Homes for All AmeriCorps
Partner Site Application Guidance
2019-2020

Application Opens: April 3rd, 2019
Full Application Due: May 3rd, 2019
Program Year Start Date: August 1st, 2019

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. In exchange for their service, AmeriCorps members receive a modest living allowance and an education award.

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 more. AmeriCorps programs are funded by the Corporation for National and Community Service (CNCS), and the Serve Kentucky Commission.

What is Homes for All AmeriCorps?
Homes for All AmeriCorps is one of two national service programs administered by the Homeless & Housing Coalition of Kentucky (HHCK). Homes for All is funded through grants received from the Corporation for National and Community Service (CNCS), and passed through the Serve Kentucky Commission.

HHCK sponsors AmeriCorps members who help satisfy unmet needs in the areas of housing and homelessness, and other poverty issues throughout the state of Kentucky. Homes for All partners with non-profit organizations, educational institutions, local government entities, and state agencies that act as host Sites for AmeriCorps Members.

Homes for All Members provide direct service to low income individuals and families who are homeless, at risk of becoming homeless, or inadequately housed. The Homes for All program year begins August 1st, 2019 and ends July 31st, 2020. For current sites hosting a member, this means there is an overlap in service years. Members in the 2018-2019 program year still have until August 31st, 2019. Participation requires a commitment from both the partner site and the AmeriCorps Member. Partner sites also must be or become organizational members of HHCK.
Who are Homes for All AmeriCorps members?
Our Homes for All AmeriCorps members serve in either 1700 or 900 hour positions. Our full-time members serve 1700 hours over the course of 12 months – this is called a term of service. Our half-time members serve 900 hours in a reasonable full-time capacity.

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Overview of Hosting An AmeriCorps Member
Hosting an AmeriCorps member is a collaborative effort between partner sites and HHCK. Partner sites that host an AmeriCorps member through Homes for All are responsible, in tandem with HHCK, for recruiting, training and supervising an AmeriCorps member for up to 12 months. Homes for All has 38 member slots available for partner sites to apply for in the 2019-2020 program year.

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AmeriCorps Terminology
This is a list of common terms you’ll find throughout application.

(Member) Slot = this is what you are applying for and is the opportunity to have a member(s) through Homes for All. You are applying for an open position/slot, rather than a specific individual. You will still need to recruit, interview, and select an individual. Our program staff assists in that process.

Member = the individual selected and cleared for service.

Partner Sites = your organization and where your member(s) will serve the majority of their term.

Member Position Description = your member(s) “job” description. This document lists the activities and responsibilities of your member(s), along with essential functions and minimum requirements.

Site Supervisor = an employee of your organization who will be responsible for the day-to-day supervision and mentoring of the member(s).

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Technical Assistance
After partner sites selections have been made, an additional webinar will be conducted by program staff to outline the Member recruitment and selection process. Lastly, an in-person Site Supervisor orientation will be conducted in August to prepare sites for the upcoming program year. Participation and attendance is required for both. The selected partner site agrees to make every reasonable accommodation to allow the site supervisor to participate in these events. If the designated site supervisor is unavailable, another representative from the organization must attend.
Timeline for Host Site Application Submission and Notification

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Released</td>
<td>April 3rd</td>
</tr>
<tr>
<td>Application Due</td>
<td>May 3rd</td>
</tr>
<tr>
<td>Staff Reviews</td>
<td>May 4th – 14th</td>
</tr>
<tr>
<td>Applicant Notification</td>
<td>May 15th</td>
</tr>
<tr>
<td>Recruitment Webinar</td>
<td>tbd (June)</td>
</tr>
<tr>
<td>Site Supervisor Training</td>
<td>tbd (July)</td>
</tr>
<tr>
<td>Member Start Date</td>
<td>August 1st</td>
</tr>
</tbody>
</table>

Organizations selected as partner sites for the 2019-2020 program year will be notified via email no later than 5 PM on May 15th.

Partner Site Contribution
Host sites are required to provide a financial contribution for each member slot awarded in order to participate in the program. Please note that host sites are responsible for the entirety of the cost, regardless of whether their member completes the full service term. This is the program participation cost, not the cost of the Member. This contribution is non-refundable and payable as follows.

