

Tribal AmeriCorps Program



Handbook

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Disclaimer:

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WELCOME TO THE TRIBAL AMERICORPS PROGRAM (TAP)

National AmeriCorps

AmeriCorps is a division of the Corporation for National and Community Service (CNCS), an independent federal agency whose mission is to improve lives, strengthen communities and foster civic engagement through service and volunteering.

AmeriCorps has enjoyed bipartisan support since its inception in 1989, when President George H.W. Bush fostered volunteering across the nation by creating the Office of National Service and the Points of Light Foundation. In 1990, the National and Community Service Act was signed into law, authorizing grants to schools to support service-learning and providing demonstration grants for national service programs to youth corps, nonprofits, and colleges and universities.

In 1993, President Bill Clinton signed the National and Community Service Trust Act, which established the CNCS and officially launched AmeriCorps, a network of national service programs that engage Americans in intensive service to meet the nation's critical needs in education, public safety, health and the environment. Also, in 1993, governor-appointed state service commissions were created to administer AmeriCorps funding at the state level. Presently, the Wisconsin National and Community Service Board (also known as Serve Wisconsin), grants AmeriCorps funds from CNCS to organizations that involve Wisconsin's citizens in service activities.

CNCS officially began operation in 1994 and, in September of that year, the first class of AmeriCorps Members - 20,000 strong - began serving in more than 1,000 communities. On July 3, 2003, President George W. Bush signed the Strengthen AmeriCorps Program Act, which enjoyed strong bipartisan support and nearly doubled the number of AmeriCorps Members.

Goals

AmeriCorps Members address critical needs in communities all across America. Tribal AmeriCorps has four main goals:

- **Getting Things Done:** AmeriCorps Members help communities solve problems in the areas of education, public safety, the environment and other human needs (like health and housing) by serving directly and by getting other people to serve as volunteers.
- **Strengthening Communities:** AmeriCorps Members help unite individuals from all different backgrounds and organizations of all kinds in a common effort to improve communities.
- **Encouraging Responsibility:** AmeriCorps Members explore and exercise their responsibilities to their communities, their families and themselves during their service experience, and throughout their lives.
- **Expanding Opportunity:** AmeriCorps helps those who help America. Tribal AmeriCorps Members receive awards to further their education or pay back student loans. They also gain valuable job experience, specialized training and other skills.

TAP reaches these goals by recruiting Members to serve in the following types of service:

- Tutoring and mentoring youth who are disadvantaged
- Managing or operating afterschool programs
- Building organizational capacity
- Helping communities respond to disasters
- Improving health services

Tribal AmeriCorps Members gain new skills and experiences and also experience the satisfaction that comes from helping others. In addition, full-time Members who complete their service earn a Segal AmeriCorps Education Award to pay for college or graduate school, or to pay back qualified student loans. Members who serve part-time receive a partial award. AmeriCorps Members also earn a modest living allowance while serving to defray their daily costs.

Pledge

Tribal AmeriCorps Members are expected to adhere to the AmeriCorps pledge. The pledge represents the commitment that has been made to serve not just this year, but in the years ahead.

- I will get things done for America – to make our people safer, smarter, and healthier.
- I will bring Americans together to strengthen our communities.
- Faced with apathy, I will take action.
- Faced with conflict, I will seek common ground.
- Faced with adversity, I will persevere.
- I will carry this commitment with me this year and beyond.
- I am an AmeriCorps Member, and I will get things done.

To learn more about the National AmeriCorps program visit www.americorps.gov.

CNCS is responsible for setting rules and regulations that guide AmeriCorps program operations. This handbook contains information regarding the Tribal AmeriCorps Program of Wisconsin.

Tribal AmeriCorps

In January 2009, the Sokaogon Chippewa Community, acting as fiscal agent for the 11 Tribes of Wisconsin, received a \$50,000 planning grant through the federal Corporation for National and Community Service (CNCS). The primary aim of the planning grant was to design and build the infrastructure for a multi-site statewide Tribal AmeriCorps Program that builds local capacity for prevention, intervention and treatment of substance abuse and mental health disorders.

In May 2010, the Sokaogon Chippewa Community was awarded an implementation grant to place 13 AmeriCorps Members in Tribal prevention coalitions across Wisconsin. Northwoods NiiJii Enterprise Community, Inc., (NNEC) located in Lac du Flambeau, became the new fiscal agent for the Program in 2013.

Tribal prevention coalitions are eligible to participate with TAP after their Tribal government passes a Resolution of Support that documents their commitment to the Program. In addition, Tribal prevention coalitions are encouraged to become Members of the Northwoods Coalition to enhance collaboration between Tribal and non-Tribal coalitions. This empowers the strength of Tribal prevention strategies to have a statewide voice.

The Tribal State Collaboration for Positive Change (TSCPC) coalition serves as the Tribal Advisory Board for the Program. TSCPC is an existing, working coalition consisting of behavioral health professionals from all 11 Tribes and Wisconsin Department of Health Services staff, integrating prevention and treatment services for the co-occurring disorders of substance abuse and mental illness.

TAP Members have utilized their positions as positive role models and mentors in their own communities to help youth, families and Elders explore and discover prevention strategies using a variety of traditional wellness practices rooted strongly in their local culture.

