

RESOLUTION NO. 2432

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING FUNDS IN THE AMOUNT OF \$3,250 FROM WICOMICO COUNTY FOR THE PURPOSE OF PARTICIPATING IN THE AMERICORPS SHORECORPS/PALS PROGRAM.

WHEREAS, the City of Salisbury recognizes the need for an amplified sense of ownership, civic pride, and community engagement of youth in City and County jurisdictions; and

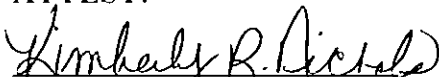
WHEREAS, the City of Salisbury in partnership with Wicomico County will utilize a member of the AmeriCorps program to serve as a part-time Program Coordinator for a joint City/County Youth Civics Council; and

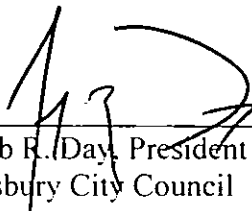
WHEREAS, the AmeriCorps member will engage the members of the Youth Civics Council in a series of meetings that address critical community questions; provide mentoring opportunities with local leaders; and facilitate educational seminars on local government and civic engagement; and

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Salisbury, Maryland does hereby accept a contribution of \$3,250 from Wicomico County to participate in the AmeriCorps program with the City of Salisbury.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on August 11th, 2014 and is to become effective immediately.

ATTEST:


Kimberly R. Nichols, City Clerk


Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS:

12th Day of August, 2014


James Irton Jr., Mayor

INTER _____ #

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator
Subject: Acceptance of funds from Wicomico County for AmeriCorps program
Date: July 23, 2014

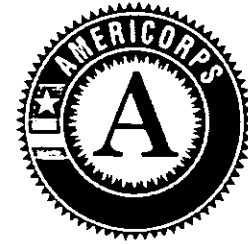
The City of Salisbury has made tremendous progress with our first Youth Civics Council. Through our partnership with AmeriCorps, the City has retained a role in educating the youth in our community, and restored a sense of pride and ownership in the neighborhoods where these children live, work, and play! In our effort to continue moving forward with the Youth Civics Council, the City of Salisbury has collaborated with Wicomico County to submit an application for another part-time Program Coordinator from the AmeriCorps.

The cost to host a part time ShoreCops/PALS AmeriCorps member from Salisbury University for one-year is \$6,100. In support of this partnership, Wicomico County has provided the City of Salisbury with a check in the amount \$3,250 to assist with the cost of this project. To deposit these funds, a resolution of approval from City Council is necessary to program these funds.

Please advance this cover memo and resolution to the City Council for approval on the Monday, August 11, 2014 council meeting.

Thank you,

ShoreCorps/PALS
AmeriCorps Program at Salisbury University
1101 Camden Avenue, Salisbury, MD 21801
Phone: 410-543-6137; Fax: 410-548-4507



Lynn Rising, Program Coordinator
lrising@salisbury.edu
www.salisbury.edu/amicorps

Greetings!

Enclosed you will find the ShoreCorps/PALS (PALS) service site partnership packet for the 2014-2015 service year. Each site wishing to partner with our program for the upcoming year must complete these application and agreement documents and return them to our office. *Please note: our program is contingent upon funding being received from the Governor's Office on Service and Volunteerism (GOSV).*

This packet is the first step in determining an agency's eligibility to become a partner with PALS. The packet defines the scope of our partnership and determines the role of the AmeriCorps member. Our service year extends from September 2014 to September 2015, and we are seeking placement for 5 full-time, 12 half-time, and 3 quarter-time members.

Once we receive your partnership packet, the process of matching applicants with sites works this way:

1. The member applicant completes an application and returns it to the PALS office. Applications are received on a "rolling" basis until all slots are filled.
2. PALS staff reviews applications and sends copies to sites that match the applicant's availability and preferences starting in July. Sites are also encouraged to recruit their own members. PALS engages in a focused member recruitment campaign, but please feel free to advertise for your own specific site and member requirements.
3. After reviewing applications, service sites will contact applicants directly to schedule interviews.
4. When an applicant is selected by a service site, the site will notify the applicant and PALS.
5. PALS will contact selected applicants to schedule orientations in August and September. Orientations will continue as long as needed as subsequent matches are made.
6. The orientation includes an overview of the program requirements and benefits of service through PALS. Selected applicants complete preliminary enrollment paperwork, including a Criminal History Check that must be passed in order to be fully enrolled in the program. FBI electronic fingerprinting is required.

