Talent development is a core component of community economic development. LISC invites applications from local not-for-profits to partner with and host a LISC AmeriCorps member to increase the effectiveness and reach of partner organizations as they work to catalyze positive community impact.

This document, and the attachments provided, will give potential partners information needed to complete an application to host a LISC AmeriCorps member for the 2022-2023 service year. The actual application is an MS Excel file and is the only document that must be submitted for consideration at this time. The Excel sheet **MUST** be returned as an excel file in the **SAME** format. If awarded, LISC may request additional documents. In the application file, please provide information in the grey shaded areas and return by the due date provided by the local LISC office.

There are five (5) tabs in the excel workbook that we are requesting information be provided. There are two (2) tabs that nothing is needed from a partner and are locked from editing. Partners will enter information in the grey shaded areas on all five tabs except the last tab labeled lookups. The five tabs are:

1. Partner Information
2. Partner Policies
3. Partner Need
4. Member Activities
5. Member Goal – Complete only one, possibly two, but not all three tabs based on member activities

If your organization is seeking multiple member positions, LISC AmeriCorps will need to complete an application for each position requested. Please work with your local LISC contact to discuss.

**1. PARTNER INFORMATION**

On the tab labeled **1. PARTNER INFORMATION,** enter information in the grey shaded cells. This is the information we will need to set up our systems for contracting, recruitment and member management if awarded. Two items of note:

**All organizations who receive an AmeriCorps member must have a valid, unexpired SAM registration to participate**. If your organization does not have an unexpired SAM registration, please contact the local LISC office for assistance or go to <https://sam.gov/content/entity-registration> If awarded, LISC AmeriCorps will confirm a valid SAM registration at the time the member is enrolled in service. If your organization is planning to use a Fiscal agent, we will request a Memorandum of Understanding (MOU) between the applicant organization and the Fiscal Agent as well as the Fiscal Agent’s SAM Registration if awarded. If a MOU does not already exist between the application and the Fiscal Agent, LISC will work with the applicant and Fiscal Agent to obtain an MOU.

**All organizations will be required to provide a cash match for 1700-hour and 900-hour positions.** The match for a full-time member will be $15,000 and for a half-time member $9,000. Full-time (1700 hour) members will earn a $21,000 stipend and part-time members (900 hour) members will earn $11,000 stipend for a full 11 months of service. LISC pays the member directly twice a month on the 15th and the last day of the month. Partner organizations must commit to recruiting a full-time or half-time member for enrollment no later than May 1, 2023. LISC will be providing recruitment support.

**2. PARTNER POLICIES**

On the tab labeled **2. PARTNER POLICIES**, use the drop-down in the grey shaded cells to select either YES, NO – PLAN TO DEVELOP, or NO – NEED LISC ASSISTANCE TO DEVELOP as noted below. Having these policies developed and accessible assist with AmeriCorps member support and staffing in general.

* If your organization indicates “**YES**,” the local LISC office will request a copy if your organization is awarded.
* If you do not have a policy, please either select “**NO – PLAN TO DEVELOP**” or “**NO – NEED LISC ASSISTANCE TO DEVELOP**” This will assist LISC staff to work with your organization to discuss and potentially develop these policies and procedures.

**3. PARTNER NEED**

On the tab labeled, **3. PARTNER NEED**, LISC is seeking to understand how we can provide programmatic support to partners awarded member positions. We also need to confirm for AmeriCorps Agency that there is no staff displacement occurring.

**Provide answers to the seven (7) questions.** Please be concise and make sure all text can be read in the grey space provided. If the answer is not fully able to be read in the grey space, please edit down your answer to make it fit.

**4.** **MEMBER ACTIVITIES**

The information partners provide in the **4. MEMBER ACTIVITY** tab, and one of the three tabs labeled **5. MEMBER GOAL** will assist the local office in their award process and the national team to craft the required Service Position Description (SPD) required by AmeriCorps Agency. The SPD will become part of our Placement Site Agreement and Member Agreement of Participation. There are three items for completion on this page.

**Provide a title for the position**. The tab, **INSPIRATION**, has provided a listing of possible titles if needed.

**Provide a set of activities a member will perform.** The tab, **INSPIRATION**, has provided a listing of possible types of activities members can undertake. This is NOT an exhaustive listing of activities – it is meant to provide an idea of what members can do. The activities should be detailed enough for someone applying for the position to understand what he/she/they would be responsible for in the role – similar to that of a job posting. Please remember that AmeriCorps is not an employment opportunity but is intended to be along the lines of a fellowship as a way for organizations to engage and support new, locally based talent in the field of community development.