<table>
<thead>
<tr>
<th>Member Slot</th>
<th>Hours</th>
<th>Service Term</th>
<th>Financial Contribution Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time member</td>
<td>1700</td>
<td>12 months</td>
<td>$6,500 for non-construction, $6,900 for construction</td>
</tr>
<tr>
<td>Half-time member</td>
<td>900</td>
<td>6 months or 12 months</td>
<td>$3,250</td>
</tr>
</tbody>
</table>

Application Instructions and Guidance
Organizations interested in partnering with HHCK to host an AmeriCorps member should carefully review the following requirements and complete their application by May 3rd. Application must be sent via email to application@hhck.org. Any questions related to the application should be directed to Caitlin Szabo, Program Director, at cszabo@hhck.org or 502.223.1834 ext. 108. Applications will only be accepted after the stated deadlines if the program does not fill the allotment of member slots awarded.
Homes for All AmeriCorps Positions + Member Activities
Our program has 1700 hour (full-time) and 900 hour (half-time) positions available. Members that serve in 900 positions in a reasonably full-time capacity.

AmeriCorps positions include the following activities –

- Help build safe, healthy, affordable housing for low income individuals and families;
- Help improve existing homes through repair, renovation and/or weatherization services;
- Teach basic home maintenance and energy conservation skills to homeowners,
- Provide financial literacy training to economically disadvantaged individuals or groups;
- Provide housing and case management services to homeless or economically disadvantaged individuals;
- Help recruit, train, and lead volunteers in activities related to the above services;
- **New for 2019-2020:** Capacity building activities that intend to support or enhance the program delivery model for your organization; these activities include strengthening volunteer programs, developing new programs that address housing needs, in-kind resource system development, and improving or developing a communications or outreach plan.
- Other activities approved by Homes for All staff.

Members are categorized as either Housing Services or Construction.

Program Performance Measures + Goals
Each member position description must include the provision of direct-service activities that relate to housing and homelessness. Your member position description must address at least the following aligned measures –

- **Homes for All members will collectively provide housing services to 2500 economically disadvantaged and homeless individuals.**
  - Housing placement, housing counseling, services that assist clients in qualifying for or accessing housing, homelessness prevention, financial literacy, construction, repair, and weatherization are considered housing services.
- **1000 of those individuals will successfully transition into, maintain, or secure safe, healthy, affordable housing.**

**AND/OR**

- **Homes for All members will collectively recruit, train, and/or manage 550 episodic or recurring volunteers.**

Within these performance measures, as established by CNCS, member responsibilities can be tailored to fit the needs of the host site and to support the skills of the individual members. If
you have questions in regards to addressing these measures in your member’s position description, please contact Caitlin Szabo.

Application Design

1. Applicant Information Form (5%)
2. Narrative (25%)
3. Member Position Description (15%)
4. Member Training + Development (20%)
5. Member Recruitment + Retention (20%)
6. Supervisor + Host Site Capacity (15%)

Applicant Information Form

Please answer the questions about your organization on the designated Applicant Information Form (provided at the end of this packet).

Evaluation Criteria for Program Information [5%] – information is answered completely and accurately.

Narrative

The narrative portion of the application will address community needs by answering the following questions. Applicants will provide their answers on a separate Word document to be sent as part of the full application.

a. Need – provide persuasive evidence that identified needs exist in the targeted community(ies). Describe the community problem(s) your member(s) will be working on. Provide documentation of the extent/severity of the need in the target community. Is the community economically disadvantaged? Explain why you selected this population to be served. (10%)

b. AmeriCorps Members as a Highly Effective Means to Solve Community Problems – what will the members do? Describe the key roles that members will complete. What will the organization accomplish that it would not otherwise accomplish through existing staff and/or volunteers? (5%)

c. Measurable Community Impact – Describe how the interventions the members are engaged in are either evidence-based or evidence-informed and will have a measurable community impact. What is the overall change you hope to see by the end of the program year? What demonstrable impact will your program have? In other words, what are your outputs and outcomes and how will these be measured? (5%)

d. Safety – Member safety is essential to our program. All organizations experience some kind of risk that can reach the member during their term of service. Will the member’s activities include exposure to asbestos, lead paint, hazardous waste, or
any other hazards? Will members be required to encounter potentially hazardous chemicals? Will the member potentially encounter people with mental health or behavioral health issues? If you answered “yes” to any of the following, please provide detailed information on what safety measures and actions that will be taken prior to beginning and throughout the service year to assure the member’s safety. (5%) 


Member Position Description
A member position description is essentially a job description – although AmeriCorps is not considered employment or staff members nor should organizations anticipate filling in staffing needs using AmeriCorps members. Members must have clear guidance and direction regarding the specific role they will serve in order to be successful. All position descriptions must align with the performance measures listed above. 

