

ORDINANCE NO. 2031-20

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT—GREENEST REGION CORPS

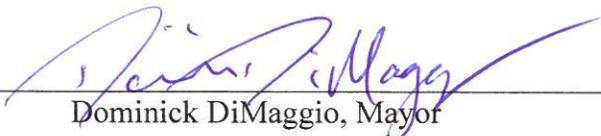
BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be, and the same, are hereby authorized and directed to execute an agreement with Greenest Region Corps, in substantially the form attached hereto as Exhibit "A", and, by this reference, made a part hereof.

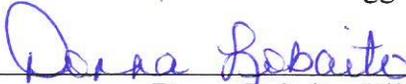
The foregoing Ordinance was adopted on July 27, 2020 by a roll call vote as follows:

AYES: Kaiser, Bosik, Riess, Corrigan, David, McCartney

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED:   
Dominick DiMaggio, Mayor

ATTEST:   
Donna Lobaito, Village Clerk

ADOPTED: July 27, 2020

APPROVED: July 27, 2020



June 2020

### **Agreement to Host One Full Time Greenest Region Corps Member Hawthorn Woods**

The Greenest Region Corps (may be abbreviated as GRCorps), a program of the Metropolitan Mayors Caucus (Caucus) is created to support Greenest Region Compact (GRC) Communities and partners in achieving their specific sustainability goals. The program is supported by the Corporation for National and Community Service (CNCS) through the federal AmeriCorps program; administered by the Serve Illinois Commission with assistance from the US EPA. Members will be considered AmeriCorps *volunteers* and referred to as *Greenest Region Corps members* (GRCorps Members or Members).

The Village of Hawthorn Woods is a Host municipality/organization (Host) for the Greenest Region Corps and agrees to contribute to the success of the program by providing a meaningful and well-supervised work experience for one GRCorps Member for the term of this agreement; adhering to AmeriCorps program requirements; and contributing matching funds to support their GRCorps Member.

#### **1. Host Municipality/Organization Role**

As a Host organization for one GRCorps member (Member) for the term of this agreement, the Village of Hawthorn Woods agrees to the following:

##### **A. Project Management and Supervision:**

1. Provide a fulfilling and meaningful Member Service Project (Project) that addresses GRC goals and advances Hawthorn Woods's specific sustainability priorities. This position is considered volunteer service, not a job, and may not displace any employee. *See Appendix A.*
2. The scope of this Member Service Project is: *Complete and document actions to achieve 3 sustainability designations for the Vilage - Audubon Community; Dark Sky certification and enter the International Communities in Bloom competition.* The service location is: *Hawthorn Woods*
3. Provide adequate support and guidance for your assigned GRCorps Member to succeed with this project. This includes adequate communication, information, access, tools and resources, and constructive feedback.
4. Provide day-to-day supervision, whether remote or on-site, for the Member to complete his/her Project to fulfill all of his/her required 1720 hours of service and fulfill the scope of the Project. *See Appendix F for GRCorps Remote Work Policy.* Project hours will be divided up as follows:
  - a. Up to 30 hours for onboarding, initial training and possible travel to Springfield for Opening Day;
  - b. Up to 100 hours training with other GRCorps members (may be in person or conference calls);
  - c. Up to 60 hours of service may be needed in support of the GRCorps and the Greenest Region Compact and may be assigned by the Caucus, in coordination with the Host;

