



Salt Lake County's Most Vulnerable Populations (MVP) AmeriCorps Program

Release Date: **September 29, 2025**

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

Submission Method: Completed checklist must be submitted electronically via SmartSheet.

Returning Applicant Instructions

If your Organization is part of the 2025 program year:

- **Reapplying** for the **same position descriptions** previously submitted and approved, or
- **Adding an additional member** to an **already approved position**,

 You are not required to complete the full application.

Instead, please **complete the checklist below**

Checklist Submission Instructions

Attach the completed checklist to your Application Submission Form.

Be sure to complete **all sections** of the Submission Form, including the **number of members requested**.

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

For additional resources, please visit the Application Resources page on our website:

 <https://www.saltlakecounty.gov/ohcjr/amicorps/>

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

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



Responsibility Checklist

Salt Lake County's Most Vulnerable Populations (MVP) AmeriCorps Program

To be completed and submitted by organizations applying to host AmeriCorps members

Organizations **applying** to host AmeriCorps members must agree to and comply with the following responsibilities. Please **check each box** to confirm your understanding and agreement.

Member Service Position Requirements

- ☐ Member position must involve direct service to clients
 - ☐ Member positions cannot duplicate or supplement current employee roles
 - ☐ Member position cannot replace or displace current staff
 - ☐ Member position cannot be primarily administrative or clerical
 - ☐ Member position must align with the program's mission and purpose
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Host Agency Responsibilities

- ☐ Comply with the 2025 Terms and Conditions for AmeriCorps State and National Grants (see Exhibit 1)
 - ☐ Maintain active representation in the Salt Lake Valley Coalition to End Homelessness
 - ☐ Pay quarterly site fee as outlined by program requirements
 - ☐ Prevent members from engaging in Prohibited Activities while clocking hours for the program. (see Exhibit 2)
 - ☐ Post Member Prohibited Activities list in visible location within member workspaces.
 - ☐ Assign a Supervisor to oversee member service, training, and compliance
 - ☐ Provide proof of insurance as outlined in Exhibit 5
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Host Agency Supervisor Responsibilities

- ☐ Ensure members **record service hours weekly**, verify and electronically sign in IPT system by **3 PM each Monday**
 - ☐ Attend mandatory Supervisor Orientation before program year begins
 - ☐ Complete member performance evaluations (mid-term & final) using the provided form (see Exhibit 3)
 - ☐ Enforce AmeriCorps service gear policy (e.g., lanyard, t-shirt during service, outreach, and events)
 - ☐ Release members from regular duties to attend quarterly member meetings, days of service or trainings.
 - ☐ Submit a quarterly Progress Report on services and outcomes (see Exhibit 4)
 - ☐ Maintain open communication with Program Director and report any issues immediately
 - ☐ Notify Program Director immediately if a member has no-showed/no-called for more than two consecutive shifts
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Salt Lake County Responsibilities

- Provide member and host site support throughout the program year
 - Pay member living allowance bi-weekly; members completing service receive Education Award
 - Deliver orientation within 14 days of each member's term and provide quarterly professional development
 - Offer supervision/consultation on member-related decisions or issues
 - Maintain verifiable records of member eligibility and service for 5 years
 - Complete all documentation required for grant compliance
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Joint Responsibilities: SLCo & Host Agency

Recruitment of AmeriCorps Members

Salt Lake County (SLCo) will:

- Use a generic position description (see Exhibit 6)
- Advertise, screen applicants, and ensure alignment with County and Host Site missions
- Conduct reference checks and all required National Service Criminal History Checks
- Extend official offers and execute member enrollment

Host Agency will:

- ☐ Assist in recruitment and selection in a timely manner
- ☐ Create a custom position description based on the generic template (Exhibit 6)
- ☐ Contact candidates within 5 business days for interviews
 - Failure to do so may result in SLCo placing a member without host agency input
- ☐ Notify the Program Director of final candidate decision within one week of the interview
 - Full selection process should take no more than two weeks
- ☐ Ensure member safety while performing assigned duties
- ☐ Uphold Equal Opportunity and Affirmative Action standards:
 - No discrimination based on race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, military status, marital/parental status, or other protected categories
 - **Reasonable accommodation** will be provided upon request