Homes for All AmeriCorps
Partner Site Application
2020-2021
Application Instructions and Guidance

Organizations interested in partnering with HHCK to host a Homes for All AmeriCorps member should carefully review the following information and complete their application by **Friday, May 22nd**. Application must be sent via email to application@hhck.org. Any questions related to the application should be directed to Caitlin Szabo or 502.223.1834. Organizations may also schedule a technical assistance call through this link.

**Timeline for Partner Sites**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Application Released</td>
<td>Monday, April 6th</td>
</tr>
<tr>
<td>Application Due</td>
<td>Friday, May 22nd</td>
</tr>
<tr>
<td>Partner Site Announcements</td>
<td>Wednesday, June 3rd</td>
</tr>
<tr>
<td>Recruitment Webinar</td>
<td>Wednesday, June 10th</td>
</tr>
<tr>
<td>Site Supervisor Training</td>
<td>July 14th, 15th, 16th</td>
</tr>
<tr>
<td>Program Year Starts</td>
<td>August 1st</td>
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</tbody>
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*dates are subject to change*

**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 hosts 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, 2020 and ends July 31st, 2021. Participation requires a commitment from both the partner site and the AmeriCorps Member. Partner sites also must be or become organizational members of HHCK.

**AmeriCorps Terminology**

This is a list of common terms you’ll find throughout the 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).

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 (37 full-time and 2 half-time) member slots available for partner sites to apply for in the 2020-2021 program year.

Who are Homes for All AmeriCorps members?
Full-time members serve 1700 hours over the course of 12-month period. Half-time members serve 900 hours in a reasonably full-time capacity (approximately 6-8 months). Members must demonstrate a commitment to serve their community, pass a three-step criminal history check, and be at least 17 years of age. Our program traditionally recruits a diverse corps and we welcome all applicants without regard to age, race, color, religion, sex, sexual orientation, disability, familial status, national origin, or gender identity.

Partner Site Contribution
Host sites are required to provide a site 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.

<table>
<thead>
<tr>
<th>Member Slot</th>
<th>Hours</th>
<th>Service Term</th>
<th>Financial Contribution Total</th>
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</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>6-8 months</td>
<td>$3,250 for non-construction, $3,450 for construction</td>
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Membership to HHCK
Organizations that partner with the Homes for All program to host a national service member must become a member of HHCK. Benefits of membership include a free annual membership meeting, training and technical assistance, and access to a health insurance association for small employers. Additionally, membership helps support permanent supportive housing for people experiencing chronic homelessness in underserved areas.
and allows us to be a resource for technical questions and issues for organizations across Kentucky. If there are additional ways HHCK can support your efforts to increase housing opportunities in your community, please feel free to 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+ = $400

**Basic Expectations of Partner Sites**

- Comply with all Homes for All, Serve Kentucky, and CNCS rules and regulations.
- Provide a safe, supportive environment for the member and educate the other staff and stakeholders of your organization on the mission and purpose of AmeriCorps.
- 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 30 hours per month of direct supervision of member for a full time member and attend a Homes for All supervisor training.
- Assign the member duties within the Homes for All approved position description.
- Train to perform the assigned duties competently and safely.
- 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.
- Acknowledgment of Homes for All and HHCK as a funder and partner with your organization on social media, website, and other materials.
- Display Homes for All AmeriCorps logo on your website and use the term AmeriCorps member when referring to the individual serving at your organization.
- Allow the member to complete their term of service before hiring them.
- Support member development by encouraging and understanding the requirement of attending all Homes for All events/trainings.
- Support the professional and personal growth of the member by providing feedback, development opportunities, and the ability to enhance skills and obtain new ones.

**Technical Assistance + Supervisor Training**

After partner site announcements 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 July 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. We hold a number of trainings across the state to accommodate schedules and locations, but you'll only need to attend one.
Homes for All AmeriCorps Positions + Member Activities
Our program has (37) 1700 hour (full-time) and (2) 900 hour (half-time) positions available.

AmeriCorps positions include the following general activities –

- Building safe, healthy, affordable housing for low income individuals and families;
- Improving existing homes through repair, renovation and/or weatherization services;
- Teaching basic home maintenance and energy conservation skills to homeowners,
- Providing financial literacy training to economically disadvantaged individuals or groups;
- Providing housing and case management services to homeless or economically disadvantaged individuals;
- Recruiting, training, and leading volunteers in activities related to the above services;
- 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. Sites will use the template provided by Homes for All to develop a site-specific position description. The activities in the position description will be selected from a preapproved list. Sites should not deviate from this list in the member position description and will not assign the member any activities not included in the position description. Sites that do not meet this expectation will jeopardize their ability to host a member in the future.

