

# Housing Action AmeriCorps Network

**Thank you for your interest in hosting an AmeriCorps member at your organization!**

Housing Action Illinois accepts applications for AmeriCorps host sites between December and February each year. Applications to host 2024-2025 AmeriCorps members will close on **January 26, 2024**.

[Learn more about Housing Action Illinois and our AmeriCorps Network »](#)

This application form has room to apply for **one** AmeriCorps position. If you need support with your application, or your organization would like to apply for more than one AmeriCorps position, please contact the National Service Team at [americorps@housingactionil.org](mailto:americorps@housingactionil.org).

## Prepare to Apply:

- Host Site Resources Packet
- Application Questions
- [Supplemental Document](#)

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\* Indicates required question

## About the Housing Action AmeriCorps Network

Each year, Housing Action Illinois matches AmeriCorps members with community organizations to address local challenges with local solutions. AmeriCorps members in the [VISTA program](#) dedicate a year of national service to projects that reduce poverty and build the capacity of organizations to expand their services.

Our network primarily focuses on projects related to housing and homelessness, but also supports projects that intersect with housing, such as education, hunger, health care, environment, and disaster services. AmeriCorps members take on a variety of activities based on the needs of their host site, including program development, research, fundraising, volunteer recruitment, community organizing, and communications.

We accept project applications of any focus from community organizations based in Illinois. We also accept a limited number of project applications from housing counseling agencies nationwide to host AmeriCorps members in our Housing Counseling Corps initiative. In 2023, the Housing Action AmeriCorps Network supported 39 AmeriCorps members at 25 organizations across Illinois and in 6 other states.

AmeriCorps members serve a 12-month term, typically from August to August. In the 2024-2025 cycle, AmeriCorps members will start on the following dates: August 12 & August 26, 2024.

1. **Organization Name \***

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2. **Organization Address \***

Include full address (e.g. 67 E. Madison Street, Suite 1603, Chicago, IL 60603)

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3. **Host Site Address (if different from above)**

Only complete if your AmeriCorps member will serve at a different location than listed above, or at multiple locations.

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4. **Name of Primary Contact \***

This is who we will contact during the project application and feedback process. It does not have to be the person who will actively supervise the AmeriCorps member. In future sections, you will designate staff as Recruiters (responsible for interviewing candidates) and Supervisors (responsible for day-to-day management).

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5. **Email Address of Primary Contact \***

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6. **Phone Number of Primary Contact \***

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7. **Employer Identification Number (EIN) \***

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8. **Organization Mission Statement \***

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9. **How many full-time employees are at your organization? \***

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10. **Describe your organization. \***

Only nonprofits, government agencies, Native communities, and educational institutions are eligible to apply.

*Check all that apply.*

- Nonprofit Organization
- State or Local Government Agency
- Native Nation or Native-led Organization
- Public or Nonprofit School
- Other: \_\_\_\_\_

**11. Is your organization a coalition member of Housing Action Illinois? \***

Organizations based in Illinois must be members of Housing Action to host an AmeriCorps project in our network. [Learn more about Housing Action's coalition »](#)

*Mark only one oval.*

- Yes
- No, but our organization will become a member
- No, our organization is located outside of Illinois

## Section 2: Host Site Eligibility

**12. Does your organization have the ability to provide a dedicated work space, computer, phone, and any other necessary equipment for the AmeriCorps member? \***

If your organization will be working remotely, you will need to provide the same remote options and tools for AmeriCorps members as for regular staff.

*Mark only one oval.*

- Yes
- No

13. Will the AmeriCorps member be able to serve full-time (a minimum of 35 hours per week) at your organization? \*

Mark only one oval.

Yes

No

14. Is your organization capable of paying the project participation fee for AmeriCorps members? \*

Project participation fees help Housing Action cover administrative expenses, program cost shares, and fees for trainings and activities. Organizations are invoiced for these fees in August; you only pay participation fees if you successfully recruit your position.