Use the form provided at the end of this packet and ensure that every portion is completed. The position description must be specific and include duties and the approximate percentage of time that a member will be spending on each of the duties. If your organization is awarded a member, this document will go into the member’s file. If the Partner Site will require the Member to be drug tested, this must be stated in the position description (the site must pay for the cost of drug testing). 

Participation in the AmeriCorps program is a professional development and service opportunity. Members may not have the same educational and professional experience you might expect for a full-time employee. 

Please note that AmeriCorps Members must be primarily engaged in direct service. Administrative tasks must be kept to a minimum. Fundraising must also be kept to a minimum and is only allowable if connected to direct client services. All fundraising must be approved by the Homes for All Program Director before the member engages in the activity. Gathering items, such as clothing, personal hygiene necessities, food, etc. does not need prior approval. 

You will need complete a position description for each slot you are applying for (i.e. 1 full-time housing services member, 1 construction member). Guidance on CNCS prohibited activities is provided at the end of the packet. 

Evaluation Criteria for Member Position Description [15%] – member service activities are orientated towards one or more of the performance measures (5%), member service activities do not include any CNCS prohibited activities or any duplication/displacement of staff or volunteers (5%), and the member service activities total 90% of member’s hours (5%).
**Member Training + Development**

AmeriCorps members must receive orientation and training that will give them the necessary knowledge and skills to accomplish assigned tasks. HHCK will provide the members with detailed training on the AmeriCorps program and general housing and homelessness issues in Kentucky. Members will also be provided with basic training on completing position requirements. Responsibility for preparing the member to perform their day-to-day tasks, however, will rest with the partner site. We expect your organization to provide the member with detailed orientation and training.

- Describe in detail your plans for orienting the member to your organization, the community, and to the service they will perform, including agency policies and procedures, and internal and external training. (6%)
- How do you plan to train your member to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their term of service? Include a timeline for this training. (4%)
- Identify the training curricula, the materials you will use, and the staff person/people responsible. (2%)
- How will you ensure that your member has learned what he or she needs to do in order to be successful in assigned tasks? (2%)
- 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 a member would be responsible for using their own vehicle (i.e. transporting clients) and what the expectations are for the member. Please note that travel must be reasonable and a member must be reimbursed for mileage in a manner consistent with the partner site’s policies for employees. If the site has its own vehicle or does not expect a member to drive as part of their duties, describe plans here. (2%)
- Describe any other learning opportunities that your organization is willing and able to provide that could help members enhance their overall knowledge and experience. (2%)
- List any additional benefits that will be provided to an AmeriCorps member serving at your agency (housing, meals, training, equipment, etc.) and the estimated value of these benefits. (2%)

Applicants will provide their answers on a separate Word document to be sent as part of the full application.

**Evaluation Criteria for Member Training + Development [20%]** - selected training methods will result in the members gaining the knowledge and skills needed to perform the tasks or carry out the role, training includes a site orientation, including staff integration and organizational policies and procedures.

**Member Recruitment + Retention**

Describe your plans for recruiting and retaining members. Describe how an attempt will be made to include members from the local communities to be served by your organization. Will
your organization attempt to recruit, engage, and retrain traditionally underrepresented populations? How will you ensure success if this is a new population being served? Underrepresented populations include new Americans, low-income individuals, youth from disadvantaged backgrounds, rural residents, older Americans, veterans or family members of veterans, people of color, Native Americans, and/or individuals with disabilities. (5%)

Keep in mind that our staff will provide a webinar training on recruitment. However, please answer how you plan to start the recruitment process. Will you advertise? Who will be involved in the interview process? Will you plan to review the AmeriCorps program in the interview? (5%)

Members are expected to complete their term of service, whether it is 1700 or 900 hours. Our program is expected to have 100% retention of members. Members are receiving minimal benefits in exchange for their service and typically thrive in supportive, engaged environments. We expect partner sites to work with our program staff to achieve a strong retention rate. How will you ensure the members are retained for the entirety of their service term? (10%)

**Evaluation Criteria for Member Recruitment + Retention [20%]** – clear plan is in place to recruit and retain members. **Note:** a site’s retention history is also taken into consideration as host sites are chosen for the 2019-2020 program year.

