

**DUE DATE: SEPTEMBER 1, 2014
BY 6:00 P.M.**



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



**Erie Regional Housing Development Corp.-
The Belle Center
Home of Buffalo AmeriCorps**

**2014-15
Buffalo AmeriCorps Program Request for Partnership
Application**

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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, students, senior citizens and families living in Western New York (Mission Statement)***. The center is a safe-haven for students 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 students 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 students 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 students.

Program Focus Areas:

Education:

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

Required Measurement Tool(s) – daily attendance logs, standardized test scores, and report cards to determine program participation and progress in literacy and/or math scores.

School Readiness – tutor 30 economically disadvantaged pre-school children that complete a CNCS supported pre-school program for no less than 3 hours a day, 5 days a week for a minimum of 12 months. With a focus on pre-school literacy to demonstrate gains in literacy skills.

Required Measurement Tool(s) – daily attendance logs, Brigance and Circle Assessment to determine completion of early childhood education programs and progress in literacy skills.

Healthy Futures:

Aging in Place – provide service to homebound or older adults and individuals with disabilities that are needed to support them living independently. These services may include food delivery service to food banks, transportation to and from adult daycare, home improvements, snow removal, and lead abatement in the homes of 105 homebound or older adults and individuals with disabilities, etc. With a focus on measuring and meeting the number of homebound or older adults and individuals with disabilities who receive the independent living services and the number of individuals with disabilities who have increased social support.

Required Measurement Tool(s) – surveys and/or a client tracking database to determine satisfaction, and ability for senior and persons with disabilities to remain in place.

****Final approval and placement is contingent upon funding.****

Definition of Key Terms

Students: Students enrolled in grades K-12 in schools with a majority of economically disadvantaged students and/or a majority of children with special or exceptional needs.

Children: Children up through the age of kindergarten enrollment who are enrolled in early childhood education programs with a majority of economically disadvantaged children and/or a majority of children with special or exceptional needs.

Economically disadvantaged: Eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch; may or may not actually be accessing free/reduced lunch.

Special or exceptional needs: Children who are developmentally disabled, such as those who are autistic, have cerebral palsy or epilepsy, are visually impaired, speech impaired, hearing impaired, orthopedically impaired, are emotionally disturbed or have a language disorder, specific learning disability, have multiple disabilities, other significant health impairment or have literacy needs. Children who are abused or neglected; in need of foster care; adjudicated youth; homeless youth; teenage parents; and children in need of protective intervention in their homes.

Homebound: Individuals unable to leave their personal residence due to disability, injury, or age; may be a short term or long term need; for example, an individual may have a broken hip that prevents them from driving for a few months but after the injury has healed they no longer require help to live independently.

Older Adults: Individuals age 65 or older.

Individual with a Disability: An individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Live independently: Individuals live in a private residence (house, apartment, mobile home, etc.) rather than in an assisted living facility, nursing home, or group home.

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 in the City of Buffalo that are interested in serving as Partner Host Sites for AmeriCorps members during our **October 1, 2014 – December 31st, 2015** program years.

Your application must align with: Education &/or Healthy Futures mentioned on page 2.

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 that you already have in place. If volunteers play a critical role in your organization, AmeriCorps members may work to mobilize and train more volunteers. ***However, such activities are not permitted to be the primary focus of the AmeriCorps members' service.*** 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 8** of the Program (Oct. 1, 2015 – Dec. 31, 2015). 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, preliminary background check, by the Program director, the candidates displaying the required knowledge, skills and abilities will have their information forwarded to be reviewed by a given Host Site for consideration. According to candidate preferences and anticipated fit, the Host Site reserves the right to approve/disapprove moving forward with a given candidate. After the Host-Site Supervisor has decided on a given candidate(s) the Buffalo AmeriCorps director retains the responsibility for collecting the candidate's application, placement materials, making the final placement decision and position offer granted a successfully completed three part background check.

AmeriCorps Member Positions Available:

- **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)

Full-time Buffalo AmeriCorps members receive the full benefits available as participants of the AmeriCorps National Service program. The benefits are: bi-weekly living allowance/stipend, health insurance, potential loan forbearance, child care, trainings, and an educational award. Part-time, Quarter-time and Minimum-time members receive a bi-weekly living allowance/stipend, potential loan forbearance, trainings and an educational award.



