



HOST SITE PRELIMINARY PARTNERSHIP AGREEMENT

Thank you for considering becoming a host site for the National Indian Justice Center (NIJC), **Tribal Transportation Safety Corps Program**. The purpose of this agreement is to foster partnerships for a national AmeriCorps program by establishing basic understanding of NIJC's and the {insert name of tribe or organization}

requirements, benefits, responsibilities and prohibitions under the Tribal Transportation Safety Corps Program.

If you are interested in entering into a formal partnership with NIJC in 2010, please sign and date the Agreement and NIJC will send you a host site application pursuant to our receipt of funding from the AmeriCorps National Program in mid-2010. This agreement must be received no later than **September 30, 2009** for your tribe or organization to be considered for the program.

Return the agreement to:

Ms. Raquelle Myers, Project Manager
National Indian Justice Center
AmeriCorps National Planning Project
5250 Aero Drive
Santa Rosa, CA 95403

ELIGIBILITY REQUIREMENTS FOR HOST SITE:

- Must be a public agency (tribal or non-tribal) or non-profit 501(c)(3) organization;
- Provide structured opportunities for AmeriCorps members to perform direct service that addresses transportation-related public safety and planning issues in an American Indian community (federally recognized tribe, unrecognized tribe or Urban Indian community);

- Must not use an AmeriCorps member to displace any paid employee providing the same or a similar service at the site, including any position for which a salary was paid within the last six months;
- Must not use an AmeriCorps member to displace any current volunteers providing the same or a similar service at the site;
- Must not offer the AmeriCorps member a salary or wage;
- Must certify that the agency is a drug-free workplace and in compliance with the requirements for federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988;
- Offer services without regard to age, religion, disability, political affiliation, veteran status, gender, sexual orientation, race, ethnicity or national origin;
- Must be able to offer an accessible workplace and make reasonable accommodations for an AmeriCorps member with a disability; and
- Must complete a host site application and enter into a Memorandum of Understanding with NIJC by mid-2010 (estimated time is July 2010).

BENEFITS FOR HOST SITE:

AmeriCorps members will:

- Perform direct service in community-identified transportation-related public safety and planning projects including but not limited to:
 - driver and pedestrian safety education;
 - environmental justice;
 - emergency preparedness;
 - law enforcement education (i.e. reporting vehicle crashes);
 - community-based planning for traffic slowing/calming;
 - basic, intermediate and advanced computer skills training for tribal transportation personnel (i.e., word processing, databases, project management and GIS/ArcMap);
 - construction equipment training;
 - cultural resources monitoring for transportation projects;
 - developing a transportation needs assessment;
 - GIS mapping;
 - grant writing for tribal transportation projects;
 - long-range transportation planning (i.e. feasibility studies, modifying plans);
 - creating transportation public safety awareness campaigns;
 - understanding construction contracts;
 - understanding other construction documents (i.e. plans); and
 - other topic areas of concern.
- Help recruit or support volunteers in such projects; and
- Undergo appropriate training including cultural sensitivity training and basic education in tribal sovereignty, if needed, to be successful in such projects.

HOST SITE RESPONSIBILITIES:

- Provide a non-federal cash match of \$5,000 to cover costs associated with a full-time (1700 hours) AmeriCorps member's living allowance, member benefits, travel and training, or \$2,500 for a part-time member (900 hours). This match is reimbursable on a pro-rated basis should the member not complete the scheduled term of service and not be replaced by another member;
- Provide the member with resources to perform his or her service effectively including but not limited to office space, a computer and software, office equipment, email access and a phone;
- Have liability insurance that covers the member while he or she is performing services on behalf of the tribe or organization;
- Use the AmeriCorps member to only provide services according to local project objectives;
- Assign a supervisor to the member who will:
 - develop a service plan with the member,
 - oversee the member's daily performance,
 - schedule and conduct regular supervisory meetings with the member,
 - validate and sign the member's timesheet weekly and turn in these timesheets in the original to NIJC,
 - evaluate the member's progress quarterly and provide member progress reports to NIJC,
 - apprise NIJC of any unexcused absences, tardiness or unprofessional behavior on the part of the member, and
 - participate in a onsite or online Site Supervisor orientation to better understand the requirements of the NIJC Tribal Transportation Safety Corps program.
- Provide the member with mentoring, in-service training and/or leadership opportunities to promote his or her professional development and understanding of the local service issues;
- Provide the member with tribal- or organizational-specific orientation and training so that the member may function as part of the staff team at the site;
- Release the member for any NIJC Tribal Transportation Safety Corps academies or other NIJC-sponsored training;
- Maintain member service records and documentation and participate in NIJC surveys, evaluations and progress reports; and
- Provide the member with structured opportunities to reflect on his or her service.

