

MEMORANDUM OF AGREEMENT

Between

The Expiration Term of Service Sponsorship Program (ETS-SP)

And

Community Integration Coordinator (**NAME OF ORG**)

I. PURPOSE:

This Memorandum of Agreement (MoA) is entered into between the Expiration Term of Service Sponsorship Program (ETS-SP), a 501.c4 non-profit corporation located at 2600 Virginia Ave NW Suite B200, Washington, District of Columbia 20037 and (**name of organization**), located at (**address**) serving as a Community Integration Coordinator (CIC). ETS-SP and the CIC will individually be referred to as a “Party” and collectively referred to as the “Parties.” This MoA sets forth a structure in which both entities will work in a mutually beneficial manner to advance and improve the quality of life for our nation’s transitioning service members and Veterans.

ETS-SP is an evidence-based program that successfully transitions service members/ Veterans (SM/Vs) to their post-military hometowns in order to prepare them for civilian life. Partnership with ETS-SP expands the capabilities of the CIC to further assist transitioning service members/Veterans, a special population of interest due to the elevated risk for unemployment and suicide for this population during their first year after transitioning to civilian life.

II. BACKGROUND:

ETS Sponsorship Program

The ETS Sponsorship Program (ETS-SP) assists service members in the transition to civilian life and the destination community of their choice. To that end, the ETS-SP has established a framework for coordinating the collaboration of the U.S. Department of Veterans Affairs (VA), the Department of Defense (DoD), the Department of Labor (DOL), private and nonprofit organizations, and state and local governments. The greatest advantage of the multi-level, cross-functional approach is the time and information advantage afforded by the pre-transition service member enrollment normally 9-12 months prior to their ETS or exit from the military, and the sharing of that information with the consent of the service member with their destination community in order to proactively set conditions for a successful return to civilian life as a Veteran.



SPONSORSHIP

III. OBJECTIVES:

ETS-SP has a goal to enroll 100,000 SM/Vs annually by 2026. This partnership will be mutually beneficial as the Parties work together through a set of objectives to achieve this goal. At the local level, our collective objective is to maximize the number of SM/Vs and families within the geographic area of responsibility of the CIC matched to a certified sponsor and successfully transitioned into civilian life.

IV. RESPONSIBILITIES:

ETS Sponsorship Program

National Headquarters

1. Serve as primary executor of the national sponsorship program provided by ETS sponsors to transitioning SM/Vs.
2. Certify ETS-SP Community Integration Coordinators in mutually agreed upon target regions to provide these services. ETS Sponsorship maintains overall responsibility for the quality of sponsorship provided by all ETS-SP Community Integration Coordinators.
3. Maintain accountability and an updated status of ETS sponsors, enrolled SM/Vs, and the relationship between the ETS sponsors and transitioning SM/Vs
4. Schedule and conduct certification training for volunteer sponsors in support of CICs
5. Secure, store and utilize (with SM/V consent only) data related to all enrollees
6. Deliver aggregated, anonymous analytics on the enrolled population to inform partners of Veteran needs and demographics in support of the national program.
7. Provide all software associated with the program, to include both web and mobile applications and applications/modules in development.

ETS-SP Community Integration Coordinator

1. Recruit and manage the local sponsor corps in accordance with the ETS-SP Community Integration Coordinator guide.
2. Enroll SM/Vs into the program at military installations, as able and applicable, in accordance with the ETS-SP enrollment guide.
3. Utilize the ETS Sponsorship dashboards as the primary means of interaction with SM/Vs and Sponsors, and secure information in accordance with the Access Agreement.
4. Administer and support the SM/V and ETS sponsor pairs in accordance with the ETS-SP Community Integration Coordinator guide.
5. Retain and secure SM/V data for use only with consent of enrolled SM/Vs.



