



2018-19 CTEP AmeriCorps Host Site Application Instructions

The Community Technology Empowerment Project (CTEP) is now seeking host sites for the 2017-18 Program Year. CTEP is an AmeriCorps program of Saint Paul Neighborhood Network. CTEP has operated in the Twin Cities metro area in Minnesota in since 2004. 35 CTEP AmeriCorps members will begin their term of service September 4th 2018 and complete August 31st 2019. Specifically, CTEP AmeriCorps members help low-income families, new immigrants, and individuals with disabilities better use technology resources, primarily for the purpose of obtaining employment. In the past year alone, CTEP members found employment for 700+ community members in the Twin Cities, and have certified 1500+ individuals a year in technology literacy competency. CTEP also places a very high value on AmeriCorps member training and collaboration, and 96 percent of our AmeriCorps members have successfully completed the program in the past five years. CTEP has successfully been awarded federal funding since its beginning in 2004.

We seek to partner with organizations that have existing technology programs serving community members. These partner agencies should not reside more than forty-five minutes travel time from the center of the Twin Cities so that members are able to meet on a twice monthly basis for member training and collaborative projects.

HOW TO COMPLETE

If you would like to apply after reviewing the Application Instructions and the Appendix sample Host Site Agreement, please email completed application form (separate document on our website) to **Joel Krogstad**, krogstad@spnn.org as an electronic attachment by no later than **Fri Jan 12, 2018 at 5 PM**. You do NOT need to sign and submit the sample host site agreement included in these instructions at the time of application.

Site Application Process Timeline for Twin Cities Partners

Informational Session on CTEP program and application (Recommended for Sites who have never had a CTEP AmeriCorps member)	Tues Jan 2, 2018 at 12-1 at the CTEP office at 550 Vandalia Street, Suite 170. Please email krogstad@spnn.org to RSVP if you are interested
Application due date for new and renewing partners:	Fri Jan 12, 2018 at 5 PM
Notification of initial partner acceptance and allocation of member slots:	Fri Jan 26, 2018
Host Site Agreement:	To be signed by April 20, 2018
Member Interviews and Placement:	Feb through Aug 1, 2018 (desired)
Members begin service term	Sept 4, 2018
Site Fees due	Oct 4, 2018

CTEP staff then notifies partner applicants of site approval and member slot allocations. Member slot allocations DO NOT guarantee placement of an AmeriCorps member at the site. There is no guarantee of placement. After the initial acceptance and allocation, both the site and CTEP staff conduct the hiring process. Hiring, or filling a slot, is dependent upon mutual agreement of CTEP staff, partner site supervisor, and the candidate, as well as continued federal funding of the program.

CTEP will allot slots to sites only up to the total availability of 35 members in the Twin Cities area. This means that if your site is approved for one or more members, your slots will be protected to a certain date. Due to the incredible importance for CTEP to fill our slots completely by September, a site must fill their slot by Aug 1, 2018 or CTEP may open that slot to other organizations interested. CTEP also reserves the right to reallocate your approved slot(s) before Aug 1 if the site is not demonstrating sufficient efforts to recruit and hire a member in a timely manner. If your site does not end up with a member for the program year, no site fee will be due.

ABOUT AMERICORPS

Congress provides funding for the AmeriCorps program through the Corporation for National and Community Service (CNCS). Federal funding for AmeriCorps projects covers members living allowances for 12 months, health and dental plan and includes an educational stipend following successful completion of members' service year. Visit www.americorps.org to learn more about supporting an AmeriCorps member.

PROJECT HISTORY

In July of 2004, four partner organizations interested in providing better technology access and skill building opportunities for metro area low-income residents were awarded a three year AmeriCorps grant for a new program-- The Community Technology Empowerment Project, (CTEP). Original sponsors were the Community Computer Access Network (C-CAN), the MN Department of Human Rights, the City of Minneapolis, and our current fiscal host the St. Paul Neighborhood Network. CTEP was awarded subsequent three year federal grants in 2007, 2010, 2013, and 2016. CTEP has federal funding approved until 2019.

CRITERIA AND PROCESS FOR SELECTION

The application has four sections: Host Site, Member Request, CTEP Program Goals, and Program Management. The strength of each section is worth a quarter of an overall score used to determine site selection. We anticipate more applications than slots, and final site allocation will be a group determination of the two CTEP Program Staff and the Executive Director or SPNN.

INSTRUCTIONS FOR SECTION I: HOST SITE

Before applying for the CTEP AmeriCorps program, please review our sample Host Site Agreement at the end of this document, and discuss the programs' focus with your Executive Director to make sure there is a good "mission fit" between our expectations and your program goals and objectives.

CTEP typically partners with non-profits, libraries, community centers, and out-of-school time programs who serve our target populations: those who are low-income, are unemployed or underemployed, and have low technology skills. We do not traditionally partner with for-profit organizations or schools. The partner ideally should already have some technology literacy programming, and ideas on how this programming could be expanded through the efforts of a CTEP AmeriCorps member.

