

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9188

DATE 9-9-21

TITLE

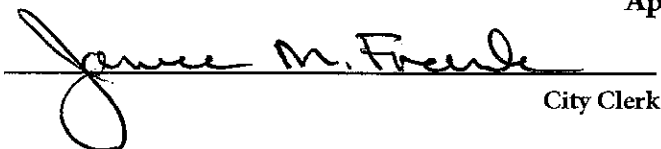
**Resolution to Approve and Renew the Partnership Agreement between the City of
Williamsport and STEP AmeriCorps for 1 Full-Time AmeriCorps Service Member in the
Recreation Department**

WHEREAS, the City and STEP AmeriCorps had partnered in the 2020-2021 service term for the use of 7 quarter-time service member in the Recreation Department; and

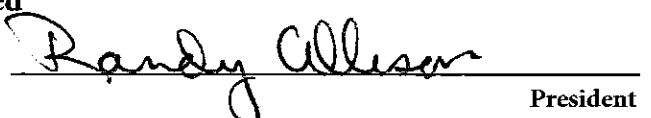
WHEREAS, the City would like to renew and continue this partnership for the 2021-2022 service term for the use of 1 full-time service member in the Recreation Department.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Williamsport that the Mayor and City Controller are authorized to execute the attached partnership agreement with STEP AmeriCorps.

Approved



City Clerk



President



RECREATION DEPARTMENT
CITY OF WILLIAMSPORT

M E M O R A N D U M

DATE: August 31, 2021
TO: City Council Members (7); Mayor Slaughter
FROM: Kayla Drummond
SUBJECT: STEP AmeriCorps Partner Agreement Resolution

Attached for Council action Thursday, September 9, 2021 is a resolution authorizing City to proceed with the renewal of a partnership agreement for the 2021-2022 service term of August 26, 2021 through July 29, 2022 to continue having a full-time AmeriCorps Service member serving in the Recreation Department.

Attached is the Partner Host Site Agreement; to be signed by the appropriate City Officials, Partner Application and Service Position Description for your review. Again, special payment arrangements have been made because our annual budget year does not match with the August through August service term of AmeriCorps. Continuation of this relationship is planned to extend beyond the 2021-2022 service term and the appropriate costs will be reflected in the 2022 budget.

If you have any additional questions please feel free to contact me at your convenience.



STEP AmeriCorps
2021-2022 Partner Site Application

BASIC INFORMATION

Organization Name: City of Williamsport, Recreation Department
 Street Address: 1550 West Third Street
 City, State, Zip: Williamsport, PA 17701
 Website: www.cityofwilliamsport.org
 Phone Number: (570) 326-6399 office (570) 447-2307 cell Fax Number: (570) 326-3467

STEP AMERICORPS POSITION REQUEST

- Fulltime – 1700 Hrs. | 35-40 Hrs./Wk. (8/26/21 – 7/29/22) _____ # of members
- Reduced Fulltime – 1200 Hrs. | 30-35 Hrs./Wk. (8/26/21 – 6/17/22) _____ # of members
- Halftime – 900 Hours | 18-22 Hours/Wk. (8/26/21 – 7/29/22) _____ # of members

ORGANIZATION CONTACT INFORMATION

STEP AmeriCorps Member Site Supervisor: Kayla Drummond
 Phone Number: (570) 447-2307 E-mail: kdrummond@cityofwilliamsport.pa.gov
 Authorizing Official: Mayor Derek Slaughter
 Phone Number: (570) 327-7566 E-mail: dslaughter@cityofwilliamsport.pa.gov

ORGANIZATION'S MISSION STATEMENT

The City of Williamsport's Recreation and Parks Department's mission is to provide enriching recreational activities, maintain beautiful parks and preserve the environment for the well-being of our diverse community.

How will hosting an AmeriCorps position(s) enhance the mission of your organization?

Hosting an AmeriCorps position will allow the Recreation department to reach more members of the community by simply providing the department with another person. This means that communications about parks and programming can be conducted in a timely manner, as well as, the ability to offer additional programming. The department is growing to better meet the needs of the surrounding communities.