- d. Up to 60 hours of training for the volunteer assigned to support the Illinois Disaster Corps. The Host of the GRCorps Member assigned to the Illinois Disaster Corps will be exempt from the GRC support as listed in c. above; and
  - e. Remainder of hours are to support the Host project and may including additional training as the Host determines is appropriate.
5. Member will receive the same bi-weekly stipend regardless of hours served from the beginning of service (expected to be October 5, 2020) thru the end of their service (expected to be September 3, 2021). This stipend is based on a 40-hour work week allowing approximately 3 weeks of personal time to accommodate holidays, illness, and other personal needs, over the term of service. This personal time does not need to be reported but must be coordinated and approved by the Host. If personal time is used, only the actual hours served for that pay period need to be reported. Hosts have flexibility in scheduling. Members must complete required service (1720 hours) by the conclusion of the service term to successfully earn the Segal Educational Award. If a member fails to achieve sufficient hours by the conclusion of their service term, he or she may complete required service without additional compensation before December 31, 2021. Alternately, a member may exit prior to fulfilling their 1720 hour requirement and forfeit their education award.
6. Assist the Caucus in fulfilling AmeriCorps program requirements described in the Appendices and fully described in the AmeriCorps Program Director Manual. Report on Member performance to aid the Caucus in fulfilling AmeriCorps program requirements. Notify the Caucus of performance problems, disciplinary actions, Member resignations, or any other personnel matters that could impact the successful completion of the Project immediately. Supervise Member to perform only Allowable Activities and not engage in any Prohibited Activities. See *Appendix B*.
7. Provide a safe, inclusive, drug-free workplace in compliance with the state and federal statute. See *Appendix C*.
8. Approve Member time sheets and other administrative forms. Submit relevant forms to the Caucus using the Dropbox file sharing system, as requested. Complete performance evaluation and necessary Member Service Agreement forms and submit to the Caucus as requested.
9. If circumstances prohibit the completion of service; Host chooses to exit the Member from Service; or a Member chooses to exit before the completion of the Member Service Project and before the completion of his/her required hours, consider these AmeriCorps program requirements (see *Appendix D and Appendix E*):
  - a. Host should carefully evaluate the suitability of the Member's status at 10% of the required Service Hours (170 hours), but no later than at the point of completing 15% of the required hours (255 hours). *Should the Member need to leave service after completion of 15% of the required hours (255 hours), the position cannot be backfilled.*
  - b. If a Member needs to leave Service for Compelling Personal Circumstances, as defined in the AmeriCorps Program Director Manual (pp 36-41) or because of circumstances related to COVID-19 in the CNCS COVID-19 FAQs (questions #5, 9, 11-13, and 20-21; see *Appendix E*), their Service may be suspended and later resumed. Members may also elect to leave the program early with a partial education award depending on circumstances.
  - c. If a Member leaves to take employment elsewhere or other reason not defined as Compelling, he or she will forfeit the unspent Living allowance and future Segal AmeriCorps Education Award.

- d. If a Member is dismissed for Cause, as defined in the AmeriCorps Program Director Manual (pp 38), that the Member is ineligible for further benefits and will be ineligible for future service in any AmeriCorps program.
  - e. Complete and submit to the Caucus the Early Exit Form and other documentation to be provided by the Caucus.
10. Provide equipment, tools, resources, supplies to complete Project assignments. Provide transportation necessary to complete the Project.
  11. Authorize and assist Member with travel, as allowed or advisable, to attend GRCorps training, meetings and required in-person or virtual events including the AmeriCorps Opening Day of Service in October 2020. Unless the Member is needed for local eligible events on Veteran's Day (November 11, 2020) and Martin Luther King Day (January 18, 2021), the Member may be assigned to community service events elsewhere in the region for these 2 days.
  12. Provide adequate liability insurance for Member to cover both on and off-site project activities.

**B. Communication and Administration:**

1. Participate in drafting position description and candidate recruitment. Provide a position description for the GRCorps Member, in accord with your own human resources policies. **The position description must include this statement, "This opportunity is an AmeriCorps funded position, and is part of the Greenest Region Corps, a project of the Metropolitan Mayors Caucus and Serve Illinois Commission" and the AmeriCorps logo** (provided separately). All Members will be referred to as "Greenest Region Corps Member."
2. Evaluate candidate applications and participate in hiring process including virtual interviews in mid-September 2020. Make final selection of candidate to serve as your assigned GRCorps Member for the term of service. Cooperate with other host communities and partners to support the success of the Greenest Region Corps.
3. Participate in administrative meetings and calls with Caucus staff, Serve Illinois or other project partners as requested. Provide input and assistance to train your GRCorps member and others in the GRCorps, in Chicago, at the start of service. Participate in periodic Member meetings, trainings, and events over the term of service.
4. Report on project outcomes to the Caucus, community constituents, and internal audiences. Provide narrative reports and relevant metrics to demonstrate project outcomes. Reports are due to the Caucus April 1, 2021 and October 1, 2021, unless otherwise directed by Serve Illinois.
5. Communicate about participation in the Greenest Region Corps, a program of AmeriCorps, through local outlets, social media, and public events, when possible. Promote the Project's relationship to GRC goals.
6. Promote AmeriCorps by displaying the AmeriCorps logo at service locations including a banner and decals (provided), and the Host organizational website. Promote participation in AmeriCorps the GRCorps during AmeriCorps week (March 2021: exact dates to be determined by the Corporation for National and Community Service).

7. Provide work products resulting from this Member Service Project to the Caucus for reporting requirements to Serve Illinois and AmeriCorps. Additionally, provide products and outcomes to the US EPA, Serve Illinois, and other GRC Communities as appropriate.
8. Provide an organizational email address, phone number, and business cards for the Member.