We hope that sites have aspirations for being partners with CTEP for more than one year. Many capacity building initiatives that we hope that CTEP AmeriCorps members initiate may take longer than one service year to implement. CTEP AmeriCorps, like any other AmeriCorps program, is not designed to be a long term solution to building capacity or providing direct service at your site. AmeriCorps members are not meant to serve or replace crucial staff roles, but instead build the capacity of organizations and start new programming that should eventually be run by the organizations without the assistance of AmeriCorps.

Partner sites must reapply every year to remain in the program, and current partners may also have their acceptance fast tracked earlier in the year if they have a positive record of meeting programmatic outcomes, have high site stability, and are currently hosting a 2nd year service member.

Previous and current hosts for CTEP AmeriCorps members in the Twin Cities have included:

- Adult Education Center- Columbia Heights Fridley
- Adult Options in Education
- Asian Media Access
- Casa de Esperanza
- City of Minneapolis
- CLUES
- CommonBond Communities
- CTV North Suburbs
- East Side Neighborhood Services
- Eco Education
- e-democracy.org
- EMERGE Community Development
- Employment Action Center
- Guadalupe Alternative Programs
- Hmong American Partnership
- Hennepin County Library
- Hubbs Center for Lifelong Learning
- HIRED
- Independent Filmmaker Project MN
- Interfaith Outreach
- Intermedia Arts
- International Education Center
- International Institute of Minnesota
- KFAI Fresh Air Radio
- La Escuelita
- Latino Economic Dev Center
- Lifetrack
- MetroSouth ABE
- Minneapolis Parks and Recreation
- Minneapolis Television Network
- Minnesota Literacy Council
- MN Dept of Human Rights
- MN Computers for Schools
- MN Workforce Center
- Neighborhood Development Center
- Neighborhood House
- Neighborhood Learning Community
- Office for Business and Community Economic Development
- PACER Center
- Park Ave Youth & Family Services
- PCs for People
- Phyllis Wheatley Center
- Pillsbury United Communities
- Project for Pride in Living
- Ramsey County Library
- Reve Academy
- Sabathani Community Center
- Saint Paul Neighborhood Network
- Saint Paul Public Housing
- Saint Paul Public Library
- Science Museum of Minnesota
- Twin Cities Housing Development
- Transitions Plus
- Wilder Foundation
- YMCA of the GreaterTwin Cities
- YWCA Saint Paul

The CTEP project is a collaborative, project-based program. By participating in this program, your organization becomes a partner in CTEP and a **federal sub-grantee**—responsible for the sustainability and success of the AmeriCorps project. Agencies benefit both from the resources made available by both the Corporation for National and Community Service (through the AmeriCorps program), the State of Minnesota (through state ServeMinnesota Innovation Funds) and from collaboration with other project partners in this initiative.

We view site supervisors as project partners, working closely with their AmeriCorps member to improve the technology outreach and programming at each location. Members cannot do this alone; they require ongoing commitment, support and interaction with host site supervisors to be successful. You must have a dedicated supervisor for each member your agency requests, and each supervisor needs to provide documentation for a minimum of 15 in-kind hours each month per member.

Partners who are reapplying must have a positive record of member support, responsiveness to CTEP staff, and reporting performance to be considered for reapplication. CTEP will also give preference to service sites who are serving a unique community not served by other CTEP partner sites or by other AmeriCorps programs.

INSTRUCTIONS FOR SECTION II: MEMBER REQUEST

Sites should indicate how many full-time member(s) “slots” they are requesting in the Application. There is no maximum number of members that you may request, although three or more CTEP members serving out of one service site location will be unlikely to be approved due to CTEP’s desire to increase our geographic and client diversity. Please rank your positions in order of importance.

INSTRUCTIONS FOR SECTION III: CTEP PROGRAM GOALS

CTEP members teach technology literacy skills to adults as they relate to obtaining employment, as well as secondarily improving civic and social opportunities. CTEP members serve in community technology centers which are located within nonprofit organizations, public housing facilities, and libraries. They teach specific software skills, such as Microsoft Office and teach workforce readiness classes geared towards English language learners using interactive software.

CTEP members proctor objective online pre- and post- assessments to measure increases in technology literacy skills. CTEP has helped to pilot the Northstar Digital Literacy Standards, developed by the Saint Paul Literacy Consortium with funding from the Otto Bremer Foundation. The assessments take roughly 30-45 minutes for a learner to complete and are free and available on the internet. CTEP will looking for each service site to have at least 46 community members take and pass a pre and post test assessment in at least one of the following technology literacy standards:

- Basic Computer Use
- Internet
- Windows or Mac OS X Operating System
- Email
- Microsoft Word
- Excel
- Social Media
- PowerPoint
- Information Literacy
- Typing

You can review these assessments online at: www.digitalliteracyassessment.org. Each assessment has about 30 questions, and for a community member to be counted as making progress, they would need to score less than the certification level of 85 percent on the pre assessment, and score more than 85 percent on the post assessment. Pre-assessments are optional if the community member has no prior experience with the subject area. Sites will have to adjust or replace curriculum to make sure that curriculum correlates to competencies within the Northstar assessment. CTEP will provide standardized curriculum connected to each standard if needed. Of course, members can teach learners other employment related technology skills above and beyond this list, but at least one of the Northstar standards must be incorporated into programming.

