



Appendix B – Host Site Agreement

Host Site Agreement

Introduction of Parties & Purpose of Agreement

The purpose of this Agreement is to establish the basic guidelines and expectations of AmeriCorps Volunteer Placement Sites (“Host Site”) and AmeriCorps support of the **CED Corps AmeriCorps program**, as administered by the Community Economic Development Association of Michigan (CEDAM). These guidelines and expectations are designed to ensure full coordination between Host Sites and the **CED Corps AmeriCorps program**.

Host Site Name: City of Gladstone

Host Site Address: 1100 Delta Ave Gladstone, MI 49837

Site Supervisor Name: Patricia West **Site Supervisor Job Title:** Community Development Director

This Agreement is effective from November 23, 2026 through October 29, 2027.

Project Description

CEDAM is a statewide coalition committed to community and economic development. We build members’ capacity, amplify their voices, and leverage resources to achieve lasting and systemic change for Michigan.

CED Corps AmeriCorps program will place AmeriCorps members at organizations across the state with a goal of engaging in activities that remove barriers to development, strengthen internal systems, and increase collaboration within communities.

Program Duties and Responsibilities

- Retain full responsibility for the management and fiscal control of the program.
- Collect and submit Host Site contributions as required for the continuation of the program.
- Provide ongoing opportunities for training and technical assistance to AmeriCorps Volunteers and their Host Site supervisors.
- Serve as the liaison with the Michigan Community Service Commission’s (MCSC) office and representatives and the Host Site’s supervisors during site visits, program reviews, etc.
- Research and provide information to the Host Site and MCSC AmeriCorps Volunteers regarding MCSC’s regulations, requirements, and expectations.
- Reimburse program-related travel expenses for AmeriCorps Volunteers for travel at the rate per mile approved by the State of Michigan. Reimbursement excludes AmeriCorps Volunteer’s commute between lodging and the Host Site.
- Meet the AmeriCorps Goals as set by the grantor (MCSC & the AmeriCorps Agency)
 - 100% enrollment rate for AmeriCorps Volunteer slots;
 - 85% retention rate for enrolled AmeriCorps Volunteers;
 - Meet Performance Measure targets as outlined in the AmeriCorps grant;
 - Employ an AmeriCorps Program Director to oversee the program and assist Host Site representatives and AmeriCorps Volunteers throughout the program year. (The Program Director will be the representative of the Sub-Grantee/Organization AmeriCorps Program with respect to all references to the Sub-Grantee/Organization AmeriCorps Program herein, unless otherwise specified).
- Coordinate all AmeriCorps trainings as required by the grant and publish a training schedule for the year;
- Training dates:
 - December 1; January 12; February 2; March 2; April 13; May 4; June 1; July 13; August 3; September 14
- Provide basic orientation and ongoing AmeriCorps Volunteer development opportunities;
- Oversee and assist the coordination of National Days of Service;
- Schedule host site visits with each Site Supervisor and AmeriCorps Volunteers;
- Provide mentoring and coaching for AmeriCorps Volunteers as needed;
- Be responsible for all grant reporting including tracking Service Logs, submitting Quarterly Reports and all other programmatic reporting required by MCSC;
- Be responsible for management of AmeriCorps Volunteers, as it relates to the overall AmeriCorps Program, maintain AmeriCorps Volunteers’ files as required by the grant and oversee any disciplinary actions that may be necessary;
- Provide AmeriCorps Volunteer Support and Management;



- In coordination with site, uphold disciplinary procedures outlined in AmeriCorps Volunteer contracts;
- Ensure Placement Site has required identification such as AmeriCorps Serving Here posters;
- Provide a Financial staff member (other than the AmeriCorps Program Director) to manage the fiscal aspects of the AmeriCorps grant. These aspects include:
 - Payment of AmeriCorps Volunteers' living allowances upon receipt of Service Logs that are approved/signed by the AmeriCorps Volunteer, the Host Site Supervisor, and AmeriCorps Program Director;
 - Payment of mileage reimbursements for AmeriCorps Volunteers' program-related authorized travel. All mileage reimbursements must be approved by the AmeriCorps Program Director;
 - Submit quarterly Budget Reports and all other fiscal reporting as required by the AmeriCorps grant.

