

Welcome

Thank you for your interest in the CVN CompassionCorps, the AmeriCorps program of the Catholic Volunteer Network.

This year's application has been reformatted to help us collect information about practices in the field that we can share with you. You'll see checklists that reflect some of the most common elements we've seen in your applications. Check those that apply and then instead of listing things in your narrative, you can brag about the rationale and content for those items.

This is a competitive process. CVN applied for 800 slots for 2015-16 but we expect you to request 1200. To maintain integrity, CVN staff will offer technical assistance webinars but cannot advise you on your program design. Thank you in advance for understanding.

Good luck.

Program Information

This page captures basic information about your program and history with CVN and AmeriCorps.

*1. Program Name:

*2. Contact Information:

Program Director Name:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Country:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

*3. Social Media:

Website:	<input type="text"/>
Twitter handle:	<input type="text"/>
Facebook page:	<input type="text"/>

*4. Mission Statement (as articulated on your website and official publications):

*5. Eligibility:

Participation in the CVN CompassionCorps program is strictly limited to CVN member programs or affiliates. Check one.

☐ CVN Membership is current for 2015-16

☐ CVN Affiliation status is current for 2015-16

*6. Slot Request:

Full-time (1700 hours)	<input type="text"/>
Half-time (900 hours)	<input type="text"/>
Minimum time (300 hours) * You may only request minimum time slots IN ADDITION TO FT and HT slots.	<input type="text"/>

***7. Member Living Allowance and Benefits:**

Please enter the total value of the annual allowance and benefits of a full-time participant in your program. Do not include health insurance. Include: stipend/living allowance, travel subsidy, food allowance, housing. If your benefits vary by location or tenure, enter the average amount.

Total amount of annual allowance and benefits (excluding health insurance) =

Program Design and Projected Impact

CVN CompassionCorps is intended to improve and expand economic opportunity for those who are economically disadvantaged. Full- and half-time AmeriCorps members will provide direct services* to help individuals and families to move from poverty toward greater degrees of self sufficiency.

Conceptually, this is drawn from the "Bridge to Self Sufficiency" model developed by the Crittenton Women's Union that utilizes trained "Mobility Mentors" to provide intensive coaching intended to help build goal setting and executive functioning skills that will effectively help clients to make strategic choices and experience success.

Your responses to the following questions should demonstrate how your program or your selected service placements will align with our theory of change and anticipated outcomes.

***8. Member Allocation by State:**

How many Members would you be placing in each state? Enter whole numbers.

CompassionCorps members may ONLY serve in the US states and territories.

AL	<input type="text"/>
AK	<input type="text"/>
AZ	<input type="text"/>
AR	<input type="text"/>
CA	<input type="text"/>
CA	<input type="text"/>
CO	<input type="text"/>
CT	<input type="text"/>
DE	<input type="text"/>
FL	<input type="text"/>
GA	<input type="text"/>
HI	<input type="text"/>
ID	<input type="text"/>
IL	<input type="text"/>
IN	<input type="text"/>
IA	<input type="text"/>
KS	<input type="text"/>
KY	<input type="text"/>
LA	<input type="text"/>
ME	<input type="text"/>
MD	<input type="text"/>
MA	<input type="text"/>
MI	<input type="text"/>
MN	<input type="text"/>
MS	<input type="text"/>
MO	<input type="text"/>
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NV	
NH	
NJ	
NM	
NY	
NC	
ND	
OH	
OK	
OR	
PA	
RI	
SC	
SD	
TN	
TX	
UT	
VT	
VA	
WA	
WV	
WI	
WY	
DC	
Puerto Rico	
Other Territories	

***9. Assessment of Community Need(s):**

Describe the unmet community need(s) and conditions of poverty that your CompassionCorps members will address. If your program serves in one neighborhood, city or region, provide recent local data to support your needs assessment.

If your program places in multiple states or varied communities, describe how you determine the needs of the communities in which you will place members. What criteria do you use?



10. The Bridge to Self Sufficiency.

"The Bridge" model assumes that achieving economic independence requires individuals and families to optimize their lives in five basic "domains." These are 1) Family Stability, 2) Well-Being, 3) Education and Training, 4) Financial Management and 5) Employment and Career Management.

Please indicate which "domains" your CompassionCorps members would be addressing with clients through direct services, referrals, case management/coaching or through managing volunteers to provide such services. Check all that apply.