KEY PARTNERS

Northwoods NiiJii Enterprise Community, Inc. (NNEC)

The Northwoods NiiJii Enterprise Community, Inc. is a not for profit 501(c)(3) organization founded in 1998 as a unique partnership among three Native American Tribes (Lac du Flambeau, Sokaogon and Menominee) and eight municipal partners in rural northern Wisconsin to affect community-based development. They were recognized by USDA as the best performing Tribal Enterprise Community Nationally having successfully completed 82 development projects. As fiscal agent for the Tribal AmeriCorps Program (TAP), the Northwoods NiiJii Enterprise Community, Inc., has made the commitment to address substance abuse and extends these traditional health and welfare concerns to all the Tribes in the state. Under their leadership, in collaboration with working partners, they are positioned to implement a program that will meet CNCS goals. They will provide fiscal management and oversight of TAP.

Tribal State Collaboration for Positive Change (TSCPC)

The Tribes of Wisconsin bring a rich array of resources to the table. TSCPC is a coalition comprised of behavioral health professionals from all 11 Tribes. Their wide range of knowledge and experience in prevention, intervention and treatment within Tribal communities is helping in guiding TAP and our Members in serving their communities.

Kim Swisher Communications, LLC. (KSC)

Kim Swisher and her team were contracted by Northwoods NiiJii Enterprise Community, Inc., in February 2021 to manage the Tribal AmeriCorps Program. The KSC team has served Wisconsin Indian Country in various capacities since 2013.

FINANCIAL SUPPORT

Corporation for National and Community Service (CNCS)

The Tribal AmeriCorps Program is funded as a national-direct Tribal grantee through the CNCS. In addition to AmeriCorps, CNCS administers VISTA, Senior Corps and Learn and Serve America. Together these programs engage more than two million Americans of all ages and backgrounds in service each year. For more information on CNCS, visit www.nationalservice.gov.

Host Sites Cash Match

Participating Host Sites are responsible for payment of **\$4,500 per Member** to Northwoods NiiJii Enterprise Community, Inc., no later than 45 days following acceptance of this Memorandum of Understanding.

If the Host Site loses or releases a Member anytime during the term of service, the Host Site is still required to complete the full payment. **There are no refunds for loss of Member services.** If multiple agencies share a Member's cash match payment, ONE agency must assume responsibility for the invoice payment and designate this in the application.

If the Host Site Supervisor does not track their in-kind services each week in OnCorps, the cash match for the site will increase to \$5,500.

MEMBER BENEFITS

Term of Service

Members are enrolled for the purpose of providing capacity-building services to Tribes, non-profit organizations, public health, afterschool programs, schools and others serving rural populations across the Tribal Nations in Wisconsin. The Host Site is the physical location where the Member has a desk, phone and internet access. The Host Site Supervisor is an individual employed by the organization that supervises the Member.

Full-time Members must serve at least 1,700 hours during the term of service, averaging 35 hours per week. Half-time Members must serve 850 hours, averaging 20 hours per week. Members may apply to serve up to four full-time terms of service, although federal regulations allow a Member to earn no more than the value of two full-time education awards.

Child Care

Child care benefits are available to qualified full-time Members. GAP Solutions (GAP) was selected by the Corporation for National and Community Service (CNCS) to manage and administer the Child Care Benefits Program (CCBP) on behalf of AmeriCorps state and national Members.

Pursuant to the regulations in 45 C.F.R. §2522.250, active full-time AmeriCorps state and national Members may be eligible to receive a child care benefit to pay all or part of their child care costs.

GAP has put together a list of Frequently Asked Questions (FAQs) to help answer questions that AmeriCorps state and national Members may have about the AmeriCorps State and National CCBP. Please visit <https://americorpschildcare.com/> for more information.

Education Award

Congress established the National Service Trust to provide an AmeriCorps Education Award for Members who successfully complete service in AmeriCorps.

Members may use their AmeriCorps Education Award to pay educational costs at qualified Title IV institutions of higher education, for educational training, or to repay qualified student loans (NOT private loans).

The award was renamed the Segal AmeriCorps Education Awards after Eli Segal, one of the pioneers of the national service movement and the first CEO of the Corporation for National and Community Service (CNCS).

Key Points for This Award Include:

- For the 2020-2021 fiscal year, full-time Members (minimum of 1,700 hours) may receive approximately \$6,000, and half-time Members (minimum of 850 hours) may receive approximately \$3,000. Amounts are based on information provided on the AmeriCorps website listed below.
- Members have up to seven years after their term of service has ended to use the award.
- Payments made using the education award are considered taxable income in the year that the Corporation makes the payment to the school or loan holder.
- Members who are at least 55 years old when they begin their term of service may transfer the education award to their child, grandchild or foster child.
- Members can receive up to the equivalent of two years in educational awards from AmeriCorps.
- TAP Members may serve a maximum of four terms.

For more information, visit <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award/find-out-more>.

Forbearance

Members should apply approximately two weeks after their start date at <https://my.americorps.gov>.

Members are eligible to have the repayment of certain student loan(s) postponed while earning an education award. Members must confirm this forbearance with the loan holder(s), and complete a Forbearance Request for National Service Form(s) at <https://my.americorps.gov>.

Under this forbearance, interest continues to accrue on qualified loans during a Member's term of service. Upon successful completion of service, the Corporation for National and Community Service (CNCS) will pay, on the Member's behalf, all or a portion of the interest that accrued during the service period. If the Member is full-time and completes their service within one year, 100% of the interest accrued during the time of service will be paid by the CNCS. If a Member fails to complete the hours during one year, or if the Member is less than full-time, CNCS will pay a smaller percentage of the accrued interest. In either case, interest payment will not be deducted from the Member's Education Award.

