

2022-2023 Habitat for Humanity of Iowa AmeriCorps Host Site Memorandum of Agreement

THIS AMERICORPS HOST SITE MEMORANDUM OF AGREEMENT (“Agreement”) is executed by and between **HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM, 809 8th Street SW Altoona, Iowa 50009** (“Program”) and **[HOST SITE], [ADDRESS]** (“Host Site”).

1. FUNDING SOURCE, POSITIONS, DURATION OF AGREEMENT

1.1 **FUNDING SOURCE.** The funding source for the AmeriCorps member positions that are provided to Host Site is a grant from the Corporation for National and Community Service (AmeriCorps or Corporation), [Code of Federal Domestic Assistance (CFDA) 94.006] for the HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM. Host Site shall comply with the requirements, conditions, and rules of the Corporation, HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM and any other public or private entity having authority over the funds or the grant.

1.2 **DURATION OF AGREEMENT.** Agreement shall be in effect for the time period of 09/01/2022 to 08/31/2023.

1.3 **AMERICORPS MEMBERS.** **HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM** assigns the following AmeriCorps member position(s) to Host Site:

Position	Description	# of members
Full time / 12 Months	1700 hours / 36-40 hours per week	
Three-Quarter Time/ 9 Months	1200 hours/ 36-40 hours per week	
Half Time / 6 months	900 hours / 36-40 hours per week	
Half Time / 12 months	900 hours / 20-22 hours per week	
Quarter Time/ 3 months	450 hours/ 36-40 hours per week	
Quarter Time / 6 months	450 hours/ 20-22 hours per week	
Minimum Time / 9 weeks	300 hours/ 36-40 hours per week	

1.4 **ELECTRONIC SIGNATURES.** Electronic signatures may be acceptable with Program approval if the following conditions are met: 1) A written policy is in effect establishing the use of electronic signature system as your system of record; and 2) A secure, verifiable electronic signature system that (a) identifies and authenticates a particular person as the source of the electronic signature; and (b) indicates such person’s approval of the information contained in the electronic message. 3) Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision. The use of regular e-mail to communicate approval is not a secure, verifiable electronic signature system.

1.5 **CORRECTIONS TO OFFICIAL GRANT DOCUMENTS.** Corrections to any official AmeriCorps documents, including Member Service Agreement, Amendments, or other official agreements, must be done properly. For example, a change to a clause/element must have a strike through (line) and, if necessary, the new language written. The revised clause must then include the date and initials of both the Host Site or Program representative and the member. Whiteout or other correcting fluid must never be used, and changes are considered fully executed via signature of BOTH parties.

2. CONDITIONS FOR ENROLLMENT OF AMERICORPS MEMBER(S)

2.1 **ASSIGNED MEMBER SUPERVISION.** Host Site agrees to assign a site supervisor(s) who will complete obligations described herein for the duration of the Agreement. Site supervisor shall commit adequate time, support, and effort to perform the responsibilities outlined in Agreement, including training, member supervision, data collection, and reporting. The responsibilities of the site supervisor remain the same, regardless of whether the supervisor is staff of

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HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM, contractor (See Section 10.2) or neither staff nor contractor but providing supervision without a financial matching obligation.

Site Supervisor Name	Email	Phone	Member Slot Allotment
Name	Email	Phone	<input type="checkbox"/> Full Time <input type="checkbox"/> Three Quarter Time <input type="checkbox"/> Half Time <input type="checkbox"/> Quarter Time <input type="checkbox"/> Minimum Time
Name	Email	phone	<input type="checkbox"/> Full Time <input type="checkbox"/> Three Quarter Time <input type="checkbox"/> Half Time <input type="checkbox"/> Quarter Time <input type="checkbox"/> Minimum Time

Please delete the slot types not used when completing this chart.

3. ENROLLMENT AND RETENTION REQUIREMENTS

3.1 RECRUITMENT/ENROLLMENT REQUIREMENT. Host Site is expected to enroll 100% of its AmeriCorps positions. If Host Site is unable to fill all positions, Host Site will contact HABITAT FOR HUMANITY OF IOWA OF IOWA AMERICORPS PROGRAM to discuss as soon as possible.

3.2 RETENTION REQUIREMENT. Host Site is expected to retain at least 85% of its AmeriCorps positions.

3.3 PROGRAMMATIC CONSEQUENCES OF NONRECRUITMENT, NONENROLLMENT, AND/OR NONRETENTION. Program may elect to retain all the host site fee, if desired, regardless of recruitment or retention by the site. Program will review future requests for AmeriCorps positions against Host Site’s prior performance. If Host Site is unable to meet enrollment or retention requirements in a single year, a reduction in member positions for future program years may be applied. If Host Site is unable to meet enrollment or retention requirements over two or more program years, a reduction in member positions will be applied for future program years.

