

IOWA CAMPUS COMPACT VISTA SUMMER ASSOCIATES REQUEST FOR HOST SITES



PURPOSE

Iowa Campus Compact is seeking host sites for its summer of service program. Applicants can request to host one or more AmeriCorps VISTA Summer Associate (“Summer VISTA”). Summer VISTAs provide near full-time support to build the capacity of Iowa nonprofits or government agencies in order to reduce poverty. IACC anticipates awarding 15 Summer VISTA positions in 2019. Host sites are required to pay a cost share of \$600 for each member they enroll into the program.

DEADLINES

Applications must be submitted electronically using an online form: An outline of the application with instructions is listed at the end of this document.

The **priority deadline** to [submit an application](#) is **5 PM Monday, November 26, 2018**. Applications will be reviewed and awarded on a rolling timeline through **5 PM Friday, February 22, 2019**.

Applications must be submitted using the online form available at:
https://IaCampusCompact.formstack.com/forms/2019_summer_vista

TIMELINE

10/15/2018	Application Opens (view the online application)
11/5/2018	2 PM Technical Assistance Webinar (register here)
11/26/2018	5 PM Priority Application Deadline
11/30/2018	Award notifications to priority deadline
1/10/2019	12 PM Online Program Orientation
2/22/2019	5 PM Final Applicant Deadline, applicants to be notified on a rolling timeline
3/14/2019	12 PM Online Program Orientation
5/1/2019	Recruitment deadline
	Members apply via my.americorps.gov , complete online course work, IWCC payroll paperwork
6/3/2019	Summer VISTA members start
	Required in-person orientation in Des Moines, 10AM – 3PM (members only)
8/9/2019	Summer VISTA member end date
8/16/2019	Final Report Due

TECHNICAL ASSISTANCE

Questions can be directed to Iowa Campus Compact Program Coordinator Monique Ellefson at (515) 235-4008 or mellefson@compact.org. A technical assistance webinar will be held on November 5, 2018 at 2 PM ([register here](#)). A recording will be made available on the [IACC VISTA webpage](#) shortly after.

HOST SITE ELIGIBILITY

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

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

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.

Organizations that focus solely on advocacy and lobbying are not eligible.

PRIORITY

Iowa Campus Compact will award positions to agencies that focus on reducing poverty and will use Summer VISTA members to build capacity in the agency. Capacity building support may include volunteer recruitment, program evaluation, or marketing support.

Summer VISTA activities may be focused on one of the following areas:

- **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.

HOST SITE OBLIGATIONS

Host sites must be able to:

- Direct the project
- Recruit the Summer VISTA member(s)
- Provide necessary administrative support to complete the goals of the project.
- Responsible for paying the cost share
- Leads recruiting efforts to find Summer VISTA member(s)
- Identify a staff member to serve as a supervisor for the Summer VISTA member(s)
- Provide an adequate work environment and work station (e.g. desk, computer, phone) for the Summer VISTA member(s) needed for the successful completion of their project

COST SHARE

The cost for the host site is \$600/member position. If the site fails to recruit a member or a member does not complete their year of service, sites will not be reimbursed.

PROGRAM ORIENTATION

Host Sites

Iowa Campus Compact will host an online orientation to review fundamental program requirements on January 10, 2019 and March 14, 2019 from 12pm to 1pm. Host Site applicants should plan on attending one of these orientations. Selected host sites will receive a meeting invitation for an orientation along with their notice of award.

Summer VISTA Members

Iowa Campus Compact will host an in-person orientation in Des Moines, Iowa. The orientation is on Monday, June 3, 2019 and begins at 10 AM and ends at 3 PM. The orientation is required for all selected Summer VISTA members. Members who are unable to attend this orientation will not be allowed to participate in the Summer VISTA program. Host sites are responsible for all Summer VISTA member travel costs to and from the orientation, as applicable.

MEMBER RECRUITMENT AND PLACEMENT

Host sites are expected to recruit their own AmeriCorps member(s). IACC is committed to helping sites during recruitment where needed, but sites should market the position opening and follow their organization's human resources protocol in position announcements.