Please pay special attention to these important sections in the packet:

- ... Service Description for AmeriCorps member (page 3)
- ... Responsibilities of host site and site supervisor (page 4)
- ... Program Management Worksheet (page 6)
- ... Required signatures (pages 5 and 7)

The first site supervisor meeting will be scheduled for late September or early October, date and time to be determined. All sites are required to send a representative to this meeting, which serves as an orientation to the service year.

The completed application packet should be returned to the PALS office as soon as possible. Thank you for your cooperation, and we look forward to our partnership!

Sincerely,

Lynn Rising



**SHORECORPS/PALS SERVICE SITE PARTNERSHIP PACKET
2014 – 2015 PARTNERSHIP APPLICATION AND AGREEMENT**

Please complete this partnership application and agreement and return it to the ShoreCorps/PALS office.
This document serves as the contract between your agency and ShoreCorps/PALS.

Applicant Information

Date _____

Name of Organization/Legal Applicant:	
Street Address:	
City/State/Zip: (include last 4 digits of zip)	
County:	
Main Telephone:	
Web Page:	
Legal Applicant's Federal ID. Number:	
State Legislative District:	
Executive Director:	
Executive Director's Telephone:	
Name of Application Writer/Initial Contact:	
Contact's Title:	
Contact's Telephone:	
Contact's Fax Number:	
Contact's Email:	
Name of Site Supervisor for AmeriCorps Member:	
Site Supervisor's Title:	
Site Supervisor's Telephone:	
Site Supervisor's Fax Number:	
Site Supervisor's Email:	

Shore Corps/PALS
AmeriCorps Program at Salisbury University
1101 Camden Avenue, Salisbury MD 21801
Phone: 410-543-6137; Fax: 410-548-4507
www.salisbury.edu/amicorps

George Whitehead, Project Director: giwhitehead@salisbury.edu
Lynn Rising, Program Coordinator: lrising@salisbury.edu
Sara Heim, Administrative Assistant: ssheim@salisbury.edu

Type of Organization:

_____ Government agency (*specify only one type*):

_____ Federal _____ State _____ County _____ City _____ School

_____ Nonprofit (501c3) (*specify only one type*):

_____ Local _____ State _____ National _____ International

_____ Other (Please describe) _____

Agency Overview

What is your agency's mission?

What are your current programs and services?

Community Need

What is the *critical unmet need in your community* or client population that will be addressed by direct service volunteers during the partnership year?

This question applies to the community you serve—not your internal organizational need for volunteers or direct service. To answer this question, summarize or quote relevant demographic data or other research to support your community need; be sure to cite your sources. Please be specific about the need itself (e.g., the number of children at your school reading below grade level or the pollution levels in a particular environmental area or number of senior citizens not getting the resources they need) and about how the need was determined (e.g., test scores, surveys, or focus groups).

The critical unmet need addressed by the AmeriCorps member:

AGENCY 2014-2015 PARTNERSHIP AGREEMENT

The purpose of this agreement is to establish the basic parameters of AmeriCorps participation at the host site.

The **PALS Staff** will be responsible for the following:

- Y recruitment and screening of AmeriCorps applicants, conducting pre-service orientation, and providing training to members and host site sponsors regarding AmeriCorps and PALS policies and procedures
- Y ongoing, systematic training and workshops for members
- Y ongoing site and member support
- Y support to site supervisors regarding member supervision
- Y maintenance of member personnel files, payroll and timesheets
- Y required quarterly evaluation of the AmeriCorps program to the GOSV
- Y administration of grant funds for members' living allowances, insurance, training, AmeriCorps service gear and other member support costs
- Y Criminal history check and FBI fingerprinting

The **Host Site**, your organization, is expected to:

- Y treat your AmeriCorps members as part of your staff team. AmeriCorps members should attend staff meetings, be formally introduced to all staff, and be invited to participate in in-house training if appropriate. They should be made aware of all staff policies that apply to them.
- Y define, explain and recognize the service of your AmeriCorps members and of your collaboration with PALS at your site and in your newsletters and publications
- Y allow time away from the site for your AmeriCorps member to attend the required weekly AmeriCorps classes at SU during the fall and spring semesters
- Y release AmeriCorps members to attend all programs (including statewide service projects) and PALS trainings and meetings, and support these activities as an important part of the AmeriCorps experience
- Y designate a site supervisor to guide the AmeriCorps members while serving at your organization
- Y provide office space, computer use and office equipment equal to the tasks in the members' job descriptions (Regular email access is required.)