3.4 HIRING MEMBERS. Host Site is allowed and encouraged to hire AmeriCorps member(s) in staff positions **after** the member has completed his/her/their AmeriCorps term requirements. If Host Site hires members as staff before the member can complete his or her term AmeriCorps requirements, Host Site may be denied future AmeriCorps positions.

4. HOST SITE OBLIGATIONS

4.1 COMPLIANCE WITH LAWS AND REGULATIONS. Host Site shall comply with the Terms and Conditions of the National and Community Service Act, the Corporation’s regulations (45 CFR 12501 et seq.), AmeriCorps State - General Terms and Conditions (<https://americorps.gov/sites/default/files/document/FY2022-General-Terms-Conditions-508-20211119.pdf> and **AmeriCorps Specific Terms and Conditions - Specific (TBD)**). Agreement is also subject to OMB Circulars 2 CFR 220 - Cost Principles for Educational Institutions; 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments; or 2 CFR 230 - Cost Principles for Non-Profit Organizations, as applicable.

4.2 AMERICORPS DOCUMENTS. Program is responsible for retention of all official AmeriCorps grant documents and therefore Host Site should not retain official grant documents. If Host Site wants to retain documents, they must retain a copy and provide the original to Program. Host Site shall permit Program, Volunteer Iowa, and AmeriCorps, to conduct in-person or electronic site visits, access and examine, audit, excerpt and transcribe any directly pertinent books,

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documents, papers, and records of Host Site relating to orders, invoices, or payments or any other documentation or materials pertaining to Agreement; this does not include background check records run specifically for the purposes of the Host Site at the expense of the Host Site. Any member record containing personally identifiable information must be managed confidentially, as required by AmeriCorps. Program shall make every effort to access records from Monday through Friday, between the hours of 8:00 am and 5:00 PM Central Standard Time. Such rights shall continue as long as the records are retained by Host Site. Regardless of the method, all records will be managed in accordance with proper records management procedure(s) while they are in the possession of Program. Access to records, except as noted in 11.4, shall be granted within 72 hours of the request unless other arrangements have been agreed to by Program.

4.3 SUPPORTING DOCUMENTATION. The Host Site shall deliver to HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM as scheduled or upon request, (i) copies of all contracts or agreements relating to Program, (ii) invoices, receipts, statements or vouchers relating to Program, (iii) member or staff records of files and program performance related to Program, (iv) any other such grant-related documents as requested, in order to verify compliance with applicable state and federal AmeriCorps requirements.

4.4 AMERICORPS ORIENTATION, TRAINING, RESOURCES, AND SUPPORT. Host Site will provide appropriate resources to the AmeriCorps member including, but not limited to (1) office space, supplies, phone, Internet connection, and other physical accommodations as necessary, (2) financial support for member travel, training, and Program orientation, (3) a designated site supervisor with adequate time to provide support and guidance during the service year, (4) integration of the AmeriCorps member into Host Site team, (5) on-site orientation and regular training opportunities, and (6) **additional benefits, as allowed, as described in position recruitment materials, as applicable.**

4.5 MEMBER COMPENSATION. Member is prohibited from accepting additional compensation (including items like cash or gift cards) directly from the host site. Allowable member incentive options may be available; Host Site should discuss options if this of interest.

4.6 SITE SUPERVISOR ORIENTATION. The site supervisor agrees to attend an orientation facilitated by Program. The date and location will be provided a minimum of 30 days in advance. If supervisor is unable to attend a 1:1 orientation will be provided with the program director.

4.7 MEMBER ORIENTATION. Host Site agrees to excuse all AmeriCorps members for an in-person/virtual program orientation on their first day of service and 2 weeks after starting. The trainings will be virtual. Members are required to attend the orientation.

4.8 REQUIRED MEMBER TRAINING AND ACTIVITIES. Host Site agrees to excuse AmeriCorps members from on-site service in order to participate in Days of Service events, program trainings, and other events or activities provided by HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM. Trainings are held as follows 3 times per year and will be announced at least 60 days in advance. Days of service include September 11 Day of Service and Remembrance and MLK Day of Service.

4.9 POSTING OF PROHIBITED ACTIVITIES. As required by the AmeriCorps Grant Terms and Conditions, Host Site agrees to post a copy of the Prohibited Activities at each member service site.

4.10 NATIONAL SERVICE AFFILIATION AND AMERICORPS IDENTITY. HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM] is an AmeriCorps State program in the national service network and AmeriCorps members are the resource being provided to Host Site. Therefore, Host Site shall represent AmeriCorps brands as described in the AmeriCorps Terms and Conditions. Host Site should also identify the program as an Iowa Habitat for Humanity of Iowa Habitat for Humanity of Iowa AmeriCorps Program and members as Iowa AmeriCorps members.

