

RESOLUTION NO. _____

A resolution approving a grant agreement between Metropolitan Government of Nashville and Davidson County, through the Department of Water and Sewerage Services, and Hands On Nashville, for an AmeriCorp program participant to perform volunteer services on Metro's waste reduction program and activities.

WHEREAS, the Metropolitan Government of Nashville and Davidson County, through the Department of Water and Sewerage Services, and Hands On Nashville, desire to enter into a grant agreement for an AmeriCorp program participant to work on Metro's waste reduction program and activities, with an \$8,000 contribution from Metro in exchange for the program participant's volunteer services dedicated to Metro's waste reduction program and activities; and,

WHEREAS, it is in the best interest of the Metropolitan Government that this grant agreement be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

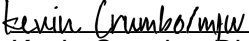
Section 1. That the grant agreement between Metropolitan Government of Nashville and Davidson County, through the Department of Water and Sewerage Services, and Hands On Nashville, for an AmeriCorp program participant to perform volunteer services on Metro's waste reduction program and activities, attached hereto as Exhibit 1 and incorporated herein, is hereby approved, and the Metropolitan Mayor is authorized to execute the same.

Section 2. This resolution shall take effect from and after its final passage, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.


APPROVED AS TO THE
AVAILABILITY OF FUNDS:

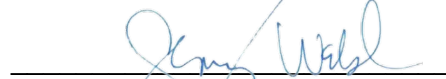
INTRODUCED BY:

DocuSigned by:



Kevin Crumbo, Director
Department of Finance





Council Member(s)



APPROVED AS TO FORM
AND LEGALITY:

DocuSigned by:



Tara Ladd
Assistant Metropolitan Attorney

GRANT SUMMARY SHEET

Grant Name: Hands on Nashville AmeriCorp Program 21-22

Department: WATER & SEWER

Grantor: HANDS ON NASHVILLE

**Pass-Through Grantor
(If applicable):**

Total Award this Action: \$0.00

Cash Match \$8,000.00

Department Contact: Sharon Smith
862-8715

Status: NEW

Program Description:

This grant will allow for Metro Water Services to have one college graduate AmeriCorp member through Hands on Nashville to work with the Division of Waste Services on recycling and waste reduction programs.

Plan for continuation of services upon grant expiration:

n/a

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact				Phone	Fax
WATER & SEWER	065	Sharon Smith				862-8715	
Grant Name:		Hands on Nashville AmeriCorp Program 21-22					
Grantor:		HANDS ON NASHVILLE				Other:	
Grant Period From:		08/16/21		<small>(applications only)</small> Anticipated Application Date:			
Grant Period To:		08/15/22		<small>(applications only)</small> Application Deadline:			
Funding Type:		OTHER		Multi-Department Grant		<input type="checkbox"/> If yes, list below.	
Pass-Thru:		Select Pass-Thru --- >		Outside Consultant Project:		<input type="checkbox"/>	
Award Type:		COMPETITIVE		Total Award:		\$0.00	
Status:		NEW		Metro Cash Match:		\$8,000.00	
Metro Category:		New Initiative		Metro In-Kind Match:			
CFDA #				Is Council approval required?		<input checked="" type="checkbox"/>	
Project Description:				Applic. Submitted Electronically?		<input checked="" type="checkbox"/>	
This grant will allow for Metro Water Services to have one college graduate AmeriCorp member through Hands on Nashville to work with the Division of Waste Services on recycling and waste reduction programs.							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
n/a							
How is Match Determined?							
Fixed Amount of \$		or		25.0%		% of Grant	
						Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?				Yes		Fund 30501 Business Unit 65801300	
Is not budgeted?						Proposed Source of Match:	
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:				0.00		Actual number of positions added:	
						0.00	
Departmental Indirect Cost Rate				11.37%		Indirect Cost of Grant to Metro:	
						\$909.60	
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No				% Allow.		Ind. Cost Requested from Grantor:	
				0.00%		\$0.00 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? <input type="checkbox"/>							
Metro or Community-based Partners:							

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22	\$0.00	\$0.00	\$0.00	\$8,000.00	30501, 65801300	\$0.00	\$8,000.00	\$909.60	\$0.00
Yr 2	FY23							\$0.00		
Yr 3	FY__							\$0.00		
Yr 4	FY__							\$0.00		
Yr 5	FY__							\$0.00		
Total		\$0.00	\$0.00	\$0.00	\$8,000.00		\$0.00	\$8,000.00	\$909.60	\$0.00
Date Awarded:				08/10/21	Tot. Awarded:		\$0.00	Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: trinity.weathersby@nashville.gov
vaughn.wilson@nashville.gov

VW

**GRANT AGREEMENT
BETWEEN
THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AND HANDS ON NASHVILLE**

This grant agreement is entered into _____ day of _____, 2021, between the Metropolitan Government of Nashville and Davidson County (“Site”) and Hands On Nashville (“HON”), hereinafter collectively (“Parties”). The effective date of this GRANT AGREEMENT shall not be binding on the parties until it has been signed first by HON, approved by the Metropolitan Council and filed with the Metropolitan Clerk.

