



PARTNER AGENCY APPLICATION GUIDELINES 2022-23

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Application Process Overview

Agencies interested in having a JV/AmeriCorps member during the 2022-23 service year must submit the Partner Agency application by MONDAY, NOVEMBER 15, 2021.

New and Returning Partner Agencies can apply online: <https://jvcnorthwest.org/request-a-jesuit-volunteer/>

A complete application for both new and current Partner Agencies includes:

- Site Visit (in-person or virtual) with the Program Coordinator for your locale
- Application form submitted online through Knack portal including organization, financial, program, and position information
- Complete, compliant, and specific Position Description (part of online application)

A Note to current Partner Agencies:

- Your agency must resolve any/all outstanding compliance issues relating to the current and recent past program years (2020-21 or 2021-22). Compliance includes having submitted all due payments, contracts, agreements, assessments, etc. to JVC Northwest; meeting with a JVC Northwest staff member for a site visit; and participating in all mandatory webinars and meetings.
- If your agency is currently on a Discernment Year, you will be asked to comment on progress made on the goals outlined in your 2021-22 status letter in the application. If you do not know your agency's status, contact Sarah Jones (sjones@jvcnorthwest.org), Associate Director, JV Program, for a copy of your 2021-22 Status letter.

ORGANIZATIONAL PHILOSOPHIES AND KEY PARTNERSHIPS

JVC Northwest Philosophy of Partnership

JVC Northwest invites partnership with organizations and communities that respond to local needs in the Northwest. Our partnership provides value-added service, capacity-building, and accompaniment to agencies, particularly those invested in deepening their diversity, equity, and inclusion lens and practices. Through their service, volunteers contribute to the mission of each of our partners. JVC Northwest and partner organizations share collective power in order to co-create structural and cultural change needed for true equity.

JVC Northwest Philosophy of Service

JVC Northwest recruits, places, and supports individuals interested in engaging with a service that does justice. Led by the communities and individuals with whom they serve, volunteers utilize and build on their skills to address pressing social and ecological needs across Northwest locales. The JVC Northwest volunteer experience is grounded in the Ignatian tradition of praxis; while volunteers serve alongside and accompany communities, they also rigorously reflect on and analyze social structures and cultures that contribute to inequity in order to co-create a more just and equitable world. Intentional community, spiritual nourishment, and authentic relationships enrich the JVC Northwest volunteer experience. Our volunteers transform into lifelong agents of change within their spheres of influence where they continue to work for a just and equitable future.

JVC Northwest's partnership with AmeriCorps

JVC Northwest has received funding from AmeriCorps since 2010. The partnership lowers financial barriers for Jesuit Volunteers as well as subsidizes Partner Agencies' cost to host a Jesuit Volunteer. Due to this grant from the AmeriCorps, most Jesuit Volunteers are also AmeriCorps members. JV AmeriCorps members receive a living allowance for living expenses and after completing their term are eligible to receive an Education Award to put toward school loans or future education. For ease in reading, the term JV/AmeriCorps member is used throughout this document to refer to both JVs who are AmeriCorps members and JVs in Independent (non-AmeriCorps) placements.

Every three years, JVC Northwest competes for AmeriCorps funding as an intermediary between AmeriCorps and Partner Agencies. AmeriCorps considers Partner Agencies as consortium members and requires that JVC Northwest include specific information from Partner Agencies. To the extent possible, JVC Northwest collects that information as a part of the Partner Agency Application.

DETERMINING THE ROLE OF A JESUIT VOLUNTEER (JV) /AMERICORPS MEMBER AT YOUR AGENCY

Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. **Partner Agencies where the JV/AmeriCorps member is engaged in certain activities such as advocacy and direct pastoral ministry do not qualify to be AmeriCorps operating sites;** however, they may be considered as Independent placement sites for a Jesuit Volunteer who is not an AmeriCorps member. It is important that *all* Partner Agencies understand the AmeriCorps requirements and their ability to meet them.

