Updated: 10/24/2024

# 2024-2025 Be Well Fox Valley AmeriCorps Program

## Host Site Organization Application

The Be Well Fox Valley AmeriCorps Program (BWFVAC) is accepting applications for organizations in Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties to serve as AmeriCorps host sites.

Hosting an AmeriCorps member is a low-cost option that provides your organization with extra people-power and capacity. The extra support from member service activities can enhance your organization's capacity by supporting health and well-being and/or social determinants of health (SDOH) programs and initiatives. Primarily, members provide capacity building services on health and well-being topics that align with at least 1 of the 6 BWFVAC goals. For more information on these goals, please refer to the BWFVAC [Program Information Document](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf).

***Please note that this opportunity is contingent on program funding, which will be confirmed when federal funding is approved. Due dates, cash amounts, and program goals may change at the request of the funder.***

## Interested in applying?

1. Organizations who are interested in applying to host a BWFVAC member for the 2024-2025 service year should review the BWFVAC Program Information Document. This document provides important information regarding the program. [**CLICK HERE TO REVIEW THE BWFVAC INFORMATION DOCUMENT**](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf)
2. Organizations ***that have not*** previously hosted a BWFVAC AmeriCorps member are highly encouraged to contact Amanda Ross, BWFVAC Program Director, before applying. Amanda’s contact is [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) or 920-735-5479.
3. Due to federal AmeriCorps rules, there are eligibility criteria that organizations must meet to host BWFVAC members. Please review “Part 4: Host Site Checklist” on this application for more information.

## Application timeline:

BWFVAC provides multiple service term options for the 2024-2025 service year. As a result, applications are accepted on a rolling basis through the final acceptance dates listed on the chart below. Applications will be considered based on the number of remaining, available positions. For more information about the service term options, please refer to the “When” section, found on page 5 of the BWFVAC [Program Information Document.](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf)

|  |  |  |
| --- | --- | --- |
| Service Term Option | Service Term Start-End Dates | Applications will be accepted through: |
| Option 4: 2025 Service Term | 1/2/2025-8/31/2025 | ~~9/30/2024~~  11/13/2024 |
| Option 5: Second Half Service Term | 3/3/2025-8/31/2025 | 1/6/2025 |
| Option 6: Summer Service Term | 6/2/2025-8/31/2025 | 3/14/2025 |

## Applicants will be considered based on:

1. Completed all parts of the application
2. Demonstrated community need
3. Demonstrated alignment with BWFVAC
4. Proposed member service activities
5. Demonstrated ability to meet the requirements as noted in the Host Site Checklist
6. FOR RETURNING HOST SITES ONLY: Reviewing the host site’s past success and performance (such as past member performance, timely reporting, communication, timeliness on submitting cash match payments, etc.)

Questions about BWFVAC, this application, host site eligibility or requirements, member activities, application timeline, etc. can be directed to Amanda Ross: [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) or 608-387-6533.

# BWFV AmeriCorps Host Site Application

* Complete Parts 1-5 as described below.
* Completed applications can be submitted either in Word or PDF and sent to Amanda Ross: [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org). If unable to submit your application by email, please contact Amanda Ross to discuss an alternative submission.
* Applications will be received on a rolling basis until the due date associated with each service term as listed on page 1 of this application (or the “Application” section, found on page 7 of the [BWFVAC Program Information Document](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf)). Applications received will be considered based on the remaining number of available positions.
* Organizations ***that have not*** previously hosted a BWFVAC AmeriCorps member are highly encouraged to contact Amanda Ross, BWFVAC Program Director, before applying. Amanda’s contact is [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) or 920-735-5479.

## Part 1: Application information

1. Contact information:

|  |  |
| --- | --- |
| Organization Name: |  |
| Contact Person: |  |
| Address (Street, City, State, Zip): |  |
| Phone number: |  |
| Email address: |  |
| Name, email, and phone number of selected site supervisor.   * Please write “unknown” if unknown at this time. * If the supervisor is the same as the contact person above, leave this blank. |  |

## Part 2: Request the service term option(s) and the number of requested member(s)

Please select which service term(s) your organization wishes to host a member. Once a term(s) is selected, please write how many of each member position your organization is requesting (i.e. selecting option 1. Requesting one 1,700 hour member).

