

SERVICE PROJECT APPLICATION



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TO GET THINGS DONE IN YOUR COMMUNITY



AmeriCorps NCCC (National Civilian Community Corps) is part of AmeriCorps, a network of national and community service programs that engage 75,000 Americans each year in intensive service to meet critical needs in the areas of natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation and urban and rural development. The NCCC is a team-based, full-time, residential program for men and women between the ages of 18 and 24. Members are based at regional campuses in several states.

Since 1994, more than 14,000 people have served in AmeriCorps NCCC, providing assistance to hundreds of thousands of Americans. Members serve in diverse teams of 8 to 12 individuals and are assigned to projects in their regions.



Corporation for National and Community Service
AmeriCorps NCCC
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The Corporation for National and Community Service improves lives, strengthens communities, and fosters civic engagement through service and volunteering. Each year, the Corporation provides opportunities for Americans of all ages and backgrounds to serve their communities and country through Senior Corps, AmeriCorps, and Learn and Serve America. This year, more than two million Americans will serve through those programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of America's volunteers to contribute not only to their communities, but also to our nation.

Upon request this material will be made in alternative forms for people with disabilities.

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AMERICORPS NCCC

The AmeriCorps NCCC (National Civilian Community Corps) is a full-time, residential, national service program that combines the best practices of civilian service with the best aspects of military service. The mission is to strengthen communities and develop leaders through team-based national and community service. Each year, hundreds of young adults serve as NCCC members. Based at campuses in communities in several states, teams take on projects throughout their regions. Members help communities meet needs in the areas of natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development.

Teams are available to help community and faith-based based organizations, national nonprofits, schools, local municipalities, national and state parks, and Indian tribes. Members help citizens prepare for and respond to natural and other disasters, construct and rehabilitate low-income housing, build and repair trails, lead and manage community volunteers, support academic achievement of students, and address other local needs. Service projects typically last from six to eight weeks. Because members are trained in disaster services and wild land fire fighting, they can be reassigned on short notice to support disaster relief operations.

AMERICORPS NCCC MEMBERS

Members are young men and women, 18 to 24 years old, representing a wide variety of socio-economic, cultural, geographic, and educational backgrounds. They include those with graduate degrees and some who are working on their high school equivalency diplomas.

All members have earned their place on an NCCC team by demonstrating a commitment to serve their community, to develop practical skills, and to make the nation stronger through a year of hard work. The rewards for their service include an increased understanding about how effective and active citizenship can make a positive difference in the lives of others and build stronger communities, technical and interpersonal skills that will serve them well in the future, and an education award that will enable them to continue their education or reduce educational debt.

AMERICORPS NCCC SERVICE PROJECTS

The NCCC accomplishes its mission by working with local community organizations and groups to help them meet needs that they have identified and that would not be fully addressed without additional assistance. Potential project sponsors are required to submit a Project Application that outlines project goals and activities. Approved Project Applications must meet the following criteria:

- Address compelling community needs
- Have clearly stated and well planned tasks and objectives
- Have demonstrable, measurable goals
- Engage all team members in meaningful service throughout the project
- Provide opportunities for member growth and development
- Involve the community throughout the project
- Have a plan for sustainability after the team completes its service

Projects are normally six to eight weeks in duration, but will vary depending on the requirements of the project. Projects must be capable of using at least one full team of 8 to 12 members effectively. Transportation and some basic tools are provided by the NCCC; however, project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. When projects are beyond a reasonable driving distance, as determined by the campus, between the campus and project site(s), the project sponsor works with the NCCC to help arrange housing, food, and other logistical needs.

Service projects address community needs in the following program areas:

NATURAL AND OTHER DISASTERS

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires and other disasters. The focus is on preparedness, mitigation, response and recovery projects. Examples of projects include, but are not limited to: coordinating volunteers; managing distribution centers and shelters; preparing and distributing meals; clearing debris; enrolling victims into emergency-assistance databases; mucking and gutting; surveying community assets; distributing educational materials and preparedness kits; implementing disaster-preparedness curricula; mapping for improvements to community emergency response systems; and installing hurricane shutters.