In the Partner Agency Application it is important to demonstrate how the JV/AmeriCorps member will meet critical and compelling needs in the local community and enhance the mission of your agency without displacing or replacing employees or volunteers. By providing accurate and detailed responses in the application, as well as by completing a detailed JVC Northwest Position Description, the Partner Agency provides important information for JVC Northwest as we place JV/AmeriCorps members and provide documentation to AmeriCorps.

In accordance with JVC Northwest and AmeriCorps provisions, JV/AmeriCorps members are distinct from employees and volunteers. While serving at a Partner Agency, JV/AmeriCorps members are not eligible for these activities:

- Ø JV/AmeriCorps members cannot displace an employee or volunteer and/or duplicate services provided by employees of the Partner Agency; this prohibition includes substituting for absent staff and “covering shifts” or “covering the phones/front desk” normally filled by other staff.
- Ø The JV/AmeriCorps member is not to be involved in administrative duties that are not specified in their JVC Northwest Position Description and that are not specifically in support of their direct service.
- Ø The JV/AmeriCorps member may spend no more than 10% of their time fundraising. Allowable fundraising activities are limited to those that support their program activities and/or capacity-building on projects. JV/AmeriCorps members are barred from seeking federal funds as a part of their service activities. Fundraising includes marketing for fundraising events, researching grant proposals, etc. For more information, see AmeriCorps regulations 45 CFR §§ 2520.40-.45.
- Ø If serving at an AmeriCorps placement site, JV/AmeriCorps members will not engage in Activities Prohibited or Un-Allowable by AmeriCorps, information about which is available [here](#).

Time Commitments

JV AmeriCorps members also live together in intentional communities of 3-8 JVs and commit to sharing life together. As a result. There are limitations to service hours including:

- Eight hours per day, five days per week, with two consecutive days off per week, one being Saturday or Sunday.
- Night/evening service (after 6:00 p.m.) should not exceed two nights per week.
- No service day can be more than 18 hours

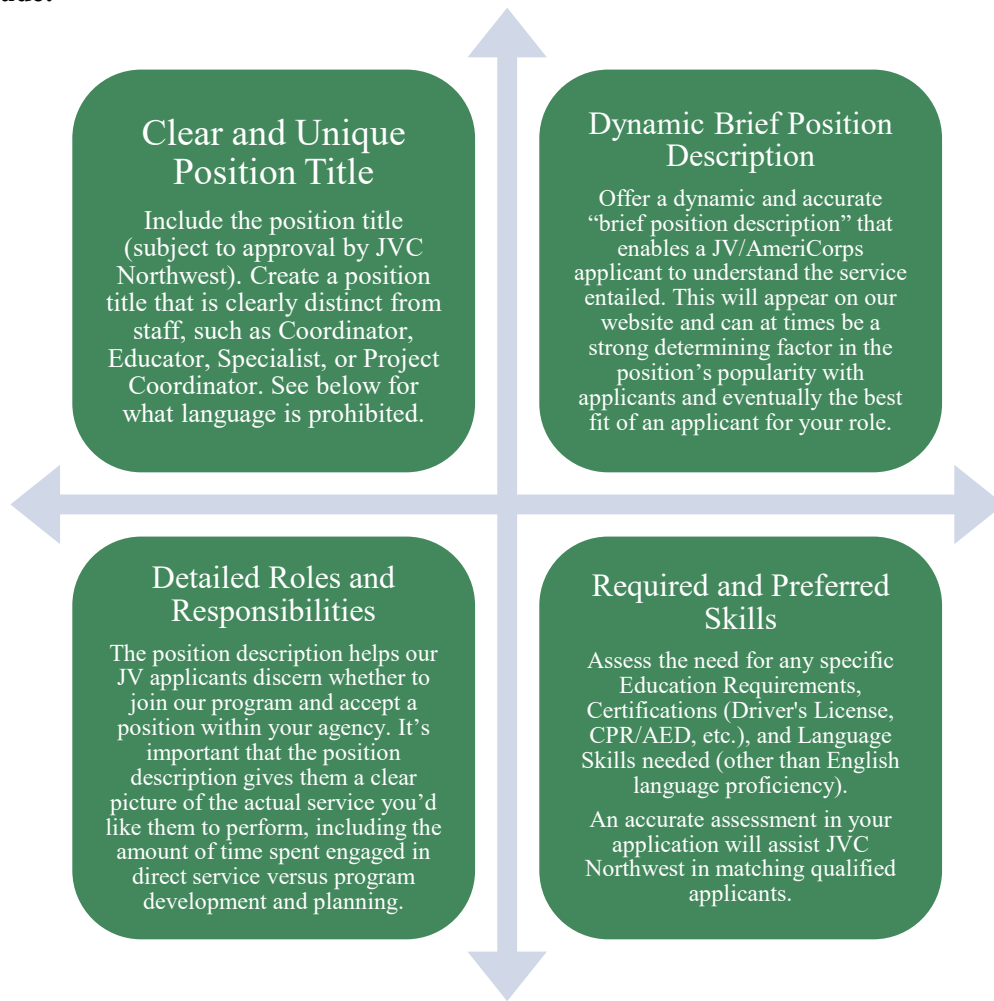
Placements should fit into one (or more) of the following categories:

AmeriCorps Eligible Positions (majority of positions)			
Environmental Conservation and Restoration			
Education	Restoration	Health Care	Social Services
Provides academic support to engage students (enrolled in grades K-12 in schools with a majority of economically disadvantaged students and/or a majority of children with special or exceptional needs).	Serves directly with the local land (i.e. through restoration and conservation efforts) and/or serving the publics with whom the agency collaborates for the purpose of education, and helping build the capacity of these programs.	Provides health services for individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas, by utilizing preventive and primary health care services and programs.	Serves directly with persons unable to provide for their own basic needs, persons alienated from their family and their larger community, or persons lacking access to personal and professional development that would potentially empower them to be leaders within their tradition and heritage.

Independent (non-AmeriCorps) Positions (limited)	
Advocacy and Structural Change	Ministry
Partner Agency that exclusively practices advocacy, structural change, and policy work. The JV should engage in community organizing, research, policy making, education, and communication with stakeholders and/or local and governmental organizations.	JV should serve in direct service and capacity building through service in religious education, catechesis, youth groups, sacramental preparation, liturgy, and other projects and tasks related to pastoral ministry.

WRITING A COMPELLING AND COMPLIANT POSITION DESCRIPTION

What to include:



What to leave out:

X

Prohibited Position Titles

- JV/AmeriCorps members are required to serve in unique, capacity building roles, therefore the title “assistant” is not appropriate. Additionally, JV/AmeriCorps members are required to be engaged in non-partisan service, the term “advocate” even if your agency uses different definition for “advocate” it can be a flag for our auditors, so cannot be used.
- Since JV/AmeriCorps members should be in support and capacity building roles to staff, professional titles such as Manager, Director, and Teacher are generally not appropriate.

X

“Work”

- JV/AmeriCorps members serve your organization, they do not “work on tasks, work with coworkers”, etc. Other suitable language could be: “JV daily tasks include monitoring emails” or “processing client intakes” and “collaborate with program staff” to name a few examples.
- It is ok to name previous work experience in the required or preferred qualifications to indicate previous experience.

