



AmeriCorps

Insert Program Name AmeriCorps Program Host Site Agreement

XYZ AmeriCorps (hereinafter referred to as “XYZ”) and **ABC Host Site** (hereinafter referred to as “Host Site”), enter into this agreement for the XYZ AmeriCorps Program for the 2019-2020 program year. XYZ agrees to provide assistance as indicated in the agreement in exchange for the Host Site’s cooperation in supervising and mentoring AmeriCorps member(s) to provide services and achieve documented impact as indicated in this agreement. The terms, conditions and description of this contracted agreement are as follows:

The primary purpose of this Agreement is for XYZ to provide the Host Site with up to **insert number** AmeriCorps member(s) to perform service that strengthens the community and to provide efforts to increase the number of individuals in the community who utilize preventative and primary health care services and programs as specified in the AmeriCorps Grant Application.

AmeriCorps members will serve full-time, 42 hours per week, and complete 1,700 hours of service from September 1, 2020 – August 31, 2021. **ABC Host Site** agrees to provide a cash match of \$2,000.00 per member for a total of \$8,000.00 for the 2020-2021 program year. This amount must be paid in full by August 15, 2020. Please note that the cash match is non-refundable in the event that a member leaves the program prior to August 31, 2021.

- I. Host Site Roles and Responsibilities:
 - A. Assist the XYZ AmeriCorps Program in meeting the program goals as set out by the Grantor, State Service Commission and outlined in the XYZ AmeriCorps grant application:
 1. 100% enrollment for member slots;
 2. 90% retention of enrolled members;
 3. Meet and report National Performance targets as outlined in the AmeriCorps Grant (see below for detailed performance measures).

Performance Measure: Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.

Output:

Outcome:

- B. Recruit and select AmeriCorps members in accordance with the non-discrimination and reasonable accommodation policy as detailed in **DJFDKLFJ**.
- C. Understand and agree to adhere to the outlined XYZ AmeriCorps Program Policies and Procedures.
- D. Provide enough allowable service activities that are aligned with the grant performance measurements for member(s) to accumulate the required service hours over the program year (a minimum of 1,700 hours).
- E. Ensure that member(s) are spending no more than 20% of their time on training activities. The number of hours spent in training should be clearly recorded on the OnCorps online service log (provided by XYZ).
- F. Provide adequate resources to fulfill the individual goals of the XYZ AmeriCorps Program and AmeriCorps. These resources include, but are not limited to: administrative support, technology and communication resources, office space, and on-going training.
- G. Allow members to take the Holidays identified in the Program Calendar and Member Service Agreement.
- H. Identify at least one Site Supervisor to provide daily, direct supervision of the member(s). The responsibilities of a Site Supervisor include:
 - 1. Participation in the recruitment and interview process with member applicants and coordination with the XYZ AmeriCorps Program Coordinator in member placement at the Host Site;
 - 2. Provide XYZ with necessary documentation prior to the start of AmeriCorps term;
 - 3. Participation in the Host Site Pre-Service Orientation training;
 - 4. Participation in the Site Supervisor quarterly calls;
 - 5. Participation in the annual site visit/evaluation to ensure Host Sites is operating in compliance with XYZ AmeriCorps Program, CNCS, and State Service Commission policies, rules and regulations;
 - 6. Provide regular, on-going training for member(s) necessary for the member(s) to successfully provide service that is above and beyond the training by XYZ, but not limited to, Host Site Orientation, introductions to Host Site staff, explanation of Host Site Policies and Procedures, and service specific training;
 - 7. Provide daily supervision and support to member(s) to assure he/she is making appropriate progress toward individual and community service, member development and meeting performance measures as outlined by the grant;

8. Set-up weekly supervision meetings to check in with AmeriCorps member(s) to address any concerns, monitor progress and reflect on accomplishments;
 9. Approve member's timesheets to be due bi-weekly using the online OnCorps System. By signing each timesheet, the Site Supervisor is certifying that the member's hours are accurate. Timesheets must reflect the time spent on training, fundraising and service activities. The member timesheet is a federal document and any willful falsification is considered Federal fraud. If AmeriCorps member's timesheets are more than two weeks late XYZ will provide a formal written warning to the AmeriCorps member. Member Living Allowances may be subject to holds due to late timesheet(s) as outlined in the member service agreement. XYZ may ask the Host Site to cover costs associated with any potential cost findings for non-compliance of timesheets;
 10. Approve member vacation and sick leave as per the XYZ AmeriCorps policies and procedures;
 11. Complete mid-term and end-of-term member evaluations and other necessary documents asked for by XYZ;
 12. Act as a linkage between XYZ AmeriCorps Program and the Host Site and maintain a positive working relationship with the XYZ AmeriCorps Program Coordinator;
 13. Ensure that AmeriCorps member(s) activities and behavior is in compliance and with CNCS regulations. Any necessary disciplinary action is made in conjunction the XYZ AmeriCorps Program Coordinator. All disciplinary actions MUST involve the AmeriCorps Program Coordinator. Host Site cannot terminate for any reason.
- I. The Host Site and Site Supervisor are responsible for direct supervision of the AmeriCorps member(s) during their service hours. The Host Site is responsible for ensuring that the AmeriCorps member(s) participate in safe, productive appropriate activities. The Host Site acknowledges that XYZ is not responsible for direct supervision of AmeriCorps member(s) during their service hours.
 - J. Permit members to attend all training session required by the XYZ AmeriCorps Program and other XYZ meetings as necessary.
 - K. Ensure the members will not engage or participate in any of the following member prohibited activities:
 1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting or deterring union organizing;

4. Impairing existing contacts for services or collective bargaining agreements;
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election of any public office;
6. Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials,
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytizing.
8. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. a labor union;
 - c. a partisan political organization;
 - d. a non-profit entity that fails to comply with the restrictions contained in section 501(c)(3) of Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph M. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referral for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

- L. Ensure that members are not assigned to activities that would result in the displacement of a paid worker or current volunteer, or activities that would normally be completed by a paid worker.

