

**AmeriCorps HOST AGENCY AGREEMENT**  
**Senior Connections**

**Program Year: September 1, 2016 through August 31, 2017**

This agreement entered into \_\_\_\_\_ (date), 2016, by and between the Green River Area Development District (GRADD), and the sponsoring fiscal agent \_\_\_\_\_, herein referred to as Host Agency.

**ARTICLE I**

The Host Agency agrees to provide \$5,250 for 1 member. The fee will be due by September 30, 2016 unless other arrangements are made in writing with Debra James, Associate Director of Finance at GRADD. Failure to meet the payment schedule may result in the loss and reassignment of the AmeriCorps member slot.

Should the member terminate before January 1, 2017 the Host Agency will be reimbursed a prorated amount of the fee based on the number of hours served. On January 1, 2017 the entire fee is nonrefundable.

Members will be reimbursed for travel as required by the service site estimated at .39 cents per mile or other reimbursement policy of the host agency which is \_\_\_\_\_.

Each party to this agreement respectively assumes responsibility for liability, real or alleged, arising from their respective activities pursuant to this agreement, or the activities of their respective agents, servants or employees shall be liable to any third parties for any act of omission of the other party, its agents, servants or employees.

**ARTICLE II**

The GRADD Senior Connections AmeriCorps program provides direct services, improved nutrition, socialization and transportation to Medicare recipients, seniors and disabled individuals. We seek to improve the quality of life for our clients in the Green River Area Development District, and to reduce the rate of hospitalization of Medicare recipients. A broad member service description is provided by the program staff and site supervisors are encouraged to develop a site specific service description.

Members agree to serve a minimum of 1,700 hours of community service. Up to 20% of a member's hours (340 hours) may be used for training required by GRADD, the Corporation for National Community Service, or the Kentucky Commission on Community Volunteerism and Service (KCCVS). No more than 10% of a member's hours (170 hours) may be used for fund raising activities.

Members are required to:

- 1 Attend AmeriCorps Orientation and Enrollment on Sept 1<sup>st</sup> & 2<sup>nd</sup>, 2016
- 2 Participate in Senior Day Out at the Mall Sept 22<sup>nd</sup>, 2016

- 3 Members must participate in Community Emergency Response Team (CERT) training (8 classes) provided by county emergency management staff.
- 4 Attend the AmeriCorps swearing in event in Owensboro October 18<sup>th</sup> & 19<sup>th</sup>
- 5 Participate in MLK Jr Day of Service January 16<sup>th</sup>, 2017
- 6 Attend GRADD Volunteer Appreciation and Awards luncheon in April
- 7 Participate in a food drive for seniors as a service project
- 8 Participate in Celebration of Service program in August

These commitments represent about one day a month, or about 5% of the member's time commitment.

Member prohibited activities:

**§ 2520.65 What activities are prohibited in AmeriCorps subtitle C programs?**

(a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following 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 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;
- (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 proselytization;
- (8) 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 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;
- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as the Corporation may prohibit.

(b) 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.

*[67 FR 45359, July 9, 2002. Redesignated at 70 FR 39597, July 8, 2005. Amended at 73 FR 53752, Sept. 17, 2008]*

### **ARTICLE III**

The service site supervisor responsibilities include:

- Assure that the member is not displacing a paid employee position; by law, members may not under any circumstances perform services, duties, or activities that had been assigned to an employee or to an employee who has recently resigned or has been discharged. Programs may not use a member in a way that will displace an employee or position or infringe on an employee's promotional opportunities.
- Assist with recruitment, interviewing and selection of their AmeriCorps member;
- Provide service site orientation and training as needed;
- Provide day-to-day supervision;
- Assign service activities as per the approved role description;
- Assure member completes required hours of service. Notify GRADD should problems arise concerning hours of service;
- Verify members hours of service and sign members time sheets provided;
- Evaluate members service performance twice yearly and submit completed forms to GRADD;
- Allow members to attend required training provided by GRADD, KCCVS or CNCS and to assist with service projects coordinated by the program.
- Reimburse the AmeriCorps member for all travel cost incurred at the request of the service site according to service site policy.
- Institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.
- Attend a site supervisors meeting scheduled by the GRADD staff.

### **ARTICLE IV**

The program staff at GRADD will:

- Administer and manage all program activities;
- Recruit, interview, enroll, train, motivate and retain AmeriCorps members;
- Monitor service sites twice a year for compliance with grant provisions;
- Facilitate training and support meetings for all members;
- Provide financial administration including any and all reimbursement to AmeriCorps members for living allowance, worker's compensation insurance, health insurance, and required background checks on AmeriCorps members;
- Schedule and coordinate community service events;
- Provide assistance to the service site on program and personnel issues;
- Provide a site supervisors handbook with relevant information to the program;

- Provide all forms necessary for meeting program requirements; and
- Provide a monthly newsletter to keep members and supervisors informed.

## ARTICLE V

Either party shall have the right to terminate this agreement upon 10 days written notice to the other party.

## ARTICLE VI

The individual executing this agreement on behalf of the Host Agency certifies that he/she is legally entitled to enter into the subject agreement with GRADD, and that he/she is not or will not be violating either directly or indirectly any conflict of interest statute or principle by the performance of this agreement.

The individual executing this agreement on behalf of GRADD certifies, by signature hereinafter, that he/she is authorized to enter into this agreement on behalf of GRADD, and that he/she is not or will not be violating, nor is aware of any violation by others, of any conflict of interest policy or statute.

The Host Agency's authorized official certifies by the following signature, that he/she has read and understands the Host Agency's responsibilities and further agrees to the terms of this agreement.

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Host Agency / Fiscal Agent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jiten Shah, Executive Director

\_\_\_\_\_  
GRADD signature

\_\_\_\_\_  
Date