AmeriCorps National Civilian Community Corps (NCCC) Service Project Application Instructions

Table of Contents

INTRODUCTION

The Corporation for National and Community Service (CNCS) is a federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. By implementing several programs including AmeriCorps, Senior Corps and the Social Innovation Fund, CNCS provides opportunities for Americans of all ages and backgrounds to serve their communities and country. More than two million Americans will serve through these programs to support thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet community needs in economic opportunity, education, environmental stewardship, healthy futures, veteran and military families and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of citizens to contribute not only to their communities, but also to our nation.

AMERICORPS NCCC

One of the programs of CNCS, AmeriCorps National Civilian Community Corps (NCCC), is a full-time, residential, national service program whose mission is **to strengthen communities and develop leaders through direct, team-based national and community service.** Each year hundreds of young adults, ages 18-24, serve for 10 months as NCCC members on diverse teams of 8 to 12 people at one of five regional campuses.

AmeriCorps NCCC teams are assigned 3-5 service projects throughout their 10 month service term, primarily in the 8-10 states within that region. Service projects help to meet critical community 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 support community and faith-based based organizations, national nonprofits, schools, local-, regional-, and federal municipalities, national and state parks, and Native American and Alaskan Native tribes.

Throughout AmeriCorps NCCC's 20 years of service, teams of members have assisted communities in preparedness, mitigation, response, recovery from the effects of natural disasters, constructed and rehabilitated low-income housing, built and repaired trails, lead and managed community volunteers, installed energy efficient modifications to homes, businesses and public facilities and addressed many other local needs. Since 1994, more than 21,000 people have served in AmeriCorps NCCC, providing assistance to hundreds of thousands of Americans.

AMERICORPS NCCC MEMBERS

Members are young men and women, ranging in age from 18 to 24 years old, and represent a wide variety of socio- economic, cultural, geographic, and educational backgrounds. They include those with graduate degrees and some who are working towards their high school equivalency diplomas. All members have earned their place on an NCCC team by demonstrating a commitment to serve communities and a desire make the nation stronger through 10 months of national service. The rewards for their service include: an increased understanding about how 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 either continue their education or reduce educational debt.

AMERICORPS NCCC SERVICE PROJECTS

NCCC accomplishes its mission by working with local community organizations and groups to help meet a community need that would not be fully addressed without additional assistance. Rather than providing cash grants, the AmeriCorps NCCC program places teams to serve with sponsoring organizations.   These projects are generally 6 to 13 weeks in duration, but will vary depending on the specific requirements of each project. Projects must be capable of fully engaging at least one full team of 8 to 12 members effectively. Transportation and some basic tools are provided by AmeriCorps NCCC, however, project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. The project sponsor is responsible for arranging lodging for the team and works with AmeriCorps NCCC staff prior to the start of the project to arrange for meal and other logistical needs.

AMERICORPS NCCC PROJECT FOCUS AREAS

NATURAL AND OTHER DISASTERS

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires, and other disasters. These projects span the entire disaster cycle from preparedness, mitigation, and readiness to response and recovery. Natural and Other Disaster projects aim to protect communities and habitats from disaster and fire damage, strengthen communities' abilities to prepare for and mitigate disasters, help communities to more thoroughly or quickly rebuild after disasters, and strengthen communities' abilities to respond to and recover from disasters. In addition, projects often help those in communities improve or restore housing and assist in more thoroughly or efficiently meeting medical and basic human needs of those in disaster areas. Furthermore, many Natural and Other Disaster projects aim to enhance organization capacity and capabilities to provide disaster services to communities nationwide. Examples of service activities for these projects include: supporting disaster centers, shelters, and facilities; preparing and distributing meals; mucking and gutting homes and buildings; surveying community assets; and distributing educational materials and preparedness kits.

INFRASTRUCTURE IMPROVEMENT

Infrastructure Improvement projects address the needs of communities by contributing to the safety and well-being of community citizens through the repair and building of public structures. Infrastructure Improvement projects aim to improve quality and accessibility of public infrastructure, preserve cultural and historic integrity of communities, and enhance public spaces. Examples of service activities for these projects include: building and repairing wheelchair ramps, boardwalks and footbridges; assembling playgrounds; repairing and painting public facilities; renovating museums, historical buildings and cemeteries, and restoring and refurbishing picnic areas and campsites.

ENVIRONMENTAL STEWARDSHIP AND CONSERVATION

In the tradition of the Civilian Conservation Corps of the 1930s, Environmental Stewardship and Conservation projects address the needs of communities by helping them maintain and protect their natural resources. Environmental Stewardship and Conservation projects aim to preserve, protect, and enhance parks, natural habitats, and at-risk ecosystems as well as improve knowledge and understanding of environmental conservation practices in communities nationwide. Examples of service activities for these projects include: trail building and maintenance; planting trees; removing invasive plant species; cleaning up rivers, streams, and wetlands; and facilitating environmental education workshops and camps for youth.

ENERGY CONSERVATION

Energy Conservation projects address the needs of communities by helping citizens to more effectively and efficiently utilize their local resources. Energy Conservation projects aim to increase community energy efficiency, increase use and application of sustainable energy technology, and improve knowledge and understanding of sustainable energy practices in communities nationwide. Examples of service activities for these projects include: conducting energy efficiency assessments; assisting with installations of energy efficient modifications to homes, businesses, and public facilities; developing and improving recycling programs; performing home weatherization projects; and facilitating educational programming on energy sustainability and conservation practices.

URBAN AND RURAL DEVELOPMENT

Urban and Rural Development projects address the needs of communities in ways that improve the quality of life for citizens. Urban and Rural Development projects aim to improve community food security and nutritional practices, more thoroughly or efficiently meet medical and basic human needs, improve public safety and community resilience, and improve access to economic opportunities and housing. Other aims of Urban and Rural Development projects include seeking to improve student academic engagement and performance, expand public engagement in local communities, and preserve cultural or historical integrity of communities. Examples of service activities for these projects include: supporting homeless shelters, food banks, youth and family service organizations; renovating and constructing homes for those in need; leading neighborhood and community revitalization projects; assisting students, parents, and families through tutoring and afterschool programming, and helping to provide employment counseling and health awareness to community citizens.

