2020-21 AmeriCorps VISTA

Host Site Application Instructions

Deadline: 1/24/2020

[Online Application](#)

<u>Overview</u>

PURPOSE

Iowa & Minnesota Campus Compact (IAMNCC) is seeking interested higher education, nonprofit, or government agencies to serve as host sites for our Campus Compact VISTA 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 communities.

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 $5,500 (each year) for each member they enroll into the program. Community sites must enroll in the IAMNCC Affiliates program. Cost Share payments can off-set affiliate membership dues.
- VISTA members will build capacity through the Health Corps, Education Corps, or Opportunity Corps.
- IAMNCC is especially interested in awarding projects that provide academic or basic needs support to low-income college students in obtaining a post-secondary degree, or partnerships between higher education and community agencies that alleviate poverty in the local community.
- Sites will be selected for a three-year grant cycle but evaluated annually for continuation.

ABOUT IOWA & MINNESOTA CAMPUS COMPACT

Iowa & Minnesota Campus Compact (IAMNCC) strengthens the capacity of colleges and universities to fulfill the public purposes of higher education through its network of 58 campuses. This includes educating students through community and civic learning experiences and making an impact in communities through reciprocal partnerships that address community-identified goals. IAMNCC creates partnership opportunities, supports quality programming through professional development, and promotes the importance of the civic mission. IAMNCC is the intermediary organization between AmeriCorps VISTA and Campus Compact VISTA host sites. The IAMNCC VISTA program operated by Iowa Western Community College where all AmeriCorps VISTA financial, payroll, and human resource expenses are centralized.

ABOUT CAMPUS COMPACT MEMBERSHIP

Higher education institutions interested in VISTA support must be or plan to become members of IAMNCC. Higher education institutions can become members at any time or upon being accepted as a VISTA host sites. Membership dues are based on institutional enrollment.

Community-based organizations selected as VISTA host sites must be willing to become part of the IAMNCC affiliates program. The affiliates program is for non-profit and public organizations that value partnering with higher education and are seeking additional opportunities to engage with community-campus partnerships. Affiliate benefits include access to workshops on civic/community engagement, access to external resources that build capacity for campus-community partnerships, consideration for board membership, networking with other affiliates and higher education members, and more. More

information on the Affiliates program and benefits is on the IAMNCC website. Affiliate membership dues are based on organizational staff size. The VISTA cost share amount will be reduced by the dues rate.

With questions about membership or affiliation, please contact Sinda Nichols at 612-436-2080 or snichols@compact.org.

ABOUT AMERICORPS VISTA

VISTA stands for Volunteers in Service to America. VISTA was initially founded in 1964 to fight poverty in America and is a federal program. When AmeriCorps was founded in 1993, VISTA was brought under the AmeriCorps program umbrella. VISTA is distinguished from other AmeriCorps programs by its unique focus on supporting capacity-building projects that bring people out of poverty.

ABOUT HEALTH CORPS

Health Corps is one of the three focus areas in the Campus Compact VISTA program. Health Corps advances health equity and improves low-income individuals and family health through partnerships between higher education and communities. Low-income individuals and families face an array of barriers to equitable health outcomes. Clinical health care is an important part of the health equity equation, as are other social and systemic factors, including food and educational systems. The Health Corps supports campus and community-based health programs that are culturally relevant and financially within reach, as well as higher education programs that make campuses more student-ready and responsive to low-income students, basic and academic needs.

ABOUT EDUCATION CORPS

Education Corps is one of the three focus areas in the Campus Compact VISTA program. Education Corps advances education outcomes by investing in long-term strategies to advance issues related K-12 success, college access, and literacy programming. Education Corps supports campus and community-based programs that are responsive to low-income individual, family, and student needs.

ABOUT OPPORTUNITY CORPS

Opportunity Crops is one of the three focus areas of the Campus Compact VISTA program. Opportunity Corps advances economic opportunity outcomes by investing in long-term strategies to advance issues related to housing and employment support. Opportunity Corps supports campus and community-based programs that are responsive to low-income individual, family, and student needs.

