

RESOLUTION NO. 12-285

BE IT RESOLVED by the City Council of the City of Decatur, Alabama that the Mayor is authorized to execute on behalf of the City the attached agreement with the North Central Alabama Regional Council of Governments as part of the Senior Community Service Employment Program, effective July 1, 2012 through June 30, 2013.

Adopted this 17th day of September 2012.

To: Senior Community Service Employment Program Host Agencies

From: Lona Johns, SCSEP Project Director, NARCOG

Re: Host Agency Agreements

Date: August 30, 2012

Enclosed you will find a copy of the Senior Community Service Employment Program (SCSEP) Host Agency Agreement for the fiscal year 2012 – 2013. Each host agency must sign an agreement with the SCSEP project sponsor (NARCOG) each project year. This project year is July 1, 2012 – June 30, 2013.

Please read the agreement carefully. **Sign and date it on page 3 and return the entire document to me as soon as possible.** When I receive the original from you, I will have Stefanie Franklin, Interim Director of Aging, sign it also. I will then mail you a copy of the original for your files.

Thank you so very much for being a part of SCSEP. This has been a very successful year, thanks to you, our host agencies. I look forward to working with you again in the new fiscal year.

If you have any questions, please feel free to call me at (256) 355-4515.

Sincerely,

A handwritten signature in black ink that reads "Lona Johns". The signature is written in a cursive, flowing style.

Lona Johns  
SCSEP Project Director  
NARCOG



## SCSEP Host Agency Agreement

July 1, 2012 – June 30, 2013

To comply with the requirements of the Senior Service America, Inc. (SSAI), and the Alabama Department of Senior Services (ADSS), Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

City of Decatur

Hereinafter referred to as the Host Agency, and

NARCOG

a local sponsor of the Senior Service America, Inc., SCSEP, hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide adequate orientation and training necessary to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and, to the extent possible, treat each participant as a regular member of the Host Agency staff.

The Host Agency agrees to consider each participant for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the participant. A detailed training plan will be documented in the participant's Individual Employment Plan (IEP) and Community Service Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Service Assignment Description must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant at any time that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

The Host Agency agrees that no other national Title V project sponsor will be provided a community service assignment while this Agreement is in effect.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide properly prepared time sheets, periodic performance evaluations, and other required documents. In addition, the Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

The Host Agency agrees that the community service assignments for any participant are to be similar to "in demand" or "growth industries" private sector jobs, such as health care; child day care; education; or green jobs. However, these assignments will not result in the displacement of currently employed workers; or in a reduction in non-overtime hours of work, wages, or benefits; will not impair any existing contract for service or result in the substitution of the wages of the participant for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, age, or disability.

The Host Agency agrees to send a representative to a host agency supervisor's meeting. Host Agency supervisor's meetings will be held annually to acquaint all concerned with the SCSEP goals and objectives. The host agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is purely voluntary and is not a condition for the assignment of any participant.

The Host Agency certifies by this Agreement that it is a governmental agency or is a non-profit agency which is currently certified as a Section 501(c)(3) organization under the Internal Revenue Code. In addition, the Host Agency will provide its Federal Employer Identification Number (FEIN). Further, if the Host Agency is certified as a Section 501(c)(3) agency, a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(c)(3) certification is revoked.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment.

The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing fringe benefits to each participant. The Host Agency does not provide Workers' Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties.

This Agreement is in effect from July 1, 2012 to June 30, 2013 for the ADSS SCSEP grant.

**Signed—Host Agency**

Host Agency: City of Decatur

Name/Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: 8/30/2012

**Signed—SSAI, SCSEP**

Project Sponsor: NARCOG

Name/Signature: Stefanie Franklin

Title: Director of Aging

Date: \_\_\_\_\_

**Definition of Host Agency Status**

(Check one)

This host agency is a government agency. FEIN 63-6001239 (Required by USDOL).

This host agency is a certified non-profit agency under Section 501(c)(3) of the United States Internal Revenue Code. FE \_\_\_\_\_ (Required by USDOL).

\_\_\_\_\_ 501(c)(3) documentation is attached.

\_\_\_\_\_ 501(c)(3) documentation is already on file with the sponsor.