The interest amount the Corporation pays is taxable and will be reported to the Internal Revenue Service (IRS). If a Member's student loan(s) is in default, they are most likely not eligible for forbearance. If loans went into default prior to enrollment as an AmeriCorps Member, Members can attempt to negotiate with the loan holder or collection agency to request an administrative forbearance to resolve the delinquency at the time this request is processed and ask that they add the interest to the balance of the loan.

Healthcare Plan

Full-time Members who do not currently have health insurance coverage, or lose their personal coverage during their term of service, are eligible for AmeriCorps healthcare insurance provided through the health exchange. The premium is paid by Northwoods NiiJii Enterprise Community, Inc., and covers only the TAP Member; it is not available to other family members. Health Exchange enrollment assistance is provided at orientation if necessary.

Living Allowance

Member living allowances are distributed by the Northwoods NiiJii Enterprise Community's accounting firm, KerberRose. The living allowance is divided over the term of service and is currently paid at a rate of \$549 (gross) every other week for full time Members. Members that terminate early or end their term of service are not eligible for a lump sum payout. Questions regarding living allowance payments should be directed to the TAP staff.

Time Off Requests

Members should submit their requests for time off to their Host Site Supervisor. Members are allowed up to three weeks for vacation and sick leave (15 days). Members that are sick for more than one full week (five consecutive days) should request a suspension of service.

If a Member requires additional time off (in excess of 15 days), it must be coordinated with the Host Site Supervisor and approved by the TAP Program Director. Consideration must be given to the Member's successful completion of their term of service. Members do not count hours during vacation, sick time or time off. Members may not end their term of service while on vacation (terminal leave).

HOST SITE RESPONSIBILITIES

Host Site Will:

- Provide payment of \$4,500 per Member to Northwoods NiiJii Enterprise Community, Inc., no later than 45 days following acceptance of the Memorandum of Understanding (MOU).

If the Host Site loses or releases a Member anytime during the term of service, the Host Site is responsible for the full payment. There are no refunds. If multiple agencies share a Member's cash match payment, ONE agency must assume responsibility for the invoice payment and designate this in the application.

If the Host Site Supervisor does not track their in-kind services each week in OnCorps, the cash match for the site will increase to \$5,500.

- Provide in-kind values for the Member's office space, phone and internet at the beginning of the service year.
- Provide the Member with a dedicated office space, computer, internet access, phone and office supplies.
- Provide mileage reimbursement to the Member for travel required by the Host Site in accordance with the Host Site policy. Provide travel expectations and travel reimbursement policies to Member prior to start date.
- Adhere to AmeriCorps and TAP rules and regulations.
- Not supplement a Member's living allowance with any cash payments.
- Not employ a Member outside of their regular service without approval of Tribal AmeriCorps staff.
- Support Member participation in Coalition activities based on Member availability.

Host Site Supervisor Will:

- Approve Member's service hours in the OnCorps online system on a weekly basis.
- Maintain weekly in-kind records in OnCorps. In-kind tracking is a critical requirement of the grant, and Host Site Supervisors **MUST** be up to date with their in-kind tracking in OnCorps. **Failure to do so will result in an increase of the cash match to \$5,500.**
- Provide daily supervision of the Member.
- Meet with the Member at least once a week in a formal face-to-face meeting to discuss status, progress of service, and completion of the Member Service Plan.
- Attend a one-day Host Site Supervisor training.
- Communicate with TAP staff regarding Member issues, successes and progress.
- Release Member for 10 days of training.
- Complete a midterm and end of service evaluation for the Member (forms will be provided).

MEMBER RESPONSIBILITIES

TAP Member Will:

- Fulfill activities and service identified on the approved Member Service Plan.
- Attend required trainings and ride-share with other Members (when possible) to those events.
- Complete and submit required timesheets weekly in OnCorps.
- Complete and submit required TAP Quarterly Reports in a timely manner (forms will be provided).
- Complete and submit TAP Persons Served Report on a monthly basis (forms will be provided).
- Complete and submit TAP Member Evaluations in a timely manner (forms will be provided).
- Reply to communication from Northwoods NiiJii and TAP staff in a timely manner.
- Work with TAP staff to implement and monitor a Coalition Progress Checklist Tool if work site is with a coalition.
- Receive career enhancement training, including portfolio development, resume building and interview skills.
- Recruit and report out on at least five volunteers to provide five hours each of service to support and implement the evidence-based substance abuse prevention programs.

PROGRAM ADMINISTRATION

Tribal AmeriCorps Program Team

The TAP Program Team includes:

Kim Swisher, Program Director
Kimberlee Soldier and Erica Dumas, TAP Outreach Coordinators

The TAP Team is responsible for:

- Providing overall Program management and organizational development of TAP.
- Providing ongoing technical assistance, training, education and other resources to coalitions dedicated to community health improvement (e.g. substance abuse prevention).
- Facilitating ongoing communication with Tribal AmeriCorps Members, Host Site Supervisors, coalition representatives and Tribal governments.
- Providing Members and Host Sites training and programming, including orientation. Training content may include team building, skills development, Strategic Prevention Framework (SPF), volunteer recruitment and mobilization strategies, and positive youth development techniques.
- Coordinating with and reporting monthly to the Tribal Advisory Board.
- Providing Tribal governments with updates and TAP quarterly reports as requested.
- Coordinating TAP Member and Host Site Supervisor orientations and ongoing trainings.
- Reviewing weekly service reports, monitoring and documenting service hours, ensuring that living allowances meet the minimum specified by the Corporation for National and Community Service, providing Program and policy updates, conducting site visits and reviewing Member performance evaluations.
- Coordinating CNCS grant reporting and writing.
- Mentoring and assisting Members as able to achieve their service and life goals.