New for 2018, CTEP is also piloting digital storytelling and professional portfolios that could demonstrate mastery of Northstar as an alternative to assessments. Please contact Joel at CTEP if you are interested in learning more about this opportunity.

Majority of participants that members serve should have at least intermediate English skill level. This is because the online technology pre and post assessments that the learners will proctor are currently in English language and would be too difficult for a low English language learner.

Criteria for site selection:

1) Each CTEP member should have a minimum of:

50 community participants take and pass as least one of the Northstar Standards
18 community participants will find employment at last partially due to efforts of member
15 volunteers managed or recruited at their site by member

All things equal, CTEP will allocate to sites that can best meet or exceed these outcomes. All three outcomes are expected of each member. Sites cannot double count community participants or volunteers if there is more than one CTEP member at the site. Current and past performance of existing CTEP partners regarding these outcomes will be a factor in site selection.

2) Partners will receive preference that **prioritize class based programmatic instruction over one-on-one open lab assistance for their member's direct service**. This is because it will be difficult for community members to complete and pass the online assessments if they only come to the lab one or two times to get assistance on a specific need. Sites will also receive preference that have robust systems in place to track community members in securing employment once instruction is complete.

CTEP aligns ourselves with the Obama Administration's priority areas for Economic Opportunity and Capacity Building. **All CTEP members should either be involved in assisting in job training and placement. Additionally, all CTEP AmeriCorps** participate in member development activities, and complete CTEP based civic engagement projects during their service year.

AmeriCorps members serve at their site for 80% of their service term hours. CTEP recommends that a full-time member's schedule should average 35 hours a week which will provide the member enough hours to account for vacation days, sick days, and holidays. This average of 35 hours a week includes CTEP Project Hours, Training Hours, and Member Development Days (on the first and third Friday of every month).

All CTEP members divide their service time in the same way:

- 1) Direct service activities at host site (teaching classes, running workshops, etc.) (40% of time)
- 2) Capacity building activities at host site (i.e. volunteer mobilization, staff training, program development and assessments) (40% of time)
- 3) Required CTEP AmeriCorps trainings and Site Specific Trainings (10% of time)
- 4) CTEP Civic Engagement Activities (10% of time)

Members will:

1. Conduct **Site Capacity Assessments** at each site, at the beginning, mid point, and end of their service year.
2. **Support Volunteer Mobilization Efforts.** The CTEP program will as a whole be expected next year to recruit or manage 675 volunteers who will provide 7,000 hours of service to the community. AmeriCorps members will each serve to mobilize community volunteers to support technology and outreach efforts at partner agencies.
3. **Create New or Expanded Technology Literacy Programs.** AmeriCorps members will serve with partner agencies to expand existing, or implement new technology literacy programs. Programs will be designed to meet the unique needs of non-English speakers, those with limited education or literacy levels, and those with disabilities.
4. Teach classes and mentor individual community members as part of their **Direct Service Activities**, and objectively assess job skill improvements through proctoring Northstar Digital Literacy Assessments and creating Digital Storytelling/Professional Portfolios.
5. **Improve Agency Outreach Efforts.** AmeriCorps members will serve with agency staff and volunteers to create and distribute critical health, education, employment, civic and citizenship information to better serve low income, non-English speaking and residents with disabilities. Members will use emerging technology tools, such as Internet publishing tools ("blogs"), digital video and multimedia to produce brochures, flyers, websites and public service announcements to better reach these limited literacy audiences. Important public information concerning health care, housing, education, employment or civic issues and opportunities will be made more accessible to members of the community who have language or other barriers.
6. **Train Staff** at host site to lead programming, leading to eventual graduation of host site from the program.

INSTRUCTIONS FOR SECTION IV: PROGRAM MANAGEMENT

Total program budget is 2.6 million dollars for the current three-year period, or \$867K each year. CTEP matches 53% of program costs in cash and in-kind donations, including paying for all members' health insurance and FICA, and most other program operating costs. Our total cash match amounts to \$295K annually. Host site admin fees contribute \$245K to this cash match; the rest we raise from local foundations. The final portion of our budget is in-kind donations of staff time, member office space and other partner resources.

To help cover our match, our CTEP Program Administrative Fee is \$8000 per full-time Member. Please note that you cannot use federal funding to pay your site fee, as we cannot match federal funding with other federal funds.