All members must be nominated and enrolled through the my.americorps portal by Wednesday, May 1, 2019.

No relocation allowances will be provided for Summer Associates. However, host sites may cover expenses related to a Summer Associate who relocates in order to serve. In addition, the VISTA housing policy encourages sponsors to find ways to provide free or low-cost housing for VISTAs. This practice is acceptable for the Summer Associates programs as well, and it might yield a larger and more diverse applicant pool.

Once approved, host sites should be encouraged to secure commitments from Associate candidates as soon as possible. Delays in obtaining commitments may result in fewer candidates for these positions. Final selection of Summer Associate candidates rests with the CNCS State Office.

Mandatory Online Coursework: Prior to starting, sponsor directs candidates to the VISTA Campus, "Life as a VISTA" section. There candidates select "Pre-Service / Starting Service". They are required to complete "[Terms, Conditions, and Benefits of AmeriCorps VISTA Service](#)" course, and they are encouraged to take the "[Education Award](#)" course to learn more about the Segal AmeriCorps Education Award and strategies on how to use it.

Training: Training plans for the Summer VISTA must be specific to the assignment(s), including any skill training that is needed. **All Summer Associates must attend the program orientation in Des Moines prior to beginning service.** When appropriate, training should reflect collaboration with other Corporation programs involved in the same or similar activities. Host sites are encouraged to hold an end-of-summer assessment/recognition event for their Associates.

Site Supervisor

- Site Supervisors must be currently employed at a part time (full time preferred) by the host site.
- Site Supervisors must not be a currently enrolled AmeriCorps member.

MEMBER ELIGIBILITY REQUIREMENTS

Individuals must meet the following eligibility requirements:

- Members must be at least 17 years of age or older
- Members must have a High school diploma or equivalent
- Members must be a U.S. Citizens, U.S. Nationals, Lawful Permanent Resident Aliens, and persons legally residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status or deferred action for childhood arrivals (DACA) status. (By law, only VISTA members who are either: U.S. Citizens; U.S. Nationals; or Lawful Permanent Resident Aliens (sometimes referred to as “Lawful Permanent Residents”), are eligible to receive an AmeriCorps Segal Education Award in lieu of a cash stipend.)
- Members must not be listed on the National Sex Offender Public Registry
- Members should be currently enrolled as a college student at an Iowa institution of Higher Education
 - Priority should go to currently enrolled college students at an Iowa Campus Compact member institution. A list of member institutions can be found on [the Iowa Campus Compact website](#)

Conducting Department of Justice NSOPR Database Search

The CNCS Iowa State Office administering the related project conducts a database search on the Department of Justice’s National Sex Offender Public Registry for each Summer Associate before that person’s application is approved. This search is conducted upon receiving the application from the sponsoring agency that has recommended the applicant.

Summer Associates DO NOT receive additional Criminal History Background checks / Finger Printing Checks conducted by CNCS or Iowa Campus Compact.

Citizenship Verification

Similar to full-time, regular VISTA members, a Summer VISTA candidate’s Social Security number and citizenship status must have a “Verified” status by the Social Security Administration (SSA) prior to the candidate’s placement. Verification by SSA is an automated process in the My AmeriCorps portal that takes place immediately after a sponsor selects a candidate. If the Social Security Administration rejects or does not verify a candidate’s status (indicated as “Returned” status in the portal), the system notifies the CSO and requests additional documentation. The CSO follows up with the sponsor to notify the candidate. The Summer Associate candidate then submits the additional required documents to the National Service Hotline for verification by the VISTA Member Support Unit. Summer Associates members cannot be activated without verification of their Social Security number and citizenship status by the SSA.

MEMBER BENEFITS

Summer VISTA members receive:

- A living stipend paid out bi-weekly from Iowa Western Community College totaling \$2361 over 10 weeks.
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1212 or \$275 post-service stipend, from the National Service Trust.
- 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.