Management Structure

Host Site Supervisors should attempt to resolve any issues pertaining to the service they are conducting for their Host Site.

All Human Resource matters should be handled in accordance with established Host Site protocols that are clearly documented. The TAP grievance procedures for resolving disputes concerning member suspension, dismissal, service evaluation or proposed service assignment may be viewed in this Handbook on page 20. Members should understand that, as participants of the Program, they may file a grievance in accordance with the Program's grievance procedure.

Members should also discuss work related issues, such as requests for time off, with their Host Site Supervisor. Members that are sick for more than one full week (five consecutive days) should request a suspension of service. Members and Host Site Supervisors may contact TAP staff for assistance with issues that cannot be resolved locally.

Host Site Visits

During the term of service, TAP staff will visit each Host Site. Site visits will be arranged via email or phone and should include the Host Site Supervisor, Member and TAP staff.

TAP staff will meet at least once a year with each local Tribal government. These visits serve several purposes such as keeping leadership updated, engaged and informed on the local impact of Member service, how the Program is doing inter-Tribally, updates on funding needs and opportunities, and input from leadership with regards to where service is needed most in their communities.

Member Employment with Host Site

TAP discourages Host Sites from hiring Members for additional paid work during their term of service. Host Sites that do this must ensure the work being done is distinctly different from the service the Member provides. The Host Site must be willing to open their books for review if required by the Corporation for National and Community Service (CNCS) or the Tribal AmeriCorps Program. If a Member intends to be employed by their Host Site, they must notify the TAP Program Director and complete the required process for Host Site employment.

Member Service Plan

As part of the application process, each Host Site requesting a TAP Member must complete a Member Service Plan. The TAP Program Director will meet with the Host Site and Member to build a plan that matches the Member's skillset. The plan will define the work the Member will be doing as well as goals for their term of service.

Host Site Orientation

The Host Site is required to conduct an orientation for its Member(s) immediately following the TAP orientation. The lack of a Host Site orientation is the number one complaint of Members and one of the biggest factors in a Member's decision to leave service early. These key components are each detailed below.

Introduction to Key Partners

The Host Site Supervisor should provide the Member with information regarding key partners (coalition representatives, afterschool and/or school administrators, and other appropriate staff, etc.) that the Member will need to communicate with in order to successfully complete the Member Service Plan.

Expectations

The Host Site Supervisor should discuss the following issues with the Member: what the Host Site Supervisor expects from the Member, what the Member expects from their year of service, what role the Member will take in the Tribe, coalition or programs, additional training and staff development opportunities that are available, and other related issues.

Site Tour

The Member should be provided with a tour of the site where they will be serving, (noting locations of bathrooms, break room, office supplies, copy machine, vending, parking, etc.) and any related information (noting how to use copier, check out supplies, gain entrance to building etc.). The Member should be introduced to site staff including those who can help with obtaining equipment, assisting with reimbursement questions, etc.

Office Policies and Procedures

The Host Site Supervisor should make sure the Member understands that although they are not an employee, there are office policies and procedures that will need to be followed relating to such issues as requesting time off, calling in sick, being on time, appropriate attire, appropriate language, proper

phone and computer use, travel policy, smoke-free areas, etc. The Member should not be required to wear expensive clothing unless the site provides these items or the Member agreed to this expenditure before accepting the position. The Tribal AmeriCorps Program will provide Members with service gear.

Mandatory Reporting

Members will receive training regarding their duties in the mandatory reporting process and will respond in an appropriate and timely manner when needed.

Confidentiality

In order to respect the privacy of both the Tribal AmeriCorps Members and individuals with which they serve, the following requirements must be shared:

Host Sites Agree to:

1. Maintain confidentiality of information pertaining to individual Members as required by applicable laws including 45CFR2540.202 and 45CFR2540.204. Details may be viewed at <https://www.govinfo.gov/content/pkg/CFR-2014-title45-vol4/pdf/CFR-2014-title45-vol4-sec2540-202.pdf>.
2. Obtain prior written consent of all Members before using their names, photographs and other identifying information for publicity, promotional or other purposes.

Tribal AmeriCorps Members Agree to:

1. Maintain the confidentiality of personal information regarding individual Program participants.
2. Abide by the local Host Site, Tribal and coalition guidelines around the use of information or data on clients and participants.

As per regulation §2522.540, aggregate participant information may be disclosed for evaluation and other purposes. Individual participant information will be disclosed only with the prior written consent of the participant or parent or guardian. Details may be viewed at https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf.

MEMBER REPORTING REQUIREMENTS

Member Identification and AmeriCorps Brand

AmeriCorps branding is essential to ensure public awareness of the national service taking place. All Members will be provided with an AmeriCorps shirt and other items as needed.

Members are required to use the following identification on e-mail signature blocks or when setting telephone messages:

Email Example (signature block): Mary Smith, Tribal AmeriCorps Program Member serving Lac du Flambeau Public Grade School.

Phone Message Example: Hi. You have reached Mary Smith, Tribal AmeriCorps Program Member serving Lac du Flambeau Public Grade School. I am unavailable to take your call.