The purpose of this GRANT AGREEMENT is to establish the expectations between Site and Hands On Nashville (HON) AmeriCorps Program.

Term

The term of this agreement shall be twelve (12) months.

Funding and Planning Contingency

In the event that funding for the AmeriCorps program is reduced or eliminated, or if federal program requirements change after the date of this GRANT AGREEMENT, HON may terminate or modify this GRANT AGREEMENT within 30 days by providing written notification to the Site.

Additionally, this GRANT AGREEMENT is contingent upon the complete, accurate, and timely submission of all requested materials, documents, reports, and required payments by the Site both before and during the program year. If any of these items are late or incomplete, HON may terminate or modify this GRANT AGREEMENT within 30 days by providing written notification to the Site.

Responsibilities of the Site

Section I — Financial Responsibility

1. Remit a partnership investment of \$8,000 per member. Investments may be paid in full or in equal increments, due on or before Aug. 15, 2021, and Jan. 15, 2022. Alternate payment arrangements may be granted at HON’s sole discretion.
 - Invoices and payment instructions will be sent by HON to Site on or about Aug. 1, 2021 and on or about Dec. 15, 2021.
 - Failure to pay partnership investment fees on time may result in removal of the member(s) from site and termination of this grant agreement by HON.
 - This fee includes only the HON AmeriCorps program and does not cover any other HON program fees. AmeriCorps members will have access to the Hands On Nashville volunteer

posting portal for their projects. Community Partner Program membership is not included in the AmeriCorps program partnership.

- Payment is due, whether or not a member has committed to the position before the date indicated.
- If a position remains unfilled by Oct. 15, the Site may request that the partnership investment be refunded. Alternately, if a position is unfilled by that date, HON may opt to refund previous payments and assign the position to another Site.
- Sites are expected to retain 100% of members. Partnership investment will not be refunded or pro-rated for any member who terminates service early, with or without cause.
- Special circumstances exist if a member does not complete a full term of service at the Site:
 - If a member terminates prior to serving 30% of their service term (510 hours for full-time; 270 hours for half-time), HON may, at its sole discretion, allow an opportunity to refill the position.
 - Positions may only be refilled once.
 - If positions remain unfilled after the start of the service year, HON must fill those positions before refilling vacated service opportunities.
 - If a member serves more than 15% of their term and exits early for compelling personal circumstances, the member will earn a partial education award, making the position ineligible to be refilled.
 - Positions may not be refilled after Dec. 31, 2021.
 - If a member terminates prior to Dec. 31, and the slot cannot be refilled, the second payment will not be required.
 - In the event that the second payment from the site is delayed for any reason, and the member terminates after Jan. 15, but before the second invoice is paid in full, the Site will remit the second payment in full.
 - If the Site is determined to have violated this GRANT AGREEMENT or the member's service agreement in terminating a member, the refill position may be transferred to another Site. The first partnership investment payment will not be refunded in full or in part.
 - If a member transfers to another Site following an administrative action against the original Site for noncompliance, the partnership investment payment will not be refunded in full or in part.
 - If a member transfers to another Site for any other reason, a prorated partnership investment will be paid to HON and refunded to the original service Site.

2. Cover all expenses required for members to serve at the project site, including computer, software, technologies, desk space, tools, and supplies needed to successfully perform service activities.
3. Provide accessible service locations and other reasonable accommodations for members with disabilities. (Contact HON for information about grants to assist with adaptive technologies and other equipment that make service opportunities available to members with disabilities.)
4. Maintain liability insurance as described in the Terms and Conditions for AmeriCorps State and National Grants.
 - Submit to HON proof of current valid Commercial General Liability Insurance, with minimum of \$1,000,000 per occurrence including a limit of no less than \$1,000,000 per accident for bodily injury or property damage.
 - If coverage expires prior to end of member's service term, submit proof of continuous coverage to HON.
 - If Site is a federal, state, or local governmental agency, provide documentation showing that status.
5. Provide transportation or mileage reimbursement to HON AmeriCorps member(s) to conduct service away from their established service site, or to attend trainings, meetings, service projects, or professional development courses related to their service.
 - Reimbursement procedures must be covered in the member's Site orientation.
 - Reimbursement should, at minimum, align with the Tennessee state standard mileage rate of \$0.47 per mile.
 - HON will reimburse sites for member mileage related to required travel, such as statewide conferences or service events, whenever such reimbursement funds are made available through Volunteer Tennessee.
 - HON will reimburse sites for member mileage related to member disaster response deployments.
6. Provide lodging and meals to HON AmeriCorps member(s) when overnight travel is necessary to perform required service or training away from the service site. Where lodging and meals are not provided directly, the site must provide a per diem that corresponds to the [Federal Standard M&IE \(per diem\) rates](#). A per diem calculation form is available upon request.
7. Pay costs that are deemed disallowed by Volunteer Tennessee or HON due to Site error,

