

Summer Reading Corps

Host Site Application



PURPOSE

The Summer Reading Corps provides an invaluable opportunity for nonprofits in the state of Iowa to expand their reach to deliver reading programs to children, teens, and adults in their community. The program provides the agency with a nine-week paid full-time AmeriCorps volunteer to deliver local summer reading programming.

Organization applications must be [submitted using the online form](#). The priority deadline is 11:59 PM CST 11/26/18. The final deadline is 11:59 PM CST 2/22/2019.

https://iacampuscompact.formstack.com/forms/2019_summer_reading_corps

ABOUT IOWA CAMPUS COMPACT

Campus Compact is a national coalition of 1000+ colleges and universities committed to the public purposes of higher education. Campus Compact supports institutions in fulfilling their public purposes by deepening their ability to improve community life and to educate students for civic and social responsibility. As the largest national higher education association dedicated solely to campus-based civic engagement, we provide professional development to administrators and faculty to enable them to engage effectively, facilitate national partnerships connecting campuses with key issues in their local communities, build pilot programs to test and refine promising models in engaged teaching and scholarship, celebrate and cultivate student civic leadership, and convene higher education institutions and partners beyond higher education to share knowledge and develop collective capacity. Iowa Campus Compact is a state affiliate with 21 member colleges and universities. Visit www.iacampuscompact.org.

ABOUT VOLUNTEER IOWA

The mission of Volunteer Iowa is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Our staff members provide technical assistance, support services and capacity-building resources to help organizations effectively utilize the time and talent of volunteers and national service members. Learn more at <https://www.volunteeriowa.org/>

ABOUT AMERICORPS

AmeriCorps is a network of national service programs, made up of three primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth,

fighting poverty, sustaining national parks, preparing for disasters, and more. Learn more at <https://www.nationalservice.gov/programs/amicorps/what-amicorps>

TECHNICAL ASSISTANCE

Applicants with questions can contact Justin Ellis by email (jellis@compact.org) or phone (515-235-4681). A technical assistance webinar will be held at 12 PM CST Monday, November 5, 2018. [Register here to attend](#). A recording and slides will be made available on the [program webpage](#) shortly after.

APPLICANT ELIGIBILITY

This application is open to the following types of public organizations:

- Iowa Campus Compact higher education member institutions
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Please note that eligible nonprofit private organizations are not limited to those with IRS 501(c) (3) status, but rather all organizations with IRS 501(c) status that focus on anti-poverty community development.

Organizations that focus solely on advocacy and lobbying are not eligible.

SELECTION

Campus Compact will select applications for funding the demonstrate meaningful and allowable service projects through their position description(s). Campus Compact may request additional information from the applicant if the request includes (1) an unusually large number of positions (6+), (2) an unusual or unallowable method to contributing to the in-kind match goal, or (3) identified performance measures that do not have a logical connection to the proposed member service activities.

Campus Compact does not consider performance measure goals when selecting applicants.

ALLOWABLE ACTIVITIES

Summer Reading Corps positions must support the development or delivery of summer literacy programs in the state of Iowa. Allowable activities include, but are not limited to the following:

- enroll youth into the summer reading program
- train volunteers on summer reading program enrollment processes
- start or facilitate a reading buddy program
- starting a mobile library program to serve low-income neighborhoods
- or other related activities ...

PROHIBITED ACTIVITIES

PROHIBITED ACTIVITIES. 45 CFR§§ 2520.65 While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the

AmeriCorps program or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

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 for profit;
 - b. A labor union
 - c. A partisan political organization
 - d. A non-profit entity that fails to comply with 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;
 - e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/ICVS may prohibit. 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.

RIGHTS OF PRIVATE CITIZENS. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

FUNDRAISING. 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:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

5. 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;
6. Seeking donations from alumni of the program for specific service projects being performed by current members.

FUNDRAISING LIMITATIONS. AmeriCorps members may not:

1. Raising funds for his/her 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 Campus Compact Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

NON-DUPLICATION. 45 CFR §§ 2540.100

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

REQUIREMENTS

Basic Host Site Requirements

Service sites must be able to:

- Direct the project
- Supervise the AmeriCorps member(s)
- Develop a position description that describes member duties
- Provide necessary administrative support to complete the goals of the project including
 - Review/approve bi-weekly timesheets
 - Submit an end-of-term member evaluation
- Submit a performance measure report
- Pay cost share and/or submit documentation of other program costs

Service sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any Iowa College AmeriCorps Program initiative are community members.

Enrollment Requirements

- (1) The member must be a United States citizen, a United States national, or a legal permanent resident of the United States and at least 17 years of age.
- (2) The member must pass all three criminal history checks (Sex offender, state, and FBI).
- (3) The member must have obtained a high school diploma, GED, or is working to obtain during their term of service.
- (4) Priority should go to currently enrolled college students at an Iowa Campus Compact member institution

AmeriCorps member obligations

- (1) Serve a minimum of 300 hours over the 9 weeks of service (about 34 hrs/wk)
- (2) Submit timesheets every two weeks
- (3) Attend an in-person orientation
- (4) Complete necessary enrollment paperwork prior to starting in the program
- (5) Complete necessary exit paperwork prior to exiting the program
- (6) Complete duties and tasks outlined in their position description

AMERICORPS MEMBER BENEFITS

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$2,450 over 9 calendar weeks.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,252.91 from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.

- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>.

FINANCIAL REQUIREMENTS

Host sites are required to pay \$250 for each Summer Reading Corps member they enroll into the program. Cost share payments will not be returned or prorated under any circumstances.

