

# APPLICATION INSTRUCTIONS

## IOWA CAMPUS COMPACT VISTA COMMUNITY CORPS REQUEST FOR PROPOSALS



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## PURPOSE

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Iowa Campus Compact (IACC) is seeking interested higher education, nonprofit, or government agencies to serve as host sites for the IACC VISTA Community Corps program. [AmeriCorps VISTA](#) (Volunteers in Service to America) is a program through the Corporation for National and Community Service (CNCS) that seeks to build capacity for organizations that alleviate poverty in our society.

## MAIN COMPONENTS

- Selected sites will receive an AmeriCorps VISTA position for up to the next **THREE (3) YEARS**.
- Host sites are required to pay a **COST SHARE** of \$6000 for each member they enroll into the program.
- The VISTA member(s) will build capacity in the areas of **EDUCATION** or **ECONOMIC OPPORTUNITY**.
- IACC is especially interested in awarding projects that **DEVELOP PARTNERSHIPS** between the community and institutions of higher education.
- Sites will be selected for a three-year grant cycle but **EVALUATED ANNUALLY** for continuation.

## APPLICATION PROCESS

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### NEW PROJECTS

1. Schedule a **PRE-APPLICATION CONSULTATION** with Monique Ellefson ([mellefson@iwcc.edu](mailto:mellefson@iwcc.edu), 515-235-4008).
  - The consultation will last approximately one (1) hour.
  - Be prepared to discuss your project goals and how they can connect with the application requirements.
  - The goal of the consultation is to ensure that the applicant organization's project fits within the scope of the IACC VISTA Community Corps program and they are prepared to recruit, orient, and supervise the AmeriCorps VISTA member.
2. Complete the **IACC VISTA HOST SITE APPLICATION** [online](#).
  - Applicants that do not go through the pre-application consultation phase will not be considered.

### CONTINUING PROJECTS

*Continuing host sites who switch focus areas or objectives must go through the new host site application process.*

1. Submit a new **VISTA ASSIGNMENT DESCRIPTION (VAD)**.
2. Submit **PERFORMANCE MEASURE GOALS**.
3. Select **PREFERRED START DATE**.

## SELECTION

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Iowa Campus Compact will select host sites and make awards based on several criteria. IACC will consider the host site's ability to recruit members, manage the program, and effectively supervise members.

Host sites requesting continued support will be reviewed through these additional items:

- Host site reports; attainment of Performance Measure Goals
- Enrollment and retention rates
- Compliance with submitting enrollment and exit paperwork by program deadlines
- Site visit or other monitoring findings (if applicable)
- Timely payment of cost share
- Continued alignment with the IACC VISTA Community Corps' program goals

Please note that the **CORPORATION FOR NATIONAL AND COMMUNITY SERVICE** will make the final decision on whether or not a host site's request for an AmeriCorps VISTA project is approved.

## DEADLINES

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The following deadlines align with *anticipated* AmeriCorps VISTA scheduled start dates. Iowa Campus Compact will update deadlines as start times are announced by AmeriCorps VISTA. Applicants can submit an application outside of the following deadlines. Occasionally, AmeriCorps VISTA schedules additional start times that may not be listed below. Please contact Monique Ellefson ([mellefson@iwcc.edu](mailto:mellefson@iwcc.edu), 515-235-4008) to learn about potential alternate start dates.

### APRIL START DATE Anticipated 4/24/2018

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#### NEW PROJECTS

- ✓ Early December – pre-application discussion
- ✓ January 5, 2018 – Applications due
- ✓ January 12, 2018 – Notifications sent out
- ✓ February 2, 2018 – Recruitment begins
- ✓ March 2, 2018 – Recruitment deadline

#### CONTINUING PROJECTS

- ✓ January 19, 2018 – VADs due
- ✓ February 2, 2018 – Recruitment begins
- ✓ March 2, 2018 – Recruitment deadline

### JUNE START DATE Anticipated 6/27/2018

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#### NEW PROJECTS

- ✓ Early December – pre-application discussion
- ✓ January 5, 2018 – Applications due
- ✓ January 12, 2018 – Notifications sent out
- ✓ February 2, 2018 – Recruitment begins
- ✓ May 4, 2018 – Recruitment deadline

#### CONTINUING PROJECTS

- ✓ January 19, 2018 – VADs due
- ✓ February 2, 2018 – Recruitment begins
- ✓ May 4, 2018 – Recruitment deadline