INFRASTRUCTURE IMPROVEMENT

Infrastructure Improvement projects contribute to the safety and well being of community members through repairing and building structures. In addition, projects will improve basic facilities and services needed for the functioning of the community. Examples of projects include, but are not limited to: building wheelchair ramps; establishing community centers; assembling playgrounds; repairing and painting public facilities.

ENVIRONMENTAL STEWARDSHIP AND CONSERVATION

In the tradition of the Civilian Conservation Corps of the 1930s, Environmental Stewardship and Conservation projects help preserve and enhance a community's natural resources. Examples of projects include, but are not limited to: trail development and maintenance; planting trees; removing invasive plant species; cleaning up rivers, streams, and beaches; performing water quality assessments; and leading environmental education workshops and camps for youth.

ENERGY CONSERVATION

Energy Conservation projects promote energy efficient practices with organizations, communities, families, or individuals. Examples of projects include, but are not limited to: providing energy efficiency assessments; assisting with installations of energy efficient appliances and light bulbs; developing recycling programs; performing home weatherization projects for low-income, disabled, and senior citizens; and providing and developing educational programming on sustainability and conservation practices.

URBAN AND RURAL DEVELOPMENT

Urban and Rural Development projects address the special needs of communities in ways that improve the quality of life for citizens and the success of whole communities. Examples of projects include, but are not limited to: supporting homeless shelters, food banks, youth and family service organizations; historical preservation; programming for seniors and special populations; renovating and constructing homes; leading neighborhood and community revitalization projects; and providing direct service to students, parents, and families through tutoring, one-on-one assistance, afterschool programming, employment counseling and health awareness.

SERVICE PROJECT APPLICATION PROCESS

The application process for an AmeriCorps NCCC team is a three step process. The first step is filling out the one page Service Project Concept Form. The second step is submitting the full Project Application. The third step is the application review, which is completed by NCCC Staff.

STEP 1: COMPLETE THE PROJECT CONCEPT FORM

- Service Project Concept Form completed and submitted to the regional Program Office. Regional Program Office Information is found on the last page of the Project Application.
- Upon review of the Concept Form, the regional Program Office will notify the organization of its status. The organization should not complete the full project application until instructed to do so by the regional NCCC Program Office. The Concept Form is available online at www.americorps.gov/nccc or through the regional Program Office.
- It is preferred that Concept Form be completed and submitted electronically. Electronic signatures are acceptable.
- Answer each question as fully as possible. If a question is not relevant write "Not Applicable."
- Contact the regional Program Office with any questions.

STEP 2: SUBMIT THE APPLICATION

- The Project Application should be submitted 2 to 4 months prior to the preferred start date of the project. Contact your regional Program Office for specific deadlines.
- The project sponsor is encouraged to include any supplemental information (brochures, reports, etc.) that will assist in the understanding and evaluation of the Project Application.
- Electronic signatures are preferred and acceptable.
- The Project Application may be sent via email, mail or fax to the regional Program Office.

STEP 3: APPLICATION REVIEW

- The regional Program Office will contact the project sponsor to discuss the Project Application and next steps in the process.
- Project Applications will be retained by the NCCC for three years. The service project application form displays a currently valid OMB Control Number.

AmeriCorps NCCC
Service Project Concept Form
STEP 1

This form will help AmeriCorps NCCC determine if the organization's project concept meets the basic criteria for a service project. Upon review, the regional Program Office will notify the organization of its status and the next steps in the Project Application process.

