



# AmeriCorps New American Integration Program

## 2021-2022 Host Site Application

*Intent to Apply: March 3, 2021*

*Application Deadline: March 24, 2021*

Submit here: [www.miracoalition.org/ameriCorps/host](http://www.miracoalition.org/ameriCorps/host)

### **PART 1: OVERVIEW, ELIGIBILITY, BENEFITS & REQUIREMENTS**

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#### **Introduction**

The New American Integration Program (NAIP) aims to increase community organizations' capacity to support immigrant integration across our Commonwealth while also building a multicultural leadership pipeline of skilled and passionate providers, educators, interpreters and leaders. Up to 30 AmeriCorps members join in this mission every year to provide direct service to their host sites through an integrated service model that includes instruction in English for Speakers of Other Languages (ESOL), job readiness training, and assistance with the citizenship process.

#### **Supporters**

NAIP receives fiscal, in-kind and technical support from the following partners:

- **The Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA)** has administered the New American Integration Program since its creation in 2011. MIRA is the largest coalition in New England promoting the rights and integration of immigrants and refugees through education and training, institutional organizing, and policy analysis and advocacy.
- **English for New Bostonians (ENB)** has provided additional support and expertise to NAIP since 2011. ENB creates opportunities for immigrants to learn English through activist grantmaking and community and policy research for English learning language programs, policymakers, funders and employers.

- **The Massachusetts Service Alliance (MSA)**, established in 1991, is a private, nonprofit organization that serves as the state commission for AmeriCorps State and other programs related to volunteerism and service.
- **AmeriCorps** (formerly known as CNCS) is a federal agency that serves as the nation's largest grant maker for service and volunteering, engaging 75,000 AmeriCorps members to serve through 21,000+ schools, nonprofits, and community and faith-based organizations across the country every year.

### **Host Site Requirements and Responsibilities**

**Organization Eligibility:** Organizations can apply to host one or more NAIP members. A total of 30 AmeriCorps service positions are available to organizations that meet the following minimum requirements:

- A non-profit 501(c)3 organization, school, or government agency operating in Massachusetts;
- Able to pay a non-federal cash match between \$7,000 - \$10,000 (see sliding scale below) for each member that is successfully placed at their organization;
- Capacity to designate at least one full-time staff member to lead the recruitment and selection of an AmeriCorps member (May-August), and provide daily supervision and direction while the member is serving (September-July);

**NAIP Service Requirements:** The host site's proposed service responsibilities for the NAIP member must meet the following requirements:

- Focus primarily on providing direct service to adults in ESOL instruction, job readiness training, and/or citizenship assistance (read more about core service areas below);
- Include at least 80% direct services to individuals, groups or communities; and no more than 20% indirect service activities (e.g. outreach, partnership building, marketing etc.).
- Have an appropriate level of responsibility for the member to be able to complete 1700 hours of full-time service over the entire eleven-month service term, beginning in September until the end of July (this includes coordination with the member about their participation in mandatory and optional training opportunities through NAIP);
- Comply with AmeriCorps policies and prohibited activities.

NAIP members cannot:

- 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.

**Host Site Responsibilities:** Selected host sites will designate one full-time staff member to become the NAIP member's supervisor who will be accountable to the following:

- Lead in the recruitment and selection process through outreach to the local community, posting the NAIP position and interviewing NAIP applicants from May until August, or until the position is filled;
- Provide day-to-day supervision and weekly 1-on-1 check-ins to the NAIP member, investing in their professional development through ongoing coaching, mentoring, feedback and support;
- Ensure the NAIP member has all resources necessary to successfully provide direct service to the community as soon as they begin their service year;
- Ensure adequate workspace for the NAIP member at the host site, including access to a desk, phone, computer, office supplies. If in-person service is not possible due to COVID-19, the host site should be prepared to support the member in accessing appropriate equipment, databases, and online systems for the time that they are serving at home;
- Attend three mandatory meetings with other supervisors throughout the year;
- Complete performance evaluations and meet with NAIP staff for two site visits to address host site needs and evaluate NAIP member's progress;
- Approve NAIP member's weekly timesheets and support the member's monthly submission of a client log to track outputs and outcomes related to ESOL, citizenship, and job readiness;
- Coordinate with the NAIP member to ensure their attendance at all mandatory NAIP meetings and training outside of host site service.

