

Arizona Ready for College and Career (ARCC) AmeriCorps Mentor Site Application 2017-2018

Vision

NAU AmeriCorps builds a strong community through commitment to positive and active citizenship.



Mission

NAU AmeriCorps delivers a quality program that provides service opportunities to individuals who develop valuable professional skills and experience while benefiting our community.



**ARCC AmeriCorps
Current Project Requirements
Program Year 2017-2018**

Second Priority Deadline: Midnight on August 15th
Awarded Sites Notified By: 5 p.m. on Tuesday, August 22, 2017

In addition to the application, you must complete the following:

1. Email NAU AmeriCorps a current Copy of Agency Liability Insurance (details below, #8)
2. Attend Site Interest Session (details below, #14)
3. Email a position description for each position that you are applying for using the format on page 9 of this document to americorps3@gmail.com.

Criteria for being chosen as a NAU AmeriCorps mentor site for ARCC:

- Returning sites must have been in good standing with the NAU AmeriCorps office in the past (paid invoices on time, completed all necessary documentation in a timely fashion, and provided a mentoring experience for AmeriCorps Members).
- Goals of the site and of the specific positions are a good fit for project focus area (details below, #4).
- Site has identified a staff member who has the time, expertise, and training to mentor. Sites must also identify a back up mentor who can fill in if the primary mentor is away. (Note: Site must identify one Primary Mentor per every 2 Full Time or 4 Half Time Members).
- Site has shown that they have a funding source to pay the cash match (detail below, #9).

Overview of Requirements and Guidelines:

Annual Term

1. The grant year starts on **September 1, 2017** and ends on **August 31, 2018**.
2. **Slot Types available:** *Quarter Time slots tentative upon the state commission approval.***

Slot Type	Start Date	End Date	Approximate hours	Cash Match (What you pay)	Bi-Weekly Stipend (member is paid)	Segal Education Award 17-18 (member receives after service)
A) Full Time - 1700 hrs	9/11/17	8/12/18	35-40 hrs/week	\$8,500	\$ 602.73	\$5,815.00
B) Half Time Short - 900 hrs	9/11/17	5/20/18	25-30 hrs/week	\$4,500	\$425.76	\$2,907.50
C) Half Time Long- 900 hrs.	9/11/17	8/26/18	18-20 hrs/week	\$4,500	\$306.49	\$2,907.50
D) Quarter Time** Short -450 hrs	9/11/17, 1/29/18 or 4/23/18	12/17/17, 5/6/18 or 7/29/17	32-35 hrs/week	\$2,750	\$546.30	\$1,538.36
E) Quarter Time** Long.-450 hrs	9/11/17	5/20/17	12-15 hrs/week	\$2,750	\$212.88	\$1,538.36

Community Need Focus Area

3. ARCC AmeriCorps Members will deliver four modules in college and career readiness and/or assist high school seniors in completing the Federal Application for Student Aid (FAFSA).
 - a. The modules will cover 1) Education and Career Action Plan (ECAP) review, 2) post-secondary education applications, 3) financial aid, and 4) career planning.
 - b. This project also seeks partners who currently assist families in completing the FAFSA who would like to host AmeriCorps members to increase their capacity to serve more low-income families.
 - c. Arizona College Access Network (AzCAN) will provide training to AmeriCorps members in college and career readiness in order to conduct the modules.
 - d. Full time (1700 hour) members will be expected to serve at least 100 high school students during the year. Half time (900 hour) members will be expected to serve at least 50 high school students during the year. Quarter-time (450 hour) members will be expected to serve at least 25 high school students during the year.
 - e. Geographic scope: Agencies providing service in Coconino, Maricopa, Mohave, Navajo, Pima, Pinal, and/or Yavapai counties.
 - f. Target demographic: high school seniors from school districts whose graduation rate is below the national average (or youth between the ages of 14-18 and young adults aged 19-35 who are disadvantaged or have a special/exceptional needs). This project mission is to serve students of color and/or students from low-income neighborhoods and/or students with special and exceptional needs
 - g. The goal of this project is to increase the post-secondary enrollment rate for the target demographic.
 - h. AmeriCorps members may support other direct service activities at your site that relate to youth development and/or college and career readiness.

Self-Sustaining Projects

4. Projects need to be self-sustaining and continue to meet the community needs on or before the current three-year funding cycle, which ends August 31, 2019. AmeriCorps Members duties cannot and should not duplicate or displace staff duties.
5. Continuing sites must reapply each year describing how the AmeriCorps Member will continue to serve on current projects, or propose a new project that will also need to be completed on or before August 31, 2019.