omission, or failure to follow guidance provided by HON. This includes, but is not limited to, disallowances resulting from participation in prohibited or unallowable activities, including unallowable fundraising.

8. Site shall not pay any other expenses except as set forth in this section.
9. Notwithstanding the foregoing, should funding for this GRANT AGREEMENT be discontinued, Site shall have the right to terminate the GRANT AGREEMENT immediately upon written notice to HON.
10. This agreement is no way intended to create an employee/employer relationship between Site and member and member IS NOT an employee of Site. HON agrees that it will be solely responsible and liable for paying compensation, benefits, and taxes for member. HON understands and agrees that it shall have exclusive control and supervision over member and shall be solely liable for all of member's acts and/or omissions. Any accident, injury, sickness or death that may occur to member during the performance of the obligations set forth in this GRANT AGREEMENT, shall be HON's responsibility. HON agrees to hold Site harmless from any claim on account of the aforementioned injury or damage.

Section II — Risk Management and Compliance

1. Comply with the AmeriCorps Civil Rights and Non-Harassment Policy, Assurances and Certifications, and Terms and Conditions, as well as the AmeriCorps Member Service Agreement.
2. Provide an environment free of discrimination for all AmeriCorps members.
 - AmeriCorps is committed to achieving a diverse, energized, and high-performing workforce. The key to achieving this objective is developing and maintaining effective leaders and managers and site staff who treat all persons with dignity and respect.
 - Site must abide by all applicable state and federal laws and AmeriCorps policy on Equal Opportunity Employment, including Title VI and Title VII of the Civil Rights Act and the Americans with Disabilities Act.
 - Discrimination or harassment based on race, color, national origin, gender, religion, age, mental or physical disability, sexual orientation, gender identity or expression, marital or parental status, genetic information, military service, and religious, community or social affiliations, or any other category protected by state or federal non-discrimination law will not be tolerated.
 - These policies apply to recruitment, selection, merit, transfers, assignments, training, career development, benefits, and separations.

- The EEOC has clarified that “customer preference” related to diversity factors cannot be considered when assigning tasks or duties.
3. Where possible, comply with all HON AmeriCorps policies, procedures, and other guidance in effect during the term of this GRANT AGREEMENT, including the current policies and procedures listed below, and other policies or procedures that may be developed and implemented throughout the program year:
- COVID-19 Service Policy (when applicable)
 - Approved Host Site Remote Service Policy
 - POL-100-Ensuring Service Activities are Allowable
 - Ensures Site Coordinators, Member Supervisors, and members are all aware of what prohibited, allowable, and unallowable activities are. Guarantees that members’ activities align with Member Service Agreements and with HON Performance Targets.
 - POL-101-Managing Member Deployment for Disaster Response
 - In the event of a localized disaster, HON may deploy members to assist in response.
 - POL-102-Managing Member Hours
 - Includes instructions for recording and approving member hours, ensuring members are on track to meet their service requirements, and that service hours are used to perform allowable activities.
 - POL-103-Managing Member Leave
 - Establishes categories, definitions, and procedures for members’ time off.
 - POL-104-Managing Teleservice
 - Defines conditions for when a member may serve remotely and procedures for when teleservice is required.
 - POL-105-Managing Member Conduct
 - Lists rules of conduct and establishes disciplinary procedures and decision-making authority.
 - POL-106-Managing Member Appearance and Use of Service Gear
 - Establishes minimum standards for dress code and use of service gear.
 - POL-107-Social Media Usage
 - Establishes rules for social media conduct by service sites and members.
 - POL-108-Managing Member Grievance
 - Defines proper procedure for members to resolve disputes.
 - POL-109-Managing Member Service-Related Accidents and Injuries
 - Procedures if an accident or injury occurs while member is serving.
 - POL-110-Managing Reasonable Accommodation Requests

