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GRANT OVERVIEW
FUNDING SOURCE & POLICY STRUCTURE

AmeriCorps
- Federal Agency
- Creates rules & regulations around AmeriCorps projects

Volunteer Iowa
- Grant Funder (state level)
- Determines rules at more local level

Iowa Campus Compact
- Program Administrator
- Determines program policies based on program purpose/focus
- Fiscal host is Iowa Western Community College (IWCC)
NOTICE OF AWARD

• IACC will be notified in **late May or early June 2021** about our grant request/application that we submitted to AmeriCorps the agency.

• Once we are notified of our award, we will make final determinations on allocated positions and personnel funding requests.

• Your organization should receive their final notice of award no later than mid-June 2021. This is all based on AmeriCorps’ timeline, so there is no guarantee.
HOST SITE AGREEMENT

• Once your notice of award has been issued officially, IACC staff will distribute your Host Site Memorandum of Agreement.

• All Host Site Agreements must be signed by the host site and IACC Executive Director Rob Barron BEFORE an AmeriCorps member can be enrolled into the program for your site.

• Sites will have 30 days after the Agreement is issued to sign & return it.

• This is required for all host sites that are awarded positions. If you were awarded positions but do not have a host site agreement executed, then you will lose your allocated positions.
FINANCIAL OBLIGATION
COST SHARE

• Host sites are required to pay a cost share (i.e. program fee) for positions that receive a living allowance.
  • All cost share payments go directly towards member living allowances and are not used for any other purpose.

• Cost share will only be invoiced for those position(s) that are successfully recruited.
  • If you are unable to recruit for a paid position (FT, HT, SLMT), you will not be invoiced.

• Cost share payments will be invoiced quarterly.

• At no point will a cost share payment be refunded to a host site.
MATCH REQUIREMENTS

• All host sites are expected to provide matching funds for their AmeriCorps position(s).
  • Host sites utilizing match funds from other Federal sources must have consent from that entity allowing the use of the funds as match under this grant.

• Allowable sources of match:
  • Personnel time
  • Housing
  • Additional cost share

• Note: AmeriCorps funds cannot be used as match on any other federal grants your organization has and/or receives.
MATCH: PERSONNEL TIME

• Personnel costs that directly support Campus Compact AmeriCorps members and program 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.
• 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.

• Housing documentation will be due no later than 1 month after your member is exited from the program.
MATCH: ADDITIONAL COST SHARE

- Host sites may elect to pay additional cost share funds rather than document sources of match:

<table>
<thead>
<tr>
<th>Position</th>
<th>Cost Share Per Member</th>
<th>Additional Cost Share Option Per Member</th>
<th>If paying increased living allowance for returning member:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$5,600.00</td>
<td>+$2,000.00</td>
<td>+$5,000.00</td>
</tr>
<tr>
<td>Half Time</td>
<td>$3,800.00</td>
<td>+$2,000.00</td>
<td>+$6,000.00</td>
</tr>
<tr>
<td>Student Leadership Minimum Time</td>
<td>$1,000.00</td>
<td>+$500.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>$0.00</td>
<td>+$50.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Abbreviated Time</td>
<td>$0.00</td>
<td>+$50.00</td>
<td>n/a</td>
</tr>
</tbody>
</table>
MATCH: UNALLOWABLE SOURCES

- Costs incurred prior to the award
- Any prohibited activities outlined 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
- 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 violation) of, or failure to comply with, Federal, State, local, or Indian tribal laws and regulations
MATCH: UNALLOWABLE SOURCES (CONTINUED)