THE APPLICATION PROCESS: AN OVERVIEW

Applying for an AmeriCorps NCCC team is a two-step process. The **first step** is submitting a Project Concept Form for review by AmeriCorps NCCC staff. If the concept form is approved, you will be invited to complete the **second step** and submit a full application for review by AmeriCorps NCCC staff.

STEP 1: COMPLETE AN AMERICORPS NCCC PROJECT CONCEPT FORM (PCF)

The PCF serves as an opportunity to provide an overview of your organization, to briefly identify the community need to be addressed and to propose a service project that can help to meet that need. Regional staff uses the PCF to assess whether the proposed project fits within the scope of NCCC's five Project Focus Areas (pg. 3-4). If the concept of the project has been found to meet basic requirements, you will be invited to complete a full application for an AmeriCorps NCCC team(s).

STEP 2: COMPLETE THE AMERICORPS NCCC SERVICE PROJECT APPLICATION

If you have been invited to apply, a representative from the AmeriCorps NCCC Region that corresponds with your state will send the full AmeriCorps NCCC Service Project Application to you in a fillable PDF format. While you are in the process of completing your application, staff members for your NCCC Region are available to provide you with technical guidance, should you solicit it. Regional contact information can be found at the end of this instructional guide or on our website. AmeriCorps NCCC has regional deadlines for application submissions, and are based on the dates for which you are requesting a team. Deadlines and notifications may be acquired through your Regional Office representative.

PROJECT APPLICATION REVIEW AND APPROVAL

Any project application submitted should outline project goals and activities. All approved Project Applications **must meet the following criteria.**

The proposed project:

- Meets a compelling community need(s) that falls within the scope of at least one AmeriCorps NCCC Program Focus Areas.
- Has clearly defined outputs and outcomes.
- Has a clearly outlined work plan for each team with a weekly and monthly work schedule that details 40-45 hours of service activities for an AmeriCorps NCCC Team of 8-12 members.
- Has a clearly outlined training plan with training that corresponds to the proposed tasks and any potential safety hazards.
- Has identified (at least) one Site Supervisor to provide guidance, weekly planning, supervision and who will be accessible during the team's scheduled service time.
- Has identified housing that meets NCCC standards.
- Demonstrates that the organization will support the safety and security of an NCCC team and will provide safety and security training to the team during their on-site orientation.
- Demonstrates an understanding of service learning and identifies continued learning/teaching opportunities throughout the service project.
- Has outlined a sustainability plan that demonstrates how the work performed by the NCCC team(s) will be built upon or maintained.

All Project Applications are evaluated using a standard criteria set and scored using the ratings below.

Review Rubric Rating Scale	
Rating	Description
Exceeds Criterion	A high-quality, detailed response that addresses all aspects of the Selection Criteria and exceeds some. Strengths are substantial and solid. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. A high confidence that the proposed activities will achieve and exceed the anticipated results.
Meets Criterion	A quality response that addresses most or all aspects of the Selection Criteria. Strengths are substantial, but do not exceed what is required. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. Proposed activities should achieve the anticipated results.
Partially Meets Criterion	Response addresses some to most aspects of the Selection Criteria, but makes assumptions and leaves aspects unexplained. Strengths are not significant, and some weaknesses affect the overall quality of the response, demonstrating room for improvement. It is unclear how the proposed activities will achieve all of the anticipated results.
Does Not Meet Criterion	A low-quality or very weak response that does not address most of the Selection Criteria. Overall response is lacking or inadequate, making assumptions in key elements. Weakness relating to vague or inaccurate detail are numerous or significantly outweigh the strengths. There is low or zero confidence that the proposed activities will achieve the anticipated results.

Each application undergoes multiple reviews by AmeriCorps NCCC staff. Following this review process, the Region Director reviews and authorizes a list of projects that have been recommended by fellow staff. The assignment of teams to projects is contingent upon the availability of sufficient funds for the program, the availability of teams, the frequency of prior team assignment and Campus and National priorities.

STEP 1: AMERICORPS NCCC PROJECT CONCEPT FORM - INSTRUCTIONS

The Project Concept Form (PCF) serves as an opportunity to provide an overview of your organization, to briefly identify the community need to be addressed and to propose a service project that can help to meet that need. AmeriCorps NCCC Regional staff uses the PCF to assess whether the proposed project fits within the scope of at least one of NCCC's five Project Focus Areas (pg. 3-4). If the concept of the project has been found to meet basic requirements, you will be invited to complete a full application for AmeriCorps NCCC team(s).

Please use the information below for instructions if you are a prospective sponsor interested in applying for an AmeriCorps NCCC team. The instructions will correspond to each question on the Project Concept form. Answer each question as fully as possible. During this step, AmeriCorps NCCC Regional Offices will have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the Project Concept Form, please contact them. A directory of AmeriCorps Regional Office staff contacts is located at the end of this document on pg. 24 or on our [website](#).

The Project Concept Form consists of the following components.

      I.   Applicant Information
     II.   Project Information
    III.   Focus Areas
    IV.   Narratives
     V.   Locations of Service and Team Lodging
    VI.   Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization name and contact information.

2. When registering your organization, you are required to provide your EIN. Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique **nine-digit number** assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows CNCS to quickly and accurately identify all organizations that have received CNCS resources for reporting and tracking purposes.

3. Select all of the organization types that apply to your organization; only organizations that fall within the types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your NCCC Regional Office.

4. The Authorized Representative is the organization's designated representative from your organization that is legally authorized and certified to submit the Project Concept Paper and the Application. This person is often referred to as the Project Sponsor and will be the primary person that AmeriCorps NCCC staff will be communicating with regarding the allocation of NCCC teams and organizational support to execute the project. They also should be the signatory on this project application and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization.

PROJECT INFORMATION

5. Please provide the title of the project for which you are applying. This title will be used to distinguish between applications if you submit multiple applications to CNCS, so please consider language that most aptly describes the project.

   Indicate the number of teams requested and estimated completion time in weeks. This should be calculated for a team of 8 to 12 members serving full time 40-45 hours per week. Please keep in mind that NCCC teams often complete projects quicker than anticipated.

   Indicate the proposed **start date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific time frame.

   Indicate the proposed **end date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly combine the deployments of multiple projects within a specific time frame.

Questions 6-7: These questions address funding and labor resources that your organization receives in relation to this proposed project.

