



Indiana Financial Capability Corps AmeriCorps Program 2017-2018 Service Site Application

The Indiana Association for Community Economic Development d/b/a Prosperity Indiana is pleased to offer the placement of 15 AmeriCorps members for the Indiana Financial Capability Corps (IFCC) program.*

Organizations interested in hosting an AmeriCorps member should review the following requirements and complete and submit the attached application **no later than 5:00 p.m. Wednesday, August 23, 2017**. Collaborative applications are highly encouraged. Collaborations between agencies provide AmeriCorps members with diverse experiences and have the potential to expand the impact of each agency. In addition, preference will be given to organizations who have had successful AmeriCorps placements in the past. Partnering agencies can include a variety of community partners, such as local governments, Community Action Agencies, United Ways and other nonprofits. Required and allowable member responsibilities are listed below and should be fully examined to meet the needs of each partnering organization.

All interested applicants are encouraged to participate in one of the following technical assistance calls prior to submitting their application. Service site applicants that are unable to be on this call should contact the Program Director to request technical assistance with the application. For your convenience, two call times are available:

- *Friday, August 11 at 10 a.m.*
- *Monday, August 14 at 10 a.m.*

To register, please contact Kelsey Clayton, Program Director at AmeriCorps@prosperityindiana.org or 317-454-8540.

WHAT IS AMERICORPS?

Commonly known as the domestic Peace Corps, AmeriCorps is a national service program governed by the Corporation for National and Community Service (a federal agency) and administered by Serve Indiana (a state agency). AmeriCorps strengthens communities by involving people in service to meet local challenges.

AmeriCorps functions as a network of local, state, and national service programs that engages Americans in intensive **service to meet our country's critical needs in education, public safety, health, the environment**, and human needs. AmeriCorps members serve with nonprofits, public agencies, and faith-based and community organizations. Since 1994, men and women have provided needed assistance to millions of Americans across the nation through their AmeriCorps service. Through their service and the volunteers they mobilize, AmeriCorps members address critical needs in communities throughout America.

WHAT IS THE INDIANA FINANCIAL CAPABILITY CORPS?

The Indiana Financial Capability Corps (IFCC) will serve within community organizations that work with low-to-moderate income families and individuals, and who are interested in integrating financial capability into their existing programs. **IFCC will use Prosperity Now’s** tool called Building Financial Capability: A Planning Guide for Integrated Services (The Guide) to implement the integration model. The comprehensive, step-by-step guide was created to help organizations **assess their current programs and available community resources for building clients’ financial capability.** **With the help** of supervisors, members of the IFCC will develop a strategic design for successful integration using The Guide, national research, and other implementation tools – **like the Consumer Financial Protection Bureau’s Your Money, Your Goals** financial empowerment toolkit – to assist organizations in deciding on the best approach to maximize their impact while educating their clients. AmeriCorps members will provide a variety of necessary resources to help their service organization create community assessments, work flow charts, logic models, and action plans. Ultimately, the member will lead the organization to decide which approach to integration is best for their clients.

IFCC is a program of Prosperity Indiana led by a program director who oversees all aspects, including service site recruitment, member recruitment, member retention, member and supervisor training, etc. The program director works to ensure that the AmeriCorps service year is beneficial to both the service sites and the IFCC members and that the program is in compliance with federal regulations.

We expect to place 15 full-time (at least 1,700 hours during the course of a one-year term) AmeriCorps members who will provide financial capability integration service at selected nonprofit agencies conducting financial opportunity work throughout Indiana. AmeriCorps members will be provided extensive training, a living allowance, an education award at the successful completion of their service term, and loan forbearance for qualified student loans. We expect the term of service to be from October 2, 2017 through August 2018. IFCC members must attend a mandatory orientation at the beginning of their service, as well as other weekly mandatory trainings throughout the year. Organizations selected as service sites will be required to pay a \$9,500 match fee. Service site supervisors must also attend a day-long orientation in **Indianapolis on September 26, 2017.**

Living Allowance	Education Award	Minimum Hours	Service Site Match
\$12,630	\$5,815	1,700	\$9,500

GRANT/REPORTING REQUIREMENTS

The Indiana Financial Capability Corps program model is aligned with a Corporation for National and Community Service (CNCS) national performance measure. The program will **measure the “number of economically disadvantaged individuals with improved financial knowledge.” To achieve the performance measure set,** IFCC members as a whole must reach 200 individuals with increased financial knowledge this year, 85% of whom will report improved financial knowledge.

