

HOST SITE AGREEMENT

AmeriCorps Program

THIS HOST SITE AGREEMENT is made and executed as of the ____ day, of _____ 2024 (the “Agreement”), by and between Salt Lake County ("County"), a body corporate and politic of the State of Utah, by and through its Office of Programs and Partnerships, and _____ (“Host Site”).

RECITALS

WHEREAS, County has entered into a grant agreement (“Grant Agreement”) with the State of Utah to administer an AmeriCorps Program (“ACP”) pursuant to the National and Community Service Act of 1990, 42 U.S.C. §12501 et seq., as amended (the “Act”), and subject to the Rules and Regulations promulgated by the Corporation for National and Community Service (“CNCS”) for an ACP; and the applicable provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Super Circular”); and

WHEREAS, County desires to contract with qualified organizations to host AmeriCorps members (“Members”) who will provide direct services to individuals and families experiencing homelessness, formerly homeless, or at risk-to becoming homeless, specifically vulnerable populations, to help them obtain and maintain housing and employment and navigating resources, as authorized under the Grant Agreement; and

WHEREAS, Host Site, a qualified organization, submitted a proposal in response to County’s Request for Application (“RFA”) for AmeriCorps Host Services for Member Placement Program, to host AmeriCorps member(s) in accordance with the Act, CNCS’ Rules and Regulations and this Agreement, including contribution of site fee to offset member costs, as well as applicable Federal, State, and local statutes, ordinances, and regulations; and

WHEREAS, on January __, 2024, the Mayor or her designee approved the RFA selection committee’s recommendation for the pool of approved host organizations, including _____, Host Site.

NOW THEREFORE, in exchange for valuable consideration, including the mutual covenants contained in this Agreement, the parties covenant and agree as follows:

- I. Term:** This Agreement shall be effective upon execution by the parties and continue through the Members’ Term of Service, unless terminated early by either party but no later than December 31, 2025. Host Site’s financial obligations outlined in Section V. A shall survive

any early termination of this Agreement.

II. AmeriCorps Members Assigned: Host Site is assigned [fill in based on proposal] _____ Member slots based on their Proposal in response to the County's Request for Applications. Host Site agrees that Members will be required to serve the hours agreed to in their Member Service Agreement.

III. Joint Recruitment: Recruitment is the joint responsibility between County and Host Site. Each party will seek out individuals with an interest in AmeriCorps service. County is responsible for ensuring candidates meet the minimum qualifications outlined by CNCS. Host Site is responsible for timely selecting an appropriate candidate for the service position.

A. County Role. County has developed a generic position description, included in the RFA, to be used by Host Site in their development of a more agency specific position description. County will advertise positions, screen applicants to ensure that they meet AmeriCorps eligibility and are a strong match with the mission of County and Host Site. County performs reference checks and the required National Service Criminal History Check ("NSCHC"), and FBI Criminal History Check, pursuant to the CNCS regulations on all applicants who accept position offers before they begin their term of service. County makes all formal offers of position to candidates and executes all Member Service Agreements.

1. Prior to Member's placement, County shall consult with local labor unions which represent employees of Host Site or employees in the area served by the ACP to ensure compliance with the non-displacement requirements set forth by Federal regulation.

B. Host Site Role. Host Site will assist in the recruiting and selection of Members in a timely fashion and agrees to the following timeframes:

1. Using the generic position description provided by the County, Host Site will create and post an agency specific position description no later than 10 business days following the execution of this Agreement.
2. In addition to the position description, the Host Site will provide the County with interview time slot availability.
3. Within 5 business days of an interview, the Host Site will decide whether to select the candidate or not and notify the County. **Failure to do so will result in County placing the Member at the Host Site.**
4. Host Site agrees to host Members during the entire length of their term of service.

IV. Joint Responsibilities: The parties agree to comply with the requirements of the [2023 Terms and Conditions for AmeriCorps State and National Grants](#), linked hereto as Exhibit 2 and incorporated herein by reference.