NEW YORK STATE AMERICORPS AGREEMENT BETWEEN GRANTEE AGENCY & HOST SITE AGENCY

This Grantee Agency and Host Site Agency Agreement, hereinafter referred to as “the Agreement,” between the following two parties: 1) Erie Regional Housing Development Corporation – The Belle Center: Buffalo AmeriCorps hereafter referred to as “Grantee Agency” and 2) Potential Host Site hereafter referred to as “Host Site,” sets forth the parties’ understanding concerning the establishment and operation of a local project under the Corporation for National and Community Service (Corporation’s) AmeriCorps program, pursuant to the National and Community Service Act of 1990 (42 USC 12501 *et seq.*) and the implementing regulations in 45 CFR parts 2510 through 2529, hereinafter referred to as “the Act”.

I. GENERAL PROVISIONS

A. Duration of This Agreement

This Agreement shall become effective on the date of January 5, 2015 and shall end thereafter on December 31, 2015, unless terminated sooner by either or both of the parties. Termination of that agreement may occur if the Host Site materially fails to comply with any of this agreement’s terms.

II. MEMBER POSITION DESCRIPTION

- A. The Host Site shall adhere to the Member Position Description found in *Appendix 1: Member Position Description(s)* of this Agreement, including all associated documents.

(A MEMBER POSITION DESCRIPTION FOR EACH AMERICORPS POSITION WITH UNIQUE SERVICE ACTIVITIES AND REQUIREMENTS TO BE COMPLETED DURING THE MEMBER’S TERM OF SERVICE MUST BE INCLUDED IN APPENDIX 1: MEMBER POSITION DESCRIPTION(S) OF THIS AGREEMENT.)

III. REPORTING

- A. The Host Site will:
- a. Maintain such records and accounts, and make such reports and investigations concerning matters involving AmeriCorps members and the project as the Grantee Agency may require.
 - b. Submit required fiscal and programmatic reports within the required time frame.
 - c. Operate its project site in accordance with the provisions of the Act, applicable program policies and regulations, and other Federal laws, regulations, and policies which are, or become, applicable to the program;
 - d. Submit information required for the Grantee Agency to complete necessary reports within the required time frame;
 - e. Host Site Supervisor is responsible for submitting a Mid-Year Assessment, End of Year Assessment and any other compliance document requested by the Grantee Agency.
 - f. Host Site Supervisor is required to approve their individual AmeriCorps member’s timesheets in the time management hour tracking system on a bi-weekly basis.
 - g. Comply with the reporting dates set forth in the attached important dates sheet.

IV. FURTHER RESPONSIBILITIES OF THE PARTIES

A. Grantee Agency Responsibilities

- a. Place AmeriCorps members with the Host Agency at its discretion and assign replacements if member slots are available, at Grantee Agency's discretion, for any AmeriCorps members who resign, transfer to other projects, or are terminated.
- b. Provide technical assistance and grant approval to the Host Site in planning, development, and implementation of the project.
- c. Periodically review and assist the Host Site's use of AmeriCorps members to achieve the objectives and perform the task(s) specified in the Member Position Description.
- d. Promptly respond to written requests by the Host Site to move any AmeriCorps member from the project in accordance with the AmeriCorps program's policies and procedures.
- e. Retain member records as the State Commission on National & Community Service or Corporation for National & Community Service may require for a period of three years after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the authorized entities for the purpose of litigation, audit or examination.

B. Host Site Obligations

- a. Manage AmeriCorps members' service hours, with the goal of facilitating that the required hours of service in the Member Contract is attained before the member's scheduled completion date.
- b. AmeriCorps members that are absent without notice for more than 3 consecutive days and/or do not work a minimum of 35 hours per week for full-time (1700 hours) members, 16.5 hours per week for half-time (900) members, 8.5 hours per week for quarter-time (450) members, and 6 hours per week for minimum-time (300 hours) members will not receive a stipend and Host Site must notify Grantee Agency. The withholding must be temporary and not result in the program docking the members' living allowance.
- c. Track and report, in a manner and frequency specified by the Grantee Agency, the hours served of each AmeriCorps member
- d. Arrange and be responsible for providing on-site orientation and training for all incoming AmeriCorps members within the first two weeks of their service.
 - i. The Host Site must review the AmeriCorps Member Position Description and AmeriCorps Member Contract including all attachments with each AmeriCorps member.
 - ii. Host Site will not be reimbursed for AmeriCorps members who are engaged in prohibited activities outlined by the AmeriCorps Regulations and listed in *Section 5: 'Prohibitions of Use of Corporation Assistance By Grantee Agency and Host Site' in this Agreement.*
- e. Assist in the provision of pre-service, early service, and in-service training, as defined by the Grantee Agency.
- f. Operate the project in accordance with the provisions of the Act, applicable program policies and regulations, and other federal laws, regulations, and policies which are, or become, applicable to the program.
- g. Provide on-the-job transportation and other project support as specified in the Member Position Description.
- h. Confirm that the Host Site's AmeriCorps Supervisor(s) participate(s) in AmeriCorps Host Site Supervisor Orientation and all Host Site Supervisor Training provided by the Grantee Agency.
- i. Host Sites must provide each AmeriCorps member placed with the necessary training, tools and resources necessary to complete the activities described in the AmeriCorps Member Position Description.
- j. If personnel changes at the Host Site agency result in a new staff member being appointed as AmeriCorps Host Site Supervisor, the Host Site must notify the Grantee Agency within five business days of this change.
- k. Host Agency must provide a clean and safe working environment which includes:
 - i. Make every reasonable effort to ensure that the health and safety of AmeriCorps members are protected during the performance of their assigned duties. The Host Agency shall not assign or require AmeriCorps members to perform duties which would jeopardize their