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- A. AMERICORPS, BRANDING GUIDELINES. Host Site shall follow the branding guidelines of AmeriCorps (<https://americorps.gov/newsroom/communication-resources>).
- B. REQUIRED PROGRAM BRANDING. Host Site agrees to (1) ensure that AmeriCorps members always wear AmeriCorps identification during their service hours, (2) properly identify the program as an Habitat for Humanity of Iowa Habitat for Humanity of Iowa AmeriCorps Program and the members as AmeriCorps members in all communications including but not limited to: public speaking opportunities, press releases, news stories, blog posts, websites, social media posts, online videos, public service announcements, paid advertising, brochures and other communications channels – in all cases individuals must be identified as AmeriCorps members etc., (3) provide information to the media during interviews or in-person public appearances, (4) always refer to participants selected to serve as AmeriCorps members, (5) ensure AmeriCorps members include “HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM AmeriCorps Member” in their email signature, and (6) An acknowledgement and disclaimer shall be displayed on all reports and other published materials based upon work supported by the award. The acknowledgement and disclaimer may contain language the same as or similar to: *This material is based upon work supported by AmeriCorps under Grant No(s) 22AC242092 . Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, AmeriCorps.*”
- C. ANNOUNCEMENTS. Host Site agrees to publicly announce the partnership and identify Host Site as a location of Program in the statement.
- D. PROMOTIONAL STORY. Host Site agrees to promote a story about their AmeriCorps members’ activities with support from Program that highlights the local partnerships, accomplishments of their AmeriCorps members, or other relevant achievements.

5. SITE SUPERVISOR OBLIGATIONS

5.1 MEMBER MANAGEMENT REQUIREMENTS.

- A. Read and review the Member Position Description(s), follow up with Program with any questions
- B. Conduct a member on-site orientation that communicates Host Site, position requirements and member safety, see section 6.6
- C. Have regularly scheduled check-ins with members to review their service
- D. Ensure members attend Required Program trainings and activities as noted in 4.8

5.2 COMMUNICATION. The site supervisor agrees to serve as a liaison between Host Site and Program. This includes maintaining regular communication with the Program, providing timely response to program related requests, questions, and meeting deadlines as outlined in the Agreement.

5.3 MEMBER PERFORMANCE. Host Site agrees to maintain regular communication regarding member performance issues, such as tardiness, unprofessional language or behavior, or violation of the member Code of Conduct or Host Site policies. Specifically, Host Site agrees to notify Program in writing in accordance with the following guideline:

ITEM	REPORTING TIMELINE
Any member injury during service that necessitates filing a worker’s compensation report	Within 24 hours
Any member or site supervisor behavioral issues (arrests, harassment) that may result in immediate dismissal from the program or employment	within 24 hours
Any AmeriCorps member grievance requests	within 24 hours
Any member performing prohibited activities, as defined in Section 8	within 24 hours
Upon the second occurrence of a member failing to report to service without prior approval	within 24 hours

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Any AmeriCorps member's behavior issues that result in disciplinary action by the member's direct supervisor	within 2 business days
Any AmeriCorps member's request to be exited for cause, compelling circumstance, or to be suspended	within 2 business days
Any AmeriCorps member position description or Member Service Agreement amendment requests, or other change that affects the member's service activities in Program	within 3 business days

5.4 AMERICORPS MEMBER SERVICE STATUS. Host Site or its partners may not terminate or suspend the AmeriCorps member. Program is the sole entity that can terminate or suspend an AmeriCorps member. If Host Site has a desire to terminate or suspend a member for any reason, Program should be contacted to discuss the circumstances and next steps.

5.5 REPAYMENT OF OVERPAYMENTS TO MEMBERS. Host site may be required to repay to HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM overpayments made to members that resulted from Host Site's failure to notify Program of a member's departure/time and attendance issues.

5.6 TIMEKEEPING ACCOUNT. The assigned site supervisor(s) will receive access to the OnCorps timekeeping system for the purpose of review and approval of member timesheets.

5.7 MEMBER TIMESHEETS AND TERM MANAGEMENT. The site supervisor(s) must review and approve member timesheets in the assigned timekeeping system within 2 days of the member's submission. Site supervisor(s) should regularly review time sheets to ensure all hours served are allowable and eligible, categorized appropriately (fundraising, direct service and training) and time sheets include all hours served by members. Members may not earn hours for vacation, sick time, or holidays. Attention should be paid to ensure that members are making regular progress toward the completion of their term of service and serving in accordance with their anticipated service schedule. Member's term of service is a combination of the number of service hours and the start and end dates; service is not completed by finishing the hours listed in their Member Service Agreement without having reached the end of the service term. Corrections to time sheets, should errors be identified, must be made within 90-days of the date of the error. Therefore, it is important that site supervisors monitor time sheets regularly and discuss any concerns with Program.

5.8 REPERCUSSIONS FOR FAILING TO APPROVE TIMESHEETS. Host site understands that failure of site supervisor(s) to carefully review and approve time sheets as outlined above may lead to repercussions including but not limited to the site supervisor(s) being replaced or denial of future requests to serve as a host site. Host Site further understands that the member's ability to earn their education award is based on timely approval of member timesheets by the Site supervisor(s) and *other required exit paperwork*.

