

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, 2016 - September 30, 2017**

This MOU outlines the roles and responsibilities between CHALIS and PHHS (referred to as "parties") in implementing the Teen Outreach Program in Boone County.

By signing this MOU, both parties commit to working together through September 30, 2017 in the planning, implementation, and evaluation of nine TOP clubs in Columbia/Boone County schools. Both parties also commit to an ongoing discussion of their roles and responsibilities.

Both parties agree to:

- Serve as a local TOP provider and implement TOP with fidelity.
- Provide each club with a minimum of 25 weekly meetings and 20 hours of community service learning (CSL) over a nine month period.
- Adhere to the TOP Changing Scenes curriculum, and present the curriculum from a values neutral standpoint.
- Assure its facilitators are TOP certified, have completed Child Abuse and Neglect Background checks, and are scheduled to remain the same throughout the nine month duration of the program.
- Assure the program is delivered to groups of adolescents grades 6 through 12. The facilitator shall strive to have at least 10 adolescents per group, and the facilitator cannot have more than 25 adolescents per group.
- Assure that the program is inclusive of, and non-stigmatizing towards adolescents of any race, ethnicity, religion, sexual identity, and sexual orientation.
- Obtain signed consent forms for all adolescents participating in the program.
- Administer student pre and post program surveys to all clubs and the developmental assets profile survey to designated clubs.
- Submit required paperwork including consents, surveys, sequencing forms, CSL description forms, and attendance logs to TOP coordinator (Michelle Shikles) and/or to Wyman Connect according to the submission timeline outlined in the facilitator training.
- Participate in at least one on-site evaluation.
- Assist in organizing and transporting teens to and from volunteer events.
- Partner to provide a recognition event/trip for adolescents who have successfully participated in the program.
- Participate in technical assistance sessions with Missouri DHSS, PHHS, Boone County Children Services, or Wyman during the contract year as requested.

CHALIS will:

- Facilitate for 3 TOP clubs and co-facilitate 6 TOP clubs
- Provide 2 separate and itemized invoices to PHHS for TOP on the 7th day of the month following the month in which the services were provided. Itemized invoices shall include line item purchases with according receipts and personal expenditures for the month. One invoice should include expenditures related to Boone County TOP clubs (Sturgeon, Battle High, Douglass, Harrisburg High, Harrisburg Middle). One invoice should include expenditures related to City TOP clubs (Jefferson, Rock Bridge High, Oakland, Hickman). Allowable costs for Boone County and City TOP clubs shall not exceed \$10,000 each (\$20,000 total) over the twelve month period. Allowable costs include personnel for TOP club facilitators, mileage, background checks, supplies, and up to 8% for indirect costs. Indirect costs may include such things as utilities, rent, administrative salaries, financial staff salaries, and building maintenance.
- Provide information and assistance necessary to meet additional Missouri DHHS or Boone County Children Services contract needs.

PHHS will:

- Provide one staff member to serve as TOP coordinator and ensure all TOP fidelity requirements are met including, but not limited to, consent forms, surveys, values neutral lessons, CSL hour requirements, and site visits.
- Oversee Boone County Children Services Contract and MODHHS contract and assure all deliverables and reporting requirements are met and that expenditures align with contract budgets.
- Facilitate for 6 TOP clubs and co-facilitate for 3 TOP clubs.
- Send appropriate staff to required contract and technical assistance trainings.
- Maintain all records.
- Reimburse CHALIS for an amount not to exceed the total amount for allowable costs (\$20,000).

[SIGNATURES ON FOLLOWING PAGE]

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

By: Paul Edwards
CHALIS Representative

Date: 10/12/2016

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