TAP Member Evaluation

1. Midterm Evaluation. Each Member will fill out a midterm evaluation with their Host Site Supervisor that assesses their progress to date.
2. Final Evaluation. Each Member will fill out a final evaluation with their Host Site Supervisor that assesses their progress for the year.
3. TAP Incoming and Outgoing Surveys. Each Member will complete an incoming and outgoing survey that assesses their life and employment/educational status.

Service Reports (Tracking Hours on OnCorps website)

Members will keep track of their hours using an online tool called OnCorps. This helps to ensure they are following their service plan and to ensure they are on track to complete their 1,700 hours and earn their education award.

The web address for OnCorps is <http://tap.oncorpsreports.com>. Members will receive a username and generic password at orientation in September.

Member responsibilities in OnCorps:

- Record hours daily. To access a timesheet, go to the "Timesheets" tab and select the appropriate time period.
- The reporting week starts on Monday and ends on Sunday.
- Timesheets have several categories into which Members can enter their service hours. Members will NOT utilize the "Description" portion of their timesheet. Host Site Supervisors should ensure duties are in accordance with the Member service plan. Do not include the amount of time spent on any particular activity in the description section either.
- If the Member did not provide any service hours due to vacation or holiday, Member should note hours as "0", and in the description column note "Vacation" or "Holiday".
- After recording hours, a Member should select "Save".
- Once all hours for the week have been entered and reviewed for accuracy, select "Authorize and Submit."
- Members are required to "Authorize and Submit" their weekly hours for approval by their Host Site Supervisor every Wednesday by 9:00 am for the previous week's hours.
- If the Member's timesheet is rejected, the Member is notified via email and can take the necessary action to correct the errors and resubmit to the Host Site Supervisor.

Persons Served Report

This report allows Members to keep track of the number of people served. These reports are crucial for funding of the Tribal AmeriCorps Program. An electronic copy of this report will be sent to Members after starting their service. This tool provides Members with guidance to help Members manage their records correctly.

Members must email an updated report at the beginning of each month. A full description on how to utilize this report will be provided at orientation.

Volunteer Report

Volunteer reporting is crucial for future funding. The volunteer report allows TAP Members to count volunteer hours. These are the number of hours contributed by volunteers that were recruited by and served with the Member.

The volunteer report is to be updated on a regular basis. Tribal AmeriCorps staff will request that Members email their updated report quarterly. Members are also required to create and keep a sign-in sheet specifying the activity for which the volunteers served. A copy of all sign-in sheets must be submitted to TAP staff following each activity.

Quarterly Report

The quarterly report allows Members to easily report their service hours, numbers of youth they serve and success stories. These reports are compiled and shared with Tribal leadership at each Tribe. These reports are crucial in engaging local leadership and ultimately for future support and funding. An electronic copy of the report will be sent to Members quarterly. Members must complete the document and submit via email by due dates that will be determined during the service year.

HOST SITE SUPERVISOR REPORTING REQUIREMENTS

Each week, Host Site Supervisors will approve their Member's hours and keep track of their in-kind hours using OnCorps.

This weekly approval of Member hours is mandatory for Members to receive their living stipend. In addition, Host Site Supervisor tracking of their in-kind hours ensures the required in-kind deliverable for the grant is met.

The web address for OnCorps is <http://tap.oncorpsreports.com>. Host Site Supervisors will be trained and will receive a username and generic password prior to orientation.

Host Site Supervisor Responsibilities in OnCorps:

- Approve Member hours on a weekly basis. The Host Site Supervisor must approve or reject the timesheet every Friday by 5:00 pm.
- Host Site Supervisors will receive an email to let them know their Member(s) have completed their timesheets and are awaiting approval. The email will provide a link to the OnCorps website.
- Host Site Supervisors may also access their Member's timesheet by choosing "Time Tracking" and then selecting "Member Timesheets".
- Choose the period for approval, and approve or reject the timesheet.
- A timesheet can be rejected for a number of reasons including inaccurate hours, un-approved service activities, or missing information.

Maintain weekly in-kind records in OnCorps. In-kind tracking is a critical requirement of the grant.

All Host Site Supervisors **MUST** be up to date with their in-kind tracking in OnCorps by June 30th. **Failure to do so will result in an increase of the cash match to \$5,500.**

TRIBAL AMERICORPS PROGRAM CONTACTS

Administrative/Fiscal Management

Pam Boivin, Interim Executive Director
Northwoods NiiJii Enterprise Community, Inc.
PO Box 786
Lac du Flambeau, WI 54538
Cell (920) 915-1531
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Tribal AmeriCorps Program

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POLICIES AND REGULATIONS

Drug Free Workplace Policy

The Corporation for National and Community Service (CNCS) requires that the Programs and Host Sites will make a good faith effort, on a continuing basis, to maintain a drug-free workplace as noted in sections 51505160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B.

Northwoods NiiJii Enterprise Community, Inc.

It is the policy of Northwoods NiiJii Enterprise Community, Inc. (NNEC) to maintain an alcohol-free and drug-free workplace keeping with the spirit and intent of the Drug-Free Workplace Act of 1988.

TAP Members and staff are prohibited from using, possessing, distributing, dispensing, manufacturing, selling, or attempting to sell illegal drugs or mind-altering substances at any time while on NNEC property, or otherwise performing organization business away from the NNEC facility.

TAP Members and staff are also prohibited from having such illegal substances in their system while at work. Off-the-job use of or involvement with illegal drugs or other controlled substances that results in impaired work performance including, but not limited to absenteeism, tardiness, poor work product, or which can be expected to cause harm to or otherwise adversely affect the organization's image, relationships with other employees, or the public is prohibited. Possession of drug paraphernalia while on NNEC's property is also prohibited. Violations of this policy may result in immediate disciplinary action, up to and including termination, even for the first offense.

