin Luther King Day of Service. Service activities can be organized (however not required) in the communities where the JV AmeriCorps member is in service.
 - f. Acknowledge JVC Northwest and AmeriCorps affiliation when highlighting the service of the JV AmeriCorps member in publications, on website, or in public recognition.
 - g. Nothing in this **Retreats and Leave from Service** section shall preclude Partner Agency from providing additional leave as Partner Agency sees fit.
6. NON-DISPLACEMENT/NON-DUPLICATION OF EMPLOYEES: In accordance with AmeriCorps provisions, JV AmeriCorps members **cannot** displace employees or volunteers, and/or duplicate or offer substitute services provided by employees or volunteers of the Partner Agency.

7. **PROHIBITED MEMBER ACTIVITIES:** Prohibited activities are listed under the Code of Federal Regulation activity (see 45 CFR § 2520.65) and are copied below. Please note: JV AmeriCorps members, in their AmeriCorps service, must also refrain from activities that would violate the non-duplication and non-displacement requirements (see 45 CFR § 2540.100), or prohibited fundraising activity (see 45 CFR § 2520.40-.45).

JV AmeriCorps members, like private citizens, may participate in religious activities, fundraising, lobbying, political, or advocacy activities as long as it is done on their own time, at their own expense, and at their own initiative. JV AmeriCorps members may not wear AmeriCorps service gear in such instances.

Members may not engage in the following activities, **directly or indirectly by recruiting, training, or managing others (e.g. volunteers) for the primary purpose of engaging in one of the activities**, while functioning as an AmeriCorps member and may not count these hours towards their AmeriCorps service commitment.

45 CFR § 2520.65 PROHIBITED ACTIVITIES

- a. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting, or deterring union organizing;
 4. Impairing existing contracts for services or collective bargaining agreements;
 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 8. Providing a direct benefit to
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and

9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 10. Providing abortion services or referrals for receipt of such services; and
 11. Such other activities as the Corporation may prohibit.
- b. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.
 - c. Permissible fundraising within JVC Northwest includes in-kind donations only, no other form of fundraising are permitted without prior approval.
8. Participate in the Site Supervisor Orientation webinar provided by JVC Northwest before the start of the service year and the review training/instruction materials on performance measure for capacity building, education, or health.
 - a. Tuesday, May 22, 2018 at 2 p.m. Pacific Time OR
 - b. Thursday, June 28, 2018 at 11 a.m. Pacific Time OR
 - c. Watch the recorded webinar available after June 28, 2018.
 9. Meet with Program Coordinator individually as well as with JV AmeriCorps member to complete the site evaluation tool in the fall.
 10. Work in a timely manner to remediate any and all areas of noncompliance identified by JVC Northwest.
 11. Attend local meeting for partner agencies during Program Coordinator's winter area visit.
 12. Provide day-to-day supervision of the activities of the JV AmeriCorps member and ensure weekly meetings between the site supervisor and the JV AmeriCorps member.
 13. Adhere to the position description for the JV AmeriCorps member approved by JVC Northwest in the winter/spring of 2018. No major change is to be made to the position description without consulting the JVC Northwest Program Coordinator.
 14. Facilitate and document the midyear and year end performance evaluations of assigned JV AmeriCorps member by the required deadlines.
 15. Ensure that the site supervisor checks JV AmeriCorps member service logs for accuracy and electronically approves the timesheets on a monthly basis.
 16. Notify JVC Northwest immediately of any change in site supervisor or any significant organizational changes that may impact the JV AmeriCorps member.
 17. Whenever possible, there should be evidence of the AmeriCorps name and logo in printed materials or signs.
 18. Site supervisors will assist the JV AmeriCorps member in gathering data requested by JVC Northwest for performance measures, program evaluation and/or reports to the Corporation for Community and National Service and send in data as requested by JVC Northwest for AmeriCorps reporting.
 19. Apprise JVC Northwest of the source of any public (federal, state, county, municipal, etc.) funds used to pay **the placement fee** and verify that the use of such funds is permissible per their own grant restrictions and regulations. Note: JVC Northwest is **required** to submit this information to the Corporation for National and Community Service with its annual financial report.

III. RESPONSIBILITIES OF JVC NORTHWEST

A. Placement and Field Support

The JVC Northwest AmeriCorps Program works with both the JV AmeriCorps member and the Partner Agency to ensure compliance with the AmeriCorps grant provisions.