NIJC RESPONSIBILITIES:

NIJC administers the California/Nevada Tribal Transportation Technical Assistance Program (CA/NV TTAP) for the Federal Highway Administration. We are committed to helping American Indian communities improve their ability to plan transportation improvements and promote transportation public safety in and around tribal lands. Toward that end, NIJC is developing an AmeriCorps National program for the express purpose of placing AmeriCorps members in tribal communities--in tribal agencies and in non-profit organizations—or in public

agencies and organization that work with tribal communities, to provide service on community-identified transportation-related public safety and planning issues.

NIJC will:

- Administer all aspects of the AmeriCorps National grant-funded program and perform all progress and financial reporting to the Corporation for National and Community Service;
- Recruit qualified members into the Tribal Transportation Safety Corps Program;
- Conduct criminal history background checks on the members;
- Supply its AmeriCorps program members with a living allowance, member benefits (FICA, Workers Compensation Insurance, healthcare and childcare) and travel stipends per the terms of their service agreements.
- Supply all program forms to the host site including but not limited to member contracts, time sheets, evaluation forms and site performance reporting forms, and work with the host site to accomplish progress reporting to AmeriCorps;
- Provide its AmeriCorps program members with basic orientation to the AmeriCorp program including accountability and allowable and unallowable activities;
- Provide its AmeriCorps program members with cultural sensitivity training and basic orientation to tribal sovereignty and the status of Indian lands;
- Work with the host site to develop member service agreements;
- Work closely with its AmeriCorps members, host site leadership and supervisors to ensure that the work of the members and the partnership is meeting the expectations and priorities of the site. NIJC program staff responsibilities will include providing monthly online team meetings with its AmeriCorps members, and meeting with site staff telephonically on a bi-monthly basis or more frequently to consistently monitor and assess the development of the partnership and resolve any issues as needed;
- Provide the host site will tools to help members reflect on their service;
- Provide members with basic AmeriCorps gear;
- Work with the host site to provide member recognition; and
- Provide an onsite or online Site Supervisor Orientation Training and manual.

PROHIBITED ACTIVITIES:

- AmeriCorps members will not be used in a way that will displace an employee or position or infringe on an employee's promotional opportunities.
- AmeriCorps members may not perform services or duties that have been performed by or were assigned to any:
 - Currently employed worker,
 - Employee who recently resigned or was discharged,
 - Employee who is subject to a reduction in force or who has recall right pursuant to a collective bargaining agreement or applicable personnel procedures,
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
 - Employee who is on strike or is being locked out.
- Any person employed by the host site within the preceding six months may not be placed as an AmeriCorps member in that host site;

- Members may not be temporarily or permanently reassigned tasks that are not related to the AmeriCorps project;
- AmeriCorps members are prohibited from engaging in lobbying activities or partisan political activities in the course of their duties, at the request of host site staff, or in a manner that would associate their activities with the host site or with AmeriCorps, and that AmeriCorps members may engage in these activities only on their own time, at their own expense, and at their own initiative, and understands that sites found to be in violation of this policy risk termination of Corporation funding. Some examples of prohibited activities include, but are no limited to, the following:
 - Efforts to influence legislation, including lobbying for AmeriCorps,
 - Organizing or engaging in protest petitions, boycotts, or strikes,
 - Assisting or deterring union organizing,
 - Impairing existing contracts or collective bargaining agreements,
 - 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 (including school levies),
 - Engaging in religious instruction,
 - Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, an organization engaged in religious activities, or a non-profit entity without 501C(3) status,
 - Organizing voter registration drives,
 - Preparing any part of a grant proposal, performing fundraising functions to help NIJC achieve matching requirements, or to fund general operating expenses, or providing fundraising assistance to other community-based organizations

This agreement reflects our understanding of the basic requirements, benefits, responsibilities and prohibitions for a formal partnership under NIJC’s Tribal Transportation Safety Corps Program and verifies our interest in becoming a host site for an NIJC AmeriCorps member in 2010.

{ Insert Name, Title and Tribe/Organization }

Joseph Myers, Executive Director
National Indian Justice Center

Date

Date