- Procedures for providing reasonable accommodations for a member with a disability.
 - POL-111-Providing Adequate Supervision of Members
 - Sets minimum standards for quantity and quality of time spent supervising members.
4. Establish and impart safety guidelines and rules that ensure the wellbeing of AmeriCorps member(s) and participants in their programs or service activities. Provide ongoing safety training and supervision for each activity that includes additional risk. Members may be removed temporarily or permanently if unsafe service conditions are identified.
 5. Ensure Site has current Drug-Free Workplace and Non-Discrimination Policies.
 6. Ensure Site has AmeriCorps logos and prohibited activities visibly posted as follows:
 - In a prominent location visible to service location staff and customers: Volunteer Tennessee service decal.
 - In member service areas, list of prohibited activities.
 7. If the member uses an organization vehicle or is reimbursed for use of a personal vehicle in the performance of their service duties, require member's proof of valid driver's license and current proof of vehicle insurance. The host site accepts all liability associated with the member driving an organization or personal vehicle in the performance of service activities, and HON strongly recommends appropriate commercial vehicle liability insurance.
 8. Participate in and provide timely support for the following types of reports or monitoring/audits:
 - Monthly, quarterly, biannually, and yearly programmatic reports
 - Evaluation assessments
 - HON site visits
 - Volunteer Tennessee board visits, compliance monitoring, and desk reviews
 - Programmatic visits requested by program funding partners
 - Investigations or other unannounced information requests
 9. AmeriCorps members may not accept or solicit monetary or other compensation from your organization above or in addition to their living allowance while serving as a member of the AmeriCorps Program.
 10. Members may not serve in other positions or be under a work, pay, or reimbursement agreement or grant agreement for performing work within the Site while under current HON member service agreement.
 11. Members are expected to serve on site. Service from home (sometimes referred to as

“teleservice”) should be rare and only used when it is unavoidable. (See POL-104-Managing Teleservice)

- Remote service plans will be provided, upon request, for the purposes of fulfilling service requirements safely during the COVID-19 outbreak.
- Remote service plans may be canceled or amended by HON at any time and will be thoroughly reviewed if COVID-19 ceases to be a concern.

12. Site will not indemnify, defend, or hold harmless in any fashion HON from any claims, regardless of any language or any attachment or other document that HON may provide.

Section III — Prohibited and Unallowable AmeriCorps Member Activities

There are certain activities — including lobbying, political, religious, or advocacy activities — that AmeriCorps members may not perform in the course of their duties while charging time to the AmeriCorps program, or at the request of Site staff. Furthermore, members and staff may not engage in or conduct in a manner that would associate AmeriCorps or HON’s program with the prohibited activities.

Programs must become familiar with specific provisions described in the Corporation’s formal regulation (45 C.F.R. 2520.65) and the grant provisions. All Site staff who interact with or assign tasks to AmeriCorps members must be informed of prohibited and unallowable activities.

The list of AmeriCorps prohibited activities includes:

1. Attempting to influence legislation
2. Organizing or engaging in protests, petitions, boycotts, or strikes
3. Assisting, promoting, or deterring union organizing
4. Impairing existing grant agreements/contracts for services or collective bargaining agreements
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
6. 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
7. 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

8. Providing a direct benefit to—

- a. A business organized for profit
- b. A labor union
- c. A partisan political organization
- d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial contraction of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative
- e. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities

9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive

10. Providing abortion services or referrals for receipt of such services

11. Such other activities as AmeriCorps may prohibit. 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-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

In addition to the prohibited activities set forth in 45 C.F.R. 2520.65, members may not engage in the following unallowable activities described in the AmeriCorps Terms and Conditions and other sections of 45 C.F.R. 2520:

1. Participating in activities that pose a significant safety risk to participants
2. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match/host site investment requirements, or to pay the program's general operating expenses. Additionally, members cannot write or support preparation of a grant from AmeriCorps or any other federal agency

3. Fundraising, unless under the following circumstances: if it provides direct support to a specific activity listed in the Member Service Agreement, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member

All locations where members serve must post a list of the prohibited activities. Federal funding for AmeriCorps members is approved with the understanding that member service is directly supporting AmeriCorps objectives. Participating in prohibited activities will result in the disallowance of member hours and subsequent requirement to make up those hours to reach service requirements. Repeated participation in prohibited or unallowable activities, or any instruction to AmeriCorps members to falsify timesheets to avoid including prohibited or unallowable activities, may result in disciplinary action, up to and including the removal of AmeriCorps member(s) from the service site.