Host Site Duties and Responsibilities

- Assist AmeriCorps program in meeting the program goals;
- Provide enough service opportunities for AmeriCorps Volunteer(s) to accumulate the minimum required service hours over the grant year;
- Ensure that AmeriCorps Volunteers are spending no more than 20% of their time on training activities and no more than 10% of their time on approved fundraising activities;
 - The number of hours spent on each activity should be clearly documented on service logs
- Provide adequate resources to fulfill the individual goals and program objectives of the AmeriCorps Volunteers, as well as the goals of the Host Site and AmeriCorps. These resources may include, but are not limited to: administrative support, the use of a computer, telephone, fax machine, supplies, postage, copier and office space;
- The Host Site will provide a Host Site contribution for each AmeriCorps Volunteer serving at their site;
- The Host Site is responsible for AmeriCorps Volunteer mileage reimbursement, for approved service- related travel, in amounts above those covered by the AmeriCorps program in the amount listed above. This is travel required by the Host Site to fulfill the duties of the position description;
- Identify a Site Supervisor to provide daily, direct supervision of the AmeriCorps Volunteer(s);
- **Participate in the recruitment and interview process with AmeriCorps Volunteer applicants and coordinating with the AmeriCorps Program Director in AmeriCorps Volunteer placement at the Host Site;**
- Participate in scheduled program visits to the Host Site;
- Provide site-specific training necessary for the AmeriCorps Volunteers to successfully provide service that is above and beyond the training provided by the AmeriCorps Program including, but not limited to, Host Site orientation for new AmeriCorps Volunteers and introductions to Host Site staff and explanation of Host Site policies;
- Approve AmeriCorps Volunteers' service logs each reporting period. By signing each service log, the site supervisor is certifying that the AmeriCorps Volunteer's hours are accurate. Service logs must reflect time spent on training, fundraising and program activities;
- Conduct and complete AmeriCorps Volunteer evaluations with an outline provided by the AmeriCorps program;
- Act as an informational relay between Sub Grantee/Organization AmeriCorps Program and the Host Site, and assuring that AmeriCorps Volunteers in violation of the terms of their AmeriCorps Volunteer Service Contract are disciplined in a manner consistent with that agreement. All disciplinary actions (verbal or written) must be handled in conjunction with the AmeriCorps Program Director, documented, with the documentation to be kept in the AmeriCorps Volunteer's file with Sub Grantee/Organization;
 - All disciplinary actions MUST involve the AmeriCorps Program Director;
 - Host Sites cannot terminate AmeriCorps Volunteers for any reason;
- Commit to open and regular communications between the site, AmeriCorps Volunteer, and AmeriCorps program staff. Agree to address partnership and performance concerns immediately and directly;
- Ensure all AmeriCorps Volunteers know who to contact prior to any unscheduled absence from their site;
- Post all required signage at the site (Prohibited Activities, Non-Discrimination Policy);
- Provide guidance, support, and development opportunities for AmeriCorps Volunteers;

Financial Commitment

- Provide the funds pledged below for support of host site contribution for the AmeriCorps Volunteer(s), to be paid no later than **October 23, 2026**:
 - \$13,000.00 for each AmeriCorps Volunteer serving 1,700 hours (full time)
- The Host Site agrees to pay a non-refundable participation fee of \$13,000 to the CEDAM per AmeriCorps position. The Host Site acknowledges that this fee constitutes Program Income under federal grant guidelines (2 CFR § 200.307). CEDAM affirms



that 100% of these fees will be used exclusively to support allowable costs of the AmeriCorps program, such as matching member living allowances, background checks, program travel, and member professional development. These fees will not be diverted to general administrative profit or unallowable organizational expenses.

