



Thank you for your Partnership with Climate Corps

To complete the application process for the 2018 Climate Corps Program Year, an MOU or Contract with Strategic Energy Innovations must be fully executed. This document will be used to confirm the information you agreed upon in your Application.

Your organization can either:

1. **Use the Climate Corps MOU to execute your commitment.** For this option, please continue to update this document.
2. **Incorporate the MOU below into a Host Agency Specific Contract.** If your organization would prefer to incorporate the Climate Corps MOU into a more in depth contract, please notify Nathan McKenzie at nathan@sei-inc.org, and he will assist you through that process.

Climate Corps Staff are available to assist you in every step of this iterative process. We are happy to help you decide if a Contract or MOU best fits your organization's needs, as well as provide sample Contracts from previous service years. Program Partners may choose to set aside additional funding to use to provide additional benefit to their Fellow(s). These additional funds are generally at the levels of \$500, \$1,000 or \$2,000 for 1) an enhanced monthly stipend, 2) an enhanced end of program award, or 3) a reimbursable account (e.g. for commuter subsidies, professional development opportunities, etc.). SEI charges a 10% administration fee on any additional funds provided. If you are interested in any of these options, Climate Corps Staff should be notified to ensure the set amount is included in your MOU/Contract and promoted for your position.

**Memorandum of Understanding (MOU) between
Strategic Energy Innovations and San Rafael City Schools
January 1, 2018 – December 31, 2018**

SUBJECT: Climate Corps Fellow Hosting Agreement

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Strategic Energy Innovations, hereinafter referred to as SEI and the San Rafael City Schools District, hereinafter referred to as “Host Agency.” Collectively, SEI and the San Rafael City Schools District are hereinafter referred to as the “Parties.”

ARTICLE I – BACKGROUND AND OBJECTIVES

SEI is collaborating with public, non-profit, and for-profit organizations in the San Francisco Bay Area and across the state to recruit, train, and place Climate Corps Fellows with Partners where they will be provided with experiential learning opportunities as they assist in implementing climate change resiliency programs. The Fellows’ term of service runs from January 1, 2018 through December 31, 2018, during which Fellows are expected to complete their program hours commitment of **1480** site hours and an additional **148** hours in program training activities. The first day after the program orientation and training week that Fellows will be available to work is **Monday, January 22, 2018**. During their term of service, Fellows are expected to implement programs that provide significant professional development experience through the implementation of climate resiliency projects. Fellows are expected to devote approximately 90% of their site hours to experiential learning activities, and up to 10% of these site hours for specific training and coaching as approved by their Host Agency. If a Fellow is unable to complete their full 1480 site hours by December 31 due to any unforeseen circumstances during their term, they may, at the discretion of SEI and the agency, be allowed time to complete their hours at the agency, or at another approved agency where there are service opportunities available.

The mission of Climate Corps is to deliver a 12-month Fellowship program that provides professional development opportunities for emerging climate protection leaders through implementation of climate change resiliency projects with local governments, non-profits, and for-profit businesses. Climate Corps Fellows:

- Receive unparalleled experiential learning opportunities through placements with regional climate protection leaders.
- See first hand how to address climate change by implementing assessment, education, and mitigation projects that have measurable benefits.
- Build critical real-world project management skills as they measure, track, and report outcomes to community partners.

Fellows participate in a comprehensive training program that gives an overview of climate change issues, strategies for tackling climate change, and approaches to building community resiliency in California.

The Parties will work in partnership to promote the MOU, and its benefits to the Project and community at large.

ARTICLE II – STATEMENT OF PROJECT ACTIVITIES

Through Climate Corps, SEI agrees to:

- Recruit and assist in selection of a Fellow for a commitment of 1480 hours over a period of 12 months.
- Train and support the selected Fellow with a comprehensive training program that includes a training manual, a multi-day orientation led by an array of experts, monthly trainings, a mid-year two-day retreat, and two Professional Development Assessment reviews.
- Work with the Partner to develop a specific Fellowship Scope for specific Partner initiatives that aligns with Climate Corps goals and defines the Training Plan for the Fellow.
- Provide assistance in defining and developing metrics for the Fellow to measure and track the progress of project activities throughout their Fellowship.
- Provide monthly follow-ups to review progress with Site Supervisor and Fellows.
- Define and implement any corrections to Fellow's plan determined to be necessary based on feedback collected from Fellow and Partner.

