

Application Questionnaire

Salt Lake County's Most Vulnerable

Populations AmeriCorps Program

Submit To: Completed applications must be submitted electronically by 5 p.m., **Friday, October 15th, 2021** via **SmartSheet: [Application Submission Form](#)**

Training: 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/ameri-corps-program/>

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

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

Release Date: October 4, 2021 | Due Date: October 15, 2020

<https://slco.org/homeless-services/ameri-corps-program/>



Thank you for applying for the AmeriCorps Most Vulnerable Population Program for the 2021-2022 year. If you have any questions on how to fill out the application, please do not hesitate to contact Celeste Mickelson at (385) 468-7145 or cmickelson@slco.org.

See Resources on Website: <https://slco.org/homeless-services/ameri-corps-program/>

Responsibility Check List

Organizations selected for hosting AmeriCorps members must be able to meet the following conditions, please check box to verify understanding:

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
- 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 review 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 Responsibility:

- County 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 (exhibit 5) as a base
 - When County send a candidate's application for host site, the host site will inform the County AmeriCorps Program Coordinator within two working days of intent to interview and contact the candidate
 - Host Site must decide whether to select the candidate and information County within a week of the interview for total selection process of approximately two weeks

- 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.



Narrative Application

Qualifications and Supervisor Experience 20%:

1. Provide a brief description of your organization, the scope and the nature of services you routinely provide.

2. Provide the names (with some explanation of their education and experience) of who would be supervising the AmeriCorps Member(s).



Relevant Experience 25%:

1. 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.



Proposed Approach 25%:

1. Describe how your organizations will identify and define the type of work an AmeriCorps member will perform.
Specifically describe how your organization will serve those experiencing homelessness, housing instability or formerly homeless (which could include refugees) with AmeriCorps members.

2. Describe what resources you will utilize to support member recruitment



Project Schedule/Outcomes 20%:

1. Indicate the type of activities your AmeriCorps member(s) would provide that will be reported on a quarterly basis. See Exhibit 4, 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.



Proposed Contributions 10%:

1. 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 contribution for each AmeriCorps member placed in your organization, and provide assurances that you will pay contribution if a member leaves before their term of service is complete even if they cannot be replaced.