**C. Financial:**

1. Provide GRC Host Community Matching Contribution to cover the cost associated with your GRCorps Member. These include, *(but may not be restricted to)*:
  - a. Living allowance to volunteer
  - b. Health insurance\*
  - c. Accidental Death & Dismemberment insurance
  - d. Workers compensation insurance
  - e. FICA
  - f. State and Federal payroll tax
  - g. Payroll service fee
  - h. Background check
  - i. Program administration and oversight
  - j. Member travel to training, meetings and required AmeriCorps events
  - k. Member training expenses
  - l. AmeriCorps branded clothing
  - m. Miscellaneous expenses

These expenses will be administered by the Metropolitan Mayors Caucus on behalf of the Village of Hawthorn Woods and covered by a one-time payment made to the Caucus (Matching Contribution). The **total cost of \$18,000.00** is payable to the Caucus **no later than September 18, 2020**. Partial payments may be made upon request. *See attached budget detail.*

2. The Host will provide adequate general liability coverage for GRCorps Member to cover both on and off-site project activities.
3. In the event the Member exits the GRCorps program early, but after 15% of service hours are completed (255 hours) and the position cannot be backfilled, the Caucus will return unspent, pro-rated portion of the Matching Contribution to the Host within 90 days.
4. \*Contributions to Member health insurance expenses may be rebated, at the discretion of the Caucus, if the Member declines health insurance coverage and no premium expense is incurred.

**D. Contact:** Pam Newton, Chief Operating Officer, (847) 847-3535, [pnewton@vhw.org](mailto:pnewton@vhw.org)

**2. Metropolitan Mayors Caucus Role**

**A. Project Leadership and Program Administration:**

Background - The Metropolitan Mayors Caucus in partnership with the US EPA has created the Greenest Region Corps, in collaboration with GRC Communities including Evanston, Hazel Crest, Hawthorn Woods, Highland Park, Park Forest, Round Lake Beach, and Cook County and others.

The Caucus submitted a winning proposal to Serve Illinois to create the Greenest Region Corps and is under contract to Serve Illinois for the Greenest Region Corps to deliver project outcomes for the contract period beginning in August 2020 and ending December 31, 2021.

The Caucus is the program leader for the Greenest Region Corps and is the point of contact for Serve Illinois and CNCS. The Caucus is responsible for grant administration, reporting and overall project outcomes.

The Metropolitan Mayors Caucus will:

1. Maintain this letter of agreement with the Host and all host municipalities and organizations.
2. Complete required training, reporting, and communication with Serve Illinois and AmeriCorps. Manage fiduciary matters and Serve Illinois grant funds. Manage Host Matching Contributions.

**B. GRCorps Recruitment and Support:**

1. Collaborate with Hosts and partners to recruit and evaluate suitable GRCorps candidates and present candidates to Host for consideration. Manage candidate matching with Hosts.
2. Collaborate with US EPA and other partners to train GRCorps members to fulfill Member Service Projects. There will be one training over multiple days for all Members at the start of Service. The Caucus will provide periodic support, training, and networking opportunities to GRCorps members over the term of service and will assist host GRC Communities in meeting training and educational needs of their members.

**C. Member Administration**

1. Maintain a Member Service Agreement with each GRCorps Member and assure compliance with AmeriCorps program requirements including background checks; eligibility screening; and other requirements.
2. Enroll Members in health insurance, and all enroll or assist with enrollment of other Member service benefits for which they are eligible (child care, student loan forbearance, SNAP, etc.). Enroll Member in AmeriCorps to insure eligibility for Segal AmeriCorps Education Award upon successful completion of Service Agreement.
3. Manage payroll for Member living allowance and manage all required reporting, deductions, taxes, and eligible AmeriCorps benefit payments such as travel reimbursement.
4. Recruit and administer at least one GRCorps Member to provide mandatory service to *Illinois Disaster Corps*. This Member will be called to service – potentially outside the scope of each host GRC Community's Member Service Project- in the event of an emergency in Illinois.
5. Provide supervisory input to GRC Hosts in managing performance, reporting and compliance of their GRCorps Members. Provide documentation of successful completion of service so Member is eligible for living allowance payments and Segal AmeriCorps Education Award. Provide discipline and termination for Members who violate terms or fail to complete Service.

**D. Communication:**

1. Communicate outcomes of the Greenest Region Corps to interested parties and compile useful communication tools for host GRC Communities.

