



MEMORANDUM OF UNDERSTANDING

BETWEEN

DEPARTMENT OF AGING AND DISABILITIES FOSTER GRANDPARENT PROGRAM
(SPONSOR)

AND

Denton ISD

1307 North Locust St.

Denton, Texas 76201

Phone: 940-369-0000 Fax: 940-369-4982

The parties agree to abide by the following basic provisions, which become part of this agreement. The sponsor representatives who will serve as liaisons with the volunteer station are as follows:

Volunteer Coordinator: Patrick Mercer

The volunteer station representatives who will serve as liaisons with the sponsor and will be directly responsible for volunteer orientation, in-service training and supervision are as follows:

Community Site Representative: Robert Bostic

This agreement may be amended with thirty days notice for a major alteration of terms and immediately for a minor change by either of the parties.

Consider this Memorandum of Understanding to be in effect from September 1, 2013 through June 30, 2016

BASIC PROVISIONS

1. The Sponsor (DADS FGP) will:
 - Place 48 Foster Grandparents to serve youth with special or exceptional needs for a period of 20 hours per week in accordance with FGP guidelines.
 - Provide additional Foster Grandparents as requested by volunteer station staff if feasible.
 - Provide orientation to volunteer station staff prior to placement of volunteers and at other times as appropriate.
 - Furnish adequate accident and liability insurance coverage as required by FGP guidelines. (Provided for by the Statewide Program Director)
 - Retain full responsibility for the management and fiscal control of the project.
 - Provide the federal stipend funds for the volunteers.
 - Arrange schedules for annual physical examinations for all volunteers.

- Provide in-service training for volunteers at least once a month for four hours.
- Provide volunteer descriptions prior to placement at volunteer station.
- Ensure this project, when considered in its entirety (i.e. including all stations) is accessible to persons with mobility, hearing, vision, mental and cognitive impairments or addictions and diseases.
- In cooperation with the project's Advisory Council, arrange for appeal procedures to resolve problems arising between the volunteer, the volunteer station and/or the sponsor.
- Unless otherwise specified herein, conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.

2. The Volunteer Station DISD Campuses will:

- Provide Foster Grandparent with volunteer descriptions if needed
- Provide supervision of volunteers on assignment in coordination with the sponsor.
- Provide a daily schedule of activities for the Foster Grandparents to use as a guidance tool while working with their assigned youth/children.
- Complete Individual Service Plan for children assigned to Foster Grandparents.
- Notify the FGP of any assignment changes affecting the volunteers.
- Provide orientation and training as needed specific to the volunteer station.
- Verify daily attendance by signing the sign-in sheets.
- Recognize the Foster Grandparents for their volunteer service annually.
- Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.
- Designate space for use by volunteers in their activities with their assigned children, and for project-related activities.
- Provide adequate health and safety protection for the volunteers and maintain Accessibility Standards.
- Provide the FGP program with needed documentation required for Federal funding such Service Plans for each child assigned a Foster Grandparent placed, child progress reports and other paperwork
- Maintain the programs and activities to which Foster Grandparent volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or

limited English language proficiency, and provide reasonable accommodation subject to the limitations stated below, to allow persons with disabilities to participate in programs and activities.

- The Volunteer Station will not discriminate against Foster Grandparent volunteers or in the operation of its program on the basis of race; color; national origin; limited English language proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability. However, the Volunteer Station and Denton I.S.D. shall not be required to expend any sum of money or other valuable asset in order to make an appropriate or reasonable accommodation for any disability as such will be the sole obligation and responsibility of the Sponsor (FGP). The failure of the Sponsor (FGP) to make such appropriate or reasonable accommodation for a disability shall require the Sponsor (FGP) to terminate the services of the volunteer. Sponsor (FGP) agrees to indemnify the Volunteer Station and Denton I.S.D. for any and all claims which may be made against the Volunteer Station and/or Denton I.S.D. for failure to make such appropriate or reasonable accommodation.
- Have the right to request the reassignment of a volunteer.

3. The Community Partner or its PTAs may, but are not required, offer daily meals for volunteers for each day of service. Since the value of such meals would be counted as part of the non-federal contribution to the CNCS grant, the Volunteer Station must ensure that the funding or in-kind provisions provided and reported to the FGP are not funded with other federal resources, unless those federal resources are authorized by federal law or regulation to be applied as part of the non-federal share of a federal grant.

Either party may terminate this agreement on 15 days written notice to the address listed below. By signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

FOSTER GRANDPARENT PROGRAM

BY: _____

TITLE: _____

DATE: _____

VOLUNTEER STATION

BY: _____

TITLE: _____

DATE: _____