**Supervisor + Partner Site Capacity**
Describe your organization’s experience as a partner site (if applicable) and provide specific examples of accomplishments during the 2018-2019 program year, as it relates to AmeriCorps Member activities. If you experienced difficulty as a partner site, please explain these difficulties and how you plan to handle these challenges if chosen as a partner site for the 2019-2020 program year. Were you able to recruit members successfully for the prior program year? Did your members successfully complete their terms of service? Did the organization maintain regular communication with our program staff – making staff aware of any challenges or issues that had arisen? (5%)

-or-

If your organization has not partnered with Homes for All before, please describe your organization’s capacity to host an AmeriCorps member. This may include a description of administering a federal or state grant, and/or prior experience hosting community-based long-term volunteers. (5%).

Each organization that is selected to partner with Homes for All must designate a site supervisor. This individual will need to attend our supervisor training, hold regular meetings with the AmeriCorps member(s), complete required program forms, and maintain regular communication with the Program Director. Describe who the site supervisor will be for the member(s). What is your succession plan in the event that the current supervisor leaves or is out for an extended period of time? Why is this staff person the optimal choice to serve as the site supervisor? (8%)
Describe the work space available for the member(s). (2%)

**Evaluation Criteria for Supervisor + Partner Site Capacity [15%]** - has a supervisor been identified? Has the supervisor indicated the ability to devote adequate time to the proposed member(s)? Does the site have adequate space and equipment for members to perform their assigned duties? **Note:** a site’s history of responsiveness to Homes for All, including supervisor communication, timeliness in approving member time/completing evaluations/responsiveness to program staff, adherence to partner contribution schedule, and documenting issues/challenges is taken into consideration as host sites are chosen for the 2019-2020 program year.

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**Submission Information**
Application must be sent via email to application@hhck.org. Add all materials in a PDF, using the Application Checklist as the cover letter, and attach to the email. Please use the subject line “Partner Site Application – organization name”.

Any questions related to the application should be directed to Caitlin Szabo, Program Director, at cszabo@hhck.org or 502.223.1834 ext. 108.
Application Checklist
(include as cover letter for application)

Organization Name:______________________________________________________

Date of Submission:_______________________________________________________

Name of Individual Submitting Application:____________________________________

Contact for Individual:_____________________________________________________

# + type of AmeriCorps Slots Requested:_______________________________________
(i.e. 2 full-time housing services, 1 full-time housing services + 1 half-time construction)

☐ Applicant Information Form
☐ Narrative
☐ Member Position Description(s)
☐ Member Training + Development
☐ Member Recruitment + Retention
☐ Supervisor + Host Site Capacity
☐ Signature Page
Applicant Information Form

Date Submitted: Click here to enter a date.

GENERAL INFORMATION:
Legal Name: Click here to enter text.
EIN: Click here to enter text.
Number + Type of Positions Requested: Click here to enter text.

CONTACT INFORMATION
Executive Director: Click here to enter text.
Director Phone Number: Click here to enter text.
Email Address: Click here to enter text.
Proposed Site Supervisor: Click here to enter text.
Site Supervisor Email: Click here to enter text.
Phone Number: Click here to enter text.
Mailing Address: Click here to enter text.
Physical Address: Click here to enter text.
Name + Contact Information for Financials: Click here to enter text.

ORGANIZATION INFORMATION
# of Full-time Staff: Click here to enter text.
# of Part-time Staff: Click here to enter text.
# of Active Community Volunteers: Click here to enter text.
Counties your organization serves: Click here to enter text.

Annual Operating Budget: Click here to enter text.
Does your organization have a negative fund balance? ☐ Yes ☐ No

Age of Organization: Click here to enter text.

ADDITIONAL INFORMATION
Each organization that partners with Homes for All will provide a contribution to the program. Does your organization have the ability to provide a financial contribution of $6,500 per non-construction member and $6,900 for each construction member? ☐ Yes ☐ No

In order to comply with the SERVE Act, HHCK must report any federal money that is used to pay for the partner contribution for our AmeriCorps program. Will a portion of your contribution be made using federal funds? ☐ Yes ☐ No

If yes – What amount will be paid (may not exceed 65% of total) using federal funds?

Please provide the following -
Amount of site match and percentage: Click here to enter text.
Grant number: Click here to enter text.
*Please attach a waiver from your source of federal funds stating that your organization is approved to use part of that money to pay part of your partner contribution.*

In order to comply with the SERVE Act, HHCK must report any federal money that is used to pay for any part of the Site Supervisor’s salary. Will federal funds be used to pay for any percentage of the Site Supervisor’s salary?  