8. If your organization has ever received services of an NCCC team, please enter the number of teams that your organization received going back 20 years. Additionally, please provide the month and year that your organization received the last team. This is one criteria used to determine how we allocate our limited resources.

9. NCCC has effectively partnered with sponsoring organizations that also utilize the services of youth corps that require fees. Fee-for-Service is defined as an agreement in which a youth or community service organization pays fees or reimburses costs to an organization in exchange for member or team support. NCCC does not require a fee but finds value in partnering with organizations that do. NCCC makes every effort to augment and support these local collaborations as much as possible when partnering with sponsoring organizations. Please specify if your organization has ever had a fee-for-service arrangement and, if so, describe how your organization plans to incorporate your existing partnership with NCCC.

FOCUS AREAS

10. Please select from the drop down the primary area of community need that the project will address; *please refer to pages 3-4 for definitions of each category.* You are required to enter a primary area of community need to be addressed, however, select any secondary area of need only if applicable.

NARRATIVES

The Narratives section of the Project Concept Form includes 2 topics. Each topic consists of questions you must answer. When completing the Narrative topics, be sure to:

- Clearly label each sub-topic.
- Type single spaced within the fields.
- Type both the question and answer.
- Include activities for the entire span of the project period.

TIP: You may prefer to answer questions first in a word processing document and then paste them into the fillable PDF format. Avoid using special formatting or tables within the fields. You may however attach them separately. To remove special formatting, you can utilize the notepad tool or equivalent that are standard with most home computer systems. If you find that your organization's responses are too long for the fields provided, please provide an attachment noting the section and question number above your continued narrative.

11. **Need Narrative**
    A. Describe the overall mission of your organization
    B. Provide a brief overview of the community need
    C. Describe how the project and AmeriCorps NCCC team will meet the need
    D. Geographic area to be served
    E. Demographics of the community

15. **Project Design Narrative**
    Within this field, please describe the following:
    - A brief description about the service tasks and activities for which your organization is requesting an NCCC team.
    - Goals and desired outcomes expected from the involvement of NCCC and how they are related to the community need and mission of your organization
    - Briefly describe the accessibility of the work site for persons requiring mobility, vision or hearing accommodation. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
    - Description of lodging arrangements you are exploring for the team. This is where you should further explain information about disability accommodation, and information on laundry, kitchen and shower availability that you noted in question #17 – Primary Lodging Site (see below).

LOCATIONS

16. **Primary Location of Service**

    The Location of Service is the physical location a team will be performing work during their time with your organization. AmeriCorps NCCC uses this information to ensure the safety of teams and to report to Congress where teams are performing work across the country (and in their districts). AmeriCorps NCCC requires a site supervisor to provide technical guidance, training, and instruction

during the service project. The site supervisor should be an individual who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

In this section please enter:
- The name of your organization
- The street address, city, state and zip code where members will be serving, which may or may not be the location of the organization listed.
- Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the Project Design narrative. Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
- The name of the supervisor that will be providing consistent site supervision throughout the team's service on the work site.
- The Organizational Title for the Site Supervisor
- The Site Supervisor's phone number; please note the best number to reach this person, a cell phone is strongly encouraged.
- Site Supervisor e-mail

17. **Primary Lodging Site**

If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space. **Note:** Some NCCC regions may be able to provide lodging for projects on their campus facilities. When available, these projects must be within a reasonable driving distance of the regional campus. Please inquire with your regional NCCC Regional staff to learn more about availability and driving distance requirements.

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 organization
- Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. We suggest basic supplies such as toilet paper be available at the lodging site.
- Safety and security of members, their personal belongings, and equipment
- Reasonable driving distance (inquire with your region for specifics)
- Providing food and/or meals is encouraged, but **not required** in order to receive a team.

In this section, please enter the lodging arrangements you are exploring for the team. During this step, lodging does not need to be finalized. Enter as much information as is possible with your potential lodging. If you need more explanation, please include in the Project Design Narrative section above.

- Indicate the organization name of the lodging provider
- Select the lodging type from the drop-down menu
- Select the lodging category from the drop-down menu
- Indicate the team's anticipated arrival and departure date at the lodging site
- Indicate the street address, city, state and zip code of the lodging site
- Please provide the lodging contact name; this person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged.
- Check this box if beds are provided at this site. Providing beds is not required, however, we are requesting this information in order to ensure teams are provided with the equipment they will need.
- Check this box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. Because teams are not assigned to the project when the concept form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, NCCC Regional staff will work with you to arrange reasonable accommodation at team lodging if the project has been approved and a team is assigned.
- Select whether laundry is available on site. If applicable, please include additional information about fees in the Project Design narrative. If not, please provide the closest laundry facilities available to the team.
- Select whether a full kitchen is available on site for the team to use. Please detail the use and appliances available in the Project Design narrative. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available to the team. If a full kitchen is not available, please note if a microwave and refrigerator or any size is available to the team.
- Select whether showers are available on site. If not, please detail alternate accommodations in the Project Design narrative.

PROJECT CONCEPT FORM SIGNATURE

Please review the document for completeness and accuracy. Then sign and date the Project Concept Form. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.

SUBMISSION INSTRUCTIONS

Complete and submit this PCF to the NCCC regional program office associated with the state this project is located. A directory of AmeriCorps NCCC Regional Office staff contacts is located at the end of this document on pg. 24 or on our website. Upon review of the Project Concept Form, the regional program office representative will notify the organization of its status. Please do not complete the full application until instructed to do so. It is preferred that the Project Concept Form be submitted electronically by email, however it can also be submitted by mail or fax to the regional program office.

STEP 2: AMERICORPS NCCC SERVICE PROJECT APPLICATION - INSTRUCTIONS

If you have been invited to apply, the full AmeriCorps NCCC Service Project Application will be sent to your organization by the appropriate AmeriCorps NCCC Regional Office for completion. During this step, Regional Offices will have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the application, please contact them.   A directory of AmeriCorps Regional Office staff contacts is located at the end of this document on pg. 24 or on our [website](#).

These instructions will correspond to each question on the Project Application. Answer each question as fully as possible.

Note: Some questions are identical to the questions in the Project Concept Form. In these instances, please cut and paste the same answers or review and edit any necessary changes. There are two narratives that are similar to the Project Concept Form: Need and Project Design. In the Project Application, we will be asking for additional information to add to the initial information in these two narratives.

