

Healthy Futures AmeriCorps Program

Request for Proposals 2022-2023

Thank you for your interest in the Mountain Roots Healthy Futures AmeriCorps Program.

Hosting AmeriCorps Members is an exciting opportunity to increase your organization's impact with an infusion of human resources and to train, engage, and cultivate the next generation of professionals in your field of work. We believe a network of rural organizations whose missions and projects are aligned with the focus areas of the program and with the member experience can achieve more, faster, which translates into positive change for rural Colorado communities.

About the Program

The Mountain Roots Healthy Futures Program's focus is community food systems. We engage individuals of all backgrounds to contribute their time, energy, and talents to improve personal, economic, and environmental health for communities in rural Colorado. Healthy Futures places AmeriCorps Members in Host Site organizations across Western Colorado. Host Sites have key roles in identifying community need, developing and implementing community-based projects, determining position descriptions for their members, member selection, supervising members, and reporting on the measurable outcomes of member service. Members gain valuable experience, while the host sites and communities benefit from the services the members provide. In this application, it will be important to clearly state the impact you intend to have through member service.

About AmeriCorps National Service

AmeriCorps members serve directly with nonprofit organizations to tackle our nation's most pressing challenges. The Mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service. AmeriCorps supports 74% of the program costs and 50% of member costs.

UNITE AmeriCorps bridges divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges. Disperses more than \$800 million in funding each year.

STRENGTHEN AmeriCorps provides resources and people power to organizations dedicated to the improvement of communities. Over 270,000 individuals are serving in organizations dedicated to strengthening their community.

IMPACT AmeriCorps enriches the lives of those we serve and those who serve.

LEAD AmeriCorps is the only federal agency for community service and volunteerism. AmeriCorps empowers an entire ecosystem committed to the betterment of communities across America. Each year, AmeriCorps partners with more than 2,000 organizations committed to helping communities nationwide.



Information for Potential Host Sites

Healthy Futures is a rural intermediary (a ‘hub’) for national service in central Colorado with a focus on community food systems. We partner with organizations whose work aligns with the vision and mission of Mountain Roots Food Project. Services in rural communities are often interlinked and can work along a variety of sectors to accomplish healthy outcomes. To be eligible, organizations must qualify as a nonprofit, government, school, or other charitable organization.

Healthy Futures Focus Areas

PRIMARY

Food Systems (nonprofit or government organizations increasing agricultural production, food security, garden, nutrition, and environmental education)

Activity will include engagement of individuals who report an increase in food security through community gardens/farms, local food pantries, and increased economic development around food distribution.

Outcomes correlated to change in behavior to improve individual’s access to healthy eating.

SECONDARY

Health and Environment (nonprofit or government organizations minimizing health impacts, increasing outreach/education for health and environment)

Activity will include engagement of individuals with a specific health-related goal, increased health knowledge or environmental stewardship. Outcomes correlated to change in behavior improve individual’s health or to better protect the environment, and/or improvement of local trails, waste management systems, and waterways.

Becoming a Host Site for AmeriCorps Service

By partnering with Mountain Roots as a host site for AmeriCorps member service your organization can:

- > Add human resources (people-power) to launch new or expand existing programs and projects in your community
- > Improve your ability to address community needs more effectively and more efficiently;
- > Build organizational capacity; increase job skills, create more job opportunities;
- > Deepen the impact of the programs and services you provide to individuals or communities; and
- > Broaden the scope of your programs and services to reach previously underserved communities.

Host sites provide meaningful projects that address a community need, provide direct, day-to-day supervision of the member, mentor and guide the member’s service, provide professional development opportunities for the member, provide facilities and resources for member’s service (including an office area, Wi-Fi, computer), and support data collection, evaluation and reporting.

Healthy Futures is responsible for the technical and financial management of the program, providing administrative support to members including training, payroll and healthcare, and for reporting data and outcomes to AmeriCorps.