Program Performance Measures + Goals
All member position descriptions will include the provision of direct-service activities that relate to housing and homelessness. The member position description addresses the following performance 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 to share the positive experience of community service and help others give their time and skills at your organization and in your community.

Within these performance measures, member responsibilities can be tailored to fit the needs of the host site and to support the skills of the individual members as long as the activities are pulled from the preapproved activities list.
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.

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
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.

Application

Application Design + Format

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

Submission Information

Application must be sent via email to application@hhck.org by Friday, May 22nd. Any application submitted without meeting the deadline and without all required application items will be considered nonresponsive and will not be reviewed. Organizations should pay careful attention to the requested information and refrain from submitting a general narrative used for other funding sources.

Add all materials in one continuous document (preferably PDF) with the Application Checklist as the starting document 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 or 502.223.1834. Organizations may also schedule a technical assistance call through this link.
AmeriCorps Application Checklist

Organization Name: Click here to enter text.

Date of Submission: Click here to enter text.

Contact for Application: Click here to enter text.

Organization Status: □ 501(c)3 Charitable Non-Profit  □ Government Agency

Does your organization have previous AmeriCorps experience? □ Yes  □ No

# of Housing Services Members Requested:

Full-time (1700 hours): Click here to enter text.  Half-time (900 hours): Click here to enter text.

# of Construction Members Requested:

Full-time (1700 hours): Click here to enter text.  Half-time (900 hours): Click here to enter text.

The application submitted includes:

□ Narratives

□ Member Training

□ Member Recruitment and Retention

□ Supervisor and Site Capacity

□ Member Position Description(s)

□ Signature Page
Applicant Information Form

**GENERAL INFORMATION:**

Legal Name: Click here to enter text.

EIN: Click here to enter text.

Mailing Address: Click here to enter text.

Physical Address: Click here to enter text.

**STAFF CONTACT INFORMATION**

Executive Director: Click here to enter text.  
Email Address: Click here to enter text.

Proposed Site Supervisor: Click here to enter text.  
Email Address: Click here to enter text.

Finance Contact: Click here to enter text.  
Email Address: 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.  
*excluding national service members

# 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

Would the Member you request perform any duties currently performed by an existing employee (see guidance included in the Partner Site Application Guidance)? □ 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: Click here to enter text.
Grant number:  Click here to enter text.
CFDA number:  Click here to enter text.
Agency:  Click here to enter text.

**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)? □ Yes   □ No

Would the Member you request perform any duties currently performed by an existing employee (see guidance included in the Partner Site Application Guidance)? □ Yes   □ No

Would the Member you request displace a volunteer or volunteers (see guidance included in the Partner Site Application Guidance)? Click here to enter text.

*If you answered yes to any question in this section, please explain in detail:* Click here to enter text.

Would your Member have recurring access to a member of a vulnerable population? (children, individual with a disability, individual over age 60)? □ Yes   □ No

Will you ensure that AmeriCorps members identify themselves as “AmeriCorps” at your site by wearing AmeriCorps shirts, lapel pins or buttons? □ Yes   □ No

Will you allow an AmeriCorps sign to be posted at your organization? □ Yes   □ No

Will you ensure your AmeriCorps member attends our program’s Pre-Service Orientation from August 12th-14th? Will you support the program and ensure your member attends other mandatory program training and projects? □ Yes   □ No

Applicant Signature:_____________________________   Date:_____________________________
Need
The goals of the Homes for All program are to provide housing services, new home construction activities, home repairs, and financial literacy classes to economically disadvantaged individuals in Kentucky. Our program has four community-driven core components:

- **Housing construction of single-family homes and repair services**: Members providing construction assistance at housing development organizations will work toward adding to the supply of affordable housing.

- **Housing counseling for home ownership and repair services**: Members who provide housing counseling to households seeking home repairs or new homeownership will use evidence-based curriculum from NeighborWorks America or other evidence-based model to work through credit, savings, and debt load issues so that the clients will receive federally subsidized mortgages or home repair loans.

