

2019 Campus Compact AmeriCorps Host Site Application

PURPOSE

Iowa Campus Compact is seeking interested Iowa institutions of higher education and Volunteer Centers of Iowa for our 2019-20 Campus Compact AmeriCorps program. The goal of the program is to support human resource capacity for strong community-campus partnerships that make impacts on nonprofit organizations and create learning opportunities for students. Current college students and full-time graduates can serve in roles that build campus capacity for partnerships aligned with their Civic Action Plan and build nonprofit capacity for strategic partnership goals.

Host sites may apply to host one or more full-time (1700 hours over 11 months), academic full time (1200 hours over 9 months), academic part time (900 hours over 9 months) or part-time (300 hours completed over a semester, academic year, or program year) AmeriCorps member. Host sites that commit to partnership best practices and a large member cohort may request funding for personnel time to supervisor their AmeriCorps members. Sites will be selected for a one-year grant cycle, but evaluated annually for continuation. This document provides background information on Iowa Campus Compact, AmeriCorps State, and this program, as well as details on program proposal requirements and timelines.

Applications submitted by Friday, March 15, 2019 will be given priority when Iowa Campus Compact considers awards. Applicants interested in receiving personnel time or paid AmeriCorps positions are encouraged to apply by the priority deadline. Applications may be submitted by Friday, May 10, 2019. Applications can be submitted here: https://iacampuscompact.formstack.com/forms/2019_campus_compact_ameriCorps_host_site_application.

ELIGIBILITY

This application is open to Iowa Campus Compact member institutions of higher education and Volunteer Centers of Iowa. Volunteer Centers of Iowa must submit a letter of support from an Iowa Campus Compact member institution. Other public organizations interested in the program are encouraged to contact one of the awarded host sites for partnership opportunities.

Member institutions may submit an application for the entire campus, or as individual applicants/supervisors.

TIMELINE

1/7/2019		Application Opens
1/29/2019	12 to 1pm	Technical Assistance Webinar: Register Today!
3/15/2019		Priority Application Deadline
Late March		Tentative award to priority applicants
5/10/2019		Final Application Deadline
Mid-May to Early June		Notice of Award
8/15/2019		Program year begins

SELECTION

Iowa Campus Compact will select host sites and make awards based on several criteria. IACC will consider the host site's ability to recruit members, manage the program, and effectively supervisor members.

Host sites requesting continued support will be reviewed through these additional items.

- Host site reports – timely submission of reports

- Enrollment and retention rates
- Compliance with submitting enrollment and exit paperwork by program deadlines
- Site visit or other monitoring findings (if applicable)
- Timely payment of cost share (full-time member positions only)
- Meeting of match requirements

INFORMATION AND SUPPORT

Questions can be directed to Iowa Campus Compact Assistant Director Justin Ellis at (515) 505-3670 or jellis@compact.org. Sites are encouraged to set up one-on-one calls to discuss their goals and get information and support. A technical assistance webinar will be held on Tuesday, January 29, 2019 from 12pm to 1pm. [Register here anytime before the webinar to attend](#). A recording will be made available to everyone who registers.

HOST SITE OBLIGATIONS

Basic Requirements

Host sites must be able to:

- Direct the project
- Recruit and supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see [position description guidelines](#) for specific requirements)
- Provide necessary administrative support to complete the goals of the project

Host sites develop and manage projects with the involvement of the communities that will be served.

Financial Contribution

Host sites are expected to support the grant by providing Campus Compact AmeriCorps with matching funds. Contributions vary by the type of support the host site is requesting. The table below details the financial obligation for each requested position.

Host sites requesting funds for personnel time must meet different financial obligations and are not obligated to meet any of the financial obligations describe in the following table.

Position	Duration	Host site financial contribution	Member benefits
Program Year Full Time (1700 hour)	11 months (33hrs/wk)	\$3800 cost share + Track Personnel time or Housing or pay additional \$1500 cost share	\$15,300 Living Allowance (\$9/hr) + health insurance + ed award + professional development + Scholarship/travel support to attend ICAA
Academic Three Quarter Time (1200 hour)	9 month (33hrs/wk)	\$2700 cost share + Track Personnel time or Housing or pay additional \$1000 cost share	\$10,800 Living Allowance (\$9/hr) + health insurance + ed award + professional development + Scholarship/travel support to attend ICAA
Academic Half Time (900 hour)	9 month (25hrs/wk)	\$2000 cost share + Track Personnel time or Housing or pay additional \$800 cost share	\$8,100 Living Allowance (\$9/hr) + health insurance + ed award + professional development + Scholarship/travel support to attend ICAA