Member Development

6. The Mentor must provide the Member with opportunities to experience personal, professional and community growth. CSI ARCC staff will also provide a Professional Training and Development Series and the mentor site must allow time for the member to participate in the training. ARCC members must also be allowed time to participate in National Service Events such as 9-11 National Day of Service and Remembrance, MLK Day, etc.

Liability Insurance

7. You must submit proof of liability insurance (see details below) with your application.

Commercial General Liability: with minimum limits of \$1,000,000 per occurrence, and an unimpaired products and completed operations aggregate limit and general aggregate minimum limit of \$2,000,000. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG25031185, used on an Occurrence basis, and endorsed to add the State of Arizona, Arizona Board of Regents/Northern Arizona University as an Additional Insured with reference to this contract. The policy shall include coverage for: Bodily Injury; Broad Form Property Damage (including completed operations); Personal Injury; Blanket Contractual Liability; Products and Completed Operations, and this coverage shall extend for one year past acceptance, cancellation or termination of the services or work defined in this contract; Fire Legal Liability.

Cash Match

8. The Civic Service Institute requires mentor sites to provide a cash match payment payable within thirty days of AmeriCorps member placement. If you wish to use a Federal Funding Source for cash match, you must get prior approval from that federal source to do so. AmeriCorps mentor sites are also required to provide in-kind matching documentation on a quarterly basis while the AmeriCorps member is serving at the site.
9. Cash Match Amounts: In accordance with our federal grant, NAU CSI ARCC is keeping the site member cash match amounts at the lowest possible rates as follows:
Full Time Member = \$8,500; Half Time Member = \$4,500; Quarter Time Member=\$2,750
10. Member Mileage Reimbursement: NAU CSI ARCC will reimburse mileage to members for ARCC required long distance travel with prior approval of the AmeriCorps Coordinator. All site required travel for members should be reimbursed by the site at the site approved mileage reimbursement rate for staff.

Background Check, Accompaniment and Transportation

11. NAU AmeriCorps is required to screen applicants in accordance with Corporation for National and Community Service (CNCS) regulations as well as NAU regulations. An applicant will be ineligible to serve in our program if they: 1) are a registered sex offender or required to register as a sex offender, 2) have been convicted of a felony, 3) refuse to comply with background screening. We will screen members for these criteria and notify the site when a member clears the background screening.
12. Sites should have a policy on criminal history checks for staff and members serving at their site. Sites must be able to provide NAU AmeriCorps with a list of offenses that would bar a member from serving in each position that they host. In addition, staff who will be providing accompaniment to new members who are pending background checks, need to have cleared the criminal history check at their site.
13. Sites will need to be prepared to provide accompaniment for members who are serving with access to vulnerable populations before their background checks have cleared.
14. The Civic Service Institute ARCC will reimburse mileage to members for ARCC required long distance travel for members. All site required travel for members must be reimbursed by the site at the site approved rate.

Site Interest Meetings

15. All sites (returning and new) must attend one information session or meet independently with ARCC program staff. Please send at least one staff member who is listed as the mentor or back-up mentor on this application. The dates and times are listed on the following page as "ARCC Information Session".

AmeriCorps is a federally funded program and the NAU ARCC AmeriCorps Program is contingent upon grant funding. We are taking applications for NAU CSI ARCC FY 2017-18. We should be notified of that funding during the month of August, 2017. If the NAU CSI ARCC Program does not receive funding, site applications will be irrelevant and we will not be able to award members to sites.

Note: NAU AmeriCorps staff will be available for questions and feedback during the application process.

Date	Event Description	Location	Who Should Attend?
8/8/17 2 -3 pm	ARCC Information Session for Interested Sites	ONLINE: https://us.bbcollab.com/guest/B30AEEA22363A837AD2BD28CBF340B68	Site Staff
As Needed	ARCC Independent Session	To request: Email AmeriCorps3@gmail.com	Site Staff
8/15/17 Midnight	Site Applications Due (Priority Deadline 2) ARCC will continue to accept applications on a rolling basis while ARCC slots are available		
8/20/17	Site Deadline to Notify ARCC program of Returning Members		
8/22/17	Awarded Sites Notified by 8/22 (Priority Deadline 2) (Member recruitment starts after site is awarded)		
As Needed	ARCC Staff can assist in member recruitment events. To request please email: Americorps3@gmail.com		
8/26/17 1-4 pm	NAU Part Time Job Fair	NAU Flagstaff campus	Site Staff MAY attend to promote positions
Week of 9/5/17	Mentor Boot camp	TBD	All Sites Mentors
Week of 9/11/17	Mandatory Orientation: all Members	TBD	All ARCC Members
9/11/17	National Day of Service and Remembrance Event	Regional Events	All Members
As Needed	Mandatory Orientation: New Members and Mentors	TBD	New Members/Mentors

NAU AmeriCorps Mentor Site Application 2017-2018

Form Directions: Click on the gray box to type in your specific information. The gray text box will expand to hold the text that you provide. There is no limit on the text entered unless otherwise specified in each section.