- ☐ Family Stability: Housing (emergency shelter, transitional housing, housing referrals, shared housing, subsidized housing, rental assistance, rent-to-own, co-op housing, homeownership, construction/repairs to maintain housing)
- ☐ Family Stability: Dependents (enrolling children in school/daycare/aftercare, stabilizing dependent health care needs, addressing dependent legal issues, addressing dependent needs that are obstacles to the parent/guardian employment or education)
- ☐ Well-Being: Health & Behavioral Health (enrolling in insurance, establishing primary care relationships, stabilizing crises conditions, chronic disease management, preventative care)
- ☐ Well-Being: Social Networks (helping clients move from isolation or "draining" networks, connecting individuals/families to wider networks of community support)
- ☐ Education and Training: (ESL, GED/high school equivalency, college prep, job training/certification, college success)
- ☐ Financial Management: (financial literacy, credit counseling, loans, credit monitoring, escrow accounts)
- ☐ Employment and Career Management: (referrals to job programs, addressing legal barriers to employment, employment searches, resume/interview support, job placement services, soft-skills employment readiness programs)

Other (please specify)

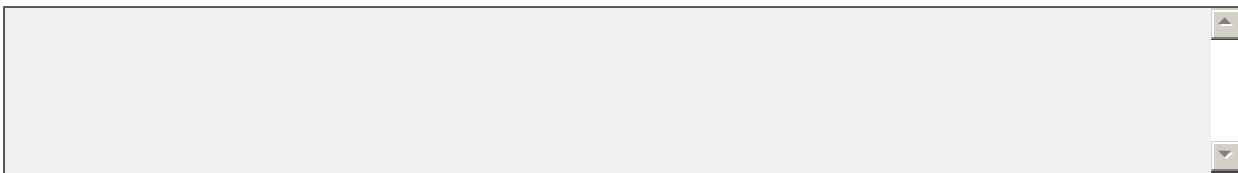


***11. Using AmeriCorps Members to effectively address community needs:**

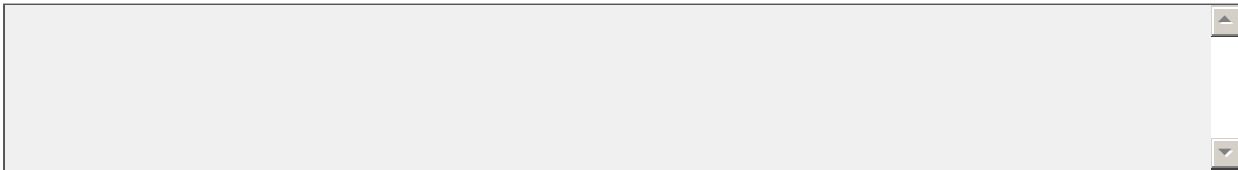
Describe how the service activities (on-site) of the CompassionCorps members help economically disadvantaged individuals and/or families to move from poverty toward self-sufficiency.

If you place CompassionCorps members at one location (program is the site), please briefly articulate the theory and evidence that informs your service delivery model (your intervention).

If your CompassionCorps members are placed at varied service sites, discuss how you determine that your members will be engaged in evidence-based service delivery models.



12. Site Selection and Partnering: Describe how your program selects service placement sites. What criteria do you use? What are the responsibilities of the site partner? What does your service site agreement/Memorandum of Understanding (MOU) cover?



***13. Programs are responsible for obtaining a Memorandum of Understanding or signed agreement with each service placement site. These are to be forwarded to CVN (instructions provided at a later date).**

- ☐ I understand that the program is responsible for obtaining a Memorandum of Understanding or signed agreement with each service placement site.

***14. CVN CompassionCorps plans to create standardized position description templates to help us more clearly and consistently articulate our typical AmeriCorps member activities. For each of the proposed positions below, predict how many of your members would likely be assigned to each.**

