

**MEMORANDUM OF UNDERSTANDING: OBJECTIVES AND REQUIREMENTS OF THE CITIES OF SERVICE
LEADERSHIP GRANT**

This MOU is made as of -----2010 (the “Effective Date”) by and between the Fund for Cities of Service, Inc. (“Cities of Service”), located at 25 East 78 Street, New York, NY 10075, and the City of Austin.

Overview. The City of Austin has been selected to receive a Cities of Service Leadership Grant to fund a Chief Service Officer (C

SO) position. This funding, provided by Cities of Service, is in recognition of Mayor Leffingwell’s commitment to increase civic engagement and the amount and impact of local service efforts in the City of Austin. The grant is for the salary and benefits of a Chief Service Officer who will work under the direction of Mayor Leffingwell’s office and help develop and implement Austin’s comprehensive service plan. The Chief Service Officer will also serve as a primary point of contact with the national Cities of Service coalition and will act as a liaison to local and regional Cities of Service members, service organizations, and other key stakeholders.

Hiring the Chief Service Officer. It is expected that the Chief Service Officer will be hired and begin work by September 10, 2010, though cities are encouraged to have their CSO begin earlier if possible. The Chief Service Officer must be a senior staff member, reporting directly to the mayor or a deputy mayor, or as otherwise approved by Cities of Service. All candidates, salaries, and reporting structures must be approved by Cities of Service before offers are made.

Kickoff meeting. All Chief Service Officers will be required to attend a kickoff meeting in September 2010. Cities of Service will cover travel expenses for this event.

Disbursement of Funds. The two-year grant of \$200,000 must be utilized as follows: \$100,000 must be dedicated to the salary and benefits of the CSO for Year 1 of the grant period, to be paid upon hiring of the CSO. The award may be allocated solely to salary, provided that the city agrees to cover the cost of benefits of the CSO. \$100,000 must be dedicated to the same purposes for Year 2 of the grant period. Payment of the second installment of the grant shall be made within 30 days after receipt by Cities of Service of the City of Austin’s first year progress report, described below, provided that (i) Cities of Service is satisfied with the progress City of Austin has made during the preceding year in achieving the purposes of the grant and (ii) all other periodic reports, as described below, have been submitted in satisfactory form to Cities of Service. The first year progress report (covering the period from the Effective Date through September 10, 2011), shall be due, via [electronic transmission to info@citiesofservice.org](mailto:info@citiesofservice.org), by September 30, 2011. The Chief Service Officer’s salary must be commensurate with that of other senior staff members. As such, the City of Austin may augment the grant amount to match the salary scale of senior staff or scale back the CSO’s compensation so as not to skew the salary scale of senior staff. In the latter case, remaining funds must be used directly for the CSO’s work, including materials and travel expenses. Such expenses must be approved by Cities of Service in advance. Should the grant recipient wish to reallocate any of the funding under this grant, a

formal written request must be submitted to and approved by Cities of Service. No changes to the grant allocation can be made without written approval by Cities of Service.

Chief Service Officer's Responsibilities. The CSO shall focus solely on work related to the city's development and implementation of the comprehensive service plan and related coalition tasks, as outlined in this section. Local responsibilities of the CSO will include, but are not limited to:

- Convening administration experts, nonprofit organizations, local universities, local funders, and other key stakeholders to conduct an assessment of existing service levels within the city (so that a benchmark can be established), and to develop a comprehensive citywide service plan. The City of Austin shall complete the planning process by December 30, 2010 and submit a high-level action plan and initiative plan templates (using the *Cities of Service Playbook* resources) to Cities of Service.
- Producing a coordinated citywide plan with detailed and specific initiatives to increase the amount and impact of service. The comprehensive citywide service plan should target at least two priority need areas. The City of Austin shall produce and publish the final citywide plan by March 30, 2011.
- Launching a website that benefits both residents seeking volunteer opportunities and organizations seeking to engage residents within your locality. The website should be completed and launched by March 30, 2011.
- Identifying and developing collaborative working relationships with local and state service partners.
- Engaging university partners in the development and implementation of the service plan. Universities should be engaged at a variety of levels, including university leadership, academic and research support, and student participation.
- Applying for funding and resources from federal and state programs and philanthropic organizations.
- Submitting a progress report (format to be specified by Cities of Service) to the Cities of Service coalition by September 30, 2011.
- Additional tasks as determined by Cities of Service and in consultation with the City of Austin.

In addition to local responsibilities, the CSO's state, regional, and national duties will include, but are not limited to:

- Working with other cities in the Cities of Service coalition to develop and implement cooperative information-sharing efforts.
- Joining statewide and/or regional gatherings of Mayors/City Managers and other civic leaders to discuss current service issues and to develop strategies to increase civic engagement and the amount and impact of local service efforts.
- Serving as a resource to city intergovernmental staff, local and regional legislators on service policy.
- Working with Cities of Service to recruit additional mayors to the coalition.

- Serving as a primary regional liaison for the Cities of Service coalition, and working to activate mayors within the region for events, collective service efforts, public education, and advocacy efforts.
- Attending the National Conference on Volunteering and Service in June of 2011. Cities of Service will cover travel expenses for this event.
- Additional tasks as determined by Cities of Service and in consultation with the City of Austin.

It is expected that the CSO will communicate regularly and frequently with the staff and representatives of the Cities of Service coalition. Such communication will include regular conference calls among the CSOs and staff from the coalition.

Strategic Partnership. The CSO is expected to work with all Cities of Service strategic partners to help develop the City of Austin's comprehensive service plan and advance the goals of the coalition, including but not limited to:

- Ensuring the participation and support of local funders and key cross-sector partners in the planning process, with the goal of encouraging local foundation support.
- Positioning the city to apply for funding for service and social innovation through the Serve America Act.
- Hosting strategic partners for site visits throughout the grant period.
- Additional tasks as determined by Cities of Service and in consultation with the City of Austin.

Awardees' Requirements. The award recipient will also be required to provide appropriate office space and equipment, human resources, and technical support. The City of Austin must provide funds necessary for travel to required Cities of Service meetings and events. (Please note that the Fund for Cities of Service will cover travel expenses for the kick-off meeting in September 2010 and the National Conference on Volunteering and Service in June 2011 as described above).

Programmatic Reporting Requirements. In addition to the September 30, 2011 progress report, CSOs will be required to submit periodic reports as requested by Cities of Service (format to be specified by Cities of Service) which highlight the CSO's primary activities including both challenges encountered and key accomplishments within the city's service plan. Reports must also include copies of any print media coverage related to the activities of the city and work of the CSO. CSOs will also be required to submit a final written report (format to be specified by Cities of Service) at the conclusion of the grant period.

Media. The City of Austin must provide all media releases and public reports related to Cities of Service and the Chief Service Officer to Cities of Service and obtain Cities of Service consent prior to publication or distribution in any format.

Change of Personnel. If the CSO resigns or is asked to leave, the City of Austin must notify Cities of Service immediately. The position must be filled within 60 days of the CSO's

notification of planned departure and the replacement must be approved by Cities of Service prior to being offered the position.

Termination Clause. Cities of Service reserves the right to terminate the agreement upon 3materialbreachbytheCityofAustin.
0daysnoticeofa

Laws, Rules, Etc. The parties shall comply with all applicable laws, rules and regulations. A
cceptance of terms:

CITY OF AUSTIN

FUND FOR CITIES OF SERVICE

(Name and title)

Tom Bernstein,Board President

(Signature)

(Signature)

(Date)

(Date)