



**Homes for All AmeriCorps  
Service Site Application Checklist**

**Organization Name:** \_\_\_\_\_

**Contact for Application:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**EIN:** \_\_\_\_\_ **Organization Status:**  501(c)3     Government Agency     Other

**Social Media Handles (used to feature you on our pages):**

Facebook - \_\_\_\_\_

Instagram - \_\_\_\_\_

Twitter - \_\_\_\_\_

Other - \_\_\_\_\_

**Does your organization have previous AmeriCorps experience?**  Yes     No

**# of Housing Services Members Requested:**

**1700 Hours (FT):** \_\_\_\_\_    **900 Hours (HT):** \_\_\_\_\_

**# of Construction Members Requested:**

**1700 Hours (FT):** \_\_\_\_\_    **900 Hours (HT):** \_\_\_\_\_

**A complete application will include the following:**

- Site Information
- Narratives
- Member Position Description(s)
- Assurances

## Section 1: Site Information

### STAFF INFORMATION

Executive Director: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proposed Site Supervisor: \_\_\_\_\_ Email Address: \_\_\_\_\_

*\*If different than Executive Director*

Finance Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

*\*The site contribution and membership invoice will go directly to this individual.*

### ORGANIZATION INFORMATION

# of full-time employees: \_\_\_\_\_ # of part-time employees: \_\_\_\_\_

*\*excluding national service members*

Counties served: \_\_\_\_\_

Populations served: \_\_\_\_\_

Annual operating budget: \_\_\_\_\_

Age of organization: \_\_\_\_\_

Does your organization have a negative fund balance?  Yes  No

### ADDITIONAL INFORMATION

Each AmeriCorps service site must provide a contribution to HHCK for each slot they are awarded. Does your organization have the capacity to provide that?  Yes  No

*If not, please explain:* \_\_\_\_\_

HHCK must report any federal money used to pay for the site contribution. Will a portion of your contribution be paid using federal funds?  Yes  No

*If yes, complete the following:*

What amount will be paid using federal funds? \_\_\_\_\_ (65% cap)

Amount of site contribution and percentage? \_\_\_\_\_

Grant number: \_\_\_\_\_

CDA number: \_\_\_\_\_

Agency: \_\_\_\_\_

**\*New applicants:** include a waiver from your source of federal funds stating that your organization is approved to use funding to pay for the site contribution.

## Section 2: Narratives

### Need

Our program has four community-drive core components:

- **Homelessness prevention and/or rapid re-housing of homeless households:** Members will provide housing retention or placement services to households at risk of or experiencing homelessness using a series of evidence-based tools. For clients at risk of homelessness, members will use the Prevention/Rapid Re-Housing Vulnerability Index-SPDAT as a screening tool, while using the Vulnerability Index-SPDAT in its various forms for people living on the street or in emergency shelter. Members will use the full SPDAT assessment as pre- and post-test and case management tool. Members will provide housing placement assistance and secure targeted need-based housing subsidies to ensure continued housing stability.
- **Housing counseling for homeownership and repair services:** Members who provide housing counseling to households seeking home repairs or new homeownership will use evidence-based curriculum to work through credit, savings, and debt load issues so that the clients will receive federally subsidized mortgages or home repair loans.
- **Housing construction of single-family homes and repair services:** Members providing construction assistance at housing development organizations will work toward adding to the supply of affordable housing.
- **Capacity building for housing organizations:** Members will conduct capacity building activities to strengthen the service site's housing interventions. These activities may include developing a volunteer system, program improvements, building an in-kind resource system, and/or communications plan. Members can spend no more than 50% of their hours on capacity-building activities.

What is the mission of your organization? What programs and services do you provide to people experiencing homelessness, housing insecurity, or seeking affordable homeownership opportunities?

Please describe some of the challenges related to housing and homelessness in your community. Provide relevant evidence that identifies the needs in the areas you serve.

How will an AmeriCorps member help address those challenges? Summarize what the member(s) will focus on and the key roles they will play to make a positive difference in your programs and services.

Which of our program’s components will your AmeriCorps member activities align with? Does your organization use evidence-based programs and services?

**Performance Measures**

Our program aims to collectively serve **2000** individuals and help at least **800** of those individuals either maintain, secure, or transition into housing because of the AmeriCorps member’s service.