### JULY START DATE Anticipated 7/25/2018

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#### NEW PROJECTS

- ✓ Early December – pre-application discussion
- ✓ January 5, 2018 – Applications due
- ✓ January 12, 2018 – Notifications sent out
- ✓ February 2, 2018 – Recruitment begins
- ✓ June 1, 2018 – Recruitment deadline

#### CONTINUING PROJECTS

- ✓ January 19, 2018 – VADs due
- ✓ February 2, 2018 – Recruitment begins
- ✓ June 1, 2018 – Recruitment deadline

### AUGUST START DATE Anticipated 8/8/2018

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#### NEW PROJECTS

- ✓ Early January – pre-application discussion
- ✓ February 2, 2018 – Applications due
- ✓ February 9, 2018 – Notifications sent out
- ✓ March 2, 2018 – Recruitment begins
- ✓ June 29, 2018 – Recruitment deadline

#### CONTINUING PROJECTS

- ✓ February 16, 2018 – VADs due
- ✓ March 2, 2018 – Recruitment begins
- ✓ June 29, 2018 – Recruitment deadline

### NOVEMBER START DATE Anticipated 11/6/2018

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#### NEW PROJECTS

- ✓ Early March – pre-application discussion
- ✓ March 30, 2018 – Applications due
- ✓ April 6, 2018 – Notifications sent out
- ✓ April 27, 2018 – Recruitment begins
- ✓ September 28, 2018 – Recruitment deadline

#### CONTINUING PROJECTS

- ✓ April 13, 2018 – VADs due
- ✓ April 27, 2018 – Recruitment begins
- ✓ September 28, 2018 – Recruitment deadline

## ELIGIBILITY

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This application is open to the following types of public organizations:

- Iowa Campus Compact member higher education institutions
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Priority will be given to community organizations that have existing partnerships with Iowa Campus Compact member higher education institutions. Nonprofit sites should only apply if they have a demonstrated interest in building and expanding these partnerships. Please note that eligible nonprofit private organizations are not limited to those with IRS 501(c) (3) status, but, rather, all organizations with IRS 501(c) status that focus on anti-poverty community development.

## OTHER CONSIDERATIONS

- Organizations that focus solely on **ADVOCACY** and **LOBBYING** are *not* eligible.
- Organizations that have **PREVIOUSLY SPONSORED VISTA PROJECTS** for more than three (3) years may apply with a *new* project and program emphasis. They must demonstrate a prior successful record in project management and achieving results.

## TECHNICAL ASSISTANCE

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Questions can be directed to IACC VISTA Program Coordinator Monique Ellefson ([mellefson@iwcc.edu](mailto:mellefson@iwcc.edu), 515-235-4008). Interested applicants are encouraged to schedule a **PRE-APPLICATION CONSULTATION**, which lasts approximately one (1) hour, where we will discuss your project goals and how your goals can connect with IACC VISTA Community Corps program. The goal of the consultation is to ensure that the applicant organization's project fits within the scope of our program and they are prepared to recruit, orient, and supervise the AmeriCorps VISTA member(s).

# HOST SITE OBLIGATIONS

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## BASIC REQUIREMENTS

Host sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any VISTA initiative are those living in poverty. The goal for every VISTA program is for the host site to sustain the VISTA member's outcomes beyond the service term. Host sites must be able to:

- Direct the project
- Recruit and supervise the VISTA member(s)
- Provide necessary administrative support to complete the goals of the project.

## COST SHARE

The cost to participate in the Iowa Campus Compact VISTA Community Corps program this year is expected to be **\$6,000**. The Cost Share is associated with the cost of providing VISTA members with their monthly stipend.

- IACC pays member cost-of-living stipends directly and is reimbursed for a portion, but not all, of those costs through the federal grant; *host site cost share covers the rest.*
- Cost-share amounts may *vary* from year-to-year.
- If a site is unable to recruit a member or if a member does not complete their year of service, *sites will not be reimbursed.*
- Host sites will be invoiced for their Cost Share *after* award notification and are expected to make payment *by the beginning of the VISTA member's term* unless other arrangements have been made.

## INSTITUTIONS OF HIGHER EDUCATION

Iowa Colleges and Universities participating in the IACC VISTA Community Corps program must be members of Iowa Campus Compact. The recruited VISTA(s) will spend the majority of their time on campus working to strengthen partnerships between your institution and multiple community partner organizations that focus on issues related to either education or economic opportunity.