- Once an AmeriCorps member begins their service, the full match amount is non-refundable. If a candidate does not begin service, the Host Site is not responsible for the full match amount. The AmeriCorps grant is a matching grant, meaning the program must raise a portion of its funding from sources other than the federal grant. Host site fees are used to help meet this requirement and count toward the program's overall grant match. Because these funds are applied toward the grant's required match, once a member begins service fees are non-refundable.

Evaluation and Reporting

- Include dates of completion and format required for AmeriCorps Volunteer mid-term and final performance evaluations
 - May 2027 and October 2027
- Include dates of completion and format required for program's data collection, performance measurement, and evaluation activities
 - Members will submit monthly, midpoint, and final reports
 - Host sites will submit midpoint and final reports
- Complete a pre-and post-program capacity survey. Pre-survey will be completed prior to member start date and post-survey will be completed within 30 days of member end date.

Termination of Agreement

- Modifications This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the AmeriCorps program and the Host Site.
- This MOU may be amended in writing at any time with the concurrence of both parties.

Compliance with Legal Requirements

Nondiscrimination

Neither the Host Site nor any person with responsibilities in the operation of the AmeriCorps project shall discriminate against any AmeriCorps Volunteer, or AmeriCorps Volunteer of the Host Site's staff, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service. In addition, the Host Site must comply with all terms and conditions referenced in Chapter 1 Michigan AmeriCorps Policies and Procedures Guide, Section II. Michigan's AmeriCorps Policies and Procedures, Subsection V Discrimination Prohibited, Title VI and VII of the Civil Rights Act (42 USC 2000d *et seq.*), Elliot-Larsen Civil Rights Act (MCL 37.2101 *et seq.*), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), Michigan Persons with Disabilities Civil Rights Act (MCL 37.1101 *et seq.*), Section 504 of the Federal Rehabilitation Act of 1973 (29 USC 791 *et seq.*), and HIPAA regulations at 42 CFR Part 160 and Pmi 164.

Breach of this Section shall be a material breach of this Agreement.

Sexual Harassment

Sexual harassment is a form of discrimination based on sex, which is prohibited by law as addressed in Section III of this Agreement. The Host Site shall be responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. The Host Site is responsible for:

- Acts of "quid pro quo" sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Host Site, its agents or supervisory employees should have known of the acts.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.
- Acts of sexual harassment toward fellow AmeriCorps Volunteers or nonemployees, where the Host Site, its agent, or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

Accessibility and Reasonable Accommodation

The Host Site will maintain the programs and activities to which AmeriCorps Volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.



Prohibited Activities

There are certain activities, including lobbying, political, religious or advocacy activities, that AmeriCorps Volunteers may not perform in the course of their duties, or at the request of program staff. Furthermore, AmeriCorps Volunteers may not engage in conduct in a manner that would associate the national service program or the Corporation for National and Community Service (CNCS) 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.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and AmeriCorps Volunteers may not engage in the following activities:

- (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 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—
 - (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 except that nothing in this section 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 (g) of this section, unless Corporation assistance is not used to support those religious activities;
- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services; and
- (11) Such other activities as the Corporation may prohibit. Additionally, the Washington Service Corps has the following prohibited activities:
 - Organizing a letter writing campaign to Congress;
 - Participating in activities that pose a significant safety risk to participants;
 - Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program's general operating expenses;
 - Fundraising is allowable if it provides direct support to a specific service activity, 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 AmeriCorps Volunteer. 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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Failure to abide by these requirements will result in termination of the agreement.



Authorized Signatures

On Behalf of: City of Gladstone

By: _____
(Signature)

Date: _____

Name: Rob Spreitzer

Title: City Manager

On Behalf of: CEDAM

By: _____

Date: _____

Name: Ben Dowd

Title: _____