Summer VISTA members do not receive:

- Health care
- Life insurance
- Child care allowances
- Relocation allowances

Holidays: Summer Associates receive leave on holidays observed by their sponsor, and have weekends free, depending on the sponsor's needs, policies, and regular work schedule. Sponsors may also adjust schedules for Summer Associates, as they would for a VISTA member, to compensate for service during weekends or holidays.

Emergency Leave: When an emergency or illness prevents a Summer Associate from serving, sponsors and CNCS staff may assist the Summer Associate in meeting the required number of service days. CNCS staff must balance associate support against project support, avoiding excessive leave while supporting the associate through an emergency or illness.

Jury Duty: Summer Associates are subject to jury duty; if called, the time spent on jury duty will not be counted against the term of service or educational award

Worker's Compensation: Associates are eligible for Worker's Compensation under the Federal Employee Compensation and Federal Tort Claims Acts.

APPLICATION INSTRUCTIONS

Applications must be submitted electronically using this form. An outline of the application is listed below.

APPLICANT INFORMATION (All applicants)

Instruction: The applicant cannot be an AmeriCorps member.

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

SUPERVISOR INFORMATION (All applicants)

Instruction: You must provide a supervisor for your Summer VISTA member(s). The supervisor cannot be an AmeriCorps member.

- SUPERVISOR NAME:
- SUPERVISOR EMAIL:
- SUPERVISOR PHONE NUMBER:

CONTINUATION REQUEST (All applicants)

Were you a host site in summer 2018?

- Yes
- No

SITE INFORMATION (All applicants)

- NAME OF ORGANIZATION:
- PHYSICAL ADDRESS:
- EMPLOYER IDENTIFICATION NUMBER (EIN):
- ORGANIZATION TYPE (Select one):
 - Iowa Campus Compact higher education member institutions
 - State and local government organizations
 - Indian Tribes
 - Nonprofit private organizations
 - Other (please describe)

APPLICATION (Continuation applicants)

- **Number of VISTA positions requested:**
- **Project Updates:** Please describe any changes to your Summer VISTA positions from 2018.

Instruction: We suggest 3 to 5 sentences.

APPLICATION (New applicants)

- **Number of VISTA positions requested:**
- **Project Description:** How will an AmeriCorps member at your organization ensure community empowerment, assist with capacity building, and ensure sustainability of their work? Is this work realistic for a summer of service position?

Instruction: We suggest 3 to 5 sentences.
- **Connection to Poverty:** How is your organization trying to reduce poverty in the state of Iowa? How will your Summer VISTA positions (directly or indirectly) support this?

- **Recruitment:** What steps will you take to recruit members? What support do you need to recruit members?
Instruction: We suggest 3 to 5 sentences.
- **Service Experience & Training:** How will your organization ensure a meaningful service experience for a Summer of Service AmeriCorps member? What training and on-site orientation will you offer?
Instruction: We suggest 3 to 5 sentences.
- **Monitoring:** How will your AmeriCorps member be supervised on-site? How will you monitor the AmeriCorps member’s progress toward the targets identified in their position description? (You will be required to submit a final report on the targets after your members have completed their term of service).
Instruction: We suggest 3 to 5 sentences.

PERFORMANCE MEASURE GOALS (All applicants)

Instruction: Applicants must contribute to one output and one outcome of the following performance measure goals. Click each measure to see definitions and suggested data collection methods. Must be a whole number. Cannot be a change in number or percent, or a percentage.

OUTPUT	OUTCOME
<p>CAPACITY BUILDING OUTPUT: <i>Select only one.</i></p> <ul style="list-style-type: none"> • G3-3.2 Number of community volunteers managed by CNCS-supported organizations or national service participants • G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants • 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 • G3-3.8 Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants 	<p>CAPACITY BUILDING OUTCOME: <i>Select only one.</i></p> <ul style="list-style-type: none"> • 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 • G3-3.13 Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services • 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 • G3-3.15 Number of additional types of services offered by organizations as a result of capacity building services provided by national service participants • G3-3.18. Number of new beneficiaries that received services as a result of capacity building efforts