Part of the site fee actually goes back to paying the CTEP member a slightly higher living allowance than what CTEP is required to provide. This results in higher quality members and a comparative advantage as

compared to other AmeriCorps programs. The site fee also automatically covers the CTEP partner to be a Northstar project sponsoring site, which would normally be a \$500 per year cost.

An additional cost to partner agencies would be monthly transportation pass or mileage reimbursement for your member(s) if they must travel between service sites during the course of their day.

Sites will receive preference if your agency is able to provide additional support to the CTEP program beyond the site fee (e.g. support with Member development, facilities space for member trainings for 35 individuals, discounts on services to your and other CTEP members, subsidy of the member's rent, etc.).

Also, please review (you do not need to sign or submit) the Host Site Agreement, as these are the conditions that you would be agreeing to in a formal partnership.

We look forward to your application!

For more information about this application, contact us via email or phone.

Primary Contact:

Joel Krogstad
Program Director
CTEP AmeriCorps
550 Vandalia Street, Suite 170
Saint Paul MN 55114
krogstad@spnn.org
651.298.8918

CTEP Project website: <http://spnn.org/ctep>

AmeriCorps: <http://www.americorps.gov>



NOTE: CTEP will only ask approved partners to sign the host site agreement in April 2018. This Sample Agreement is included in the Host Site Application so that applicants fully understand the conditions of the partnership before applying.



2018-2019 HOST SITE AGREEMENT

By and between

Sponsor: Community Technology Empowerment Project (CTEP),
An AmeriCorps program of Saint Paul Neighborhood Network

And

Community Partner Agency: _____

Instructions for Community Partner:

- 1) Site will receive a pdf version of the agreement already signed and dated by the Executive Director of Saint Paul Neighborhood Network.
- 2) Both authorized signer and site supervisor should read the entire agreement thoroughly.
- 3) Discuss any concerns or suggestions for amendments with CTEP staff
- 4) Authorized signer should print out and sign the agreement on page 15.
- 5) **Return to CTEP staff by April 20, 2018.** Please scan the entire co-signed document and email it to krogstad@spnn.org.
- 6) Keep a co-signed agreement for your records.

This document defines the responsibilities of the Sponsor and the CTEP Community Partner with respect to CTEP AmeriCorps Member(s) to perform services to strengthen and supplement efforts to improve the technology literacy for low income families, recent immigrants, and residents who may have physical or mental disabilities.

Member Award

The Community Partner is awarded the following members for the 2018-19 program year:

- ☐ Full-Time (1700 Hours)

Questions?

Contact Joel Krogstad, CTEP Program Director, at (651) 298-8918 or krogstad@spnn.org.

I. Terms of the Contract

- A.** This Agreement shall become effective on the start date of the Member and shall terminate on the last day of service, unless terminated early by either partner. Any early termination of the Host Site Agreement between the Sponsor and the Community Partner will result in the termination of all provisions within this Host Site Agreement, with the exception of financial obligations outlined in Section III. Full-time CTEP Members will begin service as early as September 4, 2018 in order to complete the required 1700 hours of service by August 31, 2019.
- B.** The Sponsor may transfer a CTEP AmeriCorps Member from one Community Partner to another if the Sponsor determines that the Community Partner has a consistent pattern of not being able to meet the obligations of this agreement, and after attempts at redress it appears unlikely that necessary compliance from the Community Partner can or will be met.

II. CTEP Role and Responsibilities

The CTEP AmeriCorps Program will:

- A.** Pay living allowances on a bi-weekly schedule, as well as provide a health insurance option, and worker's compensation for the Member.
- B.** Work to assist the Community Partner recruit incoming CTEP Members and conduct a first interview with all applicants to ensure that they meet AmeriCorps eligibility and are a strong match with the mission of CTEP and partner organizations. CTEP staff performs criminal background checks on all applicants who accept position offers but before they begin their term of service or sign their acceptance letter. The check will include a fingerprinted FBI background check, Minnesota Bureau of Criminal Apprehension (BCA statewide check) and a check of the National Sex Offender Registry. CTEP will provide a copy of the background results only if the host site requests the documents, and member consents that the information can be shared with the site. If for some reason the background check is not complete by their start date, the applicant may participate in the pre-service orientation but cannot serve community participants alone at their site until the record is received. CTEP in most cases will not place applicants who have been convicted of a violent crime.
- C.** Provide an orientation for Members and Host Site Staff. Site Supervisors will receive information and training on:
 - 1.** Instruction on time and activity reporting, and other documentation on AmeriCorps and Program personnel policies and grievance procedures;

