



Department for
the Aging

Lilliam Barrios-Paoli
Commissioner

Digna Sanchez
Assistant Commissioner/EEO

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MEMORANDUM OF UNDERSTANDING
Between
**The NYC Department for the Aging Foster Grandparent
Program**
And
New York City Housing Authority
Brooklyn Community Operations

Hereafter referred to as "volunteer stations"

Seth Low Community Center
137 Belmont Avenue
Brooklyn, NY 11212

Van Dyke Community Center
392 Blake Avenue
Brooklyn, NY 11212

Williamsburg Community Center
Marilyn Gonzalez, Community Coordinator
195 Graham Avenue
Brooklyn, NY 11206
718-387- 7482

Red Hook East Community Center
Tyrone Lewis, Director
110 West 9th Street
Brooklyn, NY 11231
718-243-1528

Brooklyn Community Operations Borough Director: Jenelle Mitchell

Senior Program Manager: Eric Cumberbatch

Address: 160 Menahan Street – Brooklyn, New York, 11221

Telephone: 718-453-1296 Fax: 718-453-1793

E-mail: Eric.Cumberbatch@nycha.nyc.gov

Period Covered: May 1, 2012 through April 30, 2015



Department for
the Aging

THE NYC DEPARTMENT FOR THE AGING FOSTER GRANDPARENT PROGRAM, under the oversight of the Corporation for National and Community Service will:

1. Designate a staff member to serve as liaison with the volunteer station designee.
2. Recruit, interview, select and enroll appropriate volunteers in the program that meet the Corporation's criteria for enrollment.
3. Provide accident and liability insurance coverage to volunteers as required.
4. Be responsible for the management and fiscal control of the program.
5. Work together with volunteer station designee to assign mutually agreed number of Foster Grandparents, to serve number of children as per the 4 identified Community centers (volunteer station) needs.
6. Provide orientation and technical assistance to volunteer station designee.
7. Provide a bi-weekly stipend, lunch and carfare reimbursement, special trainings, an annual recognition celebration and counseling as needed.
8. In conjunction with volunteer station designee, arrange and deliver monthly in-service trainings.
9. The Foster Grandparent should be notified of all media appointments. -- which includes the Foster Grandparent volunteers. (Foster Grandparent permission may be required based on event. For example: personal interviews, publications and photographs.)

The New York City Housing Authority –Brooklyn Community Operations Will:

1. Designate the following staff member to serve as liaison with the Foster Grandparent Program designated field coordinator:

Name: Eric Cumberbatch

Title: Senior Program Manager

Telephone 718-453-1296

Email: Eric.Cumberbatch@nycha.nyc.gov

2. Select appropriate children for each Foster Grandparent volunteer and develop a written Assignment Plan that identifies the children to be served; the activities that each volunteer will engage in with their assigned child (ren), and the period of time each child should receive such services. This Assignment Plan must be signed by the volunteer station designee, the Foster Grandparent volunteer and the Foster Grandparent field coordinator, and will be used to review the Foster Grandparent's services as well as the impact of the assignment on the child (ren's) development.



Department for
the Aging

3. Assure adequate health and safety provisions for the protection of the volunteers.
4. Assign children with designated special and/or exceptional needs to each volunteer.
5. Provide site specific orientation and training to Foster Grandparent volunteers.
6. Provide a daily meal for all Foster Grandparents valued up to \$6.00 per day. Donor verifies that funds are not from other federal sources unless authorized by law.
7. Provide transportation reimbursement for all Foster Grandparents in each day valued at \$2.20 to \$4.50 per day. Donor verifies that these funds are not from other Federal sources unless authorized by law.
8. Implement the Work plan for Impact/Outcome Based Activities (Programming for Impact) at the volunteer station as described in the attached Addendum, in order to assist the Foster Grandparent Program in evaluating the impact Foster Grandparents have on the children served.
9. Foster Grandparents will be assigned to work **one-on-one**, providing supportive services and companionship to children with special and exceptional needs, or in circumstances that limit their academic, social or emotional development within the project's service area.
10. Submit required completed paperwork to the Foster Grandparent Program on a timely basis – i.e. – individual Volunteer Assignment Plan, Foster Grandparent Performance Evaluation, Quarterly Accomplishment Reports; bi-weekly timesheets and yearly Work plan for Impact – 6 Element Statement.
11. Designate space for use by volunteers in their activities with their assigned children and for the project-related activities.
12. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will verify that Foster Grandparents will not displace or replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave Foster Grandparents alone with children.
13. Provide a central location for attendance and travel sheets to be kept.
14. Designate a person who will mail signed attendance and travel sheets to the Foster Grandparent Program Office.
15. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.

16. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures.
17. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent as necessary.
18. Maintain that the programs and activities to which Foster Grandparent volunteers are assigned, are accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
19. The volunteer station will not discriminate against Foster Grandparent volunteers or in the operation of its programs on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability if the volunteer is a qualified individual with a disability.
20. The volunteer station will secure consent from the NYC Foster Grandparent Program and the senior volunteer regarding any media, public relations, photographs and appearances.
21. The volunteer station will ensure that the National Service Criminal History check is completed for all Foster Grandparents prior to beginning their service with children at these sites.
22. **The Foster Grandparent Program mandates that Foster Grandparents are placed in public or private organizations.**
The New York City Housing Authority sites is a community based agency acknowledge, that it meets this requirement, and is a (check one) _____ public _____ private or non-profit organizations.

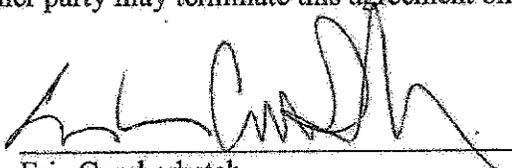
This agreement may be amended at any time with mutual consent of both parties. It must be reviewed and re-negotiated within a three (3) year period. Either party may terminate this agreement on thirty (30) days written notice.



Janice Chu
Director
NYC Department for the Aging
Foster Grandparent Program

7/3/12

Date



Eric Cumberbatch
Senior Program Manager
Brooklyn Community Operations
New York City Housing Authority

6/14/12

Date