



**HOMELESS & HOUSING
COALITION OF KENTUCKY**



AmeriCorps

AmeriCorps Service Site Application Guidance

Application Instructions and Guidance

Organizations applying to host a Homes for All AmeriCorps member should carefully review the following information and complete their application by **Friday, May 10th**. Application must be sent to application@hhck.org. Any questions related to the application should be directed to [Holly Dennis](#).

What is AmeriCorps?

AmeriCorps is a national service program that provides thousands of Americans with an opportunity to give back to their communities. AmeriCorps members serve in nonprofits, public agencies, and faith-based organizations. Since the program was created in 1994, over 250,000 individuals have served their communities and country as AmeriCorps members. AmeriCorps members receive a modest living allowance, student-loan forbearance, health coverage, end of service education award, and childcare for those who qualify. There are hundreds of AmeriCorps programs across the country that provide service to communities in focus areas such as Economic Opportunity, Healthy Futures, Disaster Services, Education, and Environmental Education. AmeriCorps programs are funded by the federal AmeriCorps agency and the Serve Kentucky State Commission.

What is Homes for All AmeriCorps?

Homes for All AmeriCorps is the only AmeriCorps program primarily focused on housing and homelessness in Kentucky. Operated by the Homeless and Housing Coalition of Kentucky (HHCK), the mission of Homes for All is to provide housing related services to individuals and families across Kentucky who are experiencing homelessness, housing insecurity, or in search of affordable homeownership opportunities.

Homes for All AmeriCorps members serve at nonprofits, public agencies, and government institutions. Allowable AmeriCorps member service activities focus on housing and homeless services, which include activities like case management, homelessness prevention, rapid rehousing, housing counseling, and building, renovating, and weatherizing affordable housing.

The program year begins August 1st, 2024 and ends July 31st, 2025.

Hosting an AmeriCorps Member

Hosting an AmeriCorps member is a collaborative effort between service sites and HHCK. Service sites are responsible, in tandem with HHCK, for recruiting, training, and supervising an AmeriCorps member for up to 12 months. Homes for All has (37) 1700-hour and (2) 900-hour member slots available in the 2024-2025 program year. We offer Housing Services or Construction AmeriCorps positions.

1700-hour members serve full-time averaging about 37.5 hours per week. 900-hour members serve a modified schedule. Members must demonstrate a commitment to serve their community, pass a three-step criminal history check, and be at least 17 years of age. We welcome all applicants without regard to race, skin

color, nationality, social or ethnic orientation, religion, age, gender, sex, sexual orientation, gender identity or expression, political affiliation, marital or familial status, genetic information, disability, or status regarding public assistance or military service.

Service Site Contribution

Service sites are required to provide a site contribution for each member slot awarded to participate in the program. This cost is nonrefundable regardless of member status and supports the goals of the Homes for All program.

Member Slot	Hours	Service Term	Site Contribution Amount (per slot)
Construction	1700	12 months	\$7,750
Housing Services	1700	12 months	\$7,250
Half-time member	900	6-8 months	\$4,100 (C) \$3,800 (HS)

Membership to HHCK

Organizations that host an AmeriCorps member with us must become a member of HHCK. Benefits of membership include a free annual membership meeting, quarterly membership calls, training and technical assistance, and access to a health insurance association for small employers.

If there are additional ways HHCK can support your efforts to increase housing opportunities in your community, please reach out to [Adrienne Bush](#).

For partner agencies and organizations, membership is based on annual organizational budget:

- <\$100,000 = \$50
- \$100,000-\$249,000 = \$100
- \$250,000-\$499,000 = \$200
- \$500,000-\$749,000 = \$250
- \$750,000-\$999,000 = \$300
- \$1,000,000-\$2,000,000 = \$400
- \$2,000,000+ = \$500

Member Recruitment + Supervisor Training

Once sites have been selected, you will be provided with recruitment guidance and materials. Sites need to review the guidance prior to recruiting. The materials we create are meant to support your recruitment efforts.

A virtual site supervisor training will be offered on two separate dates, **June 25th 1:30-3:30 EST** or **June 27th 1:30-3:30 EST** to prepare sites for the upcoming program year. Supervisors will only need to attend one training date that works with their schedule. Participation is mandatory for any organization wishing to host an AmeriCorps member. The site should make every reasonable accommodation to allow the site supervisor to participate in the training. If the designated site supervisor is unavailable, another representative that will work with the AmeriCorps member must attend the training.

Program Performance Measures + Goals

Every member position includes the provision of *direct-service* activities that relate to housing and homelessness. The member position description addresses the following performance measures:

- Members will collectively provide housing services to **2000** individuals
- **800** of those individuals will successfully transition into, maintain, or secure safe, healthy, affordable housing.
- Members will collectively recruit, train, and/or manage episodic or recurring volunteers to share the positive experience of community service and help others give their time and skills at your organization and in your community.

The services provided by your AmeriCorps member will directly relate to our performance measures. Members report on this data monthly and we need our site supervisors to help ensure the data is accurate.

AmeriCorps Prohibited Activities

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- 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;
- 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;
- Providing a direct benefit to— i. A business organized for profit; ii. A labor union; iii. A partisan political organization; iv. 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 v. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as CNCS may prohibit.

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- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Restrictions on AmeriCorps Positions

Non-Duplication: Grant funds may not be used to duplicate services that are available in the locality of a Program or project. The Grantee may not conduct activities that are the same or substantially equivalent to activities provided by a state or local government agency in which the Grantee entity resides. You cannot duplicate services that are already taking place in a locality i.e. a program is operating without AmeriCorps

funds and the organization wishes to continue the same program with no expansions or improvements in service with AmeriCorps funds instead. If you wanted to replicate the program in a new area, reaching new beneficiaries, or improve the service delivery because of an AmeriCorps member, that would not be duplication.

Non-Displacement: An AmeriCorps member may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits.

Examples include:

- Your organization used to have a case manager, but due to budget cuts this year, you needed to let go of that person. You now want to partner with Homes for All AmeriCorps to have an AmeriCorps member complete all the responsibilities that the employee used to do. This is displacement of employees.
- Your organization decides to enroll a construction coordinator as an AmeriCorps member – hey, it’s cheaper! - this is displacement of employees (and the former employee probably wouldn’t stay anyways).
- Your organization has a volunteer that comes in on Mondays to teach financial literacy classes. You decide to dismiss your volunteer so your AmeriCorps members can take over those classes – so you don’t have to manage volunteers anymore. This is displacement of a volunteer.
- Your organization has an employee that is out sick for two days and staff, including an AmeriCorps member, helps to pick up the work while the employee was out. This is not duplication or displacement because the employee is presumed to return to work.

Application Design

- Application Checklist
- Service Site Information (5%)
- Narratives (70%)
- Member Position Description (25%)
- Signature Page

Application Timeline

Application Due	Friday, May 10 th
Sites Selected	Friday, May 17 th

Submission Information

Application must be sent via email to application@hhck.org by Friday, May 10th using the documents and templates provided. Please use the subject line **“Service Site Application – organization name”**.

Any application submitted that misses the deadline and/or without all the required fields will be considered nonresponsive and will not be reviewed. Organizations should be intentional about completing the narratives specifically for AmeriCorps.

Questions can be directed to [Holly Dennis](#).