



CORE Susquehanna AmeriCorps 2021-2022 Partner Site Agreement

This agreement is between CORE Susquehanna AmeriCorps/Union- Snyder Community Action Agency and _____, hereafter referred to as the PARTNER SITE.

Site Administrator: _____

Site Supervisor: _____

Fiscal Contact Person: _____

Mailing Address: _____

Telephone: _____ FAX: _____ Email: _____

PARTNER SITE Federal Identification Number (if applicable): _____

Number of assigned and authorized CORE Susquehanna AmeriCorps participants for AmeriCorps State Grant Year 2021-2022:

_____ Full-time _____ Part-time _____ Reduced Part-time

This document assures CORE Susquehanna AmeriCorps and Union-Snyder CAA that:

1. PARTNER SITE is a 501(c)(3) non-profit or authorized city, county, state, or federal organization.
2. PARTNER SITE shall contribute a cash amount of at least \$6,250.00 per assigned full-time AmeriCorps member, \$4,500.00 for a half-time member, and \$2,700.00 per assigned reduced part-time member. A member is considered assigned when a person signs the member agreement at member orientation. Site shall also contribute a documented in-kind match valued at at least \$0 for each full-time member, \$0 for a half-time member, and \$0 for each reduced part-time member over the course of the program year.

Cash amount is payable by check to "Union-Snyder Community Action Agency". A payment of no less than one-half of PARTNER SITE's total amount shall be due by October 15, 2021. The remaining balance is due no later than January 31, 2021. For summer members, payment is to be made by June 24, 2022. Other arrangements, by mutual agreement, may be made between Program Director, CORE Susquehanna

AmeriCorps, and PARTNER SITE. If alternate arrangements are not made by October 8, 2021, and payment is not made in full by January 31, 2022, a 2% fee of the total amount will be added each month that the contribution is late. **Note: The partner site contribution is both nonrefundable and nonreducible. It should be considered a participation contribution and is not proratable relative to member service. If a member leaves their service site before December 31, 2021, the site is not responsible for the second half payment.** Federal funds are not to be used as match without approval from the providing federal grant.

- A. PARTNER SITE shall provide documentation of in-kind contributions in accordance with CORE Susquehanna directives. In-kind reports are due at CORE Susquehanna on the tenth day of the month following the month for which they are submitted (e.g., October 10th for the period of 1-30 September).
 - B. 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.
3. PARTNER SITE shall execute upon availability all assurances, certifications, and Partner Site Agreements as required under the guidance supplied by the AmeriCorps Agency and/or the Governor's Office of Citizen Services – PennSERVE in accordance with the National and Community Service Trust Act of 1993 as well as guidelines put forth by CORE Susquehanna.
- A. PARTNER SITE shall provide representation (site administrator or member supervisor(s)) at all Partner Meetings (if scheduled).
 - B. PARTNER SITE shall notify CORE Susquehanna staff before changing a member's position description.
 - C. PARTNER SITE shall provide members with thorough orientation to site, including all rules, regulations, policies, procedures, and personnel guidelines.
 - D. PARTNER SITE shall provide CORE Susquehanna a copy of the completed orientation checklist identifying items covered in the orientation.
 - E. PARTNER SITE shall provide members with a safe and sanitary working environment.
 - F. PARTNER SITE shall complete all paperwork in a timely and thorough manner, adhering to established guidelines and procedures including the approval of member hours as recorded on electronic timesheets which are considered federal documents.

- G. PARTNER SITE shall support member participation in monthly Corps meetings, required trainings, service projects and activities, including approving appropriate schedule changes to support this participation and including help and review of data collection by member to insure accuracy. Activities may include emergency disaster relief activities as called for by CORE Susquehanna Program Director. Total participation may reach ten percent of the member's service term.
- H. PARTNER SITE shall secure clearances (Child Abuse, Criminal, FBI, and Sexual Predator) for staff that provide supervision used as in-kind for the AmeriCorps member(s). Members must be accompanied by such staff serving vulnerable populations until all member clearances have been received.
- I. PARTNER SITE shall insure that members assigned to this site are not in violation of AmeriCorps legislation regarding prohibited activities. PARTNER SITES are reminded that three separate incidents of non-compliance are sufficient reasons for CORE Susquehanna to suspend or terminate partnership. Specifically, members are prohibited from:
- 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 this section 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 Corporation assistance is not used to support those religious activities;
-
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 - j. Providing abortion services or referrals for receipt of such services
 - k. **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.
 - l. **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities; and
 - m. Such other activities as the Corporation 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 any of the above activities on their personal time.

Further Guidance on Prohibited Activities of Providing Abortion Services and Referrals

Providing abortions services is limited to:

1. Performing abortions.
2. Being present in the room during an abortion in support of the woman or the procedure.
3. Obtaining or providing medications to induce a medical abortion.