2. The AmeriCorps and the National Service movement and the Program operation, goals and objectives; and
 3. Supervision of Members.
- D. Serve as provider of training and technical assistance for Members throughout the program year. Such assistance includes:
1. Development and implementation of training sessions, Member meetings, community service projects, and statewide Member events;
 2. Site visits by the CTEP program staff three times a year;
 3. Provision of service gear for Members; and
 4. Provide other support and assistance as needed to host sites and Members.
- E. Develop and instruct the Community Partner and CTEP AmeriCorps Members on systems for the effective evaluation of their Member(s) performance, including time and activity reports, monthly, semi-annual and annual reports, Member evaluations, and training session evaluations.
- F. Maintain and update Member service records including timesheets, enrollment and eligibility documentation, Member agreements, status changes and exit forms as required by the Corporation for National and Community Service.
- G. Provide accounting and fiscal management services.
- H. Discipline or release a Member from service early either for cause or for compelling personal circumstance. For the Member's first violation of their member contract, CTEP staff will issue a verbal warning to the Member. For the Member's second offense, CTEP staff will issue a written warning that will go in the Member's file. For the Member's third offense, the Member will be suspended for two weeks without pay. After suspension, the Member will enter a probationary period for the final duration of his or her service. For the fourth offense, CTEP may release the Member for cause.
- I. Complete an assessment of the host site at mid-year and end-year for compliance with the agreement. This review tool serves as an indicator to assist CTEP staff in determining current and future partnership with the site. Visit www.spnn.org/ctep under Site Partner Resources to see a copy of the Site Review Tool.

III. Community Partner Roles and Responsibilities

- A. **The CTEP Community Partner must assign their Member a Site Supervisor who oversees the Member's service and performance.** CTEP expects that the site supervisor has previous experience in supervision, has an understanding of digital divide issues, manages day to day operations in the program area where the member serves, and prioritizes the necessary time to supervise the member. **This Site Supervisor donates at least 15 hours a month of his/her work-time to CTEP program and Member support as in-kind hours for a full time Member.** This can come from performing anything CTEP-related, including responding to emails, CTEP re-application, on-your-own CTEP related planning, in meetings with CTEP and other site staff, and will include recruiting and hiring for your CTEP position even before the member has begun. **The site supervisor records this time on a timesheet through the online OnCorps system, and must submit the timesheet by the first Wednesday of every month in order for CTEP to prepare its monthly financial report to ServeMinnesota.** The Site Supervisor's salary must come from a non-federal source to be able to be counted for in-kind purposes. If a portion of all of the salary comes from a federal source, the Community Partner agrees to pay a higher site fee as detailed below in section B3.
1. **Site Supervisor must disclose to CTEP administration the amount of his/her loaded salary** (total wage plus benefits) in order to calculate the site in-kind contribution. This information is kept confidentially by CTEP administration. Site Supervisor is required to update his/her loaded salary amount whenever there is a change.
 2. Per federal regulations, **Site Supervisor must complete the same criminal background check process as the CTEP member:** fingerprinted FBI check, BCA statewide check, and a National Sex Offender registry check. CTEP will provide specialized consent forms and reimburse Site Supervisor for all costs related to the check. Site Supervisor must complete check even if site has older background check records on file at host site. Supervisor check results must be received by CTEP staff before the service year begins. Returning CTEP supervisors do not need to be rechecked every year.
 3. If the Community Partner wishes to change the site supervisor for any reason, selection of a new site supervisor requires the approval of CTEP staff. Training of the new site supervisor would be a joint responsibility of site staff as well as CTEP staff. If the site cannot identify a new site supervisor who can adequately supervise the member, then this would be grounds for CTEP ending the agreement and transferring the member to another location.

- B. The Community Partner agrees to pay Saint Paul Neighborhood Network a site fee to meet the organization's matching funds for living allowances, benefits, or other agreed costs as they may apply to the Member(s) serving the organization. **The Community Partner agrees to pay the site fee by Oct 4, 2018, 30 days after the start date of the program. Check should be made payable to the Saint Paul Neighborhood Network. The Community Partner will receive an invoice for this fee not later than the first week of the Member's service, unless the Community Partner requests that the invoice be sent earlier. The site fee is \$8000 for each full-time Member. Federal dollars cannot be used as the source for the cash match, unless the site provides a written statement from their federal funder stating that the federal funder consents to its funds being used as match for another federal program.**
- A ten percent late charge may be added to any site fee that is not paid by Oct 5, 2018. Failure to pay 60 days after start date of the member may cause immediate termination of the contract.
 - If a member is not able to be placed at the site due to changes in federal AmeriCorps funding, no site fee will be charged. In the event of an early Member termination either for compelling personal circumstances or for cause, Saint Paul Neighborhood Network will return a prorated amount of the Member fee to the CTEP Community Partner only if 1) the Member had completed less than 510 hours (30 percent of their total service year), and 2) the site does not refill the slot with a new member during that program year.
 - If the Site Supervisor has 40% or more of their salary come from a federal source, the Community Partner will offset the loss in in-kind contributions through a pro-rated increase in their site fee. This additional cost will be due the same time as the site fee. Example amounts are included in the following graph:

% of Supervisor Salary from Federal Source	Additional cost above site fee for a complete program year
Below 40%	Zero
40%	\$800 extra
50%	\$1000 extra
75%	\$1500 extra
100%	\$2000 extra

If Federal source percentage of Site Supervisor salary changes during the course of the program year, the Community Partner is required to notify CTEP staff immediately and resubmit a new Loaded Salary Form. In the event that the percentage changes moves to 40 percent or above and there is more than one quarter (3 months) remaining in the program year, the Community Partner will pay a pro-rated additional cost at that time. For example, if a Site Supervisor's salary moves from zero percent federal to 40 percent federal one quarter into the program year, the Community Partner will agree to pay CTEP three-quarters of the 40% rate above, or \$600. In the event that a partner moves below 40% during the course of the year or reduces its federal percentage, the opposite process occurs and CTEP will agree to pay the

Community Partner back a pro-rated portion of the additional site cost in similar fashion.

- C. The Community Partner **provides transportation or reimburses for transportation costs at the current non-profit rate** for CTEP AmeriCorps Project Members IF their service activities require them to travel during the work-day from one site to another.
- D. The Host Site Supervisor agrees to the following **Member support**:
 - 1. Be available ideally on a daily basis for the Member. At the very least, a weekly meeting for a minimum of an hour is required between Member and Supervisor.
 - 2. Supervisor should have some organizational authority in specific program where the CTEP AmeriCorps Member serves.
 - 3. Advocate for the CTEP AmeriCorps Member within the organization. The Site Supervisor is the translator to the rest of the organization about AmeriCorps, what is appropriate for an AmeriCorps Member and what is not appropriate. The Site Supervisor is the first line of defense if the Member is looking for support. CTEP staff will become involved if a Supervisor and Member cannot resolve an important issue.
 - 4. Be the only person at the site who gives the Member service tasks. No one else at the site can give the Member a standing responsibility. If there is a situation where other site staff also need to direct the AmeriCorps Member, this must be approved by CTEP staff beforehand.
 - 5. Inform CTEP staff if a Member has violated the terms of their contract in some way (unprofessionalism, repeated tardiness, not turning in work on time, etc). CTEP staff can then determine what corrective action is necessary. A Site Supervisor does not have the ability to unilaterally suspend a CTEP Member from their site unless they determine that personal safety is involved.
 - 6. Provide necessary training opportunities for CTEP AmeriCorps Members to be able to perform their specific site tasks.

- E. The Community Partner assures that the CTEP AmeriCorps Member is not involved in any **prohibited activities** while they are serving hours or representing AmeriCorps or the site. These activities include:
1. Any activity that attempts to influence legislation, an election or aid/ endorse a partisan political organization or candidate, or supporting a non-profit that engages in lobbying;
 2. Voter registration drives. In addition, Corporation funds may not be used to conduct a voter registration drive;
 3. Help or hinder union activity, contracts for services or collective bargaining agreements;
 4. Engage in religious instruction, provide service as a part of a program that includes mandatory religious instruction or worship, engage in any form of religious proselytizing (effort to convert others to a certain faith), or construct, maintain, or operate facilities devoted to religious instruction or worship;
 5. Organize or engage in protests, petitions, boycotts, or strikes;
 6. Provide a direct benefit to a for-profit entity;
 7. Discriminate against any person because of age, race, religion, color, disability, sex, marital status, physical condition, arrest or conviction record, drug abuse, alcohol abuse or alcoholism, developmental disability, sexual orientation, ancestry, or national origin; or
 8. Perform clerical or receptionist duties.
 9. Providing abortion services or referrals for receipt of such services;
 10. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 11. Write a grant application to the Corporation or to any other federal agency;
 12. Such other activities as the Corporation for National and Community Service may prohibit.
 13. 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 or otherwise represent themselves as an AmeriCorps

member while doing so, to avoid an allegation that the AmeriCorps program is involved in the prohibited activity even if that is not the case.

- F. The Community Partner **recruits in a timely fashion**. Once CTEP staff sends a candidate's application for a site's consideration, the Site Supervisor has **two** working days to let CTEP know if they intend to interview the candidate and contact the candidate to let them know of their intention to interview or not. Schedule your interview **within a week** of contacting the candidate. Decide to offer or not offer **within a week** of interview. Let CTEP staff know that you intend to offer a position and receive our approval before you make an offer to the candidate.
- G. The Community Partner codifies a **service plan** for the use of CTEP AmeriCorps Members no later than 30 days after the start date of the Member. Throughout the course of the Member's service year, the Site Supervisor must correct the Member's service plan as soon as possible if a Member does not have enough to do or is behind on hours, or if there is a substantial change in a Member's service plan. Any changes to the Member's service plan must be approved by CTEP staff before implementation.
- H. The Community Partner provides **adequate space** to permit CTEP AmeriCorps Members to perform their assigned duties, and provides a value of this space as an in-kind contribution to CTEP at the end of the year. Providing adequate space includes:
 - 1. phone with personal answering machine;
 - 2. access to a computer at all times that has
 - a. internet and access to site email
 - b. computer applications needed for their work
 - c. place to save work files electronically on site;
 - 3. access to printer and copier with paper;
 - 4. materials and supplies related to the performance of assignments;
 - 5. access to refrigerator and microwave;
 - 6. place to keep personal belongings (preferably secured);
 - 7. adequate time in schedule when they are uninterrupted by clients to better concentrate on capacity building projects and direct service preparation (*minimum* of two hours a day should be standard); and
 - 8. site should be accessible to people with disabilities, such as allowing use of a wheelchair.
- I. The Community Partner **provides business cards** to the member with site organization logo within 45 days of the Member's start date. The only exception to this is if no other