The Service Project Application consists of the following components.

        I.   Applicant Information
       II.   Project Information
      III.   Other information
      IV.   Locations of Service and Team Lodging
       V.   Narratives
      VI.   Focus Areas and Objectives
     VII.   Required Attachments
    VIII.   Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization name and contact information.

2. When registering your organization, you are required to provide your EIN. Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique **nine-digit number** assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows CNCS to quickly and accurately identify all organizations that have received CNCS resources for reporting and tracking purposes.

3. Select your organization type; only organization types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your NCCC Regional Office.

4. The Authorized Representative is the organization's designated representative from your organization that is legally authorized and certified to submit the Project Concept Paper and the Application. This person is often referred to as the Project Sponsor and will be the primary person that AmeriCorps NCCC staff will be communicating with regarding the allocation of NCCC teams and

organizational support to execute the project. They also should be the signatory on this project application and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization.

5. The Program Director is the organization's designated representative from your organization that will be the primary person that AmeriCorps NCCC regional staff will be communicating with regarding the logistics and oversight to execute the project.   This person is often referred to as the primary Site Supervisor and is the individual in charge of daily activities who serves as a liaison for the team and their needs. The site supervisor should possess the awareness, experience, and technical competence to address the project's safety and technical issues. Enter their contact information that is most accessible to the staff and team (cell phone instead of office phone, etc.)

PROJECT INFORMATION

6. Please specify the title of the project for which you are applying. This title will be used to distinguish between applications if you submit multiple applications to CNCS, so please consider the language that most aptly describes the project.

    Indicate the number of teams requested and estimated completion time in weeks. This should be calculated for a team of 8 to 12 members serving full time 40-45 hours per week.

    Indicate the proposed **start date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

    Indicate the proposed **end date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

7. Enter the geographic location(s) where the teams will be serving First select the state or territory and then provide the corresponding city, county or equivalent. If there are multiple sites, please note both state and county of all locations. You may list up to three locations.

OTHER

8. This question explains how this project will meet your organizational goals. Please provide at least one and up to three strategic goals of your organization that are relevant to the project for which you are applying. In the Project Design Narrative section (below), you will need to link each of these goals to the community needs addressed by the project.

Questions 9-10: This series of questions address funding and labor resources that your organization receives in relation to this proposed project.

11. Inclement weather may impact lodging (e.g., high winds if camping) or project tasks (e.g., extreme cold for outdoor projects) for the team. If you answer "Yes" to this question, you will be asked to

further explain in question #24 - Lodging site locations or question #26-Project Design Narrative for project tasks.

12. If you have checked Natural and Other Disasters as either the primary or secondary focus area in question #35, please chose the project primary disaster type from the following list:

    Preparedness – Activities related to creating a resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from all hazards.

    Readiness – Activities related to the enhancement of capabilities to serve in response, recovery, mitigation, and preparedness roles.

    Mitigation – Activities related to reducing loss of life and property by lessening the impact of disasters

    Response – Activities related to saving lives, protecting property and the environment, and meeting basic human needs after an incident has occurred

    Recovery – Activities related to assisting communities affected by an incident to recover effectively.

    Firefighting – Activities related to the extinguishing of fires. These are response activities

    Fire Management – Activities related to the intentional burning, in a controlled and selective way, grasses, brush, undergrowth, and trees in an area so as to maintain an ecological balance of species and prevent uncontrolled forest or prairie fires. These are non-response activities.

Questions 13-16: These are specific FEMA Corps project questions that are only relevant to FEMA. Only FEMA may request FEMA Corps teams. **All other applicants requesting traditional NCCC teams can leave these questions blank**.

13. Enter the Presidentially declared disaster number here. If there is another determination, e.g., algorithm, base, etc. please enter in Funding Code field and leave the disaster field blank.

14. Please choose 'high' if the project needs to be filled within 72 hours. Otherwise chose 'medium' or 'low' based on tasking priority timing. This will help the campus to assign teams and arrange logistics of deployment.

15. Based on the project type and the impact of moving the team to a more high profile disaster, please chose one of the three categories. 1-Unable to Move, 2-Difficult to Move, 3-Easy to Move. This indicator will help the FEMA Corps Branch and the NCCC campus to more quickly deploy available resources to shifting priorities when disasters strike.

16. Enter the Service Project Request code. R03 [FEMA Region] - 234 [sequential project number] – MD [state] – DSA [FQS position] – DSA [team FQS position]

17. Enter the estimated number of volunteers that will be generated during the project based on any special events as a result of NCCC involvement.

18. Enter the estimated number of volunteers that the team generates that will continue to serve your organization after the project is over.

19. Enter either yes or no and any supporting information regarding additional background checks required.

Questions 20-22: The safety and security of the NCCC member is of the upmost importance. The three following questions help the campus determine and mitigate any safety issues that may be present on the project site. Regions staff are always available to provide consultation and answer questions regarding any safety and security issues your organization may have. Selection of 'Yes" responses to any of these questions does not preclude your organization from receiving an NCCC team. You will, however, need to further explain any hazards or conditions in the Safety and Security Narrative below.

LOCATIONS

23. **Locations of Service**

    The Location of Service site(s) is the physical location(s) a team will be performing work during their time with your organization. It is important to accurately document where the team will be performing their service activities. AmeriCorps NCCC uses this information to ensure the safety of teams and to report where teams are performing work across the country. AmeriCorps NCCC requires a site supervisor to provide technical guidance, training, and instruction during the service project. The site supervisor should be someone who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

    Location of Service #1
    - Indicate the organization name
    - Indicate the start and end dates of when the team will serve in this location
    - Indicate if this is the primary site of the project
    - Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the Project Design narrative. Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
    - Indicate the street address, city, state and zip where members will be serving, which may or may not be the location of the organization listed.
    - Indicate the name of the supervisor that will be providing consistent site supervision throughout the Member's work on the site.
    - List the Organizational Title for the Site Supervisor
    - List the Site Supervisor Phone; please note the best number to reach this person, a cell phone is strongly encouraged.
    - List the Site Supervisor e-mail

    If applicable, for Service Sites #2-4, please follow the above instructions; for projects with more than three site locations, please attach a PDF with the information required above for each additional site location.

24. **Lodging Sites**

    If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space.

