



SERVICE AGREEMENT FOR LEAD FOR NORTH CAROLINA (LFNC) 2026-2027 Program Year

This is an agreement between Chatham County (Client) and the School of Government at the University of North Carolina at Chapel Hill (SOG), under which the Lead for NC AmeriCorps program operates.

1. Services. SOG will screen and identify finalist candidates for the Client to select from for the Client's Lead for North Carolina AmeriCorps service member. The host site will be assigned 1 full-time service member. SOG agrees to provide up to 80 hours of training for the service member before and during the service membership term on the basics of local government law, structure, function, finance, budgeting and on applicable skills, management, and leadership. SOG will provide ongoing support to the service member during the service membership term. SOG will provide sufficient training and support to Client to enable Client to fully comply with program requirements. Only the SOG can terminate a service member in consultation with the Client.

SOG will monitor service member progress on Client projects, collect periodic data (quarterly assessments of the member's performance), assist Client with any necessary interventions, and perform all training, record keeping, and reporting required by the University of North Carolina at Chapel Hill and program funders. Additionally, the host site agrees to participate in any program monitoring conducted by AmeriCorps, the Office of Inspector General, Office of State Budget and Management, or VolunteerNC.

The Client will create and maintain a service plan for the service member that complies with Lead for North Carolina standards. The member's activities must align with what is documented in the service plan. The facilitator agrees to respond to the SOG in a timely manner.

The Client will designate Brenton Hart as an on-site facilitator who will: (a) serve as the service member's primary resource and advocate within the Client, facilitating the service member's integration into Client's organization and providing appropriate advice and counsel; and (b) work closely with the LFNC program director to ensure that the relationship between the service member and the Client remains strong and that the service member is effectively adding capacity to the Client; (c) submit brief mid-year and year-end service member performance evaluations; (d) adequately support the member and (e) approve and sign the service member's timesheet according to the schedule submitted by the LFNC program director. The on-site facilitator should also notify the LFNC program director if the service member is out for long periods of time or leaves their position. The on-site facilitator should also notify the LFNC program director if the member does not show up to the host site, has disciplinary problems, or is injured.

The on-site facilitator's contact email is: brenton.hart@chathamcountync.gov

The Client will communicate clearly to the service member any policies and procedures with which the service member is expected to comply. The Client will provide sufficient opportunity for the service member to complete the service member's minimum 1700 service hours during the eleven-month service membership term. All Lead for NC AmeriCorps Members are required to serve a minimum of 1700 service hours, and will continue service through the end of this agreement unless agreed upon by both parties. The Client will review and signoff on the member's service hours in the America Learns timekeeping system. The Client is responsible for validating and monitoring the service activities logged by the member. The Client agrees to approve timesheets within two-weeks of submission.

The Client will provide dedicated and appropriate working/meeting space for the service member, including a computer with internet access and ready access to other technology and supplies needed to successfully perform the service member's tasks. Additionally, the Client agrees to foster a workplace environment conducive to the service member completing a full-service term. The Client understands the retention rate impacts the Sponsor's ability to host future service members. LFNC Members may be removed from host site in case of default or breach of this agreement. Failure to comply with parameters discussed in this agreement, may affect the program's decision to place future members at the host site.



The Client will provide the service member with comprehensive orientation to the Client with introductions to key staff and officials, as well as an overview of the mission and culture of the Client. The Client will further identify and facilitate participation by the service member in any appropriate professional development activities. The Client will participate in all mandated trainings by the LFNC Program. The Client also agrees to not offer additional compensation to the service member without authorization from the SOG.

The Client will also abide by all Lead for NC and AmeriCorps NC branding and identification requirements. The Client should be prepared to speak about the AmeriCorps program, post signage, and ensure that service members wear gear with the AmeriCorps logo (lapel pin or lanyard). Additionally, the Client agrees to allow the member to display the prohibited activities flyer provided by the program.

The Client will allow the service member to participate in any mandatory training events and abide by all program funder requirements and limitations, as outlined in the LFNC handbook. In the event of a natural disaster or other declared emergency, the Client agrees, after consultation, to allow members to support recovery efforts.