TAP Members and staff are prohibited from using, possessing, distributing, dispensing, manufacturing, selling, or attempting to sell alcohol or being impaired, intoxicated, or under the influence of alcohol while on duty, while on NNEC's property, or on any work site.

Exceptions may be made for NNEC sponsored activities offsite as approved by the Interim Executive Director. However, this does not relieve TAP Members and staff from the responsibility of using moderation and judgment in the use of alcohol at all times. Violations of this policy may lead to immediate disciplinary action, up to and including termination, even for the first offense.

TAP Members and staff convicted of controlled substance-related violations, including pleas of no contest, must inform the Interim Executive Director within five days of conviction or plea. TAP Members and staff who violate any aspect of this policy may be subject to immediate disciplinary action, up to and including termination.

If TAP Members and staff observe or have knowledge of another employee in a condition which impairs performance of duties, presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, it is their responsibility to promptly report the facts to their Host Site Supervisor, a TAP staff member, or to NNEC's Interim Executive Director.

If, at the discretion of NNEC, there is reasonable suspicion of substance abuse, TAP Members and staff may be required to participate in testing at a medical facility.

At its discretion, NNEC may require TAP Members and staff who violate this policy to successfully complete an alcohol or drug abuse assistance or rehabilitation program as a condition of continued employment.

Training Hours

During the term of service, Members may use up to 340 hours of service time for training purposes. The required events will utilize approximately 225 of the 340 hours. Members can attend other relevant trainings approved by Host Site Supervisors to utilize the balance of training hours. Staff and team meetings should be counted as Program planning and not as training.

Trainings and Events

In order to prepare and train AmeriCorps Members for their year of service, Members are required to attend orientation and midterm trainings which are provided by the Program Director or TAP staff. Sites must plan accordingly to allow Members to attend these two events. Tribal AmeriCorps Program events take priority over site responsibilities. Any Member who foresees a conflict with attending either of these required events should contact the Tribal AmeriCorps Program Director.

Orientation

Attendance at orientation is a requirement for all Tribal AmeriCorps Members. This training covers numerous topics that are required for Members, in addition to providing time for team building and recreation.

Midterm Training

Attendance at midterm training is a requirement for all Tribal AmeriCorps Members. This training covers numerous topics that are required for Members, in addition to providing time for team building and recreation. Midterm training also serves as a refresher and motivator for Members. Midterm training is for Members only, and family members may not attend.

Travel Policy

The Member is responsible for expenses associated with commuting between the Member's home and Host Site. If the Host Site requires Members to travel beyond their normal Host Site, the Host Site must reimburse for mileage and related costs in accordance with the Host Site travel reimbursement policy. If the site is not able to reimburse mileage and related costs, then the travel cannot be required.

If applicable, Host Sites must provide Members with reimbursement plans, costs and rates in writing. Host Sites must also provide policies on the use of Host Site vehicles, credit cards, etc. Before traveling, the Member should be aware of whether or not related expenses will be covered.

The Tribal AmeriCorps Program will reimburse Members for required statewide or Program training. Members are required to ride-share whenever possible to all events in order to receive reimbursement. Members will need to obtain prior approval from Host Site Supervisors for reimbursement of other trainings and events.

Insurance

Individuals must carry primary accident insurance on their vehicle. Host Sites may provide additional coverage to Members if deemed necessary. It is the responsibility of the Member to keep their insurance policy current to be eligible for coverage.

Driving Privileges

Driving privileges are granted based on a Department of Motor Vehicles check of each Member. If driving privileges are not granted (due to poor driving record, etc.) that Member must sign an Agreement Not to Drive and abide by the stipulations of that agreement to not drive (alone or carrying ANY passengers) for any Tribal AmeriCorps related business, activities, events or service.

Any Member that has a change in their driving record during the term of service must notify the TAP Program Director immediately.

PROCESS TO ADDRESS NON-COMPLIANCE

Host Site Non-Compliance: In a situation where a Host Site is found to be in non-compliance (violating basic standards, rules or procedures) with Tribal AmeriCorps Program standards or agreements, the following procedure will be followed:

- AmeriCorps Program Director will contact the Host Site Supervisor and appropriate TAP Advisory Board Member to discuss the issue and attempt to resolve it.
- If necessary, a meeting will be scheduled with the AmeriCorps Program Director, a TAP Advisory Board Member, Host Site Supervisor, and possibly a key contact to discuss unresolved issues.
- Follow-up visit or phone call will be conducted on the issue within 30 days following the resolution to make sure compliance has been re-established.
- Continued non-compliance will warrant a written explanation of the activities that are in non-compliance and a resolution will be required.
- A follow-up visit will be conducted on the issue within 30 days following the resolution to make sure compliance has been re-established.
- Continued non-compliance will warrant an immediate review of the Host Site's status and Member placement.
- If, during consultation with the appropriate TAP Advisory Board Member, the AmeriCorps Program Director feels the site is unable or unwilling to follow Program guidelines, the Host Site status for that particular site will be terminated and any current Members hosted there will be transferred to alternate sites.
- The decision of the AmeriCorps Program Director, in consultation with the appropriate TAP Advisory Board Member(s), is final.

