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**United Way Corps**

**2021-2022**

**Host Site Information and Application Form**

Kjrsten “KJ” Abel Ruch

Director, Community Engagement

United Way of Douglas County

[kabelruch@unitedwaydgco.org](mailto:mmcroberts@txbgc.org)

645 Vermont Street, #590

Lawrence, KS 66044

785-843-6626 ext. 1005 phone

Please read all information carefully prior to completing and submitting host site application.

**DEADLINE**: Application is **due by 5pm on Tuesday, June 15, 2021,** in completion, by via email or mail as listed above.

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# **United Way AmeriCorps Program Information**

*The United Way of Douglas County has been tentatively awarded a grant to operate an AmeriCorps program where individuals, called members, are placed at Health and Human Service Agencies throughout Douglas County for specific purposes and for specific time frames.* Following is some basic information.

# **Who Can Apply:**

Any Health and Human Service Agency in Douglas County. Host sites must abide by the rules, regulations, and responsibilities outlined in this application document and other materials that will provide additional details.

# **What:**

*AmeriCorps is a national service program of the federal agency formally known as the Corporation for National and Community Service (CNCS) that is also supported and monitored by a state entity called the Kansas Volunteer Commission.* AmeriCorps programs engage individuals, called members, in service for a year or more to address community needs. These members are people each host site will recruit, in coordination with the United Way, to serve a year at a time in a either a full-time or half-time capacity. In exchange for their year of service, full-time members receive a living allowance of up to $15,100 and an education award of $6,345 upon successful completion of their service term and hours. The education award can be used to pay college costs or to repay student loans. In addition, The Serve America Act allows for the transfer of education awards if the member is at least 55 years old when they began the term of service and the person to whom the award is transferred has to be the transferring individual’s child, grandchild, or foster child (certain conditions apply).

## **Why:**

The United Way of Douglas County AmeriCorps Program and Members will help agencies continue to respond to the COVID-19 pandemic through capacity building activities. All agencies work hard to provide needed services to the community, but are limited in capacity because of dollars, staff time, and increased demand for services. By being a part of this AmeriCorps program, your agency will have at least one individual who will be responsible for increasing the capacity and sustainability of the partner organizations that they serve.

The program that has been submitted is for 7 full-time and 6 part-time members to serve a 11-month period, mid-September to mid-August, in approximately 9 agencies throughout Douglas County. Full-time members will serve approximately 40 hours per week, 8 hours per day, for a total of about 48 weeks (about 11 months). Part-time members will serve 20 hours a week for a total of 48 weeks.

The problem this program is addressing is response to COVID-19 pandemic by building capacity. Members will provide, support, and/or facilitate access to services and resources that contribute to improved outcomes for economically disadvantaged people by increasing the capacity of the host-site organization where they serve in response to the COVID-19 pandemic. Activity includes assessing capacity needs and resources, develop or improve capacity and sustainability in at least one key organizational deficit area as outlined by CNCS Organizational Capacity Assessment. Capacity building involves strengthening nonprofits so that they can better achieve their missions of serving clients and improving lives. Areas outlined include:

1. Leadership
2. management and operations
3. community engagement
4. Service
5. evaluative

In addition, members will also:

1. Recruit 250 volunteers – 20 volunteers per Corps member
2. 6,250 hours in volunteer assistance –480 hours per Corps member
3. Increase organizational capacity in one key area.

All of this means that members will be on-site during host site operational hours and will also have time to build and strengthen relationships with the community partners, prepare for program implementation and participate in other activities like training, service days and other Corps events.

**So, what:**

The program impact is as follows:

* 9 Agencies will host AmeriCorps members.
* At the end of the service year, at least 8 host-site agencies will report an increase in organizational capacity as measured by pre- and post- scores using the [CNCS Organizational Capacity Assessment Tool](https://www.nationalservice.gov/sites/default/files/resource/CNCS_Organization_Assessment_Tool_Final_082517__508_0.pdf)
* At the end of the service year, at least 8 host-site agencies will report an increase in sustainability capacity as measured by pre- and post- scores using the [Center for Public Health Systems Science (CPHSS) Program Sustainability Assessment Tool (PSAT)](https://sustaintool.org/psat/assess/#about-assessment).

Additional sources include the following:

1. Member interviews and service reports
2. Site supervisor interviews and service reports
3. Volunteer surveys

## **When and How:**

**Host Site Applications** for the 2021-2022 Program Year, which will start on September 8, 2021, are **due by 5pm on Tuesday, June 15, 2021.**

Applications will be approved, based on a competitive review and agencies will enter into a partnership with the United Way of Douglas County contingent upon funding which should be announced in July.