5.9 HOST SITE TIMEKEEPING RESPONSIBILITIES. Host site may be required to repay to HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM the cost of any disallowance issued to the program because of the site supervisor's failure to follow the timekeeping requirements, including adequately reviewing member time sheets prior to approving them.

5.10 HOURLY LIMITS. AmeriCorps members cannot serve more than 14 hours in a day, 120 hours in a two-week period, and 200 hours in a month without prior approval from Program. Site supervisor(s) should monitor member service during their term to ensure that members have adequate time to complete their service without serving excessive hours as their term nears its end.

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5.11 CERTIFICATION OF MEMBER ACTIVITIES. By approving the timesheet, site supervisor certifies all AmeriCorps member service, training, and fundraising hours as true and correct and ensures hours do not include any service activities prohibited by law, regulation, or grant terms and conditions. Further, Host Site understands that a knowing

and willful false certification by the member or site supervisor on the timesheet can be punished under federal law (Section 1001 of Title 18, USC). Therefore, if there are questions or concerns with member timesheets, site supervisors must return the timesheet in the timekeeping system for the member to make corrections before they approve it. Host Site is notified that all member timesheets must be approved prior to member release or exit from service.

5.12 MEMBER EVALUATIONS. Host Site must complete an evaluation of each member's term of service. Members who do not receive an evaluation are not eligible for their education award and will be exited for cause. Host Site must complete a mid-term evaluation of each FT, TQT, and HT member, as well as any other less-than HT members (RHT, QT, MT, AT) that serve over a period of 9 months or more, within a reasonable period of the mid-date of the member term. Host Site must complete an end-of-term evaluation of each member and submit it to Program within 7 days of the member's last day of service as indicated on the Member Service Agreement (MSA). Evaluations must be signed and dated by both the member and site supervisor.

6. ADDITIONAL HOST SITE REQUIREMENTS

6.1 ALLOWABLE SERVICE. Host Site must place members in positions that adhere to the requirements established in this Agreement and described in the Member Position Description guidelines. Position descriptions must be approved by Program prior to placing a member into the position. Service hours related to activities that are deemed prohibited or unallowable by Program, Volunteer Iowa, or AmeriCorps, will not count toward the AmeriCorps member's term of service. In addition, hours served before or after the service period outlined in the MSA or prior to completion of a National Service Criminal History Check (NSCHC) are not allowable.

6.2 MEMBER POSITION DESCRIPTION APPROVAL. Host Site must submit draft position descriptions to HABILITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM] no less than 2 weeks prior to the start of the proposed position. Host Site agrees to ask Program for assistance with the development of the member position description if needed. Program will provide Host Site with a Member Position Description Template.

6.3 MEMBER POSITION DESCRIPTION CONTENT. Member Position Description must include, at a minimum, the following elements:

- A. Description of service activities that align with those outlined in the approved grant.
 1. Member activities cannot replace current staff or volunteer activities (see Sections 8.5 and 8.6 below). Member position descriptions must include service activities that are new or expand on current staff/volunteer activities. Member's primary duties should be direct service or capacity building activities, not administrative services.
 2. Member service activities should provide an opportunity for the member to achieve the skills and education needed for productive, active citizenship.
 3. Service activities should be sufficiently detailed to clarify expectations and help members understand their role in the organization. Avoid vague terms or descriptions of tasks.
- B. Use of the AmeriCorps vernacular – for example: service, member, enroll, instead of terms like work, hire or employee.
- C. An anticipated service schedule that outlines a pathway for the member to complete his/her/their term of service successfully within the service period of their MSA, while meeting the needs of the community. Members are expected to serve primarily within their anticipated service schedule.

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1. The schedule should be sufficiently detailed so that the member and anyone else reviewing the schedule could anticipate when the member would be serving and see the total number of hours per week the member would be expected to serve.
 2. The service schedule should indicate whether the member is expected to regularly serve on evenings, weekends, and holidays or at other special events when longer than normal hours would be expected.
- D. If the need for service changes and the member's service schedule or activities are impacted, the Host Site should contact Program to have the Member Position Description updated.

6.4 DISASTER SERVICE. Members are allowed to serve in times of disasters. Deployments to disasters should be done in accordance with Program's disaster policy. If members and/or site supervisors have questions about an individual member's deployment to local disasters, they should review Program policy and check with Program's staff. At no time should members self-deploy to any disaster.

6.5 VOLUNTEER IOWA SITE MONITORING ACTIVITIES. The host site supervisor agrees to act as a liaison between the Program and Volunteer Iowa for the purpose of conducting site visits and completing online or in-person focus groups.