Referrals for abortion services is limited to:

1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion.
 2. 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.
 3. Accompanying or providing translation services for patients obtaining an abortion.
 4. 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 abortion.
 5. 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.
 6. Promoting or encouraging use of abortion as a method of family planning.
- J. PARTNER SITE shall comply with all federal, state, and local workplace regulations.
4. PARTNER SITE shall provide direct supervision and support and adequate workspace for each CORE Susquehanna participant assigned. A member will not be assigned who has been the beneficiary of regular ongoing programming of that agency until a six-month period has lapsed. A three-month time period must intervene before placing a former employee at a site as an AmeriCorps member unless they were completing a designated term closer to beginning a term with CORE Susquehanna.
- A. A site administrator and/or site supervisor shall meet with member weekly to discuss activities and projects relevant to fulfilling the site's AmeriCorps objectives including progress toward stated objectives. Methods to be in place to track data for member accomplishment reports.
- B. A 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 job description submitted by the site to CORE Susquehanna AmeriCorps. This shall include a *minimum* of mid-program and final performance evaluations, for which CORE Susquehanna shall provide appropriate forms and assistance.
- C. The site administrator shall ensure that the 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.

- D. The site agrees not to hire an AmeriCorps member during their term of service to replace their term of service, or for work unrelated to the member's service assignment. If a site desires to release a member before the end of their term, two written corrective notices should be given to the member with verbal explanation before termination. The CORE office should be notified during the process.
5. PARTNER SITE shall provide each member with a minimum of 20 hours of professional development training specific to that site. At least 10 hours of that training shall be provided within the first 90 days of service so the participant can use the training at their sites. A schedule of the remaining 10 hours of professional development training shall be provided to CORE Susquehanna upon member's completion of 90 days of service. Workshops, seminars, and in-services relevant to the type of service participant performs are encouraged. CORE Susquehanna can assist with finding appropriate training when requested.
6. PARTNER SITE shall be responsible to allow data sharing and ensure members record data relative to the achievement of site objectives and that members report data in a timely manner, as requested by the AmeriCorps staff.
 - A. PARTNER SITE shall ensure that members and relevant staff have read and understand the written objectives of the AmeriCorps position.
 - B. PARTNER SITE shall provide the AmeriCorps member with the relevant information and tools to accurately assess and report the site's progress toward the objectives.
 - C. The site administrator and/or supervisor shall read, review, approve, and sign Progress Reports before they are sent to CORE Susquehanna. The site shall maintain a copy of these reports for their records.
 - D. CORE Susquehanna staff shall provide program assistance to any site revising or updating objectives as needed or required.
7. PARTNER SITE understands and agrees to the following:

Nondisplacement:

 - (1) 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.
 - (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) 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.
- (5) 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.
- (6) 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.

Restrictions on fundraising by members:

- (a) AmeriCorps members may raise resources directly in support of the AmeriCorps program's service activities.
- (b) Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
 - (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
 - (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
 - (4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;

(5) Seeking donations from alumni of the program for specific service projects being performed by current members.

(c) AmeriCorps members may not:

- (1) Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- (2) Write a grant application to the Corporation or to any other Federal agency.

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities.

Members may not do additional employment at their service sites during their term of service. Nor may they do service that results in personal profit for themselves or site employees during AmeriCorps hours.

This document assures Partner Site that CORE Susquehanna shall:

1. Execute the 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 AmeriCorps program.
2. Screen all applicants for the program, including criminal background checks.
3. Provide AmeriCorps member with personal and professional training that enhances his or her ability to perform functions and duties as an AmeriCorps member.
4. Maintain necessary records regarding member (including—but not limited to—applications, resumes, contracts, agreements, assurances, background checks, worker's compensation coverage, proof of citizenship, timesheets, evaluations, etc.)
5. Maintain and administer payroll for members. This is contingent upon Federal and State Budgets being approved in a timely manner allowing the transfer of funds to our office.
6. 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.
7. Provide PARTNER SITE with copies of AmeriCorps regulations and rulings as requested.
8. Provide PARTNER SITE with timely and appropriate feedback regarding PARTNER SITE's administration of the program.

Program staff (Director and/or Member Coordinator) shall visit PARTNER SITE over the course of the program year in order to assess progress and compliance as well as to provide feedback and assistance.

9. Address PARTNER SITE's needs, interests and concerns in a timely and appropriate fashion.

Questions or problems regarding the administration of this program may be directed to:

Executive Director
Union-Snyder CAA
713 Bridge St., Suite 10
Selinsgrove, PA 17870
(570) 374-0181
sauman@union-snydercaa.org

And/or

PennSERVE: The Governor's Office of Citizen Service
651 Boas St., Rm 1306
Harrisburg, PA 17120
(717) 787-1971

PARTNER SITE understands that failure to comply with the terms of this agreement may result in removal of AmeriCorps member from the site without reimbursement of contribution amount.

By this agreement, CORE SUSQUEHANNA 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 assurance agreement.

Authorized Representative's Signature

Name of Authorized Representative

Position of Authorized Representative

Date of Execution of this Assurance

CORE Susquehanna AmeriCorps Program
Director

Date of Execution of this Assurance