2024-2025 Participation Fees:

- \$6,500-8,000 per position\*

\*Information on participation fee structure to come

Mark only one oval.

Yes

No

Other: \_\_\_\_\_

15. My organization understands that the AmeriCorps member will not replace or act as a placeholder for employees. We will not assign administrative duties or other tasks to the AmeriCorps member that are unrelated to capacity building. \*

Mark only one oval.

My organization agrees

16. **My organization guarantees that the AmeriCorps member will not be assigned any activities prohibited by AmeriCorps.** \*

AmeriCorps members in our network are part of the AmeriCorps VISTA program, which is subject to political activity restrictions under the Hatch Act. Please see the [AmeriCorps Member Handbook \(pg 108-113\)](#) for additional guidelines on restricted activities.

*Mark only one oval.*

My organization agrees

### Section 3: Supervision

Housing Action requires host site supervisors to be full-time staff members who have worked with the organization for at least 1 year. Supervisors should have at least 6 months of management experience in their career and work at the location where the AmeriCorps member is serving.

17. **My organization understands the responsibilities associated with supervising an AmeriCorps member. We guarantee the supervisor is a full-time employee and located at the same site as the AmeriCorps member they would supervise.** \*

*Mark only one oval.*

My organization agrees

18. **Supervisor Name** \*

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19. **Supervisor Title** \*

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20. **Supervisor Email \***

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21. **Supervisor Phone \***

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22. **If the supervisor listed above is unable to continue with their role (for example, in a leave of absence), list the name and title of who would assume these responsibilities. \***

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23. **Additional Supervisor Contacts**

If other employees will share supervisory responsibilities, please share their information (name, title, email, phone).

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24. **Will your organization be able to meet the following expectations for training and supervising AmeriCorps members? \***

**Supervisors:**

1. Meet with the AmeriCorps member at least once weekly and provide coaching as often

- 1. Meet with the AmeriCorps member at least once weekly and provide coaching as often as necessary to maintain progress on the project.
- 2. Support the professional development goals of the AmeriCorps member by providing opportunities to attend relevant events (conferences, webinars, trainings).
- 3. Help the AmeriCorps member engage with staff at your organization and community partners.
- 4. Provide guidance on the implementation of the project through clear communication, well-defined assignments, and constructive feedback.

**Host Site:**

- 1. Provide on-site orientation and training on any skills, systems, or resources needed for the project.
- 2. Plan the logistics and provide funding for the AmeriCorps member to attend any necessary outside training (for example, if a specialized skill or certification is required for the role).

*Mark only one oval.*

Yes

No

25. If your organization is unable to meet these expectations for training and supervision, please explain what barriers your organization faces.

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**Section 4: Recruitment**

Host sites share crucial responsibilities with Housing Action during the recruitment process. It is required to have at least one employee available for marketing the position and interviewing candidates.

Recruitment typically begins in March, with interviews scheduled in May-July.

- 26. **My organization understands the responsibilities associated with recruiting an AmeriCorps member. We guarantee at least one employee will be available to interview candidates. At minimum, we will market the position on 2 websites and in 2 physical locations.** \*

*Mark only one oval.*

My organization agrees

- 27. **List at least two websites where you will promote your AmeriCorps position.** \*  
For example, your organization's website and social media, or recruitment websites like Indeed, Idealist, LinkedIn, YNPN, NPO, etc.

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- 28. **List at least two local places or events where you will promote your AmeriCorps position.** \*  
For example, local community centers, businesses, nonprofits, colleges, workforce development agencies, housing authorities, etc.

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**Who will be in charge of marketing and interviewing?**

Host sites must designate at least one Recruiter; the recruiter is responsible for marketing the position locally and interviewing candidates. The recruiter does not have to be the supervisor for the position, but they should be knowledgeable about the AmeriCorps project and the roles that the AmeriCorps member will have at your organization.