Preferred qualifications for each position:

- Experience working with the public
- Excellent knowledge of Microsoft suite/general computer savvy
- Experience with social media marketing
- Event planning
- Strong organizational skills
- Excellent written and oral communication skills
- Attention to detail
- Creativity with promotional materials

What specific trainings do you intend to provide STEP AmeriCorps member(s)?
Municipal Leadership training, DCNR trainings, PRPS training/conference.

Besides your organization, are there other stakeholders who will benefit from the service provided by the STEP AmeriCorps member(s)?

The surrounding Williamsport Area will benefit as a whole by allowing the Recreation Department to host an AmeriCorps member. It will drastically increase the productivity of the department.

CAPACITY BUILDING

How will hosting an AmeriCorps member(s) help you reach more customers, clients, or students?

Having an AmeriCorps member will increase efficiency, capacity and effectiveness because there will be someone else (beside myself) to help answer questions, plan programs, hire summer staff, coordinate field usage, plan/coordinate events, etc. This will help the recreation department reach additional community members.

How will hosting an AmeriCorps member(s) enhance the programs that you offer to the community?

Having an AmeriCorps member will increase efficiency, capacity and effectiveness.

How will hosting an AmeriCorps member(s) help your organization reach new or unreached populations?

There will be someone else (beside myself) to help answer questions, plan programs, and answer phone calls.

What populations do you intend to or desire to reach?

We intend to reach populations.

What are the specific capacity building goals of your organization (i.e., additional programming, more services, additional hours, increasing the number of clients, diversifying/expanding your clientele)?

Add more services, as well as increase the number of clients.

Briefly describe the critical community need the AmeriCorps member(s) will be addressing while serving with your organization.

This member will be attending programs/activities/events he/she helps to coordinate. This will offer children and families a local opportunity to experience their community's culture and get involved.

Of the allowable direct service and capacity building activities listed below, please check the boxes of all activities that you plan to have the AmeriCorps member(s) do while serving with your organization.

- Tutoring children in reading.
- Helping to run an after-school program.

- Mentoring/coaching at-risk students.
- Engaging in community clean-up projects.
- Providing health information to a vulnerable population.
- Providing relief services to a community affected by a disaster.
- Conducting a neighborhood watch program as part of a public safety effort.
- Strengthening volunteer management and recruitment.
- Enlisting, training, or coordinating volunteers.
- Helping develop an effective volunteer management system.
- Organizing service days and other events in the community to increase citizen engagement.
- Promoting retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high-quality experience.
- Assisting in reaching out to individuals and communities of different backgrounds when encouraging volunteering to ensure that a breadth of experiences and expertise is represented in service activities.
- Conducting outreach and securing resources in support of service activities that meet specific needs in the community.
- Helping build the infrastructure of the sponsoring organization.
- Conducting research, mapping community assets, or gathering other information that will strengthen the ability to meet community needs.
- Developing new programs or services for the organization seeking to expand.
- Developing organizational systems to improve efficiency and effectiveness.
- Automating organizational operations to improve efficiency and effectiveness.
- Initiating or expanding revenue-generating operations directly in support of service activities.
- Supporting staff and board education.
- Developing collaborative relationships with other organizations working to achieve similar goals in the community.

If there are activities you plan to have the AmeriCorps member(s) complete that are not listed above, please list them here:

N/A

HEALTHY FUTURES

**Please note that Healthy Futures topics include physical, emotional/mental, behavioral, and the like.*

Does your organization address health concerns of clients and/or the broader community?
If yes, how?

Yes, we partner with the Food Bank of Central Pennsylvania for our Summer Day Camp.

How might your organization increase health literacy/learning for clients and/or the broader community?

We can have pamphlets/papers about where to get meals or healthy food choices that are available to the community.

How will hosting an AmeriCorps member(s) improve your organization's capacity to increase health literacy/learning for clients and/or the broader community?

Hosting a AmeriCorps member will allow us to have more time to reach out to the community and individuals.

ACKNOWLEDGEMENTS

Members do not serve the staff of organizations; they serve the community through direct, measurable service to individuals, a family, or a group.

Service positions should not be all clerical work or include menial tasks, administrative or other incidental support activities; unless such activities clearly support the direct service and/or capacity building objective and the time spent on these activities are not the member's primary responsibilities.

