



AmeriCorps

Application Questionnaire 2024

Salt Lake County's Most Vulnerable Populations AmeriCorps Program

Submit To: Completed applications must be submitted electronically by 5 p.m., Friday, December 29, 2023

Via SmartSheet: [Application Submission Form](#)

Release Date: November 8, 2023, Due Date: December 29, 2023

Program Review PowerPoint: [Training \(slco.org\)](#)

Thank you for applying for the AmeriCorps Most Vulnerable Population Program for the 2023-2024 year. If you have any questions on how to fill out the application, please do not hesitate to contact Nicole Bernard @ 385-468-7145 or by email: nbernard@slco.org

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

Responsibility Checklist

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 2023 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 quarterly site fee
- 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 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.
- 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 or concerns. Please notify Program Coordinator immediately if member has no show/no called for more than 2 consecutive shifts.

Salt Lake County Responsibility:

- County shall provide member support and Host Site support
- Pay member living allowance on a bi-weekly schedule. Members who fulfill their service agreement will receive an Education Award.
- 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 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.
- Host site will contact the candidate within 5 business days with intent to interview. Failure to do so will result in Salt Lake County placing a member at the host site.
- Set interview times will be established by the Host Site Hiring Manager.
- Host Site must decide whether to select the candidate and inform Program Coordinator 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 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.

The proposal will be evaluated, scored, and ranked by a Selection Committee. Each member of the committee will be provided a score sheet to complete the proposal evaluation utilizing the point system listed below. Committee members will individually score the proposals and rank them 1st, 2nd, 3rd, etc. according to their total score. Each criterion will be scored.

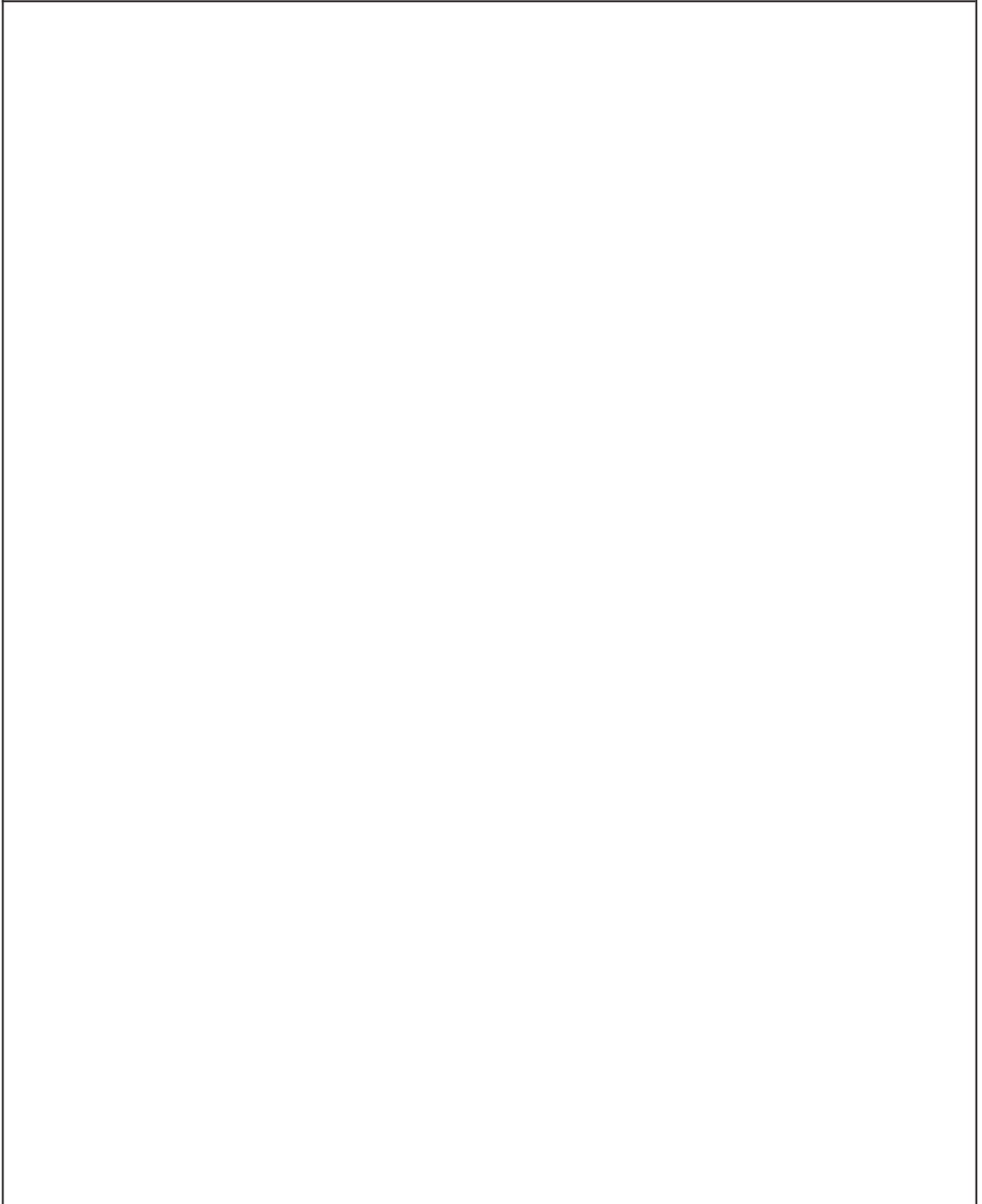
[Evaluation and Scoring Criteria Link](#)

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).