Section IV — Supervision & Experience of AmeriCorps Member(s)

1. Identify a Site Coordinator and a Member Supervisor. The Member Supervisor will approve member timesheets. The Site Coordinator will serve as backup supervisor and will also be the key contact for HON.
2. Where this is not possible because of organization size, one person may act in both the Site Coordinator and Member Supervisor roles. However, arrangements must be made to provide adequate supervision and attendance at required Site meetings in the absence of the person serving in this dual role.
3. In the event of a change in Member Supervisor or Site Coordinator, Sites must:
 - Inform HON of the change within 10 days of learning that a change will occur.
 - Work with the member to complete a Member Service Agreement amendment.
 - Provide transitional supervisory support to affected members.
4. Prior to supervising members, supervisors must attend orientation and training outlining their AmeriCorps duties. In addition, they must review this GRANT AGREEMENT, the Member Service Agreement for each member that they supervise, Terms and Conditions, and program policies.
5. Member Supervisors must attend pre-service Supervisor Trainings, monthly site visits during the first quarter of service, quarterly site visits for the remainder of the service term, and quarterly Site meetings, as well as other trainings or events deemed mandatory by HON throughout the program year.

- Advance information will be provided.
 - Site visits may be conducted virtually, when necessary.
 - Sites that do not fully participate in trainings, check-ins, and site visits may not be awarded members in future years.
6. Host sites must recognize and support the distinct roles and responsibilities of the member(s) as outlined in the Member Service Agreement.
- Changes in member duties, service site, or schedule require an amended position description. If HON becomes aware of any change without prior approval, it may result in the removal of the member from the Site.
 - Administrative and/or janitorial duties that are directly related to and necessary to reach the member's service goals will be allowed. Administrative and/or janitorial duties that support general organizational goals are not permitted.
 - Sites must ensure that members do not participate in any activities which are prohibited or unallowable under AmeriCorps regulations and guidance. (See Section III for Prohibited and Unallowable Activities.)
 - Sites must ensure that service activities do not displace, duplicate, or supplement employees or volunteers. The site may not assign roles to AmeriCorps members that have regularly been part of a staff or volunteer's duties. This includes acting as a substitute in any role for site staff who are out on short-term or long-term leave.
 - Service activities and projects must expand or enhance the organization's capacity to serve the community, not simply sustain a service or activity of the organization. Member activities should be primarily focused on developing systems, resources, and volunteer engagement programs for the programs that members serve.
7. If site employees are (i) engaged in the same or substantially similar work as that proposed to be carried out by AmeriCorps members, and (ii) represented by a labor union, the site must obtain a written concurrence from the labor union. If there are (i) employees in the area who are engaged in the same or similar work as that proposed to be carried by AmeriCorps members and (ii) those employees are represented by a labor union, then the site must contact the labor union and notify them of member activities.
8. Member Supervisors must approve all member electronic timesheets in America Learns no later than five business days after the end of each bi-weekly payroll period (Wednesday).
9. Member Supervisors ensure accuracy of member's service hours:

- Monitor AmeriCorps member(s) service hours to ensure that the member is serving the average number of required hours and is on track to achieve hour requirements before the completion of the term.
- Monitor digital timesheets for accuracy and to ensure members do not exceed the percentage of time allowed in training (20%) and fundraising (10%).
- No hours can be earned for participating in fundraising activities that support the Site's operations or non-AmeriCorps-related programs, including mailers, events, digital campaigns, or other fundraising that is not specific to the member's service activities. If an event includes both program-related and fundraising components, members may only assist with program activities.
- Out-of-state service or training must be pre-approved.
- No hours can be performed prior to the first day of the term of service (August 16, 2021).
- No hours can be performed after the last day of the term of service (July 29, 2022), unless prior arrangements have been made to help a member reach the required hours of service.
- Members must receive adequate breaks. Members should take a lunch break of at least 30 minutes daily.
 - Lunch should be recorded on the member's time sheet and does not count toward the completion of service hours.
 - Supervisors are responsible for ensuring that members include lunch on each day's timesheet (or, on rare occasions, that members note why lunch was not feasible).
 - Working lunches, such as lunch and learns or team lunches, count toward service hours and should be noted on the timesheet.
 - Consistent failure to take and record a mid-day break may result in site or member discipline.

10. Assist HON in recruiting candidates, including:

- Developing a high-quality service opportunity using the provided template and platform.
- Promoting open positions through the Site's newsletter, website, social media, and informal networks.
- Following provided interview, scoring, and invitation procedures.
- Provide candidate and position feedback that can be used in placing members.
- Accept HON's member placement if a candidate is not selected by the Site within three weeks of program start date.