REQUIRED MEMBER ACTIVITIES

AmeriCorps members will provide technical assistance to their service sites on how to integrate financial capability into their existing programming. When providing assessments, members must follow Building Financial Capability: A Planning Guide for Integrated Services created by Prosperity Now, train service site staff on the Your Money, Your Goals financial empowerment toolkit, and employ a pre- and post-test evaluation component for workshop participants once integration has taken place.

- ✓ Members will provide activities, trainings, and workshops to the service site to help them integrate financial capability strategies into their existing programming by using a step-by-step Building Financial Capability: A Planning Guide for Integrated Services
- ✓ Members will help the service site assess current client financial capability, short-, medium-, and long-term outcomes, and develop a theory of change
- ✓ Assist the service site in assessing its current in-house capacity,
- ✓ Conduct an assessment and inventory of community partners and programs and available community resources for building clients' financial capability.
- ✓ Develop a strategic design for successful integration using The Guide, national research, and other implementation tools like the Consumer Financial Protection Bureau's Your Money, Your Goals financial empowerment toolkit to assist
- ✓ Creating a current workflow matrix and implementation plan
- ✓ Participation in a 12-month personal financial coaching relationship
- ✓ Attend weekly trainings

PROFESSIONAL DEVELOPMENT ACTIVITIES REQUIRED FOR ALL MEMBERS

AmeriCorps members are involved in a variety of opportunities throughout their service year that encourage civic engagement, build leadership, and develop personal and professional skills. Activities include:

- ✓ Creating a professional development plan, in conjunction with the service site supervisor, that will build upon already established skills and hone new skills
- ✓ Attending member orientation, IFCC webinars, biannual meetings, and other events relevant to IFCC service
- ✓ Participating in Indiana's AmeriCorps Member Celebration
- ✓ Taking part in three Corporation for National and Community Service sponsored National Days of Service
 - Dr. Martin Luther King Jr. Day of Service (January 15, 2018)
 - National AmeriCorps Week (March 2018, TBD)
 - 9/11 Day of Service and Remembrance (September 11, 2018)

PROHIBITED ACTIVITIES FOR AMERICORPS MEMBERS

Prohibited activities for AmeriCorps members include:

- Receiving or the organization receiving payment for any activities conducted by AmeriCorps members
- Providing individual financial counseling
- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities designed to influence the outcome of an election to any public office
- 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
- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization
- Providing a direct benefit to:
 - A for-profit entity
 - A labor union
 - A partisan political organization

- An organization engaged in the religious activities described in the preceding subclause, unless grant funds are not used to support the religious activities
- A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26
- Participating in voter registration drives as a service activity. In addition, Corporation for National and Community Service funds may not be used to conduct a voter registration drive.

RECRUITING AMERICORPS MEMBERS

Service sites are responsible for recruiting AmeriCorps member(s) to serve at their site and recommending candidates to the program director. Prosperity Indiana will provide a sample position description to which the service site should add additional responsibilities, as appropriate. The utilization of newspaper classified ads, online advertisements, local colleges/universities, and other creative means are encouraged. The selection and placement of AmeriCorps members can only be done by the program director with the service site suggestions. We suggest that service sites select a minimum of two to three candidates they would like to suggest for service, in case someone declines the position or is deemed ineligible based on a background check or other circumstances. **Service sites should have two to three candidates identified by August 23, 2017.** Once a service site has two to three candidates for recommendation, service sites should send their top recommendation to the program director, who will then conduct a phone interview, conduct all relevant background checks, and potentially offer the position.

Though national service is not considered a “job,” it is very much like a full-time job in terms of time commitment. Often, members are not able to wholly commit to their service if they are otherwise fully engaged. Service sites should exercise great caution when selecting members who have other full-time commitments (i.e. full-time school or employment). The ideal candidate is **not someone who is simply looking for a “job.”** The ideal candidate will demonstrate a commitment to AmeriCorps service, an understanding of the time requirement, and have strong multi-tasking skills.

Organizations should be aware that if a member leaves his or her service early, under most circumstances, they cannot be replaced for any reason. Additionally, organizations are still fully responsible for paying the required match, regardless of early departure or inability to find a candidate to fill a slot. Thus, careful consideration should be given when recruiting and recommending a potential member. Finally, service sites are not able to hire members during their service year as staff members. If an organization chooses to hire a member while they are still serving, they forfeit the chance to receive IFCC members in the future.