1. Organization Name: _____
Organization Representative: _____
Mailing Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____ Email: _____
Website: _____
2. Provide a brief description of your organization's mission.
3. Provide a brief description about the service activities for which your organization is requesting a NCCC team. Please conclude your statement with the desired outcome expected from the involvement of NCCC.
4. Provide the address where the service activities will take place if different from the organization address above.
Address: _____
City, State, & Zip Code: _____
5. Check the box for the primary issue area that the project will address.
 Natural and Other Disasters Environmental Stewardship and Conservation
 Infrastructure Improvement Energy Conservation
 Urban and Rural Development
6. How many teams are being requested? _____
How many weeks will it take a team of 8 to 12 members working full-time to complete this project? _____
Proposed Beginning Date: _____ Proposed End Date: _____
These dates are Fixed or Flexible
7. What is your organization type? Check all that apply.
 National Non-Profit Local Municipality National or State Park
 Community or Faith-Based Indian Tribe Federal Government
 School State Government
 Other (please specify): _____
8. Projects within a reasonable driving distance from the campus will not need to provide housing for the team. If your project site(s) is beyond a reasonable driving distance, briefly describe the housing arrangements you are exploring for the team.
9. Have you worked with a NCCC team previously? Yes No
How many teams have served your organization? ____
When did a team most recently work with your organization? _____
10. How did you find out about the NCCC? (check all that apply)
 NCCC Staff Member NCCC Alumni Outreach Presentation
 State CNCS Office Previous NCCC Project Sponsor
 State Commission Community Service Office Current NCCC Member
 Other (please list): _____

Signature

Date

AmeriCorps NCCC
Service Project Application
STEP 2

Sponsoring Agency/Organization: _____

Co-Sponsoring Agencies: _____

Sponsor Representative: _____

Position/Title: _____

Mailing Address: _____

City/State/Zip: _____

Office Telephone: _____ Fax: _____ E-mail: _____

Alternate Phone Numbers: _____ Website: _____

How many teams are being requested? _____ How many weeks will it take a team of 8-12 members working full time to complete this project? _____

Proposed Beginning and End Dates: _____ Dates are Fixed or Flexible

What is your organization type? Check all that apply.

- | | | |
|----------------------------------------------------|---------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> National Non-Profit* | <input type="checkbox"/> Local Municipality | <input type="checkbox"/> National or State Park |
| <input type="checkbox"/> Community or Faith-Based* | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Federal Government |
| <input type="checkbox"/> School | <input type="checkbox"/> State Government | |

Other (please specify): _____

* Attach confirmation of non-profit status.

Is your organization currently funded wholly or in part by the Corporation for National and Community Service?

Yes No

If yes, is the proposed project funded by an AmeriCorps grant or any AmeriCorps VISTA resources?

Yes No

If you answered "yes" to either of the above questions, please provide detailed information concerning the funding source and utilization of those funds.

Could the proposed project be accomplished with contracted labor? Yes No

If yes, does your organization currently have the resources to pay for contracted labor? Yes No

Will the proposed service replace any of your organization's current or projected staff? Yes No

Do you currently or have you ever had a "Fee for Service" arrangement with a state or local corps program? (*Fee for Service is defined as an agreement in which your organization pays fees to a service program in exchange for member or team support*). Yes No

What is your organization's annual budget? (Check only one box; if part of a national affiliate please check the box appropriate to your chapter or local organizations budget))

- | | |
|------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Less than \$150,000 | <input type="checkbox"/> \$500,000 - \$999,999 |
| <input type="checkbox"/> \$150,000 - \$299,999 | <input type="checkbox"/> \$1,000,000 - \$4,999,999 |
| <input type="checkbox"/> \$300,000 - \$499,999 | <input type="checkbox"/> \$5,000,000 and above |

PRIMARY PROJECT WORK SITE INFORMATION

The project is required to provide a site supervisor. The site supervisor is the individual in charge of daily activities who serves as a liaison for the team and is available on site to respond to team needs. The site supervisor should possess the awareness, experience, and technical competence to address the project's safety and technical issues.

a) Site mailing address: _____

City/state/zip: _____

b) Site Supervisor: _____ Title: _____

Cell Phone: _____ Site Telephone: _____

Fax: _____ E-mail: _____

c) Describe the project area climate, geographical and cultural environment.

d) Is this an Urban Suburban Rural or Wilderness area?

Please use the following criteria when identifying your geographic area:

- **Urban** projects are in heavily populated areas and cities of 50,000 or more residents.
- **Suburban** communities represent the residential areas right outside of urban areas but do not themselves consist of 50,000 or more residents. For example, if Washington, DC is Urban (population 500,000 residents), then Chantilly, VA (population 40,000 residents) would be Suburban.
- **Rural** projects occur in areas that do not meet the population requirements of urban and suburban areas; usually small towns and communities.
- **Wilderness** projects occur in unpopulated or sparsely populated areas where human contact is very limited.

e) Please identify available phones, fax, computer or internet access that can be made available to the team for official team business and project-related purposes.