safety or cause them to sustain injuries. Host Agency must adhere to New York State Health Department codes by providing sufficient bathroom and workplace facilities.

- l. Host Site Supervisor must indicate to the Grantee Agency the actual departure date(s) of AmeriCorps member(s) who leave prior to completion of service date(s).
- m. Allow AmeriCorps members to participate in Days of Service:
 - i. New York State AmeriCorps Kickoff – November , 2015
 - ii. Member Development/Service/Events dates set forth in the attached important dates sheet.
- n. Report to the Host Agency, within 24 hours, the unscheduled departure of AmeriCorps members, and otherwise keep the Host Agency informed, within 24 hours, of unscheduled changes of status and conditions of AmeriCorps members, such as arrests, hospitalization, and absence without leave.
- o. Not employ, recommend for employment, nor otherwise facilitate the employment of AmeriCorps members assigned by the Grantee Agency to the Host Site for any commitment that would interfere with their full-time service defined in their AmeriCorps Member Contract.
- p. Not assign AmeriCorps members to work on projects or in offices based, or otherwise located, outside of the service area defined in the AmeriCorps Member Position Description unless granted explicit permission, in writing, from the Host Agency and approved by the State Office of National & Community Service.
- q. Host Site must adhere to the AmeriCorps Grievance Procedures defined in the AmeriCorps Member Contract and also defined in *Appendix 2: AmeriCorps Member Grievance Procedure of this Agreement*.
- r. Host Site Supervisor must communicate all issues as defined here with the Grantee Agency immediately:
 - i. The Host Site shall immediately notify the Grantee Agency of any unusual incident, occurrence or event that involves the staff, volunteers or officers of the Host Site or AmeriCorps members funded through this agreement, including but not limited to, the death or serious injury of any member; the arrest of any staff or member; possible criminal activity on the part of any staff or member; destruction of property by any staff or member; significant damage to the physical plant of the Host Site; or other matters of a similarly serious nature.

C. Host Site Supervisor Responsibilities

- a. Supervisors are required, at minimum, to have a weekly check-in with each individual AmeriCorps member.
- b. Supervisors are required to fill out and meet with each AmeriCorps member regarding their Mid-Year (for Full-Time and Half-Time members) and End of Year Assessments for all members.
- c. Supervisors must verify the accuracy and approve each AmeriCorps member's service hours by signing and dating the member's timesheet and confirming the member has signed and dated each timesheet on a weekly basis. Grantee agencies with electronic time systems must still maintain accurate time sheets signed by both members and site supervisors.
- d. Mandatory attendance at AmeriCorps Host Site Supervisor Orientation and trainings.
- e. Comply with the occurrences disciplinary guidelines set forth on the attached occurrences sheet.
- f. Members must wear an AmeriCorps id badge while serving; AmeriCorps clothing is optional, except for service projects & other specified events when AmeriCorps members are required to wear AmeriCorps clothing.

D. Financial Responsibilities of Host Site

- a. Partner organizations must pay in one installment. The organization pays the entire match fee for its member(s) by December 31, 2014 to Erie Regional Housing Development Corporation-The Belle Center.
- b. 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.

- c. If host sites discontinue their partnership with the Buffalo AmeriCorps Program, for any reason during the first 6 months of the contracted year, then 50% of the entire match fee becomes non-refundable.
- d. If a site is awarded and contractually agrees to the number of member(s) it requested and then forfeits the member(s) slot(s), the site will be assessed a penalty of 50% of the total match.
- e. The host-sites must retain records for seven years.