The **Site Supervisor** is expected to:

- Y support, mentor, train and evaluate his/her AmeriCorps members; meet on a regular basis with the AmeriCorps members to provide guidance, assistance, information, resources and feedback
- Y ensure that the member has sufficient opportunity to complete the required number of hours to qualify for an Education Award and create a schedule for the members which makes it possible
- Y examine their weekly timesheets to verify hours and sign indicating your approval
- Y attend site supervisors' orientation (first site supervisor meeting of the service year) and scheduled quarterly meetings during the year. These meetings are opportunities to clarify procedures, share ideas and resources, and have questions answered.
- Y provide written performance evaluations (mid-year and end-of-year) for members
- Y notify the PALS staff immediately if any AmeriCorps members have attendance and tardiness problems or if there are concerns about the members' professional behavior
- Y provide members with site's policy for reporting child abuse & neglect and policy for reporting work related injuries
- Y complete quarterly statistical reports and submit to PALS office by the date requested in December, March, June, & September

Prohibited Activities
Copied from 2014 AmeriCorps State and National Grant Provisions
Effective June 1, 2014

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- 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—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. 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 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; and
 - v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS 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-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

It is essential that both AmeriCorps members and all volunteers generated by AmeriCorps members adhere to the Prohibited Activities policy. Your signature below confirms that you are aware of this policy and will regularly supervise and communicate with PALS members and their generated volunteers to ensure that all are aware of and do not engage in prohibited activities.

Signature of Site Supervisor: _____ Date _____

PROGRAM MANAGEMENT WORKSHEET

ShoreCorps/PALS is required to collect and report on our program's progress in meeting our Performance Measures. Please assist us by completing this worksheet.

2014-2015 Performance Measures for ShoreCorps/PALS (pending final approval by the GOSV and the Corporation for National & Community Service)

Output: number of community volunteers recruited by organizations or participants (target number 800)

Output: number of community volunteers managed by organizations or participants (target number 800)

Outcome: number of organizations implementing effective volunteer management practices (target number 14)

End Outcome: number of new beneficiaries from targeted populations, i.e., at-risk youth or senior citizens (target number 1,600)

To obtain these measurements we need a baseline for each measure. Please provide these figures.

1. Number of community volunteers your organization recruited in 2013-2014 _____
2. Number of community volunteers your organization managed in 2013-2014 _____
3. Number of new beneficiaries from targeted populations in 2013-2014 _____

Volunteer Management

1. How many volunteers do you hope to recruit? _____ Manage? _____

2. How will your AmeriCorps member be involved with volunteers?

_____ Recruiting _____ Managing _____ Event Planning

_____ Other (please explain) _____

How will you utilize your volunteers? (Check all that apply.)

_____ Mentoring/life skills _____ Providing safe places _____ Service projects

_____ Homework support _____ Tutoring _____ Mediation support

_____ Caregiver support _____ Providing resources for seniors _____ Program support

_____ Other (please explain) _____

Youth and/or Senior Citizens Served

Improving Life Skills & Access to Services

How many youth/seniors do you hope to reach? _____

What skills will you address? (Check all that apply.)

_____ Self esteem _____ Conflict resolution skills _____ Academic achievement

_____ Communication skills _____ Informational/computer literacy _____ Knowledge of human sexuality

_____ Attitudes toward school _____ Dangers of drugs, alcohol, tobacco _____ Parenting skills

_____ Understanding, advocating and exercising legal rights – as a consumer and a health care recipient

_____ Becoming empowered with knowledge of consumer laws and rights and health care decisions laws

_____ Protecting money and avoiding financial exploitation

_____ Protecting personal identity information and avoiding identity theft and scams

_____ Other (please explain) _____

2014-2015 SHORECORPS/PALS PARTNERSHIP AGREEMENT

We are pleased to have the opportunity to partner with you. Together we work to improve the quality of life for our local residents and the AmeriCorps member. We want to use the services of AmeriCorps members to enhance our existing programs, enabling these programs to expand their service offerings, improve delivery of services, operate more efficiently, and reach a larger segment of the target populations.

The total number of AmeriCorps members requested for your site is:

Full-time: _____
(1,700 hours/year)

Half-time: _____
(900 hours/year)

Quarter-time: _____
450 hours/year)

The cost for a full-time member is \$8,500 x _____ (# of members) = _____

The cost for a half-time member is \$6,100 x _____ (# of members) = _____

The cost for a quarter-time member is \$3,100 x _____ (# of members) = _____

Your organization's total cost is \$ _____

Please sign below indicating your acceptance of this agreement.

Partnership Agreement Signatures

Signature of Legal Applicant Director

Date

Signature of the Service Site Supervisor

Date

Please return this completed packet to the ShoreCorps/PALS office:

1101 Camden Avenue, Salisbury MD 21801

Phone: 410-543-6137; Fax: 410-548-4507

Lynn Rising, Program Coordinator; lrising@salisbury.edu

www.salisbury.edu/ameriCorps