

# Iowa COVID-19 Recovery AmeriCorps 2022-23 Host Site Application



## INSTRUCTIONS

This application serves to recruit host sites for the Iowa COVID-19 Recovery Corps, an AmeriCorps program, for the 2022-2023 program year, beginning September 2022.

**Iowa COVID-19 Recovery AmeriCorps members** deliver support to meet the basic needs of Iowans, lending a hand to organizations that are experiencing challenges due to COVID-19. Members will help respond to the ongoing economic challenges of the COVID-19 pandemic by addressing food insecurity, connecting individuals to economic assistance and programs, and recruiting, coordinating, and training volunteers with an emphasis on underserved populations impacted by the pandemic. Members may provide service to a host site on a full-time or part-time basis.

### Member Activities

The main activities of the members outlined in this application may be intentionally flexible to help host sites meet local need. Members may not participate in the set of activities prohibited by AmeriCorps (see attachment). AmeriCorps members are not staff or employees of the host site, and they may not engage in activities that would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacement and supplantation include activities related to the application and management of other AmeriCorps grants and programs.

### Recruitment

It is the responsibility of the host site to recruit, interview and select members. The host site is encouraged to identify potential candidates and to use personal and professional networks to spread the message of the opportunity to serve with the host site. Program staff will support host site recruitment efforts by posting the position to a variety of national sites, such as MyAmeriCorps and Indeed, and connecting applicants to the host site.

### AmeriCorps Member Benefits

Members receive a living allowance, paid by the program, to help meet the necessary living expenses incurred while serving in the AmeriCorps program. Upon successful completion of the term of service, the member will receive a Segal Education Award from the National Service Trust. Student loan deferment, forbearance or forgiveness opportunities are available depending on the type of student loan. Members will have access to a member assistance program (including mental health services) during their service term and certain members may be eligible for childcare assistance.

### Host Site Selection

Applications received on or before **July 31, 2022**, will receive priority consideration. A representative from the host site must attend an application review meeting with the AmeriCorps program team prior to selection. Selected host sites will be notified by **August 15, 2022**. The Iowa COVID-19 Recovery AmeriCorps program will continue to accept applications for consideration throughout the program year. For assistance in completing the application, contact Jessi Carver (515.348.6152) or Sacha Wise (515.348.6156), AmeriCorps Program Managers. Submit completed application to [Recovery.AmeriCorps@iowaeda.com](mailto:Recovery.AmeriCorps@iowaeda.com).

## PART ONE: GENERAL INFORMATION

<b>Host Site Name &amp; Mailing Address:</b>						
<b>Host Site EIN number:</b>		<b>Area Served (city, county, or region):</b>				
<b>Host Site Contact Name, Phone Number and Email: (contact during application process)</b>		<b>Site Supervisor Name, Phone Number and Email: (contact for AmeriCorps members)</b>				
<b>Organization Type (choose one):</b> 501(c) status, state government agency, local government agency, K-12 school, institute of higher education, faith-based organization, other (please indicate)						
<b>Host Site Capacity:</b>						
<b>Number of Current Host Site Staff (# of Full Time, # of Part Time):</b>						
<b>Provide the time your site opens and closes for staff:</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Other information about organizational capacity to support a member:</b>						
<b>Member Request:</b>						
<b>Indicate the number of members requested.</b>						
<b>Commitment</b>	<b>Length of Term</b>	<b>Term Type</b>	<b>Host Site Fee</b>	<b>Number Requested</b>		
<b>Full Time: 40 hrs/wk</b>	<b>36 weeks</b>	<b>Three Quarter Time: 1200 Hours</b>	<b>\$1,355/member</b>			
	<b>24 weeks</b>	<b>Half Time: 900 Hours</b>	<b>\$1,015/member</b>			
<b>Part Time: 20 hrs/wk</b>	<b>36 weeks</b>	<b>Reduced Half Time: 675 Hours</b>	<b>\$760/member</b>			
	<b>24 weeks</b>	<b>Quarter Time: 450 Hours</b>	<b>\$510/member</b>			
<b>SPRING/SUMMER</b>	<b>16 weeks</b>	<b>Quarter Time: 450 Hours</b>	<b>\$510/member</b>			
	<b>10 weeks</b>	<b>Minimum Time: 300 Hours</b>	<b>\$340/member</b>			
<b>What focus areas will the AmeriCorps Members serve?</b>	<b>Food Security</b>	<b>Economic Resources</b>	<b>Volunteer Management</b>			