- **Homelessness prevention and/or rapid re-housing of homeless households**: Members will provide housing retention or placement services to households at risk of or experiencing homelessness using a series of evidence-based tools known as the Service Prioritization Decision Assistance Tool (SPDAT). For clients at risk of homelessness, members will use the Prevention/Rapid Re-Housing Vulnerability Index-SPDAT as a screening tool, while using the Vulnerability Index-SPDAT in its various forms for people living on the street or in emergency shelter. Members will use the full SPDAT assessment as pre- and post-test and case management tool. Members will provide housing placement assistance and secure targeted need-based housing subsidies to ensure continued housing stability. Partner sites using federal funding will adhere to the Housing First model.

- **Capacity building for housing organizations**: Empower local organizations to meet the housing affordability needs of low-income Kentuckians. Based on the community's needs, they will conduct capacity building activities to strengthen the partner site's housing interventions. These interventions include the implementation of a volunteer system, program design improvements, building an in-kind resource system, and/or communications and/or outreach plan. Members will spend no more than 50% of their hours on capacity building activities.

Considering this information –

- Please describe the challenges related to housing and homelessness in your community. Provide evidence using qualitative and quantitative data that identifies the need in your communities and the areas you serve. Include documentation that demonstrates the extent or severity of the need.

- How will a Homes for All member help address those challenges? How many individuals will be served? What other metrics related to our program’s performance measures will the member work towards? (i.e. volunteers, number of units developed, number of units repaired, number of individuals housed, etc.)

- Which of our program’s components will your Homes for All member activities align with? Describe what members will do and the key roles they will play in your community.

- How will a Homes for All member make a positive difference in your current programs and services?

- What will the organization be able to accomplish that it wouldn’t otherwise through existing staff and/or volunteers?
Member Development
Another key component of our program is to develop and strengthen our members into civically engaged individuals through exposing them to injustice and critical community needs that they may not have experienced firsthand or known about prior to service. Our program has a 4-part Member Development Plan that includes the Point in Time Count, MLK Day of Service, Spring Service Project, and a community public speaking event to raise awareness of our program and the community issues they are working to solve. We seek to partner with organizations that craft meaningful roles for their members and provide the support and on-site training that members will need to excel in their role. We also seek to partner with organizations that understand AmeriCorps as an opportunity to foster the growth of individuals throughout their term of service, as opposed to seeing AmeriCorps members as a warm body filling a staffing gap.

Please respond to the following questions –

- How will you encourage the personal and professional development of your Homes for All member?
- What skills or knowledge will you help the member develop or learn over the year? (i.e. leadership, community outreach, issues related to housing, professionalism, etc.)
- What groups can you – and will – involve your member in to help them understand the community based approach to solving problems at your organization? (i.e. Local Prioritization Committees, Fahe Caucus meetings, local coalition or civic groups, etc.)
- Describe any other learning opportunities that your organization is willing and able to provide that could help members enhance their overall knowledge and experience.

Member Safety
Member safety is essential to our program. All organizations have some kind of risk that the member can experience during their term of service.

- 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.
- **Construction Positions:** 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 or other situations? What specific training will members have on safety prior to starting construction work?
- **Housing Services Positions:** How will you ensure the member is safe if they potentially encounter people (clients, walk-ins, family members of clients) with mental health or behavioral health issues?
Section: Member Training

AmeriCorps members must receive orientation and training that will give them the necessary knowledge and skills to accomplish assigned tasks. Homes for All 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 ongoing 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.
- 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.
- Identify the training curricula, the materials you will use, and the staff person/people responsible.
- How will you ensure that your member has learned what he or she needs to do in order to be successful in assigned tasks?
- 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.
- 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.
Section: Member Recruitment and Retention

Recruitment
Each year, our program enrolls members from every region of the state, including urban and rural areas, coming from various socioeconomic, racial, and religious backgrounds with a great variance in age. They have different beliefs, ideologies, and experiences that allow for a unique group of individuals that are brought together for a single purpose: serving their communities. Homes for All program staff works in conjunction with partner sites to recruit members. We encourage sites to recruit from their own communities, as well as from their pool of former beneficiaries.

- How will your organization recruit for an AmeriCorps member?
- Where will you advertise?
- Who will be involved in the interview process?
- What information do you plan to include about the AmeriCorps program in the interview?
- 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? 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.