Members may not raise funds for the cash-match or for general operating expenses. Other fund-raising is limited to 10% of a member's time.

Members may not write grants to obtain AmeriCorps, AmeriCorps Corporation funding, or funding from other federal agencies.

In addition to serving with your organization, members are required to attend STEP AmeriCorps meetings and complete STEP AmeriCorps service projects and trainings throughout the year. Corps meetings will be held one day per month. Service projects include Martin Luther King, Jr. Day of Service and usually two to four additional projects that could be on a weekday or Saturday. Additional trainings may include two days for First Aid/CPR.

KMD _____ (initials) **I verify that our organization can provide on-site member supervision and purposeful and allowable activities for the member to perform.**

Each Partner has a required fiscal commitment when hosting an AmeriCorps member that consists of a non-federal cash match and monthly documented in-kind match. Please explain your organization's capacity to track the required in-kind documentation and to meet the cash match in a timely fashion (i.e., can document supervision time, will provide rent/space cost certification, can track training expenditures).

KMD _____ (initials) **I verify that our organization can supply the required cash-match and in-kind documentation from non-federal sources.**

PROHIBITED ACTIVITIES

STEP AmeriCorps is directly supervised by the State Commission, PennSERVE: The Governor's Office of Citizen Service who reports to the AmeriCorps Corporation. Due to federal regulations, there are various activities prohibited for members to engage in. While charging time to the AmeriCorps program, accumulating service, or training hours, or otherwise performing activities supported by the AmeriCorps Program, members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;

- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. 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,
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services*; and,
***NEW: CNCS Policy 2017.03: Providing abortion services is limited to:**
 - i. Performing abortions;
 - ii. Being present in the room during an abortion in support of the woman or the procedure; and,
 - iii. Obtaining or providing medications to induce a medical abortion. Referrals for abortion services is limited to:
 - a. Scheduling or arranging for an abortion-related appointment, including any preprocedural appointment required by law to obtain an abortion;
 - b. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has actual prior knowledge that the purpose of the visit is to obtain an abortion;
 - c. Accompanying or providing translation services for patients obtaining an abortion;
 - d. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what's required to obtain an abortion in a given state, explaining or obtaining signed abortion consent forms from clients interested in abortions, negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages an abortion;
 - e. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider; and,
 - f. Promoting or encouraging use of abortion as a method of family planning.
- k. Such other activities as AmeriCorps Corporation may prohibit.

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

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.

Election and Polling Activities. AmeriCorps members 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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

KMD _____ (initials) **I verify that I have read and understand the list of prohibited activities.**

PROHIBITED ACTIVITIES CONTINUED: NON-DUPLICATION AND NON-DISPLACEMENT

AmeriCorps members are prohibited from displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Non-displacement.

- a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- d. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.

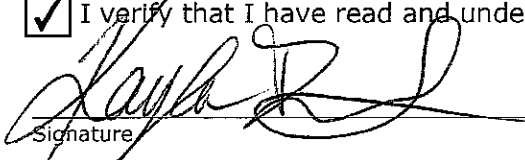
KMD _____ (initials) **I verify this position will not: displace an employee, duplicate a paid staff position, or replace a vacant staff position.**

VERIFICATION

- I verify this position will not: displace an employee, duplicate a paid staff position, or replace a vacant staff position.
- I verify that our organization can supply the required cash-match and in-kind documentation from non-federal sources.

I verify that our organization can provide on-site member supervision and purposeful and allowable activities for the member to perform.

I verify that I have read and understand the list of prohibited activities.


Signature

Recreation & Special Events Coordinator

Position Title

Kayla Drummond

9/3/21

Print Name

Date

LYCOMING AND CLINTON COUNTIES KEY NEEDS CATEGORIES

Please return this page with your application.

As a Community Action Agency, STEP completes a community needs assessment every three-years. Through the 2018 Community Needs Assessment (CNA), community needs were documented utilizing various methodologies. The data gathered and analyzed provides the basis for all agency programming and supports community collaboration initiatives within STEP's service area. The data illustrates that social service agencies believe there are many community needs not getting adequate attention. When focus groups were asked about this, the response pinpointed the lack of capacity in social service agencies to address areas of concern. STEP AmeriCorps members will support non-profit organizations through various interventions including resource development, systems development, training, volunteer management, and outreach.