Host sites will be selected on the following criteria:

* Organizational and Staff capacity of Agency
* Commitment to program and proposed activities in response to COVID-19
* Demonstrated need.
* Understanding of roles and responsibilities
* Commitment to members’ leadership and professional development
* Demonstration of clear and consistent member supervision
* Compliance history with other United Way programs
* Vista, RSVP, or AmeriCorps experience
* General application quality

This estimated timeline means that program start up tasks like contracts, recruitment, and selection, etc. will happen either in the months of July and August.

## **How To Apply:**

Complete and sign the attached application via email or mail no later than **COB Tuesday, June 15** to Kjrsten “KJ” Abel Ruch as detailed on the cover page.

# **United Way of Douglas County Corps Roles and Responsibilities**

| **Responsibilities** | **Individual Health and Human Service Agency - Host Site Agency** |
| --- | --- |
| **Financial** | Provide a cash match for about 50% of each member’s living allowance.  $7,500 per full-time member (1700 hours)  $3,750 per half-time member (900 hours)  Agencies can submit full payment or be invoiced monthly. |
| **Programmatic** | Identify the specific Capacity Building Area and how it relates to COVID-19 recovery. Have 2+ staff members complete the below assessments and submit average scores.   * Complete the CNCS Organizational Capacity Assessment Tool (submit page 23-24) * [Center for Public Health Systems Science (CPHSS) Program Sustainability Assessment Tool (PSAT)](https://sustaintool.org/psat/assess/#about-assessment). (Submit page 6)   Sign a Memorandum of Understanding between Agency and Program that outlines roles, responsibilities, and other commitments – to be signed by the Agency’s Director.  Send the AmeriCorps member Supervisor to a mandatory orientation with the United Way. |
| **Member Recruitment and Selection** | Assist in recruitment of members that will serve at host sites and represent the diversity of Douglas County and the clients served.  Participate in required interview and selection process before making final member decisions. |
| **Member Orientation and Training** | Host Site Agencies are responsible for position specific orientation and training applicable to the agency, community and member activities as follows:   1. Conduct a pre-service orientation for your members that covers AmeriCorps requirements, program overview information, agency history and overview, introductions to key staff, etc. 2. More in-depth agency training that covers topics such as agency programming, volunteer management, data collection and reporting, team building, diversity, etc. 3. Allow and support access to any trainings through your agency or national affiliations. 4. Provide ongoing training throughout the year or allow members to attend offered trainings throughout the year that help them in this year and beyond. 5. Allow for participation in monthly trainings that members must attend. 6. Allow for participation in trainings provided by the Kansas Volunteer Commission 7. Allow for participation in Days of Service (911, MLK, AmeriCorps Week) |
| **Member Supervision** | Assign a designated site supervisor for members, who will:   * review and approve monthly timesheets and reports. * provide day-to-day informal supervision and formal weekly supervision. * attend pre-service orientation. * Sign a Memorandum of Understanding between the Supervisor and the United Way specifying the Supervisors roles and responsibilities. * participate in bi-monthly conference calls. * conduct mid-tern member evaluations. * participate in an annual site visit. * provide ongoing feedback to make program and agency work stronger. * Participate in any required trainings hosted by the Kansas Volunteer Commission |
| **Member Experience** | Allow members to present program and its outcomes to local board of directors, agency committees, staff meetings, community groups, parents, etc.  Support participation in local or regional national service days |

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| **Additional Logistical Concerns** | Serve as a partner with the United Way of Douglas County  Provide members office space and the equipment necessary to complete their day-to-day service activities.  Facilitate connections with agencies and clients.  Support data collection and reporting  Demonstrate an ability to ensure member activities and achieve measurable outcomes consistent with overall program design. |

# **Member Specific Information:**

## **Member Summary:**

As stated earlier, the following positions will be available for the 2021-2022 program year.

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| **Position Type** | **Service Hour Requirement** | **Max. Service Period** | **Service Term** | **Minimum Living Allowance** | **Education Award** | **Host Site Fee** |
| Half-Time | 900 Hours (20 hours a week) | 12 months | September to August | $7,900 | $3,097.50 | $3,950 |
| Full-Time | 1700 Hours (40 hours a week) | 12 months | September to August | $15,100 | $6,195.00 | $7,500 |

## **Member Eligibility:**

In order to be a member, individuals must meet the following eligibility requirements:

1. Possess a high school diploma or equivalent certification OR agree to purse high school completion during term of service.
2. Must pass a national service criminal history check.
3. 17 years of age or older upon commencement of service
4. Be a citizen, national, or lawful permanent resident alien of the United States.

## **Member Prohibited Activities:**

It is important to say briefly that there are expectations not only for what members will do but also for what members will not do. Members are not meant to, nor are they allowed to while charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps Program or the Corporation:

1. staff the front desk and do administrative work.
2. services or duties that have been performed by or were assigned to any presently employed staff person; employee who recently resigned or was discharged; employee who is subject to a reduction in force or has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; employee who is on leave (terminal, temporary, vacation, emergency, sick, etc.); or employee who is on strike or who is being locked out.