☐ Yes  ☐ No

*If yes – please complete the following:*

Percentage:  
Grant number:  
CFDA number:  
Agency:  

**ADDITIONAL CONSIDERATIONS**

Would the Member you request displace an existing employee or fill a vacant staff position (see guidance included in the Partner Site Application Guidance)?  

Would the Member you request perform any duties currently performed by an existing employee (see guidance included in the Partner Site Application Guidance)?  

Would the Member you request displace a volunteer or volunteers (see guidance included in the Partner Site Application Guidance)?  

Would your Member have recurring access to a member of a vulnerable population? (children, individual with a disability, individual over age 60)?  

☐ Yes  ☐ No

*If you answered yes to any question in this section, please explain in detail:*  

*Please attach a copy of your agency's written policy regarding complaints, disciplinary action, and grievances. Please note that we do not need the agencies' entire policy and procedure handbook.*
CNCS Prohibited Activities

a. Attempting to influence legislation;
b. Organizing or engaging in protests, petitions, boycotts, or strikes;
c. Assisting, promoting, or deterring union organizing;
d. Impairing existing contracts for services or collective bargaining agreements;
e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
f. 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;
g. 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;
h. 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 9 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;
i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
j. Providing abortion services or referrals for receipt of such services; and
k. 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.
Guidance on Supplementation, Nondisplacement, + Nonduplication

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 as a result 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, as a result of the use by such employer of a member in a Program or project.

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 they 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.
Homes for All AmeriCorps
Member Position Description

Program Name: Homes for All  
Grant Number: 19ES212346  
Program Year: 2019-2020

Position Title:  
Member Name:  
Member is - full time [1700 hours]___ half time [900 hours]_____  
construction______ housing services______

Partner Site Name:  
Address:  
Site Supervisor Name:  
Site Supervisor Title:  

Performance Measures [member activities must align with at least one of the performance measures]:

1. Homes for All members will provide housing services to 2500 economically disadvantaged individuals, including those experiencing homelessness.
2. At least 1000 of those individuals, including those experiencing homelessness, will transition into, acquire, or maintain safe, healthy affordable housing as a result of housing services.
3. Homes for All members will train, recruit, or manage 550 volunteers.

Please provide the following information (must be filled in):

The Homes for All Member will___ or will not___ have recurring access to a vulnerable population. The Member will have recurring access to (choose all that apply) children___, individuals with disabilities__, individuals over the age of 60__.

The Homes for All Member will have the following background checks on file with the Homes for All program:

- Sexual Predator check _X_ (required for all Members)
- Kentucky Background Check (AOC) _X_ (required for all Members)
- Home State (Member lived out of KY when he/she applied) ____ (if applicable)
- FBI (only Members with recurring access to a vulnerable population as listed above)___

AmeriCorps Member will be involved with the following activities –

Each task must include an approximate percentage of time the member will be involved in each activity – site activities should not total more than 90% (10% of member hours are reserved for required Homes for All activities).

- TASK ONE
- TASK TWO
- TASK THREE
- ETC.
• **Other Duties Related to the Homes for All Program** (approximately 10% of Members total time will be spent on these activities).
  - Member are required to participate the following events and trainings that fall within their term of service –
    - Pre-Service Orientation, AmeriCorps Launch, MLK Day of Service, National Service Recognition Day, Homes for All Spring Service Project, and End of Service Celebration.
  - Members will actively participate in Homes for All conference calls and complete required Homes for All paperwork/reporting.

**Minimum Qualifications:**

*Education/Work or Volunteer Experience:*

*Physical Demands:*

*Work Environment:*

*Machines, Tools & Equipment:*

*All qualified applicants will receive consideration for placement without regard to age (40 or older) race, color, religion, sex (including pregnancy), sexual orientation, disability, national origin, or gender identity.*

Member Signature:___________________________ Date:____/____/2019

Site Supervisor Signature:___________________________ Date:____/____/2019

**Homes for All** Program Director___________________________ Date:____/____/2019
What to Expect from Homes for All/HHCK – for partner sites

- Provide guidance and technical assistance to partner sites
- Notify applicants of slot award
- Provide sites with calendar of events and training (in advance when possible) required for members and site supervisor
- Advise site supervisors of reporting requirements and timelines
- Assist organizations with recruiting and retention of AmeriCorps members
- Work with sites to provide reasonable accommodation for members with disabilities
- Conduct background checks of all members; HHCK will invoice sites for the cost of conducting the checks.
- Provide training and professional development for members during the following (required) activities – preservice orientation in August, AmeriCorps Launch in October, conference calls, team meetings, spring service project, and End of Service training.
- Communicate regularly with site supervisors during the term of service to monitor member’s progress and address any concern.
- Provide support to members and supervisors throughout term of service.
- Act as liaison between partner sites and KCCVS/CNCS.
- Comply with all CNCS policies and regulations and ensure partner sites and members are aware of and adhere to such regulations.