AMERICORPS VISTA BENEFITS

Campus Compact VISTA members receive:
- A living stipend paid out bi-weekly from Iowa Western Community College over 12 calendar months.
    - Iowa living allowance rate: $34.22 daily, $479.08 bi-weekly, $12,490.00 Total
    - St. Paul/Minneapolis metro area living allowance rate: $35.14 daily, $491.96 bi-weekly, $12,826.00 Total
    - Greater Minnesota living allowance rate: $34.22 daily, $479.08 bi-weekly, $12,490.00 Total

- Health care benefit through the Corporation for National and Community Service
- Mental health and legal counseling benefits through the Member Assistance Program
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of $6,195 or $1,800 post-service stipend, from the National Service Trust.
  - If the member chooses the education award they put federally qualified student loans into forbearance during the member's service year.
  - If the VISTA 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.
- $750 settling-in allowance to individuals moving a distance of 50 miles or more for the AmeriCorps VISTA position.
- Ten days of personal leave and ten days of medical leave are available during the year of service. Each can be used with the approval of the site supervisor.
- Child-care benefits for children under 13. More information can be found at http://www.americorpschildcare.com/.
- One-year noncompetitive status for a federal government job.

COST SHARE

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps VISTA position(s). The cost share rates for the 2020/21 program year are as follows. **COST SHARE PAYMENTS WILL NOT BE RETURNED UNDER ANY CIRCUMSTANCES.** Delayed cost share payments may delay the start of the VISTA member in the program.

$5,500 New partners and returning partners that are in their third or fewer year of partnering with Campus Compact.

$8,750 Continuing VISTA projects who are in their fourth or greater year in partnership with the Campus Compact VISTA project.

Waivers

Partners that are in the fourth or greater year may request a waiver from the increased cost share amount in their application. Campus Compact will consider waiving the increased cost share amount if the VISTA project site can reasonably demonstrate the following.

Submitting a waiver request does not guarantee the applicant the waiver will be approved. Campus Compact holds the final decision on all waiver requests.

The fourth year VISTA project is substantially different from previous programs. This may include, but is not limited to;

- The project is beneficiating a different department or office
- The project is focused on a different beneficiary group
- The project is aligned with a different priority area (Health Corps, Education Corps, Opportunity Corps)

- The project was unable to be completed in three years due to compelling circumstances beyond the control of the host site

Discounts

IAMNCC is offering $1,000 discounts to cost share payments if the host site provides additional benefits to the AmeriCorps VISTA member. To apply for the discount, host sites should describe the estimated costs and benefit that they are providing the AmeriCorps member. Benefits must support the VISTA member's living costs and cannot include project-related costs that the host site is already responsible for supporting. Living costs include, but are not limited to, housing, food, among others. Project related costs include, but are not limited to, project-related travel, parking, supervision costs, office supplies, among others.

Program Goals

IAMNCC STRATEGIC PLAN

IAMNCC launched new strategic initiatives when it announced the Strategic Alliance between Iowa and Minnesota Campus Compact. The alliance allows our states to operate more efficiently and effectively so that we can work with more of our member's students, staff, faculty, and partners to address the most pressing issues that face us all from political polarity to student food insecurity to workforce readiness. Together, we have identified four strategic priorities for the next three years.

(1) Inspire and support action on campuses for social change.
(2) Connect people across higher education sectors for collaboration.
(3) Co-create solutions to address community challenges.
(4) Give voice to higher education's critical role in communities and democracy.

You can learn more about our strategic priories on our website.

CAMPUS COMPACT VISTA STRATEGIC GOALS

The Campus Compact VISTA program is guided by the Corporation for National and Community Service's (CNCS) statutory mandate to improve the capacity of public organizations to eliminate poverty. IAMNCC has selected one capacity building focus area and three anti-poverty focus areas for the Campus Compact VISTA program.

IAMNCC will not support a project that duplicates or displaces current staff, volunteers, or other personnel of the host site under any circumstances.

CAPACITY BUILDING STRATEGIC GOALS

VISTA projects expand the scale, impact, and resource-leveraging ability of specific anti-poverty programs that remain long after an individual VISTA member serves. VISTA members strengthen sponsors' efforts by expanding community partnerships, securing long-term resources, and addressing specific local needs, with all activities focused on creating pathways out of poverty for low-income communities. VISTA members must focus on building the capacity of specific anti-poverty programs and interventions and not on general capacity building for the sponsor or its sites.

