

Memorandum of Understanding

**between Columbia Housing Authority's Low Income Services (CHALIS)
and the City of Columbia, Missouri, on behalf of its Columbia/Boone County
Department of Public Health & Human Services (PHHS)
Teen Outreach Program (TOP)
October 1, 2015 - September 30, 2016**

This MOU outlines the roles and responsibilities between Columbia Housing Authority's Low Income Services (CHALIS), and PHHS in implementing the Teen Outreach Program in Boone County.

By signing this MOU, both partners commit to working together through September 30, 2016 in the planning, implementation, and evaluation of four TOP clubs in Columbia/Boone County schools. Each TOP club will have at least 10 but no more than 25 adolescents. Both partners also commit to an ongoing discussion of their roles and responsibilities.

CHALIS will:

- Co-facilitate a minimum of 25 hours of TOP guided discussion for each of the four TOP Clubs including Legacy Lessons.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete sequencing plans for designated clubs and send to PHHS at the beginning of the program, midyear, and 2 weeks after the final TOP Club. In addition, be able to provide an updated sequencing plan to the state during site visits (date to be determined).
- Ensure all teens have "Wyman's permission to participate" signature letter on file and send to PHHS within four weeks of first TOP club meeting.
- Ensure all TOP students complete pretests (Wyman) within four weeks of first TOP club meeting.
- Submit TOP clubs attendance logs to PHHS via email within the first four weeks of TOP Club meetings, midyear, and 2 weeks after the final TOP club meeting for designated clubs.
- Ensure teens do Wyman post survey by 2 weeks after the final TOP Club.
- Partner with PHHS to provide a recognition event/trip for students who have successfully participated in the program.
- Complete facilitator surveys for designated clubs midyear (if applicable) and 2 weeks after final TOP club.
- Provide invoices and billings to PHHS for TOP Club monthly. CHALIS will receive \$13,500 for the contract which includes personnel, mileage and supplies.
- Assist in organizing and transporting teens to and from volunteer events.
- Participate in technical assistance sessions with Missouri DHSS, PHHS or Wyman during the contract year as requested.

CBCDPHHS will:

- Serve as contract facilitator and ensure contract deliverables are met
- One staff member will serve as TOP coordinator.
- Facilitate a minimum of 25 hours of TOP guided discussion for each of the four TOP Clubs including Legacy Lessons.
- Conduct a minimum of 20 hours of service learning for each school.
- Complete sequencing plans for designated clubs and send to DHHS at the beginning of the program, midyear, and 2 weeks after the final TOP Club. In addition, be able to provide an updated sequencing plan to the state during site visits (date to be determined).
- Organize site visits
- Ensure all teens have “Wyman’s permission to participate” signature letter on file and send to DHHS within four weeks of first TOP club meeting.
- Ensure all TOP students complete pretests (Wyman) within four weeks of first TOP club meeting. Submit Wyman pretests to Wyman.
- Submit TOP clubs attendance logs to DHHS within the first four weeks of TOP Club meetings, midyear, and 2 weeks after the final TOP club meeting for designated clubs.
- Ensure teens do Wyman post survey by 2 weeks after the final TOP Club. Submit Wyman post survey to Wyman.
- Partner with CHALIS to provide a recognition event/trip for students who have successfully participated in the program.
- Complete facilitator surveys for designated clubs midyear (if applicable) and 2 weeks after final TOP club. Gather and submit all surveys to DHHS.
- Assist in organizing and transporting teens to and from volunteer events.
- Participate in technical assistance sessions with Missouri DHSS, PHHS or Wyman during the contract year as requested.
- Compile and send all TOP club monthly reports to state by first Friday of the following month.
- Monitor contract budget.
- Maintain all records.

[SIGNATURES ON FOLLOWING PAGE]

**COLUMBIA HOUSING AUTHORITY'S
LOW INCOME SERVICES (CHALIS)**

By: Phil Seaman
CHALIS Representative

Date: 1/6/2016

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

ATTEST:

By: _____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor

CLERIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

John Blattel, Director of Finance