



**United Way Corps**



**2023-2024**

# **Host Site Information and Application Form**

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

**Host Site Applications** for the 2023-2024 Program Year, which will start on **September 26, 2023**.

**A letter of intent is due by May 26.** This should include: number of members, scope of activities, host location, potential supervisor and slot type.

**Final Applications are due by 5pm on Thursday, June 8, 2023.**

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**United Way AmeriCorps Program Information**

*The United Way of Kaw Valley has been 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. The 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 AmeriCorps Program Guidelines that can be found online at <https://www.americorps.gov/grantees-sponsors/state-subgrantees>

**What:**

*AmeriCorps is a national service program supported and monitored by the AmeriCorps Federal Agency and a state entity called the Kansas Volunteer Commission. AmeriCorps programs engage individuals, called members, in service for a term to address community needs. In coordination with the United Way, each host site will recruit members to serve a term (up to a year at a time) in a full-time or part-time capacity. In exchange for their term of service, full-time members receive a living allowance of up to \$19,125 and an education award of \$6,495 upon successful completion of their service term and hours. Part-time members receive a living allowance and education award. 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 being transferred to is the individual's child, grandchild, or foster child (certain conditions apply).*

**Why:**

The United Way of Kaw Valley AmeriCorps Program and Members will help agencies continue to recover from 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.

Members will serve from mid-September to mid-August, in approximately 9 agencies throughout Douglas County. Slot Types available are listed below. The slot time outlined is **the shortest time frame** a member can serve for the designated slot type if serving 35-40 hours a week. Specific enrollment time frames are listed below in a matrix.

- Full-time slot (1700 hours) will serve up to 40 hours a week for 49 weeks.
- Half-time slot (900 hours) will serve up to 20 hours a week for 49 weeks.
- Quarter -time slot (450 hours) will serve up to 10 hours a week for 49 weeks.

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**Members will provide, support, and/or facilitate access to services and resources that contribute to improved outcomes for economically disadvantaged people. Members will do this by increasing the capacity of the host-site organization where they serve to help with recovery from the COVID-19 pandemic.**

Activities may include assessing capacity needs and resources, developing or improve capacity and sustainability in at least one key organizational deficit area, as outlined by AmeriCorps Organizational Capacity Assessment. Capacity building involves strengthening nonprofits so that they can better achieve their missions of serving clients and improving lives. Specific member work may include: recruiting volunteers, community outreach, developing/piloting a new program, updating program manuals, or developing marketing materials.

Areas of focus (as outlined through the assessments) may include:

- 1) Community engagement Capacity
- 2) Service Capacity
- 3) Evaluative Capacity

In addition, members will also be required to:

- 1) Engage volunteers with the goal of recruiting or working with an average of 20 volunteers.
- 2) Engage volunteers with the goal of an average of 11 hours contributed by each volunteer.
- 3) Increase organizational capacity in one key area.

Members will be on-site during their service hours (tele-service is not permitted). Members will also 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.

**The program impact for our community is as follows:**

- Eight Agencies will host AmeriCorps members.
- At the end of the service year, at least 6 host-site agencies will report an increase in organizational capacity as measured by pre- and post- scores using the [AmeriCorps Organizational Capacity Assessment Tool](#)
- At the end of the service year, at least 6 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 \(PSAT\)](#).

Additional sources include the following:

- 1) Member interviews and service reports
- 2) Site supervisor interviews and service reports
- 3) Volunteer surveys
- 4) Evaluation Report

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**When and How:**

**Host Site Applications** for the 2023-2024 Program Year, which will start on September 26, 2023, are **due by 5pm on Thursday, June 8, 2023. A letter of intent is due by May 26. This should include: number of members, scope of activities, host location, potential supervisor and slot type.**

Following a competitive review process, approved agencies will enter a partnership with the United Way of Kaw Valley.

Host sites will be selected on the following criteria:

- Compliance history with other United Way programs (including AmeriCorps and other programs)
- Organizational and Staff capacity of Agency
- Commitment to program and proposed activities in helping community to recover from the COVID-19 pandemic
- Demonstrated need.
- Understanding of roles and responsibilities of host site, site supervisor and site staff
- Commitment to members’ leadership and professional development in conjunction with the United Way, Kansas Volunteer Commission, and the member
- Provide opportunities for member growth and development at the site and in the community
- Demonstration of clear and consistent member supervision, meeting with member at least weekly
- Previous Vista, RSVP, or AmeriCorps experience
- Quality and clarity of the overall application

This estimated timeline means that program start up tasks like contracts, recruitment, and selection, etc. will happen prior to members starting at the host site.

