

Erie Regional Housing Development Corp.-The Belle Center  
Home of  
Buffalo AmeriCorps  
2011-12  
Request for Partnership Application



**GETTING THINGS DONE!!!**



**Request for Partnership**  
Erie Regional Housing Development Corp.  
The Belle Center  
Home of Buffalo AmeriCorps  
**Phone: 845-0485 \* Fax: 845-0486**



## Agency Overview

The **Belle Center** has provided comprehensive services to the Lower West Side since 1976. Erie Regional Housing Development Corporation (ERHDC) the governing corporation was formed in reorganization in 1997. The center is a community-based not for profit organization established to: ***To offer innovative educational, social and community building services for children, youth, senior citizens and families living in Western New York. (Mission Statement)***. The center is a safe-haven for youth and provides alternatives to street life for an extremely low-income, high-crime, and economically depressed community. The center also serves young children, elementary and secondary students, out of school youth and adults with employment and training services, ELL and provides Senior Support Services.

**Buffalo AmeriCorps** is part of that mission. **Buffalo AmeriCorps** is a national service program that brings together young adults from diverse backgrounds to engage in community service, leadership development, and civic engagement. These young leaders invest their talents and energy to address our country's most critical needs. AmeriCorps members engage others in service and make a positive difference in their communities and in the lives of children and youth.

At AmeriCorps, there is no such thing as a typical day. Your service may vary based on the needs of a site or a community. In general, AmeriCorps service projects fall into five categories:

**School Partnerships:** You will serve as a tutor and mentor, coordinate extracurricular activities, and encourage service and leadership opportunities for the student body.

**After-School and Out-of-School Programs:** You will provide academic support and mentoring in educational after-school and out-of-school programs.

**Youth Leadership Corps:** Corps members serving on Youth Corps teams lead elementary, middle, and high school-aged students through social issues curricula that combine teamwork and community service.

**Volunteer Engagement:** You will recruit and engage volunteers of all ages in service, developing one-time service project opportunities and creating on-going volunteer opportunities.

## **PURPOSE**

The purpose of this Request for Partnership (RFP) is to solicit applications from public, charter, parochial and private schools, as well as community- and faith-based organizations from the Greater Buffalo Region that are interested in serving as Partner Host Sites for AmeriCorps members during our 2011-2012 program year, which runs from **October 1<sup>st</sup>, 2011 – December 31<sup>st</sup>, 2012**.

AmeriCorps members must provide a direct and demonstrable service and benefit that is valued by the community. You may propose using members to develop and implement educational/tutoring programs you have wanted to offer but have not had sufficient staff or funds to initiate. Their time can also be devoted to helping you strengthen or expand programs you already have in place. If volunteers play a critical role in your organization, AmeriCorps members may work to mobilize and train more volunteers. Throughout the members' placement within your organization, you must be able to document that their efforts have enabled you to increase the number of individuals you serve, expand your hours of operation or service provision, offer new services, enhance service effectiveness, and/or enhance service quality. In all cases, members' activities must result in a specific identifiable service or improvement that otherwise would not have been provided with existing funds or volunteers, and one that does not displace paid employees or volunteers.

## **RECRUITMENT, SELECTION AND PLACEMENT**

Buffalo AmeriCorps is currently recruiting members for participation in **Year 5** of the Program (Oct.1, 2011 – Dec.31, 2012). Appropriate AmeriCorps member candidates are identified from applications and are matched to appropriate AmeriCorps Partner Host Sites. Member candidates will be assessed in the areas of leadership potential, educational background and objectives, communication skills, employment and volunteer experience, and personal goals. Organizations selected as Partner Host Sites for the placement of AmeriCorps members are expected to be involved with member recruitment by referring well-qualified applicants and assisting in the selection and placement process. After an intensive interview, reference check, and criminal background check, candidates displaying the required knowledge, skills and abilities will be forwarded to Host Sites according to candidate preferences and anticipated fit. Each candidate is then evaluated and interviewed by the Host-Site Supervisor with the Buffalo AmeriCorps Coordinator present. Buffalo AmeriCorps retains the responsibility for collecting candidate application and placement materials, and making final placement decisions and position offers to candidates.

### **AmeriCorps Member Positions Available:**

In the 2011-2012 program year, there will be 1 type of member position available:

1. **Traditional Stipend Members:** Full Time Buffalo AmeriCorps members receive the full benefits available as participants of AmeriCorps National Service. The benefits are: bi-weekly living allowance/stipend, health insurance, loan forbearance, child care, and an educational award. There are:
  - **Full-time** (1700-hour commitment of service in 52 weeks)

**2011-2012  
Buffalo AmeriCorps  
RFP PROPOSAL FORM**

**SECTION I – General Information**

Check One:  First-time Application  
(Narrative required)

Renewal Application  
(Narrative not required unless there are significant changes to program)

**I. Basic Information about your agency:**

- 1. Name of applicant organization: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_
- 4. Name and title of Agency Director or School Principal: \_\_\_\_\_

**Authorization:** The legal applicant certifies to the best of his/her knowledge that this data is true and accurate, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required if the proposal is approved.

