

## AGREEMENT No. NVSC-07-HOSTSUP-01

### *Memorandum of Agreement for Nebraska State Agency “Host” State Match Support to the Nebraska Volunteer Service Commission*

The Nebraska Volunteer Service Commission (hereinafter referred to as the NVSC) and the Nebraska Department of Health and Human Services (hereinafter referred to as HHS) have entered into an Memorandum of Agreement (hereinafter referred to as Agreement) for HHS host support services for the NVSC to enable the Commission to access federal Corporation for National and Community Services (CNCS) Administration Grant funding.

WHEREAS, the NVSC is a separate state agency created in Nebraska to operate as the designated State Commission required by Executive Order No. 94-5 and required by the federal government through its agency, CNCS, and

WHEREAS, HHS is the state agency designated by the Governor of Nebraska to serve as the “host” state agency to provide support and state match for the Nebraska State Volunteer Service Commission, and

WHEREAS, the parties agree to provide the state match to comply with the requirement of the federal CNCS Administration Grant that the NVSC receives annually to operate the Nebraska Volunteer Service Commission,

NOW THEREFORE, it is hereby agreed that:

#### **TERM OF AGREEMENT**

The term of this AGREEMENT shall be effective from January 1, 2007 and shall be automatically renewed from year to year thereafter unless otherwise modified or terminated pursuant to this Agreement.

#### **II. PURPOSE OF “HOST” AGENCY**

“Host” support from another state agency (HHS) enables the NVSC to comply with Executive Order 94-5 and to meet the federal CNCS match requirement to operate a Commission in the State of Nebraska.

#### **III. AGREEMENTS MADE FEBRUARY 28, 2007**

##### **A. Representatives for the Parties.**

On February 28, 2007, HHS/Financial Services Director, Willard Bouwens, HHS/Financial Analyst, Brad Pope, and NVSC Executive Director, Barbara W. Thomas, agreed to contribute to the HHS “Host” pursuant to this Agreement. The parties recognize that ninety percent of the required state match for the federal CNCS Administrative Grant must be provided by the host agency and that NVSC will periodically use its Foundation to pay for NVSC activities by transferring funds from HHS to the Foundation as needed.

##### **B. HHS Contribution.**

HHS agrees to annually provide the indirect cost amount from the Cost Allocation System to be used as state match for the NVSC federal CNCS Administration Grant.

2. HHS/Finance & Support staff will re-journal entry all transactions since January 1, 2007, by June 1, 2007 in order to put NVSC federal grant funds that were used to pay any expenses that should be included in MOA Section C.1. back into the applicable NVSC grant program. HHS/Finance & Support staff shall ensure no expenses covered by the cost allocation pool shall be charged against any funds managed by NVSC.

##### **C. NVSC Contribution.**

NVSC agrees to provide \$10,000 State General funds annually from the NVSC state appropriation into the HHS pooled cost center to ensure the NVSC participation in the HHS Cost Allocation Plan. These funds will be applied to the federal state match requirement of the federal CNCS Administration Grant.

2. The \$10,000 NVSC State General funds appropriated annually by the Nebraska Legislature for use by the NVSC shall be transferred to the HHS budget program annually on December 15 for use by the NVSC during its federal grant year. The NVSC operates the Commission Office on a calendar year per the funding cycle of the CNCS Administration Grant.

**IV. "HOST" SERVICES PROVIDED BY HHS TO NVSC SHALL CONSIST OF ANY SERVICES INCLUDED OR ADDED TO THE HHS COST ALLOCATION POOL**

- A. Telecommunication including but not limited to the following:
1. Desk Phones – purchase equipment and monthly use charges.
  2. 800 Toll Free Number – monthly use charges.
  3. Cell Phones – lease equipment and monthly use charges.
  4. Blackberrys – lease equipment and monthly use charges.
  5. Closed Circuit TV – Basic Service.
  6. Videoconferencing and teleconferencing.
- B. Building Division Support:
1. Space planning.
  2. Reorganization of space - provide used furniture, panels, workstation, and office equipment including access to used panels for physical office reorganization and surplus property.
  3. Temporary East Garage parking tags when state vehicles are used for business purposes.
- C. Capitol Commission:
1. Office area support for general equipment moving, mounting items on walls, office operational equipment, maintenance and repairs.
  2. Reorganization of space – physical moving and adjustments to office space arrangement.
- D. Office Space Rental and Utilities in the State Capitol.
- E. Contracts and Records Management Division Support:
1. Support in Creating a Records and Retention Schedule for the Commission.
  2. Stored Records Fees.
- F. Human Resources Division Support Resources for NVSC Decisions:
1. Position Classification.
  2. Payroll and Benefits.
  3. Employee Recruitment, Reference Checks, Retention, Release, and SOS/Temps.
- G. Staff Development Opportunities Available to All HHS staff.
- H. Printing and Postage:
1. Commission Letterhead Stationery and Envelopes.
  2. Commission special reports and documents that include, but are not limited to NVSC Governor's Report, Annual Report, Strategic Plan, Governor's Conference Program, Awards Recognition Materials, Promotional Materials, Brochures and Pamphlets including lamination.
  3. Postage and Mailing Costs.
- Supplies and Operations Materials:
1. Copy and printer paper.
  2. General office and operational supplies and materials.
  3. Copy machine rental, copy machine supplies, maintenance, and replacement costs.
  4. Copy services in the copy centers serving multiple agencies in the State Capitol and the State Office Building.
- Financial Services Division Support:
1. Budget including annual request for NVSC state general funds in the agency appropriations request to maintain current NVSC state funding level, at a minimum.
  2. Accounting including processing and payment of all billings, deposits and fiscal obligations of the NVSC.
  3. Grants Management including Financial Status Reports (FSR), and management of all NVSC grants in the state accounting system.
- K. IS&T Division Support:
1. Technical assistance support.
  2. Computers including CPUs and monitors where the replacement cycle is every three years or if the equipment fails.

- 3. Repair.
- 4. Software.
- 5. Printers including the color, and black and white laser printers, equipment and accessory upgrades and support including a keyboard and a mouse.

L. DAS Transportation:

- 1. Use of state vehicles.
- 2. Cost of gas and mileage for NVSC business using state vehicles.

M. Legal Division Support including legal opinions, contract language updates and contract review, as requested.

N. State Capitol Security including access cards and workplace security.

V. AMENDMENTS TO THE AGREEMENT

- A. The Agreement may be amended by the mutual consent of both parties.
- B. Any amendment shall be in writing and signed by both parties.
- C. The Agreement may be revised upon written notice to the other party in the event that sufficient or anticipated state funds are not appropriated or allocated to the NVSC.

VI. TERMINATION OF AGREEMENT

- A. The Agreement may be terminated or revised upon written notice to the other party in the event that sufficient or anticipated federal funds are not available to NVSC.
- B. Unless otherwise specified in the Agreement, either party may terminate this Agreement at the end of a NVSC Administrative Grant year, provided that the parties give one hundred eighty (180) days written notice prior to termination date. The federal funding cycle of the CNCS Administration Grant is based on a calendar year.

The undersigned have read this Agreement and understand and agree to abide by its terms.

IN WITNESS THEREOF, the parties have duly executed this Agreement hereto and each party acknowledges receipt from the other party of a duly executed copy of the Agreement with original signatures.

For the Department of Health and Human Services

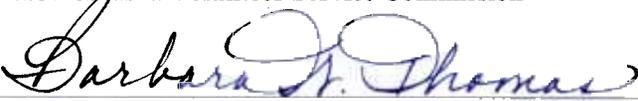


Scott Adams, Director  
Department of Health and Human Services

5/21/07

Date

For the Nebraska Volunteer Service Commission



Barbara Wilson Thomas, Executive Director  
Nebraska Volunteer Service Commission

5-18-07

Date



Curt Krueger, Chairperson  
Nebraska Volunteer Service Commission Board

6-1-07

Date

# ADDENDUM TO AGREEMENT No. NVSC-07-HOSTSUP-01

## Addendum to the Memorandum of Agreement for Nebraska State Agency "Host" State Match Support to the Nebraska Volunteer Service Commission

This an Addendum to the Memorandum of Agreement between the Nebraska Volunteer Service Commission (hereinafter referred to as the NVSC) and the Nebraska Department of Health and Human Services (hereinafter referred to as HHS) for HHS host support services for the NVSC to enable the Commission to access federal Corporation for National and Community Services (CNCS) Administration Grant funding.

### ADDENDUM #1 REVISES SECTION III. A. to read:

#### **III. AGREEMENTS MADE FEBRURARY 28, 2007**

##### **A. Representatives for the Parties.**

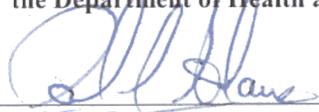
On February 28, 2007, HHS/Financial Services Director, Willard Bouwens, HHS/Financial Analyst, Brad Pope, and NVSC Executive Director, Barbara W. Thomas, agreed to contribute to the HHS "Host" pursuant to this Agreement. The parties recognize that ninety percent of the required state match for the federal CNCS Administrative Grant must be provided by the host agency.

All other terms and agreements remain in effect.

The undersigned have read this Agreement and understand and agree to abide by its terms.

IN WITNESS THEREOF, the parties have duly executed this Agreement hereto and each party acknowledges receipt from the other party of a duly executed copy of the Agreement with original signatures.

For the Department of Health and Human Services



Scot Adams, Director  
Department of Health and Human Services

2/28/07  
Date

For the Nebraska Volunteer Service Commission



Barbara Wilson Thomas, Executive Director  
Nebraska Volunteer Service Commission

6-29-07  
Date



Curt Krueger, Chairperson  
Nebraska Volunteer Service Commission Board

8-6/07  
Date