**E. Contact:**

David E. Bennett, Executive Director  
Metropolitan Mayors Caucus  
233 S. Wacker Drive, Suite 800, Chicago, IL 60606  
312-201-4505 [dbennett@mayorscaucus.org](mailto:dbennett@mayorscaucus.org)

Edith Makra, Director of Environmental Initiatives  
Metropolitan Mayors Caucus  
233 S. Wacker Drive, Suite 800, Chicago, IL 60606  
C: 630-327-4193; O: 312-201-4506 [emakra@mayorscaucus.org](mailto:emakra@mayorscaucus.org)

Katie Friedman, Greenest Region Corps Advisor  
Metropolitan Mayors Caucus  
233 S. Wacker Drive, Suite 800, Chicago, IL 60606  
847-562-6332 [kfriedman@mayorscaucus.org](mailto:kfriedman@mayorscaucus.org)

**3. CNCS/AmeriCorps and Serve Illinois' Role**

AmeriCorps, through the Corporation for National and Community Service, (CNCS) and Serve Illinois provide a supportive program, operational parameters, and funds to contribute to the cost of an AmeriCorps volunteer for a period that allows for 1720 hours of service (about 11 months). AmeriCorps also provides benefits including the Segal AmeriCorps Educational cash award at the successful completion of service.

AmeriCorps Provides:

1. Payable to the Caucus - \$15,479 for each member (towards the cost of the Member's living allowance and health insurance).
2. Payable directly to Member upon completion of service - \$6,095 Segal AmeriCorps Educational Award.

**AmeriCorps Program Requirements:**

AmeriCorps/Serve Illinois has rigorous requirements for member recruitment, enrollment, screening, disability inclusion, non-discrimination, drug-free workplace, service performance, branding, and allowable activities. Metropolitan Mayors Caucus will maintain the formal Member Service Agreement and documents in a complete Member File in compliance with the AmeriCorps program. However, the host municipality/organization will be required to comply with AmeriCorps administrative requirements at the request of the Caucus.

GRCorps Members are obligated to participate in 3 service events over the term of Service. These include AmeriCorps Day of Service (possibly in Springfield) in October 2020 and events on Martin Luther King Day and Veteran's Day, though the latter two days may be observed in the host GRC Community.

At least one Member of the entire Greenest Region Corps must be additionally enrolled in the Illinois Disaster Corps. The Member will be selected by the Caucus, collaborators, GRC host Communities and approved by Serve Illinois. This Member will receive additional training and may be called into service, outside of the host GRC Community, in the event of a qualifying disaster in the state of Illinois.



Signature Page

**4. Terms of Service:**

The start date of this Agreement is upon Acceptance by the Village of Hawthorn Woods.

**Greenest Region Corps Member Service term will be approximately October 5, 2020 through September 3, 2021 or until required service hours are satisfactorily completed.** If a Member has not completed 1720 hours of service by September 3, 2021, he or she may complete required service without additional compensation before December 31, 2021.

**This agreement must be executed and returned to the Caucus on or before August 7, 2020. Payment of the Host GRC Community Matching Contribution totaling \$18,000 must be made to the Caucus no later than September 18, 2020.**

Agreed and executed:

For the Village of Hawthorn Woods

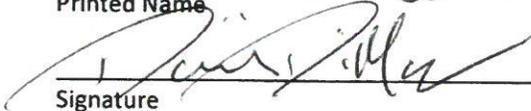
For the Metropolitan Mayors Caucus

Mayor  
Title

Executive Director  
Title

Dominick DiMaggio  
Printed Name

David E. Bennett  
Printed Name

  
Signature

David E. Bennett  
Signature

7/27/2020  
Date

7-31-2020  
Date

## **Appendix A**

### **Serve Illinois and AmeriCorps Program requirements**

#### **Non-Duplication and Non-Displacement:**

Serve Illinois/AmeriCorps assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless non-displacement requirements are met,

Serve Illinois/AmeriCorps assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -50- Non-Displacement: a.

An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as

- a. result of the use by such employer of a participant in a program receiving Corporation assistance.
- b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- d. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that –
  - i. Will supplant the hiring of employed workers; or
  - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any –
  - i. Presently employed worker;
  - ii. Employee who recently resigned or was discharged;
  - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - v. Employee who is on strike or who is being locked out.

## Appendix B

### Allowable and Prohibited Activities for GRCorps Members

#### Prohibited Activities

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 Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -49- members may not engage in the following activities (see 45 CFR § 2520.65):

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— 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 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 e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. 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

#### Allowable Activities

After reading the list of prohibited activities there may still be questions about what kind of service work can be credited to the Segal AmeriCorps Education Awards hours. The most important piece of information to relay to the Members is that at least 80% of their time must be spent doing direct service and the other 20% can be credited to education and/or training that they receive that relates to their work or to AmeriCorps. No more than 20 percent of the aggregate of all AmeriCorps Member service hours in your program, as reflected in the Member enrollments in the National Service Trust, may be spent in education and training activities. Direct service is work that addresses human need, the environment, public safety, and/or education in one form or another. It is working directly with people to make change or doing work that is involved in making that direct change. It can be outreach, case

management, training, teaching, tutoring, mediating, cleaning, counseling, recruiting volunteers, catching up on paperwork related to clients, preparing for class, coaching, listening, cooking, serving, providing health care, food, clothing, etc. Direct service hours should constitute 80% or more of an AmeriCorps Member's total hours served. The remainder will be indirect service hours.