29. **Name - Recruiter \***

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30. **Title - Recruiter \***

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31. **Email - Recruiter \***

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32. **Phone Number - Recruiter \***

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33. **Additional Recruitment Contacts**

If other employees will support recruitment and interviewing, please share their information (name, title, email, phone).

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## Section 5: Supplemental Benefits

AmeriCorps members in our network are eligible to receive the benefits provided by the [AmeriCorps VISTA program](#), which includes relocation assistance, end-of-service education award or cash stipend, childcare and health care benefits, and a living stipend of ~\$1,700 each month.

We **strongly encourage** host sites to offer supplemental benefits and services to support AmeriCorps members during their service. In our experience, positions that offer supplemental benefits have a more competitive candidate pool and recruit at a 20% higher rate than those that offer no additional benefits or supportive services.

Host sites are not allowed to provide direct cash payments to AmeriCorps members, but they *are* allowed to issue reimbursements and payments to providers for costs of living (housing, utilities, transportation, food, etc.). The most common supplemental benefit is a monthly housing stipend, which organizations pay directly to the AmeriCorps member's landlord or property management. Host Sites have also offered benefits like free housing at a unit managed by the organization, gift cards for grocery stores and gas stations, public transportation passes, and even a bicycle.

34. Will your organization offer any supplemental benefits for the AmeriCorps member? \*

*Mark only one oval.*

Yes

No

35. If you answered Yes to the previous question, share the monthly amount and form of supplemental benefit your organization will offer.

For housing stipends and gift cards, note the **monthly amount** offered throughout the course of the year-long service term.

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36. **If your AmeriCorps member needs to relocate for the position, how will your organization help them secure local housing?** \*

Select all that apply

*Check all that apply.*

- Sharing print or digital resources for finding housing and accessing local services (transportation, grocery stores, health clinics, DHS, etc.)
- Working one-on-one with the AmeriCorps member to identify local affordable housing options
- Using the organization's existing relationships with local landlords and real estate management companies to refer the AmeriCorps member to affordable housing options
- Other: \_\_\_\_\_

37. **For organizations located in the Chicago metropolitan area:**

**Will your organization be able to provide a monthly CTA Ventra Card or Metra pass?**

If the AmeriCorps member will work remotely and not be expected to transport themselves daily to the host site, please indicate that below.

*Mark only one oval.*

- Yes
- No
- The AmeriCorps member will primarily work remotely; we will reimburse travel for on-site events

38. If your organization is not able to offer supplemental benefits, describe at least 2 ways you will help your position stand out to applicants.

This could be a marketing strategy, cultural connection, or professional development opportunity that is unique to your community or organization.

Four horizontal lines for text entry.

**Section 6: AmeriCorps Project Information**

An AmeriCorps project encompasses the activities an AmeriCorps member will perform during their year of service to accomplish short- and long-term goals for your organization. Projects must satisfy the core AmeriCorps VISTA requirements of capacity building and poverty alleviation.

AmeriCorps members in our network typically work to reduce community poverty by building the capacity of affordable housing and homelessness programs, but we also support projects that impact and intersect with housing, such as those that focus on education, hunger, health care, environment, and disaster services.

**Current Host Sites:** AmeriCorps projects can be renewed for up to 2 additional years if your organization remains in good standing with the Housing Action AmeriCorps Network and there continues to be additional capacity building activities related to the project. After 3 years, organizations should apply for a project that impacts a different program area or approaches your goals in new ways.

To apply for additional AmeriCorps projects, please contact [AmeriCorps@housingactionil.org](mailto:AmeriCorps@housingactionil.org) after submitting this application.

39. **Reminder: Complete the Supplemental Document**

In addition to this application form, organizations must complete a supplemental document that provides information about your community and the expected work plan for the AmeriCorps member. Please upload your completed supplemental document to this form, or email it

to americorps@housingactionil.org.