Note: Some NCCC regions may be able to provide lodging for projects on their campus facilities. When available, these projects must be within a reasonable driving distance of the regional campus. Please inquire with your regional NCCC Regional staff to learn more about availability and driving distance requirements.

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 organization
- Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. We suggest basic supplies such as toilet paper be available at the lodging site.
- Safety and security of members, their personal belongings, and equipment
- Reasonable driving distance (inquire with your region for specifics)
- Providing food and/or meals is encouraged, but **not required** in order to receive a team.

Lodging Site #1
In this section, list the locations and contact information of all of the anticipated lodging facilities that will be provided to the AmeriCorps NCCC team(s).

- Indicate the organization name of the lodging provider
- Select the lodging type from the drop-down menu
- Select the lodging category from the drop-down menu
- Indicate the team's anticipated arrival and departure date at the lodging site
- Indicate the street address, city, state and zip of the lodging site
- Please provide the lodging contact name; this person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged
- Check this box if beds are provided at this site. Providing beds is not required, however, we are requesting this information in order to ensure teams are provided with the equipment they will need
- Check this box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. Because teams are not assigned to the project when the concept form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, NCCC Regional staff will work with you to arrange reasonable accommodation at team lodging if the project has been approved and a team is assigned. Please include additional information about reasonable accommodation in the dialog box below.
- Select whether laundry is available on site. If applicable, please include additional information about fees in the dialog box below. If laundry is not available on site, please provide the closest laundry facility available to the team.
- Select whether a kitchen is available on site for the team to use. Please detail the use and appliances available in the dialog box below. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available to the team. If a full kitchen is not available, please note if a microwave and refrigerator or any size is available to the team. Also

note if any meals are provided and on which days on site. Please note that meals provided by the sponsor are encouraged, but not required.
- Select whether showers are available on site; in the dialog box below. Detail the expectations on use of the shower (e.g., cost, scheduling, and location). If showers are not available on site, please detail an alternate accommodation.

Further Describe Team Lodging Accommodations - Additional Information
In this dialog box, please provide information regarding indoor, camping options and safety and security of the proposed lodging facility.

INDOOR LODGING
A. If you checked yes on any of the Lodging Site questions, please provide additional information here, e.g., # of beds provided, # of meals provided and when, etc.
B. Provide a descriptive overview of the lodging
C. Number and type of rooms along with any furniture available (if applicable)
D. Any appliances available to the team for use (stove, refrigerator, microwave, etc.)
E. Additional lodging information and rules of use of the facility

CAMPING - Teams performing camping projects must have access to a substantial structure or facility in the event of excessive inclement weather or for emergency evacuation (e.g., excessive rain/hot or cold temperatures, tornadoes, hurricanes, bug/mosquito seasons, etc.)
A. If you checked yes on any of the Lodging Site questions, please provide additional detail here (e.g., # of meals provided, accessibility, etc.)
B. Use of bathroom and shower facilities; consider associated costs, scheduling, location etc.
C. Cooking location and expectation for food preparation
D. Expectations for food storage (including dry and cold storage)
E. Overview on what items your organization can provide e.g. electricity on site, screened tents, canvas tents, propane, ice, indoor kitchen facility, etc.
F. Details on weather conditions and considerations when camping during the proposed time of year
G. Detailed information about the indoor location for the team to retreat to in case of inclement or emergency weather
H. Additional information about the camping location and use of the facility

LODGING SAFETY AND SECURITY
A. A description of how the team's belongings will be secure during the project
B. Any precautions members should take while traveling & living in the community
C. Local emergency response procedures
D. Distance to the closest medical facilities
E. The community in which team will be housed; please consider cultural sensitivity, rules and expectations on use of space and additional information you would like us to know about the use of space in your community
F. Any other information related to lodging safety and security

If applicable, for Lodging Sites #2 and #3, please follow the above instructions; for projects with more than three Lodging Sites, please attach a PDF with the information required above for each additional site location.

NARRATIVES

The Narratives section of the Project Applications includes 10 topics. Each topic consists of questions you are required to answer in order to complete this application. When completing the Narrative topics, be sure to

- Type single spaced within the fields.
- Type both the question and answer.
- Include activities for the entire span of the project period.

TIP: You may prefer to answer questions first in a word processing document and then paste them into the fillable PDF format. Avoid using special formatting or tables within the fields. You may however attach them separately.

25. **Need Narrative**
Describe the overall mission of your agency to include a brief history and how the mission is fulfilled by your various programs. Please describe unmet community need(s) you propose to address using AmeriCorps NCCC resources; use supportive data and include:
   A. Describe the overall mission of your organization
   B. Detailed overview of the community need
   C. Describe how the project and AmeriCorps NCCC team will meet the need
   D. Geographic area to be served
   E. Demographics of the community
   F. Community beneficiaries
   G. Anticipated community benefit(s)

26. **Project Design Narrative**
Within this field, please describe the following:
- The specific service tasks and activities that the team will perform.
- Goals and desired outcomes expected from the involvement of NCCC and how they are related to the community need and mission of your organization
- A detailed work plan. The project must engage all team members in service throughout the duration of the project a minimum of 40-45 hours a week. The work plan is an essential part of demonstrating how the organization will provide the required hours of service and should include the following:
  - Specific tasks to be accomplished and how the team will complete the tasks
  - Estimated number of members required to complete each work task
  - Estimated amount of time in hours to complete each task
  - A priority list of tasks. This will be helpful to for NCCC supervision and if the team is called away to disaster before their full service assignment is completed.
- An additional work plan of tasks in the event the team completes the assigned work early or unexpected circumstances prevent implementation of the original plan
- Describe the accessibility of the work site for persons requiring mobility, vision or hearing accommodation. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.

- An explanation of any work permits and other legal permissions specific to the project that are needed and secured. If not secured, please explain the timeline to accomplish this requirement.
- An inclement weather work plan that covers at least 25% of your proposed project dates that details alternative indoor work options.
  - May include service opportunities with other organizations such as eligible non-profits, schools or local government agencies that has indoor work.
  - Please note, the primary organization will continue to be responsible for ensuring the team is able to complete 40-45 hours of work that week.
- Attach a calendar that outlines the schedule of work on a weekly and/or monthly basis. A calendar template with instructions can be found in Appendix B If you are not able to provide a comprehensive work calendar, please provide a sample work calendar; *if selected for a team, an updated work calendar will be required.*

27. **Project Management Narrative**
AmeriCorps NCCC members come to our program with various abilities and skills, we often refer to our members as "generalists." Given members have a wide range of skills and abilities that may not specifically relate to your project, please describe below how you will equip members to properly prepare and perform the tasks outlined in the Project Design section. Please detail the following:

A. **Pre-project Preparation**: Describe any recommended readings, training materials, websites, paperwork, or additional trainings you would like a team to receive prior to arriving on site.