The Indiana Financial Capability Corps has minimum requirements for selecting candidates. Prospective members will only be considered for enrollment, if they:

- Are not listed on the Indiana or U.S. Department of Justice Sex Offender Registry
- Have never been charged or convicted of a violent felony, financial crime or possession, sale or distribution of a controlled substance (verified through Indiana State Police background check, DHS Central Registry Check and FBI fingerprint check prior to the start of service)
- Are able to devote adequate time and energy to the AmeriCorps position, ensuring that outside commitments would not interfere with service

The AmeriCorps program director will work collaboratively with all service sites to ensure selected members have a successful year of service and is available to assist in developing a position description, recruiting applicants, and choosing candidates for service. All final candidates are subject to approval by the Indiana Financial Capability Corps program director.

BENEFITS TO SERVICE SITE ORGANIZATION

Service sites can expect the following benefits:

- One full-time, trained AmeriCorps member to serve at the service site for at least 1,700 hours (avg. 34 hours/week)
- Assistance in recruiting and selecting the individual who will serve as an AmeriCorps member
- Training for AmeriCorps members and site supervisors
- The opportunity to increase your organizational capacity to address local needs
- Increased visibility and credibility in communities
- Enhanced partnerships with others involved in building healthier communities
- Recognition by local, state, and national decision-makers for being part of a project that improves the lives of individuals in our communities

REQUIREMENTS OF SERVICE SITE ORGANIZATION

IFCC service sites must:

- Be a member of Prosperity Indiana for the duration of the AmeriCorps member(s)' term
- Be a non-profit, higher education institution, or state or local government
- Identify a service site supervisor for the AmeriCorps member. Service site supervisors must:
 - Be a full-time staff person and physically located in the same office as the AmeriCorps member
 - Meet with the member weekly
 - Provide regular, adequate onsite supervision of the AmeriCorps member
 - Verify member timesheets on a semi-monthly basis by the required deadline
 - Provide support to complete the goals and objectives as defined by this program
 - Ensure the AmeriCorps member completes and submits impact reports
 - Attend the site supervisor orientation. The person attending must be the person responsible for overseeing the AmeriCorps member and regulations at your organization. All new and returning service site supervisors must attend the training. The training will likely be held from 10 a.m. – 4 p.m. at the Prosperity Indiana office. Specific details will come at a later date.
- **Provide the required \$9,500 service site match fee**
- Provide pre-recruitment paperwork (recruitment plan, service site orientation form, and position description) to Prosperity Indiana.
- Sign and submit the Service Site Agreement prior to AmeriCorps member start date
- Advertise, recruit, and make a recommendation of an AmeriCorps candidate to the IFCC program director no later than **August 23, 2017**
- Provide office space, phone access, email, and computer access to the AmeriCorps member
- Provide mileage and meal reimbursement to the member for any travel on behalf of the service site AND to Prosperity Indiana-required trainings in Indianapolis (orientation and biannual training). Any other Prosperity Indiana-offered trainings will be covered by Prosperity Indiana)
- Provide other supervisory and resource support as necessary
- Model a positive attitude about AmeriCorps and the requirements of the program
- Communicate with the IFCC program director about program activities or any concerns related to or impacting the AmeriCorps member
- Participate in two 360 evaluations (mid-year and end of year) with the AmeriCorps member and program director

IMPORTANT DATES

Recruitment begins prior to submission of the application

August 11

Technical Assistance Webinar 10 a.m.

August 14	Technical Assistance Webinar 10 a.m.
August 23	Application deadline with AmeriCorps recommendations
August 28	Service site selection and confirmation
Week of September 4	Interviews begin with AmeriCorps members
September 15	AmeriCorps members are confirmed
September 26	Service site orientation date
September 26	Service site paperwork and payment due
October 2	AmeriCorps begin pre-service orientation

COMMITMENT TO AMERICORPS IDENTIFICATION

Prosperity Indiana, AmeriCorps members, and service sites will be obligated to display the AmeriCorps logo. Members will be provided with two AmeriCorps shirts in addition to an AmeriCorps pin. Members will also be required to include their status as an AmeriCorps member in their email signature. Service sites will be required to prominently display the AmeriCorps logo on both their webpage and at their front entrance.

Prosperity Indiana will promote the AmeriCorps brand by displaying the logo and a link to the AmeriCorps webpage on its website. In addition, **Prosperity Indiana's** blog will promote a series featuring each of the AmeriCorps members with links on its social media pages.