SITE	STAFF
Site Name: Mailing Address: Physical Address: Main Phone Line: Fax line: Web Site: Other Organizational Information:	<p>Site Designated Mentor <i>(who will mentor member)</i></p> <ul style="list-style-type: none"> ▪ Name: ▪ Phone: Email: <p>Site Designated Back Up Mentor <i>(who will mentor member when mentor is on leave)</i></p> <ul style="list-style-type: none"> ▪ Name: ▪ Phone: Email: <p><i>Would Back Up Mentor like to receive all of the emails that mentors receive?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Director <i>(individual responsible for program/dept/organization)</i></p> <ul style="list-style-type: none"> ▪ Name: ▪ Phone: Email: <p><i>Would Director like to receive all of the emails that mentors receive?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Accountant/Business Manager <i>(individual responsible for the invoice and in kind reports)</i></p> <ul style="list-style-type: none"> ▪ Name: ▪ Phone: Email: <p><i>Would Accountant like to receive all of the emails that mentors receive?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Additional Staff <i>(use this space to add any additional staff members who are relevant to this application)</i></p>
CASH MATCH	MEMBER REQUEST
<p>Source of Funding for Cash Match:</p> <p><input type="checkbox"/> State Funding</p> <p><input type="checkbox"/> Local (City or County) Funding</p> <p><input type="checkbox"/> Private Funding</p> <p><input type="checkbox"/> Other _____</p> <p><i>Reminder: Must have special exception to have funding come from a federal source</i></p> <p>Cash match will be due thirty days after invoicing of member placement.</p>	<p>Please indicate how many members your site is requesting:</p> <p>Full Time (FT) Member (1700 hours, Cash Match \$8,500) How many FT members?</p> <p>Half Time (HT) Member (900 hours, Cash Match \$4,500) How many HT members?</p> <p>Quarter Time (QT) Member** (450 hours, Cash Match \$2,750) How many QT members?</p>

Directions: Click on a gray text box to type in your information. The gray box will expand to hold the text that you provide.

1. This project intends to increase college and career readiness for disadvantaged high school aged youth and young adults in Coconino, Navajo, Mohave, Pinal, Pima, Maricopa, and Yavapai counties. AmeriCorps members must serve as follows: a) Full-time must serve 100 youth, b) Half-time must serve 50 youth, c) Quarter-time must serve 25 youth. How does your site currently address this focus area and how do you see your site fitting into the ARCC project?
2. This project's mission is to reach disadvantaged and underserved high school youth, young adults, and/or their families. Please describe how your organization is currently connected to this demographic.

Outcome Measurement:

3. 80% of high school youth and/or young adults receiving assistance from AmeriCorps members will need to show feelings of optimism about plans for post-secondary education after receiving assistance from the AmeriCorps member(s). How will you be able to measure the optimism of the youth/students assisted?

In addition, 40% of youth/students receiving assistance from AmeriCorps members will need to have enrolled in post-secondary education within the year of receiving assistance. How will you be able to measure enrollment in post-secondary education for the youth/students assisted?

Furthermore, 30% of youth/students receiving assistance from AmeriCorps members will need to have completed a post-secondary degree or certification within 6 years of enrollment in post-secondary education. How will you be able to measure completion of post-secondary degree for the youth/students assisted within the six year period?

4. Projects need to be self-sustaining and continue to meet the community needs on or before the current three-year funding cycle, which ends August 31, 2019. In other words, AmeriCorps members should not serve your basic staffing needs; you must be able to keep the lights on and keep operating without AmeriCorps support. How is your project self-sustaining?
5. How does your organization currently engage volunteers, and how do you hope to increase volunteer engagement with the support of AmeriCorps?
6. How does your organization embrace diversity? How does your organization hope to become more inclusive of people from varying backgrounds and ability levels with the support of AmeriCorps?
7. Your member will have recurring access to vulnerable populations: How will your site meet the requirement to provide accompaniment for the first 4-6 weeks of the member's term while the background check is in progress?

Training:

8. Describe how the site will mentor, train and supervise the member. Include what type of site orientation the member will receive at your site.

