



UNDERSTANDING  
THE MOA

# UWP Agrees To...



Provide and administer grant funding for the program for a one-year duration



Serve as the liaison between Partner Agencies, VISTA members, and CNCS



Assign VISTA placements to the Partner Agency, subject to the availability of funding and recruitment/training deadlines



Assist Partner Agencies in developing appropriate VISTA member work plans and assignment descriptions



Assist Partner Agencies in the recruitment, screening, interviewing, and placement of VISTA members



Provide support and supervision to VISTA members in administrative matters

# UWP Agrees To...

- Provide support and act as a resource to Partner Agencies on matters concerning administration of the program and supervision of members
- Maintain records and accounts, make reports and investigations, and provide access to records to CNCS
- Ensure Partner Agency supervisors receive requisite training and orientation to policies
- Ensure members attend pre-service orientation webinars, that on-site orientation is provided, and that member development training is available throughout the year
- Allow staff and members to attend training events required by CNCS
- Transfer members from one placement to another to comply with grant terms or upon request of the member with approval from CNCS

# Partner Agency Agrees To...

1

Raise awareness about the program

2

Provide supervision and member development

3

Conduct member recruitment, selection, and orientation

4

Ensure accurate timekeeping and track leave requests

5

Document member performance and retain records for three years after the member's completion or termination of service

# Partner Agency Agrees To...



Allow and encourage member participation in "Days of Service," community-based supplemental projects, and local emergency disaster relief efforts, if needed



Abide by financial policies outlined in the MOA



Report to UWP within 24 hours any unscheduled changes of status and conditions of members



Ensure member has access to necessary data and submits all required reports in a timely manner

# Joint Responsibilities



Ensure health and safety of members



Abide by nondiscrimination and sexual harassment policies contained within the MOA



Provide reasonable accommodation to members with qualifying disabilities



Document and report behavior issues and complete the Performance Improvement Plan process



Avoid nepotism and conflict of interest



Refrain from making any supplemental payments



Follow legal restrictions of the grant, as outlined in the MOA

# Financial Considerations

Partner Agency agrees to submit payment of \$6,000 per full-time member per service year

Payment is due within 30 days of receipt

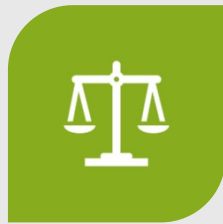
Pro-rated refunds will be issued by request to the Partner Agency for members leaving the program only

Member slots may be refilled if there are available Virtual Member Orientation slots (as determined by CNCS) and both the Partner Agency and United Way agree

# Institutional Assurances



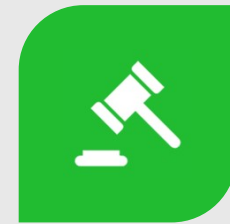
DRUG-FREE  
WORKPLACE



ORGANIZATIONAL  
STANDARDS OF  
CONDUCT



ORGANIZATIONAL  
CONFLICT OF  
INTEREST



CIVIL RIGHTS, EEO,  
& NON-  
DISCRIMINATION



# Grievance Process

## Informal Resolution

- Address concern through supervisor or Program Director

## Formal AmeriCorps Program Grievance Procedure

- Member brings grievance
- Submit to Regional Program Director
- Appeals

## United Way of the Piedmont Grievance Procedure

- Informal, verbal resolution
- Submit to Program Director
- Refer matter to President/CEO or Chair of Governance Committee

# Other Items



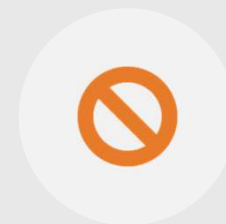
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LECTUAL PROPERTY



MODIFICATIONS OF MOA



TERMINATION OF MOA