- ✓ Responsible for paying the cost share
- ✓ Identify community partner organization(s)
- ✓ Lead recruiting efforts to find a VISTA member
- ✓ Draft a VISTA Assignment Description (VAD) to include VISTA member activities, goals, and outcomes
- ✓ Provide housing support and/or meal assistance, if possible, for the VISTA member
- ✓ Identify a staff member to serve as a supervisor for the VISTA member, who will provide ongoing supervision, and assist the VISTA in completing monthly and quarterly progress reports to Iowa Campus Compact
- ✓ Provide a work station for the VISTA member that includes a computer and phone

## PUBLIC ORGANIZATIONS

Iowa public organizations participating in the IACC VISTA Community Corps program will have their VISTA member(s) spend the majority of their time serving at the public organization (nonprofit or government agency) in order to expand capacity for the public organization. We also expect that the organizations we support have existing partnerships with one or more of our higher education institution members and are seeking to strengthen those partnerships through the VISTA position.

- ✓ Responsible for paying the cost share
- ✓ Lead recruiting efforts to find a VISTA member
- ✓ Draft a VISTA Assignment Description (VAD) in consultation with the higher education partner
- ✓ Provide housing support and/or meal assistance, if possible, for the VISTA member
- ✓ Identify a staff member to serve as a supervisor for the VISTA member, who will provide ongoing supervision, and assist the VISTA in completing monthly and quarterly progress reports to Iowa Campus Compact
- ✓ Set up and maintains a clear structure for regular contact with the higher education institution to build the partnership and support the VISTA member's efforts
- ✓ Provide a work station for the VISTA member that includes a computer and phone

## IACC VISTA COMMUNITY CORPS PROGRAM PRIORITIES

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This year's priorities are guided by the CNCS Strategic Plan, AmeriCorps VISTA's statutory mandate to focus on eliminating poverty, and Iowa Campus Compact's strategic plan. IACC expects that AmeriCorps VISTA resources will be invested in building the capacity of anti-poverty programs and organizations operating in these programming areas:

- Economic Opportunity
- Education

### SPECIAL CONSIDERATIONS

Priority will be given to projects that serve areas of **CONCENTRATED POVERTY**.

- This is defined as Census tracts or *counties with 20 percent or higher poverty rates*. These can be rural or urban areas and the projects can be located in or serve the high-poverty areas.

Further consideration should be given to **PERSISTENT POVERTY** areas.

- This is defined as those areas that have had a *poverty level of 20 percent or higher for 30 years or more*.

Given the *generational* and *systemic* nature of poverty, every effort should be made to target AmeriCorps VISTA resources to these areas. To assist in targeting these areas, the US Department of Agriculture (USDA) has developed a [concentrated poverty mapping tool](#) more easily identify them these areas.

## CAPACITY BUILDING PROJECTS

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Iowa Campus Compact is interested in supporting VISTA projects that **DEVELOP, EXPAND, or ENHANCE** the organization's **ABILITY TO ELIMINATE POVERTY**. Applications with proposed VISTA projects that are solely focused on the AmeriCorps VISTA members delivering direct services will not be considered.

CNCS defines capacity building as: **"A SET OF ACTIVITIES THAT EXPAND THE SCALE, REACH, EFFICIENCY, OR EFFECTIVENESS OF PROGRAMS AND ORGANIZATIONS."** Activities may also increase the ability of the program or organization to leverage resources.

- For example, capacity-building activities may expand services, enhance delivery of services, or general additional resources.
- These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

Applicants must *select from one of the following* capacity building goals for their organization.

- **SCALE/REACH.** You aim to increase your organization's or program's ability to serve more people, serve new groups of people, or provide new or expanded types of services
- **EFFECTIVENESS.** You aim to increase your organization's or program's ability to achieve better outcomes for beneficiaries.
- **EFFICIENCY.** You aim to increase your organization's or program's ability to provide improved outcomes for beneficiaries with the same level of resources or to improve or maintain consistent quality of services with fewer resources.
- **LEVERAGED RESOURCES.** You aim to increase your organization's or program's ability to generate additional resources or assets, such as funding, volunteers, in-kind support, and partnerships.
- **CREATE YOUR OWN.**

Applicants must also *select service activities from the list below*. AmeriCorps VISTA members are expected to adhere to the identified service activities in order to alleviate poverty in the local community.