Project Site Requirement Checklist:

9. Can You Support the Project Site Requirements? Please note if you cannot support any of the following requirements:

- Provide guided work plans for ARCC AmeriCorps Members to accomplish site goals in alignment with the ARCC project.
- Provide day-to-day supervision with member and regular check-ins on progress and activities to meet overall goals.
- Provide transportation and/or transportation reimbursement at staff rate for project related requirements.
- Provide materials and supplies related to the performance of duties as well as adequate work space to carry out assigned duties i.e. computer, internet access, email, telephone and relevant office equipment.
- Provide ARCC Members on-site Orientation and training.
- Support ARCC Members in successfully completing other designated AmeriCorps service responsibilities i.e. Esprit-de-Corps service days, member webinars, professional development trainings and other ARCC duties.
- Complete ARCC Quarterly reports, In-Kind Donation reports, accompaniment logs and other required documents in a time-sensitive manner.
- Monitor and approve member timesheets.
- Participate in ARCC Mentor Training and communicate with ARCC staff regularly.

Please share any additional comments, concerns, or information about your site's service assignment here:

Appendix: National Service Criminal History Information

Federal regulations now require that any AmeriCorps member who has recurring access to vulnerable populations must be accompanied while they are waiting for their background check to clear. We will initiate new member background checks at least one week prior to their start date, but it could take as long as 6 weeks for a member to be cleared to serve without accompaniment. During that time the mentor and member will need to document on the member's time sheets who provided accompaniment during every period of time in which the member had access to vulnerable populations.

Definition of recurring access:

"The ability on more than one occasion to approach, observe, or communicate with, an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication."

Who is a vulnerable population?

Vulnerable populations include children age 17 or younger, persons age 60 and older, and/or individuals with disabilities. "Individuals with disabilities" has the same meaning given to the term in the Rehabilitation Act in 29 U.S.C. § 705(20)(B), and includes any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

What is accompaniment?

An individual is accompanied when he or she is in the physical presence of a person cleared for access to a vulnerable population. One possible way to document accompaniment is to indicate on the covered individual's timesheet who did the accompaniment, on what dates, hours, and have the individual who performed accompaniment incrementally sign off attesting to the accuracy of the documentation.

Note: accompaniment is a higher standard than supervision and that mere supervision is inadequate.

Who can provide accompaniment?

Usually it will be the mentor's responsibility to provide accompaniment. Accompaniment can be performed by an employee or representative of a placement site if that individual's clearance was established under the placement site's rules. Parents and guardians of the vulnerable population may also perform accompaniment as appropriate for the program design.



2017-2018 Member Service Assignment Description

16. Directions: The information provided below is the format to use in writing your position description. You must use this format. These position descriptions will be used to recruit AmeriCorps members for your specific service assignment(s). Please include any details that you think apply. *You must complete a position description for every service assignment you propose.* If you have more than one service assignment description please copy and paste the information below for all additional service descriptions you wish to include in this application. If the description is the same for all requested members please indicate the number of positions that this description applies to at the bottom. Member duties should extend site services and should not duplicate or displace staff.

Short Description of Your Organization and Your Mission:

Position Title:

Position Type (slot):

Please put a letter in the grey box above for the slot type of this position

Slot Type	Start Date	End Date	Approximate hours	Cash Match (What you pay)	Bi-Weekly Stipend (member is paid)	Segal Education Award 17-18 (member receives after service)
A) Full Time - 1700 hrs	9/11/17	8/12/18	35-40 hrs/week	\$8,500	\$ 602.73	\$5,815.00
B) Half Time Short - 900 hrs	9/11/17	5/20/18	25-30 hrs/week	\$4,500	\$425.76	\$2,907.50
C) Half Time Long- 900 hrs.	9/11/17	8/26/18	18-20 hrs/week	\$4,500	\$306.49	\$2,907.50
D) Quarter Time** Short -450 hrs	9/11/17, 1/29/18 or 4/23/18	12/17/17, 5/6/18 or 7/29/17	32-35 hrs/week	\$2,750	\$546.30	\$1,538.36
E) Quarter Time** Long.-450 hrs	9/11/17	5/20/17	12-15 hrs/week	\$2,750	\$212.88	\$1,538.36

Reports To (Mentor Name and Title):

Location:

Primary Function / Purpose:

Major Responsibilities and Duties:

Member Benefits:

- Living Stipend; Educational award/ Loan Forbearance
- Professional Development
- Full Time (1700 hour) Members are Eligible for health coverage & day care

Qualifications:

Required:

Preferred:

Please note that for AmeriCorps positions you want to limit the required qualifications as much as possible to only the most essential skills and abilities that can not be taught to a member.

Applicants for AmeriCorps often come with a diverse range of backgrounds, skills and abilities.

Training / Development Opportunities:

Work Environment: Include information about working conditions and any additional requirements for background screening or requirement to have reliable transportation, etc.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.