Your member is **REQUIRED** to report monthly on performance measures. We provide training, regular guidance, and monthly reminders. Your site must allow us to collect this data when a member is placed. We do not collect any confidential information or identifying data. The numbers you estimate do not affect your organization’s ability to be a site (e.g., 100 vs 10 people served).

Please estimate the number of individuals served by your AmeriCorps member and the number housed (maintaining, securing, or transitioning into). Individuals = adults and children

Performance Measure	Estimate
# of individuals served (all members)	
# of individuals housed (all members)	
# of home repairs (construction)	
# of new home construction (construction)	
# of volunteers recruited, trained, managed (if applicable)	

**Member Development**

Another key component of our program is to develop and strengthen our members into civically engaged individuals by showing them critical community needs that they may not have experienced firsthand or clearly understood prior to service. Our program has a (4) part Member Development Plan that corresponds with our program’s core components. These include a homeless services activity (typically Point in Time Count), MLK Day of Service, a construction activity (Spring Service Project), and a public speaking event to share about AmeriCorps, what it does in communities, and the issues they are addressing.

We seek to work with organizations that craft meaningful roles for their members and provide the support and on-site training that members will need to excel in their role. We also prioritize organizations that understand AmeriCorps is an opportunity to foster the growth of individuals throughout their term of service, instead of viewing members as a warm body.

How will you encourage the personal and professional development of your member(s)?

What skills or knowledge will you help the member develop or learn over the year? (e.g., leadership, community engagement, professionalism). Describe any ongoing training or learning opportunities your organization is willing to provide that could help members enhance their overall experience.

**Member Safety**

We view this as an essential part of hosting an AmeriCorps member. All organizations have some kind of risk that the member can experience during their term of service. Describe what safety measures are in place at your organization **PLUS** answer the following questions that apply to the type of member you want to host.

**Construction Positions:** Will the members’ activities include exposure to asbestos, lead paint, hazardous waste, or any other hazards? Will members be required to encounter potentially hazardous chemicals or other situations? What specific training will members have on safety prior to starting construction work?

**Housing Services Positions:** How will you ensure the member is safe if they encounter or work with or encounter people (clients, walk-ins, family members of clients) with mental health or behavioral health issues?

**Member Training**

AmeriCorps members must receive orientation and training that will give them the necessary knowledge and skills to accomplish assigned tasks. Our staff will provide the members with detailed training on the AmeriCorps program, general skills related to their positions, and sessions related to housing and homelessness issues in Kentucky. The service site is responsible for training members on the specific responsibilities of the position.

Describe your plans for orienting your member to your organization, including agency policies and procedures, and internal and external training. Include any information on the training curriculum, the materials you will use, and the staff person/people responsible.

Will your member be expected to use their own personal vehicle for travel as part of their service activities? If yes, include a description of when and why a member would have to. Travel must be reasonable, and the site must reimburse the member in a manner consistent with the service site’s policies for employees.

List any additional benefits that will be provided to an AmeriCorps member serving at your agency (housing, meals, etc.) and the estimated value of these benefits.



## Recruitment

Each year, our program enrolls members from every region of the state, including urban and rural areas, coming from various socioeconomic, racial, and religious backgrounds with a great variance in age. They have different beliefs, ideologies, and experiences that allow for a unique group of individuals to be brought together for a single purpose: serving their communities. Recruitment is a collaboration between the service site and HHCK. Service sites are expected to begin recruiting for members when the member position is awarded. Each site will manage a recruitment campaign specific to their organization, including site-specific qualifications for the site's ideal AmeriCorps member, at the same time our program is recruiting.

Tell us your plans to recruit. Include details like how you will advertise, who will be involved, what will be addressed in the interview, what skills or qualifications you are looking for.

In addition to the national AmeriCorps portal, we post general listings for each type of position on statewide and national boards. We also post specific listings directing them to your organization on our website.

Select any of the following sites you want us to post a specific listing on for your position. If you have access to these sites, please post from your account so we avoid duplicate listings. Any applicants will be screened for eligibility by our staff before forwarding them to you for consideration.

Kentucky Nonprofit Network

Indeed

**Retention**

Members commit to fulfilling their terms of service and their hour obligation. The federal AmeriCorps agency expects high retention rates from programs - we look to place members at sites that are committed to working collaboratively with us to ensure that. We recognize that there are some instances where the member leaving is out of the site and program’s hands. At the same time, we want to place members at sites that are supportive, engaging, and welcoming environments.