Client Advocate/Case Manager: helping persons to apply for benefits, identify resources and set goals to move toward self sufficiency	<input type="text"/>
Lifeskills Coordinator/Instructor: coordinates/implements classes on parenting, financial literacy, stress, nutrition, healthy relationships, and other topics to promote family stability	<input type="text"/>
Homeless Client Outreach/Hospitality: provides for basic care and hygiene needs for homeless persons; food, clothing, laundry, showering, phone/computer services, bus tokens, mail, referrals	<input type="text"/>
Hotline/Referrals Specialist: provides front-line support for persons in crises needing immediate assistance with food, shelter, physical safety (domestic violence/rape), mental health	<input type="text"/>
Housing Rehabilitation/Construction: services that expand safe, affordable housing options for the homeless and persons experiencing housing instability or that improve safety and independent living conditions for economically disadvantaged homeowners	<input type="text"/>
Adult Educator: providing instruction and training for ELL/ESL, GED/equivalency, computer and other technical skills	<input type="text"/>
Employment Counselor: provides assistance with job searches, resume building, interview prep, "soft skills" training, referrals for job training/placement	<input type="text"/>
Financial Literacy Educator: coordinates/implements lifeskills classes, workshops or individual counseling to help economically disadvantaged persons to build savings, address debts and achieve financial goals	<input type="text"/>
Legal Advocate/Intake Specialist: assists economically disadvantaged clients to access legal services, conducts intakes, assists clients in preparing for court, accompanies clients to court, conducts "know your rights" education sessions, provides referrals to other social services	<input type="text"/>
Community Gardener: manages community gardens for low-income communities (non-profits, schools, civic groups), teach gardening skills, promotes food security and healthy eating	<input type="text"/>
Health/Wellness Educator: provides or coordinates individual or group instruction in nutrition, physical health, reproductive health, behavioral health, fitness, stress management, addiction/recovery	<input type="text"/>
Companion/Aide: helping low-income individuals to meet basic needs, follow treatment plans, engage in community life and function as independently as possible	<input type="text"/>
Volunteer Coordinator: recruits, screens, trains, supervises, evaluates volunteers (not prohibited activities)	<input type="text"/>
Early Childhood Educator: provides childcare to low-income children	<input type="text"/>
Teacher: meets an unmet instructional need in K-12, low-income schools where qualified teachers are not available for hire	<input type="text"/>
Academic Support Specialist: provides one on one or group instruction to help academically at-risk students (K-12) in low-income communities	<input type="text"/>
Student Activities Coordinator: develops and implements co-curricular programming to support student engagement and school attachment	<input type="text"/>
Student Workstudy Coordinator: assists with identifying worksites, mentoring student participants, monitoring attendance and travel	<input type="text"/>
Mentor: intentionally matched individually or in groups to work with young people to meet at regular intervals, builds goal setting skills	<input type="text"/>
Afterschool/Summer Camp Program Coordinator: community based/sponsored enrichment activities for low-income youth	<input type="text"/>
Emergency Food: prepare/serve meals for soup kitchens/dinner programs, food pantry services & distribution	<input type="text"/>
Public and Community Spaces: community theater, recreation and events that deliberately help low-income communities build social networks & wellbeing	<input type="text"/>
Other	<input type="text"/>

***15. Compliance with non-displacement and non-duplication policies.**

Discuss how your program ensures that member roles comply with the AmeriCorps policies regarding non-supplantation, non-duplication and non-displacement.

How do you ensure that members are in roles that "add value" to the service site and/or community?

16. Performance Measures and Target Outcomes:

Please revisit the projections you made in your "Intent to Apply" survey responses and enter revised projections for the 2015-16 term below.

Housing O5: Number of economically disadvantaged individuals receiving housing placement services such as emergency shelter, transitional shelter, SROs, shared housing, referrals to housing programs, apartment searches, home repair and construction, home ownership programs

Housing O11: Number of economically disadvantaged individuals (all members of a household) who transition to permanent, safe, affordable housing. This may also include renovation that brings housing to code.

Employment O3: Number of economically disadvantaged persons receiving job placement services (which may include soft-skills training, job readiness activities and employment search assistance)

Employment O10: Number of economically disadvantaged persons obtaining employment.

Member Recruitment and Selection

***17. Email a copy of the application that your prospective Members use in applying to you for the 2015-16 term to kcassella@catholicvolunteernetwork.org. Your email subject line should read “[Name of Program] Participant Application 2015-16.”**

Your application is reviewed for the following:

- 1. The CVN AmeriCorps or AmeriCorps logo, signalling that the applicant knows that s/he is applying to an AmeriCorps program (pending funding and approval).**
- 2. Compliance with non-discrimination policies. Specifically, you may not ask or require members to provide their marital status, religious preference or disabilities. For more guidance about applications, contact CVN.**

Subgrantees are expected to prominently feature their AmeriCorps affiliation. Please enter the website address that best reflects your intent to participate in CVN AmeriCorps.

