

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8879

DATE 4-11-19

TITLE

Resolution to Approve the Partner Host Site Addendum between the City of Williamsport and STEP AmeriCorps for a Part-Time AmeriCorps Service Member in the Recreation Department

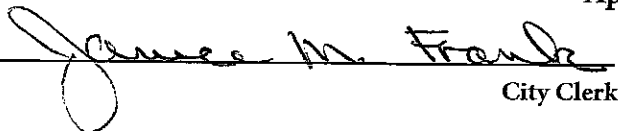
WHEREAS, the City and STEP AmeriCorps have partnered in the 2018-2019 service term for the use of a part-time service member in the Recreation Department through resolution #8805; and

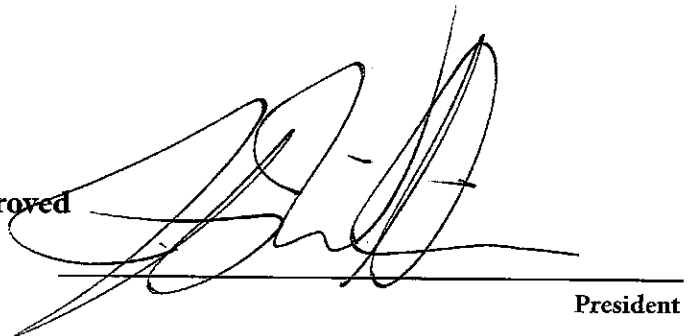
WHEREAS, the AmeriCorps Service Member has elected to end their AmeriCorps participation after serving 360.75 hours from August 24, 2018 through December 7, 2018; and

WHEREAS, STEP AmeriCorps has requested an addendum to their previous agreement

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 partner host site addendum with STEP AmeriCorps.

Approved


City Clerk


President



RECREATION DEPARTMENT
CITY OF WILLIAMSPORT

M E M O R A N D U M

DATE: April 5, 2019
TO: City Council Members (7); Mayor Campana
FROM: Jess Novinger
SUBJECT: STEP AmeriCorps Partner Agreement Resolution

Attached for Council action Thursday, April 11, 2019 is a resolution authorizing the City to execute an addendum to a partnership agreement and proceed with a partial payment of \$1,853.52 from line item #10-2220-51010 for the hours completed by Kayla Drummond in the Recreation Department August 24, 2018 through December 7, 2018.

The Recreation Department benefited tremendously by having Kayla as a part-time AmeriCorps Service member in the office. Specifically, Kayla had gone above and beyond in the 2017-2018 service term by completing well over 400 additional service hours. Kayla completed 360.75 hours in the short time she was with the Recreation Department for the 2018-2019 term.

Attached is the Partner Host Site Addendum, stating that we understand that Kayla did not complete all of her service term for 2018-2019 and that the position was unable to be filled by someone else due to the number of hours required for completion prior to August 2019. There were no current members willing to accept the terms for the remainder of this service agreement. The City agrees to pay a partial payment of \$1,853.52 to compensate STEP AmeriCorps for the hours Kayla was able to complete before finding gainful employment elsewhere (the point of the AmeriCorps Program). The Recreation Department will seek another part-time member for the 2019-2020 service term.

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



STEP AmeriCorps
2018-2019 Partner Host Site Addendum
Service Year August 20, 2018 to August 19, 2019
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: Jessie Novinger, Director of Recreation & Special Events
Site Supervisor: Jessie Novinger
Mailing Address: 245 West Fourth St., Williamsport, PA 17701
Telephone(570)327-7510(570)447-2230 cell FAX(570)327-7525
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, 2018. The second payment is due on or before December 31, 2018. 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.

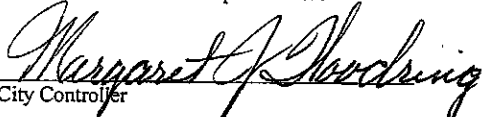
By this agreement, STEP AmeriCorps and this PARTNER SITE shall work together to further the mission of National Service at the local level. The PARTNER SITE understands and agrees to the terms of this agreement.


 Authorized PARTNER SITE Representative's Signature

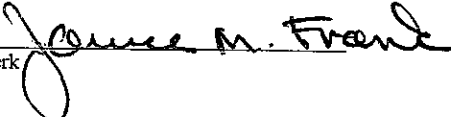
 Print Name of Authorized PARTNER SITE Representative

 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