B. **On-Site Orientation:** Please provide a comprehensive on-site orientation agenda. Please include in the agenda: an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

C. **Training Plan**: Provide a training plan outlining the training that members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when members will be trained to perform the task. The training template with instructions can be found in Appendix C.

28. **Recruitment Narrative**
AmeriCorps NCCC strives to continually share our mission with others. We hope to discover communities who may benefit from NCCC services and to educate young adults in communities nationwide about service opportunities with NCCC. In this section, briefly describe opportunities in your community to publicize the partnership and work completed with your organization and NCCC:

A. **Public Recognition:** Identify opportunities to publicly recognize the partnership with NCCC if selected for service. Possible examples include earned media, social media, community events, inclusion in organizational publications, press releases, inviting elected officials to serve with the team, etc.

B. **Public Outreach:** Detail opportunities that exist in your community to promote AmeriCorps NCCC and the service completed on this project

C. **Potential Local Recruiting Partners:** List any schools, universities or community organizations near you that may be interested in having an NCCC representative come and speak with young adults or youth about serving in the AmeriCorps NCCC program.

29. **Member Development Narrative**
Service learning is an integral part of the NCCC program; it fosters leadership development as the members gain a deeper understanding about **what they are doing** and **why it is important to the community**. Service learning allows teams to make the connection between their acts of service and what this means to your specific community. Organizations are encouraged to continue building on a team's understanding of the service they are providing and its importance to the community throughout the service project; this teaching and learning extends beyond orientation and training (previously documented in the Project Management section).

Use this section to detail the following:
A. **Service Learning Opportunities**: Describe the service learning opportunities available to a team to help AmeriCorps NCCC members enhance their overall knowledge and understanding about what they are doing and why it is important to the community; this may include guest speakers, information about a community's larger social issues, events related to the culture and people served, discussions about environmental impact, city council meetings, community activities and events, etc.

B. **Skills, Competencies, and Certifications**: List the skills, competencies, and/or certifications members may acquire during this project that will help them to complete the activities and tasks outlined in the Project Design section.

C. **Life and Career Planning Resources:** Please describe any life and career planning resources that may be available to Corps Members to assist them in better understanding the work of your organization (examples include job shadowing, informational interviews, brown bag lunch discussions on working in the field of your organization, etc.)

30. **Strengthening Communities Narrative**
AmeriCorps NCCC was designed to assist organizations on a short term basis. Your organization may apply for multiple teams at a time or additional applications for consecutive teams over a longer time frame, depending on the community need. Organizations are expected to have a plan for maintaining the work completed by NCCC and/or have identified steps to secure an alternative workforce if continual labor is needed.

Please describe your sustainability plan, including detailed descriptions of the following:
A. Anticipated outputs and outcomes (also called results, impacts and accomplishments), which define results that will have taken place because of the proposed project
B. If and how NCCC will increase the organization's capacity to engage more volunteers. Refer back to questions #17-18.

C. How your organization will continue to maintain and build upon NCCC's work after the team has left

D. AmeriCorps NCCC is a short term national service resource and is not intended for extended support. NCCC resources will not allocated to community organizations longer than 60 weeks. If your organization has received the benefits of NCCC teams for 30 or more weeks without a gap of 3 years or more, please describe your plan to reduce and ultimately satisfy the need for NCCC support.

31. **Organizational Capacity Narrative**
Detail how your organization has the capacity to manage a team that is part of a federal national service program. Be sure to include answers to the following:
   A. What programs, activities or services are you currently using to meet the need?
   B. Describe your current volunteer program and average number of weekly volunteers, if applicable.
   C. How are community partners or current volunteers engaged in meeting the proposed community need, if applicable?
   D. How do you see an NCCC team complementing your current volunteer program and how will your organization incorporate the use of an NCCC team alongside organization volunteers (including other national service participants).
   E. Describe opportunities for NCCC members to assist with coordinating or leading volunteers.

32. **Executive Summary Narrative**
In 2,000 characters or less, please write an executive summary addressing the following criteria using the template below:
   • The mission of your organization
   • A description of the proposed project goal(s)
   • A description explaining the project and its tasks
   • A brief explanation of how this project will address a pressing community need
   • including how the community will benefit from the project

Executive Summary Template: [**Organization Name**]'s mission is [**Mission Statement**]. AmeriCorps NCCC has partnered with **[Organization]** to [**enter project goal(s)]**. Members will contribute to the goals of the project by performing activities such as **[enter tasks]**. The project is expected to benefit **[describe how the community will benefit]**.

If a team is assigned to the project, this summary may be used for internal and external purposes such as reports, websites, media materials or communication to external stakeholders. The submission of this application authorizes that use.

33. **Safety and Security Narrative**
The safety and security of NCCC members is of the upmost importance for the AmeriCorps NCCC program. The site supervisor should be present with the team daily and should possess the awareness, experience, and technical competence to address the project's safety and technical issues. NCCC Regional staff are always available to provide consultation and answer questions around safety and security issues.

Please provide an overview of any safety considerations an NCCC team may need to be aware of when serving on this project; include plans to mitigate any associated risks. Include the following:
   A. If you answered yes to questions #20-22 above, please explain the hazards or conditions.
   B. If members will be utilizing tools, please describe safety concerns and how tool safety will be addressed during the project. (Be sure to include this in your training plan.)
   C. Any environmental conditions that might be present at any work site (poison ivy, allergens, extreme weather conditions, etc.)
   D. Any recommended or required immunizations
   E. Identify local medical facilities, including address, telephone, hours of operation, and distance from the project site and team lodging.
   F. Describe how medical emergencies would be handled during the project.
   G. Any other safety considerations

34. **Tools and Equipment Narrative**

   In this section, please list:
   A. Equipment, tools, and quantity of equipment **your organization** will provide.
   B. Equipment, tools and quantity of equipment **requested from NCCC** to supplement your supply. AmeriCorps NCCC has limited access to tools and cannot not guarantee the availability of requested items; applicants are encouraged to provide tools and equipment for the service project.
   C. Access to fax, copy machine, internet/WIFI to the team for official team business and project-related purposes.
   D. Appropriate personal protective equipment; respirators, gloves, goggles, etc. should always be available to the team as needed. NCCC regional staff and the project sponsor must ensure this availability.

