

7. ***How will Aide(s) assist your agency in addressing unmet community needs?***

8. ***Describe the orientation and training the Aide will receive during the assignment-training period with your agency. (This shall not exceed 24 months).***

9. ***Explain how Aide(s) would benefit from placement with your agency.***

10. ***Number of Aides requested_____***
11. ***If this number includes positions, which requires travel, will your agency pay the Aides mileage reimbursement?***

12. ***Please fill out and return a job description for each position you are requesting. Please use the enclosed format.***

13. ***If selected:***
 - ***Your agency will be asked to make a financial contribution toward the Regional Planning Commission (RPC) required administrative non-federal matching funds.***

- ***You will also be encouraged to consider your Aide for unsubsidized employment within your agency, once the Aide has demonstrated capability of performing the required work.***

Signature of Authorized Official: _____

Position-Title: _____

Date: _____

RPC SENIOR AIDES JOB TRAINING ASSIGNMENT

NAME: _____ **ASSIGNMENT TITLE:** _____

HOST AGENCY: _____

SERVICE PROVIDED BY AGENCY: _____

ADDRESS: _____ **CITY/ZIP:** _____

SUPERVISOR: _____ **TITLE:** _____

TELEPHONE: _____ **WORK DAYS & HOURS:** _____

ASSIGNMENT DATE: _____ **HOURLY RATE:** \$ 5.15

DUTIES AND RESPOSIBILITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

CRITERIA FOR ASSIGNMENT:

- *Neat in appearance and dependable;*
- *Must be physically and mentally able to perform job;*
- *Willingness to follow verbal instructions;*
- *Patient and understanding public;*

TRAINING REQUIRED: _____ OJT

DOES HOST AGENCY HAVE PART TIME POSITIONS? Yes () NO ()

TYPE OF PART-TIME POSITIONS: _____

SKILLS THE AIDE WILL ACQUIRE THROUGH PLACEMENT:

105 RPC SENIOR EMPLOYMENT PROGRAM HOST AGENCY AGREEMENT

To comply with the requirements of the Alabama Department of Senior Service (ADSS), Senior Workers Program and the Senior Services of America, Inc. (SSAI) Senior AIDES Program, both operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by:

Hereinafter referred to as the Host Agency, and

REGIONAL PLANNING COMMISSION OF GREATER BIRMINGHAM (RPC)

A subcontractor of SSAI- Senior AIDES Program and ADSS- Senior Workers Program hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide adequate orientation and training necessary for the participant to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and to the extent possible, to treat each participant as a regular member of the host agency staff.

The Host Agency agrees to consider each participant for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the participant. A detailed training plan will be documented in the participant Individual Employment Plan (IEP) and Community Services Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Services Assignment Description must specify the nature of the assignment, the hours each participant will spend training, specific duties and tasks to be performed.

The Host Agency understands that the maximum length of time that a participant may remain in the same assignment will be determined in the participant IEP, and shall not exceed a total of 12 months, except under limited circumstances which will be determined by the Sponsors' Project Director & ADSS or SSAI. Moreover the Host Agency understands that the Sponsor Agency reserves the right, following reasonable notice, to reassign any participant at any time that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interest of the participant, or will better support the goals and objectives of ADSS & SSAI.

The Host Agency agrees that no other National Title V Project sponsor will be provided a work site while this Agreement is in effect.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide properly prepared time sheets,

periodic performance evaluations, and other required documents. In addition, the Host Agency agrees and understands that each participant will be required to attend periodic project training meetings during regular working hours.

The Host Agency agrees that the community service assignment for the participants shall be similar to “in demand” private sector jobs. However, these assignments will not result in displacement of currently employed workers; will not result in a reduction in overtime hours of work, wages, or benefits of those employed workers; will not impair any existing contract for service or result in the substitution of the wages of the Senior Aide for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, religion, sex, national origin, or disability.

The Host Agency agrees to send a representative to the annual group supervisors meeting. The supervisors’ meetings are designed to acquaint all concerned with the Senior Employment Project goals and objectives.

The Host Agency agrees to provide documentation of in-kind contributions, if specified in an accompanying letter of agreement. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is voluntary and is not a condition for the assignment of any Participant.

The Host Agency certifies by this Agreement that it is a governmental agency or is a non-profit agency, which is currently certified as a Section 501(C) (3) organization under the Internal Revenue Code. In addition, the Host Agency will provide on this agreement its Federal Employer Identification Number (FEIN). Further, if the Host Agency is certified as a Section 501(C)(3) agency; a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(C)(3) certification is changed.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment with duties and tasks as specified in a written community service assignment description.

The Sponsor Agency agrees to be responsible for administrative and fiscal controls of the Senior Employment Project and for paying wages and providing fringe benefits to each Participant.

This Agreement may be amended by written mutual agreement.

This Agreement is in effect from _____ to June 30, 2006

Signed – Host Agency

Host Agency: _____

Name/Signature: _____

Title: _____

Date: _____

Signed – Senior Employment Project

Project Sponsor: Regional Planning Commission of Greater Birmingham

Name/Signature: Larry Watts

Title: Executive Director

Date: _____

Definition of Host Agency Status

(Check one)

This host agency is a government agency. FEIN _____
(Required by USDOL).

This Host agency is a certified non-profit agency under Section 501 (c) (3) of the United States Internal Revenue Code. FEIN _____ (Required by USDOL).

501 (c) (3) documentation is attached _____

502 (c) (3) documentation is already on file with the sponsor. _____