SERVICE ACTIVITY	DESCRIPTION	EXAMPLES OF VISTA ACTIVITIES
<b>COMMUNITY ASSESSMENT</b>	Environmental scan of community context and need.	<ul style="list-style-type: none"> <li>✓ Help design a community assessment plan</li> <li>✓ Help complete a survey of neighborhood or a report of need/recommendations based on findings</li> <li>✓ Help incorporate into program service delivery</li> <li>✓ Help update community assessment to monitor the most pressing community challenges</li> </ul>
<b>COMMUNITY AWARENESS &amp; ENGAGEMENT</b>	Expand community knowledge and support of the program effort.	<ul style="list-style-type: none"> <li>✓ Help complete a public relations media plan</li> <li>✓ Help conduct community outreach or organizing meetings</li> <li>✓ Help develop presentations, newspaper articles and PSAs</li> </ul>
<b>EXPAND/STRENGTHEN PARTNERSHIPS/NETWORKS</b>	Initiate efforts with other organizations, for example, through applying jointly for funding, collaborating on programming or referrals, sharing staff and resources, developing training and materials that are shared.	<ul style="list-style-type: none"> <li>✓ Identify potential collaborators and plan informational meetings</li> <li>✓ Help improve communication about community projects among partner organizations</li> <li>✓ Help establish intra-organization systems (e.g. linked database, common forms)</li> <li>✓ Help develop commitments among collaborators to the project and formalize partnerships, e.g. MOUs, budgets</li> </ul>
<b>FINANCIAL RESOURCES</b>	Develop/expand a diversified funding stream.	<ul style="list-style-type: none"> <li>✓ Develop fundraising plan</li> <li>✓ Recruit fundraising committee</li> <li>✓ Help establish fundraising unit</li> <li>✓ Identify resources for fundraising</li> <li>✓ Help develop capital campaign or approach donors</li> <li>✓ Draft and submit proposals</li> <li>✓ Plan ongoing fundraising</li> </ul>
<b>MATERIAL DEVELOPMENT</b>	Improvement or expansion of materials that support programming (e.g, toolkits, curricula, worksheets)	<ul style="list-style-type: none"> <li>✓ Assess current materials</li> <li>✓ Develop or modify materials to strengthen programming</li> <li>✓ Develop and/or training materials</li> <li>✓ Develop manuals</li> <li>✓ Train staff in the use of newly developed materials</li> </ul>
<b>OUTREACH</b>	Participant recruitment.	<ul style="list-style-type: none"> <li>✓ Develop an outreach plan for target beneficiaries/ participants</li> <li>✓ Help ensure program is relevant to potential participants</li> <li>✓ Develop/improve presentations, communication tools and methods of conducting outreach to potential participants</li> </ul>

<b>PERFORMANCE MEASUREMENT</b>	Assessing results of program offerings.	<ul style="list-style-type: none"> <li>✓ Help develop or improve a performance management system for the anti-poverty programming</li> <li>✓ Help train staff to use performance management system routinely to continually improve measures</li> <li>✓ Help staff use findings from performance measurement efforts to inform improvements of existing and new program offerings</li> </ul>
<b>PROGRAM DEVELOPMENT &amp; DELIVERY</b>	Improvement or expansion.	<ul style="list-style-type: none"> <li>✓ Help expand existing program or develop new program design</li> <li>✓ Help implementation of new/expanded program</li> </ul>
<b>TECHNOLOGY USE</b>	Develop systems for organizational effectiveness.	<ul style="list-style-type: none"> <li>✓ Develop, pilot, revise database (volunteer, client) or internal or external knowledge management system</li> <li>✓ Develop social media tools</li> <li>✓ Pilot new tools</li> <li>✓ Train staff to do updates and maintain database or knowledge management system</li> <li>✓ Develop on-going staff/volunteer/community technology resource</li> </ul>
<b>VOLUNTEER RECRUITMENT &amp; MANAGEMENT SYSTEM</b>	Establish or expand pool of volunteers to assist with service delivery.	<ul style="list-style-type: none"> <li>✓ Help organization and other stakeholders recognize need for and use of volunteers</li> <li>✓ Help clarify volunteer roles</li> <li>✓ Develop volunteer generation plan</li> <li>✓ Develop partnerships for recruiting volunteers</li> <li>✓ Develop volunteer unit, volunteer manual/training/curriculum</li> <li>✓ Recruit/manage volunteers</li> <li>✓ Develop/pilot volunteer training</li> <li>✓ Develop volunteer intake/tracking/recognition system</li> <li>✓ Train staff to manage volunteer plan</li> <li>✓ Resource plan for ongoing support of systems (recognition, training, supervision)</li> </ul>
<b>CREATE YOUR OWN</b>		



## **ANTI-POVERTY INTERVENTIONS**

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Iowa Campus Compact is interested in supporting organizations that seek to alleviate poverty in the areas of **ECONOMIC OPPORTUNITY** or **EDUCATION**. Proposed VISTA projects should attempt to alleviate poverty for a target population (e.g. families, children, students, etc.) important to the applicant organization. Interventions may address poverty systemically or individually, but the AmeriCorps VISTA should not provide direct services to beneficiaries.

