

Erie Regional Housing Development Corp.-The Belle Center
Home of
Buffalo AmeriCorps
2013-14
Request for Partnership Application



GETTING THINGS DONE!!!



Request for Partnership
Erie Regional Housing Development Corp.
The Belle Center
Home of Buffalo AmeriCorps
Phone: 716-845-0485 * Fax: 716-845-0486



Agency Overview

Erie Regional Housing Development Corporation (ERHDC) - **The Belle Center** has provided comprehensive services to the Lower West Side since 1976. 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 youth and adults from diverse backgrounds to engage in community service, leadership development, and civic engagement. These 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.

Education:

K-12 Success – tutor 75 youth for no less than 3 hours a day, 5 days a week in a CNCS supported out of school time education program. With a focus on helping youth improve academic performance in literacy and/or math and improve the number of students who start and complete K-12 education programs.

School Readiness – tutor 84 pre-school youth in a CNCS supported pre-school program. With a focus on pre-school literacy tutorial to improve the number of children who demonstrate gains in literacy skills and start and complete early childhood education programs.

Healthy Futures:

Aging in Place – serve senior citizens and disabled individuals by providing food delivery to food banks that service senior citizens and disabled individuals, provide seniors with transportation to and from adult daycare, provide home improvements, snow removal and lead abatement in homes of 105 senior citizens and disabled individuals. With a focus on measuring and meeting the number of senior citizens and disabled individuals who receive the independent living services and the number of individuals with disabilities who have increased social support.

PURPOSE

The purpose of this Request for Partnership (RFP) is to solicit applications from *CNCS approved* 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 **October 1st, 2013 – December 31st, 2014** program years.

Your application must align with one of the two program areas: Education and Healthy Futures.

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 new educational/tutoring programs. 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 7** of the Program (Oct.1, 2013 – Dec.31, 2014). 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 2013-2014 program years, there will be full and part time AmeriCorps of member position available:

1. **Buffalo AmeriCorps 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 for the program period)
 - **Part-time** (900-hour commitment of service for the program period)
 - **Quarter-time** (450-hour commitment of service for the program period)
 - **Minimum-time** (300-hour commitment of service for the program period)

AmeriCorps Prohibited Activities

Pursuant to AmeriCorps regulations, while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and 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 Corporation 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 Corporation may prohibit.

(b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

AmeriCorps Unallowable activities

Members may not engage in activities that displace an employee, supplant the hiring of an employee or engage in duties formerly or presently performed by another employee or an employee on leave (terminal, temporary, vacation, emergency, or sick).

**2013-2014
Buffalo AmeriCorps
RFP PROPOSAL FORM**

SECTION I – General Information

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:
Callie Johnson
at Erie Regional Housing Development Corp.- The Belle Center
104 Maryland Street
Buffalo New York 14201

SECTION II – Member Request

I. Buffalo AmeriCorps members requested: (Specify number below)

1. How many AmeriCorps Members are you requesting?

a. ____ FT- (1700 hour commitment)

b. ____ PT- (900 hour commitment)

c. ____ QT- (450 hour commitment)

d. ____ MT- (300 hour commitment)

2. We have found that often community based organizations or schools have volunteers who could be a perfect candidate to be the AmeriCorps tutor at their site. (Note: This can be a current volunteer, parent, present or former participant in your program. The host site is free to identify candidates, the contractual responsibility for recruiting is that of Erie Regional Housing Development Corporation)

Yes No If yes, please indicate name and phone number of interested person.

Name: _____ Phone: _____

Name: _____ Phone: _____

3. How will you involve your AmeriCorps member(s) in planning their service assignment?

II. AmeriCorps Orientation and Training:

A. All AmeriCorps members are required to attend mandatory orientation and trainings. A list with the dates of orientation and trainings will be provided.

B. I understand that the AmeriCorps members will be required to attend orientation, other training opportunities and monthly meetings; I am willing to release them from our site as needed.