E. Nondiscrimination

- a. General Prohibition - No person with responsibilities in the operation of the project, whether affiliated with the Grantee Agency or the Host Site, shall discriminate against any AmeriCorps, or member of the staff of, or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
- b. Sexual Harassment - Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The Host Site must prohibit sexual harassment and take immediate corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
 - i. Acts of "quid pro quo" sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Host Site, its agents or supervisory employees should have known of the acts.
 - ii. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment.
 - iii. Acts of sexual harassment toward fellow AmeriCorps members or non-employees, where the Grantee Agency or Host Site, its agent or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

F. Drug-Free Workplace

- a. In accordance with the Federal Drug-Free Workplace Act of 1988, the program is committed to maintaining a drug and alcohol-free environment. Members are therefore notified that:
 - i. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and places of service;
 - ii. Actions, including termination from the program, will be taken against any member for violations of such prohibitions;
 - iii. As a condition of service as an AmeriCorps Member, the Member agrees to:
 - 1. abide by the terms of drug-free workplace policy;
 - 2. notify the program director in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction. The Member must remain drug-free for the remainder of the year.
 - iv. As part of an ongoing member orientation and training, the program will inform Members about:
 - 1. The dangers of drug abuse in the workplace and service area;
 - 2. The program's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that you may impose upon members for drug abuse violations occurring in the workplace or service area.

G. Delegation and Subcontracting

The Host Site is prohibited from delegating or assigning any of its obligations or duties contained in this Agreement. AmeriCorps members may not be assigned by the Host Site to perform duties with other public or private non-profit agencies or organizations not defined in the AmeriCorps Member Position Description or without explicit approval by the Grantee Agency.

H. Prohibitions of Use of Corporation Assistance By Grantee Agency and Host Site

The Grantee Agency and Host Site both agree that 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:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. 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;
- g. 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;
- h. 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;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation 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 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.

- I. AmeriCorps Members are **not** allowed to spend time fundraising in any capacity. Members may **not** generate funds/resources directly in support of the AmeriCorps program's service activities. Examples of fundraising activities members may perform include, but are not limited to the following:
 - i. Seeking donations of books from companies and individuals for a program in which volunteers tutor children to read;
 - ii. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - iii. Seeking a donation from alumni of the program for specific service projects being performed by current members.
- b. AmeriCorps members may not:
 - i. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - ii. Write a grant application to the Corporation or to any other Federal agency.

J. Nondisplacement/Supplantation of Hiring

The Host-Site shall not displace an employee, position, or volunteer (other than a participant under the national service laws), including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such Host-Site of a participant in a program receiving assistance under the national service laws.

- a. An AmeriCorps member shall not perform any services or duties, or engage in activities, that—
 - i. will supplant the hiring of employed workers; or
 - ii. are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

Grantee Agency	Host Site Agency
_____ Signature	_____ Signature
Lucy Candelario _____ Print Name	_____ Print Name
Executive Director _____ Title	_____ Title
_____ Date	_____ Date

APPENDIX 1: AmeriCorps Member Grievance Procedures

State and local applicants that receive assistance from the Corporation must establish and maintain a procedure for the filing and adjudication of grievances from participants, labor organizations, and other interested individuals concerning programs that receive assistance from the Corporation. A grievance procedure may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of the Corporation's inspector general.

(a) *Alternative dispute resolution.*

(1) The aggrieved party may seek resolution through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within 45 calendar days from the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of his or her right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

(2) If mediation, facilitation, or other dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed upon dispute resolution agreement, the proceeding must be confidential.

(b) *Grievance procedure for unresolved complaints.* If the matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the neutral party must again inform the aggrieving party of

his or her right to file a formal grievance. In the event an aggrieved party files a grievance, the neutral may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.

(c) *Time limitations.* Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such grievance must be made no later than 60 calendar days after the filing of the grievance.

(d) *Arbitration—*

(1) *Arbitrator—*

(i) *Joint selection by parties.* If there is an adverse decision against the party who filed the grievance, or 60 calendar days after the filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.

(ii) *Appointment by Corporation.* If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the Corporation's Chief Executive Officer will appoint an arbitrator from a list of qualified arbitrators.

(2) *Time Limits—*

(i) *Proceedings.* An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.

(ii) *Decision.* A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

(3) *The cost.* The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney's fees of the prevailing party.

(e) *Suspension of placement.* If a grievance is filed regarding a proposed placement of a participant in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.

