

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

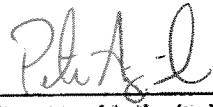
HOST AGENCY AGREEMENT

It is further agreed that:

1. The Host Agency shall assist and encourage the Participant in seeking and obtaining unsubsidized employment including, but not limited to, recognition that the Participant will use authorized time for appropriate job search activities. The Host Agency acknowledges that the Participant shall engage in job search activities concurrently while they are assigned to the Host Agency for training.
2. The Host Agency shall work with SCSEP to assist the Participant in his/her personal development. Personal development may include meeting with SCSEP staff at the site, or in a meeting, to be assessed and/or to develop an Individual Development Plan. The Host Agency understands that the Participant will use authorized time to attend regular meetings of program participants, SCSEP workshops that provide training in goal setting, job search, and related topics, and/or to attend skills classes identified as appropriate for the Participant's training.
3. The Host Agency shall consider the Participant for all job openings for which the Participant is qualified. The Host Agency shall hire the Participant, subject to the Host Agency's personnel procedures, into a position for which the Participant is qualified if and when possible. Failure to consider the Participant for an appropriate opening will result in termination of this agreement.
4. The Host Agency shall recognize that the Participant is assigned to a temporary training position designed to prepare the Participant for unsubsidized employment, that SCSEP may transfer the participant at any time to another site to enable the participant to receive different training, and that such a transfer is likely when the Participant has completed training with the Host Agency.
5. The Host Agency shall provide adequate supervision of the Participant, and shall provide orientation and necessary training concerning the Host Agency, its activities and the Participant's day-to-day responsibilities.
6. The Host Agency shall provide a copy of the Participant's Training Assignment Description to the Participant and to SCSEP. The Host Agency shall not change the participant's duties or working conditions without first updating the Training Assignment Description.
7. The Host Agency shall provide a safe and sanitary training environment and training conditions, and shall give the Participant any necessary safety instruction, and shall report any accidents immediately to SCSEP staff.
8. The Participant shall work with the Host Agency Supervisor to provide SCSEP with an accurate Time and Attendance (T&A) record on the Participant by the time requested for every pay period.
9. The Host Agency shall complete and return in a timely manner any reports, evaluations, etc. requested by SCSEP which will include, but not be limited to, quarterly evaluations of the Participant.
10. The Host Agency shall report to SCSEP the value of the supervisor's time and what percentage of the supervisor's compensation is paid for with federal funds. The Host Agency shall report, on each pay period's Time & Attendance Report (T&A), the amount of time spent in direct supervision or training of the Participant.
11. The Host Agency shall assure that the Participant only works the total number of hours authorized by SCSEP, and will refrain from requiring the Participant to work over-time or volunteer hours.
12. The Host Agency shall not displace any employee or volunteer with the Participant, nor assign the Participant to perform the tasks of an employee on layoff, nor replace a non-SCSEP federally funded position with the Participant.
13. The Host Agency shall not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, political affiliation or opinion, or ancestry.
14. The Host Agency shall have the Participant's immediate supervisor attend an annual meeting of Host Agency supervisors as scheduled by the SCSEP Staff. Failure of the Host Agency to be represented at such a meeting will result in termination of the agreement.
15. The Host Agency shall ensure that the Participant does not engage in any partisan or non-partisan political activity, or work to promote a specific religious belief, during work time paid for by SCSEP.
16. The Host Agency shall enforce the provisions of the Drug-Free Workplace Act of 1988.

This agreement may be terminated or amended by either party with 30 days written notice to the other party, or immediately by the Senior Community Service Employment Program upon termination or reduction of funds.

ATTEST:



Signature of Authorized Official

Pete Aguilar / Sam Irwin
Name

Mayor / City Clerk

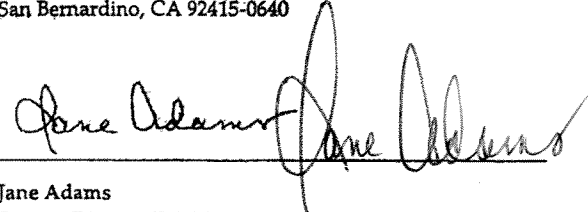
Title

April 17, 2012

Date

Rev: 9-10-07

Senior Community Service Employment Program SCSEP
San Bernardino Co. Dept. of Aging & Adult Services (DAAS)
686 East Mill Street
San Bernardino, CA 92415-0640



Jane Adams
Deputy Director DAAS

Date

SENIOR COMMUNITIES SERVICE EMPLOYMENT PROGRAM

Supervisor's Non-Federal In-Kind Contribution

CONFIDENTIAL

CONFIDENTIAL

The following information is required so that a dollar value can be assigned to the amount of time a supervisor spends in direct supervision or training of a SCSEP Participant. The information supplied on this form will be kept confidential, and will only be seen by those SCSEP staff involved in computing and reporting the SCSEP's Non-federal in-kind contributions, and the staff persons of funding agencies (CDA) who monitor or audit this information.