staffs with the community partner have business cards. Card information should not refer to the Member as an “employee” or “staff” of your organization or of CTEP/SPNN. The member should be listed as “CTEP AmeriCorps member” as well as their service site role title such as “Community Technology Coordinator.”

- J. The Community Partner understands that the CTEP AmeriCorps Member is not required to serve over 1700 hours for the year which is written into their contracts. **Only 1460 of the total 1700 hours are required to be served at the service site.** Over the course of the year, the Member will serve 100 hours on CTEP collaborative projects, and then 160 hours of CTEP staff-led professional development trainings. **The site should schedule their Member for an average of 35 hour service weeks during a non-Corps day week and 28 hour service weeks during a Corps day week.** If the Member falls behind in their target hours (due to vacation or illness) to complete their 1700 hour service commitment, the site and CTEP staff will implement a corrective plan with the Member that will increase site requirements for weekly hours served. It is in the Member Contract that the Member must seek approval from the Site Supervisor for any time they need to leave a site during regularly scheduled hours for CTEP collaborative projects, vacation, or other. Any Member vacation length of over a week must also be approved by CTEP staff in addition to the Site Supervisor.

1. Lunch Policy: Members may count service time spent eating lunch or another meal if they are at their service site talking with other site staff or involved in other site-related issues. Breaks and non-working meals may not be counted on a timesheet. This policy supercedes any site policy that requires employees to not count lunch hours or take mandatory unpaid breaks.

2. Independent Service Hours Policy: Members can in some cases collect service hours for unsupervised events such as attending an outside training or event, or an individual independent civic engagement activity. Members must receive prior approval via email from CTEP staff and their site supervisor. Members can take up to 10 hours per independent civic engagement activity, and 25 hours total for the service year. For either outside trainings or individual group civic engagement activities, the Member must indicate on their timesheet at the bottom in the general comments area the following: the location, contact person, phone number or email of a contact OR the name of training and training source/host organization.

3. Serving Site-Related Hours Outside of Office (Telecommuting): Members are generally discouraged from performing site-related service work from their homes or other locations, even if this is capacity building so that they can better integrate with their service site and perform their service publicly. However, there may be some instances including sickness, office site closure, or weather where it makes more sense for the member to complete service hours on a specific day outside of their office. In this case, the member must receive pre-approval by email from their site supervisor, and this must be documented in the Member's timesheet in the description section.

- K. The Community Partner provides the first recourse to the Member(s) assigned to it for resolution of disputes or grievances related to service with the organization. If the performance doesn't improve, the Supervisor should provide the Member and the AmeriCorps Program Director with a written statement specifying necessary areas of improvement. A written statement describing the areas of improvement needed and a setting a probationary period should be signed by all parties. The site should also determine if staff can help the Member to improve performance through additional training, instruction or support. At the end of the probationary period a meeting with the Member should be set to evaluate performance and if there is no evidence of improvement a decision will be made whether to extend the probationary period, or to terminate the Member's placement at that site.

The Community Partner must notify CTEP staff immediately regarding unscheduled changes of status and conditions of CTEP AmeriCorps Members, such as arrests, hospitalization, and absence without leave. The Community Partner understands that they can tell a Member not to report back to the site until a conflict has been resolved, but the Community Partner cannot unilaterally dismiss the CTEP AmeriCorps Member without agreement from the Sponsor.

- L. The Community Partner **maintains reporting** concerning matters involving CTEP AmeriCorps Members and the project as the Corporation may require. The CTEP Community Partner agrees to retain such records as the Corporation may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Corporation for the purpose of litigation, audit, or examination. This includes:
1. **approving Member timesheets.** Site Supervisor will keep track of and be able to verify Member hours for the timesheet categories of direct service, training, and capacity building. CTEP staff takes responsibility for verifying Corps day hours and CTEP project hours. **A Supervisor has until the Wednesday after a timesheet period is due to approve a timesheet** once he/she has received it electronically from the Member. CTEP is not able to pay the Member their stipend until hours have been approved by the Supervisor.
 2. **tracking in-kind hours for Supervisors,** to be submitted by the first Wednesday of the following month.

