

# Rural Iowa AmeriCorps Program

## Host Site Application

### 2024-2025



## INSTRUCTIONS

### Program Overview

The Center for Rural Revitalization recognizes the needs of rural Iowa are community specific. Each community finds unique solutions to enhance the quality of life for their residents and visitors. These solutions improve community health, retain local talent, attract new residents, and build a sense of place. AmeriCorps members will support quality programming and spaces that encourage people to live, work, play and engage in vibrant rural places. Eligible projects must contribute to the vitality and engagement of the community. The program year is September 1, 2024 through November 14, 2025.

### Project Proposal

An organization or community will identify a specific local need with a focus on either Community Development or Capacity Building, with a quality-of-life emphasis. Community Development projects aim to inspire community engagement and spur action. Capacity Building projects support current community efforts through program development, outreach and systems or resource development.

### Member Activities

The proposed member service activities will support or enhance program delivery or increase, expand, or enhance efficiency, effectiveness, scale or reach to provide lasting positive outcomes for the benefiting community. Examples of Community Development service activities include organizing service days and events to increase citizen engagement, encouraging and promoting volunteerism, and developing collaborative relationships between organizations and citizens. Examples of Capacity Building service activities include developing new programs or services in an organization seeking to expand, developing systems to improve efficiency or effectiveness, and conducting research and asset mapping to strengthen an organization's ability to meet community needs.

AmeriCorps 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.

### AmeriCorps Member Benefits

Members receive a living allowance, paid by the program, to help meet the 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.

### Recruitment

It is the responsibility of the host site to participate in the recruitment, interview process, and selection of the member. The host site is encouraged to identify potential candidates and to use local networks to spread the message of the opportunity to serve. AmeriCorps program staff will support host site recruitment efforts by posting the position to a variety of national sites, such as MyAmeriCorps.gov and Indeed.com, and connecting applicants to the host site.

### Host Site Selection

The program will accept host site applications until all available member slots are awarded.

For assistance in completing the application, contact Sacha Wise (515.348.6156), AmeriCorps Program Manager. Submit completed application to: [sacha.wise@iowaeda.com](mailto:sacha.wise@iowaeda.com)

## PART ONE: GENERAL INFORMATION

<b>Host Site Name &amp; Address:</b>						
<b>Host Site EIN number:</b>		<b>Area Served:</b> (city, county, or region)				
<b>Host Site Contact Name, Phone Number, &amp; Email:</b> (contact during application process)		<b>Site Supervisor Name, Phone Number, &amp; Email:</b> (AmeriCorps member supervisor)				
<b>Organization Type:</b> 501(c) status, state or local government agency, K-12 school, institute of higher education, faith-based organization, other (please indicate)						
<b>Host Site Capacity</b>						
<b>Number of Staff at Host Site:</b> (# of Full Time, # of Part Time)						
<b>Regular Business Hours of Host Site:</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Additional information to demonstrate organizational capacity to support a member:</b> (optional)						
<b>Member Request</b>						
Indicate the number of members requested.						
Commitment	Length of Term	Term Type	Host Site Fee (Per Member)	Number Requested		
20 hours/week	36 weeks	Reduced Half Time 675 hours	\$1,825			
20 hours/week	24 weeks	Quarter Time 450 hours	\$1,215			
35 hours/week	10 weeks	Minimum Time 300 hours	\$810			
10 hours/week	14 weeks	Abbreviated Time 100 hours	\$270			
If the service terms detailed above do not meet the site's needs, what length of term (in weeks) and number of hours per week would best meet the need?						

<b>What is the focus area(s) of the proposed project?</b>	<b>Community Development</b>	<b>Capacity Building</b>	
---	------------------------------	--------------------------	--

**Narrative**

**Project Proposal:** Describe the specific project proposal, including the need to be addressed. Provide detail on how a member’s service will promote Community Development and/or Capacity Building efforts. Include supporting data to demonstrate the need.  
 The suggested length of this response is 4-6 sentences.

**Goal Statement:** The goal of the Rural Iowa AmeriCorps program is to provide person power to help expand an organization’s (or community’s) scale or reach. Describe the population to be 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.  
 The suggested length of this response is 4-6 sentences.

## PART TWO: AMERICORPS POSITION DESCRIPTION

**Title for the AmeriCorps Position:**  
(must include "AmeriCorps" in the title)

**Position Description:** Identify key tasks and service activities for the member to accomplish during the term of service. Be specific. Use additional pages if necessary.

### **SAMPLE**

**Objective:** *Coordinate monthly community clean-up events.*

*Activity 1: Collaborate with city leadership to identify event location and select dates for events.*

*Activity 2: Identify and procure the necessary supplies and safety gear for volunteers.*

*Activity 3: Develop volunteer recruitment plan and sign-up process.*

*Activity 4: Create and provide volunteer orientation and safety training.*

*Activity 5: Arrange for the appropriate disposal of refuse.*

### **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, extended time standing, pass site specific background check, valid driver's license)**

Requirement 1:

Requirement 2:

Requirement 3:

Requirement 4:

Requirement 5:

**Additional information related to the position description or requirements:**

(optional)

## PART THREE: MEMBER RECRUITMENT AND SUPPORT

**Recruitment Plan:** Describe how the host site will promote the position, recruit, interview and select a member. Identify which staff will be involved in the process.

The suggested length of this response is 3-4 sentences.

**Member Development and Support Plan:** Describe the professional development opportunities the site will offer the member. Detail the supports that will be in place to help the member successfully complete the term of service.

The suggested length of this response is 3-4 sentences.

## **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

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

### **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.

### **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.