IAMNCC will support projects that fit within one of the following Capacity Building focus 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.
- **CREATE YOUR OWN.**

ANTI-POVERTY STRATEGIC GOALS

IAMNCC is dedicated to using its VISTA program to eliminate poverty in communities across Iowa and Minnesota. IAMNCC will only support projects that seek to eliminate poverty and not those that are solely focused on preventing poverty from occurring to populations that are not currently in poverty.

IAMNCC will only support projects that fit within one of the following strategic areas. Each strategy has a list of priority areas. Campus Compact VISTA supports projects that fall outside of these priority areas if the VISTA project is well-designed and vital to the target population.

STRATEGY 1: Health Corps

The VISTA program will give priority to projects that meet health needs for economically disadvantaged individuals.

Priority areas include:

- College student basic needs: VISTA projects that support currently enrolled college student basic needs including, but not limited to, health care access, food access, housing assistance, mental health support
- Campus-community partnerships that are focus on improving health outcomes in a low-income population

STRATEGY 2: Education Corps

The VISTA program will support projects that enhance access to services and resources that contribute to improved educational outcomes for economically disadvantaged youth.

Priority areas include:

- Recruiting low-income students into college/university programs or institutions
- Establishing programs or services that retain low-income college students
- Campus-community partnerships that focus on improving education outcomes in a low-income populations

STRATEGY 3: Opportunity Corps

AmeriCorps VISTA's commitment to ending poverty requires focusing on project sponsors that provide opportunities to low-income individuals to get workforce training, education, and skills that will meet the needs of employers. In addition, projects that focus on housing are strongly encouraged to apply.

Priority areas include:

- Connecting homeless or near homeless college students to community services
- Establishing programs or services that aid low-income college students in tax preparation, employment skills, or conduct outreach for smart borrowing
- Campus-community partnerships that focus on improving economic opportunity outcomes in a low-income population

PROGRAM PERFORMANCE MEASURES

AmeriCorps VISTA has set the following performance measures for the 2020 program year. Campus Compact VISTA host sites must select one output and one outcome for your selected anti-poverty focus area. Please remember to review the data collection and reporting requirements prior to selecting a performance measure output and outcome.

CAPACITY BUILDING PERFORMANCE MEASURE

The fundamental purpose behind the Campus Compact VISTA program is the improve the capacity of our partners to develop partnerships between higher education and community organizations. To that end, we are using the following measures to assess a VISTA project's ability to improve the capacity of the host agency.

OUTPUT: Number of Campus Compact VISTA host sites that receive capacity building support from their AmeriCorps VISTA member

OUTCOME: The number of Campus Compact VISTA host sites that increase their efficiency, effectiveness, and/or program reach as a result of the AmeriCorps VISTA member's service.

MEASUREMENT TOOL: The host site will complete an assessment tool in the last month of their AmeriCorps VISTA member's term of service. The host site identifies the specific capacity-building outcomes the member worked toward completing and describes any projects or accomplishments. Iowa Campus Compact will count the host site for this measure if the host site demonstrates in their assessment that the VISTA member's activities have already or will likely lead to increased capacity in the near future.

HEALTH CORPS MEASURES
Instruction

- Select one strategic objective
- Select one Output
- Select one Outcome

Strategic Objective	Output	Outcome
Obesity & Food	H4A: Number of individuals served	H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health Create your own
	H10A: Number of pounds of food provided	Create your own
Access to Care	H4A: Number of individuals served	H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health H20: Number of individuals with improved access to medical care Create your own

EDUCATION CORPS MEASURES

Instruction
- Select one strategic objective
- Select one Output
- Select one Outcome

Strategic Objective	Output	Outcome
School Readiness	ED1A: Number of Individuals served	ED23A: Number of children demonstrating gains in school readiness Create your own

K-12 Success	ED1A: Number of Individuals served	ED5A: Number of students with improved academic performance
		ED9: Number of students graduating from high school on time
		ED10: Number of students enrolling in post-secondary education/training
		ED27C: Number of students with improved academic engagement or social-emotional skills
		ED6: Number of students with increased attendance
		ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)
		Create your own
Post-HS Education Support	ED1A: Number of Individuals served	ED11: Number of individuals earning a post-secondary degree or technical certification
		Create your own