CO-SPONSORING AGENCY INFORMATION

a) Site mailing address: _____

City/state/zip: _____

b) Site Supervisor: _____ Title: _____

Cell Phone: _____ Site Telephone: _____

Fax: _____ E-mail: _____

PROJECT PLAN

1. MISSION AND OBJECTIVES OF YOUR ORGANIZATION

- a) Describe the overall mission of your agency. This should include a brief history of the organization, an explanation of the organization's mission and how it fulfills this mission through its various programs, census information and other statistics that assist in demonstrating the need.
- b) What community needs will be addressed by this project?
- c) Describe how the proposed project will help to meet these needs. What will be the final outcome(s) of services provided?
- d) What is your sustainability plan for the project? How can a NCCC team assist in this?

2. PROJECT WORK PLAN AND TASKS

A detailed work plan is an essential element of successfully conducting a project. The project must engage all team members in meaningful service throughout the duration of the project. Members must be engaged a minimum of 40 hours a week to complete their service obligation. A final, comprehensive and detailed work plan will be required before the project is approved and a team assigned.

Inclement weather can shut down scheduled project activities. The sponsor is required to have a work plan for inclement weather. The inclement weather plan may include service opportunities with other sponsors such as eligible non-profits, schools or local government agencies within a reasonable driving distance.

- a) List the specific tasks and activities that the team will perform.
- b) Provide a project work plan including:
 - The tasks to be accomplished during each week of the service project.
 - An estimate of the number of members required to complete each task.
 - A calendar that shows the sequence of activities throughout the duration of the project.
- c) How will the success of the project be measured? Please list direct and demonstrable results of the project. This section should describe not only the system of measurement, but what approximate number must be achieved to describe the project as complete or successful. For instance, number of volunteers recruited, number of individuals or families served, etc.
- d) Provide an inclement weather work plan that includes:
 - Inclement weather service tasks in the sequence in which they will be addressed.
 - The address, phone number and site supervisor at the inclement weather project site (if different than regular project site address).

3. COMMUNITY INVOLVEMENT

Leveraging and working cooperatively with community volunteers is a national service priority. Project Applications with a strong community involvement component will be given priority.

- a) Describe how the community is already involved in helping to meet the stated needs of the organization. Please describe all current forms of support including funding, volunteers, donation of materials, and government or private grants that contribute to your program's operations.
- b) How many volunteers support your organization on a weekly basis? Please describe your volunteer outreach efforts.
- c) Describe the current capacity of your organization to manage additional community volunteers.

4. ACCOMMODATIONS

If the project site is beyond a reasonable driving distance, as determined by the campus, the project sponsor must provide, and pay for if necessary, lodging for the team. This is what is called a "spike" project. An application is considered incomplete and a team can not be assigned until appropriate housing has been identified. Providing food and/or meals is encouraged, but not required in order to receive a team.

Accommodations should be responsive to the following requirements:

- Adequate space for 8-12 members with separate female and male sleeping facilities
- Access to bathroom, shower, and laundry facilities
- Availability of cooking and food storage facilities or meals provided by sponsoring agency
- Possible special dietary arrangements that may accommodate vegetarians, if food will be prepared for the team (many members do not eat meat or dairy products)
- Safety and security of members, their personal belongings, and equipment

- a) Please provide a detailed explanation of the provided accommodations addressing the requirements above and including:
 - Type of housing, i.e. house, apartment, church, camp, etc.
 - Number of sleeping rooms, including the number of beds in each room if applicable
 - Number of bathrooms
 - Location of laundry facilities (onsite or laundry mat)
- b) Are there additional cultural, recreational, educational experiences and/or options for physical training that your organization can make available to the members during the course of the service project? If so, please specify.

5. MEMBER DEVELOPMENT

It is intended that through orientation, training and the project tasks, members will acquire an in-depth understanding about what they are doing and why it is important to the community. This methodology is called *service-learning*. Project sponsors work closely with NCCC staff and members in the design, support and implementation of training, orientation, and other service-learning opportunities. At least one full day should be dedicated to project orientation.