### **Partnership Benefits**

To contribute to the success of each NAIP AmeriCorps member and their host site, NAIP commits to provide the following:

- Assistance in the recruitment and selection of a full-time (~40 hours/week) NAIP AmeriCorps member to serve for 11 months from September until end of July (please note that most NAIP members will not have full-time availability until mid-October, after TESOL training is complete);
- In-service orientation at the beginning of September (mandatory for all NAIP members) and 120-hour certificate training in Teaching English to Speakers of Other Languages, from September until mid-October (please note that although TESOL training is optional for NAIP members, the host site must accommodate any member who wishes to participate before starting at the site);
- Monthly meetings for NAIP AmeriCorps members to reflect on their service and receive additional training and professional development;

- An opportunity to connect and share resources with other immigrant- and refugee-serving organizations throughout Massachusetts;
- Administration of AmeriCorps member benefits: \$15,000 annual stipend administered biweekly, \$6,345 post-service education award and forbearance on qualifying student loans, health insurance coverage, childcare assistance, ongoing professional development & training opportunities, and up to \$90 reimbursement for monthly travel/virtual allowance.

**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	\$7,000.00
\$300,001-\$500,000	\$8,000.00
\$500,001-\$1,000,000	\$9,000.00
\$1,000,0001+	\$10,000.00

Please note that in light of the financial impact that COVID-19 has had on many organizations, the cash match amounts for the 2021-2022 program year have been reduced by \$1,000 at each level. If your organization is still unable to pay the amount listed above, you may request additional financial support in your application. Requests will be considered based on compelling need, strength of the application, and availability of funds. This may also include smaller departments that are operating within a larger organization, or other barriers that would prevent your organization from paying the full amount.

**Application and Program Timeline**

- Feb 22, 2021: [Application](#) posted
- Mar 3, 2021: [Intent to apply](#) due (not required, but strongly recommended)
- Mar 24, 2021: Applications due
- Apr 14, 2021: Host sites selected and notified
- Apr 19, 2021: Member application posted
- May 3, 2021: Host sites begin interviews

Sep 1 - Oct 15, 2021: AmeriCorps member orientation & TESOL training

Oct 18, 2021: Members begin full-time service at host sites

Jul 29, 2022: Last day of service

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

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## PART 2: HOST SITE APPLICATION QUESTIONS

Your responses to the questions below must be entered into the online application portal by March 24, 2021: [www.miracoalition.org/ameriCorps/host/apply](http://www.miracoalition.org/ameriCorps/host/apply)

### **Applicant Information**

- Organization Name
- Primary Address, City, Zip
- Alternate Location (if applicable)
- Primary Contact Person Name, Email, Phone
- NAIP Supervisor Name, Email, Phone
- # NAIP positions requested
- Location of Services to Be Provided
- Targeted Ethnicities/Language Groups
- Operating Budget
- Anticipated match payment amount
- **Funding Source:** 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.
- **Financial Support:** if the cash-match requirement is a major barrier that will prevent your organization from being able to host an NAIP member, please provide (1) the amount that your organization can commit to paying and (2) Detailed explanation why you are unable to pay the full amount

### **Position Summary**

*If selected, this information will be used in NAIP recruitment materials.*

- Provide a brief summary of the member's service responsibilities (1-2 sentences).
- Provide the primary city where the member will report for service.
- What is the general weekly schedule for this role? You may also wish to specify if the schedule is rigid or more flexible.
- For the NAIP member's daily commute, is the site accessible by car, public transportation or both?
- Describe the languages and fluency levels required, if any, for this position

## **Project Narrative**

*If your organization is not currently hosting an NAIP member (regardless if you have hosted in the past), please answer all questions for new applicants. If your organization is currently hosting an NAIP member, please answer all questions for returning applicants.*

*The [online application portal](#) will have a separate field for each narrative section (A-G). We recommend saving your narrative responses in a separate document before completing the form.*

### **A. Organization Background**

#### **For new applicants:**

- Describe the organization's mission and how it fits the goals of this RFP.
- Highlight the organization's experience and track record in providing employment, ESOL and/or citizenship services to refugees and immigrants, including to your target populations.
- 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.

