

## **Program Requirements**

Please upload a signed copy of this form to Qualtrics as part of your completed Project Host Site Application.

The following sections outline the basic requirements and expectations of AmeriCorps members, Project Host Sites, and the AmeriCorps|Florida VISTA Network as the Project Sponsor. This information will be further outlined in a Memorandum of Understanding between A|FVN (Florida State University) and the Project Host Site after the approval of the Project Host Site Application.

### **AmeriCorps members will:**

- Leverage higher education resources and engage college students in activities that build capacity for communities to ameliorate issues related to poverty;
- Commit to serving as a full-time AmeriCorps member for one year;
- Have a college degree or commensurate life/volunteer experience;
- Receive an annual living allowance of approximately \$13,500 and health care benefit options through CNCS;
- Receive a post-service [AmeriCorps Education Award](#) of \$6,345 OR a \$1,800 cash stipend upon completion of year of service;
- Attend Member Orientation (all costs for this training will be covered by CNCS) and any training events as prescribed by A|FVN and/or CNCS;
- Participate in National Days of Service including Martin Luther King Jr. Day, National Volunteer Week, Youth Service Day, and Make a Difference Day if projects are organized by the VISTA sponsor or in the local community;

### **Project Host Site responsibilities:**

- Provide a Site Supervisor to give day-to-day supervision of the activities of the AmeriCorps member(s);
- Recruit, screen, interview, and select AmeriCorps candidates with the assistance of the A|FVN;
- Provide AmeriCorps member with on-site orientation and training to the project and local community;
- Reimburse AmeriCorps member(s) for all project-related expenses incurred, including travel;
- Submit monthly AmeriCorps member Leave Reports, Monthly Updates and quarterly Project Progress Reports to A|FVN in a timely fashion;
- Assist AmeriCorps member(s) in securing safe, appropriate, and affordable housing, if housing is not provided by the Project Host Site;
- Retain and make available \$500 in emergency funds to the AmeriCorps member in the event of an emergency;
- Enter into a Memorandum of Understanding with A|FVN;
- Submit applicable cost-share and sub-grantee commitment paperwork to A|FVN.

**Project Participation Fee:** In order to help offset the costs of match requirements to CNCS, administration, recruiting, supporting, and training AmeriCorps members, Project Host Sites pay a Project Participation Fee (non-Federal funds) to A|FVN based upon the number of AmeriCorps slots for which an institution is applying to host (*not the placement of any specific AmeriCorps member*). The Project Participation Fee is estimated to be \$5,500 per AmeriCorps slot in FY 2021-22 (anticipated grant period is from 7/18/21 to 7/16/22). *The exact amount will be set when CNCS issues the term and conditions of the 2021-22 grant renewal application to A|FVN. If your Project Host Site Application is approved, A|FVN will issue a Memorandum of Understanding, Cost-Share Commitment Form, invoice and related sub-grantee paperwork.* This Project Participation Fee is comparable with other similar programs nationwide. A Project Participation Fee is a common practice for AmeriCorps programs across the country, and is strongly encouraged by CNCS to help build the capacity of projects. This fee is non-refundable. Payment for 2021-22 Project Participation will be due to A|FVN on or near June 30, 2021.

A|FVN and CNCS will:

- Provide Orientation for AmeriCorps members;
- Provide In-Service Training (IST) for the AmeriCorps member(s) during their term of service, when possible;
- Provide oversight and coordination for the overall A|FVN;
- Visit Project Host Sites when appropriate to assist in assessing their progress towards project goals and Performance Measures;
- Provide other technical assistance as needed to Project Host Sites and AmeriCorps members;
- Assist with recruitment and selection of AmeriCorps members;
- Manage AmeriCorps member payroll and healthcare options (CNCS).

Award Information and Duration:

VISTA projects are awarded in one-year increments (for three to four years) and are evaluated based upon the progress and effectiveness of meeting the goals and objectives of the project as outlined in the Project Host Site Application/VAD, Performance Measures, and Project Progress Reports (reference the Sustainability Policy on page 2 of the Resource Guide). Projects are also evaluated in part by the amount of local support provided by the project site for the AmeriCorps member(s) through professional development, housing assistance, job-related transportation, and other offers of support.

Submission of this Project Host Site Application means that your institution understands the terms and conditions related to being a VISTA Project Host Site with AmeriCorps|Florida VISTA Network. Placement of AmeriCorps members during the 2021 fiscal/program year is contingent upon the approval of your institution's Project Host Site Application, funding from CNCS, Project Host Site's payment of the Project Participation Fee and agreement to the terms of a Memorandum of Understanding as a sub-grantee of A|FVN.

**Authorized Signer/Administrator**

**Local Site Supervisor (If not Agency Director)**

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Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

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Signature

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Date

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