



2017-2018 HOST SITE AGREEMENT

By and between

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

And

Community Partner Agency: Independent School District No. 271 of
Hennepin County, Minnesota

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 May 12, 2017. 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 2017-18 program year:

- 1 Full-Time (1720 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 5, 2017 in order to complete the required 1720 hours of service by August 31, 2018.
- 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 Sept 5, 2017, 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 \$7000 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.**

1. A ten percent late charge may be added to any site fee that is not paid by Oct 5, 2017. Failure to pay 60 days after start date of the member may cause immediate termination of the contract.
2. 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.
3. 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 1720 hours for the year which is written into their contracts. **Only 1460 of the total 1720 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 1720 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: 1 May 2017
Printed Name: Martin Ludden Title: Executive Director, SPNN