



Campus Compact
Iowa & Minnesota

2022-23 AmeriCorps VISTA Host Site Application Instructions

Deadline: 1/21/2022

Sites proposing a new VISTA project:
[schedule a pre-application consultation.](#)



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Overview

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 federally funded program supported by [AmeriCorps](#) 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 and are evaluated each year for continuation.
- VISTA members serve full-time over 12 months and build capacity in one of three priority areas: health, education, or opportunity.
- Host sites pay a Cost Share of \$5,500 (each year) for each member they enroll into the program.
- Higher education sites must be or plan to become members of IAMNCC.
- Community sites are enrolled into the IAMNCC Affiliates program. Cost Share payments off-set affiliate membership dues.
- IAMNCC is especially interested in supporting host sites and/or projects relating to:
 - Community-campus partnerships that focus on improving health, education, or economic outcomes for low-income populations.
 - College student basic needs, including, but not limited to, health care access, food access, housing assistance, financial education, and mental health support.
 - Access to and retention of low-income college students into college/university programs or institutions.
 - Addressing racial disparities in health, education, or economic outcomes.

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.

IAMNCC is committed to ensuring all aspects of its operations and programs are achieving full participation. "Full participation is an affirmative value focused on creating institutions that enable

people, whatever their identity, background, or institutional position, to thrive, realize their capabilities, engage meaningfully in institutional life, and contribute to the flourishing of others,” (Sturm 2006, 2010). We are dedicating our programs and operations to achieve this goal. Our VISTA program is dedicated to achieving this in all aspects including host site and member recruitment, member training, and program strategic priorities.

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 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.

Contact Jane Turk at 612-436-2080 or jturk@compact.org with questions about membership.

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.

AMERICORPS VISTA MEMBER BENEFITS

Campus Compact VISTA members receive:

- A living stipend paid out bi-weekly over 12 calendar months.
 - living allowance rate: \$41.10 daily, \$575.40 bi-weekly, \$15,002/year
- Upon successful completion of the full term of service, the Member will receive an [education award](#) of \$6,345 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.
- Members relocating more than 50 miles from their home of record are entitled to a settling in allowance of \$750 and a relocation allowance that is based on miles traveled regardless of mode of transportation. Mileage reimbursement is \$.40/mile.

- Choice of [Health Care Benefit](#) or [Health Care Allowance](#) through AmeriCorps. More information can be found on the [AmeriCorps Health Care](#) page and on [VISTA Campus](#).
- Mental health, life coaching, and legal counseling (among other) benefits through the Member Assistance Program.
- 10 personal leave days and 10 medical leave days, used with the approval of the site supervisor.
- Paid leave on holidays that are recognized by the host site (member does not use personal leave for holidays).
- [Child-care benefits](#) for children under 13.
- One-year noncompetitive status for a federal government job.
- Campus Compact membership, which includes professional development and networking opportunities.
- Any other site specific benefits: housing assistance, meal assistance, gas assistance, etc.
- Additional VISTA Benefit details can be found on [VISTA Campus](#)

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 2021/22 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.

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

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

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, and transportation. Project-related costs include, but are not limited to, project-related travel, parking, and office supplies.

Program Strategy & Goals

The Campus Compact VISTA program is guided by the AmeriCorps VISTA 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 FOCUS AREAS

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.**

Capacity Building Performance Measure

The fundamental purpose behind the Campus Compact VISTA program is to 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.

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

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

Priority areas include:

- College student basic needs including, but not limited to, health care access, food access, housing assistance, financial education, and mental health support
- Addressing racial disparities in health outcomes
- Campus-community partnerships that are focus on improving health outcomes in a low-income population

Strategy 2: Education

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:

- Low-income students' access into college/university programs or institutions
- Retention of low-income college students
- Addressing racial disparities in educational outcomes
- Campus-community partnerships that focus on improving education outcomes in a low-income populations

Strategy 3: Opportunity

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
- Financial education, tax preparation, and employment skills for low-income college students
- Addressing racial disparities in access to housing and workforce development
- Campus-community partnerships that focus on improving economic opportunity outcomes in a low-income population

ANTI-POVERTY PERFORMANCE MEASURES

AmeriCorps VISTA has set the following performance measures for the 2022 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.