- 2. Duration of Services. This agreement is effective on August 1, 2026, and terminates on the earlier of June 30, 2027 or when the 2026-27 service member ceases service with the Client. The member may not serve more than 12 months from the first day of service.
- 3. Compensation. The Client agrees to pay up to a maximum of \$30,000.00 to the School of Government.
- 4. Payments. Payments shall be made to the School of Government, upon invoicing from SOG, as follows: in two equal installments, due on August 30, 2026 and January 31, 2027. If a service member leaves the fellowship program before January 19, 2027, the SOG will reimburse the Client a prorated share of the first installment, from the first day of the month immediately succeeding the service member's last day of service through January 31, 2026, and the Client will not be invoiced for the second installment.
- 5. Liaisons. Brenton Hart shall serve as a liaison for issues concerning this work under this agreement for the Client. Dylan Russell, Executive Director for Lead for North Carolina, shall serve as liaison for the SOG. The following is contact information for the Client's liaison and Dylan Russell.

Brenton Hart
 Policy & Legislative Analyst
 Chatham County
 12 East St.
 PO Box 1809
 Pittsboro, NC 27312
 919-545-8398
 brenton.hart@chathamcountync.gov

Dylan Russell
 Executive Director
 Lead for North Carolina
 UNC Chapel Hill
 CB #3330, Knapp-Sanders Bldg
 Chapel Hill, NC 27599-3330
 828-964-3144
russell@sog.unc.edu

- 6. Modification, Extension, and Termination. This agreement represents the entire agreement between the parties. It may be modified, extended, or terminated by mutual written consent of the parties.

By: _____
 Bryan Thompson
 County Manager, Chatham County

_____ Date

School of Government at the University of North Carolina

By: _____
 Aimee Wall
 Dean, School of Government

_____ Date

This agreement has been pre-audited in accordance with the North Carolina Local Government Budget and Fiscal Control Act.



AmeriCorps Program Policies and Procedures

I, Brenton Hart, (hereinafter referred to as “Host Site Coordinator”), accept the invitation to participate as an AmeriCorps affiliate in the Lead for North Carolina AmeriCorps program (hereinafter referred to as the “Program” or “LFNC”), an affiliated program of the AmeriCorps National Service Network (formerly known as the Corporation for National and Community Service/CNCS) and the North Carolina Commission on Volunteerism and Service in the Office of Governor Josh Stein.

LFNC MEMBER POSITION DESCRIPTION

Lead for North Carolina at the UNC School of Government works to build capacity in under-resourced local governments by advancing key community development initiatives. At the end of the program year, the AmeriCorps Members will be responsible for demonstrating measurable impact by increasing capacity. This program will focus on the CNCS area of capacity building. AmeriCorps defines capacity building as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. To deliver on this mission, the UNC School of Government LFNC program recruits and places well-trained, recent college graduates as full-time members in government organizations across the state. Host Site Coordinators will be expected to tailor programs and activities to meet the specific needs of their organization and allow the member to perform the following primary essential functions:

Member and Staff Training

Members undergo up to 80 hours of graduate-level training at the School of Government and receive ongoing training and support from the UNC School of Government – detailed in the Service Agreement. Staff members are also required to participate in program required trainings.

Community Learning

Members begin their placement site with an understanding of the capacity concerns facing their host government. Members collect public input on issues, shadow department heads, and meet community leaders.

Project Service Scope and Deliverables

Each project scope is uniquely tailored to specific local needs and addresses a critical challenge the local government has not had enough capacity to address. Key interventions could include resource development, systems development, disaster mitigation, housing unit development, job training, flood mitigation, and opioid drug intervention. Outputs will build on existing efforts to address the community's stated problem in the work scope. Members will also engage in monthly check-ins to monitor their progress on their workplan and must complete an activity log measuring their progress on interventions and noting outcomes. Members will be required to document all their service hours in America Learns. Host Site Coordinators must verify hours.

Succession Plans

Each member is required to implement institutional procedures, resources, and processes to assure the continuation of expanded or enhanced beneficiary services through succession plans. Succession plans detail how the member's previous work scope will be carried out using resources already existing within the local government.