The Process

1. Host Site Application

During the application process, interested organizations:

- a) identify local projects that align with the program focus areas for which they request member service,
- b) determine your service needs -- consider the number of members you want, and the length of their commitment to your organization, and
- c) identify a supervisor who can provide day-to-day supervision for the member.

2. Host Site Invitation and “Slot” Awards

In Amerispeak, each member service position is called a “slot.” If your organization is selected to become a host site, awards will be announced in an email with further communication and instruction regarding position development, recruiting planning, and host site onboarding training. Sites may not be awarded the full request and may be referred to seek service positions with other organizations managing AmeriCorps programs across the state. Please note, Host Site Application is a competitive process. Applicants are not guaranteed an awarded member position.

3. Recruitment, Selection, and Placement.

Host Sites should be prepared to actively engage in recruiting members for their positions. The process is similar to how you’d advertise and recruit for a formal position opening. Mountain Roots supports the recruitment process by posting open positions on National and State recruitment platforms and screening candidates for pre-qualification. Prospective Members apply through recruiting websites and can apply directly through the local Mountain Roots Healthy Futures Member Application.

The Host Site organization interviews and selects (offers) the position to the member who will serve at your site. It is important that host site organizations actively participate to secure members in a timely manner to ensure proper enrollment and onboarding timelines. Members must be selected and enrolled a minimum of six weeks prior to their start date.

4. Sharing a Member (maximum of two organizations)

Organizations may see a benefit to sharing an AmeriCorps member with an affiliate nonprofit or community partner. Sites who share a member also share costs, supervision, and provide a wide range of activity supporting your community. Please be sure to include this information in your application.

5. Cost Share

Host Sites accepted into the program receive a 50% program match to support the member’s living allowance, training, and education award. Sites must commit to pay a 50% cash match to Healthy Futures, invoiced quarterly. Funds must come from non-federal sources and must be secured prior to signing a contract. Host Sites pay a deposit of \$250 per member to the Healthy Futures Program to secure a position. The deposit is applied to the first quarter payment.

6. Service.

Members are boots on the ground who get things done. Host Sites provide guidance and day-to-day supervision. The program supports members and provide a variety of opportunities to hone skills and knowledge.

- 20-25 hours of professional development training.
- First Aid CPR and Food Safety 2-year certifications.
- Training stipends for further professional development and certification.
- Service gear / uniforms (shirts, pins, name badges, etc.) for program and national service recognition.
- Members support services including; health care, support counseling, living allowance payments, and FICA/Workers Compensation are also included in member support administration.

Member Term	Minimum Hours Required	Member Living Allowance*	Education Award 2022-23*	Total Compensation	Host Site Cost Share	%	Funded by Program
Full Year Members	1700	\$18,482	\$6,485	\$24,967	\$12,000.00	48%	\$12,967
Three-Quarter Year	1200	\$12,938	\$4,547	\$17,484	\$8,400.00	48%	\$9,084
Half Year	900	\$9,241	\$3,248	\$12,489	\$6,000.00	48%	\$6,489
Reduced Half	675	\$7,023	\$2,458	\$9,481	\$4,764.71	50%	\$4,717
Quarter Year	450	\$4,805	\$1,718	\$6,524	\$3,176.47	49%	\$3,347

**amounts are specific to service year 2022-23. AmeriCorps typically raises the living allowance and education award each year.*

Service terms may be linked together to create a longer commitment with your organization. For example, if you're seeking an 18-month commitment starting in January of 2023 and running through June 2024, two three-quarter terms may be linked together. After completing one full year of service, members are eligible for a 10% increase in living allowance, and cost shares increase accordingly.

Application Instructions

1. The Application starts on page 6. Delete pages 1-5 from this document and re-save with your organization's name at the end of the file name. Your application should not exceed 4 pages total.
2. Complete the cover sheet and narrative questions. Sign.
3. Include the following attachments – Member Service Listing; Letter of Support
4. Email the application form, narrative, and attachments to healthyfutures@mountainrootsfoodproject.org. Include a list of available dates for you and leadership (board or other staff member) for a follow up interview and clarification, August 16 – 20, 2021.

