Kittitas County
Review Form
Grants & Contract Agreement

Today's Date 04/04/2013		Agenda Date
Fund/Department 116-Public Health		

Contract/Grant Information

Contract /Grant Agency: National Bonner AmeriCorps Program Agreement		
Period Begin Date: 11/29/2012		Period End Date: 01/30/2013
Total Grant/Contract Amount: None		
Grant/Contract Number:		
Contract/Grant Summary: The National Bonner AmeriCorps Program Agreement outlines the responsibilities of an organization hosting a National Bonner AmeriCorps Program member.		

Recommendation for Board of Health and Board of Health Review on _____

Department Head Signature: _____, Administrator Date:_____

Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:
APPROVED AS TO FORM:

_____

Signature of Prosecutor's Office Date

_____

Signature of Auditor's Office Date

_____

Signature of Board of Health member Date

Financial Information

Total Amount $None	State Funds $	Federal Funds $
Percentage County Funds	Matching Funds $	CFDA#
	In-Kind $ Explain	
Is Equipment being purchased?	Who owns equipment?	
New Personnel being hired?	Contact HR hiring – reporting requirements	

Future impacts or liability to Kittitas County:

Budget Information

Budget Amendment Needed?	Yes ☐ attach budget form	No ☐ Why not
New Division Created?		
Revenue Code		

Pass Through Information

Agency to Pass Through	
Amount to Pass Through	$
Sub-Contract Approved	Date:

Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes ☐ No ☐

County Departments Impacted

	Auditor		Facilities Maintenance
	Information Services		Human Resource
	Prosecutor		Treasurer

Submitted

Signature:	Date:
Department:	

Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	
Who Signed the grant application	

Reviewer	Date

National Bonner AmeriCorps Program

Service Site Agreement 2012-2013

The National Bonner AmeriCorps Program is jointly managed by The College of New Jersey and the Corella and Bertram F. Bonner Foundation and is funded through the Corporation for National and Community Service. This Agreement outlines the responsibilities of an organization hosting National Bonner AmeriCorps Program Members.

"Service Site" refers to the non-profit organization where Members of the National Bonner AmeriCorps Program are serving. "Site Supervisor" refers to the person who is officially and directly managing Members of the National Bonner AmeriCorps Program during their AmeriCorps service hours. "Members" refers to the National Bonner AmeriCorps Program participants designated to serve at the Service Site. The "Foundation" refers to the Corella and Bertram F. Bonner Foundation. The "College" refers to The College of New Jersey.

By signing this document, the Service Site and the designated Site Supervisor agree to:

• Provide an opportunity for Members to engage in meaningful service leading to a positive impact on the community. Service provided by Members must result in specific identifiable and measurable outcomes or improvements that would otherwise not have been provided to meet essential needs of the community being served. The activities of Members should also allow for personal growth and enhanced learning about the community and the residents thereof.

~~• Service Sites must ensure that Members are not left alone with persons of a vulnerable population (i.e. children age 17 years and under, persons 60 years of age or older, or individuals with disabilities) until required Member Criminal History Checks are completed. The Service Site must ensure that Members are accompanied at all times by an authorized program official who has been cleared for access to vulnerable populations until the Member's Criminal History Checks have been completed. The Corporation for National and Community defines "accompaniment" as follows: "An individual is accompanied when he or she is in the physical presence of a person cleared for access to vulnerable populations." To be cleared to provide accompaniment, a Site Supervisor must successfully pass the criminal history check required by the Service Site for access to the vulnerable populations. Individuals who have not been subject to the criminal history check required by the Service Site CAN NOT provide accompaniment. AmeriCorps Members can not provide acompaniment for fellow Members. The Campus Administrator should inform the Service Site of the status of Member Criminal History Checks on an on-going basis. **As of January 1, 2013,** in the interests of protecting those served by AmeriCorps Members, the Corporation for National and Community Service will begin requiring all Members to undergo FBI criminal history checks. The College of New Jersey in~~

~~partnership with the Corella and Bertram F. Bonner Foundation has determined that the financial and administrative burden of this requirement is too great to absorb and have filed a request with the Corporation for National and Community Service to exempt Members from this requirement. However the College in partnership with Foundation will not receive notification of the decision on its waiver request until after January 1, 2013. Therefore, as a result of this requirement, Members who serve vulnerable populations MUST BE ACCOMPANIED at all times by a Site Supervisor who has been cleared for access to vulnerable populations. By signing the Service Site Agreement, the Service Site agrees to provide appropriate accompaniment in accordance with the policy.~~

• Ensure that Members do not, under any circumstances, perform services, duties, or activities that are assigned to an employee or were previously assigned to an employee who has recently resigned or has been terminated. The Service Site may not use Members in a way that will displace an employee or infringe upon a current employee's promotional opportunities. The Service Site may not allow Members to fill in for absent or on-leave employees.

• Provide on-site training and encouragement to Members as needed and accepted, as well as equipment and/or materials for use by Members to complete their assigned service responsibilities.