X

Prohibited and Unallowable Activities

- Prohibited and Unallowable Activities (noted above)

IDENTIFYING PARTNER AGENCY ROLES FOR YOUR APPLICATION

JVC Northwest asks all Partner Agencies to identify Partner Agency Contacts in four distinct areas. See below information to assist you in determining the appropriate staff person for each role. *Note: For smaller organization, one staff person may hold all or multiple roles.*

<p style="text-align: right;">Site Supervisor</p> <p>Serves as primary point of contact for JV/AmeriCorps member at Partner Agency</p> <p>Provides weekly One to One Supervisor of JV/AmeriCorps member</p> <p>Facilitates Onboarding and on-going professional development throughout service term</p> <p>Approves monthly timesheets (AmeriCorps positions only)</p> <p>Completes Initial Placement Assessment, Mid-Term, and End Term Evaluation along with JV/AmeriCorps member (AmeriCorps positions only)</p> <p><i>For Example: Team Lead or Program Manager</i></p>	<p style="text-align: center;">Program Lead</p> <p>Oversees program or department in which the JV/AmeriCorps member serves</p> <p>Understands how JV/AmeriCorps role fits into larger program/department or organization wide context.</p> <p>Assists Site Supervisors with JV onboarding and professional development</p> <p><i>For Example: Director of Programs or Department Head</i></p>	<p style="text-align: center;">Agency Head</p> <p>Primary decision maker for Partner Agency</p> <p>Ensures mission, vision, and values alignment between JVC Northwest and agency</p> <p>Understands role JV/AmeriCorps members as Capacity Builders</p> <p><i>For Example: Executive Director, President, Principal</i></p>	<p style="text-align: center;">Billing Contact</p> <p>Primary financial decision maker for Partner Agency</p> <p>Receives invoices from JVC Northwest and remits payment for placement fee</p> <p>Can provide information about audited financials</p> <p><i>For Example: CFO or Director of Finance</i></p>
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AMERICORPS RECOMPETE

It's time for JVC Northwest to re-compete for another three years' funding from AmeriCorps. Beyond lowering financial barriers for JV AmeriCorps members, AmeriCorps funding subsidizes the cost to your organization to host a JV and covers the cost of the JV's housing (a cost formerly covered by our partners). JVC Northwest competes as an intermediary - a program that engages a multiple grassroots non-profits/eligible applicants, or consortium – that's you! We must provide two items to AmeriCorps from your agency, our *current* consortium members, as a part of our application:

Letter of Support

Each agency must submit a Letter of Support from your agency, signed by an authorized representative. You may write whatever you wish, though you may use the provided template if it is helpful to you. We may also use your letters for development and recruiting purposes. *Note for Partner Agencies that host JV/AmeriCorps members across multiple programs and locales: this will require some internal coordination.*

The Letter of Support must be:

- On your agency's letterhead
- No more than two pages in length
- Signed by an authorized representative of your agency.
- Avoid using terms like JVs, JVCs, Volunteers, etc. Please use "JV AmeriCorps member(s)" instead.

Diversity Questionnaire

AmeriCorps has requested that we provide more specific and detailed demographic information than ever before about our consortium and those they serve. We are enthusiastic to engage more deeply with our partners in working towards justice and recognize information is a key aspect of that work. We also recognize the capacity needed to gather this data and acknowledge the limited timeline to do so. Yet our application for funding will be weighed in part on its completeness. Please review these questions early to assess the amount of time necessary for your organization to gather this information. We are in the process of clarifying some criteria with AmeriCorps and will provide further details at the information session October 28, 2021 (see our website and emails for more information and to RSVP to this information session).

FINANCIAL COMMITMENTS TO JVC NORTHWEST

The current 2021-22 service year is the final year of our three-year grant cycle for our program, funded by AmeriCorps. In January, JVC Northwest will be applying for an additional three-year AmeriCorps grant for years 2022-25, and we remain hopeful and optimistic this partnership will continue. Please note that the exact cost of Partner Agency Fees is dependent on renewed AmeriCorps funding. If funding is secured, there will be no more than a 10 percent increase from the 2021-22 fees (see our website for current fees). However, costs to our partner agencies will increase significantly if we are not granted AmeriCorps funding and may vary according to locale. Each service year, regardless of timing in the grant cycle, the AmeriCorps partnership and funding is contingent upon the annual Federal Budget Appropriations Process.