11. Orient AmeriCorps member(s) to the host organization; the service location; community demographics and client needs; and the service they will provide.
12. Introduce AmeriCorps member(s) to other organization staff and include member(s) in appropriate organization functions. Orient the service location staff to the member and the duties, as well as the differences between AmeriCorps members, volunteers, interns, staff.
13. Inform AmeriCorps member(s) about your organization's rules of conduct and appropriate behavior, including procedures for communicating service hours and absences. Provide member(s) with policy manuals and/or handbooks and include your organizational chart.
14. Communicate to members about expected hours, including any weekend and evening service activities. Evening and weekend service expectations should be clearly indicated during the interviewing and onboarding processes and scheduled far enough in advance to accommodate members' job, school, or personal obligations. Where nonstandard hours are required, sites must ensure members receive adequate time for rest.
15. If the service location has closures (e.g. snow days) throughout the year, incorporate plans for remote service during a necessary closure or alternate service activities as a follow-up to these closures.
16. Ensure member(s) are aware of safety measures and emergency procedures of the Site and each service environment.
17. Ensure members have access to program documents, to include but not be limited to Member Service Agreement, GRANT AGREEMENTs, policies, etc.
18. Provide appropriate tools and equipment for the member(s) to perform service and to communicate with HON. This includes daily time for email review to ensure that requests from HON are received in a timely manner.
19. Encourage and support all hosted members in successfully completing a full term of service.

20. Follow AmeriCorps member discipline procedures as outlined in the Member Service Agreement and POL-105.

- Communicate within one business day with the HON AmeriCorps Program Manager regarding AmeriCorps member(s) performance issues or other program concerns.
- Document all corrective conversations and provide evidence of any verbal warning by recounting the conversation in email format and copying the AmeriCorps Program Manager.
- Members may only be released in accordance with the policies and procedures outlined in the Member Service Agreement.
- For egregious policy violations, members may be sent home for the remainder of the day, pending appropriate disciplinary action determined in conjunction with the AmeriCorps Program Manager. Release may not be discussed with any member prior to receiving authorization from the AmeriCorps Program Manager.

21. If a member indicates the intent to leave his or her service early, the Site will:

- Notify HON immediately if signs arise that the member may consider leaving the program prior to completion.
- Troubleshoot reasons for potential exit with member and HON staff in effort to retain member.
- If member still decides to terminate service early, then work with the member and HON to complete all required exit documentation prior to the member leaving service.

22. Sites may not extend an offer of employment to any member, if that employment would begin prior to the member completing the required hours of service.

Section V — Performance Measures and Reporting

1. HON will utilize America Learns to collect service-activity data and will collect pre/post-tests, impact data, and feedback through Microsoft Forms. While each site has its own data collection protocols, members and host sites will work together to create a data management plan for the service term. Where a data collection deficiency is noted, members will be encouraged to research and/or create systems to meet this need.
2. Sites will work with members to create a Data Management Plan to that indicates where members will obtain reporting data.

3. Supervisors will support and verify submission of monthly and quarterly reports as defined in the Performance Measure Plan and Strategy documents and the AmeriCorps member's position description. Data to be tracked includes:
 - a. Number of volunteers recruited or managed by members
 - b. Number of hours served by volunteers recruited or managed by members
 - c. Number of individuals affected by disasters served by members
 - d. Number of individuals assisted in preparing for disaster served by members
 - e. Number of children and youth served by members
 - f. Number of individuals receiving job placement or training via members
 - g. Number of individuals receiving independent living services from members
 - h. Number of veterans served by members
 - i. Number of veteran family members served by members
 - j. Number of active-duty military members served by members
 - k. Number of military family members served by members
 - l. Number of individuals receiving opioid/drug intervention services
 - m. Number of acres of public land supported
4. If data sources are external to the Site, the Site will ensure that appropriate/required data sharing agreements are in place with those data sources, so that member activities and impact can be captured.
5. Site will support the AmeriCorps member(s) in reaching performance goals for volunteer recruitment and training.
6. Supervisors will submit original, signed performance evaluations of the AmeriCorps member twice during the service term. HON will provide guidance, including forms and due dates.
7. Supervisors will respond to all surveys evaluating Site capacity, including efficiency, effectiveness, and program reach. Sites will return reporting-related surveys in a timely manner, and ensure that member surveys are completed on time, as well.
8. Sites will provide additional performance and program information as requested by HON throughout the year. This could include response to program impact evaluation surveys,

interviews, request for materials, etc.

