



# Iowa COVID-19 Recovery AmeriCorps Host Site Application

## INSTRUCTIONS

This application serves to recruit host sites for the Iowa COVID-19 Recovery Corps, an AmeriCorps program, for the 2021-2022 program year, beginning September 2021.

**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 are available to provide service to a host site on a full-time or part-time basis. Members can help address food insecurity, support economic relief services and programs to allow Iowans to stay safe, healthy, and productive in their own homes, volunteer recruitment and management, and other direct response activities with an emphasis on underserved populations impacted by the pandemic.

### Member Activities

The main activities of the members that will be agreed to and outlined in this application process, are intentionally flexible to help host sites meet local need. Members may not participate in the set of activities that are 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 for service. 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. The host site is strongly 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.

### 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 and/or health care benefits.

### Host Site Selection

Host site applications received on or before **July 9, 2021**, will receive priority consideration. The Iowa COVID-19 Recovery AmeriCorps program will continue to accept applications for consideration throughout the program year (ending August 26, 2022). Selected host sites will be notified by **July 30, 2021**. 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 and Mailing Address:</b>	
<b>Area Served (city, county, or region):</b>	
<b>Title for the AmeriCorps Position:</b> (must include the phrase "AmeriCorps")	
<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 EIN number:</b>	
<b>Host Site Contact, Phone Number and Email:</b> (will serve as contact during application process)	
<b>Site Supervisor Name, Phone Number and Email:</b> (will serve as contact for AmeriCorps members):	
<b>Indicate below how many members of each type requested</b>	
<b>Number of Three-Quarter Time Members:</b> 1,200 service hours over 36 weeks (40 hours/week) Host Site Fee: \$1,080/member	
<b>Number of Reduced Half-Time Members:</b> 675 service hours over 36 weeks (20 hours/week) Host Site Fee: \$608/member	
<b>Number of Quarter Time Members:</b> 450 service hours over 24 weeks (20 hours/week) Host Site Fee: \$405/member	
<b>Number of Minimum Time Members:</b> 300 service hours over 24 weeks (15 hours/week) Host Site Fee: \$270/member	
<p><b>Community Need Statement:</b> The suggested length of this statement is 3-6 sentences. Explain the specific need to be addressed. Describe the need in measurable terms. Include relevant characteristics of the community served, such as the number of low-income people directly affected. Cite a reliable source that documents the need in the area being served.</p>	
<p><b>Goal Statement:</b> The suggested length of this statement is 3-6 sentences. The goal of the COVID-19 Recovery AmeriCorps program is to help host sites provide new/expanded services. Describe who (population) will be served by the member(s), what the member(s) will do using verbs (such as develop, implement, distribute), and how the member(s) will help meet the host site's needs in responding to COVID-19.</p>	

## PART TWO: AMERICORPS POSITION DESCRIPTION

**Position Description:** The position description should identify key tasks and service activities that can be realistically accomplished within the member's term of service.

<p><b>SAMPLE</b></p> <p><b>Objective:</b> <i>Support Food Bank operations</i></p> <p style="padding-left: 20px;"><i>Activity 1: Collaborate with site leadership to establish volunteer schedule.</i></p> <p style="padding-left: 20px;"><i>Activity 2: Provide orientation and safety training for volunteers.</i></p> <p style="padding-left: 20px;"><i>Activity 3: Package food boxes and ready for distribution.</i></p> <p style="padding-left: 20px;"><i>Activity 4: Manage client intake and distribution of food boxes.</i></p>	<p><b>Planned Period of Service</b></p>
	<p><i>Throughout Service Term</i></p>

<p><b>Objective:</b></p> <p style="padding-left: 20px;">Activity 1:</p> <p style="padding-left: 20px;">Activity 2:</p> <p style="padding-left: 20px;">Activity 3:</p> <p style="padding-left: 20px;">Activity 4:</p> <p style="padding-left: 20px;">Activity 5:</p>	<p><b>Planned Period of Service</b></p>

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**Comments:**

## PART THREE: MEMBER RECRUITMENT AND SUPPORT

**Recruitment Plan:** The suggested length of this statement is 2-3 sentences. Describe how the host site will (1) meet the responsibility to recruit and select a member (or members) for service and (2) provide support to the member(s) to successfully complete their term of service.

# **Prohibited Activities and Nonduplication/Nondisplacement Language 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:

**Census Activities.** AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

**Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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

45 CFR§§ 2520.40 AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

12. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
13. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
14. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
15. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
16. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
17. Seeking donations from alumni of the program for specific service projects being performed by current members.

An AmeriCorps Member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities.

AmeriCorps members may not:

18. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
19. Write a grant application for funding provided by a federal agency including AmeriCorps, the Agency, grant proposals and AmeriCorps grants.

45 CFR§§ 2520.45 An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities. The grantee must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR§§ 2520.50.

**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.