FOCUS AREAS AND OBJECTIVES

35. Select from the drop down the primary area of community need that the project will address; *please refer to pages 3-4 for definitions of each category.* You are required to enter the Primary area of community need but only enter any secondary area of need if applicable.

36. Select all the project objectives from the options provided that apply to the project. If you do not see an objective that is applicable, enter a descriptor in the 'Other Objectives' field. Selection of more than one project objective will not increase the chances of the project being selected for award. Please be as accurate as possible when providing this information.

37. Please select all that apply

38. Please select all that apply.

APPLICATION ATTACHMENT LIST
Supporting documentation is a critical component of the project application. The supporting materials requested below will help NCCC staff develop a better understanding of the proposed project during the application review process. Please include the following documentation when submitting your application.

REQUIRED ATTACHMENTS

1. **On-Site Orientation:** Please attach a comprehensive on-site orientation agenda to your application. This should include an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

2. **Training Plan**: Please attach a training plan outlining the training that members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when members will be trained to perform the task.

3. **Project Work Plan Calendar:** Include a project work plan that outlines the schedule of work. The schedule will assist in planning where a team will perform work, which staff member will work with the team, the assigned task(s) for each work day and the number of members it will take to complete each task. The work plan calendar is an essential part of demonstrating how the organization will provide the required 40-45 hours of work for the team.

OPTIONAL ATTACHMENTS

1. **Lodging Photos:** Please provide at least one photo of the proposed team lodging. Strong applications often include photos of team living quarters, kitchen and bath facilities and storage areas for personal belongings.

PROJECT APPLICATION SIGNATURE

Please review the document for completeness and the elimination of any errors. Then review the 'Important Notices' section at the end of the application. Sign and date the Service Project Application. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.

SUBMISSION INSTRUCTIONS

Complete and submit the Service Project Application to the same regional program office representative that received the Project Concept Form. A directory of AmeriCorps Regional Office staff contacts is located at the end of this document on pg. 24 and on our website. AmeriCorps NCCC has regional deadlines for application submissions, and are based on the dates for which you are requesting a team but generally should be submitted at least 4 months prior to the preferred start date of the project. Please include any required or supplemental attachments. It is preferred that the Service Project Application be submitted electronically by email but can also be submitted by mail or fax to the regional program office representative. Once received, they will notify you to discuss the next steps of the process.

Appendix A

AmeriCorps NCCC Regional Campuses AmeriCorps NCCC has five regional campuses located in Perry Point, MD; Denver, CO; Sacramento, CA; Vicksburg, MS; and Vinton, IA. These campuses are the hubs from which AmeriCorps NCCC operates and deploys corps members to service projects around the country. Each campus serves as a headquarters for its multi-state region and can lodge and feed its entire regional corps, which ranges in size from 150 to 500 members. The staff at the campuses support both the corps members and project sponsors as they engage in service activities.

NCCC Atlantic Region
6726 Youngstown Ave
Dundalk, MD 21222
Tel: 443-503-8569 or 8500
Fax: 443-923-4899
E-mail: NCCCAtlantic@cns.gov
States Served: CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, USVI, VT

NCCC Southwest Region
Denver Federal Center
W. 6th Ave. & Kipling St.
Building 53, Suite E1319
Lakewood, CO 80225-0167
Tel: 303-844-7400
Fax: 303-844-7410
E-mail: NCCCSouthwest@cns.gov
States Served: AR, AZ, CO, KS, MO, NM, OK, TX

NCCC Pacific Region
3427 Laurel Street
Sacramento, CA 95652
Tel: 916-640-0310
Fax: 916-640-0318
E-mail: NCCCPacific@cns.gov
States Served: AK, CA, HI, ID, MT, NV, OR, UT, WA, WY, Pacific Territories

NCCC North Central Region
1004 G Avenue
Vinton, IA 52349
Tel: 319-472-9664
Fax: 319-472-9666
E-mail: NCCCNorthCentral@cns.gov
States Served: IA, IL, IN, MI, MN, NE, ND, OH, SD, WI

NCCC Southern Region
2715 Confederate Avenue
Vicksburg, MS 39180
Tel: 601-630-4040
Fax: 601-630-4071
E-mail: NCCCSouthern@cns.gov
States Served: AL, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV

**AmeriCorps National Civilian Community Corps (NCCC)
Project Concept Form (PCF)**

Applicant Information

1.   Organization Name:

         Mailing Address:

                  City: State: ZIP:

         Office Telephone: Ext:

2.   EIN:

3.   Organization type:

         Select all that apply

4.   Authorized Representative:

                 Title:

         Phone Number: Ext:

         Email Address:

Project Information

5.   Project Title:

    Number of Teams Requested: Estimated Completion
                                                Time (Weeks):

         Proposed Start Date: Start Date is: Fixed   or flexible

          Proposed End Date: End Date is: Fixed   or flexible

<u>Other</u>

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

   If 'Yes,' is the proposed project funded by an AmeriCorps State and National grant or any AmeriCorps VISTA resources?

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

7. Will the proposed service replace any of your organization's current or projected staff or contracted labor?

8. Has your organization previously sponsored a NCCC team?

   If 'Yes' how many teams have served with your organization?

   If 'Yes' when did a team most recently serve with your organization?

9. Has your organization ever had a "Fee for Service" arrangement with a Youth Corps or Conservation Corps program?

   NCCC has effectively been used in past projects to augment and support existing Youth Corps partnerships with organizations. Please describe how your plan to utilize NCCC will incorporate your existing partnership with the "Fee for Service" corps.

Focus Areas

10.   Project Focus Areas

       Primary area of community need:

      Secondary area of community need:

Narratives

11.   Need

12.   Project Design

Locations

13.   Primary Location of Service

Organization:

Street Address: Accessible for people
                                                                  with disabilities?

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

14.   Primary Lodging Site

Lodging Provider: Beds
                                                                  Provided?