REQUIRED MATCH FEE

Funding for this program is allocated by Serve Indiana. All service site organizations must provide \$9,500 in matching funds for each AmeriCorps member placed at the agency. If two agencies are submitting a collaborative application for a single AmeriCorps member, the total in matching funds is still \$9,500. These funds must be paid by the approved service site agency. Prosperity Indiana will not refund match fees for any reason, including being unable to fill an offered member slot.

MEMBER BENEFITS

Benefits to AmeriCorps members include the following:

- \$12,630 annual living allowance paid twice monthly, from the Corporation for National and Community Service
- Health insurance (for full-time member only) and childcare assistance through the Indiana Department of Human Services
- \$5,815 education award upon successful completion of a term of service that can be used toward student loan payments or for returning to higher education
- Federal student loan forbearance during their service for full-time AmeriCorps members during their service and may be eligible to have the interest repaid after service
- Extensive training and networking opportunities

APPLICATION PROCESS

Interested organizations must complete the attached application (no more than 5 pages) and submit electronically to Kelsey Clayton **no later than 5:00 pm on Wednesday, August 23, 2017. You will receive a confirmation email within one working day of successful receipt of your application. If you do not receive a confirmation, we have not received your application.** Late or incomplete applications may be prioritized after on-time applications have been ranked. Please send all application materials via email to: AmeriCorps@prosperityindiana.org. Questions may be directed to Kelsey Clayton at 317-484-8540 or kclayton@prosperityindiana.org.

Preference will be given to organizations that have had successful AmeriCorps placements in the past and to those that demonstrate how the addition of an AmeriCorps member will have a measurable impact upon their organization.



Indiana Financial Capability Corps Program 2017-2018 Service Site Application Form

QUALIFYING QUESTIONS

If your agency answers "no" to any of these questions, your agency is not qualified to host an AmeriCorps member through the Indiana Financial Capability Corps, and your application will not be considered.

1. Is your organization a current Prosperity Indiana member?
2. Will your organization provide the required match of \$9,500 amount necessary to host an AmeriCorps member?
3. Will the site supervisor be present at the in-person supervisor orientation?
4. Will your organization provide mileage and meal reimbursement to the member for service-related travel?

INFORMATIONAL QUESTIONS

1. Organization Name (Primary Applicant if submitting a Collaborative Application):
Contact Person (Site Supervisor):
Address:
Telephone:
Fax:
Email Address:
Please list your agency's geographic service area.
2. How many AmeriCorps members are you requesting?
3. Describe why you are requesting an AmeriCorps member(s). Please include data on the need in your community to support your request. If you are requesting more than one, please demonstrate the need for multiple AmeriCorps members.
4. **It is important that the AmeriCorps member's service increases the capacity of your organization.** Describe the measureable impact your AmeriCorps member(s) will have on your organization and community. Use specific details and support it with data, when possible using criteria such as expected increase in foreclosure clients, expected increase in number of financial education classes offered, etc. to explain this.
5. Why does your organization need an AmeriCorps member to fill this position instead of hiring a staff member or recruiting volunteers to fill this role?
6. Please demonstrate organizational capacity to host and support an AmeriCorps member.
7. All sites must have one, designated, full-time, **onsite** supervisor who trains and oversees the daily activities of the AmeriCorps member(s). Please describe the site supervision your member(s) will receive, including the experience and qualifications of your site supervisor.
8. IFFC is dedicated to the personal development, professional development, and civic engagement of members. Please describe how you plan to work with the member to ensure they get the most out of their term of service.

9. Please draft a process for recruiting an AmeriCorps member(s), specifically including a timeline. (Note: It is the responsibility of the service site to recruit their AmeriCorps member(s). The IFCC program director will provide additional guidance around member recruitment at supervisor orientation.)
10. Please provide a draft **weekly** schedule for the AmeriCorps member(s), including the weekdays and hours you anticipate them being in your office. This time must equate to 1,700 hours during the program year.
11. Have you hosted a national service member in the past (AmeriCorps VISTA, State or NCCC, or Senior Corps)?
If yes:
 - a. Please provide a description of the program.
 - b. When did the member(s) serve at your organization?
 - c. Did the member(s) successfully complete their term(s)? If no, why not?
 - d. Provide a program contact person, if possible.

NOTE: If you are partnering with another organization to submit a Collaborative Application, in addition to providing all of the above, please also provide:

- A brief description of the partner organization and the services they provide
- A letter from the organization (on organizational letterhead) briefly describing their mission and acknowledging and briefly describing their role in the partnership

Please be aware that the primary applicant is the responsible party when it comes to meeting all of the qualifications, including submitting the matching funds.