Retention
Our program strives to achieve the highest retention rate possible. Members are expected to complete their full term of service (1700 or 900 hours). They may exit early successfully in a handful of conditions. 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?
- How will you support the member during their service?
- What steps will you take to prevent the member from dropping out of service?
- How will you resolve conflicts between the member and organization employees/volunteers?
- How will you establish professional protocol and the purpose of AmeriCorps for your organization in regards to your member?
Section: Supervisor and Site Capacity

Supervisor
Each organization that is selected to partner with Homes for All must designate (1) site supervisor. This one 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.

- Who will the site supervisor be for the AmeriCorps member?
- Why is this person the optimal choice? (what is their position or connection to the AmeriCorps member’s responsibilities)
- What is this person’s style of supervision and conflict management? How will they provide positive and constructive dialogue and feedback?
- How will the supervisor ensure the member feels comfortable bringing issues to the supervisor or organization’s attention?
- How often will the supervisor and member meet? What will be covered? What is the format?
- What is the succession plan in the event the current supervisor is out for an extended period of time or leaves the organization? (note: Homes for All must be notified of any changes before they occur)
- What schedule do you expect your member to serve? Will members ever be expected to serve outside of their regular schedule?

Site Capacity

New Sites:
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.

- How will you ensure your organization understands the mission and purpose of AmeriCorps and the role of AmeriCorps members? This includes staff, board members, volunteers, and other stakeholders.
- What is your plan for engaging program staff in addressing challenges or issues?
- What are your expectations of the Homes for All program and staff in the upcoming year? Do you have any specific needs that we may be able address?

Returning Sites:
Describe your organization’s experience as a partner site.

- Provide specific examples of accomplishments with your AmeriCorps members and their service in the previous program year.
- If you had challenges with your member or with the program, explain those challenges and how you plan to handle the challenges if they arise again.
- Was your organization able to successfully recruit and retain members for their terms of service?
- How will you ensure your organization understands the mission and purpose of AmeriCorps and the role of AmeriCorps members? This includes staff, board members, volunteers, and other stakeholders.
- What is your plan for engaging program staff in addressing challenges or issues?
- What are your expectations of the Homes for All program and staff in the upcoming year? Do you have any specific needs that we may be able address?
Section: Member Position Description

A member position description is essentially a job description – although AmeriCorps is not considered employment or staff members. Organizations should not 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 member position descriptions must align with our program model, its components and performance measures. To ensure this, member activities will be established from our program’s list of allowable activities (in bold). Sites may choose multiple activities from the list and may edit or add specific tasks to the approved activity as long as it aligns with the overall member activity.

Please note that AmeriCorps members must be primarily engaged in direct service. Administrative tasks must be kept to a minimum and relate to the program the member is supporting. 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.

Use the template provided to complete your member position description. Members will either be Housing Services or Construction. You will need complete a position description for each slot you are applying for (i.e. 1 housing services member, 1 construction member). Our staff will review, request clarifications or edits as needed, and confirm the approved position description before the member recruitment period.

Allowable Position Description Activities

Capacity Building Activities (no more than 50% of hours)

- **volunteer program development**: establish structure for volunteer program, create volunteer program policies, develop volunteer training, write volunteer needs assessment | for the purpose of supporting construction or housing services.
- **improving service programs**: enhance assessment and intake protocols, develop new housing or financial based curriculum, establish partnerships with other community based organizations or groups to support services.
- **developing in-kind resource system**: design and execute in-kind resource system to secure items such as food, toiletries, clothes, bedding, furniture, kitchen utensils, dishes, and other essential items to support clients experiencing homelessness or trying to maintain housing.
- **implementing communications and/or outreach plan**: implement a communications and outreach strategy to increase community awareness of and engagement in issues related to homelessness and housing, design templates for communications, identify organizations and agencies to connect with in order to provide better services to clients and develop partnerships.