Applicants may:

* Select multiple members to serve within one service term
* Select multiple service terms to host multiple members
* Share a member with another organization. If your organization is interested in sharing a member, please contact Amanda Ross.
* For more information about the service term and member service position options, please refer to the “When” section, found on page 5 of the [BWFVAC Program Information Document.](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check all options that apply | Service Term Option | Service Term Start-End Dates | The number of members per position organization is requesting | Types of member positions available for the Term Option. |
| ☐ | Option 4: 2025 Service Term | 1/2/2025-8/31/2025 | *[# of requested members here]* | 1,200 hours (35-40 hrs/wk) |
| *[# of requested members here]* | 900 hours (27-31 hrs/wk) |
| *[# of requested members here]* | 675 hours (20-24 hrs/wk) |
| *[# of requested members here]* | 450 hours (14-16 hrs/wk) |
| ☐ | Option 5: Second Half Service Term | 3/3/2025-8/31/2025 | *[# of requested members here]* | 900 hours (35-40 hrs/wk) |
| *[# of requested members here]* | 675 hours (26-31 hrs/wk) |
| *[# of requested members here]* | 450 hours (18-22 hrs/wk) |
| *[# of requested members here]* | 300 hours (12-15 hrs/wk) |
| ☐ | Option 6: Summer Service Term | 6/2/2025-8/31/2025 | *[# of requested members here]* | 450 hours (37-40 hrs/wk) |
| *[# of requested members here]* | 300 hours (24-28 hrs/wk) |

## Part 3: Narratives: Member activities, needs, etc.

1. Please provide a brief description of your organization. This could include mission, vision, potential programs the member’s activities may support, etc.
2. The member service activities must align with at least 1 of the 6 BWFVAC goals. Select the goals the proposed member service activities will align with (check all that apply):

|  |  |
| --- | --- |
| ☐ | 1. A vibrant regional food system that provides access to healthy, affordable food for all people. |
| ☐ | 1. A cohesive and connective multi-model network that provides recreational and transportation options for all people. |
| ☐ | 1. Local settings (hospitals, communities and neighborhoods, schools, early care centers, worksites, and faith institutions) that promote healthy choices and behaviors. |
| ☐ | 1. Strong community-clinical partnerships that help prevent and manage chronic disease. |
| ☐ | 1. Inclusive public spaces that foster social connection. |
| ☐ | 1. Support at least 1 of the 5 SDOH domains as defined by [Healthy People 2030](https://health.gov/healthypeople/priority-areas/social-determinants-health):    1. Economic stability    2. Education access and quality    3. Healthcare access and quality    4. Neighborhood and built environment    5. Social and community context |

1. BWFV AmeriCorps members can provide capacity building services (helping do something new, different, better, reach more, be more sustainable, etc.) to improve health and well-being and/or address SDOH. This may be a bulleted list, paragraph form, etc. If requesting multiple members, please provide an itemized list for each proposed member’s activities. This list will be used to create the member position description.
2. Are the proposed member activities addressing identified community needs? Please explain.
3. Please include any additional information you would like to be considered about your organization.

## Part 4: Host site checklist:

Please complete the checklist below. If you answer “no” to any questions or have questions or concerns, please contact Amanda Ross.