☐ We have emailed our participant application to CVN

☐ Website demonstrating AmeriCorps affiliation

***18. Check one**

☐ All of our participants are recruited to serve as AmeriCorps Members

☐ Some participants elect to apply to serve as AmeriCorps Members. Some do not because:

***19. Discuss your recruitment strategies.**

How do you recruit from the local communities to be served by your program? How do you recruit and engage traditionally underrepresented populations (new Americans, low-income populations, rural residents, older Americans, veterans, persons of color, persons with disabilities, Native Americans and youth from disadvantaged backgrounds)?

What steps will you take to reach your recruitment target and fill 100% of your requested CVN CompassionCorps slots?

***20. Member Selection Process.**

Please check the components used in your member selection process.

- | | |
|---|---|
| <input type="checkbox"/> Formal written/on-line application | <input type="checkbox"/> Screening applicants for skills and experience relevant to the service positions available |
| <input type="checkbox"/> Program has formal eligibility standards and screens applications against them | <input type="checkbox"/> Second interview |
| <input type="checkbox"/> First interview (remote or in-person) | <input type="checkbox"/> sex offender screening prior to offer |
| <input type="checkbox"/> Reference check | <input type="checkbox"/> Criminal history check prior to offer |
| <input type="checkbox"/> Transcripts | <input type="checkbox"/> Trial service - observing candidates in service prior to offer |
| <input type="checkbox"/> Other (please specify) | |

***21. Fair and Equitable Selection Criteria.**

Briefly discuss how your members are selected in a fair and equitable manner. Programs may require AmeriCorps members to have a particular skill or background that will help them to address national service initiatives.

22. Programs must accept both men and women unless they have received an exception from CNCS through CVN. Exceptions have been granted when members are housed within a religious community (ie, in a convent or monastery) or with vulnerable client populations who are housed separately by gender.

- ☐ Program accepts men and women
- ☐ Program is restricted to men-only or women-only. We understand that this requires an exemption from CNCS.

23. Key dates.

Your responses will help to inform our planning. Please note that the earliest date that Members may earn hours is August 1, provided that other enrollment documents are complete and criminal history checks have been initiated

If your program has rolling admissions/start dates, you may skip this question.

	MM		DD		YYYY
Date you expect to notify applicants of acceptance into your program	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Date you expect to start orientation	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Date you expect to complete/review CVN CompassionCorps enrollment documents	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
If applicable: date you reserve for group fingerprinting/CHC processing	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Date you expect members to report to site (for site training/service)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Date your term ends	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

Member Orientation, Training and Development

*24. Member training.

Please confirm that your orientation and training plans will contain the following required components by checking each.

- | | |
|--|--|
| <input type="checkbox"/> Overview of your program's mission, history and goals | <input type="checkbox"/> Practicing your CVN CompassionCorps elevator pitch |
| <input type="checkbox"/> Conditions for satisfying your program requirements | <input type="checkbox"/> AmeriGear - showing the "A" every day you serve |
| <input type="checkbox"/> Program policies regarding outside employment | <input type="checkbox"/> Community context (local issues, concerns, assets) |
| <input type="checkbox"/> AmeriCorps 101 (provided by CVN) | <input type="checkbox"/> Safety (general, community) and disaster planning |
| <input type="checkbox"/> Review of CVN CompassionCorps contract | <input type="checkbox"/> Encouraging members to register to vote, active citizenship |
| <input type="checkbox"/> Code of Conduct | <input type="checkbox"/> Time and activity reporting for AmeriCorps (provided by CVN) |
| <input type="checkbox"/> AmeriCorps prohibited activities | <input type="checkbox"/> Documenting accompaniment pending CHC clearance (provided by CVN) |
| <input type="checkbox"/> Suspension and termination policies | <input type="checkbox"/> Data collection for performance measures (provided by CVN) |
| <input type="checkbox"/> Grievance procedures | <input type="checkbox"/> Bridge to Self Sufficiency Training (provided by CVN) |
| <input type="checkbox"/> Requesting reasonable accommodations (per ADA) | <input type="checkbox"/> Life After AmeriCorps (transitions) (your own or as organized by CVN or AmeriCorps Alums) |
| <input type="checkbox"/> Federal policies: Drug-Free Workplace, harassment, non-discrimination | <input type="checkbox"/> Student loans/using your Ed Award (your own or as organized by CVN or AmeriCorps Alums) |

***25. How do you communicate program policies and expectations? How do you check for understanding?**

26. CVN programs are strong in providing a broad orientation to support the Four Pillars. Help us to get a better picture of how you prepare participants to serve by checking any that you expect to cover in orientation, in-service trainings, reflections and retreats.