3. reviewing **quarterly reporting** on the achievement of Members such as volunteers mobilized, direct service outcomes for community residents, capacity building projects, etc.; and
 4. completing a **mandatory mid-term and year-end performance evaluation** of CTEP AmeriCorps Members.
- M. The Community Partner allows CTEP AmeriCorps Members to participate in local emergency disaster relief efforts if needed.
- N. The Community Partner allows CTEP AmeriCorps Members to participate in Days of Service, i.e., Martin Luther King Day of Service, National AmeriCorps Week, Make A Difference Day, should activities be organized in the communities where the Members are in service.
- O. The Community Partner allows CTEP AmeriCorps Members to participate in special trainings and independent/corps project days, including all day CTEP AmeriCorps Member training days on the 1st and 3rd Fridays of each month, and committee meetings as they arise.
- P. The Community Partner references and promotes the CTEP AmeriCorps program in any internal or external communications that reference projects that include Member service activities.
- Q. The Community Partner posts an AmeriCorps sign provided by CTEP staff to identify the site as an AmeriCorps site. The sign should be placed in a public space at the site.
- R. The Community Partner provides letters of support to help CTEP raise funds to support the AmeriCorps Program if requested.
- S. The Community Partner Site Supervisor agrees to **attend up to three meetings a year** with CTEP staff and other CTEP Community Partners to discuss ongoing logistics of the program and strengthen the community network. The community partner agrees to cover all necessary costs associated with sending Community Partner Site Supervisors to CTEP AmeriCorps orientation workshops and quarterly meetings.
- T. The Community Partner **may not compensate the Member in the form of salary or other direct monetary compensation beyond the living allowance that the Member is receiving from Saint Paul Neighborhood Network, unless the compensation is for transportation reimbursement between service sites.** Nondirect monetary compensation in the form of decreased costs such as paying for bus passes, offsetting rent or housing expenses, and gift cards are acceptable.
- U. The Community Partner must **use Corporation approved language when referring to their Member.** Specifically, the Community Partner should use:

i. AmeriCorps member	not	AmeriCorps volunteer, AmeriCorps staff, AmeriCorps worker, or employee
ii. Living allowance	not	salary or paycheck
iii. Serve or service	not	work
iv. Service position	not	job
v. Service Site	not	job, work, or jobsite
vi. Position description	not	job description
vii. Education Award	not	scholarship

The use of unique language is meant to show that national service is unique from both employment and volunteering. This protects specific legal benefits of national service that employment or volunteering do not qualify for, such as the living allowance not counting as earned income for the purpose of receiving state assistance. Use of AmeriCorps terminology also serves to highlight the impact that AmeriCorps makes in our communities, and not confuse AmeriCorps with staff replacement which is forbidden.

IV. Ownership of Products Created by Member

As CTEP Members are not employees of the Community Partner Agency, all products created by the Member such as curriculum or other materials may be shared with CTEP staff, within the CTEP network, and posted for public use on the website of the Technology Literacy Collaborative at www.tlc-mn.org. The TLC website includes a repository of curricula largely developed by CTEP members over the years.

V. Safety of Member

Both parties to this Host Site Agreement shall make every reasonable effort to ensure that the health and safety of the CTEP AmeriCorps Members are protected during the performance of their assigned duties. Neither the Sponsor nor the CTEP Community Partner shall assign or require CTEP AmeriCorps Members to perform duties that would jeopardize their safety or cause them to sustain injuries.

VI. Member Fundraising Policy

From Corporation for National & Community Service §2520.40-45

The Member may raise resources directly in support of your program's service activities. 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.

The Member 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, as described in §2520.40.

VII. Non-Duplication/Non-Displacement Policy

From Corporation for National & Community Service §2540.100

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 nondisplacement 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.

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—
 - a. Will supplant the hiring of employed workers; or
 - b. 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—
- a. Presently employed worker;
 - b. Employee who recently resigned or was discharged;
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - d. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - e. Employee who is on strike or who is being locked out.

VIII. Civil Rights Policy

From CNCS CEO Wendy Spencer: The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of Federal financial assistance from CNCS and all other Federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through <http://www.nationalservice.gov/>. Wendy Spencer, Chief Executive Officer, Date: 5/2013

IX. Modifications

This Host Site Agreement may be amended at any time by an Agreement in writing executed by authorized representatives of the Sponsor and the Community Partner.

X. Authorization

Saint Paul Neighborhood Network/CTEP (Sponsor) and Community Partner hereby acknowledge by their signatures that they have read, understood, and agreed to the terms of this document.

For the Community Partner Organization:

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

For the CTEP AmeriCorps Program:

Authorized Signature: _____ Date: _____

Printed Name: _____ Martin Ludden _____ Title: _____ Executive Director, SPNN _____