Program Year Minimum Time (300 hour)	12 month (6hrs/wk)	+ Track Personnel time or other program expenses or pay additional \$50 cost share	+ Ed award + Scholarship/travel support to attend ICAA
Academic Year minimum Time (300 hour)	9 month (9hrs/wk)	+ Track Personnel time or other program expenses or pay additional \$50 cost share	+ Ed award + Scholarship/travel support to attend ICAA
Semester Minimum Time (300 hour)	4 month (18hrs/wk)	+ Track Personnel time or other program expenses or pay additional \$50 cost share	+ Ed award + Scholarship/travel support to attend ICAA

SERVICE SITE OBLIGATIONS

Host sites for the members and coordinate their reporting and training, most members serve at nonprofit and government agency service sites in the community. Higher education host sites are expected to conduct a process in which they identify service sites, discuss capacity building needs, and create member service position descriptions that meet those needs. Service sites are required to participate in some basic training on AmeriCorps requirements so that they can effectively supervise members and communicate with the host site.

Basic Requirements

Service sites must be able to:

- Direct the project
- Supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see [position description guidelines](#) for specific requirements)
- Provide necessary administrative support to complete the goals of the project

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

Eligible Organizations

Service sites must be any of the following types of public organizations:

- Host Site
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

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

Prohibited Activities

Service Sites must uphold the same AmeriCorps program requirements as Host Sites, Iowa Campus Compact, and the Iowa Commission on Volunteer Services. This includes, but is not limited to, member prohibited activities as provided in this document.

PERSONNEL FUNDING

New this year, applicants may request funding to support the direct supervision of their AmeriCorps members. The goal is to support campuses and sites with limited staff capacity to create stronger partnerships and more, targeted student opportunities. Iowa Campus Compact has limited grant funding to award personnel funding to partners. Iowa Campus Compact will pay up to 50% of a full-time staff member’s time for them to supervisor a large cohort of AmeriCorps members. The host site is responsible for matching 100% of the costs provided by Iowa Campus Compact.

Applicants seeking personnel funding are encouraged to request at least one full-time position and a large cohort of part-time (300 hour) positions to support their communities. IACC has established the following guidelines for requesting part-time positions. Your request may vary from the guidelines listed below. IACC will consider all requests based upon the needs and context of the community requesting support.

- Host sites requesting funding for of 50% of a full-time staff member's time should enroll 15-20 part-time (300 hour) positions
- Host sites requesting funding for 25% of a full-time staff member's time should enroll 10 part-time (300 hour) positions
- We will work with each site individually to set cohort goals based on campus size and context and will allow for campuses working to build their program size over time.

If awarded, host sites who receive personnel funding must be able to meet the following additional obligations.

- Enroll 1 academic (1200 hour) or program year (1700 hour) full time member. All cost share payments are waived.
- Prioritize the enrollment of first generation, individuals of color, or male students into the AmeriCorps positions.
- Match 100% of IACC contribution to the staff position.
- Dedicate the entire position to support the supervision and implementation of the Civic Action Plan, partnerships goals, and AmeriCorps members work toward these efforts.

Additional requirements

In addition to the required host site responsibilities, organizations receiving personnel support must also meet the following requirements. The host site may use full or part-time AmeriCorps positions to support any of the following responsibilities.

Marketing/Communications

- Release a press release announcing the award and program.
- Release a marketing product that highlights the program's goals and current achievements.

Member management responsibilities

- Conduct a member pre-orientation that communicates the program and position requirements
- Meet weekly or bi-weekly with members individually
- Facilitate monthly member team meetings
- Deliver a Title 9 and harassment training to AmeriCorps members
- Ensure members attend key IACC member training opportunities
- Administer a member civic competencies evaluation tool provided by Iowa Campus Compact

Service Site management responsibilities

- Conduct an in-person site visit prior to placing a member at the site to ensure member safety
- Recruit, Identify, and select sites
- Co-create with service sites member position descriptions
- Coordinate with Iowa Campus Compact an in-person orientation for all service site supervisors
- Administer a process to document AmeriCorps member service hours at the service site
- Administer a partnership evaluation tool provided by Iowa Campus Compact

Program responsibilities

- Attend a full day in-person program orientation delivered by Iowa Campus Compact
- Recruit and enroll at least 1 full time AmeriCorps positions

- Prioritize the selection of first generation, students of color, and male students as part-time AmeriCorps members

Campus Compact responsibilities

- Lead the implementation or creation of the organization’s civic action plan
 - Support the implementation of your campus partner’s civic action plan
- Actively promote Campus Compact events and opportunities to relevant audiences in your local community

AMERICORPS POSITIONS

Applicants may request the following types of AmeriCorps positions to serve at the host site. Host sites are expected to enroll at least 90 percent of the total number of requested members. Host sites are also required to retain at least 90 percent of enrolled positions.