Partner agrees to:

- Take part in the recruitment and interview process to identify a Fellow best fitted for the specific projects' needs, with the understanding that Partner has right of refusal of any proposed Fellow.
- Provide one to three specific climate resiliency initiatives that their Fellow can work on during their term of service.
 - Initiatives must be well-defined, approved for implementation, and include specific learning objectives.
 - Partner Agency will work with SEI to finalize a mutually agreed-upon Fellowship Scope no later than one month after the Fellow arrives on site.
- Assign a Site Supervisor who will be available to meet at least weekly with the Fellow for one-on-one project meeting time, coordinate other necessary staff supervision needed for successful implementation of the Fellowship Scope.
- Support Fellow to complete monthly reporting to SEI indicating whether progress is being made on the initiatives.
- Provide feedback on Program and Fellow effectiveness by:
 - Filling out and submitting a Professional Development Assessment providing feedback on Fellow activities two times a year;
 - Participating in program-wide conference calls to discuss program progress; and
 - Responding to Partner Agency feedback surveys as requested.
- Attend or send a representative to Partner Orientation.
- Not to hire Fellow for projects related to SEI community service programs during the Fellowship term (if the Partner decides to hire the Fellow for like projects prior to the completion of the program year of service, the MOU will be considered terminated, and SEI will be due estimated program costs as set forth below).
- Refrain from using the Fellow for displacement of a Partner Agency employee during the Fellowship term.

- Assume full risk and responsibility for any accidents related to allowing the Fellow to operate any Partner-owned vehicles while under this contract.
- Allow SEI to share results from this program through grant reporting, program marketing, and fundraising.
- Provide program-wide support through either:
 - Sponsoring a venue and staff presentations for a monthly training event for all Fellows; or
 - Participating in a program sponsored training session or professional development event.
 - Being receptive to informational interview requests from 1 or more current Fellows.

ARTICLE III – TERM OF AGREEMENT

This MOU will become effective on the date of final signature and shall continue in full force and effect through December 31, 2018, unless earlier terminated.

In the event that a Fellow terminates their program participation early, SEI staff will work with the Program Partner to:

1. Recruit for a replacement should the Fellow leave prior to the late August/ early September Fall semester registration into Climate Corps certificate courses; or
2. Work with the Program Partner to transition the Fellow's work internally.

ARTICLE IV – KEY OFFICIALS

The individuals listed below are identified as key personnel considered essential to the project being performed under this Memorandum of Understanding:

For Strategic Energy Innovations

Job Title: Deputy Director, SEI
 Name: Stephen Miller
 Address: 899 Northgate Dr. Suite 410
 San Rafael CA 94903
 Phone Contact: 415-507-2186
 Email Contact: stephen@seiinc.org

For Partner:

Job Title: [Complete this Information]
 Name: [Complete this Information]
 Address: [Complete this Information]
 Phone Number: [Complete this Information]
 Email Contact: [Complete this Information]

No change in key officials will be made by either SEI or Host Agency without written notification thirty (30) days in advance of the proposed change. The notification will include a justification in sufficient detail to permit evaluation of the impact of such a change on the scope of work.

ARTICLE V - TERMS

It is mutually agreed by all Parties to this MOU that:

- Fellows are considered employees of SEI and not of the Partner.
- SEI agrees to notify each Fellow that the Fellow has no employment relationship with the Partner.
- In the event that a Party no longer approves implementation of any of the provisions referenced in this MOU, the individual Parties agree to promptly confer to determine what, if any, modifications to this MOU should be made to address the issue of concern.
- In the event that a Party no longer desires to be a part of this MOU or any modification(s), then the individual Party in their sole discretion may terminate its relationship within this MOU.
- Written notice must be provided by the Party desiring to withdraw from the MOU at least thirty (30) days prior to termination.
- Each Party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other Party and the results thereof. Each Party, therefore, agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents or employees under this MOU, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or the failure to exercise proper precautions, of or by itself or its agents or its own employees, while occupying or visiting the premises under and pursuant to the MOU.

ARTICLE VII – AUTHORIZING SIGNATURES

IN WITNESS HEREOF, the parties hereto have executed this MOU on the date(s) set forth below.

Strategic Energy Innovations

Stephen Miller, Deputy Director

Date

[Your Organization's Name Here]

[Authorized Representative Name, Title]

Date