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**AmeriCorps Program Host Site Agreement**

**GY\_\_\_\_\_\_\_\_\_**

Sub Grantee/Organization AmeriCorps Program and **\_\_\_\_\_\_\_\_\_\_\_\_** (hereinafter referred to as “Host Site”), enter into this agreement for the \_\_\_\_\_\_\_\_\_ program year. The Sub Grantee/Organization AmeriCorps program 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 the Sub Grantee/Organization AmeriCorps program to provide the Host Site with up to **\_\_\_\_\_\_** AmeriCorps member(s) to perform service that strengthens the community in the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. AmeriCorps members will serve approximately \_\_\_ hours per week and complete \_\_\_\_\_\_ hours of service from \_\_\_\_\_\_\_\_\_\_\_\_\_ –\_\_\_\_\_\_\_\_\_\_\_\_. Host Site will provide a Host Site Fee of **$\_\_\_\_\_\_\_\_\_\_**for \_\_\_\_\_\_ full/half time service member(s).

1. **Host Site Roles and Responsibilities:**
2. Assist the Sub Grantee/Organization AmeriCorps Program in meeting the program goals as set out by the Grantor, Nevada Volunteers and outlined in the AmeriCorps grant application:
3. 100% enrollment for member slots;
4. 85% retention of enrolled members;
5. Meet and report National Performance targets as outlined in the AmeriCorps Grant (see below for detailed performance measures).

**Performance Measure:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Output) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Outcome) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [Insert host site fee policy here if applicable. Otherwise, you may remove this bullet.]
2. Furthermore, the Host Site recognizes that the Host Site Fee is used as matching funds for the AmeriCorps grant. Federal funds cannot be used as match unless pre-approved by the Sub Grantee/Organization AmeriCorps Program.
3. Recruit and select AmeriCorps members in accordance with Affirmative Action and non-discrimination policy as detailed in Sub Grantee/Organization Policies and Procedures.
4. Understand and agree to adhere to the Sub Grantee/Organization Policies and Procedures.
5. Provide enough AmeriCorps grant-approved service opportunities for member(s) to accumulate the required service hours over the program year.
6. Ensure that member(s) are spending no more than 20% of their time on training activities and no more than 10% of their time on fundraising. All fundraising activities must be pre-approved by the Sub Grantee/Organization AmeriCorps Program Director. The number of hours spent on each activity should be clearly recorded on the OnCorps online service log (provided by Sub Grantee/Organization).
7. Provide adequate resources to fulfill the individual goals of the Sub Grantee/Organization AmeriCorps Program(s) and AmeriCorps. These resources include, but are not limited to: administrative support, technology and communicative resources, office space, and on-going training.
8. Identify at least one Site Supervisor to provide daily, direct supervision of the member(s). The responsibilities of a Site Supervisor include:
9. Participation in the recruitment and interview process with member applicants and coordination with the Sub Grantee/Organization AmeriCorps Program Director in member placement at the Host Site;
10. Provide Sub Grantee/Organization with necessary requested documentation prior to the start of AmeriCorps term;
11. Participation in required calls and trainings provided by the Sub Grantee/Organization;
12. Participation in the annual site visit/evaluation to ensure Host Site is operating in compliance with Sub Grantee/Organization AmeriCorps Program(s) and AmeriCorps, NV Volunteers and Sub Grantee/Organization Policies and Procedures;
13. 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 the program, but not limited to, Host Site Orientation, introductions to Host Site staff and explanation of Host Site Policies and Procedures and service specific training;
14. Provide daily supervision and support to member(s) to assure they are making appropriate progress toward member development, meeting performance measures and service completion as outlined by the grant;
15. Set-up regular supervision meetings to check in with AmeriCorps member(s) to address any concerns, monitor progress and reflect on accomplishments;
16. Approve member’s service logs to be due [insert program timesheet deadlines here] using the online OnCorps System. By signing each service log, the Site Supervisor is certifying that the member’s hours are accurate. Service logs must reflect the time spent on training, fundraising and service activities (primary and secondary duties), and trainings. [Insert living allowance, timekeeping policy(ies) here.] Note service logs are considered a federal document and any willful falsification is considered federal fraud;
17. In certain circumstances the service log may be submitted late if member has received approval from the Sub Grantee/Organization AmeriCorps Program Director.

However:

* (Insert policy on late timesheets if applicable)

1. Complete mid-term and end of term member evaluations and other necessary documents asked for by the program;
2. Act as a linkage between Sub Grantee/Organization AmeriCorps Program and the Host Site and maintain a positive working relationship with the Sub Grantee/Organization AmeriCorps Program Director;
3. Ensure that AmeriCorps member(s) activities and behavior is in compliance with AmeriCorps and Sub Grantee/Organization Policies and Procedures. All disciplinary actions MUST involve the Sub Grantee/Organization AmeriCorps Program Director. Host Sites cannot terminate member(s) for any reason.
4. 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, and appropriate activities. The Host Site acknowledges that Sub Grantee/Organization or its AmeriCorps Program Director is not responsible for direct supervision of AmeriCorps member(s) during their service hours.
5. Permit members to attend all training sessions required by the Sub Grantee/Organization AmeriCorps Program and other Sub Grantee/Organization meetings as necessary.
6. Ensure the members while charging time to the Sub Grantee/Organization AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by Sub Grantee/Organization or AmeriCorps, staff and members may not engage or participate in any of the following prohibited activities (see 45 CFR § 2520.65):
   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 contracts for services or collective bargaining agreements;
   5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
   6. Participating in, or endorsing, events or activities that are likely to include advocacy

for or against political parties, political platforms, political candidates, proposed

legislation, or elected officials;