Construction Member Activities

- **new home construction**: work with carpenters, other staff, or volunteers to build new homes with projects consisting of framing, roofing, painting, floor coverings, drywall, and other aspects of new home construction.
- **repair or rehab construction**: help improve existing homes by working with carpenters, other staff, or volunteers to complete critical home repairs with projects consisting of building ramps and porches, replacing windows and flooring, roofing, painting, and other aspects of home repair.
- **weatherization**: help improve existing homes through weatherization services including insulation, caulking, air duct work, window and door replacement, and other projects that contribute to reducing energy consumption and optimizing energy efficiency.
- **safety**: follows all safety procedures and takes proper precaution for personal safety and safety of volunteers, staff, carpenters, and other individuals on the worksite, care and accountability for all equipment and tools.
- **project selection and management**: identify home repair projects for low-income households through community outreach and from referral agencies, develop scope of work by reviewing household applications, home visits, writing project plans, creating materials list and project steps.
- **volunteer management**: during project including onsite management and project placement for volunteer groups.
- **volunteer recruitment and training**: to conduct new home, home repair or rehab, and weatherization activities.
- **client or homeowner management**: assist homeowners in maximizing their opportunities for required sweat equity hours and provide oversight of required hours for program completion. Provide general maintenance education, homeownership skills, and energy savings information to homeowners or clients through trainings, workshops, and/or other channels.
- **environmental reviews**: complete inspections and reports to ensure home is safe and healthy.
- **program support and operations**: activities related to the continuation of programs and services for clients including: work plans, intake and assessment, personnel activity records, creating and maintaining client files, writing and submitting client and data reports, recordkeeping related to client funding sources.

**Housing Services (Homeless Services)**

- **housing focused case management**: including the use of housing focused tools (full SPDAT) during on-site or client home visits to assist with housing stabilization.
- **housing counseling**: develop client-specific action plans to acquire and/or retain housing.
- **client assessment and intake**: conduct assessments (i.e. VI-SPDAT) for appropriate housing assistance or referrals for individuals and households experiencing or at risk of homelessness. Assessments may include information on other services needed by the individual or household.
- **client paperwork/documentation**: assist individuals and households in obtaining necessary documentation needed for housing assistance and funding sources.
- **housing searches**: assist individuals and households at risk of or currently experiencing homelessness in identifying and securing housing through housing searches, housing inspections, completing housing applications, meeting with landlords, etc.
- **service referral**: complete referrals to other agencies for supportive services to assist clients in acquiring other resources for self-sufficiency, maintaining housing, and/or achieving greater financial stability.
- **ongoing case management and client support**: including education, employment and financial literacy support and guidance, connecting clients to in-kind emergency services such as food, clothing, transportation, or medical care, assisting clients in applying for public benefits such as SNAP, K-Tap,
Medicaid, SSI/SSDI, and other cash and non-cash benefits, transportation to service providers, accompany clients to meetings/appointments.

- **Rent or Utility Assistance**: provide emergency rent or utility assistance to individuals at risk of eviction or utility shut off and other financial assistance to support homelessness prevention.
- **Landlord Outreach**: develop relationships with new or existing landlords to connect clients to appropriate housing, mitigate any client-landlord issues, and conduct unit inspections.
- **Street Outreach**: identify and engage people living in unsheltered locations to provide services and referrals and ensure the individual’s basic needs are met while supporting them towards housing stability.
- **Program Support and Operations**: activities related to the continuation of programs and services for clients including case management notes, data entry (i.e. KYHMIS), personnel activity records, maintaining client files, writing and submitting client and data reports, recordkeeping related to client funding sources, and/or securing food or shelter supplies.

**Financial Literacy**

- **Financial Literacy Training**: provide financial literacy workshops and trainings to groups of prospective clients, new clients, or existing clients.
- **Financial Literacy Counseling**: provide individual, in-depth counseling sessions that help clients understand and use good financial management skills including financial planning, managing debt, and personal finances.
- **Credit Counseling**: pull credit reports, analyze credit reports, and obtain other required supporting documentation to appropriately refer client to programs and services, develop client-counselor action plans, follow-up with clients on goals and progress, provide other counseling services related to improving credit.
- **Budget and Debt Management Counseling**: work with clients to create responsible budget, develop client-counselor action plans, follow-up with clients on goals and progress, provide other services related to successful fiscal management.