V. POINTS OF CONTACT:

ETS SPONSORSHIP NATIONAL

MICHAEL R. EASTMAN, BG, USA (RET)
DIRECTOR
2600 VIRGINIA AVE NW SUITE B200,
WASHINGTON, DISTRICT OF COLUMBIA 20037
MIKE@ETSSPONSORSHIP.COM

ETS SPONSORSHIP COMMUNITY INTEGRATION COORDINATOR

NAME
POSITION
ADDRESS
EMAIL

VI. LIMITATIONS:

(a) For the purposes of this MoA, a partnership is a collaborative, working relationship between ETS-SP National and ETS-SP Community Integration Coordinator. The term partnership does not imply that ETS-SP National and ETS-SP Community Integration Coordinator are jointly liable for either Party’s obligations. Neither Party is responsible for debts, contractual obligations, or conduct, tortious or otherwise, of the other Party. This MoA shall not be construed to create a joint venture, agency, employment, or any other relationship between ETS-SP National and the ETS-SP Community Integration Coordinator. This MoA authorizes the expenditure of funds for the use of ETS-SP dashboards. This MoA creates a binding contractual obligation between the parties for the duration of dashboard services as stipulated, which are purchased in sets of 50 for a period of 12 months, or 600 SM/V months per dashboard set, whichever is longer.

(b) Neither ETS-SP National nor the ETS-SP Community Integration Coordinator will use this MoA to sell or promote any products or services outside of approved referrals to service providers to meet SM/V needs.

(c) SM/V identifiable data may be shared only for the provision of services and access to benefits as requested by SM/V (or their dependents) and as granted by consent upon enrollment. Any use beyond these stipulations requires both SM/V consent and approval from ETS-SP National.



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(d) ETS-SP National nor the ETS-SP Community Coordinator will not use the name of the VA or any of its components, except in factual publicity and with prior written approval of VA. Factual publicity includes announcements of dates, times, locations, purposes, agendas, speakers, and fees, if any, involved with activities or events. Such factual publicity shall not imply that the involvement of VA serves as an endorsement of the general policies, activities, or products of ETS-SP National nor the ETS-SP Community Integration Coordinator. Where the publicity references the VA, publicity will be accompanied by a disclaimer to the effect that no VA endorsement is intended. ETS-SP National and the ETS-SP Community Integration Coordinator may use VA's logo, seals, flags, and other symbols only pursuant to a written determination by VA that the proposed use by ETS-SP National and the ETS-SP Community Integration Coordinator advances the aims, purposes, and mission of the Department. VA approval is not guaranteed.

(e) This Agreement is not intended to be an exclusive arrangement. The relationship established in this Agreement in no way limits the ETS-SP Community Integration Coordinator from establishing similar relationships with any other entity, but does prohibit the sharing the SM/V data in any form with external parties without the express mutual consent of the parties.

(f) Any publicity released by either Party concerning this MoA, the services or supports provided within, or any resulting outcomes, will be subject to prior approval of the other Party.

(g) Each Party shall bear its own costs, risks, and liabilities incurred by it arising out of its obligations and efforts under this MoA. One Party cannot commit the other to any cost, expense, or obligation.

(h) This MoA may not be assigned or otherwise transferred by any Party, in whole or in part, without the prior written consent of the other Party, which shall not be unreasonably withheld.

(i) ETS-SP National and the ETS-SP Community Integration Coordinator will only disclose data to one another as permitted under applicable federal law.

VII. DURATION, AMENDMENT, REVIEW, TERMINATION, DISPUTES:

A. This MoA will have a Period of Performance of one (1) year, followed by consecutive option years, subject to the availability of appropriated funds and interest of partners. This MoA shall be reviewed annually to determine if the partnership is still needed, if the goals are being achieved, if expectations are being met, and if the roles and responsibilities of each partner are being fulfilled.



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- B. Amendments must be executed in writing, signed by authorized representatives of all Parties. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.
- C. Should disagreement arise as to the interpretation of the provisions of this agreement that cannot be resolved between the Parties' POCs, the area(s) of disagreement will be reduced to writing by each Party and presented to the authorized officials on both sides for resolution. If settlement cannot be reached at this level, the disagreement will be raised to the next level in accordance with the Parties' procedures for final resolution.
- D. This agreement may only be terminated in writing with 30 days' notice sent from the authorized representative of the terminating Party to the authorized representative of the other Party. In no case will any oral termination be effective nor will any termination attempted outside these stated requirements.

VIII. APPROVALS:

The ETS Sponsorship Program

Michael R. Eastman
 Executive Director
 2600 Virginia Ave NW Suite B200,
 Washington, District of Columbia 20037

Community Integration Coordinator

Name
 Title
 Address