



## AmeriCorps New American Integration Program 2020-2021 Host Site Application Instructions

**Components:** Instructions for Submission of Response  
Overview, Eligibility, Benefits & Requirements  
Proposal Application Questions

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**Application Link:** <http://bit.ly/hostnaip>

**Application Deadline:** March 31, 2020



## **PART 1: INSTRUCTIONS FOR SUBMISSION OF RESPONSE**

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New and returning host sites: Review the proposal guidelines and complete your responses in a separate document. Required components will include the following, as described in Part 3 of this document.

- A. Agency Information
- B. Program Information
- C. Position Summary
- D. Proposed Targets
- E. Project Narrative

Enter your responses for Sections A-D directly into the [online application portal](#) by March 31, 2020. You should prepare and save your responses for Section E in a separate document, as you will be prompted to upload the file at the time of submission.

Both new and returning applicants will submit their application through the online application portal. Please note that requirements for Section E will be abbreviated for returning host sites. Please refer to that section for further instruction.

If you are applying for more than one member, your responses should specify whether members will have distinct roles to support separate projects, or how they will share responsibilities to support the same project.

## **PART 2: OVERVIEW, ELIGIBILITY, BENEFITS & REQUIREMENTS**

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### **A. INTRODUCTION**

The New American Integration Program (NAIP) services outlined here consist of core services provided through an integrated service model that includes: job services; English language training and/or literacy training to obtain and retain/upgrade employment; employment-oriented English language instruction; citizenship assistance, civics instruction, and conducting mock interviews for the citizenship examination. Host sites may choose to focus on all these services or only a subset. Approved Host Sites provide a service component of NAIP, a program of the Massachusetts Service Alliance, funded through the Corporation for National and Community Service (CNCS), and administered by the MIRA Coalition.

### **B. PARTNERSHIP PERIOD**

MIRA offers partnership in the AmeriCorps New American Integration Program for the 2020 – 2021 program year with the potential to renew in subsequent years, pending the availability of funding and successful program performance. This partnership includes support in the recruitment and selection of AmeriCorps members (May 2020– August 2020); provision of member orientation and certification to Teach English to Speakers of Other Languages (September – October 2020), and ongoing support during the AmeriCorps member’s eleven months of full-time service at the host site (September 2020 – July 2021).

### C. APPLICATION AND PROGRAM TIMELINE

Note: this timeline is subject to change. Selected sites and members will be updated accordingly.

<b>Mar 31, 2020:</b>	Deadline to submit host site application
<b>Apr 15, 2020:</b>	Host sites selected and notified
<b>May – Aug 2020:</b>	Recruitment and selection of AmeriCorps members
<b>Sep 2-4, 2020:</b>	Member orientation in Boston
<b>Sep 8, 2020:</b>	Members begin service at host site
<b>Sep 14 – Oct 9, 2020:</b>	120-hour TESOL certificate course (optional to members)
<b>Oct 12, 2020:</b>	Members return to host sites (if the organization observes Columbus Day, the member may begin one day later)
<b>Jul 30, 2021:</b>	Members' last day of service (members with delayed start-date may extend to August, with NAIP approval at beginning of service term)

### D. GOALS OF NAIP

The primary goal of NAIP is to expand economic opportunity within refugee and immigrant communities. NAIP leverages AmeriCorps member service to provide direct assistance in the core service areas outlined below. AmeriCorps Members will gain experience in the immigrant and refugee services field under direct supervision from the Host Site, and Host Sites receive expanded capacity to fulfill their respective missions. The selected NAIP host sites will work collaboratively with the NAIP Team to provide the above services.

### E. CORE SERVICE AREAS

Host Sites selected must currently provide services in one of the approved service categories: Job Readiness and Citizenship Assistance. If an interested agency does not provide service in one of the approved service categories, the agency must submit a detailed plan for how it will develop this programming for long-term implementation and sustainability after the AmeriCorps Member's service.

Examples of Job Readiness Services:

- Integrated Vocational English for Speakers of Other Languages Instruction
- Job readiness training (e.g. job/career counseling, skills assessment, pre-employment services, etc.)