for members

- A living allowance to be distributed while member is actively engaged in service.
- A health care plan, if the member is full-time, eligible, and elects such coverage. HHCK does not provide the benefits, but will assist the member in signing up for the benefit.
- Childcare assistance, if the member qualifies for and elects such assistance. HHCK does not provide the benefits, but will assist the member in signing up for the benefit.
- Support and assistance in securing a post-service educational award upon successful completion of service obligations.
- Mileage and expense reimbursement for travel, lodging and meals for Homes for All required service projects and training activities.
- Workers’ compensation coverage.
- Training and support services. [Provide training and professional development for members during the following (required) activities – preservice orientation in August, AmeriCorps Launch in October, conference calls, team meetings, spring service project, and End of Service training.]

What is Expected of Partner Sites

- Organizations will assign a site supervisor who will act as the primary point of contact with Homes for All, as well as a mentor and supervisor to the member. The supervisor must provide an average of 60 hours per month of direct supervision of Member for a full time member.
- The site supervisor must attend a Homes for All supervisor training.
- The site supervisor must agree to undergo the National Service Criminal History Check process (to be conducted by Homes for All staff).
- Assign the member duties within the Homes for All-approved position description.
- Train to perform the assigned duties competently and safely.
- Partners will obtain written permission from the Homes for All Program Director before changing a member position description.
- Communicate with Homes for All via email, phone and face-to-face meetings regarding the performance of the AmeriCorps member. A written evaluation will be due to HHCK twice during the member’s term of service.
- Comply with HHCK regulations and reporting responsibilities.
- Agree to allow the member to complete their term of service before hiring them.
- Support member development by understanding the requirement of attending all Homes for All events/trainings. *Members will not receive hours for serving at the site if they do not attend a mandatory Homes for All event/training.*

**What is Expected of Members**

*not an exhaustive list*

- Complete at least 1700 or 900 hours of service, of which a maximum of 20% will be spent on Homes for All required trainings, service projects, and other activities deemed appropriate by Homes for All.
- Perform activities at partner site as described in position description.
- Track data pertaining to program goals and performance measures.
- Report progress monthly to Homes for All staff via America Learns.
- Participate in all Homes for All required trainings, service projects, and conference calls.
Homes for All
Partner Site Application
SIGNATURE PAGE

Acknowledgements:
We understand that AmeriCorps members placed through Homes for All are required to attend all Homes for All trainings/events, participate in conference calls, and national days of service. We agree to release them from the site to participate. We support Homes for All in its effort to provide member training and recognition events and will accommodate occasional absences of the member (with advance notice, when possible) for this purpose.

Assurances:

- The legal applicant organization has an active Drug-Free Workplace Policy and an active Non Discrimination Policy.
- Partner site has the institutional, managerial, and financial capability required to ensure proper planning, management, and completion of the activities described in this application.
- Partner site will comply with all applicable requirements of all federal laws, regulations, and policies governing this program.
- Partner site will keep such records and provide such information to Homes for All, Serve Kentucky, or CNCS with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind contributions, for three years after the program year ends.
- Partner site will comply with the non-displacement rules of The National and Community Service Act of 1990.
- Partner site will comply with all Prohibited Activities related to AmeriCorps service.
- Partner site agrees to provide a nonrefundable site contribution of $6,500 per full time housing service member and $6,900 per full time construction member. This contribution is not an exchange for services, but rather, it supports the common goals of the Homes for All program and the partner sites.
- Partner site agrees to provide in-kind contributions in the form of 60 hours per month of member supervision, office space, equipment use, and supplies as needed. A form will be provided to the partner site to document in-kind contributions.
- Partner site must be current members of the Homeless + Housing Coalition of Kentucky.
- Partner site agrees to keep the lines of communication between the organization and the appropriate HHCK staff (Program Director or Member Coordinator) in regards to the member’s progress, any problems that arise, and highlights of the member’s service year.
- Partner site agrees to **not** hire the member until the member’s service commitment is complete.

Site Supervisor Signature:________________________________________ Date:______________

Executive Director Signature:____________________________________ Date:______________

Partner Site Board Chair:________________________________________ Date:______________