Additionally, Partner Agencies pay for the JV/AmeriCorps members' transportation to their permanent residence or new residence at the end of the service year. If a Partner Agency is hosting a returning Jesuit Volunteer who is an Independent (non-AmeriCorps) member, they agree to provide a \$300 bonus for a JV serving a second year and a \$500 bonus for a JV serving a third year. Agencies pay this bonus directly to the JV.

JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

Required Financial Information

For Current Partner Agencies

(Currently host at least one JV AmeriCorps member for the 2021-22 Service Term or currently serving as an Alternate)

If you are a current/returning Partner Agency, you will be prompted to complete some financial information, but will not be required to submit a Statement of Financial Position and Statement of Activities and/or Profit and Loss Statement if we already have previously audited financials.

For New Partner Agencies

(Have never hosted or do not currently host at least one JV AmeriCorps member for the 2021-22 Service Term)

JVC Northwest asks new Partner Agencies to submit a copy of their agency's and (if different from agency) program's most recent financial statements (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss Statement). At minimum, submit the final financial statements of your last fiscal year and, if possible, include your most recent audited financials. Audited financials are statements that have been prepared and certified by a Certified Public Accountant (auditor). In addition to these statements, please also enter the information for your Agency's Income, Expenses, and Change in NET Assets from your most recent financial statements.

JVC NORTHWEST STAFF MEMBERS

The Program Coordinator team at JVC Northwest are those typically most equipped to support thinking through the contents of your application. If you are unsure of the Program Coordinator that supports your locale, see below. For technical assistance with your application (user access, glitches and errors, etc.) please reach out to Monica Glasscock, Programs Assistant, at program@jvcnorthwest.org. For any additional questions or organization/partnership wide questions, be in touch with Sarah Jones, Associate Director, JV Program, at sjones@jvcnorthwest.org.

Program Coordinator Team

**JVC NORTHWEST
JV PROGRAM COORDINATOR (PC) TEAM**

Staff Member	Interim Contact
 Adrianna Horsey (she/her)	 INTERIM CONTACT
 Mariah Ramirez (she/her)	
 Matt Ferguson (he/him)	
 Michelle Manning (she/her)	
 Sarah Jones (they/she)	

Staff Member	Interim Contact
 ahorsey@jvcnorthwest.org  971.353.6889	 sjones@jvcnorthwest.org  971.353.6896

Staff Member	Interim Contact
 Anchorage, AK Bethel, AK Juneau, AK Sitka, AK	 Portland, OR

Staff Member	Interim Contact
 Ashland, MT Billings, MT Boise, ID Missoula, MT St. Xavier, MT	
 Bend, OR Hood River/Odell, OR Omak, WA Spokane, WA Yakima, WA	
 Aloha, OR Gresham, OR Seattle, WA Tacoma, WA	



Appendix

FREQUENTLY ASKED QUESTIONS

When is the application deadline?

All pieces of the Partner Agency Application are due Monday, November 15, 2021. We encourage early submission to ensure that we can help you troubleshoot any technical difficulties that may arise or you the time and space to gather the necessary information for a complete application.

Is the application the same as last year (Fall 2020 application season)?

Pretty similar! JVC Northwest is excited to be entering our third year with our portal-based system, Knack, for the 2022-23 Program Year application. Each agency contact will have a user name and password when the application is live that can be used to access their application. Once you log on, you will be able to view the current agency information we have on file for your agency. You will be prompted to update that information, as needed as well as input new information about your agency, program, and position. Additionally, with our AmeriCorps recompetete process (see above) we are asking for more detailed demographic information. Programs within in the same agency will be able to view the same agency information and edits will be reflected amongst all programs. Additionally, you can add additional programs to one complete application for your agency.

We are a current/returning Partner Agency, how can we add additional users for the portal?

If you are a contact at a current Partner Agency (you currently host a JV/AmeriCorps member) or have hosted a JV/AmeriCorps member in 2020-21, but do not have a log in for the Knack portal, please email Monica Glasscock at program@jvcnorthwest.org to set up your account.