Member Non-Compliance: In a situation where a Member is found to be in non-compliance (violating basic standards, rules or procedures) with the Tribal AmeriCorps Program standards or agreements, the following procedure will be followed:

- AmeriCorps Program Director will make contact with the Host Site Supervisor and appropriate TAP Advisory Board Member to discuss the issue and attempt to resolve it. A file will be started to document the issues and placed in the Member's personnel file.
- If the issues remain unresolved, the AmeriCorps Program Director and Host Site Supervisor will draft a Member Service Performance Improvement Plan that specifies items in need of improvement.
- A meeting will be scheduled with the AmeriCorps Program Director, TAP Advisory Board Member, Host Site Supervisor and the Member to agree to and sign the Member Service Performance Improvement Plan.
- A follow-up visit or phone call will be conducted on the issue within 30 days from the date the Member Performance Improvement Plan is signed to make sure compliance has been re-established.
- Continued non-compliance will warrant an immediate review of the Member status and placement.
- If the Host Site Supervisor, AmeriCorps Program Director and appropriate TAP Advisory Board Member feel the Member is unable or unwilling to follow the steps specified in the Member Performance Improvement Plan, the Member will be exited from the Program.
- The decision of the AmeriCorps Program Director, in consultation with the appropriate TAP Advisory Board Member(s), is final.

Non-Discrimination Public Notice and Records Compliance

The Tribal AmeriCorps Program (TAP) operates subject to the non-discrimination requirements applicable to their Program found at §§ 175 and 176(f) of the NCSA or § 417 of the DVSA, and relevant program regulations found at 45 CFR Parts 2540 (AmeriCorps State and National), 2551 (Senior Companion Program), 2552 (Foster Grandparent Program), 2553 (RSVP), and 2556 (AmeriCorps VISTA).

Any benefits, terms and conditions of this Program are available to all without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.

The Tribal AmeriCorps Program, managed by Northwoods NiiJii Enterprise Community, Inc., policy and federal law prohibits reprisal for engaging in protected activity (reporting discrimination or harassment, participating in investigations of such allegations, or intervening to assist those who are subjected to prohibited behaviors), and it will not be tolerated.

In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service (CNCS).

If you believe that you or others have been discriminated against, or if you want to seek advice, contact:

Elizabeth Carlberg, Monitoring Officer
Office of Monitoring
(202) 815-4057
ECarlberg@cns.gov

You may also contact the Equal Employment Opportunity Office (EEO) Corporation for National and Community Service:

250 E Street, SW
Washington, DC 20525
(202) 606-7503
eo@cns.gov

The Tribal AmeriCorps Program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS) POLICIES AND REGULATIONS

Drug Free Workplace Policy

The Corporation for National and Community Service (CNCS) requires that programs/Host Sites will make a good faith effort, on a continuing basis, to maintain a drug free workplace as noted in sections 51505160 of the Drug Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B.

Civil Rights Non-Harassment Policy

The Corporation for National and Community Service (CNCS) is committed to treating all persons with dignity and respect, regardless of non-merit factors such as race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service; and free of sexual, racial, ethnic, religious or other harassment. Whether in CNCS offices or campuses, in other work-related settings such as training sessions or service sites, or at work-related social events, such harassment is unacceptable and will not be tolerated.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion or any other basis constitute harassment when it has the purpose or effect to interfere with work performance or create an intimidating, hostile, or offensive work environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic or religious baiting; physical assaults or threatening behavior; or demeaning, debasing, and abuse comments or actions that intimidate. Harassment may be by persons of the same or different races, sexes, religions, or ethnic origins. It may be carried out by a supervisor; a project or site employee or supervisor; a non-employee (e.g. client); a co-worker, or service Member. Conduct directed at another may create an offensive environment for co-workers.

It is expected that CNCS supervisory and management personnel, when made aware of alleged harassment by employees, service participants, or other individuals, will immediately take appropriate action to prevent or end it. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any employee who violates this policy or asserts a false claim of harassment with a malicious intent will be subject to appropriate discipline, up to and including termination.

Any CNCS employee, former employee, or applicant for employment who believes they have been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness), should raise his or her concerns with the Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

In addition, we encourage everyone to consider the Alternate Dispute Resolution (ADR) Program as an informal way to resolve workplace conflicts. For more information about the ADR program, please contact John Rogers at (202) 606-6646 or jrogers@cns.gov. Additional information can be found at <http://www.justice.gov/crt/about/cor/byagency/cncscomp.php>.

GRIEVANCE PROCEDURE

The Corporation for National and Community Service (CNCS) has a grievance procedure to resolve disputes concerning a Member's suspension, dismissal, service evaluation or proposed service assignments. Members are strongly encouraged to bring any grievances they may have directly to the designated AmeriCorps Program staff.

As a participant of the Program, a Member may file a grievance in accordance with the procedure stated below:

Optional Alternative Dispute Resolution (ADR)

ADR is available, but must be selected within 45 days of the underlying dispute. If an aggrieved party chooses ADR as a first option, a neutral party designated by the Program will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

If the aggrieved party chooses ADR, the deadlines for convening a hearing and a hearing decision, 30 and 60 calendar days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.

Grievance Hearing

An aggrieved party may request a grievance hearing without participating in ADR or, if ADR is selected, and fails to result in a mutually agreeable resolution. The aggrieved party should make a written request for a hearing to the Program Director. A request for a hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, the Program should make available to the aggrieved party information that it relied upon in its disciplinary decision.

The Program will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by the Tribal AmeriCorps Program Director.

