WSC ONLY:
Contract #: _____
(As assigned by ESD)

Washington State SERVICE CORPS
EMPLOYMENT SECURITY DEPARTMENT

Individual Placement Projects
CFDA 94.006
Program Year September 1, 2016 – August 31, 2017

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to establish the compliance expectations of the Employment Security Department's Washington Service Corps (hereinafter referred to as WSC) Individual Placement Program. These expectations are designed to establish effective coordination between sponsoring organizations and the WSC, to ensure that the objectives of the WSC, Serve Washington, and the Corporation for National and Community Service are met, to ensure grant outcomes for services to beneficiaries are met and to ensure a positive service experience for the AmeriCorps member(s).

Sponsoring Organization Information:

Sponsoring Organization:	Pacific County
Organization Website URL:	co.pacific.wa.us
Project Title(s):	PCEMA Public Education Coordinator
Federal Employer Identification Number (EIN#):	91-6001356
Legal Applicant Name* (see note):	Frank Wolfe
Legal Applicant Title:	Chair, Board of Pacific County Commissioners
Mailing Address:	PO Box 27 / South Bend / WA / 98586 (Street or PO Box / City / State / Zip Code)
Telephone Number:	360-875-9334
Email Address:	fwolfe@co.pacific.wa.us; mguernsey@co.pacific.wa.us
Number of AmeriCorps positions awarded:	1
Member Placement Fee Total ($6,900 x number of positions awarded) =	6,900

* The **Legal Applicant** must be an individual who has the recognized authority to commit the organization to a binding contract.

Funding Contingency

In the event funding for the WSC is reduced or eliminated, or if federal program requirements change, prior to or after the date of this MOU, the WSC may terminate or modify this MOU with 30 days written notification to the sponsoring organization.

Responsibilities of the Sponsoring Organization

Section I – Financial Responsibility

1. Submit $6,900 member placement fee per member on or before September 30, 2016. An invoice with payment instructions will be sent by WSC to sponsoring organizations on or about September 1, 2016. Failure to pay the member placement fee requirement per member may result in removal of the member(s) from site and termination of this contract by WSC.
2. Member placement fee will not be refunded or pro-rated for any member who terminates service early. However, if a member terminates prior to serving 15% (255 hours) of their full-time 10.5 month, 1700 hour service term, there MAY be an opportunity to refill the position in January.
3. Submit to WSC proof of current valid Commercial General Liability Insurance with minimum of $1,000,000 per occurrence with the Washington State Employment Security Department endorsed to the policy as an additional insured with limit of no less than $1,000,000 per accident for bodily injury or disease. If coverage expires prior to end of member's service term, submit proof of continuous coverage to WSC. If sponsoring organization is a federal or state agency, provide documentation showing that status. If sponsoring organization is a school district, local government, or other agency participating in a "risk pool" or self-insured program, provide documentation of that status and coverage. The WSC AmeriCorps member(s) will be covered, as certified in Exhibit A 2016 Terms and Conditions for AmeriCorps State and National Grants.
4. Provide transportation or mileage reimbursement to WSC AmeriCorps member(s) to conduct service away from their established service site during service hours. Reimbursement amount is subject to Sponsoring Organization's written travel policy, not to exceed federally-allowable transportation or mileage reimbursement.
5. Provide lodging and meals to WSC AmeriCorps member(s), not to exceed State rates when overnight travel is necessary to perform required service or training away from the service site.
6. Provide transportation or mileage reimbursement according to State rates to WSC AmeriCorps member(s) as they attend the required SERVES Training Institute scheduled for October 17-19, 2016 in Yakima. The WSC covers the cost of provided meals and lodging expenses for the members at this event
7. Pay for any member costs associated with Washington State WATCH criminal history checks.
8. Complete FBI checks on members through CNCS-designated channeler, Fieldprint, who will bill WSC for this check. Reimburse WSC for cancellation or rescheduling fees incurred due to no-shows or changes made with less than 24 hours' notice to Fieldprint. Reimburse WSC for any FBI checks beyond the one for each enrolled position; including, but not limited to, applicants who back out after fingerprinting, applicants who do not follow instructions and must re-do the FBI check, and applicants who do not enter their legal name as it appears on their government-issued photo ID when registering with Fieldprint.
9. Pay all costs for required National Service Criminal History Checks of primary site supervisors and backup site supervisors. This includes the full cost of the WATCH check, FBI check through Fieldprint, and out-of-state check (if applicable).
10. Member costs that are deemed disallowed through monitoring or audit review(s) will be the responsibility of the sponsoring organization.