- | | |
|--|---|
| <input type="checkbox"/> Ice-breakers | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Team Building | <input type="checkbox"/> Strengths/leadership types (Myers-Briggs, StrengthsFinder, etc.) |
| <input type="checkbox"/> Values Clarification | <input type="checkbox"/> Service and Ethics |
| <input type="checkbox"/> Goal Setting | <input type="checkbox"/> History of Faith-Based Service |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Charity-to-Justice continuum |
| <input type="checkbox"/> Cross-cultural Communication | <input type="checkbox"/> Simple Living |
| <input type="checkbox"/> Diversity, -isms, and Prejudice | <input type="checkbox"/> Building Communities of Support |
| <input type="checkbox"/> Structural Poverty issues | <input type="checkbox"/> Incorporating a Spiritual Practice |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Community-specific Issues |
| <input type="checkbox"/> Stress Management | |

***27. Tell us more about your member training. What other topics/skills do you cover? What instructional methods do you use? What sessions are you particularly proud of and why?**

***28. Member development. Help us learn about the structured opportunities for members in your program to learn and grow through their service year by completing this table as best you can. For each, briefly note the frequency. For example: "community meetings = weekly for two hours" or "in-service retreat = three two-day retreats." Enter "N/A" for those that you do not expect to offer in 2015-16.**

Required orientation	
Community meetings/reflection	
In-service training	
In-service retreat	
1:1 with program staff	
Year-end retreat	
"Story" sharing (blog, presentation, etc.)	
Meeting with assigned mentor	
Meeting with alumni	
Meeting other CVN/AmeriCorps programs	
Other	
Other	

***29. Use this space to briefly share more details about how you support member development. What opportunities seem to have the greatest impact for your members? Describe any proposed changes to your member development content or activities for this year and discuss how you've decided on these modifications.**

***30. AmeriCorps members are to be "wearing the A" every day they are in service. This may be achieved through various creative ways. CVN will issue basic "gear" to each member to support this effort. Check below to indicate that your program will take steps to ensure that members are meeting this expectation.**

☐ I understand that our program shares responsibility for ensuring that our CVN CompassionCorps members are displaying their AmeriCorps affiliation while in service.

*** 31. Member affiliation.**

How will you ensure that Members identify with CVN CompassionCorps and AmeriCorps in general? How will you help to connect Members with the larger National Service movement? Discuss plans to participate in National Days of Service.



Organizational Capacity

*** 32. Discuss your program's capacity to successfully implement and manage an AmeriCorps program for the number of Members you are requesting. Who will staff the program? What are their roles and how much of their time is allocated to support the AmeriCorps program?**

*** 33. Ratio of staff to members.**

Calculate the FTE of staff time allocated to support your program's implementation of the CVN CompassionCorps. Consider member recruitment, orientation and in-service reflection, applicant screening, site selection and supervisor training, program monitoring and risk management, fundraising, administration and other support activities (that do not include inherently religious or otherwise "prohibited" activities).

Number of staff (Full-time equivalent):

Number of members (Full-time equivalent, the total MSY count):

*** 34. How will you ensure that program staff members have the tools and training to perform these duties effectively? In the event of staff turnover, how would you train new staff to fulfill your CVN AmeriCorps responsibilities?**

*** 35. AmeriCorps regulations and CVN policies/procedures change frequently. Help us to assess your understanding of AmeriCorps program management by selecting the best answer below:**

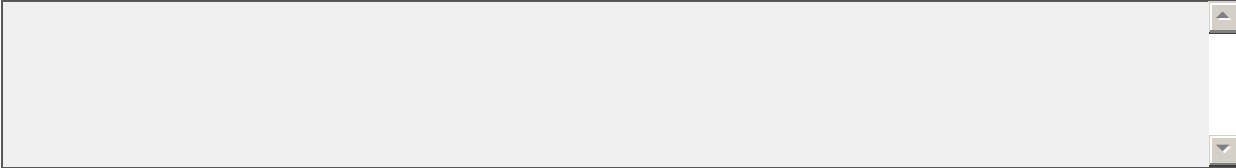
- ☐ Program is new to CVN AmeriCorps and has no prior experience with AmeriCorps
- ☐ Program is new to CVN AmeriCorps, but has participated in AmeriCorps through (list below)
- ☐ Program participated in CVN AmeriCorps previously, but not since 2012-13 (last most recent year below)
- ☐ Program participated in CVN AmeriCorps in 2012-13 or 2013-14