A. Safety of Member. Both parties shall make every reasonable effort to ensure the health and safety of AmeriCorps members are protected during the performance of their assigned duties. Neither County nor Host Site shall assign or require a Member to perform duties that would jeopardize their safety or cause them to sustain injuries.

V. **Host Site Responsibilities:** Host Site shall provide the following services and resources:

A. Site Fee. Host Site agrees to pay County a one-time site fee in the amount of [fill in based on info from client]. Except as provided below, the site fee is due and nonrefundable, even if Host Site does not select any eligible Members for their requested service position.

1. County shall invoice the Host Site at the end of each quarter, which invoice must be paid within 30 days. A 10 % late charge may be added to any quarterly payment not made within 30 days. In the event collection efforts are necessary, Host Site agrees to pay reasonable fees, including attorney fees.
2. In the event of an early Member termination either for compelling personal circumstances or for cause, County will prorate the site fee **only if** 1) the Member has completed less than 30 percent of their total service year, **and** 2) the vacated slot cannot be filled despite the County's recruiting efforts and not due to the Host Site's refusal to refill the vacated slot. In the event of early termination by the Host Site, County has no obligations to prorate the site fee.

A. A vacated slot may not be refilled if the Member has served 30 percent or more of their total service year or is eligible for and receives a prorated education award.

B. If no Members are available to fill an open slot, County and Host Site will determine an appropriate course of action.

B. Host Site Representation. Host Site must have representation in the membership of the Salt Lake Valley Coalition to End Homelessness.

C. Site Supervisor. Host Site must assign their Members a Host Site Supervisor ("Supervisor"), who should have some organizational authority in the specific program where the Members serve, to oversee the Member's service and performance, in addition to the requirements outlined in this section.

1. Supervisor shall attend an orientation prior to the beginning of the program year.
2. Supervisor shall promptly notify County of any Member will fails to regularly perform their service hours.
3. To address any issues in a timely and effective manner, Supervisor shall always keep an open line of communication with the AmeriCorps Program Coordinator/Manager and immediately in cases of Member issues or problems (unprofessionalism, repeated tardiness, poor work performance,

etc.) at the agency. AmeriCorps Program Coordinator/ Manager can then determine what corrective action is necessary. Supervisor does not have authority to unilaterally suspend a Member from their site unless personal safety is involved.

4. Supervisor shall ensure that the Members record their service hours in the automated time keeping system, UServeUtah AmeriCorps Member Tracking System (IPT) daily; and the Supervisor shall verify and approve by electronic signature in IPT, the Member's time no later than 3pm each Monday.
5. Supervisor shall conduct at least two performance reviews with each Member, a Mid-Term Evaluation, and a Final Evaluation.
6. Supervisor shall keep source documentation by individual AmeriCorps Member on the services provided and outcomes achieved; and provide a quarterly Progress Report on the Member's activities and outcomes using the Progress Report.
7. Supervisor shall release Members from routine service duties to allow them to attend quarterly member meetings or training, special events, workshops, or community service projects planned, including but not limited to the Utah Homeless Summit, Utah Poverty Conference, and the AmeriCorps Members Conference.

D. Member Restrictions. Host Site and the Site Supervisor are to be aware of and comply with the prohibited activities and ensure that these are not being completed by the Members during the service term. Host Site shall immediately communicate with the AmeriCorps Program Coordinator/Manager, should an occurrence arise. If during an audit investigation it is determined that the Member completed prohibited activities on behalf of the Host Site, the Host Site will be responsible for paying any fines incurred.

1. Host Site shall not hire any AmeriCorps Member to work at their agency during their term of service. CNCS does not permit Members to also serve as staff at a host site organization. If an individual is already staff at an organization, they will not be considered for AmeriCorps placement in addition to, or in lieu of, their employment. If Host Site employs a Member while they are serving or offers employment to replace their service, the Host Site will not be considered for future placement.