As part of the application process, each site will be asked to:

- Select one anti-poverty focus (health, education, or opportunity)
- Select one strategic objective
- Select one corresponding output
- Select one corresponding outcome

Health Measures

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

		<p>H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health</p> <p>H19: Number of individuals with improved health</p> <p>H20: Number of individuals with improved access to medical care</p> <p>Create your own</p>
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Education Measures

Strategic Objective	Output	Outcome
School Readiness	ED1A: Number of Individuals served	<p>ED23A: Number of children demonstrating gains in school readiness</p> <p>Create your own</p>
K-12 Success	ED1A: Number of Individuals served	<p>ED5A: Number of students with improved academic performance</p> <p>ED9: Number of students graduating from high school on time</p> <p>ED10: Number of students enrolling in post-secondary education/training</p> <p>ED27C: Number of students with improved academic engagement or social-emotional skills</p> <p>ED6: Number of students with increased attendance</p> <p>ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)</p> <p>Create your own</p>
Post-HS Education Support	ED1A: Number of Individuals served	<p>ED11: Number of individuals earning a post-secondary degree or technical certification</p> <p>Create your own</p>

Opportunity Measures

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
	O4: 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 O21: Number of individuals with improved job readiness Create your own

Application Information

TECHNICAL ASSISTANCE

Questions can be directed to Kara Trebil-Smith, Program Manager (ktrebilsmith@compact.org).

Host sites proposing a new VISTA project are asked to [schedule a pre-application consultation](#) where we will discuss your project goals and how they connect with the Campus Compact VISTA program. The goal of the consultation is to ensure the project fits within the scope of our program and that the site is prepared to recruit, orient, and supervise the AmeriCorps VISTA member(s). Consultations will not be offered after December 17.

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 AmeriCorps will make the final decision on whether or not a host site's request for an AmeriCorps VISTA project is approved.

START DATES & DEADLINES

AmeriCorps VISTA assigns all start dates. Members MUST begin their service on the selected start day. IAMNCC is currently offering two start dates: July 18 or August 29.* Host sites may select the start date that best fits with their project goals.

The following deadlines are based on the VISTA member's first day of service. Host sites who are unable to meet the recruitment deadline are not guaranteed an alternative option.

Application Deadline: [Online Applications](#) are due January 21, 2022

Funding Announcements: Week of February 14, 2022

Service Listing Posted: March 2022 (or 5 months prior to member's first day)

Recruitment Begins: April 2022 (or 4 months prior to member's first day)

Recruitment Deadline: ~4 weeks prior to member's first day

*While there are limitations, IAMNCC is exploring the possibility of offering additional start dates to host sites. We may not be able to honor all requests, but please share what would work best for your organization and any additional details/context that might be helpful for us to know in the application. Keep in mind that recruitment deadlines are about one month prior to a member's first day.

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/or 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 AmeriCorps. 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 AmeriCorps 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

Additional VAD Guidance

- Connection to Anti-Poverty Outcomes
 - Activities must be connected to anti-poverty focus outcomes and goals.
 - For example, a school-based program with a goal of increasing low-income student academic performance cannot enroll a member who spends their time coordinating Day of Service projects for the college campus unless the host site can establish a direct connection between the member's activities and the project's anti-poverty goals.
 - Similarly, members whose stated role is to develop a tutoring program for a school cannot be assigned to recess duty or to supervise the lunchroom.

- Administrative activities are not allowed
 - Members must not serve in a primarily administrative role.
 - For example, if a service site expects its staff to maintain their client files, this responsibility should not be shifted to an AmeriCorps member who starts service at the agency. The member may also be expected to maintain his/her own files, but not those of other staff.

- Similarly, agencies may not assign AmeriCorps members to cover the essential duties of a staff member absent temporarily (such as for maternity or medical leave).
- Do ***NOT*** use the following words or phrases
 - “Other duties as assigned”
 - Work or job (use serve instead)
 - Assist (describe the specific tasks instead)
 - Manage (describe the specific responsibilities instead)
 - Supervise (describe the specific responsibilities instead)

VAD Templates and Examples

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

- [VAD Template](#)
- [Previously awarded VISTA Assignment Descriptions](#)

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 AmeriCorps funds to conduct a voter registration drive.
- 10. Providing abortion services or referrals for receipt of such services.
- 11. Other such activities as AmeriCorps 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- AmeriCorps 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

The following is a guide to help you prepare to complete the application. All applicants must complete a pre-application consultation with a Campus Compact staff member. Email Kara Trebil-Smith (ktrebilsmith@compact.org) to schedule your consultation today. Once complete, Kara will send you the link to the online application.