Indirect service hours, or education and training, hours are only applicable when they reflect the AmeriCorps service that the Member credits to the education award he or she will receive.

Any on-the job training that refers to direct service would be part of this category. All orientations, including the AmeriCorps orientation, would be included, as well as any state or regional trainings, seminars, or workshops pertaining to issues related to direct service. Examples would be conflict resolution seminars, teacher development days, team-building exercises or a class on training techniques. Only 20% of all Member's credited service hours can be dedicated to education and training, even if more hours have been spent in this area.

Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs. This fundraising should not exceed 10% of their service hours. Examples of fundraising activities that Members may perform include, but are not limited to the following:

- a. Seeking donations for of books from companies and individuals for a program in which volunteers tutor children to read;
- b. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- c. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- d. Securing financial resources from the community to assist a faith-based organization in launching or expanding a program that provides social services to the Members of the community and is delivered, in whole or in part, through the Members of the faith-based organization; or
- e. Seeking donations from alumni of the program for specific service projects being performed by current Members. All AmeriCorps service activities will take place within the State of Illinois or Iowa only

## Appendix C

### Statutes and Programs for Safe & Inclusive Work-Place

#### **Nondiscrimination Laws**

All programs must comply with all applicable provisions of state and federal laws and Regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity including, but not limited to, the following law and regulations and all the subsequent amendments thereto:

1. The Illinois Human Rights Act (775 ILCS 5)
2. Public Works Employment Discrimination Act (775 ILCS 10)
3. The United States Civil Rights Act of 1964 (42 U.S.C. 2000a-2000h-6) (as amended)
4. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
5. The Americans with Disabilities Act of 1990 (42 U.S.C 12101 et seq.)
6. Executive Orders 11246 and 11375 (Equal Employment Opportunity)

For further reference, please visit [www.ilga.gov](http://www.ilga.gov) for State Laws or <http://uscode.house.gov/search/criteria.shtml> for Federal (USC) Laws.

#### **ADA Accommodations and Illinois Disability Inclusion Program**

In compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. 12101, et seq.), programs must provide reasonable accommodations to the known mental or physical disabilities of Members, and all selections and project assignments must be made without regard to the need to provide reasonable accommodations. As a Program Director, you may be called upon to make decisions regarding reasonable accommodation. However, the law does not require that you provide reasonable accommodations for any participant who would pose a direct threat to the health and safety of others even if accommodated.

The Serve Illinois Commission is committed to promoting inclusion of people of all abilities in National Service Programs. The Disability Inclusion Program is a special project of the Serve Illinois Commission. Through its Inclusion Officer, the project provides training and technical assistance to promote the recruitment and placement of potential Members with disabilities in National Service programs in Illinois.

When a qualified person with a disability requires an accommodation to complete a successful term of service, it is the role of the Inclusion Officer to assist the individual programs in assessment, identification and procurement of accommodations as needed; maintaining the Member's participation throughout the process. Formal approval to purchase accommodations is required prior to purchasing. No cost accommodations can be made upon agreement between the Member and the program supervisors. The Inclusion Officer is available for consultation in all areas regarding accommodations and Inclusive practices. The Inclusion Officer also provides opportunities for education and training and is available for assistance in developing and participating in outreach efforts to build awareness and provide resources necessary to better embrace and support inclusive efforts. Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -24-

The Illinois Inclusion Team has developed a "Guide to Creating Inclusive Volunteer Programs." This valuable tool is a work in progress, to be updated at least annually as new technologies, supports and best practice become available. The Guide seeks to provide suggestions and information to assist programs in establishing a culture of inclusion. To access the guide or to gain more information including the Accommodation Request Procedure, the Accommodation Request Form and other related forms or for contact information for the Inclusion Officer, go to [https://www2.illinois.gov/sites/serve/Pages/disability\\_outreach.aspx](https://www2.illinois.gov/sites/serve/Pages/disability_outreach.aspx)

## Funds Available for Accommodating Members with Disabilities

This funding is available to AmeriCorps programs currently enrolling Members with disabilities who need or would benefit from an accommodation. Grantees are eligible to submit requests for costs of products and services connected to disability accommodations or for the reimbursement of the costs of reasonable accommodations that were provided within the last 90 days – and for which you have the required documentation. Grantees must provide Serve Illinois with the following information: 1) Type of disability; 2) A bill for the accommodating services or, following implementation of the accommodation(s), documentation of the purchase (as long as the purchase documented occurred within the last 90 days); 3) An explanation of how the reasonable accommodation will assist or has assisted the AmeriCorps Member. The process of selecting the accommodation should be an interactive collaboration between the AmeriCorps Member, his or her supervisor, and program managers. Free technical assistance regarding disability accommodation is available through the Job Accommodation Network: [www.askjan.org](http://www.askjan.org) If fewer than three different accommodation providers are/were available for assessing the price of the accommodation, grantee must explain what they did to assess and select the accommodation vendor.