Assist in the Assessment and Long-Term Sustainability of the Program

Members and host sites will assist the program director and evaluation staff to identify, collect, and interpret key progress and outcome variables to evaluate the effectiveness of the LFNC program. Members will be responsible for submitting monthly progress reports to the program director documenting progress and outcome data and meet, as appropriate, with evaluators. Members may be asked to represent LFNC, as requested by the program director, to potential supporters and to other interested parties.

Member Discipline

Discipline within AmeriCorps aims to maintain a professional and productive environment, fostering growth and accountability among its members. In instances where a need for discipline arises, the host site supervisor plays a pivotal role in addressing and resolving such issues, in consultation with the Lead for NC Program Team. Through open communication and adherence to established guidelines, the supervisor can implement appropriate disciplinary measures, in consultation with the Lead for NC Program Team. These measures may include verbal warnings, written reprimands, performance improvement plans, or additional training and support. The host site supervisor ensures that discipline is administered fairly, considering the circumstances, and providing opportunities for the AmeriCorps member to learn from their mistakes and grow both personally and professionally. By fostering a collaborative relationship, the host site supervisor serves as a mentor, providing guidance and support to help AmeriCorps members overcome challenges and succeed in their service.



HOST ORGANIZATION SERVICE SITES AND ATTENDANCE POLICY

LFNC Members are assigned to host organizations based on the preferences indicated in the LFNC Member application and LFNC Member interview. LFNC Members will report directly to their Host Site Coordinator. Of the total required hours, a maximum of 20% (340 hours) of these hours may be training, education, or other similar approved activities. An AmeriCorps LFNC Member may spend no more than 10% (170 hours) of his/her originally agreed-upon term of service, as reflected in the LFNC Member enrollment in the National Service trust, performing fundraising activities, as described in 45 CFR § 2520.40.

At this time, LFNC Members will follow their host organization's COVID-19 policies regarding reporting for service. If the host organization observes a holiday or closes due to inclement weather, then LFNC Members will follow the altered schedule that is shared with the host organization's employees. The member will follow their host organization's policies for requesting time off. The LFNC Member must meet the minimum 1700-hour requirement by the end of the fellowship term. Members that exceed the minimum 1,700 hours are required to serve until the end of their service term as specified in their member service agreement.

TELESERVICE

LFNC Members should generally be providing service directly to the people and in the communities where they serve rather than performing service remotely, which is prohibited. Therefore, teleservice should be limited to certain situations. Teleservice—like all service—should have appropriate documentation, supervision and oversight by the Host Site Coordinator.

The LFNC Program and Host Site Coordinator may determine that teleservice is appropriate based on the situation (e.g., COVID-19 public health emergency) and type of service being delivered. Teleservice is appropriate only when the activity can be meaningfully supervised, and the hours verified independently. If the host site permits teleservice the following parameters should be addressed: Expectations of the communication requirements between supervisors and teleserving members, mitigation of the increased risk of time and attendance abuse, appropriate supervision including validation of the activities to be performed (and accompaniment, as necessary), and verification of hours claimed.

AMERICORPS BRANDING AND IDENTIFICATION

LFNC Members are required to always wear the AmeriCorps logo while serving hours at their host site and/or serving in official AmeriCorps capacity. The AmeriCorps logo can be worn via the AmeriCorps nametag, AmeriCorps pin, AmeriCorps service gear, or other AmeriCorps branded items. AmeriCorps signage should be near the fellow's workspace.

Acknowledgement and Disclaimer on Published Materials. The appropriate AmeriCorps or AmeriCorps Seniors logo shall be included on publications related to an award of AmeriCorps assistance or resources. An acknowledgement and disclaimer shall be displayed on all reports and other published materials based upon work supported by the award. The acknowledgement and disclaimer may contain language the same as or similar to:

This material is based upon work supported by AmeriCorps under Grant No(s) []. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of or a position that is endorsed by, AmeriCorps."