**Narrative:**

**Community Need Statement:** The suggested length of this statement is 4-6 sentences.

Describe the specific need to be addressed, in measurable terms. Explain how the COVID-19 pandemic has impacted the need and how the site's ability to meet the need has changed. Provide supporting data.

**Goal Statement:** The suggested length of this statement is 4-6 sentences.

The goal of the COVID-19 Recovery AmeriCorps program is to help host sites provide services that expand your scale or reach. Describe the population served by the member, what the member will do (using verbs such as develop, implement, distribute), and how the member will help meet the host site's needs in responding to COVID-19.

## PART TWO: AMERICORPS POSITION DESCRIPTION

**Title for the AmeriCorps Position(s):**

must use the phrase "AmeriCorps"

**Position Description:** Identify key tasks and service activities for the member to accomplish during the term of service. **All member service activities must take place at the host site. Remote service activities are no longer permitted.**

### **SAMPLE**

**Objective:** *Support Food Bank operations*

*Activity 1: Collaborate with site leadership to establish volunteer schedule.*

*Activity 2: Provide orientation and safety training for volunteers.*

*Activity 3: Package food boxes and ready for distribution.*

*Activity 4: Manage client intake and distribution of food boxes.*

**Objective:**

Activity 1:

Activity 2:

Activity 3:

Activity 4:

Activity 5:

**Objective:**

Activity 1:

Activity 2:

Activity 3:

Activity 4:

Activity 5:

**Objective:**

Activity 1:

Activity 2:

Activity 3:

Activity 4:

Activity 5:

**Position Requirements: (examples: lift 50lbs, pass medical check, site specific background checks, vaccination, valid driver's license, driving history check, extended time standing)**

Requirement 1:

Requirement 2:

Requirement 3:

Requirement 4:

Requirement 5:

**Comments:**

### **PART THREE: MEMBER RECRUITMENT AND SUPPORT**

**Recruitment Plan:** The suggested length of this statement is 3-4 sentences.

Describe how the host site will meet the responsibility to promote the position, recruit, interview and select a member. Identify which staff will be involved in the process.

**Member Development and Support Plan:** The suggested length of this statement is 3-4 sentences.

Describe the professional development opportunities the site will offer the member and what supports will be in place to help the member successfully complete the term of service.

**Justice, Equity, Diversity, and Inclusion:** The suggested length of this statement is 3-4 sentences.

Describe the ways your host site supports Justice, Equity, Diversity, and Inclusion throughout the organization and how the member will interact with those efforts.

## **Prohibited Activities and Non-duplication/Non-displacement For AmeriCorps Programs**

### **PROHIBITED ACTIVITIES**

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

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 organized for profit;
  - b. A labor union;
  - c. A partisan political organization;
  - d. A nonprofit organization that fails to comply with the 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; and
  - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

1. **Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours.
2. **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.
3. 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.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time

### **FUNDRAISING 45 CFR §§ 2520.40**

AmeriCorps members may not:

1. Raising funds for their 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 AmeriCorps, the Agency, grant proposals and AmeriCorps grants.

**Prohibited Activities and Non-duplication/Non-displacement**  
**For AmeriCorps Programs**

**NON-DUPLICATION** 45 CFR §§ 2540.100

- A. AmeriCorps 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, AmeriCorps 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 AmeriCorps assistance.
- B. An organization may not displace a volunteer by using a participant in a program receiving AmeriCorps 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 AmeriCorps 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.