Grantees must retain and be prepared to provide documentation for each Member for whom reasonable accommodation funds are requested. The documentation must show that:

- At least three different accommodation/services were priced and the basis for selecting the accommodation if the lowest priced accommodation was not selected. If fewer than three different accommodation providers are/were available, grantee must explain this and notify CNCS in the application for accommodation funds.

- Verification by the Member that the accommodation was provided. You will receive a response to your request for disability accommodation funds within a few weeks of submitting it to your Serve Illinois Program Officer.

NOTE: Do not include personally Identifying Information in your request. Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -25-

NOTE: Submission of this application for reasonable accommodation funds serves as a certification by the Grantee that the AmeriCorps Member for whom the accommodation funds are sought has a disability as defined in the Americans with Disabilities Act (ADA). (“A person has a disability if they have a mental or physical impairment that substantially limits one or more major life activities.”) You are not required to obtain documentation that the service Member has a disability if the disability is apparent. You should obtain documentation from a medical or rehabilitation expert to better understand the need for the reasonable accommodation for service Member requests where a disability is nonapparent or the accommodation request is not straightforward. These professionals can also verify that someone meets disability status. There is much broader coverage under the ADA after the Amendments in 2008.

### **Drug-Free Workplace**

In accordance with the AmeriCorps Provisions, programs are required to give notice about the Drug-Free Workplace Act to Members and to conduct a drug-free awareness program. This program is a mandatory part of the orientation for Members. If a Member is arrested for or convicted of a drug offense, he or she must notify the Program Director in writing within five (5) days. Appropriate action must be taken including suspension and referral to a drug rehabilitation program, or release for cause consistent with the Corporation’s rule on termination and suspension of service. The conviction must be reported to the Commission, in writing, within ten (10) days. The Commission will then notify the Corporation in writing.

## **Appendix D**

### **Member Exit**

All Member Exit Forms must be completed, signed, entered and approved in My AmeriCorps within 30 days of a Member exiting the program. Members must create a My AmeriCorps Portal account in order to complete their exit information and to manage their education award. Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -37- All Members must complete their term of service within one year of their start date. This completion requirement is for all Members. Members who have had their term suspended may increase their service agreement by the number of days suspended but not to exceed December 31st of the Program Year.

Change of Status Programs must have approval from the Commission prior to entering and approving a Change of Status Form in My AmeriCorps. Programs shall submit a written letter requesting approval. Refer to the AmeriCorps Provisions for policy guidance. Program Transfer A Member may transfer to another AmeriCorps program if both programs in question approve of the transfer and the new program has an open slot available for the Member. The Members previously served hours transfer over to the Member. This transfer is done in eGrants. Contact your Serve Illinois Program Officer for more information.

Using the Illinois AmeriCorps\*State Member Early Exit Form Programs are required to complete the Illinois AmeriCorps\*State Member Early Exit Form within 30 days from the date the Member took an early exit from the program. This must be done BEFORE the Member is exited from the program. The completed form including Member name, program name, reason for early exit, start date, exit date, total hours served, and any additional documentation must be submitted to the Serve Illinois Program Officer. The Program Officer will review and make a determination to either approve or disapprove. The program will be notified by the Program Officer of this decision. For those approved, this is simply done by returning the Illinois AmeriCorps\*State Member Early Exit Form with approval granted by signature of the Program Officer. Once completed, this form is required to be kept in the Member file.

### **Release for Compelling Personal Circumstance**

Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible; Those that the Corporation, has for public policy reasons, determined as such, including: (A) Military service obligations; (B) Acceptance by a participant of an opportunity to make the transition from welfare to work; or (C) Acceptance of an employment opportunity by a participant serving in a program that includes in its approved objectives the promotion of employment among its participants. Program Start up 3 Illinois AmeriCorps Program Director Policy and Procedure Manual – July 2018 Serve Illinois Commission -38- Compelling personal circumstances do not include leaving a program:

(A) To enroll in school;

(B) To obtain employment, other than in moving from welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its participants; or

(C) Because of dissatisfaction with the program.