11. Sponsoring organization is only permitted to subcontract member placement with prior permission of WSC. Sponsoring organization must have a written contractual agreement in place with the subcontracting agency and must submit a copy of this agreement to WSC.

Section II - Risk Management and Compliance

1. Comply with the Grant Program Civil Rights and Non-Harassment Policy (Exhibit B), Assurances and Certifications (Exhibit C), AmeriCorps Member Service Agreement and the RFA Expectations & Agreements.
2. Comply with all WSC Policies and Procedures, including the current policies and procedures listed below, and other policies or procedures that may be developed and implemented throughout the program year:
   POL-105 – Providing Adequate Supervision of Members
   POL-110 – Completing National Service Criminal History Checks on Members
   POL-111 – Completing National Service Criminal History Checks on Supervisors
   POL-120 – Managing Member Hours
   POL-121 – Ensuring Service Activities are Allowable
   POL-122 – Managing Alternative Service
   POL-123 – Managing Member Leave
   POL-124 – Participation in SERVES Institute or WRC Institute
   POL-130 – Managing Member Conduct
   POL-131 – Managing Member Appearance and Use of Service Gear
   POL-132 – Managing Member Grievance
   POL-150 – Managing Member Transfers
   POL-160 – Managing Member Deployment for Disaster Response

3. Establish safety guidelines and rules that ensure the well-being of the AmeriCorps member(s) and participants.
4. Ensure your organization has current Drug-Free Work Place and Non-Discrimination Policies.
5. If applicable, any sponsor organization that places members in sub-site service locations must ensure that it has a signed Memorandum of Understanding with all member sub-placement service sites; MOUs for sub-site placements must reflect the components of the sponsoring organization's MOU with WSC to include Exhibits A, B and C. Copies of the MOU(s) must be provided to WSC prior to July 1, 2016. MOU(s) must reference the dollar amount the sponsoring organization charges for its member placement fee.
6. Ensure that AmeriCorps member(s) provides direct service in accordance with the position description. Ensure any changes to duties are updated on the member position description form and immediately sent to WSC. Administrative and/or janitorial duties that are directly related to and are necessary to reach the member's service goals, will be allowed. However, administrative and/or janitorial duties that support general organizational goals are not allowed.
7. Ensure that service activities do not displace or supplant employees. Service activities and project must expand or enhance the organization's impact, not simply sustain a service or work of the organization.
8. Ensure accuracy of member's service. Accurate records should include hours served as service hours, training hours, and fundraising hours. No hours can be granted for service out of state (disaster deployment may be only consideration). Member training out-of-state can only occur with prior WSC approval.
9. Ensure that members do not participate in out-of-country trainings.
10. Ensure that members do not participate in any activities which are not allowable under CNCS regulations and guidance.
11. Monitor AmeriCorps member(s) service hours to ensure that the member is serving an average of at least 40 hours a week for 10.5 months and is on track to complete the required 1,700 service hours. Monitor timesheets to ensure members do not exceed the percentage of time allowed in training (20%) and fundraising (10%).