Each position must have a position description which describe their duties. The position description should be developed in collaboration with the relevant community partner agency(ies). See [position description guidelines](#) for specific requirements.

Available Positions

Type	Minimum Hours	Duration	Intensity	Earliest Start Date	Last day to enroll
Program Year Full Time	1700	11 months	33hrs/wk	8/19/2019	9/9/2019
Academic Three Quarter Time	1200	9 month	33hrs/wk	8/19/2019	9/9/2019
Academic Half Time	900	9 month	25hrs/wk	8/19/2019	9/9/2019
Program Year Minimum Time	300	12 month	6hrs/wk	9/2/2019	11/1/2019
Academic Year minimum Time	300	9 month	9hrs/wk	9/2/2019	2/1/2019
Semester Minimum Time	300	4 month	18hrs/wk	9/2/2019	5/15/2019

AMERICORPS BENEFITS

Program Year Full Time AmeriCorps Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$15,300 over 11 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for host sites or members to request in order to travel to the Iowa Civic Action Academy.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$6095.00, 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/>.

Academic Three Quarter Time AmeriCorps Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$10,800 over 9 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for host sites or members to request in order to travel to the Iowa Civic Action Academy.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$4266.50, 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/>.

Academic Half Time AmeriCorps Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$8,100 over 9 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for host sites or members to request in order to travel to the Iowa Civic Action Academy.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$3047.50, 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.

Part-Time AmeriCorps Member Benefits (includes all minimum time [300 hour] positions)

- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy. A limited amount of funding is available for host sites or members to request in order to travel to the Iowa Civic Action Academy.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,289.95, 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.

Additional Member Benefits

Iowa Campus Compact encourages, but does not require, participating sites to provide housing and/or meal support to full time AmeriCorps member(s). This may mean arranging for a community member to house the AmeriCorps member, providing on-campus housing, providing an on-campus meal card, paying rent directly to the landlord, seeking out low-

cost housing, etc. AmeriCorps members are not allowed to receive any outside compensation from their host sites during their term of service.

Host site benefits must be provided to the AmeriCorps member as either in-kind or in-direct payment, such as to a landlord or vendor. Host sites may use these benefits as a source of match.

Additional Host Site Benefits

Iowa Civic Action Academy travel support. Campus Compact AmeriCorps members or host sites are eligible to request allowable reimbursement travel costs (mileage, hotel, etc.) to attend the Iowa Civic Action Academy. There is no match requirement for Iowa Civic Action Academy Funds.

MEMBER ELIGIBILITY

Iowa Campus Compact requires that individuals serving in the program meet the following qualifications.

Eligibility Requirements	Applies to
(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.	<ul style="list-style-type: none"> • Program Year Full Time • Academic Three Quarter Time
(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 be currently enrolled in good standing at the host site institution of higher education.	<ul style="list-style-type: none"> • Academic Half Time • Program Year Minimum Time • Academic Minimum Time • Semester Minimum Time

CAPACITY BUILDING INTERVENTIONS

Iowa Campus Compact is interested in building the capacity of Iowa’s public organizations (including institutions of higher education) in any of the following areas.

Intervention	Outcomes	Example activities
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Community Engagement	<ol style="list-style-type: none"> 1. Increase awareness of the organization or 2. Increase the diversity of partnership arrangements 	<ol style="list-style-type: none"> 1. Creation of an external website 2. Procedures to regularly update external website 3. Regular staff/volunteer contribution to the website's blog 4. Development of a social media policy 5. Creation of social media accounts 6. Regular communication with key stakeholders (e.g., email, newsletter) 7. Creation of a place for clients/staff/volunteers to download program documents 8. Ongoing identification of potential partners 9. Development of brochures, newsletter, marketing materials 10. Ongoing management of event/client meeting invitations 11. An established procedure to reserve client or event meeting space 12. Meeting minutes are regularly recorded and disseminated 13. Event follow-up communication is regular and consistent
Organizational Development	<ol style="list-style-type: none"> 1. Regularly assess your strengths and needs, and 2. Assess external opportunities and risks 	<ol style="list-style-type: none"> 1. Development of an organization database 2. Regular maintenance of an organization database 3. Researching organizational management best-practices 4. Annual reviews of state/federal regulations 5. Researching issue briefs 6. Regularly reviewing current studies or evaluations 7. Researching evidence based practices/model programs