Type of Lodging: Accessible for people
                                                                  with disabilities?

Lodging Category: Laundry
                                                                  on Site?

Arrival Date: Departure Date: Kitchen
                                                                  on Site?

Street Address: Microwave
                                                                  and Fridge?

Street Address (Line 2):   Showers
                                                                  on Site?

City: State: Zip+4:

Lodging Contact Name:

Lodging Contact Phone: Ext: Email:

SIGNATURE

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

_____   _____
Project Sponsor Signature   Date

AmeriCorps National Civilian Community Corps (NCCC)
Service Project Application

Applicant Information

1. Organization Name:

    Mailing Address:

    City: State: ZIP:

    Office Telephone: Ext:

2. EIN:

3. Organization type:

    Select all that apply

4. Authorized Representative:

    Title:

    Phone Number: Ext:

    Email Address:

5. Program Director:

    Title:

    Phone Number: Ext:

    Email Address:

Project Information

6. Project Title:

    Number of Teams Requested: Estimated Completion Time (Weeks):

    Proposed Start Date: Start Date is: Fixed   or flexible

    Proposed End Date: End Date is: Fixed   or flexible

Areas Affected by the Project   State or Territory   City or County

7.   Area Affected #1:

            Area Affected #2:

            Area Affected #3:

Other

8.   Organization goals relevant to the project.

                    First Goal:

                    Second Goal:

                    Third Goal:

9a.   Is your organization currently funded wholly or in part by the
            Corporation for National and Community Service?

9b.   If 'Yes,' is the proposed project funded by an AmeriCorps State and
            National grant or any AmeriCorps VISTA resources?

9c.   If you answered 'Yes' to either of the above questions, please provide detailed information
            concerning the funding source and utilization of those funds.

10.   Will the proposed service replace any of your organization's current or
            projected staff or contracted labor?

Other

11.   Could this project be impacted by inclement weather?

12.   Disaster Type:

13.   Disaster Number: or Funding Code:

14.   Request Priority:

15.   Team Mobility:

16.   Partner Project Code:

17.   Number of episodic volunteers generated by AmeriCorps Members:

18.   Number of ongoing volunteers generated by AmeriCorps Members:

19.   The Corporation for National and Community Service conducts criminal history checks on all members which consists of a fingerprint-based FBI criminal history search and a check of the National Sex Offender Public Website (NSOPW.gov).

           Will your organization conduct additional background checks?

           If yes, please specify what additional background checks are required and how these requirements will be satisfied. If an organization requires additional background checks for AmeriCorps NCCC Members, the organization is responsible for fees associated with the background checks and completing the background checks prior to or at the start of the project.

20.   Does this project include possible exposure of members to asbestos, lead paint, hazardous waste, or any other safety hazards?

21.   Will members be required to work with potentially hazardous chemicals such as solvents, acids, pesticides, herbicides, adhesives, etc.?

22.   Are there any Health conditions that might preclude an NCCC member from fully participating based on project location or project conditions?

Locations

23.
Location of Service #1

Organization:

Projected Service Start Date: Primary
                                                                 Site?

Projected Service End Date: Accessible for people
                                                         with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

Location of Service #2

Organization:

Projected Service Start Date: Primary
                                                                 Site?

Projected Service End Date: Accessible for people
                                                         with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

Page 5

Locations

Location of Service #3

Organization:

Projected Service Start Date:

Primary
Site?

Projected Service End Date:

Accessible for people
with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

Location of Service #4

Organization:

Projected Service Start Date:

Primary
Site?

Projected Service End Date:

Accessible for people
with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

*For projects with more than four site locations, please attach a PDF with the
information required above for each additional site location.*

Locations

Lodging Site #1

24.   Lodging Provider: Beds Provided?

Type of Lodging: Accessible for people with disabilities?

Lodging Category: Laundry on Site?

Arrival Date: Departure Date: Kitchen on Site?

Street Address: Microwave and Fridge?

Street Address (Line 2):   Showers on Site?

City: State: Zip+4:

Lodging Contact Name:

Lodging Contact Phone: Ext: Email:

Further Describe Team Lodging Accommodations

Lodging Site #2

Lodging Provider: Beds Provided?

Type of Lodging: Accessible for people with disabilities?

Lodging Category: Laundry on Site?

Arrival Date: Departure Date: Kitchen on Site?

Street Address: Microwave and Fridge?

Street Address (Line 2):   Showers on Site?

City: State: Zip+4:

Lodging Contact Name:

Lodging Contact Phone: Ext: Email:

Locations

Further Describe Team Lodging Accommodations

Lodging Site #3

Lodging Provider: | Beds Provided?

Type of Lodging: | Accessible for people with disabilities?

Lodging Category: | Laundry on Site?

Arrival Date: | Departure Date: | Kitchen on Site?

Street Address: | Microwave and Fridge?

Street Address (Line 2): | Showers on Site?

City: | State: | Zip+4:

Lodging Contact Name:

Lodging Contact Phone: | Ext: | Email:

Further Describe Team Lodging Accommodations

For projects with more than three lodging locations, please attach a PDF with the information required above for each additional lodging location.

<u>Narratives</u>

    25.   Need

Narratives

26.   Project Design

Narratives

27.   Project Management

Narratives

    28.   Recruitment

    29.   Member Development

Narratives

      30.   Strengthening Communities

      31.   Organizational Capacity

<u>Narratives</u>

32.   Executive Summary

33.   Safety and Security

<u>Narratives</u>

34.   Tools and Equipment

<u>Focus Areas and Objectives</u>

35.   Project Focus Areas

Primary area of community need:

Secondary area of community need:

36.   Project Objectives

Other Objectives:

37.   Target Populations

Population #1:

Population #2:

Population #3:

38.   Project Characteristics

Characteristic #1:

Characteristic #2:

Characteristic #3:

AmeriCorps NCCC
Application Review and Agreement

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 sign 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 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.

AmeriCorps NCCC
Application Review and Agreement

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: A Project Sponsor receiving teams from AmeriCorps NCCC will comply with all federal statutes, including the National and Community Service Act of 1990, as amended, relating to nondiscrimination, which includes nondiscrimination on the basis of race, color, national origin, sex, age, disability, and in most instances, religion. CNCS prohibits all forms of discrimination based on race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal assistance from CNCS, must be free from all forms of harassment. 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