NEW APPLICANT INSTRUCTIONS

New applicants are required to [schedule a Pre-Application Consultation](#), which lasts approximately 45 minutes, where we will discuss your project goals and how they 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).

The outline below lists the questions asked and instructions for each section of the online application.

Site Information

1. Name of Organization
2. Address
3. Employer Identification Number (EIN)
4. Organization Type (select one)
 - a. Iowa & Minnesota Campus Compact higher education member institution
 - b. State and local government organizations
 - c. Indian Tribes
 - d. Nonprofit private organizations
 - e. Other (please describe)
5. Name and contact information of person completing the application
6. Name and contact information for person supervising the VISTA member

Community Need

1. What is the ultimate goal of your project? How will the efforts of your VISTA member(s) ultimately serve low-income people?
 - a. This should be the same goal as written in the VISTA Assignment Description (VAD)
 - b. We suggest one paragraph.
2. Briefly describe the community that will be served by this project.
 - a. We suggest 1 sentence. 250 character maximum.
 - b. This could be the neighborhood, city, county, state, etc.
3. Briefly describe the specific target low-income population that will be served by this project.
 - a. We suggest 1 sentence. 250 character maximum.

- b. Be as specific as possible. Example: “Low-income adults living in Polk County.” Below is a list of common target populations:
 - i. Low-income Native Americans, Native Alaskans, and Pacific Islanders.
 - ii. Low-income individuals with disabilities.
 - iii. Individuals and families experiencing homelessness.
 - iv. Unemployed individuals.
 - v. Low-income adults.
 - vi. Low-income youth.
 - vii. Low-income formerly incarcerated youth.
 - viii. Low-income formerly incarcerated adults.
 - ix. Low-income communities.
 - x. Low-income veterans.
 - xi. Low-income military families.
- 4. What research, evaluation, assessment, or review did you do in order to know that your community needs support in this area?
 - a. We suggest 3-6 sentences.
 - b. Please include relevant citations.

Organizational Capacity

- 1. VISTA projects are intended to build capacity that is sustained after the project is completed. VISTA projects receive support for 3 years. Your project may take more or less time to complete. Please share your plan for expanding your organization’s capacity through your VISTA project over the next 3 years.
 - a. We suggest 1-3 paragraphs.
 - b. Consider using this format:
 - i. In year one we will _____
 - ii. In year two we will _____
 - iii. In year three we will _____
 - iv. This will enable us to _____ when we no longer have a member.
- 2. 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 consistency of meetings, coaching, etc.)? What professional and/or education opportunities will be offered? What additional support can your organization provide?
 - a. We suggest 1-2 paragraphs.
- 3. What actions has your organization taken to prioritize racial justice?
 - a. We suggest 2-3 paragraphs.
- 4. If it is not evident in the VAD or project description, please describe the ways in which your VISTA project will develop or enhance a campus-community partnership. Please list the organization(s) or campus(es) you plan to partner with.
 - a. We suggest 1-2 paragraphs.

VISTA Position Information

- 1. Title of the VISTA Position
 - a. This should include the term “VISTA”

- b. Examples: “Communications & Outreach VISTA,” or “AmeriCorps VISTA Food Access Support Specialist”
- 2. Which Iowa & Minnesota Campus Compact program priority area(s) are supported by this VISTA project?
 - a. Consider the project only, not the work of the organization as a whole.
 - b. Select all that apply.
 - i. Community-campus partnerships that focus on improving health, education, or economic outcomes for low-income populations.
 - ii. College student basic needs, including, but not limited to, health care access, food access, housing assistance, financial education, and mental health support.
 - iii. Access to and retention of low-income college students into college/university programs or institutions.
 - iv. Addressing racial disparities in health, education, or economic outcomes.
- 3. The address of the physical location where the position will serve if different from the host site address.
- 4. Desired start date:
 - a. July 18 (recruitment deadline is June 17)
 - b. August 29 (recruitment deadline is July 29)
 - c. If possible, I would be interested in a start date that is not offered here.