Yes No

SECTION III – Support

Match: Buffalo AmeriCorps require a cash match for each member placement to support the member living allowance, associated fringe benefits and support costs, uniforms, supplies and other expenses

Partner organizations must pay in one installment. The organization pays the entire match fee for its member(s) by December 31, 2013 to Erie Regional Housing Development Corporation-The 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.

- A. Match: For each AmeriCorps member; Erie Regional Housing Development Corporation requires matching funds for the services of each AmeriCorps member. These funds go directly to the Members living allowances, supplies and uniforms.

<u>Member Term</u>	<u>Match Requirement</u>
1700 Hours	\$7,260
900 Hours	\$3,630
450 Hours	\$1,920
300 Hours	\$1,440

- B. 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. I understand that I'm responsible for 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 & Member Description

A Narrative MUST be completed by all applicants. Your narrative must align and mirror one of the two program areas: Education and Healthy Futures mentioned on page 2. 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 two key elements (*Education and Healthy Futures*) that are part of the Buffalo AmeriCorps commitment to serving and improving our nation. 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 West Side of Buffalo 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.

***Please be advised that capacity building service activities cannot be a main service activity for members as it is not part of Buffalo AmeriCorps performance measures.**

Please complete the attached member description. Your member description must align and mirror one of the two program areas: Education and Healthy Futures mentioned on page 2.



NEW YORK STATE AMERICORPS MEMBER POSITION DESCRIPTION

Member Position / Title:

of Member Slots in this Position:

Member Immediate Supervisor Name:

Position Start Date:

Member Immediate Supervisor Title:

Position End Date:

Days / Hours of Service:

Host Site Agency Name:

Address:

Address 2:

City: , NY Zip Code:

Organization/Agency Mission and/or Goals:

Program Mission and/or Goals:

Community Need:



Member Position Summary:

Necessary Training or Training Plan to be implemented prior to Member Placement:

Member Impact:

Essential Functions of Position:

Required Knowledge, Skills, and Abilities:

Required Academic and Experience Qualifications:

Is the Host Site Agency Name a reassignment from an earlier site placement?

No **Yes (If yes, provide the name of the original Host Site and the reason for reassignment.)**

Does the AmeriCorps member serving in this position have recurring access to vulnerable populations?

No **Yes**

All national service grantees must conduct at least two-part National Service Criminal History checks on all employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under Corporation grants, even if the activities don't involve service with vulnerable populations. Both components of this check must be completed prior to the employee or member beginning employment or service.

No later than 60 days after publication of the new regulations, all employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under Corporation grants who began employment or were selected for service on or after April 21, and who will perform assigned duties in contact with vulnerable populations with regular frequency, must undergo three-part Criminal History checks, including FBI, statewide repository through approved source, and national sex offender public registry checks.

The Corporation defines vulnerable populations as children age 17 years or younger; individuals age 60 years or older; or individuals with disabilities. The Corporation defines "episodic" as access that is not a regular, scheduled, and anticipated component of an individual's position description.





NEW YORK STATE AMERICORPS MEMBER POSITION DESCRIPTION TEMPLATE GUIDANCE

In 2011, the New York State Office of National & Community Service developed an AmeriCorps Member Position Description Template and requires the use of this tool by all AmeriCorps*State grantees. The guidance below should be used when completing the New York State AmeriCorps Member Position Description Template for each unique member position in your program.

Do not eliminate, alter, or leave blank any of the categories below when completing each Member Position Description Template. We strongly encourage all AmeriCorps Project Directors to be thoughtful and inclusive in their development of each Member Position Description. Comprehensive Member Position descriptions will help your program and your members remain compliant with all AmeriCorps Regulations, and define member service activities to achieve your Performance Measure Targets.

Each Member Position Description must be submitted to your AmeriCorps Program Administrator at the State Commission Office. Each Position Description will be reviewed and returned to you for revisions if any sections are left blank or the quality of the document is not acceptable.

AmeriCorps Project Directors must review the list of AmeriCorps Member Prohibited Activities and should have a copy on hand when developing each Member Position Description to confirm that all service activities and member responsibilities are allowable. Please direct any questions you may have in this subject to your AmeriCorps Program Administrator at the State Commission Office at 518-473-8882.