### **ECONOMIC DEVELOPMENT**

In the area of **FINANCIAL LITERACY**, IACC is interested in awarding VISTA positions to organizations in order to develop, expand, or enhance programs that:

- Assist with Volunteer Income Tax Assistance (VITA),
- Provide income tax tutoring,
- Provide financial literacy education, or
- Other opportunities.

In the area of **EMPLOYMENT**, IACC is interested in awarding VISTA positions to organizations in order to develop, expand, or enhance programs that:

- Provide adult basic education,
- Provide adult ESOL/ESL,
- Provide classroom based job skills training,
- Provide coaching/counseling,
- Helping with GED attainment,
- Provide job placement services,
- Provide on-the-job skills development, or
- Other opportunities.

In the area of **HOUSING**, IACC is interested in awarding VISTA positions to organizations in order to develop, expand, or enhance programs that:

- Assist with access to housing,
- Assist with finding housing,
- Assist with finding resources to supporting housing,
- Building homes,
- Rehabilitating homes,
- Repairing homes, or
- Other opportunities

### **EDUCATION**

In the areas of **K-12 SUCCESS** or **POST-HS EDUCATION SUPPORT**, IACC is interested in awarding VISTA positions to organizations in order to develop, expand, or enhance programs that:

- Provide classroom teaching,
- Provide community school partnership,
- Provide family involvement,
- Provide mentoring,
- Provide out-of-school time,
- Provide service-learning,
- Provide summer learning,
- Provide teacher training,
- Provide tutoring one-on-one,
- Provide tutoring small group,
- Provide other classroom support, or
- Other opportunities.

## RESOURCES

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The following clearinghouses (or lists of clearinghouses) are useful resources for finding needs data and intervention resources.

- [CNCS List of Clearinghouses](#)
- [Institute of Education Sciences' What Works Clearinghouse](#)
- [US Department of Health and Human Services \(DHHS\) Clearinghouses](#)
- [US DHHS Employment](#)
- [US Department of Labor Clearinghouse](#)
- [Higher Education Partnership Resources](#)
- [National Service-Learning Clearinghouse](#)

## AMERICORPS VISTA MEMBER BENEFITS

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### VISTA TERMS, CONDITIONS, AND BENEFITS: KEY POINTS FOR SUPERVISORS [VIEW PDF](#)

- A living stipend paid out bi-weekly from Iowa Western Community College totaling \$12,311 over 12 calendar months.
- Health care benefit through the Corporation for National and Community Service
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$5,775 or \$1,803 post-service stipend, from the National Service Trust.
- \$550 settling-in allowance to individuals moving a distance of 50 miles or more for the AmeriCorps VISTA position.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.
- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>
- One-year noncompetitive status for a federal government job.

### ADDITIONAL BENEFITS

Iowa Campus Compact encourages, but does not require, participating sites to provide housing and/or meal support to their VISTA member(s). This may mean arranging for a community member to house the VISTA, providing on-campus housing, providing an on-campus meal card, paying rent directly to the landlord, seeking out low-cost housing, etc.

- VISTA members are *not* allowed to receive any outside compensation from their host sites during their term of service.
- Host site benefits must be provided to the VISTA member as either in-kind or in direct payment, such as to a landlord or vendor.

# AMERICORPS VISTA MEMBER PROHIBITED ACTIVITIES

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## PROHIBITED ACTIVITIES

45 CFR§§ 2520.65 While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the Corporation for National and Community Service, members and volunteers recruited by 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
  - a. A business for profit;
  - b. A labor union
  - c. A partisan political organization
  - d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/ICVS 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.

## RIGHTS OF PRIVATE CITIZENS

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

## FUNDRAISING

45 CFR§§ 2520.40 AmeriCorps members may raise resources directly in support of your program's service activities.

Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

5. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
6. Seeking donations from alumni of the program for specific service projects being performed by current members.