OPPORTUNITY CORPS MEASURES

Instruction
- Select one strategic objective
- Select one Output
- Select one Outcome

Strategic Objective	Output	Outcome
Financial Literacy	O1A: Number of individuals served	O9: Number of individuals with improved financial knowledge
		O19A: Dollar value of tax returns generated
		Create your own
Housing	O1A: Number of individuals served	O11: Number of individuals transitioned into safe, healthy, affordable housing
		Create your own

	04: Number of housing unites developed or repaired	O20: Number of safe, healthy, affordable housing unites made available Create your own
Employment	O1A: Number of individuals served	O10: Number of individuals who secure employment 021: Number of individuals with improved job readiness Create your own

OTHER PERFORMANCE MEASURES

In addition, the CNCS performance measures listed above, IAMNCC will also ask all partners about the following measures. IAMNCC uses this information to better understand the effects VISTA projects are having on meeting student basic needs, partnerships, and student learning.

- Number of students served to meet basic needs as a result of the VISTA project.
- Number of campus-community partnerships created, sustained, or strengthened as a result of the VISTA project.
- Number of students involved in an experiential learning opportunity as a result of the VISTA project.

EXAMPLE PROJECTS

HEALTH CORPS

Normandale Community College

Increase students' access to health and wellness, food, housing, and other non-academic supports by increasing and strengthening partnerships with community organizations and establishing a Student Resource Center where partners can provide services and referrals.

See their VISTA Assignment Description.

Community Action Center of Northfield

Build Community Action Center's capacity to increase the quantity and access of healthier food options for low-income families to help reduce the burden of food insecurity and poverty in the Northfield area.

See their VISTA Assignment Description.

EDUCATION CORPS

Cedar Rapids Public Library

The Cedar Rapids Public Library VISTA project serves low-income youth through the Summer Dare Everywhere program and other literacy initiatives. The VISTA member builds capacity by evaluating the efficacy of all aspects of the library's literacy programs, including Summer Dare, the different programs' capacities for continued growth, and opportunities for reaching more low-income youth.

See their VISTA Assignment Description.

OPPORTUNITY CORPS

The City of Dubuque Human Rights Department

The VISTAs service activities will be focused on expanding and strengthening partnerships and networks working collectively to impact the success of low income youth and youth of color. Activities during year one will include assessing the needs and opportunities for partners to support one another and to cross refer families, identifying ways to leverage local colleges and university as partners to assist with best practices research and with program evaluation and measurement, and drafting a logic model for how the project will function in the short, mid, and long term. See their VISTA Assignment Description.

Application Information

TECHNICAL ASSISTANCE
Questions can be directed to Jaquelyn Chagnon, Program Coordinator (jchagnon@compact.org, 612-359-6464).

Interested applicants are encouraged to schedule a **PRE-APPLICATION CONSULTATION**, which lasts approximately one hour, where we will discuss your project goals and how your goals can connect with the Campus Compact VISTA program. The goal of this 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).

SELECTION
IAMNCC will select host sites and make awards based on several criteria, including: the host site's ability to recruit members, manage the project, and effectively supervise and support VISTA 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 Campus Compact VISTA 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

The following deadlines are based on the VISTA member's first day of service. AmeriCorps VISTA assigns all start dates. Host sites may select the start date that best fits with their project goals. Host sites who are unable to meet the selection deadline will not be given an alternative option.

Online Applications are due January 24, 2020
Notifications Sent out: Week of February 2, 2020

EARLY JULY START DATE 7/6/2020 to 7/4/2021

NEW PROJECTS	CONTINUING PROJECTS
✓ March 2020 – Recruitment begins	✓ March 2020 – Recruitment begins
✓ June 1, 2020 – Selection deadline	✓ June 1, 2020 – Selection deadline
✓ August 17 - 19, 2020 – Program Orientation	✓ August 17 - 19, 2020 – Program Orientation

LATE JULY START DATE 7/20/2020 to 7/18/2021

NEW PROJECTS	CONTINUING PROJECTS
✓ April 2020 – Recruitment begins	✓ April 2020 – Recruitment begins
✓ June 15, 2020 – Selection deadline	✓ June 15, 2020 – Selection deadline
✓ August 17 - 19, 2020 – Program Orientation	✓ August 17 - 19, 2020 – Program Orientation

AUGUST START DATE 8/3/2020 to 8/1/2021

NEW PROJECTS	CONTINUING PROJECTS
✓ May 2020 – Recruitment begins	✓ May 2020 – Recruitment begins
✓ July 1, 2020 – Selection deadline	✓ July 1, 2020 – Selection deadline
✓ August 17 - 19, 2020 – Program Orientation	✓ August 17 - 19, 2020 – Program Orientation

ELIGIBILITY

This application is open to the following types of public organizations:
- Iowa & Minnesota 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 & Minnesota 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.