(f) *Remedies.* Remedies for a grievance filed under a procedure established by a recipient of Corporation assistance may include—

(1) Prohibition of a placement of a participant; and

(2) In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is the recipient of Corporation assistance—

(i) Reinstatement of the employee to the position he or she held prior to the displacement;

(ii) Payment of lost wages and benefits;

(iii) Re-establishment of other relevant terms, conditions and privileges of employment; and

(iv) Any other equitable relief that is necessary to correct any violation of the non-duplication or non-displacement requirements or to make the displaced employee whole.

(g) *Suspension or termination of assistance.* The Corporation may suspend or terminate payments for assistance under this chapter.

(h) *Effect of noncompliance with arbitration.* A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.



**Erie Regional Housing Development Corporation – The Belle Center
Buffalo AmeriCorps: Important Dates**

Important Dates 2015	
CNCS Mid & End-Term Member Evaluations	Mid-term <i>due June 30, 2015</i> End-term <i>due December 30, 2015</i>
Monthly Member Monitoring Evaluation	<i>Conducted the 4th Week of every month by Buffalo AmeriCorps Director</i>
Progress Reports	
Progress Reports covering activities during the months of:	Due to the Buffalo AmeriCorps office at The Belle Center no later than:
Progress Reports are due 3 times annually. Dates TBA	

Member Development Days	
<i>Workshops will be every 1st Friday of the month from 8:30 a.m. to 10:00 a.m., at The Belle Center 104 Maryland Street Buffalo, NY 14201, unless otherwise noted.</i>	
Site Supervisor Orientation	November 20/21, 2014, 8:30 a.m. – 4:00 p.m.
Member Orientation	January 5-6, 2015, 8:30 a.m. – 4:00 p.m.
Member Development Day	February 6, 2015
Member Development Day	March 6, 2015
Member Development Day	April 3, 2015
Member Development Day	May 1, 2015
Member Development Day	June 5, 2015
Member Development Day	July 2015 TBA
Member Development Day	August 7, 2015
Member Development Day	September 4, 2015
Member Development Day	October 2, 2015
Member Development Day	December 4, 2015

MANDATORY SERVICE PROJECTS/EVENTS	
<i>There's a chance that project(s)/event(s) not listed on this calendar may arise, ample notice will be provided.</i>	
Swearing-In Ceremony	January 2015
Dr. Martin Luther King, Jr., National Day of Service Project	January 19, 2015
AmeriCorps Week-Reinstein Nature Preserve Service Project <i>Tentative</i>	March 2015
Mayors Day of Recognition for National Service	April 2015
I Love My Parks Service Project	May 2, 2015
United Way Day of Caring Service Project	August 19, 2015
New York State Kickoff in Albany	November TBA
Boxes of Love at The Belle Center Service Project	December 2015



Erie Regional Housing Development Corporation – The Belle Center

Buffalo AmeriCorps: Occurrences

The Buffalo AmeriCorps Occurrence System's aim to guide managers in tracking and then supporting AmeriCorps members through their year of service. Many incidents need specific documentation and follow up which the following process outlines. Being that each situation can have different dynamics, actions will be weighed on a case by case basis, but this model serves as a guide to create and maintain a positive service experience for both the member and site during the year.

Three Tiered Occurrences System: Break occurrences down into three separate categories:

- Professionalism
- Punctuality
- Uniform Standards

AmeriCorps receives 2 conversations around each occurrence before a write up takes place

Process Highlights:

- Two verbal warnings will be given before a first occurrence is documented for professionalism, uniform & punctuality (less than 15 minutes).
- An occurrence will be given automatically if you are more than 15 minutes late.
- Suspensions will be agreed upon by your Site Supervisor and Program Director
- All OCCURANCES WILL BE RECORDED AND SIGNED ON THE TRACKER as well as an email sent to the AmeriCorps member, Site Supervisor and Program Director for electronic documentation purposes.