Finally, there are specific activities that are outlined as prohibited by the national office as follows:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to Federal office or the outcome of an election to a State or local public office.
6. 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.
7. 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 proselytization, consistent with section 12584 of this title.
8. Consistent with section 12584 of this title, providing a direct benefit to any business organized for profit; labor union; partisan political organization; nonprofit organization that fails to comply with the restrictions contained in section 501(c) of title 26, except that nothing in this paragraph shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and organization engaged in the religious activities described in paragraph (7), unless the position is not used to support those religious activities.
9. Providing abortion services or referrals for receipt of such services.
10. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
11. Carrying out such other activities as the Corporation may prohibit.

## **Fundraising Restrictions:**

An AmeriCorps member may spend no more than ten percent of their agreed-upon term of service, as reflected in the member enrollment, performing fundraising activities, as described below.  AmeriCorps members may raise resources directly in support of the AmeriCorps program's service activities.

Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following: 

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
5. Seeking donations from alumni of the program for specific service projects being performed by current members.

## **AmeriCorps members may not:**

1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment.
2. Write a grant application to the Corporation or to any other Federal agency.

# **United Way of Douglas County**

# **CORPS APPLICATION**

# **Complete ONE Application per requested host site**

## **Section I** **-** **Agency Information**

Agency Name:

Physical Address:

Days and Hours of Operation:

Club Contact Person for This Application:

Name:

Phone:

Email:

## **Section II** **Staffing and Capacity Information**

Director Name and Contact Information:

Name:

Phone:

Email:

Proposed Member Supervisor Name, Title, and Contact Information:

Name:

Phone:

Email:

Describe your Agency staffing structure (number of staff, full-time/part-time, years of experience, etc.

Has your agency ever served as a site of an AmeriCorps Program or other national service program like VISTA (Volunteers in Service to America) or Senior Corps to name a few?

If yes, provide details of your experience and knowledge base:

How will staff be trained about the AmeriCorps program (ex:what is AmeriCorps, who is the Kansas Volunteer Commission, prohibited and unallowable activities, member role with agency, etc)?

## **Section III -Program Related Questions**

Number of Corps Members requested:

Full-Time Position(s)

Half-Time Position(s)

If you selected Full-time Position, would you consider a Half-Time Position if no Full-Time positions were available?

Why do you want to be a part of the United Way Corps AmeriCorps Program?

What funding sources will your agency utilize to secure the cash match for each member’s living allowance?

What capacity building area will the member focus on during their term?

* + Leadership
  + Management & Operation
  + Community Engagement
  + Service
  + Evaluative

What specific problems and service gaps related to COVID-19 would this program and the members be able to address through capacity building activities?

Why is your agency a good fit for this program?

Do you have a current volunteer management program?

If yes, in what ways does the program need to grow and expand?

If no, what specific areas of volunteer management would you like members to fill?

## **Member Experience - Section IV**

What ideas do you have for member makeup and recruitment efforts?

Retaining members for their complete service term is very important and crucial to our success and future funding. What ideas do you have to support retention both at the agency level and in the overall program?

What resources will be made available for your member(s) to ensure the success of the project? (Check all that apply.)

      Office/Desk

      Computer

      Internet

      Postage

      Copier

      Phone

      Mileage/Service-Related Reimbursement

Other resources that will be made available to your members (please describe below if checked):

What trainings or professional development does your agency provide to staff that can be provided to AmeriCorps members during their term of service?

How does the supervisor verify service hours (ex: timekeeping system, spreadsheet, member file for documenting trainings, etc.)?

## **Assessments** **-Section V**

How many staff completed the below assessments?

* [CNCS Organizational Capacity Assessment Tool Results](https://www.nationalservice.gov/sites/default/files/resource/CNCS_Organization_Assessment_Tool_Final_082517__508_0.pdf), (if you are a returning site, use your scoring from the 2020-2021 Grant year. Post assessment scores will be used for 2021-2022 year).
  + Include Page 23 & 24 as an attachment
* [Center for Public Health Systems Science (CPHSS) Program Sustainability Assessment Tool (PSAT)](https://sustaintool.org/psat/assess/#about-assessment).
  + Include Page 6 as an attachment

# **PLEASE SIGN:**

I certify that the information contained in this Host Site Application is true and correct to the best of my knowledge. I understand that this application does not guarantee the placement of members in my agency.

**Name of Agency:**

**Signature Name:**

**Authorized Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**Attached: Page 23 & 24 of** [CNCS Organizational Capacity Assessment Tool](https://www.nationalservice.gov/sites/default/files/resource/CNCS_Organization_Assessment_Tool_Final_082517__508_0.pdf)

**Attached: Page 6** [Center for Public Health Systems Science (CPHSS) Program Sustainability Assessment Tool (PSAT)](https://sustaintool.org/psat/assess/#about-assessment).