1. JVC Northwest will make reasonable efforts to identify and recommend a reasonably suitable JV AmeriCorps member for each Partner Agency, placement, and locale.
2. JVC Northwest follows the guidelines provided by the Corporation for National and Community Service for conducting criminal history checks on each JV AmeriCorps member. This guidance is called the National Service Criminal History Check (**NSCHC**) **and** is a screening procedure established by law to protect the beneficiaries of national service. Currently, the following checks are required: a state criminal history check from the state in which they will serve, a state criminal history check from the state where the JV AmeriCorps member made application, an FBI national criminal history check, and a National Sex Offender Public Website (NSOPW) check.
3. JVC Northwest provides a general JV AmeriCorps member orientation from August 6-11, 2018, plus up to three retreats during the service year.
4. JVC Northwest distributes a Partner Agency and Site Supervisor Handbook, provides a site supervisor orientation via webinar in May/June, and provides training/instruction materials on performance measure compliance.
5. JVC Northwest notifies Partner Agencies of existing and new AmeriCorps regulations and policies and provides any updates to site supervisors within 30 days of additions or changes.
6. JVC Northwest provides a Program Coordinator, who has responsibility for approximately 25 JV AmeriCorps members and four community households. The Program Coordinator monitors the site for AmeriCorps compliance throughout the year. The Program Coordinator makes two scheduled visits each year to each community. The first visit involves an in-depth meeting with the site supervisor and the JV AmeriCorps member during which time the Program Coordinator completes the site monitoring form. The site supervisor receives a copy of the site monitoring form. For the second visit the Program Coordinator facilitates a group meeting of local site supervisors and offers the possibility of meeting with the Partner Agency Supervisor on an as-needed basis. The Program Coordinator communicates with the JV AmeriCorps member on an ongoing basis to offer encouragement and support and to maintain accountability.
7. JVC Northwest provides a local support person or team for each community to act as an information resource and support to the Jesuit Volunteer community.

B. Financial Responsibilities of JVC Northwest

1. JVC Northwest will pay the JV AmeriCorps member's living allowance in equal amounts distributed across 12 months.
2. JVC Northwest will pay FICA, health insurance premiums (except for those JV AmeriCorps members who have waived their right to insurance coverage in the JVC Northwest plan), and workers' compensation premiums for the JV AmeriCorps member.
3. JVC Northwest will pay the rental costs and other housing costs for JV community houses directly to landlords on behalf of the JV AmeriCorps member.

IV. JOINT RESPONSIBILITIES OF THE PARTNER AGENCY AND JVC NORTHWEST

The parties to this Placement Agreement agree to the following:

- A. Parties will make every reasonable effort to ensure that the health and safety of JV AmeriCorps members are protected during the performance of their duties.
- B. Neither JVC Northwest nor the Partner Agency shall assign or require JV AmeriCorps members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- C. Parties will avoid placing related persons in supervisor-supervisee relationships or other roles that could lead to a conflict of interest.

V. RESPONSIBILITIES OF THE JV AMERICORPS MEMBER

- A. The JV AmeriCorps member makes a firm commitment to complete their full term of service as specified in Section 1 of this Placement Agreement. The JV AmeriCorps member will not seek to break this commitment unless the reason qualifies as a “compelling personal circumstance.” Some examples of reasons that may justify release from service include a member's critical illness, a serious family matter, or death or critical illness in the member's immediate family. Premature termination of the program or other programmatic problems beyond the member's control may also constitute qualifying reasons for termination of service.
- B. The JV AmeriCorps member affirms the JVC Northwest Covenant and the Drug and Alcohol Policy, previously signed as a condition of acceptance into JVC Northwest, with respect to living by the four JVC Northwest values.
- C. The JV AmeriCorps member will uphold all tenets of the AmeriCorps member contract they signed at Orientation, including, but not limited to, completion of performance measures, timesheets, and evaluations.
- D. The JV AmeriCorps will live in their assigned JV Community throughout the year.
- E. The JV AmeriCorps member is to:
 - 1. Attend and participate in the JVC Northwest Orientation week.
 - 2. Participate and share leadership in weekly community activities and spiritual sharing/reflection gatherings.
 - 3. Attend regular community meals and activities as decided by the community.
 - 4. Participate in regular business meetings as decided by the community and follow the guidelines for ethical and financially responsible practices regarding the community account.
 - 5. Participate in the structured closure of the year with the community.
- F. JV AmeriCorps members are expected to participate in JVC Northwest sponsored retreats.
- G. The JV AmeriCorps member is expected to wear AmeriCorps gear at their service site every day.
- H. The JV AmeriCorps member will not access Supplemental Nutrition Assistance Program (SNAP) and/or related benefits during their service year.