	Actions According to Occurrences	Procedure for Multiple Occurrences
Professionalism 2 coaching conversations	<ul style="list-style-type: none"> - Missing Deadlines - Inappropriate Language - Non-Buffalo AmeriCorps appropriate relationship with youth (when the relationship becomes more of a friend type rather than a mentor type relationship) - Lack of participation - Inappropriate use of time - Sleeping - Inappropriate use of cell phones, texting, or headphones - Lack of preparedness/disorganized/losing items - Lack of flexibility - Not supportive of team 	<p>Verbal Warnings – Warning Tracker -Warning will be documented and signed by the AmeriCorps members.</p> <p>Occurrence A – Occurrence Tracker -Occurrence will be documented and signed by the AmeriCorps member and Site Supervisor.</p> <p>Occurrence B – Occurrence Tracker -Occurrence will be documented and signed by the AmeriCorps member, Site Supervisor and Program Director. -Site Supervisor and Program Director will meet with the AmeriCorps member to discuss strategies and support systems to aid AmeriCorps member in meeting expectations.</p> <p>Occurrence C - Occurrence Tracker and Performance Improvement Plan -Site Supervisor and Program Director will meet and support the AmeriCorps member in developing a Performance Improvement Plan (PIP). The Program Director will document the specific behaviors to be addressed in the PIP and specific action steps to be taken by the AmeriCorps member. -Targeted intervention will be discussed including: Professional Development, Continuance of Education Etc. -The AmeriCorps member, Site Supervisor and Program Director will sign off on the PIP -The AmeriCorps member will review the PIP with the Program Director at the end of the PIP time frame and</p> <p>Occurrence D - Occurrence Tracker and Suspension -AmeriCorps member will meet with Site Supervisor and Program Director to discuss suspension and new elements of the PIP -AmeriCorps member will be suspended without pay and lose 1 personal day -Program Director will document changes to plan</p> <p>Occurrence E - Occurrence Tracker and Dismissal from program -AmeriCorps member will Site Supervisor and Program Director to discuss consequences up to and including dismissal from Buffalo AmeriCorps</p> <p>*Any additional infraction that occurs before the schedule PIP meeting will result in a PIP suspension (as it will be the 4th occurrence) **Additional meetings can be scheduled as deemed appropriate for AmeriCorps member support. These meetings should be planned for and documented in the Performance Improvement Plan(s)</p>
Automatic Write-Up	<ul style="list-style-type: none"> - Negligence with youth - Lack of respect toward communities, teams, and staff - Inappropriate discussions within ear shot of partners or students - Late more than 15 minutes - Purchasing, using or smoking cigarettes in uniform 	
Automatic Suspension	Attendance (no-call/no-show)	
Non-Negotiable	<ul style="list-style-type: none"> - 3 consecutive no-call/no-shows - Verbal or non-verbal violence towards anyone - Use or distribution of alcohol, drugs, or weapons during service hours - Sexual misconduct-soliciting kids' numbers and viewing/discussing sexual materials - Theft/destruction of property - Fraternalization between AmeriCorps members and/or staff - Activities prohibited by AmeriCorps 	

***Note this system is to manage occurrences and improvement around Buffalo AmeriCorps polices. "If you commit a serious violation that in the judgment of the Program Director or Executive Director, undermines the effectiveness of the program, compromises the well-being of a member of the community or negatively represents the program, you may be released from the program" regardless of the system outlined above.

Content taken from NYC Civic Corps

Buffalo AmeriCorps Member: _____ Program: Director: _____
 Site Supervisor: _____

Warnings

Punctuality	Uniform	Professionalism
Warning 1 -	Warning 1 -	Warning 1 -
Warning 2 -	Warning 2 -	Warning 2 -

Occurrences

<p>A.</p> <p>Date: _____</p> <p>AmeriCorps Member : _____</p> <p>Site Supervisor : _____</p>			
Punctuality	Uniform	Professionalism	Automatic
<p>B.</p> <p>Date: _____</p> <p>AmeriCorps Member : _____</p> <p>Site Supervisor : _____</p> <p>Program Director : _____</p>			
Punctuality	Uniform	Professionalism	Automatic
<p>C.</p> <p>Date: _____</p> <p>AmeriCorps Member : _____</p> <p>Site Supervisor : _____</p> <p>Program Director : _____</p>			
Punctuality	Uniform	Professionalism	Automatic
<p>D.</p> <p>Date: _____</p> <p>AmeriCorps Member : _____</p> <p>Site Supervisor : _____</p> <p>Program Director : _____</p>			
Punctuality	Uniform	Professionalism	Automatic
<p>E.</p> <p>Date: _____</p> <p>AmeriCorps Member : _____</p> <p>Site Supervisor : _____</p> <p>Program Director : _____</p>			

Content taken from NYC Civic Corps

Buffalo AmeriCorps Member Performance Improvement Plan

AmeriCorps Member : _____ Site Supervisor : _____ Program Director : _____			Overview of the Occurrence:	
Specific Behaviors	Expected Outcome(s) &/or Goals	Intervention(s) and Frequency of Intervention(s)	Person Responsible	Goal/Intervention Review Notes