VISTA Priorities & Performance Measures

- 1. 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. What type of capacity building will this project focus on?
 - a. Revisit the [Capacity Building Focus Areas](#) section of this document for details.
 - i. Scale/Reach
 - ii. Effectiveness
 - iii. Efficiency
 - iv. Leveraged Resources
 - v. Other
- 2. Performance Measures
 - a. Revisit the [Anti-Poverty Performance Measures](#) section of this document for details.
 - b. Select your Anti-Poverty Focus Area
 - c. Select your Anti-Poverty Output
 - i. List Numeric Goal
 - ii. What process will you use to collect your output data?
 - iii. If applicable, include the names of departments/people who will be included in this process.
 - d. Select your Anti-Poverty Outcome
 - i. List Numeric Goal
 - ii. What process will you use to collect your outcome data?
 - iii. If applicable, include the names of departments/people who will be included in this process.

Financial Requirements

1. Are you applying for the member benefit cost share discount? (Select Yes or No)
 - a. Revisit the [Discounts](#) section of this document for details.

Supporting Documents

1. VISTA Assignment Description (VAD)
 - a. Revisit the [VISTA Assignment Description](#) section of this document for details.
2. Letter of Support/Commitment
 - a. The letter is intended to demonstrate your organization's commitment to the VISTA program and member. It is submitted to AmeriCorps VISTA.
 - b. Anyone from your organization can complete the letter, including the person completing the host site application. The content can be duplicative of your responses in the host site application.
 - a. [Please use this template](#)

RETURNING APPLICANT INSTRUCTIONS

Site Information

1. Name of Organization
2. Address
3. Employer Identification Number (EIN)
4. Organization Type (select one)
 - a. Iowa & Minnesota Campus Compact higher education member institution
 - b. State and local government organizations
 - c. Indian Tribes
 - d. Nonprofit private organizations
 - e. Other (please describe)
5. Name and contact information of person completing the application
6. Name and contact information for person supervising the VISTA member

VISTA Position Information

1. Title of the VISTA Position
 - a. This should include the term "VISTA"
 - b. Examples: "Communications & Outreach VISTA," or "AmeriCorps VISTA Food Access Support Specialist"
2. Which Iowa & Minnesota Campus Compact program priority area(s) are supported by this VISTA project?
 - a. Consider the project only, not the work of the organization as a whole.
 - b. Select all that apply.
 - i. Community-campus partnerships that focus on improving health, education, or economic outcomes for low-income populations.
 - ii. College student basic needs, including, but not limited to, health care access, food access, housing assistance, financial education, and mental health support.

- iii. Access to and retention of low-income college students into college/university programs or institutions.
 - iv. Addressing racial disparities in health, education, or economic outcomes.
- 3. The address of the physical location where the position will serve if different from the host site address.
- 4. Desired start date:
 - a. July 18 (recruitment deadline is June 17)
 - b. August 29 (recruitment deadline is July 29)
 - c. If possible, I would be interested in a start date that is not offered here.

VISTA Priorities & Performance Measures

1. 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. What type of capacity building will this project focus on?
 - a. Revisit the [Capacity Building Focus Areas](#) section of this document for details.
 - i. Scale/Reach
 - ii. Effectiveness
 - iii. Efficiency
 - iv. Leveraged Resources
 - v. Other
2. Performance Measures
 - a. Revisit the [Anti-Poverty Performance Measures](#) section of this document for details.
 - b. Select your Anti-Poverty Focus Area
 - c. Select your Anti-Poverty Output
 - i. List Numeric Goal
 - ii. What process will you use to collect your output data?
 - iii. If applicable, include the names of departments/people who will be included in this process.
 - d. Select your Anti-Poverty Outcome
 - i. List Numeric Goal
 - ii. What process will you use to collect your outcome data?
 - iii. If applicable, include the names of departments/people who will be included in this process.

Financial Requirements

1. Are you applying for the member benefit cost share discount? (Select Yes or No)
 - a. Revisit the [Discounts](#) section of this document for details.
2. For sites in their fourth or greater year, are you requesting a waiver from the increased cost share amount? (Select Yes or No)
 - a. Revisit the [Waivers](#) section of this document for details.

Supporting Documents

1. VISTA Assignment Description (VAD)
 - a. Revisit the [VISTA Assignment Description](#) section of this document for details.

Post Award Responsibilities

BASIC HOST SITE REQUIREMENTS

Iowa & Minnesota colleges and universities participating in the Campus Compact VISTA program must be members of Campus Compact. Iowa or Minnesota public organizations participating in the Campus Compact VISTA program should have existing partnerships with one or more of our higher education institution members and be seeking to strengthen those partnerships through the VISTA position.