E. Transportation. If a Member's service activities require them to travel during the workday from one site to another, Host Site shall provide transportation or provide mileage reimbursement at the County government rate (see AmeriCorps Program Coordinator/Manager for current rate).

F. Uniform Administrative Requirements. Host Site shall comply with applicable uniform administrative requirements, cost principles, and audit requirements as described in 2 CFR Part 200. The Super Circular supersedes and consolidates the

requirements from OMB Circulars A-21, A-50, A-87, A-89, A-102, A-110, A-122, and A-13.

G. Drug-Free Workplace. Host Site agrees to follow the requirements of the Drug-free Workplace Act of 1988 (41 USC §701)

VI. County Responsibilities: County agrees to comply with the requirements of the FY2024 General Grant and Cooperative Agreement Terms and Conditions, linked herein as Exhibit 3 and incorporated herein by this reference. County shall provide the following services and resources:

A. Member Support. County's primary programmatic responsibility is the success of the Members so that they have a positive experience during their term of service, learn skills that will help them in future employment, and have an opportunity to give back to the community. County shall provide Member with the following:

1. Pay Member a living allowance on a bi-weekly schedule, including related payroll taxes.
2. Provide an education award to Members who fulfill their complete term of service and receive satisfactory performance reviews.
3. Provide as secondary to the Host Site, Workers Compensation Insurance as required by Utah Code Ann. § 67-20-3(1).
4. Provide as secondary to the Host Site, Liability Insurance for Members, which covers both on-site and off-site Project activities.
5. For Members who qualify under the Family and Medical Leave Act ("FMLA"), allow Members to take leave in accordance with the provisions of FMLA.

B. Training and Supervision.

1. County's AmeriCorps Program Coordinator/Manager shall provide consultation with Host Site on decisions or problems concerning Members.
2. County will provide an orientation within 14 days of each Member's term of service.
3. County will provide ACP staff for overall supervision of Members, including individual Conferences.

C. Records. County agrees that all Member files (programmatic, financial and Member records) and other AmeriCorps records shall be retained for three (3) years after the completion of that grant cycle for a total of six (6) years.

VII. Non-Discrimination Policy: County's AmeriCorps Most Vulnerable Populations 2023 Program is an Equal Opportunity/Affirmative Action program, providing equal

opportunities to all those qualified without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community or social affiliations. Reasonable accommodation will be provided upon request. Host Site will abide by this same policy when interviewing, selecting, and supervising the Member. Host Site will maintain and preserve a service environment that is free from sexual and other forms of harassment, or retaliation, including retaliation following a Member's grievance. Further, Host Site agrees to abide by CNCS' Non-Harassment Policy.

VIII. Reasonable Accommodation: Programs and activities must be accessible to persons with disabilities, and the recipient must provide reasonable accommodation for the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. As such, inquiries about the need for reasonable accommodation should take place after a member has been offered an AmeriCorps position. There may be additional funding available from AmeriCorps to offset the recipients' costs on a first come, first served basis.

IX. Insurance: Host Site shall, at its sole cost and expense, secure and maintain during the term of this Agreement, including all renewal or additional terms, the following minimum insurance coverage:

A. General Insurance Requirements for All Policies.

1. Any insurance coverage required herein that is written on a "claims made" form rather than on an "occurrence" form shall (i) provide full prior acts coverage or have a retroactive date effective before the date of this Agreement, and (ii) be maintained for a period of at least three (3) years following the end of the term of this Agreement or contain a comparable "Extended Discovery" clause. Evidence of current extended discovery coverage and the purchase options available upon policy termination shall be provided to the County.
2. All policies of insurance shall be issued by insurance companies licensed to do business in the State of Utah and either: (i) Currently rated A- or better by A.M. Best Company; or (ii) Listed in the United States Treasury Department's current Listing of Approved Sureties (Department Circular 570), as amended.
3. Host Site shall furnish certificates of insurance, acceptable to County, verifying the foregoing matters concurrent with the execution hereof and thereafter as required.
4. All required certificates and policies shall provide that coverage thereunder shall not be canceled or modified without providing (30) days prior written notice to County.
5. In the event Host Site fails to maintain and keep in force any insurance policies as required herein, County shall have the right at its sole discretion to obtain such coverage and charge Host Site for the costs of said insurance.