- [Supplemental Doc](#)

Files submitted:

40. What is the focus of your AmeriCorps project? \*

*Mark only one oval.*

- Housing & Homelessness
- Education
- Healthy Futures (Food Security & Health Care)
- Environment
- Disaster Services

41. Briefly describe what the AmeriCorps member will do (1-2 sentences). \*

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42. If this is the second or third year of the proposed AmeriCorps project, state the major accomplishments from prior service terms and how this work plan will differ from previous years of the project.

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43. **By the end of the project, how will the AmeriCorps member have built the capacity of your organization? \***

Select all that apply.

*Check all that apply.*

- Scale/Reach: We will serve more people by adding to or expanding our services
- Effectiveness: We will achieve better outcomes for our programs and the people who use our services
- Efficiency: We will streamline our processes to provide services while depending on fewer resources
- Available Resources: We will generate and maintain additional resources (funding, volunteers, in-kind donations, partnerships)

44. **How will the project be sustained after the AmeriCorps member's service term? \***

Select all that apply. These activities indicate how staff (or community partners, volunteers, other AmeriCorps members, etc.) will continue carrying out the project and responsibilities after the service term ends.

*Check all that apply.*

- Create a manual
- Lead training sessions
- Develop work plans
- Prepare documentation
- Other: \_\_\_\_\_

45. **How will your organization ensure that individuals served by the AmeriCorps project—\* in particular, low-income communities—have input in how the project is**

**developed, implemented, and evaluated?**

Select all that apply.

*Check all that apply.*

- Community surveys
- Community board or advisory group
- Community listening and planning sessions
- Community members will help lead the program
- Other: \_\_\_\_\_

**Section 7: Project Measurements & Outcomes**

The following section estimates the impact that the project will have on your organization and community by the end of the AmeriCorps service year. **AmeriCorps projects must track and report outcomes on at least three of the following impact measurements.** You must select at least one measurement from the category of your project focus. The remaining two measurements may be from the Capacity Building category and/or your project focus category.

Housing Action is responsible for regularly reporting project measurements, outcomes, and narratives to the federal agency of AmeriCorps. Learn more about [AmeriCorps VISTA project measurements »](#)

**General - Capacity Building**

All AmeriCorps projects may report on these measurements, regardless of project focus.

46. Number of community volunteers that will be recruited or managed

\_\_\_\_\_

47. Number of staff and community volunteers that will receive training

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48. Dollar value of cash or in-kind resources that will be raised and collected

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49. Number of new systems and processes, or enhancements to existing systems and processes, that the AmeriCorps member will implement

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50. Number of organizations that will receive capacity building services as a result of the AmeriCorps project

Your organization counts as one organization. For coalition-based organizations, please include the number of coalition member organizations that will receive support from this project.

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**Project Focus: Housing & Homelessness**

51. Number of safe, healthy, affordable housing units that will be made available, developed, or repaired as a result of the AmeriCorps project

Housing unit: single-family home, mobile home (permanent placement), an apartment, or a room in a group home.

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52. Number of individuals that will receive housing services

Mass communications efforts (email blasts, social media posts, pamphlets, etc.) do not qualify as housing services on their own. Only count individuals who receive substantive engagement (e.g. attended a workshop) that supports them in increasing economic opportunities, maintaining financial stability, and accessing housing.

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**Project Focus: Education**

53. Number of students that will improve their academic performance

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54. Number of students that will improve their social-emotional skills

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55. Number of students that will increase their school attendance

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56. Number of students that will have fewer disciplinary incidents

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**Project Focus: Healthy Futures (Food Security & Health Care)**

57. Number of individuals that will have greater access to food

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58. Number of individuals that will increase their health knowledge

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59. Number of individuals that will improve their health

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60. Number of individuals that will have greater access to medical care

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61. Number of individuals that will change their behavior in order to improve their health

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**Project Focus: Environment**

62. Number of housing units or public structures that will reduce their energy consumption and/or energy costs

Housing unit: single-family home, mobile home (permanent placement), an apartment, or a room in a group home.

Public structure: A shelter, such as a homeless or emergency shelter, operated by a nonprofit or government organization; a government-owned building.