*I understand that I will be held accountable to this improvement plan through all future occurrences and that it is my responsibility to uphold standards of Buffalo AmeriCorps and demonstrate leadership and integrity through my actions.
 Content taken from NYC Civic Corps

**ERIE REGIONAL HOUSING DEVELOPMENT CORPORATION – THE BELLE CENTER
BUFFALO AMERICORPS: PAYROLL SCHEDULE**

Sunday Through Saturday	Time Sheets Due To Buffalo AmeriCorps Office (104 Maryland Street Buffalo, NY 14201) By 12:00 p.m., Monday	Pay Date
December 28, 2014 - January 10, 2015	January 12, 2015	January 16, 2015
January 11, 2015 - January 24, 2015	January 26, 2015	January 30, 2015
January 25, 2015 - February 7, 2015	February 9, 2015	February 13, 2015
February 8, 2015 - February 21, 2015	February 23, 2015	February 27, 2015
February 22, 2015 - March 7, 2015	March 9, 2015	March 13, 2015
March 8, 2015 - March 21, 2015	March 23, 2015	March 27, 2015
March 22, 2015 - April 4, 2015	April 6, 2015	April 10, 2015
April 5, 2015 - April 18, 2015	April 20, 2015	April 24, 2015
April 19, 2015 - May 2, 2015	May 4, 2015	May 8, 2015
May 3, 2015 - May 16, 2015	May 18, 2015	May 22, 2015
May 17, 2015 - May 30, 2015	June 1, 2015	June 5, 2015
May 31, 2015 - June 13, 2015	June 15, 2015	June 19, 2015
June 14, 2015 - June 27, 2015	June 29, 2015	July 2, 2015
June 28, 2015 - July 11, 2015	July 13, 2015	July 17, 2015
July 12, 2015 - July 25, 2015	July 27, 2015	July 31, 2015
July 26, 2015 - August 8, 2015	August 10, 2015	August 14, 2015
August 9, 2015 - August 22, 2015	August 24, 2015	August 28, 2015
August 23, 2015 - September 5, 2015	September 7, 2015	September 11, 2015
September 6, 2015 - September 19, 2015	September 21, 2015	September 25, 2015
September 20, 2015 - October 3, 2015	October 5, 2015	October 9, 2015
October 4, 2015 - October 17, 2015	October 19, 2015	October 23, 2015
October 18, 2015 - October 31, 2015	November 2, 2015	November 6, 2015
November 1, 2015 - November 14, 2015	November 16, 2015	November 20, 2015
November 15, 2015 - November 28, 2015	November 30, 2015	December 4, 2015
November 29, 2015 - December 12, 2015	December 14, 2015	December 18, 2015
December 13, 2015 - December 26, 2015	December 28, 2015	January 1, 2016
December 27, 2015 - January 9, 2016	January 12, 2016	January 15, 2016

Buffalo AmeriCorps 2014-2015 AmeriCorps Member Timesheet Example

Site Name: _____

AmeriCorps Member: _____

Pay Period Ending: 01/11/2015



Day	Date	Start Time	Lunch Start Time	Lunch End Time	End Time	Total Hours	Direct Service Hours	Training Hours	Description of Activity
Sunday	12/29/2014								
Monday	12/30/2014	8 AM	12 pm	12:30 pm	4 pm	7 1/2	5 1/2	2	
Tuesday	12/31/2014	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Wednesday	01/01/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Thursday	01/02/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Friday	01/03/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Saturday	01/04/2015								
						37.5			

Day	Date	Start Time	Lunch Start Time	Lunch End Time	End Time	Total Hours	Direct Service Hours	Training Hours	Description of Activity
Sunday	01/05/2015								
Monday	01/06/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	5 1/2	2	
Tuesday	01/07/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Wednesday	01/08/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	5 1/2	2	
Thursday	01/09/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Friday	01/10/2015	8 AM	12 pm	12:30 pm	4 pm	7 1/2	7 1/2		
Saturday	01/11/2015								
						37.5			

***Supervisors must submit timesheets. AmeriCorps members may not submit their own timesheet.**

***Please be sure to make a copy of the timesheet prior to sending it to the Buffalo AmeriCorps office on time at 104 Maryland Street Buffalo, NY 14201.**

Member Signature: _____

Authorized Site Supervisor (Print Names) _____ (Sign Name) _____

Buffalo AmeriCorps Directors Signature: _____

Date: _____

DIRECT: Projects/activities designed to serve specific populations and/or complete designated projects (ex: class room management, tutoring, food delivery)
 TRAINING: (Member development activities, workshops and seminars).