6.6 MEMBER SAFETY. Host Site is required to take reasonable steps to ensure member safety during service. Host Site is expected to conduct appropriate background and reference checks on the site supervisor(s) and other staff working with the AmeriCorps member(s) and beneficiaries of HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM activities, in accordance with the National Service Criminal History Check requirements and Host Site's own organizational policies. Site supervisor(s) should be trained in member safety, including the use and availability of CPR, first aid kits and portable defibrillators (if available) and the location of storm shelters. Members should also be provided with this information during their onsite orientation. Host Site should also have a plan for site and personal health-related safety concerns.

Host Site should also consider safety precautions for service activities and projects, as needed that may include things such as time of day, lighting and location, seasonal weather issues, road conditions, and appropriate safety protocols for service activities (including attendance of trained personnel).

6.7 PUBLIC HEALTH EMERGENCIES AND MEMBER SAFETY. To protect member safety, Host Site is expected to follow CDC Guidelines related to any declared public health emergency. This may include social distancing, wearing of masks (or other protective gear), providing the opportunity to serve from an alternate location on a temporary basis, and required quarantine or isolation in cases of positive tests or exposure, etc. These guidelines may change based on a variety of factors. Therefore, the Host Site is encouraged to regularly check the CDC website for the most recent guidance and Program will send notification of significant changes in CDC recommendations that impact member service. If Host Site intends to pursue mandatory vaccination for member(s), the Host Site must obtain approval from Program.

7. REPORTING

7.1 REPORTING DEADLINES. Host Site must ensure that required program reports are submitted according to Program deadlines noted in Section 7.3.

7.2 REPORTING RESPONSIBILITIES. It is the responsibility of the Host Site supervisor to complete and submit and/or support AmeriCorps member(s) in completing and submitting the required program reports described in this Agreement.

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7.3 REPORTING TIMELINE. Below is a timeline for reports described in the Agreement.

PROGRAM REPORT	REPORTING TIMELINE	DATE DUE
Updated Position Description	2 weeks before member starts	2 weeks before member start date
Quarterly Performance Report	Sept – Nov	December 20
Quarterly Performance Report	Dec - Mar	April 20
Quarterly Performance Report	Apr - June	July 20
Final Performance Report	July - Sept	October 20
Midterm Evaluations (FT, TQT, HT and other 9 month+ members only)	1 st half of member service	Halfway through a member's term
End of Term Evolutions (All members)	2 nd half of member service or full service	7 days of exiting

8. PROHIBITED ACTIVITIES

8.1 PROHIBITED ACTIVITIES. (45 CFR§§ 2520.65) While charging time to the HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM, accumulating service or training hours, or otherwise performing activities associated with the HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting or deterring union organizing.
- D. Impairing existing contracts for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to
 1. A business for profit;
 2. A labor union
 3. A partisan political organization
 4. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 5. An organization engaged in religious activities as described above (7) unless Corporation assistance is not used to support those religious activities.
- I. Conducting voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- J. Providing abortion services or referrals for receipt of such services.
- K. Other such activities as AmeriCorps/Volunteer Iowa may prohibit. In addition to the above activities, the below activities are additionally prohibited:
 1. Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours.
 2. Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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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.

8.2 RIGHTS AS A PRIVATE CITIZEN. 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo or identify as an AmeriCorps member while engaging in any of the above activities on their personal time.

8.3 FUNDRAISING. (45 CFR §§ 2520.40) AmeriCorps members may raise resources directly in support of the HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- A. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- B. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- C. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- D. 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;
- E. Seeking donations from alumni of the program for specific service projects being performed by current members.

8.4 FUNDRAISING LIMITATIONS. (45 CFR §§ 2520.45) An AmeriCorps Member may spend no more than 10 percent of his/her/their originally agreed-upon term of service, as reflected in the Member Service Agreement, performing fundraising activities.

AmeriCorps members may not:

- A. Raise funds for his/her living allowance; raise funds for an organization's general operating expenses, general fund or endowment;
- B. Write a grant application for funding provided by a federal agency including AMERICORPS grant proposals such as: Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

8.5 NON-DUPLICATION. (45 CFR §§ 2540.100E) 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 45 CFR §§ 2540.100F [See below: Non-Displacement] 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.

8.6 NON-DISPLACEMENT. (45 CFR §§ 2540.100F)

- A. An employer [Host Site] 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 Member in a program receiving Corporation assistance.
- B. An organization may not displace a volunteer by using Member in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

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- D. Member 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.
- E. Member in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- F. Member in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

9. USES AND LIMITS OF AMERICORPS POSITIONS

9.1 SERVICE LIMITS. Individuals may serve multiple terms of AmeriCorps service, including AmeriCorps, VISTA and NCCC. Host Site should consult with Program and member on how many previous AmeriCorps terms they have served to ensure they do not exceed the limits for AmeriCorps State and National (4 terms in a lifetime).