|  |  |  |
| --- | --- | --- |
| Yes | No | Question |
| **Organization specific**: | | |
| ☐ | ☐ | Your organization is eligible to apply as an AmeriCorps host site and is one of the following non-federal entities listed below. For more information on eligible organizations, please see the "Where" section, found on page 4 of the [BWFVAC Program Information Document..](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf)   * Federally Recognized Indian Tribes * Educational Institutions * Governments Agencies * Nonprofit Organizations |
| ☐ | ☐ | Your organization has a physical office location that the member can report to (either on a day-to-day basis and/or in a hybrid format) |
| ☐ | ☐ | Is your organization able to provide payment (non-federal funds) for the host site cash match? Please see the “Host site financial obligations” section found on page 6 of the [BWFVAC Program Information Document.](https://bewellfoxvalley.org/wp-content/uploads/2024/10/BWFVAC_Program-Information-Document_FINAL_10-24-update.pdf) |
| ☐ | ☐ | Will your organization provide opportunities for the AmeriCorps member to receive an orientation to site-specific policies, procedures, and curriculum, as well as site-specific training opportunities? |
| ☐ | ☐ | Will your organization allow the integration of the AmeriCorps member as part of the site staff team, invite the AmeriCorps member to attend staff meetings and trainings, and ensure that participating staff understand the role of the AmeriCorps member and the goals of the BWFVAC? Please be mindful of including members as part of a team while not violating the AmeriCorps rules of non-duplication and displacement (see Attachment C). |
| ☐ | ☐ | Will your organization provide the AmeriCorps member with adequate workspace, including access to a workspace, computer, phone with voicemail, filing space, internet access, printer, access, incidental office supplies, printer costs, and materials? If necessary, provide the member with essential items and accommodations needed to perform the service virtually via a hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.). |
| ☐ | ☐ | Will your organization be able to store AmeriCorps grant documents? This is to comply with the Federal AmeriCorps Grant Retention and Records policies. |
| **Supervisor specific:** | | |
| ☐ | ☐ | Will your organization have a dedicated host site supervisor who meets weekly with the AmeriCorps member to oversee activities, provide training, oversight, support, mentoring, and approve service hours? |
| ☐ | ☐ | Will the dedicated site supervisor be able to attend the required BWFVAC orientations, trainings, and meetings? A schedule will be provided in advance for the supervisors. |
| ☐ | ☐ | Will the dedicated site supervisor be able to submit any BWFVAC-required reports? |
| ☐ | ☐ | Will the dedicated site supervisor work with the AmeriCorps member to identify appropriate service opportunities to complete the member's hourly requirements? |
| **Prohibited activities:** | | |
| ☐ | ☐ | The applicant has read Attachment A which reviews the BWFVAC partner expectations (can be found after this application or on page 8 of the BWFVAC Information document). |
| ☐ | ☐ | The applicant has read Attachment B, which reviews prohibited activities for a member (can be found after this application or on page 9 of the BWFVAC Information document). |
| ☐ | ☐ | The applicant has read Attachment C, which reviews rules of non-duplication and non-displacement (can be found after this application or on page 10 of the BWFVAC Information document). |
| ☐ | ☐ | The applicant understands that AmeriCorps members cannot: participate in prohibited activities while serving or displace or replace staff or volunteer positions or time. By submitting this application, the applicant confirms their understanding that AmeriCorps members cannot participate in prohibited activities or displace or replace staff positions or time. |

### Part 5: Signature

Applicants have the option of “e-signing” their application by typing the first and last name of the submitter. Please submit applications electronically to Amanda Ross at [Amanda.Ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org).

Thank you for your interest in the BWFV AmeriCorps Program!

|  |  |
| --- | --- |
| **Site Director’s Signature** |  |
| **Date** |  |

## ATTACHMENT A – BWFV AMERICORPS PARTNER EXPECTATIONS

Below are the expectations that host sites must commit to during the grant period:

### *Expectations related to AmeriCorps provisions*

1. Ensure member activities are following the AmeriCorps grant provisions as outlined in the Memorandum of Understanding (MOU) between the BWFVAC host sites. This includes ensuring member activities do not violate the AmeriCorps Prohibited Activities (see Attachment B and C). Please note that someone from the host site organization will need to sign this document. Please be aware of your organization's legal processes and timelines. [Click here to view a template of the MOU.](https://drive.google.com/file/d/1AI8ZTzdnSXKfJX3gxxhIPDOw9MjVzfQC/view?usp=sharing)