**How To Apply:**

**Complete a letter of intent by May 26. This should include: number of members, scope of activities, host location, potential supervisor and slot type.** United Way staff may follow up with you to provide recommendations for your application. You may submit a completed application in lieu of a letter of intent.

Complete the attached application via email or mail no later than **COB June 8** to Kjrsten “KJ” Abel Ruch as detailed on the cover page.

**United Way of Kaw Valley Corps Roles and Responsibilities**

Responsibilities	Individual Health and Human Service Agency - Host Site Agency
<b>Financial</b>	Provide a cash match equivalent to about 50% of each member’s living allowance full-term member allowance is \$19,125.  Agencies can submit full payment or be invoiced monthly.  \$8,000 per full-time member (1700 hours) \$4,250 per half-time member (900 hours) \$2, 200 per quarter time member (450 hours)

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

Responsibilities	<b>Individual Health and Human Service Agency - Host Site Agency</b>
	<p>Host Match helps to cover costs of the program. This includes and is not limited to:</p> <ul style="list-style-type: none"> <li>• Background screening for all potential members</li> <li>• Member gear as required by AmeriCorps</li> <li>• Member trainings provide by the United Way and the Kansas Volunteer Commission</li> <li>• Payroll related costs (ie: worker comp insurance, FICA, member stipend, payroll processing)</li> <li>• Administrative Staff time for grant compliance with Kansas Volunteer Commission and AmeriCorps (including required staff trainings)</li> </ul>
<b>Programmatic</b>	<ol style="list-style-type: none"> <li>1. Identify the specific Capacity Building <u>Area</u> and how it relates to COVID-19 recovery. Have 2+ staff members complete the following assessments and submit average scores.  <i>If you are a returning site, we will use the 2022-2023 post assessment.</i> <ul style="list-style-type: none"> <li>→ <a href="#">AmeriCorps Organizational Capacity Assessment Tool</a></li> <li>→ <a href="#">Center for Public Health Systems Science (CPHSS) Program Sustainability Assessment Tool (PSAT)</a>. (Submit page 6)</li> </ul> </li> <li>2. Sign a Memorandum of Understanding between Agency and Program that outlines roles, responsibilities, and other commitments – to be signed by the Agency’s Director.</li> <li>3. Send the AmeriCorps member Supervisor to a mandatory orientation with the United Way.</li> <li>4. Member supervisor completes On3Learn required modules before member starts their term of service.</li> <li>5. Supervisor complete MOU.</li> </ol>
<b>Member Recruitment and Selection</b>	<p>United Way <b>helps</b> recruit members for your host site, with a focus on representing the diversity of Douglas County and the clients served. Once selected as a partner site, hosts <u>must submit their screening process and interview matrix</u> to United Way.</p> <p>Hosts will participate in the required member interview and selection process before making final member decisions.</p> <p>Host sites are required to respond to potential applicants within <b>7 days of receipt of application from United Way</b>.</p> <p>Selection and placement are contingent on screening by the United Way, the Host Site, and upon completion of a successful background check of member(s).</p> <p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1. A potential member applies for the program.</li> <li>2. Member completes a phone screening with United Way staff.</li> </ol>

