

# Accessing Home AmeriCorps Program

2020-2021 Service Site Application

### **Contact Information**

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| Organization Name: |  |
| Organizational Address: |  |
| Organizational Website: |  |
|  |  |
| Executive Director: |  |
| Executive Director Email: |  |
|  |  |
| Contact Person/Title: |  |
| Contact Person Email: |  |

### **Request for Resources**

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| --- | --- |
| How many Accessing Home AmeriCorps members are you requesting? |  |

|  |  |
| --- | --- |
| **Position Title** | **Supervisor Name and Title** |
| 1. |  |
| 2. |  |
| 3. |  |

### **Application Questions**

1. **Community Need:** Accessing Home AmeriCorps Members are deployed to improve housing stability for community residents through outreach, partnership building, education, and one-on-one coaching. Describe the specific challenges in your community/properties that undermine housing stability in your community that your AmeriCorps member(s) would work to address. Examples include seasonal unemployment, gentrification, homelessness, and addiction. Please use data or anecdotal evidence when possible. (200 words maximum)

*Enter your response here.*

1. **Impact:** Each Accessing Home AmeriCorps Member is expected to serve a minimum total of 85 low-income households during their service term. Briefly describe the types of services your member(s) will be providing and the anticipated number of households receiving each service.

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| --- | --- |
| **Service Provided** | **Projected # of Households/Clients Receiving Services** |
| ***Example:*** *Classroom-based tenant education* | *80* |
| ***Example:*** *DHS benefits screenings and application assistance* | *70* |
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Briefly describe how the activities performed by your AmeriCorps member will support housing stability in your community.

*Enter your response here.*

1. **Member Training:** What training will the member(s) receive at the Service Site to prepare for the service position? Is the Service Site able to provide additional training and networking opportunities throughout the term of service? Will the member(s) have regular access to technical support and supervision? (200 words maximum)

*Enter your response here.*

1. **Service Site Member Support Capacity:** Describe your organization’s ability and capacity to effectively recruit, supervise, support, and provide adequate resources for an AmeriCorps member at your site. Please confirm: the member would have access to a desk, phone, computer with internet, and any other tools necessary for execution of duties; will have regular access to the supervisor and key support staff; able to be excused for AmeriCorps training and events without issue; and will be treated as part of the staff at the Service Site. (200 words maximum)

*Enter your response here.*

1. **Member Benefits:** Please list/describe any additional benefits the member will receive from the serving with your organization. Examples include: relevant field experience, housing provided or subsidized, additional training, certifications, non-cash goods, networks, etc. (200 words maximum)

*Enter your response here.*

### **Questions for Property Owners**

If your organization does not own property, please skip this section.

1. What is the total number of units in your rental portfolio? *Enter your response here.*
2. Who manages your portfolio (please list all parties if more than one)? *Enter your response here.*
3. What software does your property management company use? Enter your response here.
4. On average, how many demand letters are sent in a month (use approximate value if actual is unknown)? *Enter your response here.*
5. How many households were evicted from your properties in 2019 (use approximate value if actual is unknown)? *Enter your response here.*

### **Service Site Obligations and Guarantees**

It is important to us to ensure that organizations understand the expectations of Accessing Home AmeriCorps prior to committing to hosting a Member. By initialing in the boxes below, you indicate that your organization understands key program responsibilities. If selected to host a Member, the partner organization agrees to:

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| --- | --- |
|  | Recruit, interview and select the Accessing Home AmeriCorps member(s) to serve at your organization by the September 1, 2020 start date. |
|  | Complete BCI and other needed clearances for site supervisors by AmeriCorps member start date. |
|  | Ensure the member(s) does not engage in prohibited activities as outlined in the Member Contract and ensure the member(s) does perform service as described in the approved service description(s). |
|  | Provide the member(s) with a workstation, a computer, a phone line, and mileage reimbursement for service-related travel. When reimbursing the member(s) for mileage, adhere to your organization’s policies. |
|  | Ensure the AmeriCorps member(s) is recognized as such in all publications and that they are wearing the AmeriCorps apparel they are provided with each day they serve. |
|  | Provide the member(s) with an orientation to the organization (including expense reimbursement policies and office protocols) within the first 10 days of his/ her service. |
|  | Abide by the placement site agreement set forth by the AmeriCorps program including but not limited to progressive discipline and grievance procedures. |
|  | Allow, support and encourage the member(s) to attend all scheduled Accessing Home and AmeriCorps meetings and training events. |
|  | Diligently track member hours and approve the member’s bi-weekly timesheets. Provide sufficient service hours to assist the member to meet the minimum program requirement to earn an education award. |
|  | Assist the member in submitting required data and program reports on or before their due dates. |
|  | Complete required six month and twelve month performance appraisals and evaluations for the members serving with your organization. |
|  | Attend all Accessing Home sponsored supervisor meetings and trainings related to AmeriCorps. |
|  | Participate in the Accessing Home workgroup to help improve the program, open communication, and ensure the overall program is meeting its goals. |
|  | Deploy Accessing Home AmeriCorps member(s) to advance the overall Accessing Home initiative and to perform the duties set out in their approved service descriptions. |
|  | Submit any changes to approved member service descriptions to the Accessing Home Program Manager for approval. |
|  | Submit documentation for in-kind contributions, site supervisor time sheets and mileage reimbursements. In-kind contributions need to be at least $4500 per member. |
|  | Make timely cash contribution payments totaling $10,000 per full-time member. The fees are split into equal monthly payments which will be invoiced to your organization. |
|  | Be available for a minimum of 2 site visits with the Accessing Home staff and discuss successes and concerns with Accessing Home program staff as they arise. |

### **Authorized Signature Page**

I guarantee that our organization can commit to the above obligations to ensure a successful term for an AmeriCorps Member and to meet the goals of the Accessing Home Program.

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| --- | --- |
| Signature: |  |
| Title: |  |
| Date: |  |