Host sites develop and manage projects with 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:

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

HOST SITE RESPONSIBILITIES CHECKLIST

- Maintain regular communication with IAMNCC, providing timely responses to questions and requests related to member recruitment and support, documentation, reporting, and federal grant compliance
- Read, understand, and sign Host Site Agreement
- Pay the cost share
- If possible, provide additional support for housing and/or food for the VISTA member
- Draft a VISTA Assignment Description (VAD) with VISTA member activities, goals, and outcomes
- Identify a staff member to serve as a supervisor for the VISTA member; provide ongoing supervision, communicate frequently, and offer feedback and support in a timely manner
- Lead recruitment and selection efforts to find a VISTA member
 - Submit information for Service Opportunity Listing
 - Publicize the position
 - Review applications in eGrants
 - Interview and select applicant by the recruitment deadline
- Design and offer On-Site Orientation and Training to VISTA member; submit plan to IAMNCC
- Assist VISTA member in completing reports for IAMNCC and submitting required documents to AmeriCorps VISTA
- Provide a work space and resources for the VISTA member that includes:
 - Desk/personal workstation
 - Computer with current software and internet access
 - Technical support for computer
 - Phone

- Office supplies necessary to complete the project
- Reimbursement for local travel necessary for the project
- Parking permit or bus pass if necessary
- Ensure VISTA member attends Virtual Member Orientation (VMO) and completes their oath of service on their first day
- Verify VISTA member attendance every two weeks
- Submit progress reports three times per year
 - Track data necessary to accurately report on Performance Measures; numbers cannot be estimates
- Allow for VISTA member to attend required IAMNCC trainings
- Allow for VISTA member to attend optional IAMNCC professional development and networking opportunities to the extent they are interested and it fits with their schedule/responsibilities
- Offer at least one professional development opportunity to VISTA member

VISTA MEMBER RECRUITMENT AND SELECTION

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 AmeriCorps may lose its VISTA slot for the 2022-23 program year.*

VISTA Member Eligibility

VISTA members must meet the following eligibility requirements:

- Be at least 18 years of age or older
- Have a High school diploma or equivalent
- 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.
- Not be listed on the National Sex Offender Public Registry

Conducting Department of Justice NSOPR Database Search

The AmeriCorps 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.

WORK SPACE REQUIREMENTS

VISTA members should have access to all materials that are needed to complete their assignments. Examples of these materials include: the use of a computer, printer, internet access, e-mail access, consumable supplies, telephone, copier, and fax, just as for any staff member. These supplies should be ready and available for VISTA member use on the first day of service.

VISTA members should not be expected to use personal items, technology or otherwise, to complete VISTA service.

Until further notice from the AmeriCorps agency, AmeriCorps VISTA members may teleserve (serve from home) full time and may do so immediately upon starting service, in consultation with the host site supervisor. Host sites anticipating their member will be teleserving should consult with IAMNCC to ensure they are aware of the most up-to-date policies from VISTA and are meeting program requirements. Host sites should not assume a member can teleserve without relocating to the community in which the host site resides.

VISTA MEMBER TRAINING

AmeriCorps VISTA members serving in the Campus Compact VISTA program receive the following orientation and training opportunities:

- AMERICORPS VISTA: Virtual Member Orientation (VMO)
 - Mandatory webinar on their first day of service
- HOST SITE: On-Site Orientation & Training
 - Mandatory orientation and training plan written, submitted, and implemented by the host site
- IAMNCC: Member Program Orientation
 - Mandatory virtual orientation within three weeks of their first day of service
- IAMNCC: Professional Development and Networking

- VISTA Members are invited and encouraged to participate in all professional development and networking opportunities offered to the entire Campus Compact network.

REPORTING

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

Attendance Certifications – Each supervisor must certify that their AmeriCorps VISTA member is actively serving the site. We anticipate it takes 1 to 5 minutes every other week to complete the report.

Host Site Reports – The host site completes a report three times during the member’s term of service. The report updates IAMNCC on performance measure data and project updates. We anticipate it takes 60 to 90 minutes to complete each report (less if the data you need is readily available).

Member Reports – AmeriCorps VISTA members complete bi-monthly reports on the support, training, and professional development they are receiving by the Host Site. We anticipate it takes 30 to 60 minutes to complete the report.