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

Responsibilities	<b>Individual Health and Human Service Agency - Host Site Agency</b>
	<ol style="list-style-type: none"> <li>3. Viable candidates are sent to the host site.</li> <li>4. The host site MUST make contact with the potential member within 7 days of receipt. Host site interviews member.</li> <li>5. The host site follows up with the United Way on their selection decision.</li> <li>6. If the member is selected to serve at the host site, <u>the United Way will reach out to the member</u> to offer them the position and follow-up with all background screening steps.</li> <li>7. Members are enrolled under the United Way and are serving at host sites. Members fall under the policies and procedures of the United Way.</li> </ol>
<b>Member Orientation and Training</b>	<p>Our program goal is for at least 10% of members service time to include member development and training. Host Site Agencies are responsible for position-specific orientation and training applicable to the agency, community and member activities as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) More in-depth agency training that covers topics such as agency programming, volunteer management, data collection and reporting, team building, diversity, etc.</li> <li>3) Allow and support access to any trainings through your agency or national affiliations.</li> <li>4) Provide ongoing training throughout the year or allow members to attend offered trainings throughout the year that help them with personal and professional development.</li> <li><b>5) Allow for participation in monthly trainings or meetings with the United Way that members must attend unless arrangements have been made ahead of time.</b></li> <li>6) Allow for participation in trainings provided by the Kansas Volunteer Commission</li> <li>7) Allow for participation in Days of Service (MLK, AmeriCorps Week, Juneteenth, Day of Action, etc)</li> </ol>
<b>Member Supervision</b>	<p>Assign a designated site supervisor for members, who will:</p> <ol style="list-style-type: none"> <li>1. Meet with member at least weekly.</li> <li>2. Review and approve bi-weekly timesheets and reports.</li> <li>3. Provide day-to-day informal supervision and formal weekly supervision.</li> <li>4. Attend pre-service orientation.</li> <li>5. Sign a Memorandum of Understanding between the Supervisor and the United Way specifying the Supervisors roles and responsibilities.</li> <li>6. Participate in quarterly conference calls.</li> </ol>

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

<b>Responsibilities</b>	<b>Individual Health and Human Service Agency - Host Site Agency</b>
	<ol style="list-style-type: none"> <li>7. Conduct mid-term and end of service term member evaluations.</li> <li>8. Participate in an annual site visit(s).</li> <li>9. Provide ongoing feedback to make program and agency work stronger.</li> <li>10. Participate in any required trainings hosted by the Kansas Volunteer Commission</li> </ol>
<b>Member Experience</b>	<ol style="list-style-type: none"> <li>1. Allow members to present programs and outcomes to local board of directors, agency committees, staff meetings, community groups, parents, etc.</li> <li>2. Support participation in local or regional national service days</li> <li>3. Support member in member development, including individual member service project (as approved by Program Director.)</li> <li>4. Help members to engage volunteers at your host site. If the host site doesn't regularly engage volunteers, allow members to develop a plan to engage volunteers with the help of subject matter experts.</li> </ol>

<b>Additional Logistical Concerns</b>	<ol style="list-style-type: none"> <li>1. Serve as a partner with the United Way of Kaw Valley.</li> <li>2. Provide members with office space and the equipment necessary to complete their day-to-day service activities, including a computer.</li> <li>3. Facilitate connections with agencies and clients.</li> <li>4. Support data collection and reporting, specifically related to engaging volunteers.</li> <li>5. Demonstrate an ability to ensure member activities and achieve measurable outcomes consistent with overall program design.</li> </ol>
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United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**Member Specific Information:**

**Member Summary:**

As stated earlier, the following positions will be available for the 2023-2024 program year.

Additional slot types may become available during the program year.

<b>Position Type</b>	<b>Service Hour Requirement</b>	<b>Service Period</b>	<b>Latest Start Date</b>	<b>Maximum Living Allowance</b>	<b>Education Award</b>	<b>Host Site Fee</b>
Full Time	1700 hours	40 hours a week	Oct 30	\$19,125	\$6,895	\$8,000
Half Time	900 Hours	20 hours a week	Oct 30	\$10,125	\$3447	\$4,250
Quarter-Time	450 hours	10 hours a week	Oct 30	\$5,063	\$1,824	\$2,200

**Member Eligibility:**

To be a member, individuals must meet the following eligibility requirements:

- 1) Possess a high school diploma or equivalent certification OR agree to pursue 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.
- 5) Have some college or verifiable work experience.

**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. Below are specific activities members are not meant to, nor are they allowed to do while accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps Program or AmeriCorps.

**Members are not permitted to do the following:**

- 1) Staff the front desk or do administrative work.
- 2) Services or duties that have been performed by or were assigned to any presently employed staff person; an employee who recently resigned or was discharged; an 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.



United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**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.