Program Development	<ol style="list-style-type: none"> 1. Increase the number of clients served, 2. Track types and amounts of program services provided, 3. Obtain client feedback, and 4. Track client outcome data. 	<ol style="list-style-type: none"> 1. Organized staff or volunteer training workshops 2. Development of program training modules 3. Development of curriculum for new or existing program(s)/event(s) 4. Creation of an operations manual for new or existing program(s)/event(s) 5. Development or implementation of a new program(s)/event(s) 6. Development of a survey to research community need 7. Regular data analysis performed on research 8. Established program assessments or evaluation 9. Regular data collection for tracking/reporting 10. Evaluating community needs by GIS mapping 11. Established process to collect oral histories from clients/community members
Volunteer Management	<ol style="list-style-type: none"> 1. Increase visibility in the community and at local college/university campuses, 2. improve client services, 3. increase volunteer retention, and 4. increase program capacity 	<ol style="list-style-type: none"> 1. Develop a new or update an existing written volunteer generation plan 2. Establish formal partnerships for volunteer recruitment 3. Establishment of a volunteer unit within the program or organization 4. Creation of volunteer manual/training/curriculum 5. Regular supervision and communication with volunteers 6. Liability coverage or insurance protection for volunteers 7. Screening and matching volunteers to jobs 8. Regular collection of information on volunteer involvement 9. Written policies and job descriptions for volunteer involvement 10. Recognition activities such as award ceremonies for volunteers 11. Annual measurement of volunteer impact 12. Training and professional development for volunteers 13. Training for paid staff in working with volunteers

MEMBER ACTIVITIES

As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. To determine whether assigned national service participants' activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

Capacity building activities must:

1. Be intended to support or enhance the program delivery model.

2. Respond to the organization's goal of increasing, expanding or enhancing services to address the most pressing needs identified in the community.
3. Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

Common Issues and Points to Consider:

- Any one of the below disqualifies the activity from capacity building:
 - Direct service (except for training purposes, emergencies, and organization-wide events)
 - Administrative or operations support that should be complete by staff and does not build capacity (such as filing, copying, answering phones, etc.)
 - Activities that cannot be sustained beyond the member's term

Special consideration for Volunteer Centers of Iowa (VCI) applicants:

- IACC will award AmeriCorps positions to VCIs who seek to use AmeriCorps positions to recruit and place college students into volunteer positions into their local community.
- VCIs may use the Campus Compact AmeriCorps position(s) to build their own capacity, but the position purpose must be to connect area college students with volunteer opportunities.

Campus Compact has created written guidance for creating position descriptions. You may also [view the 2018/19 webinar on creating position descriptions](#).

1. [Campus Compact AmeriCorps Position Description Guidance](#) (PDF)

Host sites must use the following position description templates for their Campus Compact AmeriCorps positions.

1. Campus Compact AmeriCorps Template: [Download template](#) (DOCX)

Campus Compact has created templates for common positions that you are encouraged to use and modify

1. Program Development AmeriCorps member: [Download template](#) (DOCX)
2. Research & Development AmeriCorps member: [Download template](#) (DOCX)
3. Volunteer Manager AmeriCorps member: [Download template](#) (DOCX)
4. Volunteer Recruiter AmeriCorps member: [Download template](#) (DOCX)

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 AmeriCorps, 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.

MATCH REQUIREMENTS

APPLICANTS REQUESTING PERSONNEL COSTS

Host sites receiving personnel costs to supervise Campus Compact AmeriCorps members are expected to match 100% of awarded funds. Host sites receiving personnel costs are not responsible for any additional cost share payments or providing documentation of other grant related costs.

Personnel Time. Host sites that are awarded personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor, and (3) monthly invoices to reimburse actual personnel costs. Timesheets must indicate total hours for each time period with a separate listing for hours spent support Campus Compact AmeriCorps program goals.

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.

Personnel Time. Personnel costs which directly support Campus Compact AmeriCorps 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 Campus Compact AmeriCorps program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.