Examples of Citizenship Assistance Services:

- Completion of N-400 Applications with clients eligible for citizenship
- Civics Instruction

### F. ROLE OF THE MEMBER

At the direction of the Host Site Supervisor, the NAIP Member will gain experience in the immigrant and refugee services field through the provision of direct services in one or more of the core service areas outlined below. In addition to basic training provided by NAIP, the Member will benefit from onsite training, supervision and support from the Host Site. During the 19-20 Member Service Year (MSY), the Member will be responsible for completing 1700 hours of AmeriCorps service and training.

NAIP Member Service must focus primarily on providing direct service to adults (18+) in one or more of the core service areas outlined above. The Member Service Year will consist of at least 80% direct service activities, and no more than 20% indirect service activities. Direct service activities (at least 80%) are usually face-to-face, and must have a direct, measurable benefit to an individual, a group, or a community. Indirect service activities (no more than 20%) build capacity of the organization to be able to provide direct service (e.g. outreach, partnership building, etc.).

NAIP members may not:

- Displace a current employee or serve in a regular staff position
- Be involved with political advocacy, religious instruction, voter registration, fundraising for host site match/operating expenses, writing federal grants, union organizing, or clerical activities (members can perform limited administrative and fundraising duties necessary to their project)
- Supervise other AmeriCorps members (training is allowed)
- Receive additional income (outside NAIP stipend) for service hours from their host sites

#### **G. ROLE OF THE HOST SITE**

NAIP Host Site Supervisors will be responsible for providing day to day supervision and direction for their assigned AmeriCorps Member(s). The designated Host Site Supervisor will provide the initial site orientation when the Member begins service, provide specialized training for special initiatives of the host site organization, and return communication from NAIP Program Staff promptly. Applicants can apply for more than one member.

#### **H. ELIGIBILITY FOR CLIENTS RECEIVING NAIP SERVICES**

Eligibility for NAIP services is limited to New Americans—refugees, asylees, and other immigrants—in need of English language, employment or citizenship services, who reside in Massachusetts. Clients receiving citizenship services should be within three years of eligibility for US citizenship.

#### **I. PROHIBITED ACTIVITIES**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, 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;
- Providing a direct benefit to—
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - A nonprofit organization that fails to comply with the 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 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as CNCS 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. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

#### **J. HOST SITE STAFFING REQUIREMENTS**

Program staffing must reflect the service needs of the client population and have the bilingual/bicultural capacity to ensure effective communication with refugee and immigrants clients. Selected Host Sites must also have one dedicated supervisor to manage the AmeriCorps Members day to day service.

#### **K. MEMBER RECRUITMENT**

Selected Host Sites will work closely with the NAIP team to identify eligible individuals to serve. This includes outreach to the local community, conducting interviews with applicants, and timely communication during the recruitment and placement phase (May – August, or until all positions are filled).

#### **L. MEMBER REPORTING REQUIREMENTS**

Reporting schedule includes monthly client service log reports, and end of year reports. AmeriCorps Members should complete this reporting in consultation with the host site supervisor.

**M. NON-FEDERAL CASH MATCH CONTRIBUTION**

Selected sites are responsible for a non-federal cash match amount, which is to be determined according to the guidelines below. To determine your match amount, the budget of the entire organization should be used according to your most recent organizational audit or IRS Form 990.

<b>Total operating budget of host site</b>	<b>Host Site Match (per member)</b>
\$300,000 or less	\$8,000.00
\$300,001-\$500,000	\$9,000.00
\$500,001-\$1,000,000	\$10,000.00
\$1,000,0001+	\$11,000.00

Organizations that are unable to pay the full amount may request a deduction. Criteria will be based on compelling need and a strong proposal. This may include smaller departments that are operating within a larger organization, or other barriers that would prevent your organization from paying the full amount.

Please note that requests will be considered pending availability of funds, and are not guaranteed. Only organizations that would not otherwise be able to host a member at the match rate determined above should request a deduction.

**PART 3: PROPOSAL APPLICATION QUESTIONS**

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Enter your responses to Sections A-D directly into the [online application portal](#). Your responses to Section E should be prepared and saved in a separate document (Word or PDF), and then uploaded in the online portal to complete your application. We encourage you to prepare and save materials in advance, in case of any technical difficulties.