• 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)
AMERICORPS
POSITIONS &
ACTIVITIES
# POSITION OVERVIEW

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Hour Requirement</th>
<th>Term Length</th>
<th>Intensity (hours/week)</th>
<th>Living Allowance</th>
<th>Cost Share Obligation</th>
<th>Education Award Amount</th>
<th>Last Possible Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>1700</td>
<td>11 months (48 weeks)</td>
<td>36</td>
<td>$17,000 (or $22,000 for returners*)</td>
<td>$5,600 ($10,600 for returners*)</td>
<td>$6,195.00</td>
<td>10/1/2021</td>
</tr>
<tr>
<td>Half Time</td>
<td>900</td>
<td>9 months (40 weeks)</td>
<td>23</td>
<td>$9,000 (or $15,000 for returners*)</td>
<td>$3,800 ($9,800 for returners*)</td>
<td>$3,047.50</td>
<td>12/1/2021</td>
</tr>
<tr>
<td>Student Leadership Minimum Time</td>
<td>300</td>
<td>9 months (40 weeks)</td>
<td>8</td>
<td>$3,000</td>
<td>$1,000</td>
<td>$1,311.11</td>
<td>12/1/2021</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>300</td>
<td>Varies (11 to 4 months)</td>
<td>varies</td>
<td>n/a</td>
<td>n/a</td>
<td>$1,311.11</td>
<td>6/1/2022</td>
</tr>
<tr>
<td>Abbreviated Time</td>
<td>100</td>
<td>Varies (11 to 4 months)</td>
<td>varies</td>
<td>n/a</td>
<td>n/a</td>
<td>$348.63</td>
<td>6/1/2022</td>
</tr>
</tbody>
</table>

Education Award amounts are tentative as we do not have the updated 2021 grant year numbers yet.

You can review our member benefits information here.
PROGRAM PRIORITIES

• Support, maintain, & strengthen campus-community partnerships.
  • Outline clear goals/expectations of partnership
  • Effectively manage student experiences & accountability

• Recruit & manage college student volunteers to provide needed services in the community.

• Overall, all member activities should be helping their campus host site develop, implement, and/or evaluate their strategic civic/community engagement plan (i.e. Civic Action Plan).
CAMPUS-BASED POSITIONS

• Position Title: “AmeriCorps Community Engagement Coordinator”
• Position type:
  • All full-time members (unless serving with a Volunteer Center)
  • All half-time members
  • Majority of minimum time members
• Example activities (capacity building):
  • creating service event logs that detail necessary steps to effectively manage events,
  • generate and update contact lists of nonprofit partners,
  • create training and reflection curriculum to enhance student volunteer skills and
    learning, and
  • developing tracking tools to collect data on student volunteer projects and
    accomplishments
Position Title: “AmeriCorps Leader”

Position Type:
- Minimum time positions (300)
- Serve over 9 months (not optional)
- Earn $3,000 living allowance throughout their term
- Serving on-campus

Special considerations:
- provide ongoing support and coaching to their fellow AmeriCorps members in addition to their service projects
- the target population for this intervention consists of non-existent or under-resourced community engagement departments on college or university campuses
- act as liaison with local nonprofits to develop service projects to leverage student volunteers

Example activities:
- volunteer in day of service events coordinated by members
- participate in service-learning courses co-created with community sites, faculty, and members
- volunteer in positions when community members are not normally available
NONPROFIT-BASED POSITIONS

• Position type:
  • Some minimum time positions
  • Some abbreviated time positions

• Position titles & activities include:
  • Research & Development AmeriCorps Specialist
    • prepare the nonprofit to make big decisions on how to serve new beneficiaries by conducting community needs assessments and creating evaluation reports to identify unmet needs
  • Program Development AmeriCorps Specialist
    • develop programs from the ground up by creating policies, tools, and systems to provide Narratives new services to beneficiaries
  • Volunteer Recruiter AmeriCorps Specialist
    • raise awareness of existing programs to new beneficiary groups by creating outreach materials and educating community members on a nonprofit’s program
ALLOWABLE SERVICE SITES

• Paid positions must be placed directly with the host site.

• Education Award only positions can be placed at the host site or with a partnering community organization such as:
  • 501(c)(3) nonprofit
  • Tribal nation
  • Government agency (non-partisan)
  • K-12 schools
ALLOWABLE ACTIVITIES
(OTHER EXAMPLES)

• Create an effective outreach strategy to generate new volunteers
• Develop a volunteer training curriculum
• Research effective community engagement strategies and identify action steps
• Recruit volunteers through events on campus and/or in the community
• Assess communications and create a social media strategy for improved engagement
• Plan and facilitate campus-wide dialogues focused on civic engagement and relevant issues to student experiences
• Meet regularly with community partner agencies to understand their current needs and identify possible volunteers to meet those needs.
• Coordinate a day of service event for the campus community.
• Support faculty implement service-learning curriculum by meeting with nonprofit partner and managing student volunteer projects.
UNALLOWABLE SERVICE SITES