Next Steps: Applicants will be contacted for a follow up interview with program director.

Timeline (approximate)

Applications are accepted on a rolling basis, however, we might not always have open / available slots for member service. Typical time from the start of the application to the start of member service is 4 months.

Below is an example timeline for a host site interested in having a member start in January 2023.

July-Sept	Request for Proposals is open. Interested host sites invited to apply. Clarification and Review of applications.
Sept 1	Notification of Host Site Status and “Slot” Award.
September 15	Healthy Futures finalizes Host Site Agreement/Deposit Due Position Description and MAP finalized and approved.
September 30	Member Recruiting Begins
Nov 15	Selection Deadline for January start – 6 weeks prior to service
January 2023	Member Service Begins

Typical Program Annual Calendar

January	Start of service orientation for Jan starts. Selection deadline for March starts.
February	monthly member training call (zoom)
March	start of service orientation for March starts, Selection deadline for May starts. Cesar Chavez Day of Service, monthly member training call
April	monthly member training call
May	start of service orientation for May starts, monthly member training call; in-person site visits for new host sites; MOB tour #1
June	MOB tour #2, monthly member training call; Mid-term Evaluations conducted.
July	2-day Member Retreat (end of the month), monthly member training call; selection deadline for September starts
August	monthly member training call; MOB tour #3, host site renewal requests open
September	Sept 11 Day of Service; monthly member training call; host site renewal requests awarded
October	start of service orientation for October starts; monthly member training call
Nov	monthly member training call; selection deadline for January starts; host site supervisor annual meeting
December	break in service from mid-December through early Jan

HEALTHY FUTURES AMERICORPS HOST SITE APPLICATION

ORGANIZATION			
Name of Organization		EIN	
Mailing Address			
Physical Address			
Organization Type: <input type="checkbox"/> Nonprofit <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Coalition			
Other _____			

Primary Contact		Title	
Email			
Office Phone		Mobile Phone	

Who will be the Member's Supervisor?		Title	
Email			
Office Phone		Mobile Phone	

LOCATION OF SERVICES (if different from above)			
Will you be sharing your member with a community partner? YES NO			
Street Address	City	State	Zip
1)			
2)			

MEMBER SLOT REQUEST: Please select a member slot and number of members for your application. Slots that are awarded but not filled will be allocated forward to the next onboarding cycle.
Example: XYZ organization is awarded a Full Term slot but is unable to fill before the Nov 15 deadline. The slot is reduced to a Three Quarter Term and will begin in March. XYZ can still have a member serving for a full year, from March – March, by linking two service terms together.

# of members requested	Member Service Positions	PROGRAM AREA
		Farm to School Community Farm / Garden Food Security Health-Environment
	FULL TERM (January to December only – 11 months) Year Round @ 40 hrs/wk	
	THREE QUARTER TERM (March to November only – 9 months) Year Round @ 30 hrs/wk	
	Seasonally / Part of a year @ 40 hours/wk	
	HALF TERM Year Round @ 20 hrs/wk (11 months)	
	Seasonally / Part of a Year @ 40 hours/wk (6 months)	
	QUARTER TERM Seasonally / Part of a year @ 40 hours/wk – roughly 3 months	

NARRATIVES (300-word limit for each)

Please leave question headings in your application submission. You may delete the instructions in italics.

1. Executive Summary

Include mission, primary area of need, description of population served, number of members requested, program area in which they will serve, and expected outcomes.

2. Need

Describe the need in measurable terms. Include relevant characteristics of the community. How were these needs identified? What activities is your organization currently doing to address the identified community needs?

3. Program Design

Explain your project's goals and its alignment with program focus areas, and expected outcomes. How will the requested AmeriCorps member's activities meet the needs of the community that your organization serves?