#### **For returning applicants:**

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

### **B. Target Population and Need**

#### **For new applicants:**

- 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).
- Describe the barriers and needs of the population in obtaining greater economic opportunity.
- 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.

#### **For returning applicants:**

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

### **C. Program Design**

For new applicants:

- Describe your organization's strategy for outreach and recruitment to ensure maximum participation of the target population.
- 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.
- Provide information regarding staff capacity, including the ratio of student to teacher or client to staff, etc.
- 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.

For returning applicants:

- 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?
- 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?
- Explain how your organization has planned to sustain the NAIP member's impact, even after the NAIP service ends. In the event that the NAIP member could not complete the service term, how would the organization adapt to ensure continued service delivery?

**D. Performance Measures**

For new AND returning applicants:

- Citizenship Output: How many overall individuals do you expect the NAIP member to reach with citizenship assistance during the service term?
- Citizenship Outcome: How many low-income (fee waiver-eligible) individuals do you expect to become citizens as a result of the NAIP member's service?
- ESOL & Job Readiness Output: How many individuals do you expect the NAIP member to reach with ESOL instruction OR job readiness training (or both) during the service term?
- ESOL & Job Readiness Outcome: How many individuals do you expect will get a job OR demonstrate improvement in their English proficiency as a result of the member's service?

For new applicants:

- How did you determine your target outputs and outcomes?

- What internal or external factors may impact the NAIP member's ability to meet the proposed targets by the end of service?
- Describe your client record keeping and tracking system for the above outputs and outcomes.
- Describe your organization's process for soliciting and implementing feedback from the individuals being served at the organization, as well as staff, volunteers, AmeriCorps members, etc. to ensure continuous improvement in the delivery of your services.

For returning applicants:

- Compare your target numbers to the current member's outcomes. Is the NAIP member on track to meet these targets?
- Describe any internal or external factors that have impacted the outcomes and outputs for the current service term. Have you made changes to the targets for the next service term, and why/why not?

**E. Staffing**

For new applicants:

- Provide the name, staff role, and qualifications of the staff member who will be designated as primary supervisor to the AmeriCorps member.
- Describe particular experience and expertise possessed by the supervisor that will be beneficial to the AmeriCorps member's growth and development.
- 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.

For returning applicants:

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

**F. Member Support**

For new applicants:

- 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)
- 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.
- Describe how you will ensure the member is able to remain up to date with their data tracking responsibilities (monthly client log).



- NAIP is not a job, but an opportunity for growth. Describe how the NAIP role will differ from a full-time staff position.
- Describe your plan to onboard a new NAIP member, particularly if they have limited to no work experience.
- 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 within your organization's network? Describe recruitment strategies for specific language or other needs, if applicable.

For returning applicants:

- 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.
- NAIP is not a job, but an opportunity for growth. Describe how the NAIP role will differ from a full-time staff position.
- 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?
- 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.
- If you struggled with recruitment this year, what changes do you intend to make?

**G. Avoidance of Prohibited Activities**

*Please refer to the complete list of [AmeriCorps prohibited activities](#).*

For new applicants:

- Does your organization engage in any of the AmeriCorps prohibited activities, including advocacy, organizing, or voter registration drives? If yes, describe how you will prevent your member from being engaged in those activities during service hours.

For returning applicants:

- Did you encounter any challenges in keeping the AmeriCorps members' service separate from any of the prohibited activities such as advocacy, organizing, or voter registration drives? Describe any lessons learned and/or changes you have made to clarify that boundary, if needed.