PROHIBITED AMERICORPS ACTIVITIES

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by AmeriCorps, staff and members may not engage in the following activities ([see 45 CFR § 2520.65](#)):

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, 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.
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 a 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 in paragraph 7 above, unless AmeriCorps assistance is not used to support those religious activities.
 9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
 10. Providing abortion services or referrals for receipt of such services.
 11. Any activity prohibited by applicable Executive Order or Memorandum.
 12. Such other activities as AmeriCorps may prohibit.

AmeriCorps LFNC Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so. Member activities must comply with all applicable Executive Orders, including member trainings (whether or not they are paid from match funds), participation in affinity groups, and member service.

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see [45 CFR § 2520.65](#)):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, 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;
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 in paragraph C.7. above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Any activity prohibited by applicable Executive Order/Memorandum; and,



12. Such other activities as AmeriCorps may prohibit.

In addition to the above listed activities, the activities listed below are expressly prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

SITE ROLE WITH REFILLING VACANT MEMBER POSITIONS

In the event that an AmeriCorps LFNC Member slot opens up due to vacancy or termination, the host site will work with the Lead for NC program team to identify potential candidates and determine if the position should be filled. The Lead for NC Program team will lead efforts to fill vacant positions, in consultation with the Client. Only the Lead for NC Program Director can terminate a member.

NONDUPLICATION

AmeriCorps 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 (b) of this section are met, AmeriCorps 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.

NO DISPLACEMENT

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 AmeriCorps assistance.

NONDISCRIMINATION AND REASONABLE ACCOMMODATIONS

All programs administered by, or receiving Federal financial assistance from AmeriCorps, must be free from all forms of harassment. AmeriCorps has zero tolerance for the harassment of any individual or group of individuals for any reason. AmeriCorps is committed to treating all persons with dignity and respect. AmeriCorps prohibits all forms of discrimination based upon any protected status including race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. Whether in AmeriCorps offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable.

Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any AmeriCorps employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero-tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's protected status including gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service 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 other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

A person, including a LFNC Member, a service recipient, or program staff, may not on the grounds of race, color, national origin, sex, age, religion, or political affiliation of such LFNC Member, or on the basis of disability, if the LFNC Member is a qualified individual with a disability be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.



This prohibition against discrimination includes but is not limited to:

- Denying an opportunity to participate in, benefit from, or provide a service, financial aid, or other benefit;
- Providing an opportunity which is different or provided differently;
- Denying an opportunity to participate as a LFNC Member of a planning or advisory body integral to the program;
- Segregating or subjecting a person to separate treatment;
- Providing an aid, benefit, or service to a qualified disabled person that is less effective in affording opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement;
- Denying a qualified disabled person, the opportunity to participate in integrated programs or activities, even though permissibly separate or different programs or activities exist;
- Restricting a person’s enjoyment of an advantage or privilege enjoyed by others;
- Providing different or separate aid, benefits, or services to disabled persons unless necessary in order to provide them as effectively as provided to others;
- Treating a person differently in determining admission, enrollment, quota, eligibility, LFNC Membership or other requirements;
- Using criteria or administrative methods, including failing to provide needed auxiliary aids for disabled persons, which have the effect of subjecting persons to discrimination, or defeating or substantially impairing achievement of the objectives of the program for a person;
- Selecting a site or location of facilities with the purpose or effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination under the program;
- Denying a qualified disabled person, a benefit, aid, or participation because facilities whose groundbreaking occurred after May 30, 1979 are inaccessible to or unusable by disabled persons or because programs or activities in facilities predating May 30, 1979, when viewed in their entirety, are inaccessible to or unusable by disabled persons; and
- Failing to provide reasonable accommodation to otherwise qualified individuals with disabilities.

TERM OF SERVICE

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in the LFNC AmeriCorps program.

LFNC Host Site Supervisor Name Brenton Hart
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LFNC Host Site Supervisor Signature X	Date Signed
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LFNC Staff Member Name Liam Hysjulien
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LFNC Staff Member Signature X	DocuSigned by: <i>Liam Hysjulien</i> C7C85DE47565487	Date Signed 4/24/2026
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