4. Member Position Summary

a) Describe the responsibilities and activities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.

b) Member Qualifications: Identify the specific areas of knowledge, skills and abilities, minimum qualifications, training, or experience required to be qualified for and successful in the position.

c) Please attach a Member Service Listing using the Template provided.

5. Organizational Capability

Describe your management plan for member development by answering the following questions individually.

a) Have you hosted an AmeriCorps Member before? When? What was your experience like?

b) How will you orient your member to your organization, your community, and your project?

c) What other professional development opportunities will you provide to enhance the member experience?

d) How will your member report to your supervisor: frequency, method, and type of communication?

e) What Fiscal and partner resources are available to contribute towards the administrative costs of the AmeriCorps Member? Please indicate if your cost share is secure or pending.

f) *How will your organization assist in the recruitment of your AmeriCorps member(s)?*

g) *How does your organization utilize volunteers?*

Acknowledgements

I understand that AmeriCorps members placed through Mountain Roots Healthy Futures Program are required to:

Attend program orientation, team trainings, mob tours, a mid-year member retreat, participate in team conference calls, and participate in three National Days of Service projects. I agree to release them from the site to participate in said activities. We support Mountain Roots in its effort to provide member training and recognition events and will accommodate occasional absences of the member (with advanced notice, when possible) for this purpose.

I agree to support and fulfill all cost share payments, position development requests, attend supervisor training, and provide the AmeriCorps member with adequate support and supervision.

I certify that our cost share funds are from non-federal sources.

Application Submitted by (printed name)	Signature	Date

Glossary of Terms

AmeriCorps Member: An individual serving on a full-time or part-time basis in an AmeriCorps program who is eligible to receive an education award or alternative post service benefit. AmeriCorps **members** (not referred to as volunteers or employees) are special because they chose to give a substantial amount of their time to serve their community. While this is not without benefit to them, the benefit truly comes from how much effort and heart they put into the service. Because of their commitment, the Corporation for National and Community Service believes in providing members with as many opportunities for development and growth as possible. Therefore, the selection of members and their development is a very important component of all AmeriCorps programs. AmeriCorps member service activities should not duplicate the routine functions of or displace employees or existing volunteer.

AmeriCorps members who serve may come from your community, state, or anywhere around the country and will serve full time, three quarter time, or half time. Experience levels range from recent college grads to retired professionals. Members are different ages, genders, races, cultures and come from different socioeconomic backgrounds, yet all of them share the dedication and commitment of giving something back to the community and the mission of “getting things done.”

Host Site: This is a group or organization that acts as a project sponsor and is responsible for the actual location where a member is serving, and a project is to be performed. Host Sites develop member duties, assist with recruiting their member(s), and provide daily guidance, and mentorship. This entity may also provide task-specific training, technical assistance supervision, or other services as agreed to in a contract or other formal agreement between the program and the host site. Host Sites are selected through a competitive process based on whether their goals meet program objectives and critical community needs.

Host sites will provide the member with a well-defined position that has clear goals and objectives. Proposed member description must address the **Food Systems, and/or Environment focus areas**. Host sites should match the requirements with host site activities to fit their organization’s mission and the program goals.

Performance Measures: Performance Measures or measurable outcomes are indicators intended to help a grantee measure the results of an AmeriCorps program’s activities on community beneficiaries and participants. Performance measures are based on outputs, intermediate outcomes, and final outcomes.

Site Supervisor: Among other duties, the person designated as the Site Supervisor will attend a Site Supervisor orientation provided by the Program, orient and train the AmeriCorps member to the host organization, community, and project, hold regular meetings with the AmeriCorps member, complete required program forms, and maintain regular communication with the Program Director.

Serve Colorado (State Commission): A 15-25-member, independent, bipartisan commission appointed by a governor to implement service programs in a state. Each state commission receives funding from CNCS and awards AmeriCorps State program grants to eligible organizations to address critical community needs. Serve Colorado staff train and monitor sub-grantees to ensure compliance with federal grant regulations and maximize the impact of AmeriCorps programming.