## **FUNDRAISING LIMITATIONS**

AmeriCorps members may not:

1. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
2. Write a grant application for funding provided by a federal agency including Campus Compact Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

## **NON-DUPLICATION**

45 CFR §§ 2540.100

- A. Corporation 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) [non-displacement] of this section are met, Corporation 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.

## **NON-DISPLACEMENT**

45 CFR §§ 2540.100

- A. 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.
- B. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- D. A participant in a program receiving Corporation assistance 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.
- E. A participant in any program receiving assistance under this chapter 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.
- F. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

# APPLICATION INSTRUCTIONS

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## SITE INFORMATION

**INSTRUCTION:** If you are requesting more than one VISTA and they will be reporting on different performance measures, then you will need to submit separate applications for each VISTA position in order to submit all performance measures.

The requested information will be as follows:

- Name of Organization
- Physical Address, including the full Zip Code +4
- Employer Identification Number (EIN)
- Organization Type (select one):
  1. Iowa Campus Compact higher education member institution
  2. State and local government organizations
  3. Indian Tribes
  4. Nonprofit private organizations
  5. Other (please describe)
- Number of VISTA Member(s) Requested
- Select Desired Start Date for your Requested Position(s):
  1. January Start Date (Anticipated 1/30/2018)
  2. April Start Date (Anticipated 4/24/2018)
  3. June Start Date (Anticipated 6/27/2018)
  4. July Start Date (Anticipated 7/25/2018)
  5. August Start Dates (Anticipated 8/8/2018)
  6. November Start Dates (Anticipated 11/6/2018)
- Application Type:
  1. New applicant or continuation with significant changes
  2. Continuing Host Site

## APPLICANT INFORMATION

The requested information will be as follows:

- Applicant Name
- Email
- Phone
- Will the applicant also act as the AmeriCorps VISTA member(s)'s supervisor?
  1. Yes
  2. No

## VISTA SUPERVISOR INFORMATION

**INSTRUCTION:** You must provide a supervisor for your VISTA member(s).

The requested information will be as follows:

- Supervisor Name
- Supervisor Title
- Will Supervision be a Full- or Part-Time Responsibility?
  1. Full-Time
  2. Part-Time
- Supervisor Email
- Supervisor Phone

## COMMUNITY NEED AND INTERVENTION

The requested information will be as follows:

- Briefly describe your community that will be served by this project:
  - **INSTRUCTION:** We suggest 1 sentence.
- Briefly describe the specific target low-income population that will be served by this project:
  - **INSTRUCTION:** We suggest 1 sentence. You should be as specific as possible.
  - **EXAMPLE:** “Low-income adults living in Polk County.”
  - Below is a list of target populations:
    - Low-income Native Americans, Native Alaskans, and Pacific Islanders.
    - Low-income individuals with disabilities.
    - Individuals and families experiencing homelessness.
    - Unemployed individuals.
    - Low-income adults.
    - Low-income youth.
    - Low-income formerly incarcerated youth.
    - Low-income formerly incarcerated adults.
    - Low-income communities.
    - Low-income veterans.
    - Low-income military families.
- Why are the needs of this community and target population not being met?
  - **INSTRUCTION:** We suggest 2 to 4 sentences. You must include relevant citations.
- How does the need of your community relate to your anti-poverty priority area selected in the project information section of this application?
  - **INSTRUCTION:** We suggest 2 to 4 sentences. You must include relevant citations.
- How will your project strengthen the community and bring individuals out of poverty?
  1. Describe your intervention.
    - **INSTRUCTION:** We suggest 2 to 3 sentences. You must include relevant citations.
  2. What specific evidence exists that demonstrates your intervention’s success?
    - **INSTRUCTION:** We suggest 3 to 5 sentences. You must include relevant citations.
- Attach Letter of Support from applicant organization.
  - **INSTRUCTION:** See [template](#) for additional instructions.

## ORGANIZATIONAL CAPACITY

The requested information will be as follows:

- Describe your plan for supervising the VISTA member(s) and monitoring the project’s progress.
  - **INSTRUCTION:** We suggest 3 to 5 sentences.
- How will having an AmeriCorps VISTA member improve your organization’s capacity to serve the community?
  - **INSTRUCTION:** We suggest 3 to 5 sentences.
- How will you use the AmeriCorps VISTA member to create a sustainable program or project?
  - **INSTRUCTION:** We suggest 3 to 5 sentences.