• Ensure that Members do not participate in any AmeriCorps Prohibited Activities (official list in Addendum A) while performing AmeriCorps service hours. Prohibited Activities include, but are not limited, to the following: participating in efforts to influence legislation; participating in partisan political activities or voter registration drives; participating in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; displacing paid employees; performing routine administrative duties not related to direct service activities; engaging in religious instruction or conducting worship services; constructing or maintaining facilities primarily devoted to religious activity; engaging in religious proselytizing; providing a direct benefit to a for-profit entity, labor union or partisan political organization; providing abortion services or making referrals to such services; participating in activities that pose significant risk to participants or raising funds to pay for the operating expenses of the Service Site. 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.

• Ensure that any fundraising activities involving Members conform to the regulations of the Corporation for National and Community Service. A Member may only raise funds directly in support of his or her service activities. For example, Members may seek donations of books from companies and individuals for a program in which volunteers teach children to read or secure supplies and equipment from a company to enable volunteers to help build houses for low-income individuals. Members may not engage in fundraising activities for any purpose other than directly supporting their service activities. Members may not, under any circumstances, raise funds for the organization's general operating budget or endowment nor may Members raise funds in support of an organization's service activities that benefit individuals residing outside of the United States.

• Ensure that AmeriCorps service placements are accessible to Members with disabilities. The Service Site must provide reasonable accommodation to the known intellectual or physical disabilities of Members. All Member selections and placements must be made without regard to the need to provide reasonable accommodation.

• Monitor hours, service activities, and training and enrichment activities. Members shall record hours on a regular basis, and the Site Supervisor shall maintain a record of those hours. Additionally, the Site Supervisor is responsible for reviewing and signing Members' hour logs on a monthly basis either electronically via the Bonner Web-Based Reporting System (BWBRS) or via hard copy hours logs printed from BWBRS. The Site Supervisor will also be asked to assist with performance evaluations for Members serving at their site.

• Report immediately in writing to the Member's Campus Administrator any problems or work-related accidents. If the Site Supervisor becomes aware that a Member has been convicted of any drug violation occurring in the workplace or during the performance service hours, the Site Supervisor must also report said information to the Member's Campus Administrator in accordance with the Drug Free Workplace Act.

• Acknowledge that Members can be suspended from service for disciplinary reasons or for compelling personal circumstances.

• Recognize that program participants are Members of the National Bonner AmeriCorps Program and may occasionally need to participate in national and/or program service initiatives such as the MLK Day of Service, and the Service Site agrees to support Members in participating in such initiatives.

• Acknowledge that it is against the law for organizations that receive Federal assistance from the Corporation for National and Community Service via AmeriCorps to discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliation. Participation in AmeriCorps is based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliation. It is also unlawful to retaliate against any person who or organization that files a complaint about such discrimination.

• Ensure that Members are covered by your agency or organization's liability insurance and maintain documentation of such coverage. The Service Site must also provide said documentation to the The College of New Jersey in partnership with the Corella and Bertram F. Bonner Foundation if requested.

• Provide documentation of tax-exempt status (please attach documentation e.g., page 1 of IRS Form 990).

The term of this Agreement shall be from November 29, 2012 until January 30, 2013.
The Site Supervisor, the Executive Director of the Service Site, and the Campus Administrator hereby acknowledge by their signatures that they have read, understood, and agree to all terms and conditions of this Agreement.

_____
Campus

_____
Name of Service Site

_____ _____
Name and Signature of Site Supervisor Date

_____ _____
Name and Signature of Executive Director Date

_____ _____
Name and Signature of Campus Administrator Date

Please attach documentation of non-profit status to this signed Service Site Agreement.

National Bonner AmeriCorps Program

Addendum A

AmeriCorps Prohibited Activities

There are certain activities including lobbying, political, religious, or advocacy activities that AmeriCorps members and staff may not perform in the course of their duties while charging time to the AmeriCorps program or at the request of the Program. Furthermore, Members and staff may not engage in any conduct in a manner that would associate the National Service Program or the Corporation for National and Community Service with the Prohibited Activities. Members must become familiar with the specific prohibitions in the Corporation's formal regulations (45 C.F.R. B2520.30) and the grant provisions. The list of Prohibited Activities includes:

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- 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;
- 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;
- Providing a direct benefit to:
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - 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
  - An organization engaged in the religious activities described above, unless Corporation assistance is not used to support those religious activities.
- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;

- Raising funds in efforts to supplement or enhance an AmeriCorps living allowance;
- Raising funds for an organization's operating expenses or endowment;
- Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service;
- Writing grant applications for funding provided by any other Federal agency;
- Administrative work that does NOT benefit the Member's approved direct service activities;
- Providing abortion services or referrals for receipt of such services; and
- 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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so. There are certain activities, including lobbying, political, or advocacy activities, that one may not perform as an AmeriCorps Member. Members may not engage in any conduct that would associate the National Service Program or the Corporation for National and Community Service with any prohibited activity.