### **Suspension**

As an alternative to releasing a participant, an AmeriCorps\*State/National program may, after determining that compelling personal circumstances exist, suspend the participant's term of service for

up to two years to allow the participant to complete service with the same or similar AmeriCorps program at a later time. A suspension request form must be completed and submitted to the Serve Illinois Program Officer prior to suspending the Member.

#### **Release for cause**

- (1) A release for cause encompasses any circumstances other than compelling personal circumstances that warrant an individual's release from completing a term of service.
- (2) AmeriCorps programs must release for cause any participant who is convicted of a felony or the sale or distribution of a controlled substance during a term of service.
- (3) A participant who is released for cause may not receive any portion of the AmeriCorps education award or any other payment from the National Service Trust.
- (4) An individual who is released for cause must disclose that fact in any subsequent applications to participate in an AmeriCorps program. Failure to do so disqualifies the individual for an education award, regardless of whether the individual completes a term of service.
- (5) An AmeriCorps\*State/National participant released for cause may contest the program's decision by filing a grievance. Pending the resolution of a grievance procedure filed by an individual to contest a determination by a program to release the individual for cause, the individual's service is considered to be suspended. For this type of grievance, a program may not—while the grievance is pending or as part of its resolution—provide a participant with federally-funded benefits (including payments from the National Service Trust) beyond those attributable to service actually performed, without the program receiving written approval from the Corporation.
- (6) An individual's eligibility for a subsequent term of service in AmeriCorps will not be affected by release for cause from a prior term of service so long as the individual received a satisfactory end-of-27 term performance review as described in § 2522.220(c)(2) for the period served in the first term.
- (7) Except as provided in paragraph (e) of this section, a term of service from which an individual is released for cause counts as one of the terms of service described in § 2522.235 for which an individual may receive the benefits described in §§ 2522.240 through 2522.250.

#### **Suspended service**

- (1) A program must suspend the service of an individual who faces an official charge of a violent felony (e.g., rape, homicide) or sale or distribution of a controlled substance.
- (2) A program must suspend the service of an individual who is convicted of possession of a controlled substance.
- (3) An individual may not receive a living allowance or other benefits, and may not accrue service hours, during a period of suspension under this provision.

#### **Reinstatement**

- (1) A program may reinstate an individual whose service was suspended under paragraph (c) (1) of this section if the individual is found not guilty or if the charge is dismissed.
- (2) A program may reinstate an individual whose service was suspended under paragraph (c) (2) of this section only if the individual demonstrates the following: (i) For an individual who has been convicted of a first offense of the possession of a controlled substance, the individual must have enrolled in a drug rehabilitation program; (ii) For an individual who has been convicted for more than one offense of the possession of a controlled substance, the individual must have successfully completed a drug rehabilitation program. The program must submit the original approved Suspension Form with the return section completed for approval before Member can resume service. Release prior to serving 15 percent of a term of service If a participant is released for reasons other than misconduct prior to completing 15 percent of a term of service, the term will not be considered one of the terms of service described in § 2522.220(b) for which an individual may receive the benefits described in § 2522.240 through § 252

## Appendix E

### Member Exit for Compelling Personal Circumstances due to COVID-19

*Relevant excerpts from this fact sheet, CNCS COVID-19 FAQs*

<https://www.nationalservice.gov/documents/2020/americorps-state-and-national-program-questions> are included below [updated 6/22/20]:

**In light of COVID-19 payment of stipends during service interruptions, should programs suspend members from the program if service locations are closed?**

Programs may decide to suspend AmeriCorps members during a service interruption because COVID-19 temporarily halts the member's service period. Grant recipients may develop alternative activities for the members. [updated 3/12]

**May AmeriCorps State and National members be paid living allowances and benefits while Suspended from service due to program closures related to the COVID-19?**

In order to provide grantees the maximum flexibility as a result of COVID-19, CNCS has determined that AmeriCorps State and National members may be paid living allowances and benefits while they are in a Suspended from Service status, if the reason for suspension is due to COVID-19. Programs can elect to:

- Provide members with both living allowance and health benefits;
- Provide members with health benefits only; or
- Provide members with no living allowance and no benefits.