Housing. Host sites may provide their AmeriCorps member with housing or a housing benefit and document those cash or in-kind costs as a source of match.

Other program costs. Host sites may use other program costs as a source of match. Other costs may include, but are not limited to, office space, other member benefits (housing), rental costs to host a Campus Compact AmeriCorps member orientation or training, or other applicable program costs. Costs can occur at the host site or service site.

Additional cost share. Host sites may elect to pay additional cost share funds rather than document sources of match. Cost share amounts are listed below.

Position Type	Base Cost Share	Additional Cost Share	Alternate Cost Share
Program Year Full Time	\$3800.00	\$1500.00	\$5300.00
Academic Three Quarter Time	\$2700.00	\$1000.00	\$3700.00
Academic Half Time	\$2000.00	\$800.00	\$2800.00
Program Year Minimum Time	\$0.00	\$50.00	\$50.00
Academic Year minimum Time	\$0.00	\$50.00	\$50.00
Semester Minimum Time	\$0.00	\$50.00	\$50.00

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)

PERFORMANCE MEASURES

If awarded, you will be responsible for reporting on the following items.

Civic Action Plan:

- a. Number of host sites completing a civic action plan
- b. Number of organizations receiving capacity building services from Campus Compact AmeriCorps members
- c. Number of host sites improving their capacity as a result of Campus Compact AmeriCorps member services

AmeriCorps Applicants: CNCS is interested in learning how many individuals apply for AmeriCorps positions.

- d. Total number of individuals that applied to be AmeriCorps members at your organization.

Volunteer Measures: Please review the definitions section which provides additional detail on volunteer measures.

- e. Number of ongoing Volunteers recruited
- f. Number of episodic Volunteers recruited
- g. Number of ongoing Volunteers Managed
- h. Number of episodic Volunteers Managed
- i. Number of hours served by recruited/managed volunteers

Beneficiary Measures: Beneficiary information can be difficult to collect, therefore we encourage you to estimate to the best of your ability or if you are unsure, then leave these fields blank.

- j. Veteran family members served
- k. Military family members served
- l. Active duty military members
- m. Opportunity youth enrolled as AmeriCorps members (Campus Compact AmeriCorps or otherwise)

Member Measures: Member information can be difficult to collect, therefore we encourage you to estimate to the best of your ability or if you are unsure, then leave these fields blank.

- n. Veterans serving as AmeriCorps members
- o. Number of Civic Engagement Trainings, lessons or reflection sessions provided to your AmeriCorps members
- p. Members who participated in disaster service projects
- q. Local disasters to which AmeriCorps members have responded
- r. Individuals effected by disasters receiving support from AmeriCorps members

Definitions:

- **Community Volunteers:** Citizens or residents (including students) in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program.
- **Recruited Volunteer:** Enlisted or enrolled as a direct result of an intentional effort to do so.
- **Organization:** Comprises public organizations where one or more Campus Compact AmeriCorps members are placed. This may include institutions of higher education, K-12 local education agencies, state health agencies, tribes, and tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code.

- **Volunteer Management Practices:** A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community.
- **Active Duty:** The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011.
- **Civic Engagement training, lessons or reflection session:** Iowa Campus Compact provides a training module, but the definition is dependent upon the host site’s mission and values as it relates to civic engagement. At the most basic level this training should help the member connect the value of their service to their community and/or nonprofit service sites.
- **Episodic volunteers:** Individuals who volunteer sporadically for a service site. This may include one or several service projects at a variety of organizations.
- **Managed Volunteer:** Includes training, direction, coordination and supervision of the community volunteer by the Campus Compact AmeriCorps member in tasks, duties and services for the intended purpose of supporting or enhancing the program delivery model.
- **Ongoing Volunteer:** Individuals who provide uninterrupted service for one specific service project and/or organization.
- **Opportunity Youth:** Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service.

Host Site Application & Instructions

Applications submitted by Friday, March 15, 2019 will be given priority when Iowa Campus Compact considers awards. Applicants interested in receiving personnel time or paid AmeriCorps positions are encouraged to apply by the priority deadline. Applications may be submitted by Friday, May 10, 2019.

INFORMATION AND SUPPORT

Questions can be directed to Iowa Campus Compact Assistant Director Justin Ellis at (515) 505-3670 or jellis@compact.org. Sites are encouraged to set up one-on-one calls to discuss their goals and get information and support. A technical assistance webinar will be held on Tuesday, January 29, 2019 from 12pm to 1pm. [Register here anytime before the webinar to attend](#). A recording will be made available to everyone who registers.