Why is your organization a good fit for an AmeriCorps member? How will you ensure your organization supports the AmeriCorps member as a part of the team? What effort will your organization make to retain your member?

Our program has its own policies for AmeriCorps members that supersede any site policies, including disciplinary measures. How will you manage any conflict or issues that arise?

*\*We have an open-door policy – members reserve the right to contact us to share concerns or issues.*

**Supervision**

At least one individual from your organization will need to supervise the AmeriCorps member(s). They will attend site supervisor training, provide supervision and support to their member, help ensure the member is fulfilling their AmeriCorps responsibilities, and maintain communication with our staff.

Who will be the site supervisor?

Why is this person the right person? Do they have a direct connection to the member’s responsibilities?

Who will take over supervision if the supervisor leaves or is out for an extended period? Notify us before changes occur.

How often will the supervisor meet with their member? What will that look like and include?

What schedule will the member serve? Will they asked to be serve at events or meetings outside their normal schedule?

**Site Capacity**

***New Sites:***

Describe your organization’s capacity to host an AmeriCorps member. This can include a description of administering a federal or state grant, and/or prior experience hosting community-based long-term volunteers. If you have experience with AmeriCorps through a different program, please describe that instead.

What are your expectations for working with an AmeriCorps member and our program?

What equipment will be provided to the member so they can be successful in their position? This should include details like their workspace, office supplies, technology, etc.

**Returning Sites:**

Share specific examples of how AmeriCorps has positively affected your organization and what your AmeriCorps member(s) accomplished during their term of service.

Have you experienced challenges related to AmeriCorps over the last program year?

Give us your input on what training topics you think would be beneficial for us to provide throughout the year.

### Section 3: Member Position Description

A position description provides clear guidance and direction for the member and the role they play at your organization. It is also the tool used to evaluate performance during their year. Include as many details as possible – sites may not use a separate position description with different information. All position descriptions must align with our program model including its components and performance measures.

#### Program Activities (totaling 10% of the member's hours)

- On-site: Monthly member calls, AmeriCorps Week, (2) Member Development activities
- Off-site: Orientation, Serve Kentucky Training, MLK Day of Service, Spring Service Project, and End of Year Celebration
- Reporting: weekly timesheets, monthly performance measure reports
- Communication: calls, emails, texts with our staff; responding to our staff within 24 hours

#### Service Site Activities (totaling 90% of the member's hours)

Review our [AmeriCorps Activities](#) list and copy the exact text below. Include the percentage of time to be spent on each activity. Please keep the number of [activities](#) and percentages to a reasonable amount.

**Education, Work, or Volunteer Experience**

**Physical Demands and Reasonable Accommodations**

**Minimum Requirements (e.g., driver’s license, vehicle, COVID-19 vaccination series, etc.)**

**Preferred Skills**

## Assurances

### We agree that/to:

- are an active drug-free workplace with a non-discrimination policy and comply with ADA requirements.
- have the institutional, managerial, and financial capacity necessary to meet the requirements and expectations in this application.
- comply with all applicable federal laws, regulations, and policies governing this program/
- keep records related to AmeriCorps (financial and programmatic) and provide such information upon request to HHCK, Serve Kentucky, and the federal AmeriCorps agency.
- comply with all prohibited activities related to AmeriCorps service.
- provide a nonrefundable site contribution of \$7,250 per 1700 hour housing services slot and \$7,750 per 1700 hour construction slot. This contribution is not an exchange for services, but rather, it supports the goals of the Homes for All AmeriCorps program.
- provide in-kind contributions in the form of member supervision, office space, equipment use, and supplies as needed.
- become a current member of HHCK.

### Other:

Would the member displace a volunteer?  Yes  No

Would the member displace an existing employee or fill a vacant staff position?  Yes  No

Would the member perform any duties currently performed by an existing employee?  Yes  No

*\*If yes for reasons other than expanding the capacity to serve people, please explain:*

Does your organization agree to have an AmeriCorps sign, provided by HHCK, visible in your building?  Yes  No

Will you ensure your AmeriCorps member identifies as such and uses AmeriCorps language?  Yes  No

Does your organization agree AmeriCorps responsibilities are a priority and ensure the member participates in required events throughout the year? Off-site events are no more than 2-3 days and typically happen in August, October, January, April, and July.  Yes  No

## Signatures

**Site Supervisor:**

**Executive Director**

**Board of Directors Chair\*:**

\*only required if the site supervisor and executive director are the same individual.