2007-2008 STANDARD CONTRACT
Grant #
This agreement is made BETWEEN
The Florida Commission on Community Service
commonly referred to as Volunteer Florida
401 South Monroe Street
Tallahassee, Florida 32301
referred to herein as the “Commission”
AND
Florida A&M University Board of Trustees
Tallahassee, Florida 32301
referred to herein as the “Provider”

The Provider, to be commonly referenced as “AmeriCorps HBCU Mentoring Alliance - FAMU” will utilize AmeriCorps Members in accordance with submitted proposal (Attachment II). In consideration of the contracted services by the Commission and of the advantages and benefits received by the Provider by virtue of such relationship, the receipt and adequacy of all of which considerations are hereby acknowledged, now therefore, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

I. PROVIDER AGREEMENTS

A. Compliance.

1. The Provider is responsible for the compliance requirements applicable to CFDA # 94.006 Federal Programs and all applicable Florida Statutes. These requirements are inclusive of the Provisions provided as Attachment III.

2. The Provider will rectify all compliance issues identified by the Commission in writing within the time period set forth or all future reimbursements will be withheld until the deficiencies are corrected. Written documentation should include how all noted deficiencies were corrected or an acceptable justification, action plan and timeline of compliance for any deficiencies not corrected within the time period set forth.

3. By signing this contract, the Provider acknowledges receipt of the AmeriCorps Provisions and AmeriCorps Regulations. The Provider further agrees to adhere to the most current policies of both governing documents. The Provider is responsible for ensuring that all staff manages the program in accordance with both governing documents.

B. Program Name. The Provider may not change the program name without the prior written approval of the Commission.

C. Program Performance Measures

Performance Measures Revisions. Program performance measures may be revised only with prior written approval of the Commission and through the Corporation for National and Community Service’s Web Based Reporting System (WBRS) or other approved on-line reporting system.

8/16/07
Commission reserves the right to retrieve, upon termination of this contract, any and all equipment and furniture purchased with funds provided through this contract, or to receive repayment for funds provided through this contract used in the purchase or any portion of such equipment or furniture.

12. Audits. The Provider agrees to provide the Commission financial and compliance audits of the Provider with the management letter within ninety (90) days of the end of the Provider’s fiscal year and to ensure that all related party transactions are disclosed to the auditor.

13. Other Reports. The Provider agrees to provide other reports as may be requested by the Commission by an established deadline.

G. Staff Recruitment and Responsibilities

1. Staff positions, duties, responsibilities and the number of staff working in this program may be revised if requested in writing by the provider and approved in writing by the Commission, provided such revisions do not exceed original budgeted amounts for staff. The Provider will hire and maintain 1 full-time program director to be responsible for the overall management of the program.

H. AmeriCorps Member Recruitment and Responsibilities

1. Recruit a minimum of 32 AmeriCorps Members into quarter-time service within sixty (60) days of implementation of this contract. Members will be provided with a living allowance in accordance with the AmeriCorps Provisions (Attachment III). Members will provide direct service in areas outlined in the approved proposal (Attachment II).

2. The Provider agrees to implement the Commission approved Recruitment Plan for Persons with Disabilities.

3. The positions, position descriptions, and number of Members serving in this program may be revised if requested in writing by the provider and approved in writing by the Commission.

4. A National Service Enrollment Form must be completed via WBRS for all Members. The program should keep a hard copy of the member enrollment form in a member file.

5. Member positions may only be revised through a Member Change of Status Form completed via WBRS for each Member for the following conditions:
   a. suspension;
   b. ending service early;
   c. reinstatement to service;
   d. utilization of the Family Medical Leave Act; or
   e. transfer to another AmeriCorps program. The program should keep a hard copy in a member file.

6. A National Service Trust End of Term of Service/Exit Form must be completed via WBRS for each Member upon completion of her/his term of service. The program should keep a hard copy in a member file.

7. The Provider will submit approved forms in WBRS within 30 days upon a member’s enrollment in, completion of, lengthy or indefinite suspension from, or release from, a term of service.

8. The Provider will submit approved time-logs in WBRS within 30 days of payroll period ending.