A large, empty rectangular box with a thin black border, intended for the user to provide names and explanations of supervisors for AmeriCorps members. The box occupies most of the lower half of the page.

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.

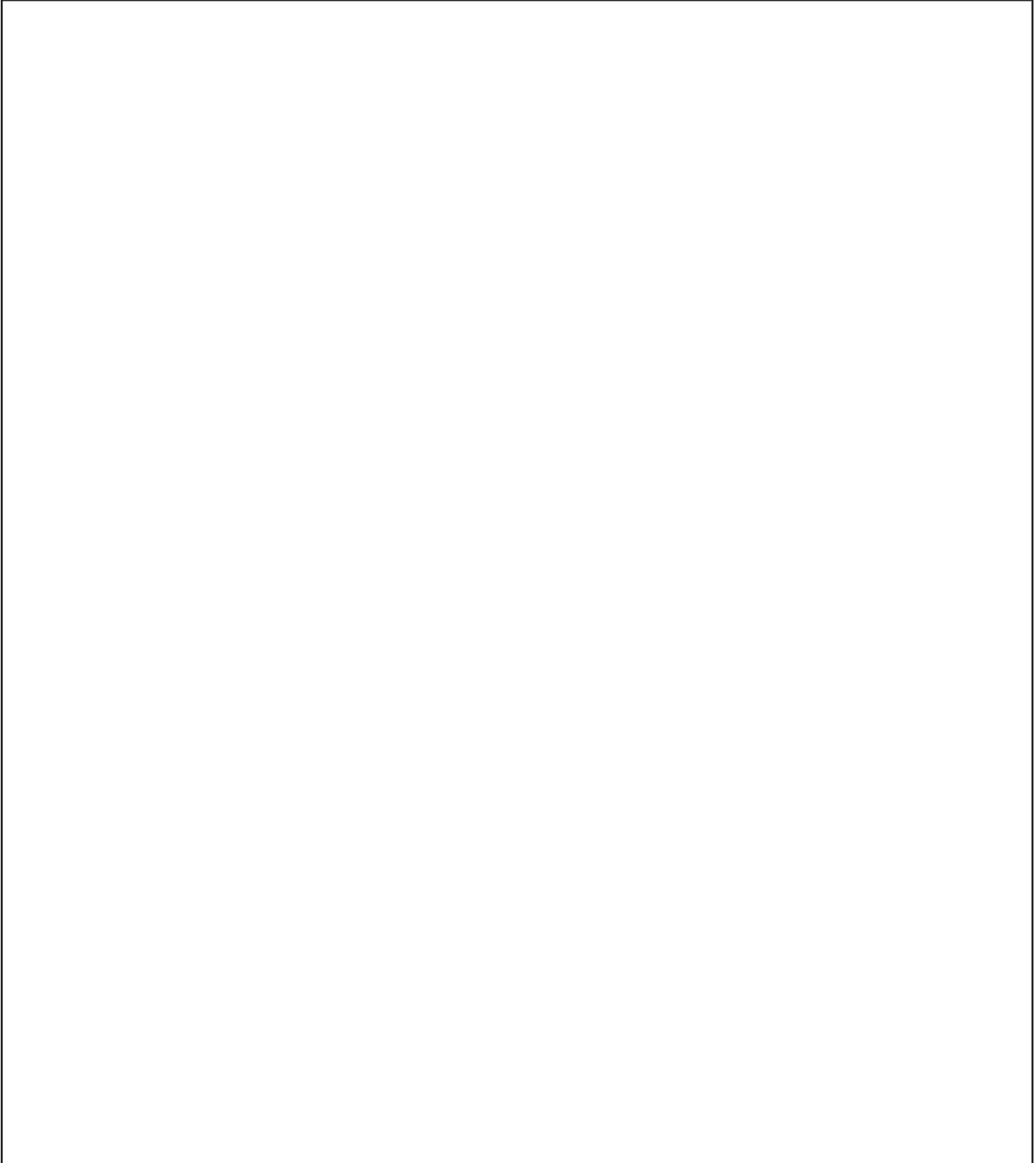
Project Schedule/Outcomes 20%:

1. Indicate the type of activities your AmeriCorps member(s) would provide that will be reported on a quarterly basis. Indicate the source (verification) documentation you will use to identify the unduplicated numbers.

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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.

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