- I. The JV AmeriCorps member will fulfill the service description for which the JV AmeriCorps member is accepted, plus have a readiness to participate in other activities which are not necessarily part of the service description but are customary to the assignment and/or are part of the Partner Agency's culture or routine practice, so long as such activities are not in violation of a provision within this agreement.
- J. JV AmeriCorps members are encouraged to discuss specific dates of leave from service with the site supervisor early in the year.
- K. Any significant change in the JV AmeriCorps member's community situation requires prior consultation with the Program Coordinator.
- L. All behavior of the JV AmeriCorps member shall promote the welfare of the JV AmeriCorps member, their JVC Northwest community, and the mission of the Partner Agency and JVC Northwest. A JV AmeriCorps member who fails to meet this standard will be considered for dismissal.
- M. In compliance with JVC Northwest AmeriCorps Program policy, the JV AmeriCorps member is to receive no remuneration from the Partner Agency or JVC Northwest of any kind outside of the designated living allowance.
- N. The full-time JV AmeriCorps member receives a monthly living allowance. All JV AmeriCorps members will share in the cost of community expenses which include, but are not limited to, housing fees, food, and utilities.
- O. The JV AmeriCorps member is responsible for a housing fee of \$425 per month, payable to JVC Northwest, which includes rent and other associated housing costs. The JV AmeriCorps member is also responsible for individual costs including, but not limited to, transportation to and from the service site as needed, medical co-pays and/or deductibles, and other living expenses they incur.
- P. Failure of the JV AmeriCorps member to fulfill the **Responsibilities of the JV AmeriCorps Member** may result in early termination from the program, which may result in losing the AmeriCorps living allowance, the Segal Education Award, and the opportunity to be eligible to participate in other national service programs in the future.
- Q. In the rare instance a JV AmeriCorps member makes the decision to leave JVC Northwest, or the JV AmeriCorps member's service is terminated, member agrees to make reasonable effort to pay to the community account their share of outstanding community expenses related to their time serving and living in community.

VI. RESPONSIBILITIES OF ALL PARTIES

All parties agree to uphold policies and procedures found in the JVC Northwest Partner Agency and Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook. If any party becomes aware of a policy violation contained therein, the party agrees to take immediate action in accordance with the JVC Northwest Partner Agency and Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook. JVC Northwest reserves the right to construe and interpret any conflict or ambiguities between the JVC Northwest Partner Agency and Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook policies. If any of the provisions of these policies are declared or determined by any governmental agency or court to be illegal, invalid, or otherwise unenforceable, the remaining portions, terms, and provisions shall nonetheless remain in full force and effect.

A. Drug Free Workplace Act

1. In accordance with the Drug Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by the Program.
2. Alcohol and drug abuse adversely affect health and service performance, create dangerous situations, and serve to undermine the community's confidence in the AmeriCorps program. The AmeriCorps program prohibits drug or alcohol abuse on the part of its members.
3. A Partner Agency may require a JV AmeriCorps member to submit to drug testing as a condition of selection or when there is reasonable suspicion of drug use.
4. If a JV AmeriCorps member is arrested for a drug offense, the JV AmeriCorps member must notify their site supervisor and the JVC Northwest AmeriCorps Program Director (Executive Director) in writing within five days.
5. JVC Northwest will take appropriate action including, but not limited to, suspension and referral to a drug rehabilitation program or release for cause consistent with the CNCS rules on termination and suspension of service.

B. Equal Opportunity

1. The parties agree to abide by federal laws and Corporation for National and Community Service (CNCS) policy on Equal Opportunity. An environment free of discrimination for all JV AmeriCorps members will be provided by the parties. Recognizing that our society is strengthened by the diversity of its citizens, CNCS's policy is to ensure mutual respect for all differences among us.
2. The parties agree that no person with responsibilities within the Partner Agency and/or JVC Northwest shall harass or discriminate against any JV AmeriCorps 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, sexual orientation, or political affiliation. Harassment includes unwelcome verbal, physical, or graphic conduct and has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile, or offensive work, service, or JV community environment.

C. Grievance Procedure

The Partner Agency agrees to comply with the JVC Northwest Grievance Procedure found in the JVC Northwest Partner Agency and Site Supervisor Handbook and the JVC Northwest AmeriCorps Member Contract and Jesuit Volunteer Handbook.

VII. INFORMATION REQUIRED FROM PARTNER AGENCY

A. **Service schedule** (based on JVC Northwest guidelines per Partner Agency application):

1. Night service (after 6:00 p.m.) should not exceed two nights per week.
2. The JV AmeriCorps member should serve 40 hours per week (eight [8] hours per day, five [5] days per week, with two consecutive days off per week, one being Saturday or Sunday).
3. Service hours should fall within the hours that public transportation runs.
4. If a JV AmeriCorps member is assigned for overnight duty, a supervisor must be present during that time. Overnight hours in which the JV AmeriCorps member is sleeping are not counted as service hours.