12. Communicate to members that they must be available to serve the hours needed by the project including any weekend and evening service activities.
13. Primary Site Supervisor will approve all member electronic timesheets through the WSC vendor no later than 5 business days after the end of each semi-monthly payroll period.
14. Ensure AmeriCorps member(s) wear AmeriCorps gear **daily** and other possible identifiers while serving.
15. Ensure service site has the WSC and AmeriCorps*State logos visibly posted as follows:
    - In a prominent location visible to staff and customers where member serves: sign with WSC logo, AmeriCorps logo, and "AmeriCorps Member Serves Here".
    - At the entrances to the building where member serves: sign with WSC logo, AmeriCorps logo, and (optional) service site name.
16. When communicating with customers, stakeholders, Legislative Representatives, or media about the program a WSC AmeriCorps member is serving in, the sponsoring organization and any member service placement site will identify the roles of both the Washington Service Corps and AmeriCorps in the project. For example: "(organization name) as part of the Washington Service Corps, the AmeriCorps members……".
17. Require and retain member's proof of valid driver's license and current proof of vehicle insurance, if the member is reimbursed for use of a personal vehicle in the performance of their service duties.
18. Participate in the following types of monitoring/audits from state WSC program partners:
    a. Desk review of program documents by WSC Program Coordinator or an authorized representative.
    b. On-site monitoring/audit process by WSC Program Coordinator or an authorized representative. This includes allowing access to member or program files, documents and materials.
    c. Scheduled programmatic visits as requested by WSC state program/funding partners (such as Serve Washington, CNCS, or Washington State Employment Security Department).
19. Host scheduled programmatic visits as requested by WSC Program Coordinator.
20. In the event of any change to the information regarding the Legal Applicant, notify the WSC Program Coordinator within ten (10) working days.
21. Ensure that member eligibility verification is met.
22. Ensure that AmeriCorps members do not accept or solicit monetary or other service site compensation from your organization above or in addition to their WSC stipend or living allowance while serving as a member of the WSC.

Section III - Prohibited AmeriCorps Member Activities

There are certain activities, including lobbying, political, religious or advocacy activities that AmeriCorps members may not perform in the course of their duties while charging time to the AmeriCorps program, or at the request of sponsoring organization staff. Furthermore, members and staff may not engage in conduct in a manner that would associate the national service program or the Corporation for National and Community Service (CNCS) with the prohibited activities. Programs must become familiar with specific provisions described in the Corporation's formal regulation (45 C.F.R. 2520.65) and the grant provisions. The list of prohibited activities includes:

<u>CNCS prohibited activities:</u>

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; and
   - (v) An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities;
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;
11. Such other activities as the Corporation may prohibit.

<u>WSC prohibited activities:</u>

1. Organizing a letter-writing campaign to Congress;
2. Participating in activities that pose a significant safety risk to participants;
3. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match/member placement fee requirements, or to pay the program's general operating expenses. Additionally members cannot write or support preparation of a grant from CNCS or any other federal agency ; and
4. Fundraising, unless under the following circumstances: if it provides direct support to a specific service activity, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member.

AmeriCorps members, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and on their own initiative. However, the AmeriCorps/WSC logo must not be worn while doing so.

Federal funding for AmeriCorps members is approved with the understanding that member service is directly supporting AmeriCorps objectives. Contrary circumstances could lead to removal of AmeriCorps member(s) from the site.

Section IV - Recruitment and Enrollment of AmeriCorps Member(s)

1. Conduct AmeriCorps member(s) recruitment, interviews, and selection.
2. Comply with WSC criminal history check requirements as identified in guidance including, but not limited to, WSC Supervisor's Guide to National Service Criminal History Checks, and WSC policies POL-110 & POL-111. Prior to submitting enrollment paperwork to WSC, AmeriCorps members must pass National Service Criminal History Checks and cannot be listed on the National Sex Offender Registry. Comply with other criminal history check requirements that may be developed and required throughout the program year to maintain CNCS compliance.
3. Submit completed AmeriCorps member enrollment packet, to include all completed items on the checklist, to WSC by the required WSC deadline.

Section V - Support and Supervision of AmeriCorps Member(s)