Members at host sites will generally provide services that:

1. Create better financial situations for residents supporting the work of our network of Financial Opportunity CentersTM (or providing the type of services FOCs provide), OR
2. Invest in the creation and preservation of safe, decent affordable housing including helping residents become more housing secure, OR
3. Supporting the ability of a partner to better engage community stakeholders in the creation and preservation of safe, healthy, neighborhoods.

Of note, members cannot provide a direct benefit to a for-profit business – even a small business or microenterprise where the business is the primary intended, direct beneficiary. Members can support community efforts to engage microenterprises, people who happen to own a business, and/or commercial corridor representatives as part of the larger ecosystem of community work when it is done to benefit the individual or the community as a whole – not the business to attract more clients, increase revenue, or manage a merchant association. Please refer to the document: *A – Supporting Small Business with Counseling Guidance* if this is a space you are considering in applying for member support. LISC will make every effort to work with partners but will not support members engaged in AmeriCorps prohibited activities.

**Provide a schedule of service for the member**. We assume that all organizations have business hours between at least 9:00 am - 5:00 pm with a 30 minute break for lunch and that evening and weekend service may be required based on the position. According to Federal AmeriCorps regulations, AmeriCorps members cannot count lunch as time served and must put in at least a 30 minute lunch break for any day where seven (7) or more hours are served. If your organization has a different schedule the member will be required to adhere to, please edit the statement accordingly.

**6. MEMBER GOAL**

The information partners provide in one (at the most two) of the three tabs labeled **5. MEMBER GOAL** will assist the local office in their award process and the national team to craft the required Service Position Description (SPD) required by AmeriCorps Agency. The SPD will become part of our Placement Site Agreement and Member Agreement of Participation.

This tab helps LISC to understand what you want an AmeriCorps member to accomplish during his/her/their service term. The intent is to get to a point of setting a goal and finding the commonalities of the work we do across the country. The uniqueness of your organization’s programming will come through in the more detailed work-plans developed by your organization and the reporting the member will perform. Partners should set realistic and attainable goal for the member to achieve during his/her/their service term. Consider the question “But for having an AmeriCorps member on our team, we would not accomplish . . .”

**Review and choose ONE of the seven (7) goals that most closely aligns with the proposed member’s service activity.** If the organization does fit two goal areas, it is ok to select two. More than two goals selected will not be considered. The goal areas are:

* 1. Employment Services/ Job Training (Tab 5a Member Goal)
	2. Financial Coaching (Tab 5a Member Goal)
	3. Address Clients’ Housing Needs (Tab 5b Member Goal)
	4. Develop and Repair Affordable Housing (Tab 5b Member Goal)
	5. Preserve Affordable Housing (Tab 5b Member Goal)
	6. Community Resilience: Community Assessment (Tab 5c Member Goal)
	7. Community Resilience: Community Resident Engagement (Tab 5c Member Goal)

If your proposed member activities do not fit into any of the goal areas provided, please contact your local LISC office to discuss how to provide that information in the space provided on the tab “Goal Summary” or create a unique goal outside of this application. We have some flexibility to support activities that do not fit within the goal structure; but most activities can be shaped into the structure and our staff can assist.

**DO NOT select more than two goals.** If your idea for a member's service is not noted below, contact your local LISC staff person to discuss the creation of a UNIQUE goal.

**Provide a % of Time**. Once you have selected a goal, in the grey shaded area to the left of Column A that says “% of Time” enter in the estimated amount of time a member will serve in that goal. For example, if a member’s goal is only under Financial Coaching, then enter 100%.

**Provide the amount of OUTPUT and OUTCOME that the member will achieve as a result of participating with your organization.** We note the outputs and the outcomes we will measure for the program in the goal area. Your organization and/or the local LISC office may request additional data points to be tracked and reported. The LISC AmeriCorps program will not track those data points here or in our reporting system. Depending on what is being measured, in the grey shaded area under/alongside the description of the data point, provide either a whole number or use the dropdown to answer. Remember this is only for the effort of the member and not the entire organization or department.

**Using the dropdown list, indicate the TOOL that will be used.** The tool is the instrument that will be used to support that the client was served, the unit was worked on, the resident volunteered, etc. If “Other” is selected, name the tool in the yellow shaded box in the TOOL section.

**Using the dropdown list, indicate the DOSAGE, or the unit of time a member must provide in order to count that but for the member, the output/outcome would not have been met.**  For example, if a member spends 1 hour with a client on financial coaching, that may be enough for organization A, but organization B indicates it is 5 hours. If the type of dosage does not meet how your organization measures dosage, you may select “Other” and define the unit of measure in the yellow shaded box in the DOSAGE section.