9.2 REFILLING MEMBER POSITIONS. The following conditions, established by AmeriCorps, must be adhered to by all Habitat for Humanity of Iowa Habitat for Humanity of Iowa AmeriCorps Programs regarding refill of member slots vacated by members who exit early. Host Site must note that once a member is released from service with a partial education award, the remaining portion of that award is not available for use. Host Site acknowledges that Program has the final say in refilling all AmeriCorps positions. Host Site may not refill the same slot more than once.

9.3 REFILL DEADLINES. Refills must occur prior to November 30 for full-time slots, March 1 for three quarter time slots and April 1 for half-time and reduced half-time slots. These dates are subject to change based upon changes made by AmeriCorps and/or Volunteer Iowa. The final decision related to whether positions will be refilled belong to HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM.

9.4 MEMBER ENROLLMENT. Host Site understands that Program may reduce or renegotiate the awarded member slots at any time if Host Site is unable to fill its awarded AmeriCorps slots.

10. HOST SITE FINANCIAL COMMITMENT

10.1 HOST SITE FEE. Host Site shall contribute the following host site fee to Program in support of placement of the members outlined in section 1.3. Host Sites may incur an additional host site fee for refill positions. The payment (in the case of cash match) or submission of supporting documentation (in the case of in-kind match) is to be made monthly, beginning in September and divided equally among the grant year. **Cash Match: FT- \$9,000, TQT-\$7,500, HT- \$6,000, QT- \$3,800. In-kind Supervisor match: FT- \$4,200, TQT-\$3,600, HT-\$3,000, QT-\$1,800**

Type of Financial Support	Amount of Support	Source of Funds	Amount of Funds
Cash Match		Non Federal	
In-Kind Match		Non Federal	

- A. IDENTIFICATION OF FEDERAL SOURCE(S) OF MATCH. Host Site must obtain approval from the federal agency to use the funds as match. Some federal match sources are pre-approved. The federal funds noted in 10.1. are identified as follows:

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Federal Agency Name	CFDA #	Grant Name

- B. SITE SUPERVISOR COSTS AS A SOURCE OF MATCH. Host Site will document site supervisor time as a source of match to Program. The individual designated as site supervisor must report, at a minimum monthly, the hours spent providing the member supervision services outlined in this agreement via an invoice. Host Site must assign a reasonable hourly or daily rate value for site supervisor(s) on an annual basis and at any time the rate changes or a new individual assumes the role of site supervisor. Site supervisor invoices must be submitted to Program within the first 5 working days of the month. If more than one individual serves as site supervisor, each person must submit the monthly invoice. Site supervisor hours must be based on actual time worked providing the specific duties outlined herein and the site supervisor or Host Site designee must sign the monthly invoice; certifying its accuracy and whether or not the individual is not paid with federal funds. Host Site understands that all site supervisor time invoiced to Program, must be spent actively supervising AmeriCorps members. Hours that appear excessive may be questioned and/or disallowed. Typically, a site supervisor spends between 1-10% of their time on member supervision. Falsification or inflation of site supervisor hours can result in repayment of federal funds by the host site.
- C. Host Site supervisors provide AmeriCorps member supervision services and are considered contractors under 2 CFR §200.331 and for the purposes of the National Service Criminal History check requirements.

10.2. HOST SITE FEE REFUNDS. Generally, host site fee payments WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES. If additional funding is made available by the end of the program year, Habitat for Humanity of Iowa will refund host sites fees for each host site participating in the program year in an equitable manner.

10.3 FAILURE TO MEET MATCH REQUIREMENT. If Host Site fails to meet the matching requirements, Program will notify Host Site in writing of the situation and request that Host Site provide any past-due match payments or documentation within 15 days. If there is an ongoing issue related to match, the HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM may notify the Financial representative, Program Representative and/or the Authorized representative of Host Site. Program may suspend enrollment of new AmeriCorps members and/or payment of reimbursement request(s) until the situation is corrected. If the site does not meet the minimum in-kind Supervisor Match as of September 2023, the following additional fees per member will be charged to the host site: \$750 per Full time member, \$500 for Half time members, and \$250 for Quarter time members

11. AMERICORPS MEMBER RECRUITMENT AND ENROLLMENT REQUIREMENTS

Host Site and Program must adhere to the following requirements when selecting candidates to fill the AmeriCorps position(s). Host Site may identify additional reasonable host site-specific requirements for member selection. Additional requirements must be listed on the position application and position description. Neither the Host Site nor its partners may officially enroll the AmeriCorps member; Program is the sole entity that can enroll an AmeriCorps member. The Host Site must follow Program guidance regarding the Host Site role in recruitment and selection of the assigned member(s).