B. Required Insurance Policies. Host Site, at its own cost, shall secure and maintain

during the term of this Agreement, including all renewal terms, in accordance with the general insurance requirements, the following minimum insurance coverage:

1. Workers' compensation and employer's liability insurance as required by the State of Utah, unless a waiver of coverage is allowed and acquired pursuant to Utah law. This requirement includes contractors who are doing business as an individual and/or as a sole proprietor as well as corporations, limited liability companies, joint ventures, and partnerships. In the event any work is subcontracted, Host Site shall require its subcontractor(s) similarly to provide workers' compensation insurance for all the latter's employees, unless a waiver of coverage is allowed and acquired pursuant to Utah law.
2. Commercial general liability insurance, on an occurrence form, with County as an additional insured, in the minimum amount of \$500,000 per occurrence with a \$1,000,000 general policy aggregate. The policy shall protect County and Host Site from claims for damages for personal injury, including accidental death, and from claims for property damage that may arise from Host Site's acts or omissions under this Agreement, whether performed by Host Site itself, any subcontractor, or anyone directly or indirectly employed by either of them. Such insurance shall provide coverage for premises operations, acts of independent contractors, and completed operations.
3. If Host Site will be operating a vehicle in connection with any services rendered under this Agreement, regardless of the amount provided in the Agreement, Commercial automobile liability insurance that provides coverage for owned, hired, and non-owned automobiles, with County as an additional insured, in the minimum amount of \$1,000,000 per occurrence;

—OR IF THERE WILL NOT BE ANY VEHICLE OPERATIONS—

- 3 Host Site shall not operate a vehicle in connection with any services rendered under this Agreement. Inasmuch as Host Site agrees not to operate a vehicle in connection with services rendered under this Agreement, County shall not require Host Site to provide commercial automobile liability insurance.

VIII. CNCS Approved Terminology: Host Site will use and habituate its staff to use CNCS approved language when referring to their Members. Use of AmeriCorps unique language is meant to highlight and reinforce that national service is unique from both employment and volunteering. AmeriCorps terminology also services to highlight the impact that AmeriCorps makes in our communities, and not confuse Members with staff replacement which is forbidden. Specifically, Host Site should use:

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|-------------------------|------------|--------------------------------------|
| a. AmeriCorps member | not | AmeriCorps volunteer, staff, worker, |
| b. Living allowance | not | wage, salary, or paycheck |
| c. Serve or service | not | work |
| d. Service position | not | job |
| e. Service site | not | job, worksite, or jobsite |
| f. Position description | not | job description |
| g. Education award | not | scholarship |

X. Indemnification: Host Site shall indemnify, defend, and hold County harmless for any injuries or damages arising out of Host Site's acts or failure to act.

XI. Termination and Modification:

A. Termination. The parties may terminate their NONMONETARY obligations under this agreement at any time with or without cause by giving 30 days written notice to the other party. All outstanding accounts and payments will be processed according to the terms and arrangements set forth herein for approved services rendered as of the date of termination.

1. County may also suspend or terminate this Agreement, in whole or in part, in accordance with the provisions of 2 CFR §§ 338 - 342, if Host Site materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and County may declare Host Site ineligible for any further participation in County's contracts, in addition to other remedies as provided by law.

B. Modification. This Agreement may be amended at any time by mutual written agreement executed by authorized representatives of County and Host Site.

XII. Representations:

A. Campaign Contributions. Host Site acknowledges the limits on campaign contributions by contractors to County candidates pursuant to Salt Lake County Code of Ordinances, §2.72A.104. Host Site further acknowledges that violating campaign contribution limitations may result in criminal sanctions as well as termination of this Agreement. Host Site represents, by executing this Agreement, that Host Site has not made or caused others to make any campaign contribution to any County candidate in violation of the above-referenced County ordinance.