Name of Agency: City of Redlands

Address of Agency: 35 Cajon Street, Redlands CA 92373

Agency Federal Employer Identification Number (FEIN): _____

Name and Title of Supervisor: Rick Cross, Operations Supervisor

1. Dollar value of one hour of supervisor's time = \$ 54.81

The dollar value of one hour of supervisor's time would include the supervisor's hourly wage plus the hourly value of any fringe benefits received by the supervisor. The hourly value of a monthly benefit package can be computed by dividing the monthly value of the benefit package by the average number of work hours in a month. (A person working forty hours per week works 2080 hours per year, or an average of 173.33 hours per month.) For instance, a supervisor who is paid \$10.00 per hour, and receives a benefit package worth \$200.00 per month, should enter \$11.15 as the hourly value of their time to reflect a \$10.00 per hour wage plus benefits that are worth \$1.15 per hour (\$200 / 173.33).

2. Percent of supervisor's salary & fringes paid for with direct federal grant funds= 0 %

Enter the percent of supervisor's salary & fringes that are paid for directly by the federal government or with direct federal grant funds. If the supervisor's position is funded entirely with direct federal grants enter 100%. If None of the supervisor's salary & fringes are paid for with direct federal grant funds enter 0%. If the supervisor's position is funded from a variety of sources estimate what percentage is covered by federal funds. For instance, a nutrition site supervisor whose position is funded by both the contributions of the nutrition site participants and by federal grant funds should enter the percentage that is funded by federal grants. Please note that Community Service Block Grant (CSBG) funds are not considered federal grant funds for this purpose.

I certify that the above information is true and accurate to the best of my knowledge. I agree to inform the SCSEP of any changes in the above information.

Signature: Pete Aguilar
Pete Aguilar, Mayor

Date: April 17, 2012

ATTEST: Sam Irwin
Sam Irwin, City Clerk

SENIOR COMMUNITIES SERVICE EMPLOYMENT PROGRAM

Application to be a Host Agency

Name of Agency: City of Redlands

Address: 35 Cajon Street

Redlands, CA 92373

Telephone: (909) 798-7655 FAX: (909) 798-7697

Contact Person: Rick Cross Title: Operations Supervisor

Are you a: ☒ Government Agency ☐ Private, non-profit? **If private attach copy of 501c3.**

Are you a Faith Based organization? ☐ Yes ☒ No **If yes see page 2 for added instructions.**

Do you receive United Way Funding? ☐ Yes ☒ No

Federal Employer Identification Number (FEIN) 95-6000766 (The Department of Labor now requires that we enter the FEIN number in our database so this is very important.)

Training

1. What is the occupation in which you will train the participant assigned to you?

Special Program Aide – Recreation Senior Services

2. Approximately how long should it take to train the participant for this occupation? 4-7 months.

3. Name and title of the persons who will be training the participant:

David Jaffe and Derek Schott Recreation Coordinators

4. Describe in detail the training that will be provided: The special program aides will receive training on the promotion of recreation programs and events offered at the Redlands Senior Center and the Joslyn Senior Center. They will learn how to maintain records and files related to senior programs and activities, help provide program information to the public, answer telephones, collect fees, register participants and issue receipts.

Unsubsidized Employment

1. If the participant successfully completes the training will you hire them? ☐ Yes ☒ No.
2. If you are not able to hire them describe in detail what you will do to help the participant obtain employment that is not subsidized by the SCSEP. The City will provide access to resources that educate participants on possible jobs offers. At this time the City is unable to promise employment to any persons not currently holding a position with the City because of budget constraints and the need to approve the addition of any positions via City Council Salary Resolution.

PLEASE REVIEW AND INITIAL THE FOLLOWING ITEMS - I understand that:

1. SCSEP participants may only be in training between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. _____ (Initials of applicant – authorized official)
2. In order to be a SCSEP Host Agency we must have a supervisor or alternate supervisor on duty at all times while we have a SCSEP participant in training at our agency. _____ (Initials of applicant – authorized official)
3. The grant sources have the following restrictions on participants at all Host Agencies: No lifting in excess of 15# (less if specified by their Doctor); no climbing ladders or step stools; no use of power tools/equipment or power kitchen tools/equipment; no cooking; no driving for Host Agency. Safety at Host Agencies is very important for SCSEP participants. _____ (Initials of applicant – authorized official)

FOR FAITH BASED ORGANIZATIONS ONLY – PLEASE ATTACH A LETTER WITH YOUR LETTERHEAD ADDRESSING THE FOLLOWING:

Since SCSEP receives government funds, our participants are prohibited from “performing duties which promote religious views or beliefs during work/training time paid by SCSEP. Our federal handbook states “we may use Host Agencies if they do not occupy of facility that is used or will be used as a place for sectarian religious instruction or worship.”

Please submit a letter/memo with your application stating that out SCSEP participants at your training sites would not be “performing any duties which promote any religious view or belief, during any work/training time paid by our SCSEP. The training facility will not be used as a place for sectarian religious instruction or worship.”

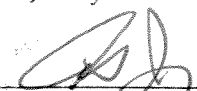
Acceptance of the application does not guarantee a participant will be placed with your agency.

Signature of Applicant – Authorized Official:


Pete Aguilar, Mayor

Date: April 17, 2012

ATTEST:


Sam Irwin, City Clerk