1. Identify staff persons from the organization to be the Primary Site Supervisor and Backup Site Supervisor for the WSC AmeriCorps member(s) on site. The Primary Site Supervisor should also be the key contact for WSC.
2. Complete the National Service Criminal History Checks for Primary Site Supervisors and Backup Site Supervisors, according to WSC policy # POL-111. Submit results to WSC no later than July 1, 2016.
3. Comply with other criminal history check requirements that may be developed and required throughout the program year and provide original documents to the WSC to maintain.
4. In the event of a change in supervisor, ensure the individual's National Service Criminal History Checks have been completed and cleared by WSC **PRIOR** to working as a supervisor of the WSC AmeriCorps member. Notify WSC Program Coordinator and submit a signed Change of Supervisor form (FRM-105A) for the member within two (2) business days of the change.
5. Orient any new supervisors to their AmeriCorps duties and ensure they review this MOU, the WSC Member Service Agreement, and the policies & guidance materials on the WSC website.
6. Update WSC AmeriCorps member position descriptions as necessary and submit signed originals to the WSC for approval. Changes in WSC AmeriCorps member's service site, schedule, or duties require an amended position description. If the WSC becomes aware of any change without prior approval, it may result in the removal of the member from the sponsoring organization.
7. Ensure AmeriCorps member's Primary Site Supervisor or Backup Site Supervisor attend one of the WSC orientations scheduled in the summer of 2016 and that they participate in webinars and other trainings as offered by WSC throughout the program year. Advance information will be provided.
8. Orient AmeriCorps member(s) to AmeriCorps; WSC; the sponsoring organization; the service site; the community demographics and client base; and the service they will provide. Ensure members are made aware of and understand the prohibited activities; as well as WSC policies and sponsor organization and service site policies and procedures.
9. Ensure member(s) are aware of safety measures and procedures of the service site and sponsoring organization.
10. Provide member access to project documents, to include but not limited to Member Service Agreement, Request for Application, Memorandum of Understanding and Exhibits, Performance Plan, etc.
11. Inform AmeriCorps member(s) about your organization's rules of conduct and appropriate behavior, including procedures for communicating service hours and absences. Provide member(s) with policy manuals and/or handbooks, and include your organizational chart.
12. Introduce AmeriCorps member(s) to other organization staff and include member(s) in appropriate organization functions.
13. Provide appropriate tools and equipment for the AmeriCorps member(s) to perform service and to communicate with WSC. Tools and equipment will include, but are not limited to work space, computer with internet and agency e-mail, and phone access.
14. Recognize and support distinct roles and responsibilities of the AmeriCorps member(s) as outlined in the member's position description.
15. Provide oversight on the AmeriCorps member's progress and skill development, including member's participation in required site and WSC training.
16. Ensure AmeriCorps member(s) participate in days of national service including, but not limited to, Martin Luther King Jr. Day of Service, AmeriCorps Week, National Preparedness Day, and other days that may be designated by WSC as national days of service or special initiatives.
17. Communicate immediately with WSC Program Coordinator regarding AmeriCorps member(s) performance issues or other program concerns.

18. Document AmeriCorps member performance/personnel issues in writing, including actions taken toward resolution. Be prepared to forward documentation to WSC as requested and to ensure proper documentation for member file.
19. Follow AmeriCorps member discipline procedures as outlined in the Member Service Agreement and WSC policy POL-130. Work with the WSC Program Coordinator if there are any service site policy conflicts or different approaches. These are to be coordinated for clear and consistent messages to members should disciplinary issues emerge. Please also refer to Section XI: Order of Precedence as contained within this MOU.
20. If the sponsoring organization fails to follow required WSC member progressive discipline and subsequently terminates the member from service, and the member's grievance hearing grants the former member a pro-rated education award, it will lead to the sponsoring organization re-paying the WSC that pro-rated education award amount.
21. Obtain WSC approval prior to taking action to remove or transfer a WSC AmeriCorps member.
22. Use retention strategies to ensure member(s) successfully completes his/her full term of service both total hours and full 10.5 month term.
23. If a sponsoring organization or one of its sub-grantees or member service sites hires a WSC member as an employee before the completion of that member's agreed-upon term of service, the WSC may elect not to place another member with that organization or the sponsoring organization in the future.
24. If a member indicates the intent to leave his or her service early, troubleshoot reasons for exit with member and WSC coordinator in efforts to retain member. If member still decides to terminate, then complete **all WSC-required exit documentation**, per the checklist on WSC website, prior to the member leaving service.