To address the community need of enhancing the capacity of local non-profits to better fulfill their missions, STEP AmeriCorps will focus on community collaboration through connecting with local non-profit social service agencies, who have specific goals for capacity building within their agency.

The following survey is from the Community Needs Assessment (CNA) of Lycoming and Clinton County. The list outlines the key need categories which were defined through understanding previous CNA's and the areas of interest that were mutually important to STEP, River Valley Health and Dental and the broader community.

Listed below the survey is the link to the Community Needs Assessment of Lycoming and Clinton County, 2018.

Please take a moment to check which areas are main priorities in your organization.

Lycoming and Clinton County Key Need Categories

- Children and Youth
- Community Engagement
- Employment and Financial Stability
- Families in Crisis
- Housing and Homelessness
- Medical and Dental Care
- Senior and Persons with Disabilities Support Services

LINKS TO COMMUNITY NEEDS ASSESSMENT OF LYCOMING AND CLINTON COUNTY, 2018

<http://www.stepcorp.org/sites/default/files/CNA-Report-2018-Lycoming-County.pdf>

<http://www.stepcorp.org/sites/default/files/CNA-Report-2018-Clinton-County.pdf>



AmeriCorps

MEMBER FACT SHEET
2021-2022 SERVICE YEAR

The STEP AmeriCorps program partners with numerous non-profit organizations and schools in Lycoming and Clinton Counties to provide service opportunities to meet the region's community needs. STEP AmeriCorps members are responsible for expanding the capacity of nonprofit organizations as well as enhancing the knowledge of customers as it relates to various health-related topics. Members participate in various types of training such as emergency preparedness and response, civic engagement and service-learning, leadership, and job readiness trainings.

FULLTIME MEMBERS

- ◆ Make a 50-week **commitment** (August 26, 2021 – July 29, 2022).
- ◆ **Serve** a minimum of 1700 hours (approximately 35 to 40 hours per week).
- ◆ Earn an **education award** of \$6,345.00. (use for future educational expenses or repay existing qualified federal student loans. If 55+, can gift the award to a child, grandchild, or foster child.)
- ◆ Receive a **gross living allowance** every other week of \$640.00.
- ◆ Receive **Health Coverage** if not enrolled in any other insurance plan.
- ◆ Receive **Child Care assistance**, if eligible.
- ◆ Gain valuable life and career **experience** and obtain personal and professional **training**.
- ◆ Discover the **satisfaction** that you have made a real difference in your community.

REDUCED FULLTIME MEMBERS

- ◆ Make a 42-week **commitment** (August 26, 2021 – June 17, 2022).
- ◆ **Serve** a minimum of 1200 hours (approximately 35 to 42 hours per week).
- ◆ Earn an **education award** of \$4,441.50. (use for future educational expenses or repay existing qualified federal student loans. If 55+, can gift the award to a child, grandchild, or foster child.)
- ◆ Receive a **gross living allowance** every other week of \$515.00.
- ◆ Receive **Health Coverage** if not enrolled in any other insurance plan.
- ◆ Receive **Child Care assistance**, if eligible.
- ◆ Gain valuable life and career **experience** and obtain personal and professional **training**.
- ◆ Discover the **satisfaction** that you have made a real difference in your community.

HALFTIME MEMBERS

- ◆ Make a 50-week **commitment** (August 26, 2021 – July 29, 2022).
- ◆ **Serve** a minimum of 900 hours (approximately 18 to 24 hours per week).
- ◆ Earn **education award** of \$3,172.50. (use for future educational expenses or to repay existing qualified federal student loans. If 55+, can gift the award to a child, grandchild, or foster child.)
- ◆ Receive a **gross living allowance** every other week of \$280.00.
- ◆ Gain valuable life and career **experience** and obtain personal and professional **training**.
- ◆ Discover the **satisfaction** that you have made a real difference.

