

Salt Lake County's Most Vulnerable Populations AmeriCorps Program

October 4, 2021

Notice: Release of Application 2021-2022 Salt Lake County Most Vulnerable Populations AmeriCorps Program

I. OVERVIEW

Program Overview:

Salt Lake County's Most Vulnerable Populations AmeriCorps Program focuses on reducing systematic inequities in housing stability. AmeriCorps members are placed in community agencies who serve individuals and families who are:

- Homeless,
- At risk of homelessness,
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- Were recently homeless or have a high risk of housing instability.

Our members help bridge the gap and reduce barriers by assisting our community to aid in the goal to make homelessness in Utah rare, brief and non-recurring. Members assist activities such as housing placement, job placement, system navigation, and volunteer recruitment.

Salt Lake County (SLCo), on behalf of its Office of Programs and Partnerships, is soliciting application from qualified firms (hereafter referred to as host sites) for additional host sites. Proposers will provide placement opportunities for AmeriCorps members under the Corporation for National and Community Service (CNCS) Program.

It is important the sites hosting the AmeriCorps members provide a positive experience with the AmeriCorps program. Salt Lake County has 15 Member Service Year (MSY) slots for the program year beginning January 1, 2022. AmeriCorps members must be full time (35 hours per week, minimum, which equals 1 MSY), slots may be broken up with 2 part time members (20 hours per week, minimum, which an equivalent to .5 MSY each) or a combination of both if requesting more than 1 MSY slot. Full time members are required to serve a "minimum" of 1700 hours per year. Part time member are required to serve a "minimum" of 900 hours per year. The exact configuration and number of members will be determined based on the responses received to this RFA.

AmeriCorps Overview:

- AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges through national service and volunteering. AmeriCorps members serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture.

AmeriCorps Members:

- All AmeriCorps programs utilize AmeriCorps members to meet community needs. Members can provide a variety of direct service or capacity building activities
- AmeriCorps Members are individuals enrolled for a specific term of service with an AmeriCorps program.

The term of service is full time 1700 hours or half time 900 hours, members have 12 months to complete service hours

- AmeriCorps members are engaged in National Service and are not volunteers or employees. They play a unique role in a community or organization to address unmet needs
- Eligible AmeriCorps member can receive a living allowance, health insurance and child care assistance to support them during their term of service
- AmeriCorps members receive a Segal AmeriCorps Education Award upon successfully completing a term of service

II. Responsibilities

Organizations selected for hosting AmeriCorps members must be able to meet the following conditions:

Member Service Position:

- Member position must be direct service to clients
- Member position cannot be a duplication or supplementation of current employee role
- Member position cannot replace or displace current staff
- Member position cannot include administrative or clerical work as main service duty
- Member position must provide services that align with program purpose

Host Site Responsibility:

- Agree to comply with requirements of the 2021 Terms and Conditions for AmeriCorps State and National Grants as outlined in Exhibit 1
- Host Site agrees to have representation in the membership of the Salt Lake Valley Coalition to End Homelessness (see resources for sign up location)
- Host Site agrees to pay a site fee in the amount of \$12,000 per each full-time Member and \$6,000 for each part-time member
- Host Site shall prevent AmeriCorps member from performing Prohibited Activities as outlined in exhibit 2
- Host Site shall assign a supervisor shall be assigned to member to provide on-site supervision, training and complete supervisor requirements
- Host Site shall provide proof of Insurance as outlined in Exhibit 5

Supervisor Responsibility:

- Supervisor will ensure members record their service hours; supervisor shall verify and approve by electronic signature in time tracking system (IPT) weekly no later than 3pm each Monday
- Supervisor shall attend an orientation prior to the beginning of the program year
- Supervisor shall conduct at least two performance reviews with each member; a mid-term evaluation and a final evaluation. A form will be provided by Program Coordinator – See sample evaluation exhibit 3
- Supervisor shall release member from routine service duties to allow them to attend quarterly member meetings or training
- Supervisor shall complete and provide a quarterly Progress Report on the services provided and outcomes achieved. See sample report exhibit 4
- Supervisor will keep an open line of communication with AmeriCorps Program Coordinator at all times and immediately in cases of member(s) issues

Salt Lake County (SLCo) Responsibility:

- SLCo shall provide member support
 - Pay member living allowance on a bi-weekly schedule. The annual living allowance for full-time members is projected to be \$18,250. For part time members, the annual living allowance is projected to be \$9,125.
 - Provide education award to members who fulfill their service full time members will receive an Educational Award of \$6,195 and Part Time members will receive an Education Award of \$3,097.50; for satisfactory service and meeting the required service hours.
 - Provide upon proof of health insurance (POI), reimbursement not to exceed the amount of \$100, each month
 - Provide child care assistance for qualified members
- SLCo shall provide training including an orientation within 14 days of each members term of service and quarterly profession development
- SLCo shall provide Supervision/consultation with Host Site on decisions or issues concerning members
- SLCo shall maintain verifiable records documenting each member eligibility to serve and any other information relating to the member for five (5) years following their term of service
- SLCo shall complete all documentation required for grant compliance

Joint Salt Lake County and Host Site Responsibility:

Recruitment of AmeriCorps Members

○ SLCo Role:

- SLCo has developed a generic position description outlined in exhibit 6. County will advertise position, screen applicants to ensure eligibility and strong match with the missions of Salt Lake County and Host Site.
- SLCo will complete reference checks and the required National Service Criminal History check
- SLCo will make all offers of position to candidates and execute enrollment

○ Host Site

- Host Site shall assist in the recruiting and selection of AmeriCorps members in a timely fashion
- Host site will develop an agency specific position description using the generic position description as a base

Safety of member: Both parties shall make every reasonable effort to ensure the health and safety of AmeriCorps members are protected during the performance of their assigned duties.