B. Conflict of Interest. Host Site represents that none of its officers or employees are officers or employees of SL COUNTY unless such fact has been disclosed as required by the Utah Public Officers' and Employees' Ethics Act, § 67- 16-1 et seq. (1953 as amended).

C. No Officer or Employee Interest. The Host Site represents and agrees that no officer or employee of the County has or shall have any pecuniary interest, direct or indirect, in this Agreement or the proceeds resulting from the performance of this Agreement.

XII. General Provisions:

A. Compliance with Laws. Each party agrees to comply with all federal, state and local laws, rules and regulations in the performance of its duties and obligations under this Agreement. Any violation by Host Site of applicable law shall constitute a default under this Agreement and Host Site shall be liable for and hold the County harmless and defend the County from and against any and all liability arising out of or connected with the violation, to include all attorney fees and costs incurred by the

County as a result of the violation. Host Site is responsible, at its expense, to acquire, maintain and renew during the term of this Agreement all necessary permits and licenses required for its lawful performance of its duties and obligations under this Agreement.

- B. Employee Status Verification System. Host Site shall register and participate in the Status Verification System before entering into a contract with County as required by Utah Code §63G-12-302(3). The Status Verification System is an electronic system operated by the Federal Government through which an authorized official of a state agency or a political subdivision of the State may inquire by exercise of authority pursuant to 8 U.S.C. §1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. Host Site is individually responsible for verifying the employment status of only new employees who work under the contractor's supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main contractor by affidavit that the contractor or subcontractor has verified, through the Status Verification System the employment status of each new employee of the respective contractor or subcontractor. Host Site shall comply in all respects with the provisions of Utah Code Section §63G-12-302(3). Failure to comply on the part of Host Site may result in the immediate termination of its Agreement with County.
- C. Ownership of Products Created by Member. As Member(s) are not employees of Host Site, all products created by Member such as curriculum or other materials may be shared with ACP and County.
- D. Jurisdiction. The provisions of this Agreement shall be governed by the laws of the State of Utah and the Ordinances of Salt Lake County, both as to interpretation and performance. All actions, including but not limited to court proceedings, administrative proceedings, arbitration, and mediation proceedings, shall be commenced, maintained, adjudicated and resolved within the jurisdiction of Salt Lake County, State of Utah.
- E. Incorporation and Interpretation.
1. Incorporation. Exhibit 1 – County's RFA and Exhibit 4 – Host Site's Proposal are attached to this Agreement and incorporated herein by this reference.
 2. Interpretation. The Agreement documents are complementary and what is called for by any one of them shall be as binding as if called for by all. In the event of any inconsistency between any of the provisions of the Agreement documents, the inconsistency shall be resolved by giving precedence in the following order:
 - a. This Agreement.
 - b. Exhibit 1 - County's RFA.
 - c. Exhibit 2 – 2023 Terms and Conditions for AmeriCorps State and

National Grants

- d. Exhibit 3 - FY 2024 General Grant and Cooperative Agreement Terms and Conditions
 - e. Exhibit 4 – Host Site’s Proposal
3. Severability. County and Host Site agree that where possible, each provision of this Agreement shall be interpreted in such a manner as to be consistent and valid under applicable law; but if any provision of this Agreement shall be invalid, prohibited, or unenforceable under applicable law, such provision shall be ineffective to the extent of such invalidity or prohibition, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as follows:

SALT LAKE COUNTY

**[ORGANIZATION NAME]
Host Site**

By: _____
Mayor or Designee

By: _____

Date: _____

Title: _____

Approved:

Date: _____

Office of Homelessness and
Criminal Justice Reform

By: _____
Director or Designee

Date: _____

Reviewed as to Form and Legality:

By: _____
Melanie F. Mitchell, Senior Attorney
Salt Lake County District Attorney's Office