VISTA ASSIGNMENT DESCRIPTION (VAD)

All VISTA positions must have a VAD that is approved by CNCS. IAMNCC co-creates each VAD with the host site staff to ensure the VAD accomplishes the goals needed by the host site and is compliant with CNCS regulations. The purpose of the VAD is to articulate the specific objectives and activities of the proposed VISTA project for this coming year, and only this one coming year. If selected, this document will be used throughout the year to help IAMNCC, the site supervisor, and the VISTA identify priorities and monitor progress. A copy of the VAD is provided to the VISTA member when they begin service.

The VAD is composed of 3 parts:

- **Goal of the Project:** This describes your VISTA project's overarching goal.
- **Objectives:** Objectives are based on the goals outlined in the application. Objectives should be measurable. Often, a solid VAD has 3-5 objectives.
- **Activities:** Activities are the specific tasks that the VISTA would need to carry out to achieve the objectives. There will likely be several activities per objective.

Please be as concrete and realistic as possible in writing the VAD. You may increase or decrease the number of objectives and activities in the template, as needed. The template is linked to in the application itself and available for download below.

EXAMPLES OF APPROPRIATE VISTA ACTIVITIES

Good Indirect Service Activities	Better Capacity Building Activities	Best Sustainable Activities
Recruit a site's volunteers	Develop forms, volunteer assignments	Develop volunteer management system and procedural guide
Train direct service providers	Write training curriculum or manual; train trainers	Develop training manual and train-the-trainer curriculum
Coordinate a pilot project	Develop procedures, systems, or replication manual to sustain project	Develop funds for staff or recruit volunteers to run program

Write press releases	Develop press kits, media database	Secure media partners
Organize fundraising events for specific projects	Grant writing, develop database	Secure development staffing
Organize task forces & develop coalitions	Develop leadership structure of task force or coalition	Create infrastructure of long-term community partners
Conduct outreach	Design brochures, posters	Develop volunteers to perform outreach
Conduct evaluation	Design evaluation tools	Train staff to integrate evaluation

VAD TEMPLATES

You are welcome to use the following templates to create your VAD.

- VAD Template
- Program guidelines for writing your own VAD

You are welcome, but not required, to use any of the following templates to create your VAD.

- Campus Food Pantry VAD Template
- Campus Resource Center VAD Template
- Community and Outreach VAD Template
- Program Development VAD Template
- Research and Development VAD Template

PROHIBITED ACTIVITIES

All Campus Compact VISTA positions must not violate any of the prohibited activities described below.

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

Complete your application online. The following is a guide to help you prepare to complete the application. All new applicants must complete a pre-application consultation prior to submitting an online application.

RETURNING APPLICANT INSTRUCTIONS

A. APPLICANT INFORMATION
   a. Name
   b. Email
   c. Phone

B. SITE INFORMATION
   a. Name of Organization
   b. Physical Address, including the full **ZIP CODE +4**
   c. Employer Identification Number (EIN)
   d. Organization Type (select one):
      i. Iowa & Minnesota Campus Compact higher education member institution
      ii. State and local government organizations
      iii. Indian Tribes
      iv. Nonprofit private organizations
      v. Other (please describe)

C. PAST ACCOMPLISHMENTS
   a. Please describe the previous accomplishments of your VISTA position. What did your organization accomplish that would not have been it would not have otherwise?
   b. Please describe the previous accomplishments of your VISTA position to create new or sustain existing campus-community partnerships. What did your organization accomplish that would not have been possible without the partnership?
   c. What strategies or systems were used to ensure the past VISTA's work was sustained beyond their service year? What additional strategies for sustainability will be implemented this coming year?

