



## **Salt Lake County's Most Vulnerable Populations (MVP) AmeriCorps Program**

**Release Date: September 01, 2026**

**Application Due Date: September 30, 2026**

**Submission Method:** Completed checklist must be submitted electronically via SmartSheet.

### **Returning Applicant Instructions**

**If your organization is part of the 2026 program year:**

- **Reapplying** for the **same position descriptions** previously submitted and approved, or
- **Adding an additional member** to an **already approved position**,

 **You are not required to complete the full application.**

Instead, please **complete the checklist below**

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### **Checklist Submission Instructions**

**Attach the completed checklist to your Application Submission Form.**

Be sure to complete **all sections** of the Submission Form, including the **number of members** requested.

**Link: [2027 Program Year Application Submission Form](#)**

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For additional resources, please visit the Application Resources page on our website:

 <https://www.saltlakecounty.gov/ohcjr/ameriCorps/>

**Projected Schedule:**

- **Application Due Date:** September 30, 2026
- **Anticipated Notice of Award:** October 9, 2026
- **Mandatory Host Site Training:** November 03, 2026
- **Host Recruits and Interviews:** December- Ongoing
- **Member Service Begins:** January 2027

Thank you for your interest in the **AmeriCorps Most Vulnerable Populations (MVP) Program** for the 2027 program year.

If you have any questions regarding how to complete the application, please contact:

Nicole Bernard

*AmeriCorps Program Director*

**Office of Homelessness and Criminal Justice Reform**

385-468-7145

[nbernard@saltlakecounty.gov](mailto:nbernard@saltlakecounty.gov)

Organization Name: \_\_\_\_\_

 **Responsibility Checklist**

**Salt Lake County's Most Vulnerable Populations (MVP) AmeriCorps Program**

**To be completed and submitted by organizations applying to host AmeriCorps members**

Organizations **applying** to host AmeriCorps members must agree to and comply with the following responsibilities. Please **check each box** to confirm your understanding and agreement.

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**Member Service Position Requirements**

- ☐ Member position must involve direct service to clients
  - ☐ Member positions cannot duplicate or supplement current employee roles
  - ☐ Member position cannot replace or displace current staff
  - ☐ Member position cannot be primarily administrative or clerical
  - ☐ Member position must align with the program's mission and purpose
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**Host Agency Responsibilities**

- ☐ Comply with the 2025 Terms and Conditions for AmeriCorps State and National Grants (see Exhibit 1)
- ☐ Maintain active representation in the Salt Lake Valley Coalition to End Homelessness
- ☐ Pay quarterly site fee as outlined by program requirements
- ☐ Prevent members from engaging in Prohibited Activities while clocking hours for the program. (see Exhibit 2)
- ☐ Post Member Prohibited Activities list in visible location within member workspaces.
- ☐ Assign a Supervisor to oversee member service, training, and compliance

☐ Provide proof of insurance as outlined in Exhibit 5

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### **Host Agency Supervisor Responsibilities**

- ☐ Ensure members **record service hours weekly**, verify and electronically sign in IPT system by **3 PM each Monday**
  - ☐ Attend mandatory Supervisor Orientation before program year begins
  - ☐ Complete member performance evaluations (mid-term & final) using the provided form (see Exhibit 3)
  - ☐ Enforce AmeriCorps service gear policy (e.g., lanyard, t-shirt during service, outreach, and events)
  - ☐ Release members from regular duties to attend quarterly member meetings, days of service or trainings.
  - ☐ Submit a quarterly Progress Report on services and outcomes (see Exhibit 4)
  - ☐ Maintain open communication with Program Director and report any issues immediately
  - ☐ Notify Program Director immediately if a member has no-showed/no-called for more than two consecutive shifts
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### **Salt Lake County Responsibilities**

- Provide member and host site support throughout the program year
- Pay member living allowance bi-weekly; members completing service receive Education Award
- Deliver orientation within 14 days of each member's term and provide quarterly professional development
- Offer supervision/consultation on member-related decisions or issues
- Maintain verifiable records of member eligibility and service for 5 years
- Complete all documentation required for grant compliance

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## **Joint Responsibilities: SLCo & Host Agency**

### **Recruitment of AmeriCorps Members**

#### **Salt Lake County (SLCo) will:**

- Use a generic position description (see Exhibit 6)
- Advertise, screen applicants, and ensure alignment with County and Host Site missions
- Conduct reference checks and all required National Service Criminal History Checks
- Extend official offers and execute member enrollment

#### **Host Agency will:**

- ☐ Assist in recruitment and selection in a timely manner
- ☐ Create a custom position description based on the generic template (Exhibit 6)
- ☐ Contact candidates within 5 business days for interviews
  - Failure to do so may result in SLCo placing a member without host agency input
- ☐ Notify the Program Director of final candidate decision within one week of the interview
  - Full selection process should take no more than two weeks
- ☐ Ensure member safety while performing assigned duties
- ☐ Uphold Equal Opportunity and Affirmative Action standards:
  - No discrimination based on race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, military status, marital/parental status, or other protected categories
  - **Reasonable accommodation** will be provided upon request