**A. AGENCY INFORMATION**

- 1) Agency Name
- 2) Agency Address
- 3) Agency Operating Budget
- 4) Specify if you are a New or Returning Host Site
- 5) Primary Person to be Contacted Regarding Status of Host Site Application (Name, Position, Telephone Number and E-mail)

**B. PROGRAM INFORMATION**

- 1) Specify Core Service Areas
- 2) Location of Services to be Provided
- 3) Targeted Ethnicities/Language Groups
- 4) Number of Members Requested
- 5) NAIP Supervisor Name
- 6) Anticipated Cash Match Amount per Member (see Part 2, Section M)

### **C. PROPOSED TARGETS**

As it relates to the proposed service role(s), provide approximate targets for the performance measures described below. Mark “0” if the performance measure does not relate to the proposed service role.

- 1) # of students who will receive ESOL instruction
- 2) # of clients who will receive job readiness services
- 3) # of individuals who will obtain employment
- 4) # of clients who will complete citizenship applications
- 5) # of clients who will complete civics course

### **D. POSITION SUMMARY**

If selected, the information provided below will be used to match potential members to serve at your site.

- 1) In 1-2 sentences, provide a brief summary of the member’s service responsibilities.
- 2) Provide the primary city where the member will report for service.
- 3) Is this location accessible via public transportation?
- 4) Is free parking available at this location?
- 5) Describe the general weekly schedule of the member(s). You may also wish to specify if the schedule is rigid or more flexible.
- 6) Describe the languages and fluency levels required, if any, for this position

### **E. PROJECT NARRATIVE**

New applicants: If this is your first time hosting an NAIP member OR if you are returning but did not host in 2019-2020, refer to the questions under “A. For new applicants” to guide your response for each segment below.

Returning applicants: If you have hosted one or more NAIP members in the 2019-2020 program year AND there are no significant changes to your previous application, you may skip to the questions listed under “B. For returning applicants” to guide your responses for each segment below.

Formatting: Use clear headings for each segment (e.g. Provider Profile, Target Population and Need, Program Design, etc). Save your document as a Word document or PDF, and indicate your agency’s name in the filename.

After entering the information for Sections A-D (above) in the applicant portal, you will be prompted to upload Section E as a separate document.

### 1) Provider Profile

#### A. For new applicants:

- i) Describe the organization's mission and how it fits the goals of this RFP.
- ii) Highlight the organization's experience and track record in providing employment and/or citizenship services to refugees and immigrants, including to your target populations
- iii) If applicable, highlight the organization's previous experience hosting AmeriCorps members (NAIP or other). Describe the capacity in which members have served, how many years, and the overall impact.

#### B. For returning applicants:

- i) Highlight the organization's previous experience hosting NAIP members. What major accomplishments and challenges did you experience as an NAIP host site?

### 2) Target Population and Need

#### A. For new applicants:

- i) Describe the characteristics of the population that you propose to serve (e.g. age, country of origin, educational background, English language proficiency, native language literacy, and geographic residence).
- ii) Describe the barriers and needs of the population in obtaining greater economic opportunity.
- iii) Describe your organization's capacity to meet these needs, and how your program will assist them in obtaining greater economic opportunity. Include any special needs that your organization is uniquely equipped to accommodate.

#### B. For returning applicants:

- i) If there are significant changes in this area, please explain them here. Otherwise you may skip this section.

### 3) Program Design

#### A. For new applicants:

- i) Describe your organization's strategy for outreach and recruitment to ensure maximum participation of the target population.
- ii) Describe the days and hours of operation for each component of your proposed program, including instructional hours per week and number of weeks per cycle (if applicable). Describe at what level the member will be involved in each component, including specific service activities.
- iii) Provide information regarding staff capacity, including the ratio of student to teacher or client to staff, etc.
- iv) Provide a detailed plan for how hosting an AmeriCorps Member will increase the capacity of your agency after the Member's term of service is complete, such as plan to recruit and train volunteers to assist in continued implementation of your programs.

#### B. For returning applicants:

- i) Restate your goals for the NAIP member at your site, including the specific service activities the member will engage in. What changes or adaptations will be made, based on the previous year as a host site? Why and how will these changes be made?