9. The site will support HON program evaluation by working with external program evaluators as required.

Section VI — Career Development/Training

1. Supervisors will provide adequate training to ensure members are prepared for their service roles and responsibilities.
 - Supervisors will work with members to complete a Professional Development Plan for the term of service that outline professional and service-related goals, HON trainings, Center for Nonprofit Management (CNM) trainings, and training and networking opportunities provided by the Site.
 - Host Sites will follow the member orientation checklist provided.
 - No more than 20% of members' total service hours may be spent in training. Because professional development is provided by HON and its partners, project sites should not exceed 5% of total service hours in training.
2. Supervisors will provide oversight on the AmeriCorps member's progress toward the Member Development Plan. Training dates will be provided in advance, and supervisors are expected to work with members to promote full attendance. All members must be given time away from regular service activities to participate in:
 - a. Six HON capacity-building trainings*
 - b. Six CNM professional development trainings*
 - c. MLK Day of Service – Members plan and implement a service project*
 - d. September 11 Disaster Preparedness Training
 - e. Spring statewide service project (April)*
 - f. Up to three local service projects
 - g. Tennessee Conference on Volunteerism and Service Learning
 - h. Up to six hours of financial counseling at the Financial Empowerment Center
 - i. Life After AmeriCorps training
 - j. Additional trainings or activities required by HON with a one-month notice

* Required to successfully complete a term of service.

3. Sites will allow members to utilize new and existing skills within the organization and encourage general growth and development.
4. Supervisors will engage with members around MLK Day of Service planning, promotion, and event management to ensure sufficient support to create a positive volunteer experience.
5. Supervisors will support the completion of six capacity-building activities aligned with capacity-building trainings and implement capacity-building recommendations where practical.
6. Sites will recognize member input as valuable and give thoughtful consideration and appropriate feedback to member suggestions for organizational development.
7. Supervisors will submit all requests for approval of out-of-state training for the member to HON at least two weeks in advance of the training.

Section VII — Sustainability

1. The AmeriCorps role must support an organizational project or program that contributes to the long-term goals of the organization, and the organization must be committed to the sustaining the project/program.
2. The project/program must be designed to yield results beyond the AmeriCorps member's term of service.
3. The AmeriCorps member's position is to enhance or expand an organization's service to its clients or participants through the project where the AmeriCorps member(s) will be placed, not to maintain existing programs or supplant staff.

Section VIII — Communications

1. Sites will ensure AmeriCorps member(s) wear visible AmeriCorps-branded gear **daily** while serving. If you wish for the members to wear site-branded gear on a regular basis, Sites may develop co-branded gear with the AmeriCorps logo on the sleeve. (See POL-106-Managing Member Appearance and Use of Service Gear.)
2. When communicating with customers, stakeholders, legislative representatives, or media about the program a HON AmeriCorps member is serving in, the Site and any member service location will identify the roles of both Hands On Nashville and AmeriCorps in the project. For example: "As part of the Hands On Nashville AmeriCorps Program, members serving at Plant

the Seed are sharing a love of gardening with Explore Community School students.”

3. Sites should showcase AmeriCorps members using photos that convey impact and branding, including the “A” logo. Tag #AmeriCorps, #HONAmeriCorps, @americorps, and @HONashville in member-related social media posts.
4. Sites should notify HON of impending scheduled events or activities that may warrant media support and follow HON guidance for media relations and interactions, including releases for all pictures.
5. Sites must notify HON of impending visits by stakeholders such as representatives of the Legislature or Congress to program locations where members will be engaged in service activities.
6. Sites will submit copies of written or electronic articles that highlight AmeriCorps member(s) and/or AmeriCorps projects.

Section IX — Responsibilities of the Hands On Nashville AmeriCorps Program

Hands On Nashville agrees to:

1. Apply for AmeriCorps program funding, submit required reports, maintain program compliance, and serve as the primary point of contact for the funder.
2. Provide Sites with training on processes and procedures. This includes ongoing support throughout the program year as needed. It also includes providing access to all required documents and instructions in a timely manner.
3. Provide program orientation for all AmeriCorps members and supervisors.
4. Provide ongoing technical support to AmeriCorps members and supervisors by telephone and/or email, other technology-assisted approaches as available and accessible, and on-site visits as arranged.
5. Communicate expectations and procedures around AmeriCorps member service and performance.
6. Lead the recruiting and screening process.
7. Ensure all background checks and enrollments are completed on time and in accordance with rules and regulations.

8. Participate in desk reviews and on-site monitoring reviews. Share reports that list findings, concerns and observations. Provide technical assistance to the organization and AmeriCorps member(s) to complete corrective action.
9. Ensure oversight of electronic timesheets for each AmeriCorps member(s) and maintain the official permanent member file.
10. Process AmeriCorps member living allowance for payment on a bi-weekly schedule.
11. Provide Medical Insurance coverage for the AmeriCorps member(s) who do not already have coverage.
12. Provide Sites with HON and AmeriCorps logo posters to post in a prominent location.
13. Provide AmeriCorps member(s) with AmeriCorps-branded service gear. (See POL-106- Managing Member Appearance and Use of Service Gear)
14. Provide AmeriCorps member(s) training and development opportunities through a series of training events.
15. Support members in completing their service through regular check-ins, trouble-shooting, and guidance.