Please discuss with a JVC Northwest Program Coordinator any changes being considered in the JV AmeriCorps member's schedule. Rare changes to the service schedule are made on approval of JVC Northwest in advance of the beginning of service.

To be completed by the site supervisor: Please provide the days and hours of any night or weekend service that the JV AmeriCorps member is asked to commit to regularly:

Please specify service days and start/end times:

- B. **JVC Northwest Leave from Service:** In accordance with the **Retreats and Leave from Service** section above, the JVC Northwest policy is two weeks (ten service days) **total** leave from service for the JV AmeriCorps member. If times are already set for trips or other plans, please indicate the times of year that the JV AmeriCorps member's leave from service will be taken (**to be completed by site supervisor**):
-

- C. **General liability coverage:** **At all times**, JVC Northwest must have a current (unexpired) Certificate of Liability Insurance (COLI) for the Partner Agency on file. **Please send us a COLI no later than July 1, 2018.** (Please be sure your Agency's complete name and the program name is included on the Certificate.) The Partner Agency can attach a copy with the signed Placement Agreement or have the insurance carrier mail a copy the Certificate of Liability Insurance to JVC Northwest, P.O. Box 22125, Portland, OR 97269, or fax to 503-249-1118.

Please list the information below:

Name of company: _____

Limits of coverage: _____

Has JVC Northwest been added as an additional insured on your general liability policy?

Yes ___ No ___

- D. **Financial Reporting for AmeriCorps Federal Financial Report (FFR):**

45 CFR 2521.60; NCSA 121(e)(5) (42 USC) requires that other federal funds used to match a grant awarded under this notice must report the amount and source of these funds to CNCS on the FFR. It is the responsibility of the Partner Agency that wishes to use federal funds to pay any portion of our Partner Agency fee to verify whether such use is permissible per their own grant requirements and restrictions.

To be completed by Partner Agency administrator:

_____ No, we do not use any public (federal, state, county, municipal, etc.) funds to pay our Partner Agency fee.

_____ Yes, we do use the following federal funds to pay our Partner Agency fee:

Sub award #	Federal Department Name
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Federal Agency Name	CFDA #	Amount
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_____ Yes, we do use the following other public funds to pay our Partner Agency fee (please include details such as amount, funding agency, and government entity):

AUTHORIZATION

The Director of Programs of the JVC Northwest AmeriCorps Program, the Legal Representative of the Partner Agency, the Site Supervisor of the Partner Agency, and the JV AmeriCorps member acknowledge by their signatures that they have read, and that they understand and agree, to all terms and conditions of this agreement.

IN WITNESS THEREOF, the parties have duly executed this Contract hereto and each party acknowledges receipt from the other party of a duly executed copy of the Contract.

PARTNER AGENCY

Partner Agency Name	City	State
----------------------------	-------------	--------------

Authorized Legal Representative – SIGNATURE Partner Agency	_____
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Date

Authorized Legal Representative – PRINT NAME Partner Agency	_____
--	-------

Site Supervisor (if different from above) – SIGNATURE	_____
--	-------

Date

Site Supervisor – PRINT NAME	_____
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JV AMERICORPS MEMBER

JV AmeriCorps member – SIGNATURE	_____
----------------------------------	-------

Date

JV AmeriCorps member – PRINT NAME	_____
-----------------------------------	-------

JVC NORTHWEST AMERICORPS PROGRAM

Kate Stinson, Director of Programs – SIGNATURE JVC Northwest AmeriCorps Program	_____
--	-------

Date

Please sign, scan, and email this completed placement agreement to program@jvcnorthwest.org by July 1, 2018.

AMERICORPS SITE SUPERVISOR CONTRACT

After participating in the mandatory 2018-19 Site Supervisor Webinar, please sign, scan, and email this completed contract to program@jvcnorthwest.org by July 1, 2018.

The Jesuit Volunteer Corps (JVC) Northwest AmeriCorps Program is funded through the Corporation for National and Community Service (CNCS).

This contract establishes participation in the JVC Northwest AmeriCorps Program between the following parties for the program year:

1. **JVC Northwest AmeriCorps Program Year:** 2018-19
2. **Effective Date:** August 7, 2018
3. **JVC Northwest AmeriCorps Program** represented by the JVC Northwest AmeriCorps Program Manager
4. **JVC Northwest AmeriCorps Service Site:** The service site/facility where a JVC Northwest AmeriCorps member is serving. **Site Supervisor:** the person who is officially responsible for overseeing JVC Northwest AmeriCorps members.

