



STATE OF MISSISSIPPI  
DEWEY PHILLIP BRYANT, GOVERNOR  
DEPARTMENT OF EMPLOYMENT SECURITY  
MARK HENRY  
EXECUTIVE DIRECTOR

## **SCSEP Host Agency Agreement**

As part of the Senior Community Service Employment Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by the:

**City of Hattiesburg**

a governmental agency or a **non-profit agency** designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and

**Southern Mississippi Planning and Development District**

Sponsor Agency.

The intent of this agreement is to furnish useful community service assignments for low-income mature workers who are 55 years of age or older, in order to increase their skills and assist transition to permanent employment.

The Host Agency agrees:

- To provide a safe and healthful environment, adequate orientation and training, additional training as needed to meet employment goals, and to treat each participant as a valued worker in the Host Agency.
- To assist the Sponsor agency in placing one or more participants per year in a job off of the program; and to consider participants for regular employment on its staff when vacancies occur or when new positions are created.
- To abide by mutually agreed to schedules, documented by properly prepared time sheets and periodic performance evaluations. Participants may be required to attend periodic meetings during regular working hours, and the Host Agency recognizes that they will be unavailable at the Host Agency during these times.
- To ensure that each participant's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular house work, wages or benefits.
- Not to discriminate against any participant because of race, color, religion, sex, national origin, or disability.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisor or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives.

- That no other national Title V SCSEP project sponsor will use this Host Agency site while this Agreement is in effect; and
- **To inform the Sponsor Agency immediately if its Section 501(c)(3) certification is changed.**

The Sponsor Agency Agrees:

- To recruit, enroll, assess and assign a SCSEP participant to the Host Agency for the purpose of engaging in a productive community service assignment with duties and tasks as specified in a written community service assignment description.
- To be responsible for all administrative and fiscal controls for the assignment and for paying wages and providing required fringe benefits to each participant.

The Sponsor Agency reserves the right to reassign any participant whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interest of the participant, or will better support the goals and objectives of the SCSEP program.

This agreement may be amended by mutual agreement.

This Agreement is in effect from: July 1, 2018 to June 30, 2019

SIGNED - HOST AGENCY

Name of Agency: City of Hattiesburg

Address: 200 Forrest Street, Hattiesburg MS 39401

(Please submit physical address to include street, city/town & ZIP)

Mailing address if different from above: P.O. Box 1898, Hattiesburg MS 39403

(Please include street and/or P.O. Box, city/town & ZIP)

Telephone number: (601) 545-4501

(Including area code)

Fax number: (601) 545-1962

Federal Employer Identification Number: 64-6000432

State: Mississippi

Representative's Name: Toby Barker

Title: Mayor

Signature: 

Date: 11-9-18

Supervisor's email address (if applicable): Maxine Coleman (mcoleman@hattiesburgms.com)

SIGNED - SCSEP PROJECT SPONSOR

Project Sponsor: Southern Mississippi Planning and Development District

Name & Title: Janice Hale, Program Manager

Phone: (228) 868-2311

Fax: (228) 868-2550

Signature: 

Date: July 1, 2018

Program Manager's email address: jhale@smpdd.com

DEFINITION OF HOST AGENCY STATUS

☐ 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 to this agreement.

☐ 501(c)(3) documentation is already on file with the sponsor.

or

☒ This host agency is a government agency. FEIN: 64-6000432 (Required by USDOL)

# Host Agency Responsibilities

*It is the Host Agency's responsibility to:*

Provide training so enrollees can improve existing skills and acquire new ones.

Provide job-related orientation to the enrollees.

Designate an individual to supervise the enrollee.

Provide the materials and equipment necessary for enrollees to perform job duties.

**However, enrollees are never to be given the keys to a Host Agency office for the purpose of opening or closing said office to the public. Enrollees may not operate Host Agency vehicles. Enrollees are not allowed to handle cash transactions without direct Host Agency supervision.**

Include enrollees in staff-development opportunities.

Give first consideration to employing enrollees when openings occur for which they are qualified or assist in facilitating entry into the competitive labor market.

Keep the Project Director informed of the enrollees' progress and any work-related problems, and complete evaluations as required.

Verify and sign timesheets and assure they are completed correctly and forwarded to the Project Director.

Assure enrollees do not work more than the 20 hours per week authorized by the Senior AIDES Program.

Permit enrollees to attend training sessions and job interviews during work hours when needed.

Assure enrollees do not displace or replace paid employees.

Provide a safe and hazard-free working environment for the enrollee and report all accidents immediately to the Project Director.



## SSAI SCSEP Host Agency Agreement

To comply with the requirements of the Senior Service America, Inc. (SSAI), Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

**City of Hattiesburg**, hereinafter referred to as the Host Agency, and **Southern Mississippi Planning and Development District**, hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide the orientation and training necessary 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, 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's Individual Employment Plan (IEP) and Community Service Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Service Assignment Description must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant when that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

While this agreement is in effect, the Host Agency agrees not to provide community service assignments for participants serving through other national Title V project sponsor.

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 ( the supervisor will confirm that the participants worked the hours claimed on their time sheet, and will assure that both they and the participant signs the time sheet); periodic performance evaluations; and other required documents. The Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

The Host Agency agrees that the community service assignments for any participant are to be similar to “in demand” or “growth industries” private sector jobs, such as health care; child day care; education; or green jobs. However, these assignments will not result in the displacement of currently employed workers; or in a reduction in non-overtime hours of work, wages, or benefits; will not impair any existing contract for service or result in the substitution of the wages of the participant 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 or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, age, or disability.

The Host Agency agrees to send a representative to a host agency supervisor’s meeting. Host Agency supervisor’s meetings will be held annually to acquaint all concerned with the SCSEP goals and objectives. The Host Agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. 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 purely 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 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 revoked.

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.

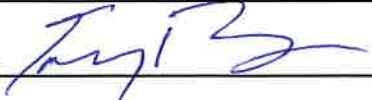
The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing fringe benefits to each participant. The Host Agency does not provide Workers’ Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties.

**This Agreement is in effect from July 1, 2018 – June 30, 2019.**

**Signed — Host Agency**

Host Agency: City of Hattiesburg

Representative Name/Signature: Toby Barker / Signed: 

Representative Title: Mayor

Host Agency Supervisor(s): Maxine Coleman

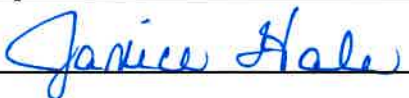
Address: 200 Forrest St., Hattiesburg MS 39401/P.O. Box 1898, Hattiesburg, MS 39403-1898

Phone: (601)545-04501 Fax: (601)545-1962

Email: mcoleman@hattiesburgms.com Date: 11-9-18

**Signed — SCSEP Sponsor**

SCSEP Sponsor: South Mississippi Planning and Development District

Representative Name/Signature: Janice Hale / Signed: 

Title: Program Manager and Dept. Head

Address: 10441 Corporate Drive, Suite #1, Gulfport, MS 394503

Phone: 228 868-2311 Fax: 228 868-2550

Email: jhale@smpdd.com Date: July 1, 2018

**Definition of Host Agency status (Check one)**

- ☐ 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.

\_\_\_\_\_ 501(c)(3) documentation is already on file with the sponsor.

- ☒ This host agency is a government agency. FEIN: 64-6000432 (Required by USDOL)

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