D. VISTA PROJECT INFORMATION
   a. Desired start date
      i. June 2019 (anticipated 6/8/2020)
      ii. July 2019 (anticipated 7/6/2020)
   b. Number of requested positions (complete for each requested position)
      i. Title of position
      ii. Attach VISTA Assignment Descriptions for each request position
      iii. Will this position serve at the same physical location as the address listed above?
         1. Yes
         2. No
            a. If no, please list the address
      iv. Who will supervisor this VISTA member?
         1. Name
         2. Email
         3. Phone

E. PERFORMANCE MEASURES
   a. Select your Anti-Poverty Focus Area
   b. Select your Anti-Poverty Output
      i. List Numeric Goal
      ii. What process will you use to collect your outcome data?
   c. Select your Anti-Poverty Outcome

    i. List Numeric Goal

    ii. What process will you use to collect your output data?

F. Financial Requirements

  a. Your Cost Share Rate: $5,500

  b. For sites in their fourth or greater year, are you requesting a waiver from the increased cost share amount?

    i. Yes

      1. Please describe what substantial changes you are making from your previous position. If you are continuing the same project, please describe the compelling circumstances that prevented your project from being completed in the last three years.

    ii. No

  c. Please complete the following if you are applying for the member benefit cost share discount. Please describe the benefit and estimated cost for the benefits you are providing your VISTA member that support their living costs.

NEW APPLICANT INSTRUCTIONS

A. **APPLICANT INFORMATION**

  a. Name

  b. Email

  c. Phone

B. **SITE INFORMATION**

  a. Name of Organization

  b. Physical Address, including the full **ZIP CODE +4**

  c. Employer Identification Number (EIN)

  d. Organization Type (select one):

    i. Iowa & Minnesota Campus Compact higher education member institution

    ii. State and local government organizations

    iii. Indian Tribes

    iv. Nonprofit private organizations

    v. Other (please describe)

  e. Letter of Support

    i. [Please use this template](#)

C. **COMMUNITY NEED**

  a. Briefly describe the community that will be served by this project:

    i. **INSTRUCTION**: We suggest _1 sentence_. 1500 character maximum.

    ii. Neighborhood, city, county, state, specific demographic, etc.

  b. Briefly describe the specific target low-income population that will be served by this project:

    i. **INSTRUCTION**: We suggest _1 sentence_. You should _be as specific as possible_. 1500 character maximum.

    ii. **EXAMPLE:** "Low-income adults living in Polk County."

    iii. Below is a list of common target populations:

      1. Low-income Native Americans, Native Alaskans, and Pacific Islanders.

2. Low-income individuals with disabilities.
3. Individuals and families experiencing homelessness.
4. Unemployed individuals.
5. Low-income adults.
6. Low-income youth.
7. Low-income formerly incarcerated youth.
8. Low-income formerly incarcerated adults.
9. Low-income communities.
10. Low-income veterans.
11. Low-income military families.
   c. Other than your organization's lack of capacity, what is preventing the community and target population from having their needs be met? (3000 character maximum)
      i. **INSTRUCTION**: We suggest *2 to 4 sentences*. You must *include relevant citations*.
   d. What research, evaluation, assessment, or review did you do in order to know that your community needs support in this area? (3000 character maximum)
      i. **INSTRUCTION**: We suggest *2 to 4 sentences*.

D. **YOUR VISTA PROJECT'S GOALS AND SUSTAINABILITY PLAN**
   a. How will your project ultimately serve low-income people? What goal will it accomplish? 3500 character maximum
   b. How is your project connected to one of the program's strategic goals? See list on page 5. If not, please tell us why your project is so vital to your community? 3500 character maximum
   c. VISTA projects are intended to build capacity that is sustained after the project is completed. How your proposed project build in capacity over the next 3-year VISTA cycle? 3500 character maximum
   d. Describe the ways in which your site will develop or enhance at least one specific, meaningful, long-term campus-community partnership related to the proposed VISTA activities.

E. **VISTA SUPERVISION AND SUPPORT**
   a. Describe how and by whom the VISTA will be supervised. How will the supervisor and host site contribute to a successful year for the VISTA (i.e., frequency and consistence of meetings, coaching, etc.)? What professional and/or education opportunities will be offered? Are you able to provide any additional support, such as housing subsidy (see other allowable types of support on page 21)?