### *Expectations related to the members*

1. Assist with recruitment and onboarding of members at the host site organization
2. The host site organization has a physical office location that the member can report to (either on a day-to-day basis and/or in a hybrid format)
3. Provide the member with workspace, basic office supplies, access to a phone, internet, computer, and business cards. If necessary, provide the member with essential items and accommodations needed to perform the service activities virtually via a hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.).
4. Ensure a positive work environment and service activity opportunities for member to complete their hourly requirements
5. Ensure a positive work environment and offer enough service activity opportunities that allow members to meet their hourly requirements.
6. Ensure member activities align with the appropriate BWFVAC goals and AmeriCorps rules that are described in this BWFVAC information document
7. Identify and provide a site supervisor, who will:
   1. Participate in supervisor orientation and meetings.
   2. Meet with the member (at minimum) on a bi-weekly basis to discuss goals, activity opportunities, activity progress, data reports (as needed), and provide assistance and advice (as needed).
   3. Review, validate, and approve member timecards weekly via the OnCorps platform.
   4. Conduct member performance evaluations (BWFVAC will provide templates to use).
   5. Ensure members wear service gear that has the AmeriCorps logo whenever logging hours. This service gear will be supplied by the BWFVAC
8. Support member professional development by:
   1. Orientating and training members to their host site and community
   2. Ensuring members have the necessary training and resources to successfully meet their responsibilities.
   3. Completing the member service plan (template will be provided by the BWFV AmeriCorps Program) outlining programming responsibilities, their schedule, and individual professional development goals.
   4. Engaging in a discussion of member goals and offering opportunities to explore professional interests. This may include providing the member with professional development training.
   5. Holding (at a minimum) bi-weekly supervisor meetings.
   6. Encouraging participation in the larger national service network.
9. Allow members to fully participate in any BWFVAC items, such as member orientation, required trainings and/or meetings, professional development meetings, and/or service projects.
10. As host site organization policies and finances allow, provide the member travel reimbursement for host site required travel. BWFVAC will provide travel reimbursement for BWFVAC-specific travel.

### *Expectations related to BWFV AmeriCorps administration*

1. Participate in partnership activities and program oversight through BWFVAC program director meetings (estimated to be one to four meetings for the grant period of 9/1/2024-8/31/2025).
2. Maintain timely, open, and honest communication with the BWFVAC program director and partners
3. Share responsibility for BWFVAC projects.
4. Immediately communicate issues related to member performance or host site integrity to the BWFVAC program director.
5. Submit required documentation promptly including, but not limited to:
6. Host site reporting documents (pre and post-capacity building assessment)
7. Member service plan (template to be provided)
8. Member performance evaluations for all awarded members (template to be provided)
9. Review, validate, and approve member timecards weekly (BWFVAC utilizes the online platform OnCorps)
10. Review and validate member-submitted data as necessary. Other data review and validation may occur as needed, including member monthly reports and other auditable data.

## ATTACHMENT B – PROHIBITED ACTIVITIES

45 CFR § 2520.65 - <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.65>

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise

performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage

in the following activities:

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 any 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 religious proselytization;
8. Providing a direct benefit to—
   1. A business organized for profit;
   2. A labor union;
   3. A partisan political organization;
   4. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or a substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   5. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

In the [AmeriCorps Grant Terms and Conditions](https://www.americorps.gov/grantees-sponsors/directs-territories-tribes), additional activities were included to this list:

1. Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
2. Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
3. All locations where members serve should post a list of the prohibited activities.

## ATTACHMENT C—RULES OF NON-DUPLICATION AND NON-DISPLACEMENT

45 CFR § 2540.100: https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540/subpart-A/section-2540.100

Subpart A—Requirements Concerning the Distribution and Use of CNCS Assistance

* + - * 1. Supplantation. CNCS assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive CNCS support. For any given program, this condition will be satisfied if the aggregate nonfederal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
        2. Religious use. CNCS assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
        3. Political activity. CNCS assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.
        4. Contracts or collective bargaining agreements. CNCS assistance may not be used to impair existing contracts for services or collective bargaining agreements.
        5. Nonduplication. CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
        6. Nondisplacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance, in this case, a Member.
2. An organization may not displace a volunteer by using a Member.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. Members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. Members may not perform any services or duties, or engage in activities, that: i) will supplant the hiring of employed workers; or, ii) are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. Members may not perform services or duties that have been performed by or were assigned to any:
   1. Presently employed worker;
   2. Employee who recently resigned or was discharged;
   3. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   4. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
   5. Employee who is on strike or is being locked out