Host sites are expected to contribute additional local resources to support their summer reading program. Funds can support the local project ~~or support the~~, but host sites cannot increase a member's living allowance. To that end, host sites have three options:

- (1) Provide host site supervisor personnel time as a source of match for the 9 week period. See specific requirements listed below.
- (2) Provide documentation of other local and allowable costs as a source of match for the 9 week period.
- (3) Pay an additional \$350 (\$600 per member total) for each Summer Reading Corps member they enroll into the program.

ALLOWABLE SOURCES OF MATCHING FUNDS

Host sites shall refer to OMB Cost Principles 2 CFR Part 200, Subpart E for additional requirements related to allowable kinds and sources of match and match documentation requirements. Host sites utilizing match funds from other Federal sources must have consent from the other Federal sources allowing the use of the funds as match under this Grant. Grantees shall report the amount and sources of federal funds, other than those provided by CNCS, used to carry out its Program.

Staff Time. Personnel costs which directly support Summer Reading Corps members and goals are an allowable source of match. Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support ICAP program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.

Supervisor and Member Travel. Host sites may use supervisor or member travel as a source of match. Travel costs must be reimbursed by the host site or applicable service site. The travel must be in support of the summer reading program which may include; monitoring visits, travel as a part of the member's service project, travel to professional development opportunities, among others. Host sites cannot use member travel to and from their service site ("commute time") as a source of match.

Supply Purchases. Host sites may use the purchase of supplies as a source of match. Supplies must be in support of the AmeriCorps member's service project or training. Food purchases are not allowed.

UNALLOWABLE SOURCES OF MATCHING FUNDS

- Costs incurred prior to the award
- Any prohibited activities outline in the application instructions
- Travel costs to and from the member's service site
- AmeriCorps member living allowance
- Costs associated with preparing the application
- Capital expenditures for general purpose equipment, buildings, and land
- Construction and renovation of buildings and structures
- Bad debt
- Lobbying, political and other governmental activities
- Entertainment and alcohol
 - a. No amusement, diversion, or social activity costs are allowed (such as tickets to shows or sports events, or meals, lodging, rentals, transportation, or gratuities connected with attending entertainment events)
- Indirect costs (administrative support)
- Tuition or scholarships for AmeriCorps members
- Contributions to a contingency reserve or any similar provision
- Fines, penalties, damages, and other settlements resulting from violations (or alleged violates) of, or failure to comply with, Federal, State, local, or Indian tribal laws and regulations
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions – regardless of the purpose for which the funds will be used
- Costs of goods or services for personal use of the employees – regardless of whether the cost is reported as taxable income to the employees
- Information technology systems that have a useful life of more than one year and that exceed \$5,000
- Costs of investment counsel and staff and other expenses incurred to enhance income from investments
- Political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 ad 7324-7326)

HOST SITE APPLICATION

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https://iacampuscompact.formstack.com/forms/2019_summer_reading_corps

Applicant Information

- Name
- Phone
- Email
- Will the applicant also be supervising the requested AmeriCorps member(s)

- Yes
- No
 - If no, please provide the supervisor contact information. You may change this at any time.
 - Name
 - Phone
 - Email

Organization Information

- Name
- Address
- EIN

Application

Use the position description template and guidelines for the application.

[POSITION DESCRIPTION TEMPLATE](#)

[POSITION DESCRIPTION GUIDELINES](#)

[EXAMPLE POSITION DESCRIPTION](#)

- Number of requested members:
- Please attach a position description for your requested position(s).
- Desired AmeriCorps member start date
 - May 13, 2019 Pre-Service Orientation (In-service from 5/20 to 7/19)
 - May 20, 2019 Pre-Service Orientation (In-service from 5/28 to 7/26)

Members attend a pre-service orientation where they complete necessary enrollment steps to serve in the program. Members start their term of service the following week.

Performance Measures

Host sites are expected to contribute to one output and one outcome. You may use the following items or identify your own output and outcome. Selected host sites may change their output or outcome at any point prior to their member's first day of service.

Iowa Campus Compact does not consider your performance measure goal when selecting host sites. Rather, we consider the logical connection between the selected measures and your position description.

- Please select one **OUTPUT** from the following list to report your AmeriCorps member(s) success
 - Individuals registered for the summer reading program (includes children, teens, adults)
 - Number of individuals attending summer reading program events (includes children, teens, adults)
 - Total attendance of summer reading program (includes children, teens, adults)
 - Other (please specify)
- Please list a goal for your selected output

- Please select one **OUTCOME** from the following list to report your AmeriCorps member(s) success
 - Number of individuals completing the summer reading program (children, teens, adults)
 - Number of books the participants read
 - Number of children who read a minimum number of applicant determined books during the program
 - Number of pages summer reading program participants read (children, teens, adults)
 - Amount of time summer reading program participants spent reading alone (children, teens, adults)
 - Amount of time summer reading program participants spent reading with a parent or caregiver (children, teens, adults)
 - Other (please specific)
- Please list a goal for your selected outcome

Financial Obligations

- Your cost share:
- Will the supervisor submit timesheets to document their time as a source of match for the grant?
 - Yes
 - If yes: Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support ICAP program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.
 - No, my organization wants to provide documentation of other program related costs
 - If no, please describe the other program related costs.
 - No, my organizations wants to pay an additional \$350 per requested position as a source of match.
 - Your recalculated cost share:

Applicant assistance

- Are you interested in receiving assistance in the area of recruitment? Check all that apply.
 - Iowa Campus Compact posts your position Service Year, the IACC website, handshake.com
 - IACC promotes your position on our website, newsletter, social media, etc.
 - IACC reviews applications and suggests applicants for the hiring manager to interview
 - IACC provides position, benefits information to applicants after they apply
- Please describe any other assistance your organization need if selected