You may save your application at any time by clicking the “Save and return later” button at the bottom of the form. Your information will be saved for up to 30 days. Iowa Campus Compact does not have access to saved applications and strongly recommends that you also save your draft application outside of the formstack system.

ORGANIZATION INFORMATION

Instruction: Volunteer Centers of Iowa (VCIs) are encouraged to develop their positions projects in partnership with an Iowa Campus Compact partner institution. A current list of [Iowa Campus Compact member institutions](#) is available on our website. We are requesting a letter of support from the IACC member campus that describes the partnership goals and purpose.

- Organization Name
- Address
- EIN
- Are you an Iowa Campus Compact member or Volunteer Center of Iowa?
 - Iowa Campus Compact member institution
 - Please describe how your Campus Compact AmeriCorps member(s) will support the creation or implementation of your Civic Action Plan.
 - Instruction: 5000 character maximum. We recommend broadly describing the goals you hope to work toward or accomplish with awarded Campus Compact AmeriCorps members.
 - Volunteer Center of Iowa
 - Please upload a letter of support from an Iowa Campus Compact member institution.
 - Instruction: We recommend submitting a letter which broadly describes the mutual goals between both institutions and how Campus Compact AmeriCorps member(s) will support those goals.

APPLICANT INFORMATION

Instruction: Iowa Campus Compact will communicate with the applicant during the application phase. The applicant may or may not be the host site supervisor(s) of the Campus Compact AmeriCorps member(s).

- Applicant Name
- Phone
- Email

REQUESTED POSITIONS

Instruction: Every member must have a member position description. Position descriptions must fully describe the duties assigned to the member.

Campus Compact has created written guidance for creating position descriptions. You may also [view the 2018/19 webinar on creating position descriptions](#).

1. [Campus Compact AmeriCorps Position Description Guidance \(PDF\)](#)

Host sites must use the following position description templates for their Campus Compact AmeriCorps positions.

1. Campus Compact AmeriCorps Template: [Download template \(DOCX\)](#)

Campus Compact has created templates for common positions that you are encouraged to use and modify

1. Program Development AmeriCorps member: [Download template \(DOCX\)](#)
2. Research & Development AmeriCorps member: [Download template \(DOCX\)](#)
3. Volunteer Manager AmeriCorps member: [Download template \(DOCX\)](#)
4. Volunteer Recruiter AmeriCorps member: [Download template \(DOCX\)](#)

- Program Year Full Time (1700 hour):
 - Upload position description
- Academic Three Quarter Time (1200 hour):
 - Upload position description
- Academic Half Time (900 hour):
 - Upload position description
- Program Year Part-time (300 hours):
- Academic Year Part-time (300 hours):
- Semester/Summer Part-time (300 hours):

PERSONNEL FUNDING

Instruction: If you are requesting personnel support, please answer the following questions about the amount and use of funds. Please upload job descriptions for each staff position that will be supported by Campus Compact AmeriCorps personnel funding. The job description should describe how the staff position will supervisor Campus Compact AmeriCorps members. The job description can be a draft or proposed version and does not need to be a final document.

- Are you requesting personnel funding to supervise your Campus Compact AmeriCorps members?
 - Yes
 - If yes, please answer the following questions.
 - Total amount of funding requested:
 - Upload job description(s) for each position:
 - How will personnel support help your organization better serve the local community?
 - What steps will your organization take to recruit first generation, students of color, and/or male students into Campus Compact AmeriCorps positions?
 - No

TOTAL REQUESTED FUNDS, COST SHARE, AND MATCHING FUNDS REQUIREMENTS

Total Requested Funds

- Total number of requested positions:
- Total value of requested positions:
- Total requested personnel funds:

- Total value of request:

Total matching funds

- Total possible cost share:
- Will the Campus Compact AmeriCorps member's supervisor submit timesheets to document their time as a source of match for the grant?
 - 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 Campus Compact AmeriCorps 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 member housing or a housing benefit to the Campus Compact AmeriCorps member(s).
 - Iowa Campus Compact will request documentation of the housing benefit toward the end of the Campus Compact AmeriCorps member's term of service.
 - No, my organization wants to provide documentation of other program related costs
 - Please describe the other program related costs:
 - No, my organizations wants to pay additional cost share per requested position as a source of match.
 - Your recalculated cost share: