MEMORANDUM OF UNDERSTANDING

Between

Sponsoring Agency: Family and Children's Services
Baltimore, MD 21209-4914
Telephone Number: (410) 366-1980 X-274
Program Director: Rochele Jones

And

Volunteer Station: Baltimore City Community College
Clarence W. Blount Child Development Center
2901 Liberty Heights Avenue (Liberty Campus)
Harper Hall #115
Baltimore, MD 21215-7807
Telephone Number: 410-462-7460(P) 410-462-8511(F)
Director: Jinaki Kambui
E-mail: jkambui@bccc.edu

Period Covered: November 1, 2018 – October 31-2021

Special Emphasis: Early Childhood Development

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) contains basic provisions which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three (3) years.

A. Family and Children's Services Foster Grandparent Project (FGP) will:

1. Recruit, interview, select and ensure volunteers meet Federal Regulations for enrollment in the program.
2. Provide twenty hours of pre-service orientation and on-going in-service training to volunteer applicants.
3. Retain full responsibility for the management and fiscal control of the FGP Project.
4. Provide NSOPW check, State and Federal Background checks via fingerprinting for each FGP volunteer.
5. In cooperation with the FGP Advisory Council, arrange for a volunteer appeals procedure to resolve any problems arising between FGP volunteer and the host site or sponsoring agency.
6. Furnish a volunteer handbook, list of holidays, and monthly in-service dates to be observed by FGP volunteers.
7. Arrange to have an annual FGP Recognition Ceremony.
8. Provide orientation to volunteer station staff.

B. Volunteer Station Responsibilities:

1. Designate a coordinator to serve as liaison with the sponsor.
2. For each Foster Grandparent, and for each child served, develop and obtain the Sponsor’s approval of a written Assignment Plan that identifies the children to be served and the role and activities of the volunteer, the expected outcomes for each child, and the period of time each child should receive such services. The Assignment Plan will be signed by the volunteer station liaison and the volunteer. The plan will be used to review the impact of the assignment on the child’s development.
3. 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 to allow persons with disabilities to participate in programs and activities.
4. Assure adequate health and safety provisions for the protection of volunteers.
5. Investigate incidents, accidents and injuries involving volunteers. Notify the FGP Project Director in a timely manner.
6. Assign children with designated special or exceptional needs or who are in circumstances that limit their academic, social, or emotional development, and who are under 21 years of age.
7. Provide site specific orientation and training to FGP volunteers.
8. Submit required completed paperwork to the FGP Project Director on a timely basis, i.e., individual volunteer assignment plans, volunteer time sheets, and volunteer performance evaluations.

<table>
<thead>
<tr>
<th>Individual Volunteer Assignment Plans Due:</th>
<th>Individual Volunteer Pre/Post Testing Forms Due:</th>
<th>Volunteer Timesheets Due:</th>
<th>Volunteer Performance Evaluations Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date:</strong> October 1st</td>
<td><strong>Due Date:</strong> October 1st and June 30th</td>
<td><strong>Due Date:</strong> 7 days prior to the end of the month</td>
<td><strong>Due Date:</strong> January 31st</td>
</tr>
</tbody>
</table>

9. Provide a daily meal for each volunteer chargeable to non-federal support.
10. Provide transportation reimbursement for each volunteer, according to MTA rates, chargeable to non-federal support. (Currently $21.20 per month)
11. Ensure that FGP’s serve in a volunteer capacity. The station will verify that FGP’s will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor’s supervisory role with the children.
12. Supervise FGP’s at all times while they are performing as volunteers and not leave the FGP’s alone with children.
13. Ensure that any screening processes required of other volunteers at the station are required for the FGP volunteers.
14. Provide confidentiality training for all FGP’s in accordance with station policies and procedures.
15. Periodically review each child’s continuing need for a FGP and recommend phase out or reassignment of the assigned FGP as necessary.
16. The volunteer station will not request or assign FGP volunteers to conduct or engage in religious, sectarian or political activities.
17. The volunteer station will not discriminate against FGP volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; sexual orientation; religion; or on the basis of disability, if the volunteer is a qualified individual.

Modifications and Amendments

All modifications to the terms of this MOU must be submitted in writing and signed by all parties.

Assignment

This MOU shall be binding upon the parties hereto and their successors and assigns, except that neither shall assign their rights, duties or responsibilities set forth in this MOU without the express written consent of the other party.

Designation of Program Coordinators

Each partner shall designate individuals to serve as coordinators under this MOU. The individuals designated as coordinators may be revised by either party providing written notification to:

Baltimore City Community College
Tonja Ringgold, EdD.
Vice President, Academic Affairs
2901 Liberty Heights Avenue
Baltimore, MD 21215

Family and Children’s Services
Rochele Jones, Director
Director of Foster Grandparent Program
4623 Falls Road
Baltimore, MD 21209

Program Administrator

Daphne Snowden, EdD
Dean of Academic Operations & Services
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215
410-462-7697
dsnowden@bccc.edu
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.

SPONSORING AGENCY:

BY: Katie Cashman

Signature

Print Name

Deputy Chief

Date

Family and Children's Services
4623 Falls Road
Baltimore, MD 21209-4914

VOLUNTEER STATION:

BY: James H. Johnson Jr.

Signature

Print Name

Interim President

Title

Date

Baltimore City Community College
Clarence W. Blount Child Development Center
2901 Liberty Heights Avenue
Harper Hall #115
Baltimore, MD 21215-7807

Approved for Form & Legal Sufficiency

Signature