## HIGHER EDUCATION AND COMMUNITY PARTNERSHIPS

The requested information will be as follows:

- Describe your existing higher education and community partnerships.
  - **INSTRUCTION:** We suggest you *list relationships or partnerships broadly*.
  - **EXAMPLE:** “The ABC organization partners with XYZ College’s history department to recruit student volunteers.”
- How would this AmeriCorps VISTA project strengthen those partnerships and/or work to build new ones?
  - **INSTRUCTION:** We suggest *2 to 4 sentences*.

## PROJECT INFORMATION

The requested information will be as follows:

- Capacity Building Goal: *Select only one goal*. Your goal, selected service activities, and intervention should align logically.
    1. Scale/Reach: You aim to increase your organization’s or program’s ability to serve more people, serve new groups of people, or provide new or expanded types of services.
    2. Effectiveness: You aim to increase your organization’s or program’s ability to achieve better outcomes for beneficiaries.
    3. Efficiency: You aim to increase your organization's or program’s ability to provide improved outcomes for beneficiaries with the same level of resources or to improve or maintain consistent quality of services with fewer resources.
    4. Leveraged Resources: You aim to increase your organization’s or program’s ability to generate additional resources or assets, such as funding, volunteers, in-kind support, and partnerships.
    5. Create Your Own.
  - Service Activities: Select all that apply. Include brief description of duties or project for each selected activity.
    - **INSTRUCTION:** We suggest *1 to 3 sentences* for *each* brief description.
      1. Community Assessment
      2. Community awareness and engagement
      3. Expand/strengthen partnerships/networks
      4. Financial resources.
      5. Material development.
      6. Outreach.
      7. Performance measurement.
      8. Program development and delivery.
      9. Technology use.
      10. Volunteer recruitment and management system.
      11. Create your own.
- Anti-Poverty Focus Area: *Select one*.
  - **INSTRUCTION:** If you are requesting more than one VISTA and they will be reporting on different performance measures, you will need to *submit separate applications* for *each* VISTA position in order to submit all performance measures.
    1. Education
    2. Economic Opportunity

- Objective: *Select one.*
  1. Education Objectives
    - a. K-12 Success
    - b. Post-Secondary
  2. Economic Opportunity Objectives
    - a. Financial Literacy
    - b. Employment
    - c. Housing
  
- Intervention: *Select all that apply.* Include brief description of duties or project for each selected activity.
  - **INSTRUCTION:** We suggest 1 to 3 sentences for each brief description.
    1. Education Interventions
      - a. Classroom Teaching
      - b. Community School Partnership
      - c. Family Involvement
      - d. Mentoring
      - e. Out-of-School Time
      - f. Service-Learning
      - g. Summer Learning
      - h. Teacher Training
      - i. Tutoring - one on one
      - j. Tutoring - small group
      - k. Other Classroom Support
      - l. Create your own
    2. Financial Literacy Interventions
      - a. Assisting VITA
      - b. Income Tax Tutoring
      - c. Providing Financial Literacy Education
      - d. Create your own
    3. Employment Interventions
      - a. Adult basic education
      - b. Adult ESOL/ESL
      - c. Classroom based job skills training
      - d. Coaching/counseling
      - e. Helping with GED
      - f. Job placement services
      - g. On-the-job skills development
      - h. Create your own
    4. Housing Interventions
      - a. Assisting with access to housing
      - b. Assisting with finding housing
      - c. Assisting with finding resources to supporting housing
      - d. Building homes
      - e. Rehabilitating homes
      - f. Repairing homes
      - g. Create your own
  
- Please list specific projects and/or activities that will be completed by the AmeriCorps VISTA member(s).



## PERFORMANCE MEASURES

**INSTRUCTION:** Click *each* performance measure to see specific definitions, data collection strategies, and reporting requirements. IACC strongly encourages you to *review the detailed guidance prior to selecting your output or outcome.*

- **TIP:** Creating your own measure can be really tempting! However, we encourage you to try to select an existing performance measure before creating your own.
- **INSTRUCTION FOR TARGET NUMBERS:** Your target number *must be a whole number.* The target number should be countable (e.g. 30 students) and cannot be a percentage (e.g. 30% of students) or change in numbers (e.g. 30 more students).