To apply, go to:

www.stepcorp.org/step-pathways/community-collaboration/step-ameriCorps.html

For questions, contact:

Melissa Fornwalt, Member Development Coordinator
570-601-9672 | mjfornwalt@stepcorp.org

To pick up/drop off an application, visit:

2140 Boyd St, Williamsport, PA 17701
2138 Lincoln St, Williamsport, PA 17701
OR 124 E. Walnut St, Lock Haven, PA 17745

Kayla Drummond

From: Boos, Lori <laboos@stepcorp.org>
Sent: Tuesday, August 17, 2021 4:37 PM
To: Kayla Drummond
Subject: STEP AmeriCorps - Partner Application
Attachments: Partner Site Application 2021-2022-fillable.pdf

Dear Kayla,

Thank you for your continued partnership and support of the STEP AmeriCorps Program! I truly value your organization and the way that your organization continues to enhance the STEP AmeriCorps program.

Is it your intent to apply for a full-time or a half-time member? I have attached a 2021-2022 Partner Application that will need filled out. On the application, you can update any of your information/organizational needs for 2021-2022, which helps us know how to best serve your organization.

Additionally, I am pleased to announce that cash match amounts will remain the same as the past three service years. To not increase the cash match amounts, we did have to increase the In-Kind match slightly. In-Kind submission is crucial, so that we can keep the cash match amounts as is. I will review in-kind with you at the Site Supervisor Training, and as always, will help you along the way to make sure that you meet your In-Kind match for 2021-2022.

<u>For each Fulltime Member:</u>	\$8,925 Cash Match, \$6,000 In-Kind Amount
<u>For each Reduced Fulltime Member:</u>	\$7,318 Cash Match, \$4,200 In-Kind Amount
<u>For each Halftime Member:</u>	\$4,800 Cash Match, \$2,800 In-Kind Amount

The Partner application can be submitted via email or mailed to STEP AmeriCorps at 2140 Boyd St, Williamsport, PA 17701.

Thank you for your time and your partnership! I look forward to continuing to serve your organization.

In Service,

Lori A. Boos

STEP AmeriCorps Program Manager

Office: (570) 601-9677 | Cell: 570-979-8601 | 2140 Boyd St, Williamsport PA

www.stepcorp.org | www.stepcorp.org/AmeriCorps.php





STEP AmeriCorps
2021-2022 Partner Host Site Addendum
Service Year August 26, 2021 to July 29, 2022
Revised For City of Williamsport Recreation Department

This agreement is between STEP AmeriCorps/ Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.; hereafter referred to as STEP AmeriCorps and _____ Recreation Department, hereafter referred to as PARTNER SITE.

Site Administrator: Kayla Drummond, Director of Recreation & Special Events
Site Supervisor: Kayla Drummond
Mailing Address: 1550 West Third St., Williamsport, PA 17701
Telephone (570)326-6399 (570)447-2230 cell FAX (570)326-3467
Email(s):

Number of Corps members: Full-Time Half -Time Quarter-Time
 Reduced Half-Time Reduced Full-Time

Site Federal ID # (if applicable) 24-6000719

This document assures STEP AmeriCorps/Lycoming-Clinton Counties Commission for Community Action (STEP), Inc. that:

PARTNER SITE is an approved non-profit or authorized city, county, state, or federal organization.

PARTNER SITE shall execute upon availability all assurances, certifications and Partner Host Site Agreements as required under the guidance supplied by the Corporation for National Service and/or the Governor's Office of Citizen Service – PennSERVE in accordance with the National and Community Service Trust Act of 1993 as well as guidelines put forth by STEP AmeriCorps.

I. The PARTNER SITE agrees to the following:

- A. PARTNER SITE shall provide representation (Site Administrator and Member Supervisor(s) at all Partners' Meetings and Orientation. Fiscal staff from PARTNER SITE are required to attend the in-kind training portion of the Orientation.
- B. PARTNER SITE shall provide member with thorough orientation to site, including all rules, regulations, policies, procedures and personnel guidelines.
- C. PARTNER SITE shall provide STEP AmeriCorps a copy of the completed orientation checklist identifying items to be covered in the orientation.
- D. PARTNER SITE shall provide member with a safe and sanitary working environment.