Section X — Special Terms and Conditions

1. The federal funding source, AmeriCorps, the agency, designates that all those accepting member positions as a sub-grantee will understand fully and comply with and include in all awards and contracting or agreement process the following Terms and Conditions, Assurances and Certifications as part of the federal granting process:
 - Terms and Conditions for AmeriCorps State and National Grants
 - AmeriCorps General Terms and Conditions
 - Assurances and Certifications
2. Notices related to this GRANT AGREEMENT shall be hand delivered or sent by U.S. Mail to:

For Site: Metro Water and Sewerage Services, Attn: Sharon Smith, 1600 2nd Ave North, Nashville, TN 37208.

For HON: 2525 Perimeter Place Drive, Suite 121, Nashville, TN 37214

3. The laws of Tennessee shall govern the validity, construction, and effect of this GRANT AGREEMENT and any and all extensions and/or modifications. Tennessee law shall govern regardless of any language in any attachment or other document HON may provide. Any action between the parties arising from this agreement shall be maintained in the courts of Davidson County, Tennessee.

4. Termination

Site may terminate this GRANT AGREEMENT at any time upon thirty (30) days written notice to HON. Upon termination, HON's sole remedy is to retain SITE's Partnership Investment.

HON agrees to

Order of Precedence

In the event of an inconsistency in this GRANT AGREEMENT, unless otherwise provided herein the inconsistency shall be resolved by giving precedence in the following order:

- A. This GRANT AGREEMENT
- B. Applicable Federal and State Statutes and Regulations
- C. Exhibit A, Terms and Conditions for AmeriCorps State and National Grants
- D. Exhibit B, AmeriCorps General Terms and Conditions
- E. Exhibit C, Assurances and Certifications
- F. Those Terms and Conditions as contained in HON's contract with Volunteer Tennessee
- G. Those Terms and Conditions as contained in the Member Service Agreement
- H. HON AmeriCorps Program Policies
- I. Site's Policies and Procedures

Site Management Procedures

In general, if a Site is found to be in violation of AmeriCorps guideline, allowing members to participate in prohibited activities, behaving in an unprofessional manner, engaging in any activity that may be physically or emotionally damaging to the members of the program, or if a Site fails to comply with the guidelines and requirements set forth in this Memorandum, HON will take the following actions:

1. For the Site's first offense, an appropriate program official will issue a verbal warning to

relevant program staff, which will be documented in an email to the Site Coordinator.

2. For the Site's second offense, HON will issue a written reprimand.
3. For the third offense, HON will create a corrective action plan and the Site will be considered to be on probationary terms until the corrective action plan is complete.
4. For the fourth offense, members will be removed from service with the Site.

After any offense, HON may recommend or require training, coaching, or policy development to address the issue.

Where the facts are disputed, the HON AmeriCorps Program Manager and Director of Operations will provide all parties the opportunity to present their point of view and any evidence before taking disciplinary action.

In cases where during the service the site has been charged with illegal activities, discriminatory behavior, or participated in any other serious breach that in the judgment of HON's President and CEO would undermine the effectiveness of the program, egregious site conduct can warrant immediate release from the program without previous verbal or written warnings.

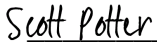
This GRANT AGREEMENT sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

By signing below, the Site agrees to perform all actions and support all intentions of this GRANT AGREEMENT and all terms and conditions of the Exhibits and Attachments.

Site Authorized Signer:

(With recognized authority to commit the organization to a binding grant agreement)

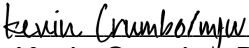
DocuSigned by:



Scott A. Potter, Director
Water and Sewerage Services

APPROVED AS TO THE
AVAILABILITY OF FUNDS:

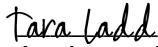
DocuSigned by:



Kevin Crumbo, Director
Department of Finance

APPROVED AS TO FORM
AND LEGALITY:

DocuSigned by:



Assistant Metropolitan Attorney

Hands on Nashville authorized signer:



**SIGNATURE PAGE
FOR
GRANT NO. Hands on Nashville Grant Agreement**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:

Scott Potter

994E7D0AE02B458
Scott Potter, Director

Water & Sewer Department

8/11/2021

Date

APPROVED AS TO AVAILABILITY
OF FUNDS:

"See Previous Page"

Kevin Crumbo, Director
Department of Finance

8/13/2021

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

Balogun Cobb

Director of Risk Management Services

8/16/2021

Date

APPROVED AS TO FORM AND
LEGALITY:

"See Previous Page"

Metropolitan Attorney

8/16/2021

Date

John Cooper
Metropolitan Mayor

Date

ATTEST:

Metropolitan Clerk

Date