

# 2008 – 2009 Nebraska AmeriCorps\*State and National *Host Site Application*

## BACKGROUND

ServeNebraska requires a “Host Site Application” be completed by all entities seeking to utilize AmeriCorps members through a partnership with an organization submitting an application for AmeriCorps programs for 2008-2009.

For the purposes of this document Lutheran Family Services will be referred to as “Lead Agency” and the program/organization completing the application will be considered the “Host Site.”

LFS AmeriCorps strives to provide service in areas of community strengthening, education, refugee and immigrant issues, volunteerism, and youth enrichment. Preference will be given to host sites providing service in one or more of these issue areas. Host sites must be able to accommodate members for the service year of September 1, 2008 through August 31, 2009.

**Completed applications are due by Friday, June 6, 2008.** Applications can be mailed to: LFS AmeriCorps 1941 South 42<sup>nd</sup> Street Ste. 402 Omaha NE 68105 or faxed to 402-827-3218.

## Host Site Organization Requirements

1. Host Sites must have a basic understanding of national service and AmeriCorps. Informational resources available include Lead Agencies, ServeNebraska [[www.nvsc.ne.gov](http://www.nvsc.ne.gov)], and the Corporation for National & Community Service [[www.americorps.org](http://www.americorps.org)].
2. AmeriCorps programs function best in an environment of positive communication and strong collaboration. Host Sites and Lead Agencies must communicate often and effectively.
3. All potential Host Sites must provide direct, daily supervision and direction to each AmeriCorps member and assure that AmeriCorps member efforts are targeted toward specified grant objectives.
4. As AmeriCorps programs develop and grow, so must the AmeriCorps members. All Host Sites are required to provide specific information about professional development and training that will be offered and provided to all AmeriCorps members.
5. The Corporation for National and Community Service emphasizes program and site sustainability. ServeNebraska, and, subsequently, all AmeriCorps\*State programs operating in Nebraska will be expected to provide realistic and viable plans for how they will gradually increase programmatic sustainability through their grant cycle. This expectation extends to Host Sites as well as Lead Agencies. Host Sites will be expected to provide details on how they will sustain the programmatic work of AmeriCorps members when those members are no longer available.

## 2008 – 2009 Nebraska AmeriCorps\*State and National *Host Site Application*

### **Section I: Lead Agency Information**

Lead Agency Name:     Lutheran Family Services of Nebraska    

AmeriCorps Program Name:     LFS AmeriCorps    

### **Section II: Host Site Organization Information**

Host Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

CEO/Executive Director: \_\_\_\_\_

Proposed AmeriCorps Supervisor Name: \_\_\_\_\_

Current Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Section III: Prior Host Site National Service Experience**

1. Does the Host Site have experience implementing national service programming?  Yes  No  
If yes, check the boxes for each type of national service the Host Agency has prior experience.

<input type="checkbox"/> AmeriCorps	Year Began: _____	Year Ended: _____
<input type="checkbox"/> AmeriCorps* VISTA	Year Began: _____	Year Ended: _____
<input type="checkbox"/> Senior Corps	Year Began: _____	Year Ended: _____
<input type="checkbox"/> Service Learning	Year Began: _____	Year Ended: _____

2. Please briefly summarize the goal(s) of the prior national service participants:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section IV: AmeriCorps Members Requested**

1. Number of AmeriCorps members requested

- \_\_\_\_\_ Full Time Leader-1700 hours (host site cost- \$14,750)
- \_\_\_\_\_ Full Time-1700 hours (host site cost- \$8,400)
- \_\_\_\_\_ Part Time-900 hours (host site cost- \$4,200)
- \_\_\_\_\_ Quarter Time- 450 hours (host site cost- \$2,100)
- \_\_\_\_\_ TOTAL:

2. Please attach a position description for each proposed AmeriCorps position.

3. Please briefly explain how these AmeriCorps members will add value or expand the services your organization currently provides to the community:

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**Section V: Certifications:**

*Please explain any response of "No" on a separate sheet of paper*

- 1. Our organization has experience implementing complex state and federal governmental grants.  Yes  No
- 2. Our organization has a basic understanding of AmeriCorps.  Yes  No
- 3. Our organization asserts that AmeriCorps members will not be used to displace or replace organizational staff or to fill any current or planned staff vacancies.  Yes  No
- 4. Our organization understands and will assure that the primary focus of AmeriCorps members is direct service and not administrative or clerical work.  Yes  No
- 5. Key staff within our organization have reviewed the 2008-2009 AmeriCorps Request for Applications [viewable online at: <http://www.nvsc.ne.gov/> ].  Yes  No
- 6. Our Board of Directors is aware and approves of our involvement in this AmeriCorps partnership.  Yes  No
- 7. Our organization has a prior strong working relationship with the Lead Agency.  Yes  No
- 8. The Lead Agency has explained to our organization how our efforts will fit into the grant design and assist with attainment of  Yes  No

grant objectives.