E. PARTNER SITE shall complete all paperwork, data collection and required reports in a timely and thorough manner, adhering to established guidelines and procedures. In-Kind report due dates are outlined in Section II, IN-KIND MATCH.

F. PARTNER SITE shall support member participation in Corps meetings, required trainings, and service projects, including approving appropriate schedule changes to support this participation.

G. PARTNER SITE shall insure that members assigned to this site are not in violation of AmeriCorps legislation regarding prohibited activities. Prohibited Activities, Rider 1.

H. PARTNER SITE shall comply with all federal, state and local workplace regulations.

I. PARTNER SITE shall provide direct supervision and support, as well as adequate workspace for each AmeriCorps member assigned. Members must be accompanied by staff serving vulnerable populations until all member clearances have been received.

J. Site Administrator and/or Site Supervisor shall provide member with regular, timely and appropriate feedback and support regarding provision of services and fulfillment of duties outlined in the service description submitted by the site to STEP AmeriCorps. This shall include a *minimum* of mid-program and final performance evaluations (appropriate forms and assistance provided by STEP AmeriCorps staff).

K. Site Administrator shall ensure that Site Supervisor and all personnel directly supervising AmeriCorps member(s) are provided current and thorough information relevant to member duties, responsibilities, schedule, and prohibited activities.

L. PARTNER SITE shall provide each member professional development training specific to that site. Workshops, seminars and in-services relevant to the type of service participant performs is encouraged and is counted towards the member's hour commitment.

M. PARTNER SITE shall notify STEP AmeriCorps program staff before changing member's position description or location.

N. PARTNER SITE shall provide in writing to STEP AmeriCorps any concerns or performance issues related to the AmeriCorps member(s) assigned to their site throughout the first thirty (30) days of each member's activities. This written communication will aide in providing a positive experience for the AmeriCorps member, the partner site and the overall program's performance. In addition, this requirement will help prevent premature dismissal of members from their required term of service. Failure to comply with this requirement by the partner site automatically waives the site's rights to request any type of cash refund or reduction in another member's contribution for non-placement of a member at their site (see II-B below).

II. The PARTNER SITE agrees to the following financial responsibility:

CASH MATCH:

A. PARTNER SITE shall contribute a cash amount of at least \$8,925.00 per assigned full-time AmeriCorps member, a cash match amount of at least \$7,318.00 per assigned reduced full-time AmeriCorps member, a cash amount of at least \$4,800.00 per assigned half-time AmeriCorps member, and a cash amount of at least \$800.00 per assigned quarter-time member or reduced half-time member.

B. Cash match payment may be made in advance or in two separate payments (50% of fee each). The first payment is due on or before October 1, 2021. The second payment is due on or before December 31, 2021. Payments received after the last day of the month due will be charged a late fee of \$100.00. Failure to meet payment deadlines may result in reassigning Member position to another PARTNER SITE and may reflect negatively in subsequent year site selection processes.

C. PARTNER SITE will assure that all cash match funds are from non-federal funding sources.

D. Grant terms and conditions from the Corporation for National and Community Service state that if AmeriCorps members leave their position before their term of service is ended for any reason, and the AmeriCorps member has completed more than 30% of their required hours, then the position may only be refilled if STEP AmeriCorps has unused member position slots available.

E. Provided PARTNER SITE has materially complied with the terms of this agreement, material compliance to be determined by STEP AmeriCorps, a portion of the cash match fee paid may be refunded as follows:

- 1) If an assigned member is released for any reason within the first 30 calendar days from the first day of the member's service term, STEP AmeriCorps will retain 20% of cash match fee.
- 2) If an assigned member is released for any reason before completing 30% of their service hours and the position is not refilled with another STEP AmeriCorps member, the PARTNER SITE will be refunded a prorated amount of their cash match based on the costs incurred to date by STEP AmeriCorps for the assigned member.
- 3) If an assigned member is released as described in 2) above, and the member slot is refilled with another STEP AmeriCorps member, the PARTNER SITE will not be entitled to a refund, regardless of the percentage of service hours completed. Slots can only be refilled one time.
- 4) If an assigned member is released for any reason, and has completed 30% or more of their service hours, there will be no refund. STEP AmeriCorps will make every effort to refill the slot, if unused slots are available (See Part II. D.).
- 5) If STEP AmeriCorps reassigns an assigned member at any time due to a PARTNER SITE's non-compliance with this agreement, there will be no refund.
- 6) Quarter-time STEP AmeriCorps slots are not eligible for a refund.