F. **VISTA POSITION INFORMATION**
   a. Desired start date
      i. Early July (7/6/2020 to 7/5/2021)
      ii. Late July (7/20/2020 to 7/19/2021)
      iii. August (8/3/2020 to 8/2/2021)
   b. Number of requested positions (complete for each requested position)
      i. Title of position
      ii. Attach VISTA Assignment Descriptions for each request position
      iii. Will this position serve at the same physical location as the address listed above?
         1. Yes
         2. No

a. If no, please list the address
    iv. Who will supervisor this VISTA member?
        1. Name
        2. Email
        3. Phone

G. PERFORMANCE MEASURES
    a. Select your Anti-Poverty Focus Area
    b. Select your Anti-Poverty Output
        i. List Numeric Goal
        ii. What process will you use to collect your output data?
    c. Select your Anti-Poverty Outcome
        i. List Numeric Goal
        ii. What process will you use to collect your outcome data?

Post Award Responsibilities

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.

FINANCIAL CONTRIBUTION

A. Cost Share

IAMNCC host sites are required to pay cost share based on the successful recruitment of their AmeriCorps VISTA position(s). The cost share rates for the 2020/21 program year are as follows. **COST SHARE PAYMENTS WILL NOT BE RETURNED UNDER ANY CIRCUMSTANCES.** Delayed cost share payments may delay the start of the VISTA member in the program.

$5,500   New partners and returning partners that are in their third or fewer year of partnering with Campus Compact.

$8,750   Continuing VISTA projects who are in their fourth or greater year in partnership with the Campus Compact VISTA project.

Waivers

Partners that are in the fourth or greater year may request a waiver from the increased cost share amount in their application. Campus Compact will consider waiving the increased cost share amount if the VISTA project site can reasonably demonstrate the following.

Submitting a wavier request does not guarantee the applicant the waiver will be approved. Campus Compact holds the final decision on all waiver requests.

The fourth year VISTA project is substantially different from previous programs. This may include, but is not limited to;

- The project is beneficiating a different department or office
- The project is focused on a different beneficiary group
- The project is aligned with a different priority area (Health Corps, Education Corps, Opportunity Corps)
- The project was unable to be completed in three years due to compelling circumstances beyond the control of the host site

Discounts

IAMNCC is offering $1,000 discounts to cost share payments if the host site provides additional benefits to the AmeriCorps VISTA member. To apply for the discount, host sites should describe the estimated costs and benefit that they are providing the AmeriCorps member. Benefits must support the VISTA member's living costs and cannot include project-related costs that the host site is already responsible for supporting. Living costs include, but are not limited to, housing, food, among others. Project related costs include, but are not limited to, project-related travel, parking, supervision costs, office supplies, among others.

B. Project Costs

In addition to supervision and training, host sites are required to provide their VISTA with:

- ☐ a personal workstation/desk and office supplies
- ☐ access to a computer with current software and an individual internet account
- ☐ technical support for computer
- ☐ a telephone with personal voicemail
- ☐ at least one professional development opportunity
- ☐ reimbursement for local travel necessary for the position
- ☐ parking permit or bus pass if necessary

C. Member Support

Host sites are encouraged, but not required to provide any of the following to their AmeriCorps VISTA members.

- ☐ Sites may choose to provide a housing subsidy. Funds must be paid directly to a landlord, not to the VISTA. Sites who have housing options, may also provide free housing to the member.
- ☐ Grocery store and gas cards are allowed.

HOST SITE RESPONSIBILITIES
A. Campus Partners

Iowa & Minnesota colleges and universities participating in the Campus Compact VISTA program must be members of 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 IAMNCC
- ✓ Provide a work station for the VISTA member that includes a computer and phone

B. Community Partners

Iowa or Minnesota public organizations participating in the Campus Compact VISTA 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

VISTA MEMBER RECRUITMENT & PLACEMENT

A. Recruitment

Campus Compact supports the VISTA recruitment, interview, and selection process by providing relevant materials and templates, and by posting each host site's position on the AmeriCorps website. Host sites are responsible for the other aspects of recruitment, including writing the position description, publicizing the position, reviewing applications, and interviewing and selecting candidates. This process allows sites to identify VISTAs based on the skills, traits, and experiences they consider most important for their specific position, organization, and community. *Any site that does not have a VISTA selected and paperwork completed by the final deadline established by CNCS will lose its VISTA slot for the 2020-21 program year.*

B. Member Eligibility

Individuals must meet the following eligibility requirements:
- Members must be at least 18 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

Conducting Department of Justice NSOPR Database Search

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

Citizenship Verification

A 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 Iowa Campus Compact 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 IACC and requests additional documentation. IACC follows up with the host site to notify the candidate. The VISTA candidate then submits the additional required documents to the National Service Hotline for verification by the VISTA Member Support Unit. VISTA members cannot be activated without verification of their Social Security number and citizenship status by the SSA.