• For-profit companies or organizations
• Individuals not connected with an allowable organization (e.g. family members, neighbors)
• Organizations that only focus on fundraising
• Organizations that sell items and/or goods that go toward supporting overhead organization costs (e.g. staff wages, operations)
• Partisan political organizations
• Any organization that’s mission is clearly aligned with an AmeriCorps prohibited activity
UNALLOWABLE SERVICE ACTIVITIES

• Post updates on social media and/or website.
  • WHY? → members cannot be responsible for posting content on your social media platforms or websites
  • INSTEAD → Create a social media outreach strategy & schedule. Assess current website content, identify areas that need to be updated, & provide recommended changes to the site supervisor.

• Sell thrifted items at discounted price to raise funds to XX organization.
  • WHY? → Members are never allowed to sell items for profit.
  • INSTEAD → Select a different service site.
UNALLOWABLE SERVICE ACTIVITIES

• Recruit volunteers to tend the campus-community garden so that we can sell produce at the local market.
  • WHY? → Members can never work on a project where eventually those goods will be sold for profit.
  • INSTEAD → If the only use for the garden is to sell items at market, identify a new service site. If produce is donated to nonprofits as well as sometimes sold for profit, ensure that the member is ONLY working on those donated, not-for-profit items. If you cannot 100% guarantee this, then identify a different service site.

• Create marketing materials for annual fundraiser.
  • WHY? → OMB guidance states that “marketing” and “promotional” are words strictly identifiable with transfer of money. Additionally, annual fundraisers are generally held for nonprofits to raise funds for overhead costs, which are always unallowable.
  • INSTEAD → Change “marketing” to another phrase. Ensure that the member does NOT record hours for an any fundraiser where any portion of those funds are going toward overhead costs not directly traceable to the member’s service project.
PROHIBITED ACTIVITIES
PROHIBITED ACTIVITIES

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:

• Attempting to influence legislation.
• Organizing or engaging in protests, petitions, boycotts, or strikes.
• Assisting, promoting or deterring union organizing.
• Impairing existing contracts for services or collective bargaining agreements.
• Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
• 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.
• 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.
PROHIBITED ACTIVITIES (CONTINUED)

• Providing a direct benefit to
  • A business for profit;
  • A labor union
  • A partisan political organization
  • 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;
  • An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.

• Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.

• Providing abortion services or referrals for receipt of such services.

• 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.
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:

- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- 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;
- Seeking donations from alumni of the program for specific service projects being performed by current Members.
AmeriCorps Members may not:

• Raise funds for their living allowance;
• raise funds for an organization’s operating expenses or endowment;
• Write a grant application for funding provided by a federal agency including AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals, and AmeriCorps grants.
NON-DUPLICATION

• Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program.

• 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.
• 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.

• An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

• A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

• 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.

• 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.

• 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.
MEMBER MANAGEMENT & RETENTION
ENROLLMENT & RETENTION

Host sites are expected to enroll 100% of their awarded positions.

Host sites are expected to retain at least 85% of their AmeriCorps positions.
SUPERVISION

• AmeriCorps requires that all AmeriCorps members are assigned a site supervisor at their host site organization.

• Contact information for each supervisor of your approved positions MUST be included in the Host Site Agreement.

• If there is a change in supervision, it is the responsibility of the host site to notify IACC staff right away.
  • If it comes to IACC’s attention via the member and well after the fact of supervisory transition, then the host site is at risk for disallowment of positions.
SUPERVISOR RESPONSIBILITIES

AmeriCorps supervisors are expected to:

• Meet weekly or bi-weekly with their AmeriCorps members,
• Monitor and approve timesheets in OnCorps (timekeeping system),
• Submit grant reports by the due date,
• Provide an on-site orientation for their AmeriCorps member(s),
• Ensure AmeriCorps members complete all necessary paperwork and documentation of the program,
• Notify IACC staff of member issues and concerns as soon as possible.
TERM DATES

• AmeriCorps positions are tied to specific term dates.
  • Only hours served between the start and end date can be counted for the member’s minimum hour requirement. Hours cannot be flexed before or after.
  • Members cannot be started until AFTER they have completed all of their background checks.
  • Even if a member completes their minimum required hours before their end date, they are expected to continue serving through their term end date.

