

**INTERDEPARTMENTAL AGREEMENT
BETWEEN
THE CITY OF SAN ANTONIO
DEPARTMENT OF HUMAN SERVICES
AND THE
SAN ANTONIO PUBLIC LIBRARY**

This Interdepartmental Agreement (“Agreement”) between the City of San Antonio (“City”) Department of Human Services (“DHS”) and the San Antonio Public Library (hereafter referred to as “Department”), each individually referred to herein as “Party” and collectively referred to herein as “Parties,” sets forth the Parties’ understanding concerning the establishment and operation of a local project under the Corporation for National and Community Service’s (“CNCS”) AmeriCorps VISTA program, pursuant to Title I, Part A of the Domestic Volunteer Service Act, as amended, (42 U.S.C. §§4951 et seq.) (“the Act”).

PURPOSE

The primary purpose of this Agreement is for DHS to provide Department with one (1) AmeriCorps VISTA member (“VISTA”) to perform volunteer services to increase the employment-related skills of individuals in economically disadvantaged communities by teaching basic computer classes as specified in the City’s project application to CNCS. The project described in the City’s project application is hereinafter referred to as the “Project.”

As a component of the Project, the VISTA will work with Department as part of the **Community Digital Literacy Program** (the “Program”), teaching computer classes in accordance with Department’s mission and values and in coordination with partner organizations.

I. GENERAL PROVISIONS

1. Term

This Agreement is effective on the date of _____ and shall remain in effect for one year, unless earlier terminated in writing by either or both of the Parties. The Parties shall have the option to renew this Agreement for two additional one-year periods, subject to City’s award of the grant from CNCS for the Project. DHS may immediately terminate, or may terminate with written notice that specifies an effective date of termination, this Agreement if directed by CNCS, if funding for the Project is reduced or terminated by CNCS or by City Council, or Department fails to comply with any of this Agreement’s terms.

II. STATEMENT OF WORK

Department shall adhere to the Statement of Work below, including the description of the work to be performed, and the budget submitted by the City and/or DHS to CNCS for the Project.

Department shall assign its VISTA to the Project, supervising and managing them in their performance of the following duties, among others related to the Project:

1. Develop adult digital literacy programming
 - a. Leverage library resources, such as Career Transitions and Tutor.com's Online Career Center, in building curriculum that promotes the community's connection to library resources
 - b. Develop a corps of library digital literacy trainers in partnership with the library's Volunteer Services Coordinator
 - c. Develop both short-term and long-term outcomes and assessment tools
2. Increase engagement of community partners
 - a. Identify partnerships with organizations to provide training to library staff on the unique needs of job seekers in economically disadvantaged communities
 - b. Engage organizations with complementary services to provide onsite agency aid to those who need it
 - c. Leverage partnerships and organizations' reach into the economically disadvantaged communities for marketing opportunities
3. Identify and engage funding opportunities for expansion
 - a. Develop and analyze data to illustrate the impact of library digital literacy programming
 - b. Identify potential funding sources, including existing grants, relevant foundations or other funding groups
 - c. Develop and implement a communication plan with potential funders
 - d. Identify and implement proactive ways to raise awareness of library digital literacy programming among potential funders, such as writing articles for local/regional publications

III. COMPENSATION

1. In consideration of the assignment and work of one (1) VISTA placed with Department, Department agrees to transfer funds in the amount of **\$2,335.20**, which is the amount equal to Department's share of the City's cash match to CNCS, to the City's Grant Fund Account for the VISTA AmeriCorps Program FY 2014, IO 138000001248, GL 6101100, on or before **May 30, 2015**. At such time as funds are transferred, Department shall notify DHS of the transfer of funds in accordance with this Agreement.
2. DHS shall not be obligated or liable under this Agreement to any party, including any VISTA, for payment of any monies for provision of any goods or services.

IV. RESPONSIBILITIES OF THE PARTIES

1. **DHS Responsibilities.** DHS will:

- a. Facilitate the selection and assignment of one (1) VISTA to Department at its discretion and assign replacements, as directed by CNCS, for any VISTA who resigns, transfers to other projects or is terminated.
- b. Coordinate the collection of progress reports from Department, the submission of which is required by CNCS.

2. **Department Responsibilities.** The Department will:

- a. Assist in the recruitment of applicants for one (1) VISTA position.
- b. Arrange and be responsible for providing on-site orientation and training for all incoming VISTA(s) within the first month of their service.
- c. Assist in the provision of pre-service and in-service training, as specified in the City's Project application to CNCS.
- d. Indicate to DHS the actual departure date(s) of any VISTA(s) who leave prior to completion of service date(s).
- e. Report to DHS, within 24 hours, the unscheduled departure of any VISTA(s), and otherwise keep DHS timely informed of unscheduled changes of status and conditions of VISTA(s), such as arrests, hospitalization, and absence without leave.
- f. Submit Program / Project Progress Reports within the time frame required by DHS for reporting to CNCS.

V. COMPLIANCE

The Parties understand that the VISTA(s) provided has been made available to the City by CNCS and will observe and comply with the Memorandum of Agreement and Amendment, as applicable, between the City and CNCS attached hereto and incorporated herein for all purposes as **Attachment I**. Further, the Parties understand that they may be held financially responsible to CNCS for inappropriate use of VISTA resources.

VI. NOTICE

Any notice required, permitted or appropriate under this Agreement shall be deemed sufficient, if in writing, and if delivered in person, by mail or via email, between the Parties at the respective addresses set forth below.

DHS
Department of Human Services
Attn: AmeriCorps Program Manager
106 St. Mary's Street, 7th Floor
San Antonio, Texas 78205
victor.obevoen@sanantonio.gov

Department
San Antonio Public Library
Attn: Volunteer Services Coordinator
600 Soledad
San Antonio, Texas 78205
veronica.anderson@sanantonio.gov

VII. AMENDMENTS

This Agreement may be amended at any time, in writing, and must be executed by authorized representatives of both Parties.

EXECUTED this day of _____, 2015.

DHS
Department of Human Services

DEPARTMENT
San Antonio Public Library

BY: _____
Melody Woosley, Director

BY: _____
Ramiro Salazar, Director

Date: _____

Date: _____

APPROVED AS TO FORM:

Assistant City Attorney