- ii) How do you plan to expand or improve the role of the NAIP member? What elements of project ownership will the NAIP member have? What other opportunities will the member have to contribute fresh perspectives?
- iii) Describe how the NAIP role will differ from a full-time staff position.

#### **4) Staffing**

##### **A. For new applicants:**

- i) Provide the name, staff role, and qualifications of the staff member who will be designated as primary supervisor to the AmeriCorps member.
- ii) Describe particular experience and expertise possessed by the supervisor that will be beneficial to the AmeriCorps member's growth and development.
- iii) Demonstrate current bilingual/bicultural staffing capacity and any other particular expertise or experience possessed by staff, volunteers or board members that uniquely enhance your organization's capacity to deliver the proposed services.

##### **B. For returning applicants:**

- i) If there are significant changes in this area, please explain them here. Otherwise you may skip this section.

#### **5) Member Support**

##### **A. For new applicants:**

- i) Describe how the member will be supported by the designated host site supervisor (NOTE: supervisors are required to meet with Members weekly and provide support on a daily basis)
- ii) Describe the member's schedule to serve 40 hours per week over the 11 month timeline, including during any scheduled closures at your agency, such as school vacations or other non-Federal holidays.
- iii) Describe how you will ensure the member is able to remain up to date with their data tracking responsibilities (monthly client log).
- iv) NAIP is not a job, but an opportunity for growth. Describe how the NAIP role will differ from a full-time staff position.
- v) Describe your plan to onboard a new NAIP member, particularly if they have limited to no work experience.
- vi) NAIP requires host sites to play a major role in recruitment of applicants from the communities they serve. What strategies will you implement to extend the reach of NAIP recruitment to individuals who may not otherwise be reached by existing recruitment efforts?

##### **B. For returning applicants:**

- i) How have you supported your NAIP member's personal and professional growth this year? Describe lessons learned, and how they will be applied for future NAIP members.
- ii) NAIP is not a job, but an opportunity for growth. Describe how the NAIP role will differ from a full-time staff position.
- iii) Describe lessons learned from hosting a member this year. What changes will you make to onboard a new NAIP member, particularly if they have limited to no work experience?
- iv) NAIP requires host sites to play a major role in recruitment of applicants from the communities they serve. What strategies will you implement to extend the reach of NAIP

- recruitment to individuals who may not otherwise be reached by existing recruitment efforts? Describe recruitment strategies for specific language or other needs, if applicable.
- v) If you struggled with recruitment this year, what changes do you intend to make?

## 6) Performance Measures

### A. For new applicants:

- i) Describe the proposed targets outlined in Part 3, Section C of this application and how you determined these targets.
- ii) Describe any potential challenges your member may encounter that may prevent them from meeting the proposed targets by the end of the service.
- iii) Describe your client record keeping and tracking system for outcomes being measured.
- iv) Describe your agency's formal process for both overall self-evaluation and individual client progress evaluation. Delineate provisions made for feedback from clients and staff.

### B. For returning applicants:

- i) Compare your target numbers to the current member's outcomes. Are the numbers proposed still feasible?
- ii) What changes, if any, will you make to ensure that the member meets the proposed target numbers?

## 7) Avoidance of Prohibited Activities

### A. For new applicants:

- i) If your organization engages in any of the AmeriCorps prohibited activities, describe how you will prevent your member from being engaged in those activities during service hours.

### B. For returning applicants:

- i) Skip this section if there are no significant changes.

## 8) Non-federal Cash Match

### For new and returning applicants:

- i) Please identify the source of funding that will enable your organization to host an AmeriCorps member, and confirm that the source of these match payments will not come from federal funds. If using state funds, please identify the source and intent of this funding.
- ii) If you are unable to pay the full amount according to the cash match contribution guidelines, please provide the amount that your organization can commit to paying. Explain why you are unable to pay the full amount. If operating within a larger institution, you may include an overview of the revenue and costs specific to your departmental budget.

*Please note that requests will be considered pending availability of funds, and are not guaranteed. Only organizations that would not otherwise be able to host a member at the match rate determined above should request a deduction.*

*Applications must be submitted by **March 31, 2020** via the [online application portal](#). If you experience technical difficulties please contact Suzanne Metro at [smetro@miracoalition.org](mailto:smetro@miracoalition.org).*