

Host Site Fact Sheet

RISE AmeriCorps 2022-2023



General Program Information

EMBARC, an ethnic community-based nonprofit organization (ECBO) has been awarded an AmeriCorps program through the Iowa Commission on Volunteer Service (ICVS) and AmeriCorps to build work readiness in Iowa's refugee population. RISE AmeriCorps is a statewide leadership development and community service program administered by EMBARC. This fact sheet explains the program and how your organization can participate!

Granting Agencies: The Iowa Commission on Volunteer Service (ICVS) is a state agency and the Corporation for National and Community Service (CNCS) is a federal agency. Their mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

Administrator: EMBARC (Ethnic Minorities of Burma Advocacy & Resource Center) is Iowa's first refugee-led social service provider. EMBARC serves refugee and immigrant families in need, removes barriers, and advocates for solutions on a systemic level.

About: Up to 57 RISE AmeriCorps members will be integrated into a minimum of 10 communities across the state of Iowa. Member teams build workforce skills and self-sufficiency of refugee communities by pairing one native English-speaking RISE member with one refugee or immigrant RISE AmeriCorps member.

RISE AmeriCorps Program Goals

1. Increase refugee and immigrant access to workforce development opportunities and job readiness training
2. Build hard and soft skills through culturally and linguistically appropriate services and resources
3. Serve refugees and immigrants throughout Iowa by placing members at partner host sites including rural areas with significant refugee populations
4. Leverage additional volunteers (half of whom will be refugees) who will be engaged in culturally and linguistically appropriate outreach, education, and community development in collaboration with a network of partners.
5. Increase engagement among Iowa's refugee and immigrant communities in order to access benefits, expand services to un-served and underserved Iowa refugee and immigrant populations, and provide service to their own communities.

Applying to become a Host Site

Anticipated Timeline for 2022:

- Interested organizations must complete the Host Site Application at least *seven weeks before the first desired member start date*. Please submit any questions to rise@embarciowa.org
 - Example: If you want RISE AmeriCorps members to start September 6, your application must be completed and submitted by July 15. For the October 3 start date, your application must be submitted by August 12. For the October 31 start date, your application is due by September 9.
- Host site will be reviewed for suitability, capacity, and alignment with RISE AmeriCorps's priority areas for economic opportunity.
 - The following factors will be considered: sound infrastructure and systems; ability to provide adequate supervision; member activities are allowable; quality of proposed service activities; cultural competency; community partnership; and other factors to further RISE strategic goals.
- Host sites will be notified of selection and number of members awarded and should begin recruiting immediately for potential members.
- Members must submit paperwork, government ID, and social security card for background checks at least three weeks *before member start date*
- Host site fees or cost share are to be made annually 30 days of invoice

Cost Share

- An estimated non-federal and non-refundable cash match of **FT- \$3,600, HT-\$1,800** to help cover member living allowance and support costs. The official amount will be announced with selection and determined by funding sources.
 - **Note:** If a site is unable to recruit a member or if a member exits early and is unable to refill the spot, that site forfeits its host site fee.
 - *If an enrolled member is unable to complete their term of service and serves less than 30% of their total required hours for their term, the position may be refilled according to AmeriCorps guidelines. It must be discussed with a program officer.

Please contact RISE AmeriCorps program staff if you have a financial barrier to meeting the cash match benefits

Other Requirements

- Liability insurance that covers the RISE AmeriCorps member while performing service on behalf of the agency.

- Sufficient resources and tools needed for members to perform their job effectively. This may include a desk, phone, computer, and other office supplies.
- Provide adequate supervision (5 hours per week per member) for the RISE AmeriCorps members as outlined in the MOU.

Member Recruitment

Responsibility for recruitment will be shared between the RISE AmeriCorps team and the designated host sites with primary responsibility on the host sites. Through a toolkit, RISE AmeriCorps will provide guides and shareable materials to assist in the recruitment process.

2022-2023 Service Term Information:

FALL • 2022									
2022	Program Details				Benefits				
	Weeks	Start Date	End Date	Service Hours per week	Annual Living Allowance	Education Award	Student Loan Forbearance	Health Insurance	Childcare Subsidy
1700-hour Term	50	09/06/22	08/18/23	34	\$21,000	\$6,495	✓	✓	✓
		10/03/22	09/15/23						
		10/31/22	10/13/23						
900-hour Term	50	09/06/22	08/18/23	18	\$10,500	\$3,247	✓	-	-
		10/03/22	09/15/23						
		10/31/22	10/13/23						

Dates: September 6, 2022 to August 18, 2023
 October 3, 2022 to September 15, 2023
 October 31, 2022 to October 13, 2023

Member Position/Duties: It required for host sites to develop AmeriCorps member position descriptions that outline members' duties for the application.

Reporting and Performance Measurement

Reporting consists of data and narrative reports, which is due weekly. Accurate data tracking of clients, support services, volunteers, and more is needed consistently throughout the term.

Information about any additional reporting requirements will be communicated to host sites in writing. Timesheets will be required for members biweekly. Please note members cannot work on federal holidays. Sites seeking additional approval to share data should communicate with RISE AmeriCorps staff right away.

Monitoring

EMBARC and the ICVS require periodic monitoring of host sites. This includes human resources, member activity, and other monitoring to ensure program compliance. Host sites will be informed before formal monitoring or auditing visits.