Authorizing Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Completed RFP To:  
Pamela James  
Buffalo AmeriCorps Director at The Belle Center  
104 Maryland Street  
Buffalo New York 14201



## SECTION III – Support

### Cash and In-Kind Match:

Congress and Buffalo AmeriCorps require both cash and in-kind match for each member placement to support a portion of the member living allowance, associated fringe benefits and support costs, uniforms, supplies and other expenses. If an organization has limited financial resources and cannot afford a portion or the entire required cash match, then the applicant must define how they plan to help support the cost of their AmeriCorps member(s). Limited financial resources do not affect the selection process.

**To provide maximum flexibility, partner organizations will be able to select from various payment plans: a.) one installment: the organization pays the entire match fee for its member(s) by December 31, 2011; b.) quarterly installments: the organization pays quarterly as invoiced by Erie Regional Housing Development Corporation-Belle Center.**

In the event that a member leaves the program or is transferred to another site, the organization may request a pro-rated refund based on the number of weeks/hours completed by the member. However, if the member worked at his/her site for 6 months or once the AmeriCorps member completes 50% or more of the required hours in his/her term of service and is then terminated, resigns or abandons his/her term of service, the cash match commitment becomes non-refundable.

#### I. Cost Sharing:

Check below to indicate your ability to meet the following match requirements:

A. Facilities:     Office Space         Desk Space                       Computer  
                          Phone                       Fax                                       Supplies

B. Cost Sharing: For each AmeriCorps member; Erie Regional Housing Development Corporation requires matching funds partial cost recovery for the services of each AmeriCorps member. These funds go directly to the Members living allowances, supplies and uniforms and are required in the Buffalo LeaderShape AmeriCorps grant.

<u>Member Term</u>	<u>Match Requirement</u>
1700 Hours	\$5,500

Where will the match come from (check one and describe)?

local or state government funds, please describe: \_\_\_\_\_  
 private funds, please describe: \_\_\_\_\_  
 other, please describe: \_\_\_\_\_

C. Supervision            On-site supervision.

D. Other: Please describe any additional resources you will provide an AmeriCorps member (technical or agency training, teaching materials, technical or unusual supplies). \_\_\_\_\_  
\_\_\_\_\_

## SECTION IV - Narrative

(A Narrative MUST be completed by all NEW applicants. Renewal applicants must only complete the Narrative if there has been or will be significant changes in your program)

**Please attach a Narrative of no more than two pages that explains the project the AmeriCorps member(s) will undertake at your Host Site. Please use the following outline:**

- I. Statement of Need.** State in measurable and quantifiable terms the specific needs that the project will address. Use current statistical data and cite sources
  
- II. Current Activities.** Provide a description of current activities your organization is undertaking to address this need. How will the AmeriCorps member(s) project compliment this work?
  
- III. Collaborating Organizations.** List those organizations with which your agency collaborates in addressing this need. Describe the role each community partner will play in making an impact on the need, and the criteria you will use to select other possible community partners.
  
- IV. Program Design.** Program design consists of three key elements that are part of the AmeriCorps commitment to serving and improving our nation. They are: Needs and Service Activities, Member Development, and Strengthening Communities. Provide the following information:
  - a. Needs and Service Activities.** How does your organization and its mission relate to the community need(s)? How do your program's objectives meet the community needs? What is the desired impact your program will have on the community in measurable terms? State also the proposed activities the AmeriCorps member(s) will perform. Describe a "typical day" for the member. State your organization's capacity to provide technical assistance and training to the member.
  - b. Member Development.** Provide a chart or list of Host Site specific training that you will provide the AmeriCorps member(s). Will the AmeriCorps member(s) be invited to training opportunities provided to your regular staff? State also how you will help the AmeriCorps member(s) develop an ethic of service.
  - c. Strengthening Communities.** Describe the community your program will serve and the relationship between the community and your organization. If community volunteers play a critical role in your organization, please explain how the AmeriCorps member(s) will assist in the mobilizing of volunteers. Describe the program's vision for the role of the member(s) in the recruitment, selection and training of volunteers. State how you will make the program *sustainable* so that when the member leaves your organization that the program can still provide demonstrable and meaningful service to the community.