Section VI - Performance Measures and Reporting

1. Collaborate with WSC and the AmeriCorps member(s) to develop a well-defined project that has clear goals and objectives in accordance with the AmeriCorps member's position description and the Request for Application. Any adjustments or revisions need prior approval of WSC Program Coordinator.
2. Ensure performance objectives are quantifiable and demonstrate the impact of the AmeriCorps member's service in one of the focus areas, as defined in application and negotiated in writing with WSC. **Example** of quantifiable outcomes: 2,500 individuals will participate in a health education program; the health education program will administer a pre and post survey per WSC performance measure instructions on all of its participants in order to assess an increase in knowledge of healthy behaviors; 70% or 1,750 of those who complete the health education program will report an increase in knowledge of healthy behaviors as demonstrated through the pre and post surveys.
3. Implement data tracking tools, as agreed-upon by WSC Program Coordinator, to use for collecting data on the performance objectives negotiated following award notification.
4. Performance Plan and Data Collection Strategy documents, with tools, assessments and surveys included, must be completed following award notification and negotiation and submitted by required deadline. WSC will confirm approval and acceptance of the plan.
5. The Performance Measure plan, Data Collection Strategy document and the AmeriCorps member's position description must be in alignment to meet the agreed upon targets and support the interventions and data collection process.
6. Upload project site aggregate participant rollup report into the America Learns reporting system and ensure all performance documentation be maintained at the project site for a period of six years after the end of the program year and be available for review upon request by WSC, Serve Washington, and/or the Corporation for National and Community Service.
7. Comply with other records retention requirements that may be developed and required throughout the program year.

8. Submit quarterly progress reports, or as requested by WSC, on outputs and outcomes for each performance target as defined in the Performance Measure Plan and Strategy documents and the AmeriCorps member's position description.
9. Support the AmeriCorps member(s) in reaching the performance goals for volunteer recruitment and training. Track and report on goals for episodic and ongoing volunteers, hours to be served by volunteers, number of veteran and military family volunteers, and effective volunteer management strategies. These volunteer records must be retained for six years after the end of the program year.
10. Submit original, signed performance evaluations of the AmeriCorps member twice during the service term (January 31 and May 31) using forms provided on the Washington Service Corps' website.
11. Notify WSC of impending scheduled events or activities that may warrant media support. Follow WSC guidance for media relations and interactions including releases for all pictures.
12. Notify WSC of impending visits by stakeholders such as representatives of the Legislature or Congress.
13. Ensure that members submit at least one "Story of Service" per quarter. Report AmeriCorps-sponsored activities and events in which stakeholders, legislators or other elected officials are invited to be educated in the effectiveness of the AmeriCorps program.
14. Submit copies of written or electronic articles that highlight AmeriCorps member(s) and/or AmeriCorps projects.
15. Provide, as requested by WSC, additional performance- and programmatic-related information as needed throughout the program year. This could include response to program impact evaluation surveys, interviews, request for materials, etc.

Section VII - Career Development/Training

1. Provide adequate training to AmeriCorps member(s) to ensure member(s) is prepared for the roles and responsibilities of the project.
2. Provide AmeriCorps member(s) a minimum of two site-specific trainings related to the service position. No more than 20% of AmeriCorps members' total service hours may be spent in training. Training received by AmeriCorps member(s) during orientation do not count toward the site-specific training.
3. Submit all requests for approval of out-of-state training for the member to the WSC Program Coordinator at least two weeks in advance of the training.
4. Support AmeriCorps member(s) in attending WSC training and career development opportunities. Release AmeriCorps member(s) to attend mandatory training events, service projects, and other WSC events including WSC sponsored overnight SERVES Training Institute to be held October 17-19, 2016 in Yakima, Washington. Many of the core competencies are offered at SERVES; however, they may not all be available or session timing may not make it possible for all members to attend all available sessions. Sponsor organizations and/or service sites are responsible for ensuring members meet all core training requirements.
5. Ensure members report completed training as requested by WSC into the America Learns tracking system.
6. Release AmeriCorps member(s) from regular service to respond to disasters in accordance with WSC Policy POL-160. Out-of-state deployments must meet specific CNCS criteria, and require approval of WSC.

Section VIII - Sustainability

1. The AmeriCorps project must support the long-term goals of the organization and the organization must be committed to the project.
2. The project must be designed to yield results beyond the AmeriCorps member's term of service.
3. The AmeriCorps member's position is to enhance or expand an organization's service to its clients or participants through the project where the AmeriCorps member(s) will be placed, not to maintain existing programs or replace (supplant) staff.