If members are required to operate dangerous tools and equipment such as skillsaws, chainsaws, augers, forklifts, tractors and other construction machinery to achieve project goals, then training must be provided by the project sponsor. NCCC staff will work with the project sponsor to develop and coordinate special training requirements before team deployment.

- a) **Pre-Project Training:** Describe the necessary pre-project training that the members should receive at the NCCC regional campus before arrival at the project.
- b) **On-Site Orientation and Training:** Provide a comprehensive and detailed development and training plan regarding on-site orientation and training that the members will receive at the project. Orientation and training should include:
 - Overview of your organization and the project
 - Goals and objectives of the project
 - Introductions of the team to the staff of the sponsor organization
 - Tour of the work site(s) and the community
 - Safety orientation and training, including a statement regarding how the project will meet the Occupational Safety and Health Administration (OSHA) standards
- c) **Other Service-Learning Opportunities:** Describe other learning opportunities related to the project work that could help members enhance their overall knowledge, acquire life skills, and help them acquire an in-depth understanding about what they are doing and why it is important to the community. This could include guest speakers, videos, community events, background documents, discussion of the mission of your organization, information about the larger social issues associated with the project, and new skills the team members will likely develop.

6. TOOLS, EQUIPMENT, AND PERSONAL GEAR

Project sponsors are primarily responsible for providing the items necessary for the success of the project. Teams will provide their own steel-toed boots, ear and eye protection and work gloves.

The NCCC does not provide chainsaws and large equipment. These types of tools and equipment must be provided by the Project Sponsor. However, NCCC staff will work with the organization to define minimum standards and expectations.

- a) What equipment, tools, and storage facilities will your organization provide?

- b) What equipment and tools are requested from the NCCC to supplement the local supply?
- c) Please identify any safety hazards associated with the tools and equipment that will be used on the project. Be sure to provide details of any safety training that will be provided and by whom in the overall orientation and training plan. (Section 6 paragraph b.)
- d) What personal equipment and clothing should the team bring? (*For example, cooking gear, sleeping bags or other bedding, inclement weather gear, boots, sun protection, hats and gloves*).

7. SECURITY, SAFETY, AND MEDICAL CONSIDERATIONS

The Corporation, with the assistance of the U.S. Office of Personnel Management Federal Investigative Services Division, conducts criminal background checks on all NCCC members.

The NCCC has safety guidelines that address member safety on the project site. Copies of these guidelines are available from the regional campus. The site supervisor should be present on-site with the team daily during the team’s working hours. The site supervisor should possess the awareness, experience, and technical competence to address the project's safety and technical issues.

Appropriate personal protective equipment (respirators, gloves, goggles, etc.), as well as a properly trained and certified on-site supervisor must be provided by the project sponsor.

- a) Will members be subjected to any additional background checks? Yes No

If yes, please specify what additional background checks are required, as well as how these requirements will be satisfied.

- b) Does this project include possible exposure of members to asbestos, lead paint, hazardous waste, or any other safety hazards? Yes No

If yes, please provide required documentation to ensure the project meets OSHA standards as related to asbestos, lead paint, lead removal, hazardous waste, and other potential safety hazards.

- c) Will members be required to work with potentially hazardous chemicals such as solvents, acids, pesticides, herbicides, adhesives, etc.? Yes No

If yes, the Material Safety Data Sheets (MSDS) for each chemical should be available on-site.

- d) Many cleaning solvents and commonly used construction materials such as adhesives, oil-based paints, brush cleaners, and thinners have hazardous components. Even though the product itself is not considered toxic or hazardous, these components can give off fumes, irritate skin, or cause other uncomfortable conditions. Please describe such products here.

- e) Are there other situations that could result in difficult or uncomfortable conditions for members such as extreme weather, allergies, phobias, ticks, poison ivy or poison oak, etc.?
 Yes No

If yes, please specify and include reference information that will prepare members to work safely in that environment.

- f) Are there any common health conditions that might preclude an NCCC member from fully participating based on project location or project conditions? Yes No

If yes, please specify those health conditions.