Member Position / Title:

A specific, descriptive title that gives the participant a sense of identity and helps salaried staff and other volunteers understand the role.

of individual members (Not MSY) serving in this Position:

Insert the total number of Member slots (Not MSY) that will serve in the capacity described by this Member Position Description.

Member Immediate Supervisor Name:

List name, title, and contact information.

Position Start Date:

The date(s) individual members will begin serving in this role. If members serving in this role will begin at different times during the project year, insert multiple dates.

Member Immediate Supervisor Title:

List the title of the Immediate Site Supervisor for the member in this Position Description.



Position End Date:

Enter the exact end date for the member's term of service if it is known, or enter the projected completion date if the exact date cannot be determined at this time.

Days / Hours of Service:

Include the days of the week and hours that it is expected the member will serve most commonly while in this position. (*i.e.*: *Mon. – Fri. 8:30 am – 5:00 pm*). You should be as specific as possible when defining the days and hours of service for each Member Position Description.

Host Site Agency Name & Complete Address of Host Site Location(s):

Insert the name(s) and physical location(s) of the Host Site(s) where each member with this Position Description will serve. If a single member with this Position Description will serve at more than one Host Site, please list the formal name and complete address of each location where the member will serve and indicate which location is the Primary Host Site.

If more than one member will serve in this Member Position Description you must indicate this in the “# of individual members (Not MSY) serving in this Position” field on the Member Position Description Template. For each Host Site where a member with this Position Description is placed, you must list the name of each Host Site Agency and complete address on the Member Position Description.

Organization/Agency Mission and/or Goals:

Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the Host Site Organization or Agency where the member is serving. (*i.e.*: *If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.*)

Program Mission and/or Goals:

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the specific program that the member's service will support. (*i.e.*: *If the Agency where the member is serving is the American Red Cross, and the member's service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the American Red Cross.*)

Community Need:

Thoroughly define in specific quantitative and qualitative terms the community need that has been identified and will be addressed as a result of the AmeriCorps member's service. Provide statistical data to demonstrate the need, what National Focus Areas are represented, what population or entity will be served by this member, and other information that clearly and concisely demonstrates a strong community need that require AmeriCorps resources.

Member Position Summary:

Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.



Necessary Training or Training Plan to be implemented prior to Member Placement:

Include a description of all training that a member must have received in order to successfully complete his/her service in the Position Description. If training will be provided by the Grantee Agency and/or Host Site Agency, you should include a brief description of that training in this section.

Member Impact:

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member's service so that he/she will be aware of the importance of their service.

- What are the particular contributions of the position toward the accomplishment of the overall AmeriCorps Program's Performance Measures and objectives of the organization?
- What are the measurable short- and long-term goals that should be achieved by the member during their service term that the member can be evaluated on?

Essential Functions of Position:

List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section.

- Identify only the tasks essential to the position. Focus on results, not process.
- List as many activities as necessary which constitute the position.
- Confirm that each activity is necessary.
- What is the relationship between each task? Is there a specific sequence the tasks must follow?
- Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc?

Required Knowledge, Skills, and Abilities:

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

Required Academic and Experience Qualifications:

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

Is the Host Site Agency Name a reassignment from an earlier site placement?

Please check "Yes" or "No" in response to this question for each Member Position Description.

Check "Yes" if the member serving in this position has been transferred from a previous Host Site and/or was serving in different role with a unique Member Position Description.

If "Yes" is checked, please indicate where the member was previously serving (include Host Site Agency Name and Address) as well as an explanation why the member was reassigned from a prior Host Site. If a member was previously serving in a different role with a unique Member Position Description, please indicate the title of the Member Position Description in which the member was previously serving as well as an explanation why the member was reassigned from his/her original service role.

Does the AmeriCorps member serving in this position have recurring access to vulnerable populations?

Please check "Yes" or "No" in response to this question for each Member Position Description.

Refer to the guidance provided on the Member Position Description Template regarding Criminal History Check requirements for members and employees in place and supported by national service funds. In addition to this general guidance, grantees must also reference current AmeriCorps regulations to confirm they comply with all Criminal History Check requirements.