The requested information will be as follows:

- Capacity Building Outputs: *Select only one.*
  1. [G3-3.1 Number of community volunteers recruited by CNCS-supported organizations or national service participants](#)
  2. [G3-3.2 Number of community volunteers managed by CNCS-supported organizations or national service participants](#)
  3. [G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants](#)
  4. [G3-3.5 Number of staff and community volunteers that received training \(of one or more types\) as a result of capacity building services provided by CNCS-supported organizations or national service participants](#)
  5. [G3-3.6 Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants](#)
  6. [G3-3.7 Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants](#)
  7. [G3-3.8 Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants](#)
  8. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
- Capacity Building Outcomes: *Select only one.*
  1. [G3-3.3 Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services](#)
  2. [G3-3.9 Number of organizations reporting that capacity building activities provided by national service participants have helped to make the organization more efficient](#)
  3. [G3-3.10 Number of organizations reporting that capacity building activities provided by national service participants have helped to make the organization more effective](#)
  4. [G3-3.11 Number of new systems and business processes \(technology, performance management, training, etc.\) or enhancements to existing systems and business processes put in place as a result of capacity building services](#)
  5. [G3-3.13 Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services](#)
  6. [G3-3.14 Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by national service participants](#)
  7. [G3-3.15 Number of additional types of services offered by organizations as a result of capacity building services provided by national service participants](#)
  8. [G3-3.16. Dollar value of cash resources leveraged by national service participants.](#)
  9. [G3-3.17. Dollar value of in-kind resources leveraged or national service participants.](#)
  10. [G3-3.18. Number of new beneficiaries that received services as a result of capacity building efforts](#)
  11. [G3-3.19. Number of new beneficiaries from one or more targeted or underserved populations \(counts by target population, e.g., racial or ethnic group\) that received services as a result of capacity building efforts](#)
  12. Create your own.

- a. Target Number
- b. Data Collection Method
- c. Data Collection Instrument

- **K-12 SUCCESS** Outputs: *Select only one.*

- 1. [ED2. Number of students that completed participation in CNCS-supported K-12 education programs.](#)
- 2. [ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period.](#)
- 3. Create your own.
  - a. Target Number
  - b. Data Collection Method
  - c. Data Collection Instrument

- **K-12 SUCCESS** Outcomes: *Select only one.*

- 1. [ED5: Number of K-12 students with improved academic performance in literacy and/or math](#)
- 2. [ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement](#)
- 3. [ED6: Number of students that improved their school attendance over the course of the program's involvement with the student](#)
- 4. Create your own.
  - a. Target Number
  - b. Data Collection Method
  - c. Data Collection Instrument

- **POST-HS EDUCATION SUPPORT** Outputs: *Select only one.*

- 1. [ED1. Number of students who start in a CNCS-supported education program.](#)
- 2. [ED2. Number of students that completed participation in CNCS-supported K-12 education programs.](#)
- 3. [ED4A. Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period.](#)
- 4. Create your own.
  - a. Target Number
  - b. Data Collection Method
  - c. Data Collection Instrument

- **POST-HS EDUCATION SUPPORT** Outcomes: *Select only one.*

- 1. [ED9. Number of students graduating from high school on time with a diploma](#)
- 2. [ED10. Number of student entering post-secondary institutions](#)
- 3. [ED11. Number of students earning a post-secondary degree](#)
- 4. Create your own.
  - a. Target Number
  - b. Data Collection Method
  - c. Data Collection Instrument

- **FINANCIAL LITERACY** Outputs: *Select only one.*
  1. [O1. Number of economically disadvantaged individuals receiving financial literacy services.](#)
  2. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
  
- **FINANCIAL LITERACY** Outcomes: *Select only one.*
  1. [O9. Number of economically disadvantaged individuals with improved financial knowledge](#)
  2. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
  
- **EMPLOYMENT** Outputs: *Select only one.*
  1. [O2: Number of economically disadvantaged individuals receiving job training and other skill development services.](#)
  2. [O3: Number of economically disadvantaged individuals receiving job placement services.](#)
  3. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
  
- **EMPLOYMENT** Outcomes. Select only one.
  1. [O10. Number of economically disadvantaged individuals placed in jobs](#)
  2. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
  
- **HOUSING** Outputs: *Select only one.*
  1. [O5. Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.](#)
  2. [O2: Number of economically disadvantaged individuals receiving job training and other skill development services.](#)
  3. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument
  
- **HOUSING** Outcomes: *Select only one.*
  1. [O11. Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.](#)
  2. Create your own.
    - a. Target Number
    - b. Data Collection Method
    - c. Data Collection Instrument