Name of Service Site: _____

Address: _____
Street City State 5 digit zip code

Name of Site Supervisor: _____

Title of Site Supervisor: _____

Email of Site Supervisor: _____

Phone Number of Site Supervisor: _____

Name(s) of AmeriCorps Member(s): _____

The Site Supervisor, by their signature, hereby acknowledges having read the JVC Northwest AmeriCorps Partner Agency/Site Supervisor Handbook, having received orientation training, and understands and agrees to all terms and conditions of participation in the JVC Northwest AmeriCorps Program. The handbook can be accessed here: <http://jvcnorthwest.org/partner-agency-resources>

Signature of Service Site Supervisor

Date

The AmeriCorps Program Manager, by signature, hereby acknowledges conducting an AmeriCorps orientation with the Site Supervisor.

Signature of AmeriCorps Program Manager

Date

Please sign, scan, and email this completed contract to program@jvcnorthwest.org by July 1, 2018

MEMORANDUM OF UNDERSTANDING

2018-19

This Memorandum of Understanding (“MOU”) sets the terms and understanding between

JESUIT VOLUNTEER CORPS NORTHWEST (JVC NORTHWEST) and

_____ (PARTNER AGENCY).

Background

For over 60 years, JVC Northwest has striven to help meet local communities’ needs in partnership with non-profits, schools, and health facilities across the five states of the Northwest, inclusive of Alaska, Idaho, Montana, Oregon, and Washington. JVC Northwest has a long history of service in rural and remote settings, as well underserved urban communities. In 22 of these local communities, JVC Northwest provides Jesuit Volunteer (JV) AmeriCorps members to serve in community organizations. These respective community organizations have identified local needs and are dedicated to addressing the issues and working to transform and strengthen their communities through service to persons in need.

Project

In furtherance of its mission, JVC Northwest partners with nonprofit organizations, schools, and health programs (the “Consortium”) to address a variety of local community needs in 22 locales across the Northwest. Because the needs in the communities are contextual and based on needs and concerns at the local level, the Consortium is multi-focused and based on capacity building, education, and health.

Purpose

This MOU establishes the respective roles and responsibilities of JVC Northwest and the Partner Agency in achieving the above project. Additionally, this MOU confirms the support, commitment and collaboration of both parties to effectively implement a successful deployment of dedicated JV AmeriCorps members to strengthen communities through service and volunteering consistent with the goals and requirements of the AmeriCorps Program.

JVC Northwest will:

1. Act as the convener of the Consortium.
2. Apply to the Corporation for National and Community Service for a grant under the Multi-Focus Intermediary priority.
3. Recruit, place, and support a JV AmeriCorps member at the Partner Agency in accordance with the placement agreement signed at the beginning of the program year.
4. Implement the JV AmeriCorps program, including programmatic support, financial oversight, criminal history checks on JVC Northwest program staff and AmeriCorps members, training and handbooks for site supervisors and members, timesheet oversight, performance measurement training and oversight, and compliance with AmeriCorps regulations.

The Partner Agency, as a member of the Consortium, will:

1. Submit an application to JVC NORTHWEST for a JV AmeriCorps member to serve in the Partner Agency.

2. Complete and sign this MOU as a member of the Consortium and as part of the application for a JV AmeriCorps member for the program year.
3. Review, understand, and comply with the JVC Northwest AmeriCorps Partner Agency/Site Supervisor Handbooks and materials, and participate in all trainings required by JVC Northwest.
4. Ensure the Site Supervisor contract is signed by an authorized representative of Partner Agency prior to the start of the JV AmeriCorps member's service and comply with said Agreement in all respects.
5. Execute the Placement Agreement with JVC Northwest and the JV AmeriCorps member and comply with said Agreement in all respects.
6. Effectively supervise the JV AmeriCorps member and ensure review and approval of timesheets and performance measurement requirements, as required by the Site Supervisor Contract and Placement Agreement.
7. Prepare written Performance Evaluations of the JV AmeriCorps member at mid-year and end of year, and promptly provide copies of such Evaluation to JVC Northwest.
8. Cooperate fully with JVC Northwest's efforts to ensure that the Consortium complies with all application requirements, rules and regulations of the AmeriCorps program.

Duration

This MOU will remain in effect as long as the Partner Agency and JVC Northwest have a signed Placement Agreement and JVC Northwest remains a National Direct Grantee of the Corporation for National and Community Service.

Signed

Signature of Partner Agency Representative

Date

Printed Name of Partner Agency Representative

Kate Stinson, JVC Northwest Director of Programs

Date

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