

facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

- 8) Providing a direct benefit to—
 - a) A business organized for profit;
 - b) A labor union;
 - c) A partisan political organization;
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and on their own initiative. However, the AmeriCorps logo must not be worn while doing so.

Exhibit "B" Scope of Services

LGC will perform the following services:

- 1) General Program Responsibilities
 - a) Provide clear guidelines to Fellow regarding AmeriCorps regulations and expectations
 - b) Recruit and train a Regional Coordinator (1000 hours over 13 months) to work with Fellows and Participating local governments
 - c) Recruit and train Fellows to provide capacity building services for the region
 - d) Work to provide support and guidance for Fellows, addressing any concerns that might develop during service year, and striving towards 90% retention of fellows
 - e) Manage local government service contracts
 - f) Share outcomes from service with Partner
- 2) Fellow Responsibilities
 - a) Pass a state and national and NSOPR background check before starting their service year.
 - b) Participate in a 1-week program orientation and complete 250 hours of training through dedicated fellow training and development and service days.
 - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 hours overall.
 - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described in Exhibit A above.
 - e) Complete accurate reporting in a timely manner for as required by the National Corporation for Service for projects, including assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local governments
 - f) Avoid participation in prohibited activities.
 - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.

h) Participate in days of national service including, but not limited to, Martin Luther King Jr. Day of Service, 9/11 Day of Remembrance, and AmeriCorps week Service Day.

1) Project Specific Scope of Work

- a) This section should describe a climate change capacity building project that broadly outlines the project goals and may include major tasks or project phases within the realm of practical service activities for Fellows in the CivicSpark program.
- b) We encourage this scope to be general and high level to allow the fellow to be responsive to evolving project needs of the partner and to be flexible in providing capacity building support where needed throughout the term of this agreement.
- c) In addition to the climate project description, this scope must acknowledge that
 - i) The project will include an initial fellow conducted gap assessment, a volunteer engagement component and a transitional support activity. These pieces do not need to be defined in detail, but should be referenced as part of the scope (LGC staff can discuss these elements and can provide details or examples as requested).
 - ii) Minor changes to the scope following the requisite gap assessment process may be needed.
 - iii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit A.

Exhibit "C" Partner Responsibilities

Partner will perform the following services:

1) Support Responsibilities

- a) Identify one local government staff member to act as a point person, familiarizing Fellows to resources and project, and setting aside 1 hour/week for assistance for each approved project.
- b) Develop defined project scopes and identify goals to be completed in agreed timeframe
- c) Support implementation of project consistent with scope above and in line with CivicSpark program goals (including supporting volunteer engagement activities and participating in transitional event)
- d) Keep Regional Coordinators apprised of development of projects and challenges, working to redefine scopes and goals as necessary.
- e) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the fellows and share with LGC staff as close in time to the incident as possible so if needed LGC staff can assess the challenges and intervene as necessary.
- f) Assist with site visits to Partner as necessary by AmeriCorps Project Manager or Program Director
- g) Not displace Partner staff or volunteers through the use of CivicSpark Fellows, nor have CivicSpark Fellows perform any services or duties that would supplant the hiring of employed workers.
- h) Not offer the CivicSpark Fellow part time work that is substantially similar to their CivicSpark scope of work, nor offer them full time employment with a start date prior to the Service Year end date.

2) Reporting Responsibilities

- a) Complete applications for CivicSpark projects identifying;
 - i) Total hours desired for service work

- ii) One or more local government beneficiaries for each 650 hours of service being contracted for. Beneficiaries can be individual departments within a single local government or even individual staff members within the same department,
- iii) Eligibility of projects as defined as an absence of some of the following resources: A dedicated sustainability staff, an adopted climate action plan, or specific mechanisms to track adopted climate change actions
- iv) High need level of beneficiaries, defined by 2 or more of the following indicators:
 - (1) Community unemployment above the state average for current recorded year
 - (2) Community-wide energy use higher than the previous recorded year.
 - (3) Local government employment lower than 2007 levels
 - (4) CalEnviroScreen rating in the top 1/3 (score of 23 or greater)
- b) Have local government staff involved with the project complete pre-assessment surveys to define goals for this project and baseline outlook on climate change issues and responses.
- c) Have local government staff involved in the project participate in a project interview early on (within the first 2-3 weeks) as part of the CivicSpark gap assessment process.
- d) Complete necessary project reporting defined including having local government staff who completed the pre-assessment complete a post-assessment survey at project completion.
- e) Allow *CivicSpark* to share results for required grant reporting.

Exhibit "D" Description of Compensation

Costs, total project hours¹, additional prep-hours and travel budget for support options on a per fellow basis are defined below.

The Partner agrees to contract with LGC for CivicSpark the [pick either six or eleven] month support option.

LGC will receive no more than [pick either \$12,350, or \$23,400 x number of fellows desired to work on project] for performing the services of this contract.

| | Six months | Eleven months (embedded) |
|----------------------|--|---|
| Cost | \$12,350 | \$23,400 |
| Project Hours | 650 | 1,300+ ² |
| Additional Resources | 20-40 additional project-prep hours. Up to \$200 in project-related travel covered. | 40-80 additional project-prep hours. Up to \$400 in project-related travel covered |

Work completed under this contract will be performed by CivicSpark AmeriCorps Fellows with support

¹ Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark service (e.g. completing timecards, progress reports, project related communications with LGC staff).

² With eleven-month (embedded) option, any additional hours from Fellow’s total service year commitment (1700) not allocated to project work (1300), project-prep (40-80) or fellow professional development (250 - 300) will also be available for partner project needs (estimated to be 50-100 additional hours).

from their Regional Coordinator, and invoices may reflect the contributions of both.

To proceed with services, LGC requires a down payment of 10% of total agreement amount or [10% x cost from above]. The deposit will be credited against initial invoices each of which will be the total amount of the contract divided by the period of the contract (three, six or eleven months) and billed monthly or quarterly as needed.

Invoices will only provide a summary of total project hours served for each person working with the partner during each invoiced period. If Partner needs invoices to include specific format, tasks, billing codes, or other details, they must inform LGC prior to the project start and give clear instructions to LGC about how time should be tracked and reported.

As LGC is committing to making the CivicSpark team available for a specific period, Partner will be invoiced for the full amount monthly regardless of fellow activity during any given period. If for some reason, LGC is not be able to provide services for the full contract duration, Partner is only responsible for the portion of the contract amount for the period of service actually provided.

Exhibit "E" Reimbursable Expenses

LGC will cover up to [\$200, or \$400 depending on the option selected above] for CivicSpark team transportation expenses related to the project.

Other project related expenses shall be submitted to Partner in writing for approval prior to the Partner being charged for reimbursement for an expense occurred during the completion of activities outlined in the Scope of Service as seen in Exhibit "A".

Exhibit "F" Timeline

All tasks enumerated in Exhibit "A" are to start on [depending on option selected for costing, start date should be; October 10 for eleven month option, October 10 or March 15 1 for six month option] and should be completed by [to allow for program close select a date seven or twelve months later based on the option selected above].