Other AmeriCorps or most recent CVN program year

*** 36. Discuss your program (or staff) experience with AmeriCorps grants. Other federal or state grants/contracts?**

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37. Share your plans for engaging with State Service Commissions in 2015-16. If your program places in multiple states, tell us how you identify the states you will prioritize for outreach and collaboration in 2015-16.

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38. Local/Elected Officials (NEW). Discuss any recent success or plans to educate your local elected officials about the work that your CVN CompassionCorps Members are doing in the communities they represent. Note any participation in Mayor's Day of Recognition or efforts to invite elected officials to visit your Members in service.

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*** 39. Is your program under consideration for another AmeriCorps grant at this time?**

☐ No

☐ Yes (please offer appropriate details)

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*** 40. Describe your plans to monitor sites, supervisors and members for compliance throughout the year. How will you prevent and detect compliance issues? How will your program hold itself, members, and sites/supervisors accountable if you detect instances of high risk or noncompliance?**

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*** 41. Discuss your training and orientation plan for site supervisors. How to you ensure that they understand their role and responsibilities as an AmeriCorps supervisor? How can/do you hold supervisors accountable? Tell us what you will be changing about your site supervisor training for this year and why. Note any activities or strategies that you have found to be particularly effective.**

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*** 42. CVN CompassionCorps requires in-depth reporting for certain Performance Measures. These tactics will include monthly service accomplishment reporting (from members), tracking the number of persons receiving housing and employment related services as well as the number of individuals securing housing and employment and reporting on client goal setting and progress. CVN will never require the disclose of confidential client information but will require that all data can be validated through source documentation at the site or program level in the event of an audit. To the greatest extent possible, CVN will provide assessments and data submission training and tools.**

☐ I certify that my program commits to meeting CVN CompassionCorps reporting requirements in a timely and accurate manner. I understand that failure to meet reporting requirements will affect our continued participation in CVN CompassionCorps.

*** 43. Discuss how you will ensure that data and service activity reports submitted to CVN CompassionCorps is accurate? Programs that have participated recently should discuss how your previous experience will inform your plans for reporting in 2015-16.**

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***44. How will your program evaluate impact? How will you share your findings?**



***45. Assurances**

- ☐ Program has paid CVN membership/affiliate dues for the 2015-16 year
- ☐ Program has reviewed and is compliant with the CVN CompassionCorps Non-Discrimination policy
- ☐ Program has reviewed and is compliant with the CVN CompassionCorps Reasonable Accommodation Policy
- ☐ Program has reviewed and is compliant with the CVN CompassionCorps Non-Harassment policy
- ☐ Program has reviewed and as is compliant with the CVN CompassionCorps Drug and Alcohol-Free Workplace Policy
- ☐ Program has reviewed and is compliant with restrictions on AmeriCorps Activities (Prohibited Activities)
- ☐ Program has adequate general liability insurance that extends to AmeriCorps members
- ☐ While CVN CompassionCorps will lead the Criminal History Check process, program recognizes that they share responsibility for compliance in initiating, reviewing and documenting accompaniment
- ☐ Program will review all proposed position descriptions for compliance with CVN CompassionCorps policies and with the following:
AmeriCorps Members are not employees and must not displace, replace, supplant or duplicate current staff responsibilities

***46. Required national training for program directors or designated staff.**

At least one person from the program must attend the CVN CompassionCorps Annual Training Meeting, October 1, 2015 from 9am - 3pm in Houston, TX. Each subgrantee program will be granted a \$600 travel stipend to defray costs of attendance. This is a pre-conference session for the 2015 Mission Congress, which CVN co-sponsors in lieu of hosting an independent national conference this year.

- ☐ By submitting this application, we signal our commitment to participate in this national training as well as other required and recommended trainings provided throughout the year.

***47. Certification:**

- ☐ To the best of my knowledge and belief, the information provided in this application is true and complete.
- ☐ I have the appropriate authority to submit this application on behalf of my program

Enter first name, last name, date