• Site supervisors will work with IACC program staff to determine an enrollment plan with term dates.
  • You will be locked into this plan for the 2021-2022 program year.
TERM LENGTHS

For paid positions (those that receive the living allowance), term lengths are set and cannot be modified.

• Full time = 1700 hours, 11 months (24 payments)
• Half time = 900 hours, 9 months (20 payments)
• Student Leader Minimum Time = 300 hours, 9 months (20 payments)
NEXT STEPS
HOW IT WORKS…

• AmeriCorps positions are awarded to host site
  • Paid AmeriCorps positions are on IACC payroll through iSolved (new vendor)
  • Paid positions serve at the host site
  • Unpaid positions can serve on campus, off campus, or both
  • All AmeriCorps positions are supervised by the host site
  • All AmeriCorps positions provide indirect (non-administrative) services to host site or nonprofit partner

• Paid staff positions are on your payroll
  • Costs are reimbursed by IACC via IWCC
  • Time dedicated to supervising the members
CCA 2021 PLANNING MEETINGS

• All site supervisors are required to meet with IACC staff for a 2021 planning meeting.

• In this meeting, we will outline:
  • Program dates for all of your members, including:
    • Start & end dates
    • Recruitment deadlines
    • PD deadlines
  • Service sites & subsequent activities for all of your members, including:
    • List of sub-sites & sub-site supervisors,
    • Physical address of site
    • Website for site
    • Mission/vision statement of organization
MEMBER POSITION DESCRIPTION

• Pivotal document for AmeriCorps position; required
• Outlines the following terms & conditions:
  • Service & eligibility requirements
  • Supervisor information
  • Position purpose
  • Service activities
  • Service conditions
  • Service schedule
  • Member benefits
• Must be finalized before you nominate a candidate.
  • Candidates will not be enrolled, or their term started, until the PD has been finalized.
• CCA staff will create a google drive for your site; this will be the main way that CCA staff communicates with you about PDs
• Only CCA staff has the right to approve a Position Description for a members’ service. Supervisors should be in regular communication with CCA staff about changes/updates made to PDs.
REVIEW OF TIMELINE & PROCESSES
GRANT TIMELINE & PROCESS
Part 1: Getting Started

1. Tentative Notice of Award
2. Supervisor Orientation
3. CCA Planning Meetings
4. Official Notice of Award
5. Host Site Agreement
6. Member Recruitment
7. Personnel Funding Preparation & Documentation
8. Match Funding Preparation & Documentation
9. Complete Position Descriptions
GRANT & MEMBER MANAGEMENT

Part 2: Throughout & Up Until Grant Ends

- Provide on-site orientation for member(s)
- Meet regularly with member
- Monitor & approve timesheets
- Submit grant reports
- Submit financial documentation (as applicable)
- Complete mid-term evaluations of members (as applicable)
- Participate in site visit with CCA staff (as applicable)
- Complete end-of-term evaluation of member(s)
- Coordinate with CCA staff to exit member(s)
- Communicate regularly with CCA staff
- Submit final grant performance measure report
- Submit all financial documentation as required
Upcoming Supervisor Trainings:

June 23, 10-11 am – Recruitment & Enrollment*

July 15, 2-3 pm – Personnel Funding

July 22, 3-4 pm – Member Management*

*required for all supervisors

QUESTIONS?
SNEAK PEEK: REPORTS

<table>
<thead>
<tr>
<th>Grant Reports</th>
<th>Submitted By</th>
<th>Reporting Timeline</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative Progress Report</td>
<td>Supervisor</td>
<td>8/15/2021 – 11/30/2021</td>
<td>12/13/2021</td>
</tr>
<tr>
<td>Performance Measure Report</td>
<td>Supervisor</td>
<td>8/15/2022 – 5/31/2022</td>
<td>6/20/2022</td>
</tr>
<tr>
<td>Final PM Report</td>
<td>Supervisor</td>
<td>9/1/2022 – 11/30/2022</td>
<td>12/12/2022</td>
</tr>
</tbody>
</table>