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63. Number of individuals that will increase their knowledge of environmental stewardship and environmentally-conscious practices

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64. Number of individuals that will change their behavior in order to better protect the environment

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**Project Focus: Disaster Services**

65. Number of individuals that will increase their knowledge of disaster readiness

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66. Number of organizations that will increase the reach of their disaster program or services

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### Tools for Data Management

67. What tools and strategies will your organization use to track and measure the impact of the AmeriCorps project? \*

Select all that apply

*Check all that apply.*

- Surveys
- Sign-in Sheets
- Databases
- Volunteer Management Systems
- Customer/Donor Relationship Management (CRM/DRM) Systems
- Other: \_\_\_\_\_

68. Describe the systems and tools indicated above in more detail. \*

Be specific! Include the name of any software the project will utilize and any processes, tools, or systems the AmeriCorps member will create, update, enhance, or manage.

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### Section 8: Candidate Information

This section helps Housing Action prepare to recruit your position on the My AmeriCorps Portal. Explore [AmeriCorps position listings](#) for inspiration.

69. Describe your ideal candidate for the position. \*

Note the perspective, experiences, or specific skills that are necessary or would be helpful for the role.

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70. **Does this position prefer/require fluency in any languages besides English?**

Select all that apply. Candidates will be able to search for your position on the AmeriCorps portal by the languages indicated.

*Check all that apply.*

- Arabic
- American Sign Language
- Chinese
- Creole
- French
- German
- Greek
- Hmong
- Italian
- Japanese

- Japanese
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Thai
- Vietnamese
- Other: \_\_\_\_\_

71. **Describe the Field of Service.** \*

Select all that apply. Candidates will be able to search for your position on the AmeriCorps portal by the fields of service indicated.

*Check all that apply.*

- Community and Economic Development
- Community Outreach
- Children/Youth
- Education
- Elder Care
- Entrepreneur/Business
- Environment
- Ex-Offender Reentry
- Health
- Hunger
- Homelessness
- Housing
- Neighborhood Revitalization
- Public Safety
- Technology

Veterans

72. Describe the skills desired for the role. \*

Select all that apply. Candidates will be able to search for your position on the AmeriCorps portal by the skills indicated.

*Check all that apply.*

- Architectural Planning
- Business/Entrepreneur
- Communications
- Community Organizations
- Computers/Technology
- Conflict Resolution
- Counseling
- Disaster Services
- Education
- Environment
- Fine Arts/Crafts
- First Aid
- Fundraising/Grant Writing
- Law
- Leadership
- Medicine
- Non-Profit Management
- Public Health
- Public Speaking
- Recruitment
- Social Services

- Teaching/Tutoring
- Team Work
- Trade/Construction
- Urban Planning
- Veterans
- Writing/Editing
- Youth Development

73. **Do you recommend that candidates have access to a car for this position? \***

Consider if the position requires a lot of travel or the office is not accessible by public transportation.

*Mark only one oval.*

- Yes
- No
- Other: \_\_\_\_\_

74. **Will this role be allowed to work remotely? \***

*Mark only one oval.*

- Yes, regularly (1 or more remote days each week)
- Yes, as needed (typically not every week)
- No, the role must be performed on-site
- Other: \_\_\_\_\_

### Next Steps

Starting in February, Housing Action Illinois will review each application and provide feedback on your AmeriCorps project. Organizations are responsible for making timely edits and updates to their application in line with Housing Action's feedback.

In early March, Housing Action will submit updated projects for approval through the Midwest Regional Office of AmeriCorps. Once projects are approved, we will support organizations in posting their positions to the AmeriCorps portal and starting the recruitment process.

Recruitment for all AmeriCorps positions begins by late March, with interviews scheduled May-July. Interested candidates can apply through [Housing Action's Quick Application](#) or the AmeriCorps portal.

Questions? Contact [AmeriCorps@housingactionil.org](mailto:AmeriCorps@housingactionil.org).

75. Is there anything else Housing Action should know when reviewing your application?

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