City Service Corps Sample Host Site Application (2019-2020 version)

About NYC Service
NYC Service, a division of the Office of the Mayor, builds partnerships to deepen and expand civic engagement through volunteer and service programs, creating sustainable change for our city's greatest needs. We unite New Yorkers in service to advance lifelong civic engagement for a more equitable and inclusive city.

About City Service Corps
City Service Corps is an AmeriCorps program administered by NYC Service in which individuals are recruited to serve full time at select City agencies for 10 months. City Service Corps members are diverse civic leaders building their pathway to a public service career. Each member's role serves to build capacity, add value to agency priorities and/or OneNYC strategic goals and initiatives, and support in delivering vital resources or programming to more New Yorkers. The vision of City Service Corps is that by leveraging AmeriCorps members, City agencies will more effectively and efficiently carry out their mission to make our city a more equitable place for all New Yorkers after a year of high impact service.

Please make sure to carefully read and complete all sections of this application. You will need to visit our website to receive additional important information regarding the City Service Corps host site process.

An ideal service placement for City Service Corps member is in a new or emerging program area that needs critical capacity and meets the following criteria:
- City agencies must select at least one of three project focus areas in which their members will serve: (1) community and civic engagement, (2) project management, and/or (3) research and data evaluation (all member service must include a minimum of 15% direct service – i.e., engagement in communities with residents).
- Member service must align with core agency mission and/or a OneNYC goal or initiative, and demonstrate how members are serving to move the needle on making our City a more equitable place.
- Host site must demonstrate how a member service will add value and increase effectiveness, efficiency, scale and/or reach of that program or for the agency overall.

Application Structure: The completion of the City Service Corps host site application is the first in a multi-step process. Please make sure this entire application, including corresponding documents, is completed if you wish to move forward -

Step 1: Complete the online application and upload corresponding documents
Step 2: After completing the application, you will be invited and required to attend *Position Description workshop* where you will receive the information needed to complete a position description compliant with AmeriCorps regulations for your City Service Corps member(s).

Step 3: Once the application is submitted, NYC Service will review the project based on a rubric. NYC Service will either: a) reject the application, b) provide suggestions for improvement with a resubmission, or c) accept the application. <u>Returning host sites</u>: past performance as a host site will be taken into consideration when evaluating your overall application.

- If selected, each organization will sign a Memorandum of Understanding (MOU) agreeing to the terms of having an AmeriCorps member placed at your host site. Members will not be able to start at the host site until the MOU is returned and countersigned.

City Agency Background Information

City Agency:

City Agency Division:

Title of Person Submitting Application:

Email of Person Submitting Application:

Agency Department/Division that will oversee the City Service Corps project:

Community Needs

1. Please identify the community need or opportunity that is to be addressed by this project and the service of the City Service Corps Member(s):

2. How does the overall project address this community need/opportunity and help to advance equity for New York City residents?

3. Who is the targeted community your project is addressing? (e.g., geographic, more specific community member demographics, etc.)

4. How many New Yorkers are currently directly impacted by this project? Is there anticipated growth of impact because of the City Service Corps member's service?

5. How does this project tie into either an OneNYC goal or your agency's core mission/goals? (Please be as specific as possible)

6. Why is a City service Corps member(s) the best resource for your proposed project? How will they build capacity and add value above and beyond your agency's current capacity?

Member Position Description

Individual City Service Corps member position descriptions will be completed and submitted following the attendance of a position description workshop.

7. Total number of City Service Corps members requested with this application:

8. Please check all activities you anticipate your member(s) to be working on:

☐Create and/or modify/improve evaluation and reporting methods
☐Perform data analysis of programs to assess growth, trends, patterns and/or spot issues; makes recommendations and/or produces reports as needed
☐Assist with researching and drafting data briefs and other materials related to programming
☐ Develop or implement community engagement plans
☐ Document or share tools, techniques, and best practices for community and civic engagement within the agency
☐Collaborate with local stakeholders to promote community programs
☐Research potential in-kind donations and/or secure resources to increase access to and impact of programming
☐Develop outreach plan to promote existing and upcoming program events, resources, and activities
☐Conduct public awareness or outreach events
☐Assist with the overall development of outreach campaigns
☐Plan and execute elements of program events
☐Manage elements of building a program database including researching programs, contacting them, and geocoding addresses of programs within NYC
☐Create marketing materials to promote the community benefits and/or manage program relevant elements of agency social media content
☐Create and/or manage "train the trainer" sessions
☐Conduct a needs assessment
☐Update agency offerings (e.g., manual and outreach materials)
☐Develop and implement specific community member engagement opportunities
☐Recruit and manage volunteers for programming
☐Develop a speaker series and market events
☐Assist with the recruitment of community partners for projects

Member Supervision

9. Please list all proposed supervisors and their title for this application, as well as any prior supervision, mentoring and/or coaching experience (please indicate which supervisor will supervise which project) If requesting more than one member in this application please also indicate how many members each supervisor will manage:

> *Example:*
> *(1) Megan Tenes will be supervising 3 members working on the Engagement Capacity project. Megan is the Operations Manager at NYC Service and has been supervising employees for 5 years.*
> *(2) Tashawn Morgan will be the supervisor for the Community Relations Project and will be supervising 1 member. Tashawn is the Professional Development Manager at*

NYC Service and this will be his first time as a supervisor. He has previous experience being a career coach for NYC Service AmeriCorps members.