If an individual is suspended for any other reason, the living allowance and other benefits are also to be suspended. If a grantee organization decides to continue to pay members while they are in a Suspended status, they must be prepared to obtain additional funding to cover living allowance and benefit expenses once members are reinstated. Programs should keep in mind that if or when they re-start the program and take members off suspension, they will have to continue paying the living allowance and benefits as members accrue hours. This may necessitate some programs raising additional funds for those costs as they are unlikely to have budgeted for living allowances and benefits beyond their initial program duration.[updated 3/13, 4/6, 5/8]

**When a member is suspended for COVID-19 reasons, can they continue to receive child care and health care?** [updated 3/13, 4/7]

It depends. If a member is enrolled in a program that does not decide to continue to pay the living allowance and benefits, then no. If a member is enrolled in a program that decides to continue to pay the living allowance and benefits, then yes – a member suspended due to COVID-19 activities may continue to receive the child care benefit (for up to 12 weeks) and health care benefit provided by the grant recipient. To prevent a lapse in child care coverage, the AmeriCorps State and National grantee must notify GAP Solutions in writing within five business days after a member's status changes. Costs incurred due to the grantee's failure to keep GAP Solutions immediately informed of changes in a member's status may be charged to the grantee's organization. [updated 3/13, 4/7]

**May members be exited for Compelling Personal Circumstances (CPC) if they are unable to serve?**

Within AmeriCorps State and National, grantees determine compelling personal circumstances (CPC). Extended site closures and sustained disruptions could reasonably justify a CPC exit under 45 CFR §2522.230(a). Before exiting a member, please see FAQ #20 and FAQ #21. For AmeriCorps VISTA and AmeriCorps NCCC members, CNCS will follow established protocols. Grantees and project sponsors should direct specific questions to their Portfolio Manager, Program Officer, or NCCC campus staff. [updated 3/16, 4/7, 4/14]

**What if a member's service cannot restart due to COVID-19?**

Per Section 3514(a)(2) of the CARES Act, if CNCS requires a member to exit because CNCS determines that completion of the originally scheduled service term is no longer practicable due to COVID-19, CNCS may determine that the member is entitled to an education award consistent with the percentages specified above. *[updated 3/31, 4/7, 4/14]*

**What qualifies as "no longer practicable due to COVID-19"?**

Under the CARES Act, when service is no longer practicable due to COVID-19, a member is required by CNCS to exit. Such members may receive an education award consistent with the percentages specified in FAQ #20. Circumstances indicating service is no longer practicable due to COVID-19 include, but are not limited to:

- Lack of service activities, such as lack of on-site or teleservice assignments, lack of
- teleservice resources, or project closure;
- Continued service would pose a risk to the health or safety of the AmeriCorps
- member or others, for example, the AmeriCorps member tests positive for COVID-19
- or the AmeriCorps member self-identifies to be high risk and unable to serve due to
- risk(s) posed by COVID-19;
- AmeriCorps member has full-time caregiver responsibilities, including situations in
- which the member's regularly scheduled caregiver services have been canceled or
- disrupted due to COVID-19.

CNCS will rely on grant recipient certification when exiting the members that service is no longer practicable, consistent with this guidance. Members who are not required by CNCS to exit are not entitled to a full education award. *[updated 4/14]*

**20. Can AmeriCorps State and National members get a full Education Award if they were not able to obtain their full hours due to circumstances related to COVID-19?**

It depends. There are three situations that have different outcomes:

1. AmeriCorps State and National members that have served less than 15 percent of the minimum required hours for the Term of Service at time of exit. AmeriCorps State and National members who have served less than 15 percent of the minimum required hours for a Term of Service at the time they are exited are not eligible for a partial education award. Nor are these members eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).
2. AmeriCorps State and National members that have served between 15 percent and 50 percent of the minimum required hours for the Term of Service at the time they are exited. AmeriCorps State and National members that complete between 15 and 50 percent of the minimum required hours for the Term of Service may be exited for compelling personal circumstances proportional to the number of hours they have served. They are not eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).
3. AmeriCorps State and National members that have served more than 50 percent of the minimum required hours for the Term of Service at the time they are exited. An AmeriCorps State and National member who has completed more than 50 percent of the minimum number of hours required to successfully complete their Term of Service will be eligible to receive the full education award amount with a compelling personal circumstance exit related to COVID-19. Compelling personal circumstances are the determination of the AmeriCorps program. 45 CFR § 2522.230(a)(2).

## **Appendix F**

### **GRCorps Remote Work Policy**

The Metropolitan Mayors Caucus understands that extenuating circumstances may require Members to work remotely at times during their service year. In such cases, the Caucus defers to the remote-work policies of host sites.

In order to better facilitate administrative procedures and encourage member accountability during periods of remote work, the Caucus has instituted the following measures:

- 1) When a member has worked remotely for more than four (4) days during a pay period, the Caucus recommends that members complete a "Task Tracking Sheet" in addition to biweekly timesheets. These task tracking sheets must be approved and verified by host site supervisors when timesheets are approved.
- 2) When a member must submit a timesheet remotely, host site supervisors may email GRCorps Program Directors to approve hours worked in lieu of physically signing or e-signing timesheets.

The Caucus requests that host sites inform GRCorps Program Directors of site-specific remote work policies.

*[updated 6/22/20]*