**Housing Services (Homeownership or Home Repair Services)**

- **Homeownership Counseling**: support clients through the various stages of the homeownership process including counseling to a homeownership ready status through credit or budget sessions, securing required documentation and paperwork, completing loan applications, teaching homeownership education and home maintenance.
- **Home Repair Loan Counseling**: support clients seeking home repairs through securing required documentation and paperwork, completing loan applications, assessing repair needs, and any counseling required to get clients ready to secure a home repair loan or program services.
- **Client Assessment and Intake**: meet with new or prospective clients to assess program eligibility and course of action, provide information on programs to new or prospective clients.
- **Client Paperwork/Documentation**: assist individuals and households in obtaining necessary documentation needed for housing assistance and funding sources.
- **Homebuyer Education**: teaching courses or individual counseling sessions to prospective homebuyers.
- **Homeownership Education**: teaching courses or individual counseling sessions on basic homeownership maintenance for households in pre and post purchase status.
▪ **program support and operations:** activities related to the continuation of programs and services for clients including counseling notes, data entry (i.e. CounselorMax), personnel activity records, maintaining client files, writing and submitting client and data reports, and recordkeeping related to client funding sources.

**Other Housing Related Services**

▪ **public outreach events:** support organization in the planning and implementation of events to increase community support and involvement, increase awareness of issues related to housing and homelessness, and speak on those issues to various groups (i.e. civic groups, churches, college classes).

▪ **interagency or community meetings:** participate in interagency or community meetings (i.e. Local Prioritization Committees) to identify other supports for clients or connect clients to other agencies.

▪ **voluntary client sessions:** provide training and education on parenting, life skills, personal goal setting, financial management, health and safety, tenant education, job readiness, and employment.

▪ **community service projects or workdays:** support organization in the coordination of a community based service project (i.e. Repair Affairs or House Raising) through counseling, program paperwork, designing scope of work, volunteer recruitment or management, and construction activities.

▪ **member training:** attend local, regional, state, or national trainings to acquire new skills that will support the member in delivering services to their clients or communities.

**Volunteers**

▪ **volunteer recruitment:** identify groups to secure as volunteers, conduct outreach to groups, provide information on volunteer opportunities.

▪ **volunteer management:** provide management and supervision of volunteers to ensure proper oversight and guidance, manage with the intent to retain volunteers for future services.

▪ **volunteer training:** lead sessions for individuals or groups on volunteer program and policies (i.e. safety, emotional intelligence, client confidentiality).
Homes for All AmeriCorps
Member Position Description

Program Name: Homes for All
Grant Number: 20ES220654
Program Year: 2020-2021

Member Title: Housing Services AmeriCorps Member or Construction AmeriCorps Member

Member Name: Click here to enter text.
Member Slot: full time (1700 hours) or half time (900 hours)

Member Start Date: August 1st, 2020
Member Completion Date: July 31st, 2021

Partner Site Name: Click here to enter text.
Site Supervisor Name and Title: Click here to enter text.

Performance Measures:
Homes for All members will provide housing services to 2500 economically disadvantaged individuals, including those experiencing homelessness.

1. 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.
2. Homes for All members will train, recruit, or manage 550 volunteers.

Member Criminal History Check Information:
This position entails access to a vulnerable population (recurring, episodic, or no – write one of the three options in the blank space). Vulnerable populations = children under 18, 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)
- State of Service (AOC) _X_ (required for all Members)
- State of Residence (Member identifies other state as residence) ____ (if applicable)
- FBI (only members with recurring access to a vulnerable population as listed above)___

AmeriCorps Member Activities:
Each activity 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). Pull from the list of Allowable Position Description Activities. Ex:

- Activity #1 (25%)
- Activity #2 (30%)
- Activity #3 (30%)
- Activity #4 (5%)
- Other Duties Related to the Homes for All Program (10%)
  - Participate in 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.
- Participate in program conference calls and other check-ins
- Submit timesheets and program reports in a timely manner
- Check emails and respond to programmatic requests in a timely manner
- Represent Homes for All AmeriCorps positively at their site and in their community

**Member Evaluations:**
Member will undergo (2) performance evaluations during their term of service. Member will be evaluated on site specific and program specific performance.

**Minimum Qualifications:**
*General (do not erase):*
- Willingness to provide information to complete and undergo a National Service Criminal History Check
- Be at least 17 years of age at start of service
- High school diploma or GED
- Citizen, national, or lawful permanent resident of the United States

**Additional Education/Work or Volunteer Experience:**
Click here to enter text.

**Physical Demands:**
Click here to enter text.

**Work Environment:**
Click here to enter text.

**Machines, Tools & Equipment:**
Click here to enter text.

*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:____/____/2020

Site Supervisor Signature:___________________________           Date:____/____/2020

**Homes for All Program Director________________________**        Date:____/____/2020
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 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:_____________