Please certify that **all direct supervisors** for City Service Corps will meet the following program expectations

- Provide member(s) with a direct supervisor whose role includes leading on-site orientation sessions, proving adequate on-site training for the position, holding weekly check-ins with each member assigned, and leading mid- and end-of-term evaluations
- Provide member(s) with technology and full time work station access for the duration of the service term
- Attend mandatory Supervisor Orientation and three Supervisor Trainings throughout the service term (schedule will be released in Spring 2020)
- Uphold the rules and policies as outlined in the partnership agreement and the supervisor handbook including, but not limited to, AmeriCorps prohibited and unallowable activities
- Ensure members are fulfilling the responsibilities listed on the Position Description and inform NYC Service staff if there are any proposed changes to their core responsibilities
- Coach members throughout the year to promote their personal and professional development
- Proactively communicate and document member performance issues that may lead to the creation of a performance development plan
- Follow procedures around the creation and implementation of member performance development plans, if required to create one
- Provide member(s) with any additional rules, standards and resources of the host site
- Approve America Learns member timesheets each Monday by 5pm
- Verify member reported data each month by 5pm on the Friday after members submit
- Maintain data records for all performance measure data throughout program year and for at least three years after
- Allow member to attend each month's mandatory City Service Corps learning and development day
- Approve any member pre-planned absences in the time frame established by the host site supervisor (at least one week is standard in the member handbook)
- Set site-specific policy for member communication in cases of illness, tardiness or emergencies
- Respond in a timely fashion to all NYC Service requests

☐   By checking this box, I agree that all direct supervisors for City Service Corps will meet these expectations.

Member Recruitment
NYC Service spearheads the recruitment process for all of its AmeriCorps members. However, NYC Service encourages host sites to take an active role in the recruitment of their specific position(s) to ensure a strong match and successful year

10. What resources, tools, and partnerships will you leverage to support the recruitment of your City Service Corps member(s)?

New Host Sites

Any host site that did not host members in the 2019-2020 program year and any returning host site with a new project should complete this section. If you are a returning host site with a returning project, please proceed to questions 14 – 16.

11. Please identify the current stage of your proposed City Service Corps project:

    ☐*Stage One:* **Assessment and Program Planning** (Developing relationships with community partners; assessing the feasibility of project development or enhancement; and/or piloting a project or project enhancement tool)

    ☐*Stage Two:* **Program Implementation and Evaluation** (implementing the project; evaluating the project; deepening relationships between agency and community partners; and or developing additional tools for building agency capacity)

    ☐*Stage Three:* **Program Development and Sustainability** (continued implementation of the project; making project modifications if necessary; developing tools for making project sustainable; and/or developing additional tools for building agency capacity)

12. How will your City Service Corps member(s) be leveraged in the identified stage of this project?
13. What strategies will you employ to ensure that your City Service Corps member is successfully managed and retained throughout the service term?

Returning Host Site

Any host site that hosted members in the 2019-2020 program year and are applying for a returning project should complete this section. If you are not a returning host site, please proceed to question 17

14. Please describe your biggest successes and challenges of your previous (or current) City Service Corps project.

15. If your member(s) will be working on a returning project, why is a City Service Corps member still the right resource to continue implementing that project?

16. What will you improve or build upon from your previous City Service Corps experience and why?

Funding Commitment

Each host site will cover the member living allowance costs ($18,500 in member stipend), including employer FICA, in the amount of $19,920/member. The funding will be transferred via intercity transfer via OMB by the beginning of FY21.

17. Total Host Site Fiscal Commitment ($[**19,920**] x **[# of Members Requested**]): $

18. Agency Fiscal Point Person & Title:

19. Agency Fiscal Point Person Email Address:

20. OMB Task Force Person & Title:

21. OMB Task Force Person Email Address:

Please check the below boxes stating you understand your Fiscal Commitment:

☐   I have discussed and <u>received approval </u>from my agency fiscal point person and OMB task force member for this AmeriCorps member expense in our agency's FY21 budget

☐   I have discussed and <u>received approval </u>from the appropriate HR and/or administrative point people at my agency in regards to this application.

Additional Information

☐   I have read and reviewed the information on the City Service Corps page of the NYC Service website including; host site application process, host site application timeline, and sources of funding and commitment of each partner.

AmeriCorps Prohibited + Unallowable Activities

AmeriCorps Prohibited Activities
While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National & Community Service (CNCS), members may not engage in the following activities:

(1) Attempting to influence legislation;

(2) Organizing or engaging in protests, petitions, boycotts, or strikes;

(3) Assisting, promoting, or deterring union organizing;

(4) Impairing existing contracts for services or collective bargaining agreements;

(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

(6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

(7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;

(8) Providing a direct benefit to-

(i) A business organized for profit;

(ii) A labor union;

(iii) A partisan political organization;

(iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

(v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

(9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

(10) Providing abortion services or referrals for receipt of such services; and

(11) Such other activities as the CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private residents and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

☐   I have read and understand the AmeriCorps Prohibited Activities.

Unallowable Activities: Non-Duplication and Non-Displacement

Non-duplication

CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of non-displacement in the section below are met, CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same

or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Non-displacement
- An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving CNCS assistance.
- An organization may not displace a volunteer by using a participant in a program receiving CNCS assistance.
- A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- A participant in a program receiving CNCS assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
  - Will supplant the hiring of employed workers; or
  - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
  - Presently employed worker;
  - Employee who recently resigned or was discharged;
  - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - Employee who is on strike or who is being locked out.

Fundraising
Members may only spend 10% of their total time engaging in specific fundraising activities that are only centered on the project scope on which the member is working. Members may not fundraise for general organizational expenses, may not participate in writing or presenting any federal or City of New York grants and may not fundraise for their living stipend.

☐   I have read and understand the AmeriCorps Unallowable Activities.

Authorization
This application is submitted by:
First and Last Name:
Title:
E-Signature: Date:

By typing your e-signature, you are certifying that you are the individual submitting this application.