9. The Lead Agency has shared a Host Site Agreement with us or otherwise clearly explained mutual expectations in writing.  Yes  No

10. The Lead Agency has explained the financial obligations [cash and in-kind] of our involvement in this project including costs associated with the living allowance and benefits of the AmeriCorps members who will serve in our organization.  Yes  No

11. Our organization has provided a written commitment to meet the financial obligations outlined by the Lead Agency if the grant is awarded.  Yes  No

12. Our organization will actively assist and participate in the recruitment and selection of the highest caliber AmeriCorps members for our organization and the team to be directed by the Lead Agency.  Yes  No  
*Please list a few examples of how you will assist with this process:*

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

13. Our organization is committed to providing AmeriCorps members with active and qualified supervision.  Yes  No

14. Our organization is committed to providing AmeriCorps members with the training needed to assure their success and professional development.  Yes  No

15. Our organization is committed to providing AmeriCorps members with dedicated workspace, office supplies, and computer access.  Yes  No

16. Our organization understands that AmeriCorps members and their supervisor(s) will be asked to participate in team activities and meetings, trainings, and other grant related endeavors away from our organization. We commit to allow AmeriCorps members and their supervisors to participate in these opportunities.  Yes  No

17. Our organization specifically commits to assuring that all full-time AmeriCorps members will attend the following events sponsored by ServeNebraska:  Yes  No

- a. AmeriCorps\*State Kick-Off  
 October 3, 2008
- b. Annual Governor’s Conference on Community Service

TBA, 2008

**Section VI: AmeriCorps Member Development**

In addition to providing resources to better communities, a primary focus of AmeriCorps is increasing the skills and abilities of the individuals who serve as AmeriCorps members.

1. Please highlight at least five of the trainings and professional development opportunities you will provide for AmeriCorps members. Do not include organizational orientation:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**Section VII: Program Outcomes**

1. Please list one program output and one outcome that will be impacted by AmeriCorps service:  
*Example: Output: 40 youth will participate in mentoring activities during AmeriCorps program year.*  
*Outcome: 80% of youth will increase reading skills through mentoring participation during AmeriCorps program year.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please describe your system for collecting data to document your AmeriCorps members' accomplishments in producing Outputs and Outcomes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please describe your organization's Sustainability Plan, as it relates to your use of AmeriCorps members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please describe how your Host Site’s objectives contribute to the overall objectives of your current AmeriCorps Lead Agency:

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The Host Site Applicant must sign and date the certification below:

**HOST SITE CERTIFICATION**

I hereby certify that this completed Host Site Application for partnership in an AmeriCorps\*State and National program for the 2008 – 2009 Program Year is complete and accurate. I understand and accept the requirements and restrictions included or appended in this Host Site Application and agree to abide by said requirements and restrictions if the identified Lead Agency is selected for funding for the 2008 – 2009 Program Year. A signed copy of the Assurance in Appendix A is attached to this application.

\_\_\_\_\_

Host Site Executive Director/CEO

\_\_\_\_\_

Date

The Lead Agency must review the Host Site Application, sign and date the certification below:

**LEAD AGENCY CERTIFICATION**

We hereby certify that we have reviewed this completed Host Site Application for partnership in an AmeriCorps\*State and National program for the 2008 – 2009 Program Year. We certify that a representative of our Lead Agency has established direct contact with the Host Site applicant regarding a partnership opportunity between our two agencies. We certify that our Lead Agency has provided the Host Site applicant all required and necessary documentation and information to complete this application.

\_\_\_\_\_

Lead Agency Program Director

\_\_\_\_\_

Date

\_\_\_\_\_

Lead Agency Executive Director/CEO

\_\_\_\_\_

Date

## APPENDIX A

### *AmeriCorps Member Service Restrictions Assurance*

#### 1. Allowable Work for Members

Corporation for National and Community Service prohibits AmeriCorps members from performing services that supplant or take the place of services provided by Host Site/organization staff members, or services previously provided by Host Site/organization staff members or by a person in a vacated position.

As of the 2007 – 2008 AmeriCorps\*State program year, members are not allowed to perform non-AmeriCorps-related duties at their Host Site, or at any other AmeriCorps site, for a fee, a contracted amount, a stipend, an honorarium or any other form of payment.

#### 2. Allowable Hours for Members

AmeriCorps members may not earn hours serving for more than one (1) AmeriCorps program. AmeriCorps members may not serve hours toward AmeriCorps-related objectives that are not the objectives of the grantee program through which they have a contract. If an AmeriCorps Host Site has members from more than one grantee program, that member shall only serve hours toward the objectives of the program that has a contract with said member.

#### 3. Allowable Income for Members

AmeriCorps members are free to earn additional income through employment outside Nebraska's AmeriCorps programs and sites as long as this employment does not interfere with their commitment to AmeriCorps service.

#### 4. Host Sites with Members from Multiple Grantees

The NVSC encourages diversity in the services provided by AmeriCorps members in Nebraska and the communities, locations and organizations where AmeriCorps members serve. ServeNebraska requires sustainable, high-impact relationships among Host Sites/Organizations and AmeriCorps\*State program grantees that expand the range and level of programs offered to beneficiaries in Nebraska. It is understood that Host Sites/Organizations want to utilize AmeriCorps members to expand/or add multiple types of proactive programs at their Host Site/organization.

5. In order to ensure continuity of member management and experience; promote stewardship among Nebraska's AmeriCorps\*State programs; and encourage sustainability and diversity within Nebraska's non-profit sector, AmeriCorps Host Site/organizations will only be allowed to host members from one AmeriCorps\*State grantee program.

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Host Site Executive Director/CEO

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Date