Equal Opportunity/Affirmative Action: Both parties shall provide equal opportunities to all those qualified without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community or social affiliations. Reasonable accommodations will be provided upon request.

III. APPLICATION PROCESS & SUBMISSION

Application

The Application is made up of two (2) separate components:

- Program Summary (SmartSheet Form)**: Basic application information, including contact information, and number of members being requested.
- Application Questionnaire (Fillable PDF)**: Content related to program qualifications and supervisor experience, relevant AmeriCorps experience, proposed approach, expected outcomes, and budget.

How to Submit

- ❑ Submission will be completed by a form via SmartSheet. Access to the application form here: [Application Form](#)
- ❑ Application questionnaire will be uploaded as an attachment to the SmartSheet form. See [website](#) for Questionnaire.

Salt Lake County will hold a training on how to complete the application. The training will be held on Friday, October 8th from 11:00 a.m. to 12:30 p.m. MT via WebEx. The training will be recorded and posted here: <https://slco.org/homeless-services/americorps-program/>

Please RSVP for the training here: [RSVP Form](#)

Meeting Link : <https://slco.webex.com/meet/cmickelson>

IV. DEADLINE & Projected Schedule

Deadline

The application is due via SmartSheet form submission by **October 15, 2021 at 5pm (Mountain)**.

Where there is a staff (SLCO) documented issue that impacts the ability of applicants to access electronic application systems (SmartSheet), the Committee reserves the right to adjust the deadline accordingly.

It is the agency's responsibility to confirm the proposal is received by 5:00 pm on Friday, October 15, 2021. A confirmation email will be sent when the proposal is received, if no confirmation is received by your agency within 24 hours of submission please contact Celeste Mickelson

Projected Schedule

<u>Activity</u>	<u>Date</u>
Application Training	October 8
Application Due Date	October 15
Anticipated Notice of Award	October 27
Host Recruits and Interviews	October 31 to December 30
Member Services Begin	January 1, 2022

VI. Evaluation and Scoring Criteria

The proposal will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation utilizing the point system listed below. Committee members will individually score the proposals and rank them 1st, 2nd, 3rd, etc. according to their total score. Each criteria will be scored. The following point system is utilized:

Excellent (5): If the proposal offer exceeds expectations, with an excellent probability of success in achieving all requirements of the RFP, and is very innovative; a score of "5" is given.

Good (4): If the proposal offers a very good probability of success, achieves all requirements of the RFP in a reasonable fashion; a score of "4" is given.

Acceptable (3): If the proposal offers a reasonable probability of success, but some of the requirements may not be met; a score of "3" is given.

Poor (1-2): If the proposal falls short of expectations and has a low probability of success; a score of "1-2" is given.

Unacceptable: If the approach completely fails the requirements; a score of "0" is given.

- 20% Firm's Qualifications and Team.** Provide a brief description of your organization, the scope and nature of services routinely provided and the names (with some explanation of their education and experience) of who would be supervising the AmeriCorps members.

- 25% Relevant Experience.** Provide relevant experience you have had with hosting and supervising AmeriCorps members within your organization and the type of activities these individuals performed while serving in your organization. Provide a name and phone number of who could be contacted to verify this experience. If you have not had previous experience in hosting AmeriCorps members, please indicate any other relevant experience you may have had or currently have in the supervision and development of position duties for temporary employees, interns, fellowships, volunteers, etc.

- 25% Proposed Approach.** Describe how your organizations will identify and define the type of work an AmeriCorps member will perform. Specifically describe how your organization will serve the homeless or formerly homeless (which could include refugees) with AmeriCorps members.
Please indicate the number of AmeriCorps members (full or part time) you are requesting to be placed in your organization. Describe what

resources you will utilize to support member recruitment

- 20% Project Schedule/Outcomes.** Indicate the type of activities your AmeriCorps member(s) would provide that will be reported on a quarterly basis. See Exhibit 5, quarterly Progress Report for the activities that need to be reported. Pay particular attention to the categories of employment and housing. Indicate the number of unduplicated individuals your organization would provide job placement and housing placement services and the number of unduplicated individuals your organizations would be placed in jobs and in housing. Indicate the source (verification) documentation you will use to identify the number of individuals that receive a job and housing placement services and the number of individuals who will be placed in employment and into housing.
- 10% Proposed Contribution** Indicate how many AmeriCorps members you're requesting and if they will be full or part-time. Indicate what funds will be used to pay sit fee for each AmeriCorps member requested and provide assurances that you will pay the match if a member leaves before their term of service is complete even if they cannot be replaced.

VII. Contact Information

Office of Programs and Partnerships
Mayor's Administration
Salt Lake County
2001 South State Street, Suite N4-930
P.O. Box 144575
Salt Lake City, UT 84114-4575

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