I know I have a Knack account, but I can't remember my password, can I get it reset?

Absolutely! Please email Monica Glasscock at program@jvcnorthwest.org to get your password reset.

We are a new Partner Agency, how can we get user names and passwords to log on to the portal?

If you are a new agency, please email Sarah Jones at sjones@jvcnorthwest.org indicating an interest in completing a partner agency application. Please provide the full name of the agency as well as the names of any users who will need access to the system in order to complete the application. Please include the users' first name, last name, and email address. *Note: New log in and accounts will not be issued after Monday, November 8 (one week prior to application closing date) so activate your account early.*

Can I fill the application out in multiple sittings?

Yes. When you are logged in to the portal, you can work on your agency, program, and position specific information. There is an option to save within each portion of the application. Once your application is complete the entire application, you can submit it online. We have heard from users, that to avoid error messages, the tabs of the application should be completed in order left to right (Agency, Financials, Program(s), Position(s), Submission). We suggest reviewing the application within a week of it's launch to review what is needed for a complete application and create an internal timeline to complete as some questions may require some information gathering.

What happens when I select the "Submit" button at the end of the application?

Please make sure your application is fully complete and that you are connected to the internet before hitting the "Submit" button. Once this button is clicked, your application will automatically be sent to JVC Northwest. If you accidentally send the form before the application is complete, please email program@jvcnorthwest.org to notify our team and get your application reopened. Additionally, if you are an agency that has multiple programs applying for a position, please ensure all program specific pieces are complete before submitting the full agency application and identify a designee at your agency to complete the final submission by the deadline. JVC Northwest is not able to consider unsubmitted applications.

What if I am applying for multiple JV/AmeriCorps members?

Partner agencies submit one agency application for multiple positions either within or across programs. Individual program information must be entered for each position, but one application will be submitted overall for each agency, regardless of number of JV/AmeriCorps positions applied for. **NOTE:** *We may not accept all of your requested JV/AmeriCorps positions. If you are applying for more than one JV/AmeriCorps member, please be in contact with your Program Coordinator to identify the priority of positions for your organization across all programs.*

What position description should I submit as part of my application?

For a full answer to this question, please read the Position Description Guidelines included in this document. We require all agencies to submit a detailed position description as part of their application. This helps us streamline our application process and ensure AmeriCorps compliance. Because we use your brief position description(s) as the basis for our web postings about your position(s), please use compelling language and write in complete sentences. If you have questions or are interested in receiving feedback about how to make your position description more compelling or compliant with our AmeriCorps requirements, please reach out to your Program Coordinator.

When will we be notified if our position(s) has/have been accepted?

We will notify all organizations that submit an application by the end of December 2021 via email. This is earlier than in our past years. If accepted, you may be asked to edit or revise your position description in order for your position to be viewable to our JV applicants. The first priority deadline for 2022-23 JV application is January 11, 2022.

What information goes on the JVC Northwest website to advertise my position(s)?

We use information including the brief position description, essential tasks, educational and driving requirements, preferences, mental/physical performing elements, and language needs on our website. This allows applicants to see at a glance if they are qualified and interested in service with your organization. Once matched to your position, the JV applicant will receive your full position description when considering an interview with your organization.

When will we be able to interview an applicant matched to our position?

We will begin our matching process in mid-February 2022 and continue to match positions until all are filled, typically through mid to late June. Once an application is matched with your accepted position, you will receive their Resume, Supervisor Reference Form, and Mission Reference Form, submitted as part of their application. You will have one week to conduct an interview with your matched applicant and determine if you'd like to extend an offer to the applicant. Once you have a mutual yes from the applicant, your position will be finalized for the service term. You may interview one or several applicants before finding that mutual yes.

Whom should I contact if I have further questions?

Please contact Associate Director, JV Program, Sarah Jones at sjones@jvcnorthwest.org with further questions.