The hearing will be conducted by the Tribal AmeriCorps Program Director. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute (note: to ensure impartiality in the hearing, programs may choose to designate someone other than the Program Director to approve disciplinary actions regarding Members, leaving the Program Director available to conduct grievance hearings). A hearing must be held no later than 30 calendar days after the filing of the grievance and a written decision must be made no later than 60 calendar days after filing.

Binding Arbitration

An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 calendar days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Officer will appoint one within 15 calendar days after receiving a request from one of the parties.

An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by the Corporation's Chief Executive Officer. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceedings.

The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the AmeriCorps program will pay the total cost of the proceeding as well as the prevailing party's attorney fees.

APPROVED TRIBAL AMERICORPS ACTIVITIES

Approved Fundraising Activities

Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs.

Examples of fundraising activities Members may perform include, but are not limited to:

- Seeking donations of books from companies and individuals for a program in which volunteers tutor children in reading.
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
- Securing supplies and equipment from the community to enable volunteers to help build houses for individuals who are low income.
- Securing financial resources from the community to assist a faith-based or community-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.
- Seeking donations from alumni of the program for specific service projects being performed by current Members.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE PROHIBITED TRIBAL AMERICORPS ACTIVITIES

The Corporation for National and Community Service (CNCS) acknowledges that religious and political activities play a positive role in healthy communities, that religion and politics are defining characteristics of many community organizations (faith-based and secular), and that religious and political beliefs and actions are central to many Tribal AmeriCorps Members' lives.

However, it is important that Tribal AmeriCorps Programs and their Members do not appear to be taking sides religiously or politically. Consequently, CNCS has imposed a number of limitations on activities that AmeriCorps programs can support and in which Members can engage while earning service hours or when otherwise representing Tribal AmeriCorps.

While charging time to the Tribal AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the Tribal AmeriCorps Program or CNCS, staff and Members may not engage in the following activities, and the grantee may not use grant funds to support the following:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislature or elected officials.
- Engaging in religious instruction, conducting worship services, 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.
- Providing abortion services or referrals for receipt of such services.
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive.
- Providing direct benefit to:
 - For-profit entity.
 - Labor union.
 - Partisan political organization.
 - Organization engaged in the religious activities described in the preceding sub clause, unless grant funds are not used to support the religious activities.
 - Nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
 - Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
 - Carrying out such other activities as the Corporation may prohibit.

NOTE: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. **However, the Tribal AmeriCorps logo should not be worn while doing so.**

Members who are asked to engage in an activity they think might be prohibited should contact their Host Site Supervisor. If the Host Site Supervisor cannot determine whether or not it is prohibited, the Host Site Supervisor should contact the AmeriCorps Program Director, who will seek appropriate guidance from funders.

§2540.100 Restrictions Governing the Use of Corporation Assistance:

- (a) **Supplantation.** Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
- (b) **Religious use.** Corporation assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
- (c) **Political activity.** Corporation assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.
- (d) **Contracts or collective bargaining agreements.** Corporation assistance may not be used to impair existing contracts for services or collective bargaining agreements.
- (e) **Nonduplication.** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation 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.
- (f) **Nondisplacement:**
 - 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.
 - An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
 - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 - 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.
 - A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that -
 - Will supplant the hiring of employed workers; or
 - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

- 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:
- Presently employed worker;
- Employee who recently resigned or was discharged;
- Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
- Employee who is on strike or who is being locked out.

More information may be viewed at https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf.

Fundraising Activities

A Member's service activities **may not** include the following:

- Raising funds for his or her living allowance.
- Raising funds for an organization's operating expenses or endowment.
- Writing grant applications for Tribal AmeriCorps or any other funding provided by CNCS.
- Writing grant applications for funding provided by any other federal agencies.

§2520.40 Circumstances Under Which Tribal AmeriCorps Members are Allowed to Raise Resources?

- Tribal AmeriCorps Members may raise resources directly in support of their program's service activities.
- Examples of fundraising activities Tribal AmeriCorps Members may perform include, but are not limited to, the following:
- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- Securing financial resources from the community to assist 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 a community-based organization;
- Seeking donations from alumni of the program for specific service projects being performed by current Members.

Tribal AmeriCorps Members may not:

- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- Write grant applications to the Corporation or to any other federal agency.

§2520.45 How Much Time May a Tribal AmeriCorps Member Spend Fundraising?

A Tribal AmeriCorps Member may spend no more than 10% of their originally agreed-upon term of service, as reflected in the Member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

More information may be viewed at https://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf.

LIFE AFTER TRIBAL AMERICORPS

Tribal AmeriCorps Members gain skills, become more effective leaders and develop contacts that can help them for the rest of their lives. AmeriCorps can open a lot of doors, but Members must decide which they will choose to enter.

Make Decisions: At the end of their term of service with Tribal AmeriCorps, Members can apply for an additional term of service, serve through a service organization like the Peace Corps, look for a job, or use their education award to attend college or graduate school.

Next Steps: The Corporation for National and Community Service has information online that will help Members plan for transitions after their term ends.

The tutorial includes resources and exercises tailor-made for AmeriCorps Members to assist in:

- Planning their transition.
- Reflecting on personal and professional growth they've experienced as a result of service.
- Assessing their skills and accomplishments.
- Forming a strategy to use their education award wisely.
- Weighing their choices for what comes next.
- Identifying resources and strategies to help them take the next steps.

Members may view more information at <https://americorps.gov/members-volunteers/alumni>.

Thank You for Your Service!

