

Host Site Fact Sheet

RISE AmeriCorps 2021-2022



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 the Corporation for National and Community Service (CNCS) 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 100 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 member.

RISE 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 2021:

- Interested organizations must complete the Host Site Application at least *1 month before the first desired member start date*. Please submit questions to rise@embarciowa.org
 - Example: If you want RISE members to start September 7, your application must be completed and submitted by August 7.
- Host site will be reviewed for suitability, capacity, and alignment with RISE priority areas of 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.
- Submit member's paperwork, government ID, and Social Security Card for background checks *1 month before member start date*
- Host site fees or cost share are due *1 month after member start date*

Cost Share

- An estimated non-federal and non-refundable cash match of **FT- \$3,300, HT-\$1,750, QT- \$875, MT-\$500**. 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. RISE program director will provide information and sample recruitment materials to assist in the recruitment process.

2021-2022 Service Terms Information:

FALL • 2021									
20 21	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	09/07/21	08/19/22	34	\$16,500	\$6,345	✓	✓	✓
		10/04/21	09/16/22						
		11/01/21	10/14/22						
900-hour Term	50	09/07/21	08/19/22	18	\$8,250	\$3,172	✓	-	-
		10/04/21	09/16/22						
		11/01/21	10/14/22						
450-hour Term	50	09/07/21	08/19/22	9	\$4,125	\$1,678	✓	-	-
		10/04/21	09/16/22						
		11/01/21	10/14/22						

Dates: September 2021 - October 2022 (exact dates may vary)

Member Position/Duties: It is optional for host sites to develop AmeriCorps member position' descriptions that outline member duties for the application and submit them. Proposed member description must address the AmeriCorps

Reporting and Performance Measurement

Performance measure activity logs will be due monthly. Reporting consists of data reports and a narrative report.

Data Report *Enter data about new clients for this reporting period only*

Number of support services:	
Number of new clients:	
Number of clients who secured employment:	
Number of clients w/ improved job readiness:	
Number of volunteers utilized:	

Narrative Report *Please leave out client names to protect privacy*

- **Tell us about a new client who came to your site this month.** Who are they? What were they looking for? How did you help them?
- **Tell us about a client who secured employment or improved job readiness skills this month.** How did that happen?
- **Tell us about a volunteer who impacted your site this month.** Who are they? How did they help your site? How did they find your program?
- **Share a success or favorite project of the site.** Were there any new partnerships? Successful events? Member growth?
- **Insert photos with descriptions.** We would love to see photos of members, volunteers, clients, or host site activities.

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