* 1. 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 proselytization;
  2. Providing a direct benefit to— a. A business organized for profit; b. A labor union; c. A partisan political organization; d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the 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 C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;
  3. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
  4. Providing abortion services or referrals for receipt of such services; and
  5. Such other activities as AmeriCorps may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

* 1. Census Activities: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
  2. Election and Polling Activities: AmeriCorps member may not provide services for election or polling locations or in support of such activities. 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- AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

1. Post a list of the prohibited activities in all locations where members serve when possible
2. 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.
3. Ensure that members are provided with meaningful service opportunities and if there are administrative or clerical activities assigned, they are directly related to the members direct service activities as described in the position description
4. 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. Please reference Sub Grantee/Organization Policies and Procedures in regards to workers’ compensation.
5. 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.
6. All fundraising activities must be pre-approved by the Sub Grantee/Organization AmeriCorps Program Director. AmeriCorps members may only raise resources directly in support of the Sub Grantee/Organization AmeriCorps Program service activities. Host Site must ensure requests do not have members participating in the following fundraising activities:
7. Raising funds for his/her living allowance
8. Raising funds for an organizations general operating expenses or endowment
9. Writing grant applications to AmeriCorps
10. Writing a grant application to any other federal agency.
11. 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.
12. The Host Site understands that any photographs, audio recordings, video or film taken of the Host Site in conjunction with the program can be used by AmeriCorps, Nevada Volunteers, and/or Sub Grantee/Organization without the Host Sites expressed permission.
13. Ensure that AmeriCorps member(s) participate in one (1) National Service Day Event determined in conjunction with the Sub Grantee/Organization AmeriCorps Program Director.
14. Agree that the Host Site will not hire a member prior to the member’s completion of service.
15. Agree to comply with AmeriCorps NSCHC and Sub Grantee/Organization Background checks for all members.
16. **Sub Grantee/Organization Program Roles and Responsibilities:**
17. Meet the AmeriCorps Program goals set by the Grantor, Nevada Volunteers:
18. Enrollment rate of 100% for member slots;
19. Retention rate of 85% for enrolled members;
20. Meet and report National Performance targets as outlined in the AmeriCorps grant;
21. Employ a full-time AmeriCorps Program Director to oversee the program and assist the Host Site and member(s) throughout the program year. The AmeriCorps Program Director will be representative of Sub Grantee/Organization with respect to all reference of the program herein, unless otherwise specified. The AmeriCorps Program Director will:
22. Be responsible for managing members (including disciplinary actions as necessary), and maintaining member files as required by the grant;
23. Establish necessary systems to properly track all required components of the grant;
24. Be responsible for all grant reporting including service logs (timesheets), performance measure updates, quarterly reports and all other programmatic reporting required by Nevada Volunteers and AmeriCorps;
25. Ensure the program adheres to AmeriCorps, NSCHC standards of compliance in regards to necessary criminal background checks.
    1. AmeriCorps Criminal History Records Search:
       1. Assist member in completing the Truescreen system navigation if applicable.
       2. Ensure member understands that eligibility for AmeriCorps service is dependent upon the successful completion of the National Service Criminal History Checks and review of the component results, if any, to meet the AmeriCorps requirements
       3. The program requires all AmeriCorps members to complete the necessary background checks to be eligible to serve.
       4. Ensure that member does not begin service until the Sub Grantee/Organization AmeriCorps Program director has given notification that all background check components are complete.
26. Provide technical assistance to the Host Site in implementation and monitoring of the program;
27. Serve as the point of contact for the Host Site and maintain a positive working relationship with the Site Supervisor(s);
28. Provide Host Sites with on-going training and technical assistance in the AmeriCorps branding/national service network eligibility requirements to prepare for AmeriCorps members.
29. Make annual Host Site visits during the grant year to meet with Site Supervisor(s) and AmeriCorps member(s);
30. Plan and assist Host Site with pre-service training, in service training, and training in Life After AmeriCorps as outlined in the AmeriCorps Grant Application;
31. Develop a plan for effective evaluation of the program and train host sites and members on the applicable data collection tools
32. Plan and lead meetings for both Site Supervisors and AmeriCorps members as outlined in the grant and provide mentoring and coaching as needed;
33. Oversee and assist Host Sites with the coordination of one Special Community Service Events required of AmeriCorps members;
34. Assist Host Sites with recruitment and selection of AmeriCorps members for placement at the Host Site;
35. Provide additional support as needed and if determined as a reasonable cost pursuant to the AmeriCorps Grant Application;
36. Provide AmeriCorps member(s) gear, including a mandatory uniform to be worn at all times while that member is serving AmeriCorps service;
37. Identify a staff member other than the AmeriCorps Program Director to manage the fiscal aspect of the AmeriCorps grant. This includes:
38. Payment of the AmeriCorps members’ living allowances upon receipt of complete service logs. Logs must be approved and signed by both the Site Supervisor and AmeriCorps member to be considered complete;
39. Submission of budget reports and all other fiscal reporting as required by the AmeriCorps grant.
40. **Amendments to this Agreement**

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

1. **Authorization**

Host Site and the Sub Grantee/Organization AmeriCorps Program hereby acknowledge by their signature that they have read, understood, and agreed to the terms of this document.

**Host Site**

**Executive Director Name**   **Signature**  **Date**

**Site Supervisor Name**  **Signature**  **Date**

**Sub Grantee/Organization**

**Executive Director Name**   **Signature**   **Date**

**AmeriCorps Program Director Name** **Signature**   **Date**