Section IX – Use and Disclosure of Information

The sponsoring organization shall use any private and confidential information provided under this MOU solely for the purpose for which the information was disclosed. The sponsoring organization shall not misuse any private and confidential information under this MOU. The sponsoring organization shall not disclose any private or confidential information unless the disclosure is required by law. The misuse or unauthorized release of private and confidential information shall subject sponsoring organization, its employees or agents to a civil penalty of Five Thousand dollars ($5,000) and other applicable sanctions under state and federal law.

Section X – Other Responsibilities

Responsibilities of Washington Service Corps

1. Provide program orientation for all AmeriCorps members and supervisors.
2. Provide on-going technical support to AmeriCorps members and supervisors by telephone and/or e-mail, webinars, other technology assisted approaches as available and accessible and on-site visits as arranged.
3. Communicate expectations and procedures about AmeriCorps member service and performance.
4. Conduct desk reviews and on-site monitoring reviews and issue reports that list findings, concerns and observations. Provide technical assistance to the organization and AmeriCorps member(s) to complete corrective action.
5. Ensure oversight of electronic timesheets for each AmeriCorps member(s) and maintain the official permanent member file.
6. Process AmeriCorps member stipend for payment on the 5th and the 20th of each month.
7. Provide State Industrial Insurance coverage for the AmeriCorps member(s).
8. Provide Medical Insurance coverage for the AmeriCorps member(s) who do not already have coverage.
9. Provide sponsoring organizations with WSC and AmeriCorps logo posters to post in a prominent location.
10. Provide AmeriCorps member(s) with basic AmeriCorps gear.
11. Provide AmeriCorps member(s) training and development opportunities for Individual Placement members at the SERVES Training Institute. Cover the cost of meals and lodging expenses required for attendance at SERVES.

Responsibilities of AmeriCorps Member

Comply with the AmeriCorps Member Service Agreement.

Section XI – Special Terms and Conditions

The federal funding source, Corporation for National and Community Service, designates that all those accepting member positions as a sub-grantee will understand fully and comply with and include in all awards and contracting or agreement process the following Terms and Conditions, Assurances and Certifications as part of the federal granting process:

1. Exhibit A (Attached) 2016 Terms and Conditions for AmeriCorps State and National Grants
2. Exhibit B (Attached) 2016 AmeriCorps General Terms and Conditions
3. Exhibit C (Attached) Assurances and Certifications

Order of Precedence
In the event of an inconsistency in this MOU, unless otherwise provided herein the inconsistency shall be resolved by giving precedence in the following order:

A. Applicable Federal and State Statutes and Regulations;
B. Those Terms and Conditions as contained in this basic contract instrument;
C. Exhibit A;
D. Exhibit B;
E. Exhibit C;
F. Sponsoring Organization's Policies and Procedures.

1. Failure to comply with the Responsibilities of the Sponsoring Organization sections within this MOU may result in termination of this MOU and removal of the AmeriCorps member(s) from the site.
2. The WSC retains the authority to review and approve or disapprove all subcontracts. For any proposed subcontractor the sponsoring organization shall:
    a. Be responsible for subcontractor compliance with this MOU and attachments thereto.
    b. Ensure that the subcontractor follows the WSC reporting formats and procedures as specified by the WSC.

This Memorandum of Understanding clarifies the focus and intent of the joint working relationship of mutual support, cooperation and coordination between the sponsoring organization and the Washington Service Corps AmeriCorps program. By signing below, the Sponsoring Organization agrees to perform all actions and support all intentions of this Memorandum of Understanding, and in addition, confirms they have reviewed and accepted the terms outlined in the Exhibit A (Attached) 2016 Terms and Conditions for AmeriCorps State and National Grants; Exhibit B (Attached) 2016 AmeriCorps General Terms and Conditions; and Exhibit C (Attached) Assurances and Certifications.

Legal Applicant – Sponsoring Organization Representative:
(Person that has signatory authority for organization)

Name: Frank Wolfe

Title: Chair, Board of Pacific County Commissioners

Signature:_____ Date: _____

Employment Security Department:

Name: Debbie Aoki

Title: _____

Signature: _____ Date: _____