



## 2026 Program Year Most Vulnerable Populations Application Checklist & Questionnaire

### Salt Lake County's Most Vulnerable Populations (MVP) AmeriCorps Program Application Submission Instructions:

*Organizations that are new to the MVP AmeriCorps program, as well as current Organizations that intend to modify existing position descriptions or propose new member positions, are required to complete both the full application narrative and the application checklist.*

**Release Date:** **September 29, 2025**

**Application Due Date:** **October 24, 2025, by 5:00 PM**

**Submission Method:** Completed applications & Checklist must be submitted electronically via 2026 Submission form

**2026 Program Overview:** [SLCo Most Vulnerable Populations AmeriCorps Program](#)

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Thank you for your interest in the **AmeriCorps Most Vulnerable Populations (MVP) Program** for the  
**2026 program year**

If you have any questions regarding how to complete the application, please contact:

Nicole Bernard

AmeriCorps Program Director

Office of Homelessness and Criminal Justice Reform

385-468-7145

[nbernard@saltlakecounty.gov](mailto:nbernard@saltlakecounty.gov)

For additional resources, please visit the Application Resources page on our website: [SLCo Most Vulnerable Populations AmeriCorps Program](#)

# Responsibility Checklist

Organizations selected for hosting AmeriCorps members must be able to meet the following conditions, please check boxes 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 Agency Responsibility:

- ☐ Agree to comply with requirements of the 2025 Terms and Conditions for AmeriCorps State and National Grants as outlined in Exhibit 1
- ☐ Host Agency agrees to have representation in the membership of the Salt Lake Valley Coalition to end Homelessness
- ☐ Host Agency agrees to pay a quarterly site fee
- ☐ Host Agency shall prevent AmeriCorps members from performing Prohibited Activities as outlined in exhibit 2
- ☐ Host Agency shall assign a Supervisor shall be assigned to member to provide on-site supervision, training and complete supervisor requirements
- ☐ Host Agency shall provide proof of Insurance as outlined in Exhibit 5

## Host Agency Supervisor Responsibility:

- ☐ Supervisor will ensure members record their service hours weekly; 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 the Program Coordinator – See sample evaluation exhibit 3.
- ☐ Supervisors are responsible for enforcing the policy that MVP AmeriCorps members must wear service gear (e.g., lanyard, AmeriCorps t-shirt) while serving hours at their host agency, participating in community outreach events, or attending member service days."
- ☐ Supervisor shall release members 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 always keep an open line of communication with AmeriCorps Program Director and immediately in cases of member(s) issues or concerns. Please notify Program Director immediately if member has no show/no call for more than 2 consecutive shifts.

**Salt Lake County Responsibility:**

- County shall provide member support and Host Agency support
- Pay member living allowance on a bi-weekly schedule. Members who fulfill their service agreement will receive an Education Award.
- SLCo provides training including an orientation within 14 days of each member's term of service and quarterly profession development
- SLCo shall provide Supervision/consultation with Host Agency on decisions or issues concerning members ○ SLCo shall maintain verifiable records documenting each member's eligibility to serve and any other information relating to the member for five (5) years following their terms of service. ○ SLCo shall complete all documentation required for grant compliance

**Joint Salt Lake County and Host Agency Responsibility:****Recruitment of AmeriCorps Members****SLCo Role:**

- SLCo has developed a generic position description outlined in exhibit 6. County will advertise positions, 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 Agency:**

- ☐ Host Agency shall assist in the recruiting and selection of AmeriCorps members in a timely fashion
- ☐ Host Agency will develop an agency specific position description using generic (exhibit 5) as a base
- ☐ Host Agency will contact the candidate within 5 business days with intent of interviewing. Failure to do so will result in Salt Lake County placing a member at the host site.
- ☐ Host Agency must decide whether to select the candidate and inform Program Director within a week of the interview for total selection process of approximately two weeks. Failure to do so will result in Salt Lake County placing a member at the host site.
- ☐ Safety of members: 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 accommodation will be provided upon request.

**The proposal will be evaluated, scored, and ranked by a Selection Committee. Each committee member will receive a score sheet to assess the proposal using the point system outlined below:**

- **Excellent (5):** If the proposal offer exceeds expectations, with an excellent probability of success in achieving all requirements of the RFA 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 whom they 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. 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 members(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 organization 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 site 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.

# 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. 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.

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 be responsible for providing that will be reported on a quarterly basis. Indicate the source (verification) documentation you will use to identify the unduplicated numbers.




**Proposed Contributions 10%:**

1. Indicate how many AmeriCorps members you're requesting and the proposed slot types. 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.

### **How to Submit:**

**Complete the Application Questionnaire and Checklist and submit using the following link:**

 **2026 Program Year Submission Form** here: [2026 Program Year Application Submission Form](#)

### **Projected Schedule:**

- **Application Due Date: October 24, 2025**
- **Anticipated Notice of Award: November 3, 2025**
- **Mandatory Host Site Training: November 17, 2025**
- **Host Recruits and Interviews: December- Ongoing**
- **Member Service Begins: January 2025**