LETTER OF SUPPORT TEMPLATE

Please write this Letter of Support for JVC Northwest AmeriCorps re-compete grant on your agency's letterhead

[DATE]

Via upload to JVC Northwest Knack portal only to complete your 2022-23 Partner Agency Application- we cannot accept mailed or emailed Letters of Support

Corporation for National and Community Service
c/o Kate Stinson, Director of Programs
Jesuit Volunteer Corps Northwest
P.O. Box 22125
Portland, OR 97269

Regarding: [Consortium member name] Letter of Support for JVC Northwest grant application

To Whom It May Concern;

I am writing as a Consortium member in support of JVC Northwest's AmeriCorps 2022 National Direct grant application. [AGENCY] has been partnering with JVC Northwest for [XX] years because the JV AmeriCorps member(s) serving with us helps us address compelling needs within our community.

[Please describe how your organization is able to respond to compelling need(s) because of JV AmeriCorps member service – either direct service, capacity-building projects, or both. You may opt to use answers from your current or prior year's application to host a JV. If your agency hosts JVs in multiple roles and/or programs, consider mentioning each.]

[If you found any of our trainings, staff support, and/or resource page(s) helpful lately:] We also appreciate and benefit from the support that JVC Northwest provides us in managing reporting requirements such as [include what has been helpful].

We are grateful for the role JVC Northwest plays as an AmeriCorps Intermediary program allowing us to be part of their consortium and working in partnership to make a difference in the lives of those with whom we serve.

Sincerely,

[Name, Title/Position]
[Program and/or Agency]

PARTNER AGENCY APPLICATION TIMELINE 2022-23 SERVICE TERM

October 5	Partner Agency Application available online
November 16	Application Deadline for Partner Agencies All Partner Agency Application materials are to be received online by the JVC Northwest office via Knack (online application platform).
November-December	Agency Application Review, Clarification and Selection Process JVC Northwest staff will begin following up with applicants regarding Position Descriptions and other application questions.
Mid-December	Status Letters Emailed to Partner Agencies Partner Agencies will be informed by email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site and be invited to finalize their Position Description if more edits are needed.
Mid-February to mid-June	JV/AmeriCorps member Screening and Placement Process Starting in January, JVC Northwest staff screens prospective JV/AmeriCorps members for suitability to the JVC Northwest program. In mid- February through mid-June, Partner Agencies begin reviewing applicants for suitability for the JV/AmeriCorps member positions. More information about this process is available in our Partner Agency & Site Supervisor Handbook.
May/June	Mandatory, Annual Site Supervisor Training Webinar AmeriCorps sites return completed Site Supervisor Contracts to JVC Northwest
July 1	Signed Site Supervisor Contracts, Placement Agreements, Memoranda of Understanding and Certificates of Liability Insurance due to JVC Northwest
August 8-13	JVC Northwest JV/AmeriCorps member Orientation JVC Northwest Orientation (virtually or in person) is an opportunity for the JV/AmeriCorps members to prepare for their year, to learn more about JVC Northwest, and meet those with whom they will share their experience. JV/AmeriCorps members are not available for service-related tasks during this time period.
August 13-16	JV/AmeriCorps members transition to locales JV/AmeriCorps members travel from the JVC Northwest Orientation site to their placement locales. They settle into their new living situations and become oriented to the area. JV/AmeriCorps members are not available for service-related tasks during this time period.
August 17	First day of service for all JV/AmeriCorps members Site Supervisor should be prepared to welcome and orient their JV/AmeriCorps member.
During the Year	There are up to five JVC Northwest retreats (two regional retreats, one in locale retreat, and two program wide retreats for BIPOC (Black, Indigenous, People of Color) identified JVs) during the year, which the JV/AmeriCorps members are expected to attend. Specific information about each retreat is provided seasonally and dates are set at the start of the program year.
June 30/ July 31	Last Day of Service for 2022-23 JV/AmeriCorps members. June 30 th for 11-month, positions and July 31 for 12-month JV/AmeriCorps positions.