IN-KIND MATCH:

A. PARTNER SITE shall contribute a documented in-kind match valued at a minimum of \$5,800.00 for each full-time member, \$4,000.00 for each reduced full-time member, \$2,600.00 for each half-time member, and \$1,100.00 for each quarter-time member and reduced halftime member over the course of the service year or term.

B. PARTNER SITE must provide documentation of in-kind contributions in accordance with STEP AmeriCorps directives using In-Kind Contribution Form, Rider 2.

C. PARTNER SITE is required to submit in-kind each month. In-kind contribution forms are due to STEP AmeriCorps each month by the 5th day of the following month.

D. PARTNER SITE shall document all in-kind support with appropriate justification (staff timesheets, invoices for services, receipts, etc.) and maintain appropriate fiscal records at the site.

F. PARTNER SITE shall adhere to the National Service Criminal History Check by providing clearances (Child Abuse, PA Criminal, FBI and Sexual Offender) for all staff that provide supervision used as In-Kind for the AmeriCorps member(s).

G. Failure to provide in-kind documentation on a timely basis as required or in the amount required will result in non-compliance with this agreement.

III. This document assures PARTNER SITE that STEP AmeriCorps shall:

A. Execute the STEP AmeriCorps program according to all applicable laws (federal, state & local), rules and regulations and notify PARTNER SITE of any changes in regulations or procedures that have an impact on Site's administration of the STEP AmeriCorps program.

B. Screen all applicants for the program, including all four criminal history clearances and reference checks when appropriate.

C. Provide STEP AmeriCorps member with personal and professional training that enhances his or her ability to perform functions and duties as an AmeriCorps member.

- D. Maintain necessary records regarding member (including—but not limited to—applications, resumes, contracts, agreements, assurances, background checks results, worker’s compensation coverage, proof of citizenship, timesheets, evaluations, etc.)
- E. Maintain and administer payroll for members and provide Workmen’s Compensation.
- F. Provide full-time members with health care benefits if applicable, while actively serving.
- G. Provide PARTNER SITE with forms, paperwork and information necessary to adequately administer the AmeriCorps program and work to ensure that all forms, paperwork and information are distributed and collected so as to assure their accuracy and timeliness.
- H. Provide PARTNER SITE with copies of AmeriCorps regulations and rulings as requested.
- I. Provide PARTNER SITE with timely and appropriate feedback regarding PARTNER SITE’s administration of the program.
- J. Address PARTNER SITE’s needs, interests, and concerns in a timely and appropriate fashion.
- K. STEP AmeriCorps program staff shall visit PARTNER SITE no less than two (2) times over the course of the program year in order to assess progress and compliance as well as to provide feedback and assistance.
- L. STEP AmeriCorps program staff will be available to provide training on as needed basis on various aspects of AmeriCorps program, including In-Kind documentation.

IV. Termination of Agreement

- A. Failure to abide by the terms of the Agreement may result in termination of this agreement and immediate removal of AmeriCorps member(s) from the PARTNER SITE; the cash match, required documentation of In-Kind, and other associated costs will be due and payable within 15 days of receipt of invoice and termination action;
- B. If the PARTNER SITE finds it necessary to terminate this contract, written notification 15 days in advance is required.

By this agreement, STEP AmeriCorps and this PARTNER SITE shall work together to further the mission of National Service at the local level. The PARTNER SITE understands and agrees to the terms of this agreement.

Derek Slaught
 Authorized PARTNER SITE Representative's Signature
Mayor

 Print Name of Authorized PARTNER SITE Representative

 Position of Authorized Representative

 Date of Execution of this Addendum

 City Controller

 Date of Execution of this Addendum

 City Clerk

 STEP Representative

 Print Name of STEP Representative

 Position of STEP Representative

 Date of Execution of this Addendum