Supervisor only: Please check box if supervision is required and provided for this member while working with children.



**Erie Regional Housing Development Corporation – The Belle Center
Buffalo AmeriCorps: Time off Request**

Name Date

Site

I wish to request the following day(s) off:

From: _____ To: _____
Date of first day of work to be missed Date you plan to return to w

Signature of Member

Number of vacation, days to be used: _____

(Time off is discouraged for the month(s) of January & February)

Request for Time Away form must be submitted at least two weeks in advance. Request is approved unless requestor receives feedback from site supervisor or program director.

.....
For Buffalo AmeriCorps Program Director:

The above request has been received and has been: _____

Exceptions to your request are as follows: _____

Approving Signatures:

Site Supervisor Signature Date

Buffalo AmeriCorps Program Director Signature Date

Grantee Agency	Host Site Agency
<hr/> Signature	<hr/> Signature
Lucy Candelario <hr/> Print Name	<hr/> Print Name
Executive Director <hr/> Title	<hr/> Title
<hr/> Date	<hr/> Date

**2014-2015
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: _____

Completed RFP's should be returned by August 1, 2014 by 6:00 p.m. to:

Naomi Porter

By Email: nporter@thebellecenter.org

Or

Mailed/Delivered to:

Attention: Naomi Porter

Erie Regional Housing Development Corp. - The Belle Center

104 Maryland Street

Buffalo, NY 14201

For Questions Call: 716-845-0485 Ext. 215

Or Visit: www.thebellecenter.org/ameriCorps

**RFP Approval/Disapproval Notifications will be distributed 9/25/14 – 9/29/14.*

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)

c. ____ QT- (450 hour commitment)

b. ____ PT- (900 hour commitment)

d. ____ MT- (300 hour commitment)

2. I understand that the member(s) term of service at my site is January 7, 2015 – December 31, 2015, unless a shorter timeframe is noted. ____ Yes ____ No

3. 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). Paid employees of the applicant may not serve as an AmeriCorps member.

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

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

4. I understand that my agency is responsible for any additional site-based background check(s), outside of the three part check (National Sex Offender Registry, New York State performed by AmeriCorps. Please list any additional required background checks that a potential member must undergo in order to serve at your site:

5. 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, service projects and monthly meetings; I am willing to release them from our site as needed.

____ Yes ____ No

SECTION III – Support

Match: Buffalo AmeriCorps requires 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, 2014 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.

Forfeiture of member slots: If a site is awarded and contractually agrees to the number of member(s) it requested and then forfeits the member(s) slot(s), the site will be assessed a penalty of 50% of the total match.

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. Who should the Invoice be sent to:

1. Name of applicant organization: _____

2. Address: _____

3. Phone: _____ Fax: _____ Email : _____

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

Local or state government funds, please describe: _____

Private funds, please describe: _____

Other, please describe: _____

D. I understand that I'm responsible for on-site supervision.

E. 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 & member description must align with: Education &/or 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 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.**

SECTION V – Member Position Description

Please return application with completed AmeriCorps Member Position Description

AmeriCorps Member Position Description

APPENDIX 1: Member Position Description(s)

The Host Site shall adhere to the Member Position Description(s) found here including all associated documents.



NEW YORK STATE AMERICORPS MEMBER POSITION DESCRIPTION

Member Name (If Available):

Member Position / Title:

Member Immediate Supervisor Name:

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

Member Immediate Supervisor Title:

Position Start Date:

Days / Hours of Service:

Position End Date:

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

Mission and Goals of Host Site Agency:

Mission and Goals for the specific program the member is serving in:

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 a reassignment from an earlier site placement?

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

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 applicants to be thoughtful and inclusive in their development of each Member Position Description. Comprehensive Member Position descriptions will help your agency and members remain compliant with all AmeriCorps Regulations, and define member service activities to achieve your Performance Measure Targets.

Member Name:

This will be completed by Buffalo AmeriCorps

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.

Member Immediate Supervisor Name:

List the first and last name of the individual on-site who the member directly reports to.

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

This will be completed by Buffalo AmeriCorps

Member Immediate Supervisor Title:

List the title and contact information for the Immediate Site Supervisor for the member in this Position Description.

Position Start Date:

The date 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.

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.

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.

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.

Mission and Goals of Host Site Agency:

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.*)

Mission and Goals for the specific program the member is serving in:

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service.

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.

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.