11.1 MINIMUM MEMBER ELIGIBILITY REQUIREMENTS FROM AMERICORPS.

- A. Be at least 17 years of age at the commencement of service OR be an out-of-school youth of at least 16 years of age participating in a youth corps program described in described in [§ 2522.110\(b\)\(3\) or \(g\)](#);
- B. Have a high school diploma or its equivalent, or be in the process of obtaining one; and
- C. Be a citizen, national, or lawful permanent resident of the United States.
- D. Pass all required National Service Criminal History Checks

11.2 PROGRAM AND HOST SITE MEMBER SELECTION CRITERIA.

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- A. Program Requirements: Program additionally requires that all members in construction positions meet the following requirements: minimum age of 18; must be willing to serve in all weather conditions deemed safe by host sites; must be able to carry 50 pounds; must be able to climb ladders.

11.3 HOST SITE RECRUITMENT AND ENROLLMENT RESPONSIBILITIES. Host Site is encouraged to work with Program to select their member(s) as soon as possible. If citizenship and background check requirements are not complete, it may result in a delay to the member start date.

Host Site agrees to provide Program with the name, email address, and phone number for individuals the Host Site has screened for placement at their site. Member information must be communicated to Program no later than 10 business days prior to the member's start date.

11.4 ENROLLMENT SUPPORT. Host Site will support/assist prospective members in completing citizenship and/or NSCHC requirements prior to the member start date.

11.5 PRIVACY AND SECURITY. Host Site understands that Program will use the criminal history record information obtained through the NSCHC process only to screen the current and/or prospective AmeriCorps members, and only for purpose(s) of enrollment and/or determination of suitability. Program is legally prohibited from duplicating, disseminating, or sharing criminal history record information for use outside of Program, including to the Host Site.

12. CIVIL RIGHTS, NON-HARASSMENT, AND REASONABLE ACCOMMODATIONS

12.1 CIVIL RIGHTS / EQUAL OPPORTUNITY POLICY. The Corporation for National and Community Service (AmeriCorps) has zero tolerance for the harassment of any individual or group of individuals for any reason. AmeriCorps is committed to treating all persons with dignity and respect. AmeriCorps 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 AmeriCorps must be free from all forms of harassment.

Harassment is unacceptable in AmeriCorps offices or campuses, in other service-related settings such as training sessions or service sites, and at service-related social events. Any such harassment, if identified, will result in immediate corrective action, up to and including removal or termination of any AmeriCorps employee or national service participant. All recipients of federal financial assistance, including individuals, organizations, programs and/or projects are also subject to this zero-tolerance policy. When a violation occurs, appropriate corrective action subject to regulatory procedures will take place, 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 such behavior 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; and demeaning, debasing or abusive comments or actions that intimidate. AmeriCorps does not tolerate harassment by anyone, including persons of the same or different races, sexes, religions, or ethnic origins; an AmeriCorps employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); or a co-worker or national service participant.

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It is expected that supervisors and managers of Habitat for Humanity of Iowa Habitat for Humanity of Iowa AmeriCorps Programs and projects, when made aware of alleged harassment by employees, national service participants, or other individuals, to immediately take swift and appropriate action. AmeriCorps will not tolerate retaliation against a person who raises harassment concerns in good faith. Any AmeriCorps 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 AmeriCorps 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 Habitat for Humanity of Iowa Habitat for Humanity of Iowa AmeriCorps Program or project, may raise his or her concerns with the AmeriCorps Equal Opportunity Program (EOP). Discrimination claims not brought to the attention of EOP within 45 days of occurrence may not be accepted in a formal complaint of discrimination. You are not required to use a program, project, or sponsor dispute resolution procedure before contacting the EOP. If another procedure is used, it does not affect the 45-day time limit. The EOP may be reached at (202) 606-7503 or eo@cns.gov.

12.2 REASONABLE ACCOMMODATIONS. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. As a program that receives federal funds, [HABITAT FOR HUMANITY OF IOWA HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM] complies with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the program, services, or activities of the program, or be subjected to discrimination by the program or host site. Neither the program nor the host site shall exclude or otherwise deny equal services, programs or activities to a qualified individual because of the known disability of another individual with whom the qualified individual is known to have a relationship or association.

The program and host site shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the program and host site can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, and/or impose an "undue hardship". A reasonable accommodation may include: making facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified schedules; acquisition or modification of equipment or devices, training materials, or policies; etc.

Members may request reasonable accommodations by completing the **Reasonable Accommodation Request Form** and submitting it to the program director.

13. TERMINATION OF AGREEMENT

13.1 AGREEMENT. Either Party may terminate or suspend Agreement in whole or part upon thirty (30) days written notice to the other party. In all instances of termination or suspension, the non-terminating party shall be given written notice of the termination or suspension, including a written explanation of the reason(s) for such action. Where appropriate, the non-terminating party shall be given reasonable time to cure any deficiency in its performance. If the deficiency is not corrected within a reasonable time, as defined by mutual agreement of the parties, Agreement may then be immediately terminated or suspended.

In the event the Agreement is terminated or suspended, the AmeriCorps member shall be removed from Host Site and, if possible, placed at another suitable service location within the Program. Host Site agrees to work cooperatively with Program to facilitate such transfer.