- M. The Host Site acknowledges that certain circumstances and situations may occur during the AmeriCorps member(s) service hours that result in medical/dental care and treatment. If a situation arises that result in member(s) requiring medical/dental care and treatment the Host Site must ensure member(s) immediately receive necessary first aid and transportation to the nearest place of proper treatment upon the occurrence of injury and contact the AmeriCorps Program Coordinator to ensure the workers compensation process can be initiated.
 - N. In accordance with Section 19 of Safety, Health and Welfare Act 2005, the Host Site must identify the hazards in the workplace under its control, assess the risks to safety and health at work presented by these hazards, and prepare a written safety assessment. Ultimately, assessing risk means that anything the Host Site's workplace(s) that could cause harm to an AmeriCorps member must be carefully examined. This allows the Host Site to estimate the magnitude of the risk and decide whether the risk is acceptable or whether more precautions need to be taken to prevent harm. The Host Site acknowledges its responsibility to ensure that AmeriCorps members are not engaged in any at-risk activities that are outside the approved position description of the member.
 - O. The Host Site will acknowledge the presence of AmeriCorps member(s) serving at the site with a visible AmeriCorps sign displayed at the member's primary service site. Host Site will also ensure that AmeriCorps member(s) will wear AmeriCorps gear and/or logo while providing services.
 - P. The Host Site understands that any photographs, audio recordings, video or film taken of the Host Site in conjunction with XYZ AmeriCorps Program can be used by CNCS and/or XYZ without the Host Sites expressed permission.
 - Q. Ensure that AmeriCorps member(s) participate in three Special Community Service Events determined in conjunction with XYZ Program Coordinator.
 - R. Agree that the Host Site will not hire a member prior to the member's completion of service.
- II. XYZ Roles and Responsibilities:
- As the legal grantee of State Service Commission XYZ will:
- A. Meet the AmeriCorps Program goals set by the Grantor and XYZ AmeriCorps:
 - 1. Enrollment rate of 100% for member slots;
 - 2. Retention rate of 90% for enrolled members;
 - 3. Meet and report National Performance targets as outlined in the AmeriCorps Grant;
 - B. Employ a full-time AmeriCorps Program Coordinator to oversee the program and assist the Host Site and member(s) throughout the program year. The

Program Coordinator will be representative of the XYZ AmeriCorps Program with respect to all reference of the XYZ AmeriCorps Program herein, unless otherwise specified. The AmeriCorps Program Coordinator will:

1. Be responsible for managing members (including disciplinary actions as necessary), and maintaining member files as required by the grant;
 2. Establish necessary systems to properly track all required components by the grant;
 3. Be responsible for all grant reporting including timesheets, performance measure updates, quarterly reports and all other programmatic reporting required by the State Service Commission;
 4. Ensure XYZ AmeriCorps program adheres to CNCS standards of compliance in regards to necessary background checks.
 5. Provide technical assistance to the Host Site in implementation and monitoring of the XYZ AmeriCorps Program;
 6. Serve as the point of contact for the Host Site and maintain a positive working relationship with the Site Supervisor;
 7. Provide necessary trainings to Host Sites to prepare for AmeriCorps members.
 8. Make annual Host Site visits during the grant year to meet with Site Supervisor and AmeriCorps member(s);
 9. Plan and assist Host Site coordinate AmeriCorps pre-service training, in service training, and training in Life After AmeriCorps as outlined in the AmeriCorps Grant Application;
 10. Develop a plan for effective evaluation of the XYZ AmeriCorps Program.
 11. Plan and lead meetings for both Site Supervisors and AmeriCorps members as outlined in the grant and provide mentoring and coaching as needed;
 12. Oversee and assist Host Sites with the coordination of three Special Community Service Events required of AmeriCorps members;
 13. Assist Host Sites with recruitment and selection of AmeriCorps members for placement at the Host Site;
 14. Provide additional support as needed and if determined as a reasonable cost pursuant to the AmeriCorps Grant Application;
 15. Provide AmeriCorps member(s) gear, including a mandatory uniform to be worn at all times while that member is serving AmeriCorps service;
- C. Provide a staff other than the AmeriCorps Program Coordinator to manage the fiscal aspect of the AmeriCorps grant. This includes:
1. Payment of the AmeriCorps members' living allowances upon receipt of complete timesheets. Timesheets must be approved and signed by both the Site Supervisor and AmeriCorps member to be considered complete;

2. Submission of quarterly budget reports and all other fiscal reporting as required by the AmeriCorps grant;
3. Meet bi-annually with the fiscal staff of the AmeriCorps grant to ensure the programmatic and fiscal components of the XYZ AmeriCorps Program are working in coordination with one another.

III. Amendments to this Agreement

This agreement may be changed or revised with the written consent of both parties.

IV. Authorization

ABC Host Site and XYZ AmeriCorps hereby acknowledge by their signature that they have read, understood, and agreed to the terms of this document.

ABC Host Site

Executive Director	Signature	Date
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Site Supervisor	Signature	Date
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XYZ AmeriCorps

Executive Director	Signature	Date
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AmeriCorps Program Coordinator	Signature	Date
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