- g) List any required or recommended immunizations.

- h) Identify local medical facilities, including address, telephone number, hours of operation, distance from the project site, and team lodging and local emergency response procedures (i.e. 911 response).

- i) Identify any other potential safety considerations associated with the project.

8. PERMITS

Have work permits and other legal permissions specific to the project been secured?

Yes No N/A

If no, please indicate the date they will be obtained.

9. PROJECT SUMMARY

Please provide a concise summary of this project in 250 words or less, including the need(s) to be addressed, the tasks to be accomplished, and the expected benefits to the community and to the NCCC members. This response should summarize information already found in other parts of the application. If a team is assigned to the project, this summary may be used for internal and external purposes such as websites or media materials.

IMPORTANT NOTICES

ADDITIONAL PAPERWORK REQUIREMENTS: If the Project Application is approved and teams perform the service project, the project sponsor will be required to review and provide signatory to two additional documents: the Sponsor Agreement and the Project Completion Report. Sponsoring organizations will also be asked to complete a survey to capture their evaluation of their partnership with the NCCC.

- **SPONSOR AGREEMENT:** Once the Project Application has been approved, a formal agreement (called a Sponsor Agreement) will be executed between the sponsor organization and the NCCC, which will specify the roles, responsibilities, and contributions of both parties. Teams cannot begin work on the project until this agreement is approved by signature by both parties.
- **PROJECT COMPLETION REPORT:** After the project is completed the project sponsor will be asked to review and approve by signature the NCCC Project Completion Report, and return it to the regional Program Office within five (5) days of receipt.
- **SURVEYS:** Project sponsors who have used the services of teams will be asked to participate in surveys designed to provide the NCCC with feedback that will inform continuous improvement of services.

DISASTER/FIRE RESPONSE: NCCC members and staff are part of the Federal Emergency Management Agency (FEMA) and American Red Cross National Disaster Response Network. In addition, the NCCC assists local, state, and national forest services with wildfire suppression. Potential project sponsors should note that in the event of a natural disaster or homeland security crisis, members may be recalled from projects to serve as part of the relief efforts. This could result in a decrease in the number of members assigned to your project, a delay in the deployment of a team, or cancellation of a project.

LIABILITY AND WORKERS' COMPENSATION CLAIMS: The Corporation for National and Community Service (Corporation) is a self-insured federal agency. Consequently, members and federal employees of the NCCC are covered by the provisions of the Federal Tort Claims Act (liability claims) and the Federal Employees Compensation Act (workers' compensation claims) 42 U. S. C. §12620 (b) & (c). Accordingly, the United States Government will assume responsibility for any injuries or property damage caused by the negligence of a member or an employee who was acting within the scope of his/her employment. Similarly, any on-the-job injuries received by an NCCC member or federal employee will be processed by the Corporation and the Department of Labor.

WAIVERS: No member of an AmeriCorps NCCC Team (including any Corps Member or Team Leader) shall sign any document provided by the Project Sponsor or any representative or employee of the Project Sponsor, including but not limited to: liability waivers, hold harmless agreements, indemnification agreements, or employment-related documents. In the event that a member of an AmeriCorps NCCC Team signs a document provided by the Project Sponsor or any representative or employee of the Project Sponsor, the signature on any such document shall have no force or effect of law.

NON-DISCRIMINATION: Under federal law, a project sponsor receiving assistance from the NCCC may not unlawfully discriminate on the basis of race, color, national origin, religion, sex, age, political affiliation, or disability (for otherwise qualified individuals). Corporation for National and Community Service policy also prohibits discrimination on the basis of sexual orientation, marital or parental status, military service, and social affiliations. Project sponsors will be required to sign an assurance of non-discrimination as part of the Sponsor Agreement.

SERVICE PROJECT LIMITATIONS: In the course of performing a service project, members cannot engage in any project assignments that involves direct fundraising, financial transactions, preparation of a grant application to the Corporation or to any other Federal agency, or any political or inherently religious activities.

SIGNATURE

The Service Project Application must be signed by a representative of the sponsoring organization. An electronic signature will be accepted.

Project Sponsor Signature

Date

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