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**AmeriCorps members may not:**

1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment. EX: Host site annual fundraising event to support organizations general funds. This includes recruiting volunteers for the event.
  2. Write a grant application to the Corporation or to any other Federal agency.
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**Example of AmeriCorps Members Duties for their Host Site:**

The AmeriCorps member assist in covid recovery by:

- Develop program, implement design, and measure progress for the following agency programs:
  - Group Volunteering
  - Skilled Volunteering
  - Pop-Up volunteer project (build off of existing program, time permitting)
  - Community Resource Fair (in conjunction with Back-to-School Supply Drive)
- Assist with the planning and implementation for Juneteenth, Youth Service Day and/or United Way Days of Service as permitted by AmeriCorps regulations.
- Assist with additional agency programs, activities, and emerging initiatives as allowable and permitted by AmeriCorps regulations, in response to COVID-19 and volunteer programs.
- The AmeriCorps member will aid the agency covid recovery through creating compelling stories and craft targeted messaging through the creative use of photography, videography, and design.
- Develop internal UWKV digital resources including videos, print, and training documents.

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**Example Time Requirements for AmeriCorps Members** (*Hours a week, how many weeks/months, schedule each week*)

- Hours a Week: Minimum of 35 hours/week: 1700 hours required by the end of the term of service; exact service hours will depend on assigned projects.
  - Length: 49 weeks -September 26, 2023-August 30, 2024
  - Service Hours:(*are there specific hours members must serve or is there flexibility in their schedule*): Members scheduled hours will be Mon-Fri, between 9 am-6pm with additional evenings and weekends hours for volunteer or organization events. A set schedule with be determined with member and site supervisor and communicated to the United Way (ex: Mon, Wed, Fri from 9:00 a.m. – 3:00 p.m.)

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**United Way of Douglas County**  
**CORPS APPLICATION**

**Complete ONE Application per requested host site**

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**Section I - Agency Information**

Agency Name:

Physical Address:

Days and Hours of Operation:

Agency Contact Person for This Application:

Name:

Title:

Phone:

Email:

**Section II Staffing and Capacity Information**

Director Name and Contact Information:

Name:

Title:

Phone:

Email:

Finance Staff Name and Contact Information (if different than Director listed above)

Name:

Title:

Phone:

Email:

Proposed Member Supervisor Name, Title, and Contact Information (if different than Director listed above)

Name:

Title:

Phone:

Email:

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

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, including proposed start and end dates (must be between September 26, 2023 and August 30, 2024):

_____ Full-Time Position(s)	Start Date_____	End Date _____
_____ Half Time Position(s)	Start Date_____	End Date _____
_____ Quarter Time Position(s)	Start Date_____	End Date_____

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?

Why is your agency a good fit for this program?

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

How does your program utilize volunteers or how can your site utilize volunteers?

What specific areas of volunteer engagement would you members be able assist?

What capacity building area will the member focus on during their term? **(please select ONE)**

- Community Engagement
- Service
- Evaluative

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

What would the member's duties be at your site? This will be included in the member position description. (Example on page 10)

What is the proposed schedule for member(s)? (Example on page 10)

#### **Member Experience - Section IV**

What ideas do you have for member makeup and recruitment efforts? **(Sites are asked to partner with the United Way to recruit for their site and not rely on the United Way to be responsible for all of the recruiting efforts).**

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

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.)?

Are there any specific requirements need to serve with your agency (ie: vaccination, education, reliable vehicle, etc.)

United Way AmeriCorps Program  
2023-2024 Host Site Application and Information

**Assessments -Section V**

How many staff completed the below assessments?

- [AmeriCorps Organizational Capacity Assessment Tool](https://americorps.gov/sites/default/files/document/09102021_OrganizationalCapacityAssessmentTool-508_ORE.pdf?msclkid=914795d4d15911ec866dd1a16ec1878c), (if you are a returning site, use your scoring from the 2022-2023 Grant year. Post assessment scores will be used for 2023-2024 year).  
[https://americorps.gov/sites/default/files/document/09102021\\_OrganizationalCapacityAssessmentTool-508\\_ORE.pdf?msclkid=914795d4d15911ec866dd1a16ec1878c](https://americorps.gov/sites/default/files/document/09102021_OrganizationalCapacityAssessmentTool-508_ORE.pdf?msclkid=914795d4d15911ec866dd1a16ec1878c)
  - 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  
<https://sustaintool.org/psat/assess/#about-assessment>

**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:**

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**Attached: Page 23 & 24 of [AmeriCorps Organizational Capacity Assessment Tool](https://americorps.gov/sites/default/files/document/09102021_OrganizationalCapacityAssessmentTool-508_ORE.pdf?msclkid=914795d4d15911ec866dd1a16ec1878c)**

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

**Attached screening process and interview matrix**