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14. CONTACT INFORMATION

14.1 HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM.

PRIMARY/AUTHORIZED CONTACT	SECONDARY/FINANCIAL CONTACT	ADDITIONAL CONTACT (optional)
Katherine Sylvis 809 8 th St SW Altoona, Iowa 50009 kzellmer@iowahabitat.org 515-266-6886	Kristen Holtan 809 8 th St SW Altoona, Iowa 50009 kholtan@iowahabitat.org 515-266-6886	Lisa Houser – Executive Director 809 8 th St SW Altoona, Iowa 50009 kholtan@iowahabitat.org 515-266-6886

14.2 HOST SITE.

PRIMARY/AUTHORIZED CONTACT	SECONDARY/FINANCIAL CONTACT	ADDITIONAL CONTACT (optional)
[Name, address, phone, email:]	[Name, address, phone, email:]	



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WITNESS WHEREOF, the parties have executed this Host Site Agreement.

HABITAT FOR HUMANITY OF IOWA AMERICORPS PROGRAM	HOST SITE
SIGNED BY:	SIGNED BY:
TITLE:	TITLE:
DATE:	DATE:

Members:	#	Cash	In-Kind
Full time			
Three Quarter Time			
Half time			
Quarter Time			
Type of Financial Support		Amount of Support	Source of Funds
Cash Match			
In-Kind			Supervisor Time Match

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Exhibit 1. Member Living Stipend & Education Award Amounts (2020-2021)

Member Living Stipend			
<i>Participation Type</i>	<i>Minimum Hours</i>	<i>Maximum Living Stipend</i>	<i>Per Payroll Amount</i>
Full-Time (12 month)	1,700	\$17,000	\$708.33 Twice per month / 24 pay periods
Three-Quarter-Time (9 Months)	1,200	\$12,000	\$705.88 Twice per month / 17 pay periods
Half-Time (6 month-28 weeks)	900	\$9,000	\$692.31 Twice per month / 13 pay periods
Half-Time (12 month)	900	\$9,000	\$375 Twice per month / 24 pay periods
Quarter-Time (13 weeks)	450	\$4,500	\$750 Twice per month / 6 pay periods
Quarter-Time (26 weeks)	450	\$4,500	\$346.15 Twice per month / 13 pay periods

Education Award		
<i>Participation Type</i>	<i>Minimum Hours</i>	<i>Amount*</i>
Full-Time	1,700	\$6,495.00
Three-Quarter-Time	1,200	\$4,546.50
Half-Time	900	\$3,247.50
Quarter-Time	450	\$1,718.25

*Amount set and adjusted by CNCS on an annual basis

Position Titles		
<i>Participation Type</i>	<i>Minimum Hours</i>	<i>Title</i>
Full-Time	1,700	Coordinator
Three-Quarter-Time	1,200	Specialist
Half-Time	900	Assistant
Quarter-Time	450	Associate

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Exhibit 2. Member Start-End Date Schedule (2022-2023)

Pay periods begin the 11th and 26th of each month and pay days are on the 15th and the 30th. Members will start within 3 days of a pay period beginning to ensure they are successful in completing their term of service. Last starts are not beneficial for AmeriCorps members.

<i>Start Date</i>	<i>First Pay</i>	<i>Online Orientation</i>	<i>In-person Orientation</i>	<i>Positions that can start</i>
Fall Recruitment Window				
9/1	9/15	First Day	Mon. Oct. 31	FT, TQT, HT, QT
9/12-9/15	9/30	First Day	Mon. Oct. 31	FT, TQT, HT, QT
9/26-9/29	10/15	First Day	Mon. Oct. 31	FT, TQT, HT, QT
10/11-10/14	10/31	First Day	Mon. Oct. 31	FT, TQT, HT, QT
10/26-10/28	11/15	First Day	Mon. Oct. 31	FT, TQT, HT, QT
Winter Recruitment Window				
11/11-11/14	11/30	First Day	Mon. Jan. 30	TQT, HT, QT
11/28-11/30	12/15	First Day	Mon. Jan. 30	TQT, HT, QT
1/11-1/14	1/31	First Day	Mon. Jan. 30	HT, QT
1/26-1/28	2/15	First Day	Mon. Jan. 30	HT, QT
Spring Recruitment Window				
3/11-3/14	3/30	First Day	Mon. May 1	HT, QT
3/27-3/30	4/15	First Day	Mon. May 1	HT, QT
4/11-4/14	4/30	First Day	Mon. May 1	HT, QT
4/26-4/28	5/15	First Day	Mon. May 1	HT, QT
Summer Recruitment Window				
5/11-5/13	5/31	First Day	Mon. Jun. 12	QT, MT
5/26-5/29	6/15	First Day	Mon. Jun. 12	QT, MT
6/12-6/14	6/30	First Day	Mon. Jun. 12	QT, MT