

Exhibit II
AmeriCorps Programmatic Requirements

Provider Name: Department of Economic Opportunity

AmeriCorps Program Name: AmeriCorps Career-Source Youth Services

I. Program Performance Measures

Career Exploration and Guidance/Economic Opportunity

- a. O2 Output: 1150 economically disadvantaged will receive job training or other skill development services as evidenced by activity logs. (Target: 1150)
- b. Outcome 8869: 950 participants will successfully complete the program as evidenced by enrollment and completion data maintained in the DEO MIS system. (Target: 950)

Employer Engagement/Economic Opportunity

- c. O3 Output: 1150 economically disadvantaged individuals will receive job placement services as evidenced by activity logs. (Target: 1150)
- d. O10 Outcome: 400 economically disadvantaged individuals will be placed in jobs as evidenced by payroll and other records. (Target: 400)

Opportunity Youth Recruitment

- e. Output O12: 6 economically disadvantaged national service participants who are unemployed prior to term of service will be recruited as evidenced by individual assessments and employability plans. (Target: 6)
- f. Outcome O15: 5 of the 6 recruited Opportunity Youth will secure employment during term of service or within one year as evidenced by employer and other records. (Target: 5)

Volunteer Generation

- g. Output 14329: A minimum of 20 individuals will be recruited as volunteers to work with this project. (Target: 20)
- h. Outcome: A minimum of 20 volunteers will serve at least 50 hours in this project. (Target: 50)

II. Staff Recruitment and Responsibilities

- A. Staff positions, duties, responsibilities and the number of staff working in this program may be revised if requested in writing by the provider and approved in writing by the Commission, provided such revisions do not exceed original

budgeted amounts for staff. The Provider will hire and maintain **.60 FTE Project Director** to be responsible for the overall management of the program. Please note that 1 FTE program director is required for programs that have 10 or more members.

- B.** The Provider will hire and maintain **.40 FTE Program Assistant** to be responsible for assisting the Program Director.
- C.** In the event of a change of staff, the Provider agrees to provide new staff with a program operation manual and/or policies and procedures for the AmeriCorps program. The Provider agrees to notify the Commission in writing or via e-mail within ten (10) working days of any program staff vacancies funded by this grant.

III. AmeriCorps Member Recruitment and Responsibilities

- A.** Recruit **19 (nineteen)** AmeriCorps Members into full time service and **2 (two)** half time members into service within 60 days of implementation of this contract. Members will be provided with a living allowance in accordance with the AmeriCorps Provisions (Exhibit IV). Members will provide direct service in areas outlined in the approved proposal (Exhibit I).
- B.** The Provider agrees to develop and enter into signed agreement with each Member using an AmeriCorps Member Contract in compliance with the AmeriCorps Provisions.
- C.** The Provider agrees to implement the program's Commission approved Disability Community Development Plan to recruit persons with disabilities into the program.
- D.** The Provider agrees to establish and maintain a disaster-oriented role with a partner organization for its members, staff and volunteers to assist in disaster preparedness, response, recovery and/or mitigation activities. The Provider agrees to document this disaster-oriented role in writing with a letter of acknowledgement, at a minimum, from the partnering organization. See section I.K. of contract.
- E.** The positions, position descriptions, and number of Members serving in this program may be revised if requested in writing by the provider and approved in writing by the Commission.
- F.** All Members must be enrolled in the eGrants AmeriCorps Portal. The provider further agrees to assign members to a service location within the AmeriCorps Portal no more than 30 days from start of service.

- G.** Member positions may only be revised through a Member Change of Status Form completed via the eGrants AmeriCorps Portal for each Member for the following conditions:
- i. suspension;
 - ii. ending service early;
 - iii. reinstatement to service;
 - iv. utilization of the Family Medical Leave Act; or
 - v. transfer to another AmeriCorps program.

The program agrees to keep all documentation associated with Member Change of Status in a member file.

- H.** The Provider will complete a National Criminal History Check of all members and staff supported by CNCS grantee and match funds. National Criminal History Checks include a nationwide name-based check of the National Sex Offender Public Website (NSOPW), either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's State of residence **and** in the State where the individual will serve or work; **AND** a fingerprint-based FBI check. The Provider will complete and document National Criminal History Checks of members and staff in accordance with CNCS requirements found at <https://www.nationalserviceresources.org/national-service-criminal-history-check-resources>.
- I.** The Provider must submit the Volunteer Florida National Criminal History Check Status Form (Exhibit VIII) to the Volunteer Florida Finance Office with the first monthly invoice for program reimbursement. Failure to complete the status form may result in delay of program reimbursements.
- J.** A National Service Trust End of Term of Service/Exit Form must be completed via the eGrants AmeriCorps Portal for each Member upon completion of her/his term of service.
- K.** The Provider will complete forms via the eGrants AmeriCorps Portal within 30 days upon a member's enrollment in, completion of, lengthy or indefinite suspension from, or release from, a term of service.
- L.** The Provider will report member service hours to the Commission at least quarterly and will audit and update member service hours at least monthly. The Commission reserves the right to review Member service hours at anytime.
- M.** The Provider will provide the opportunity for members to complete the Commission's annual Members with Disabilities Self Report Survey.

IV. AmeriCorps Staff Training

- A. The Commission will ensure the provision of training and/or technical assistance to ensure successful program implementation and operation. The required trainings include the Volunteer Florida Program Director Meetings and associated webinars.
 - B. Program Directors must complete a minimum of one (1) disability related trainings each year. Training not provided by the Commission must be approved in advance by Commission staff designated to oversee the Commission's disability inclusion responsibilities. Suggested topics are, but are not limited to the following:
 - i. Disability awareness and appreciation;
 - ii. Title I of the Americans with Disabilities Act;
 - iii. Title III of the Americans with Disabilities Act;
 - iv. supervisory techniques;
 - C. The Commission will ensure the provision of fiscal training and/or technical assistance to ensure successful fiscal program implementation and operation. Program fiscal staff will be required to complete the Volunteer Florida Fiscal Trainings.
- V. AmeriCorps Member Training**
- A. The Provider will ensure the provision of training and/or technical assistance for members. Required trainings include:
 - i. American Red Cross-certified or comparable CPR and First Aid training. The Provider will have all members trained or certified in CPR and First Aid.
 - ii. Diversity appreciation;
 - iii. Citizenship;
 - iv. Disability awareness and appreciation training adhering to the Commission's approved content.
 - v. Introduction to disaster preparedness, mitigation, and response.
 - B. Other suggested training topics include, but are not limited to:
 - i. team building;
 - ii. conflict resolution;
 - iii. career development;
 - iv. Life after AmeriCorps
 - v. Additional disaster response training including; Emergency Shelter Operations, Emergency Temporary Roofing, Points of Distribution, Volunteer Reception Center Simulation.

VI. National Service Activities

The Provider will schedule and conduct at least one direct service activity designed for and conducted as part of the Seasons of Service, the designated national service days of the Corporation of National Service, during the contract period.