REPORTING

Host Sites are expected to complete the following reports on the success of their VISTA project.

Bi-Weekly Attendance Certifications – Each supervisor must certify that their AmeriCorps VISTA member is actively serving the site every two weeks.

Quarterly Reports – The host site completes a quarterly report that updates IAMNCC on performance measure data and project updates. In addition to the measures described above, CNCS has identified the following numeric and narrative measures as items they are particularly interested in learning about. Host sites are expected to report, to the best of their ability, on the following.

1) Numeric Information collected
   i. Number of new volunteers recruited since last reporting period.
   ii. Number of new volunteers managed since last reporting period.

iii.   Number of service hours from managed volunteers since last reporting period.

iv.   Number of new veterans & military family members engaged in providing services since last reporting period.

v.   Number of service hours from new veterans & military family members engaged in providing services since last reporting period.

vi.   Dollar value of new cash resources leveraged for the VISTA project since last reporting period.

vii.   Please list all specific cash resources below. Include the specific amount, purpose of resource, and donor.

viii.   Dollar value of new in-kind resources leveraged for the VISTA project since last reporting period.

ix.   Please list all specific in-kind resources below. Include the specific amount, purpose of resource, and donor.

x.   Number of new organizations reporting that activities helped make the organizations more EFFICIENT since last reporting period.

xi.   Number of new organizations reporting that activities helped make the organizations more EFFECTIVE since last reporting period.

xii.   Number of new youth supported since last reporting period.

xiii.   Number of new adults served by opioid programming since last reporting period.

xiv.   Number of youth in opioid programming since last reporting period.

xv.   Number of adults in job training/placement programs since last reporting period.

2)   <u>Narrative Information Collected</u>

i.   <u>Challenges</u>: What challenges has your organization or VISTA project encountered during this reporting period? Include whether challenges have been resolved or what your plan is to address any unresolved issues.

ii.   <u>Partnership/Collaboration Development</u>: How has your AmeriCorps VISTA project improved your partnership/collaboration with other organizations? Were any new partnerships developed as a result of your AmeriCorps VISTA project?

iii.   <u>Sustainability</u>: What efforts has your AmeriCorps VISTA project taken to develop sustainability? How do you anticipate your organization moving away from needing AmeriCorps VISTA support, for this project, in the future?

iv.   <u>Other Accomplishments</u>: Please highlight any accomplishments that occurred as a result of your AmeriCorps VISTA project that you would like to share with the Corporation for National and Community Service.

v.   <u>Stories</u>: Please share any stories from program beneficiaries, volunteers, or others that you would like to share with the Corporation for National and Community Service.

vi.   <u>Attachments and Links</u>: Please attach any resources (e.g. presentations, documents created, etc.) that your AmeriCorps VISTA member created to support your VISTA project. Also, please provide any links or newspaper clippings from news stations or newspapers that highlight your VISTA project (directly or indirectly).

Member Reports – AmeriCorps VISTA members complete monthly reports on the support, training, and professional development they are receiving by the Host Site.

VISTA MEMBER TRAINING

AmeriCorps VISTA members serving in the Campus Compact VISTA program receive the following training opportunities.

Training	Timing	Location
Program Orientation (required)	August 3-5, 2020	Minneapolis, Minnesota
On-Site Orientation (required)	First 3 weeks of service	Completed by the host site
Virtual Network Meetings	Monthly	Online
Fall In-Person Training (required)	October 29 & 30, 2020	Des Moines, Iowa
Winter In-Person Training (required)	January 28 & 29, 2020	Minneapolis, Minnesota
Close out celebration (required)	April 28-30, 2020	Des Moines, Iowa