STEP AmeriCorps
2023-2024 Partner Site Application

BASIC INFORMATION

Organization Name: _____

Street Address: _____

City, State, Zip: _____

Website: _____

Phone Number: _____ Fax Number: _____

STEP AMERICORPS POSITION REQUEST

☐ Fulltime – 1700 Hrs. | 35-40 Hrs./Wk. (8/28/23 – 7/26/24) _____ # of members

☐ Reduced Fulltime – 1200 Hrs. | 30-35 Hrs./Wk. (8/28/23 – 6/14/24) _____ # of members

☐ Halftime – 900 Hours | 18-22 Hours/Wk. (8/28/23 – 7/26/24) _____ # of members

☐ Summer Quarter Time - 450 Hrs. | 35-40 Hrs./Wk. for 12 weeks _____ # of members

☐ Summer Minimum Time - 300 Hrs. | 30-35 Hrs./Wk. for 10 weeks _____ # of members

ORGANIZATION CONTACT INFORMATION

STEP AmeriCorps Member Site Supervisor: _____

Phone Number: _____ E-mail: _____

Authorizing Official: _____

Phone Number: _____ E-mail: _____

ORGANIZATION'S MISSION STATEMENT

How will hosting an AmeriCorps position(s) enhance the mission of your organization?

Preferred qualifications for each position:

What specific trainings do you intend to provide STEP AmeriCorps member(s)?

Besides your organization, are their other stakeholders who will benefit from the service provided by the STEP AmeriCorps member(s)?

CAPACITY BUILDING

How will hosting an AmeriCorps member(s) help you reach more customers, clients, or students?

How will hosting an AmeriCorps member(s) enhance the programs that you offer to the community?

How will hosting an AmeriCorps member(s) help your organization reach new or unreached populations?

What populations do you intend to or desire to reach?

What are the specific capacity building goals of your organization (i.e., additional programming, more services, additional hours, increasing the number of clients, diversifying/expanding your clientele)?

Briefly describe the critical community need the AmeriCorps member(s) will be addressing while serving with your organization.

Of the allowable direct service and capacity building activities listed below, please check the boxes of all activities that you plan to have the AmeriCorps member(s) do while serving with your organization.

- ☐ Tutoring children in reading.
- ☐ Helping to run an after-school program.

- ☐ Mentoring/coaching at-risk students.
- ☐ Engaging in community clean-up projects.
- ☐ Providing health information to a vulnerable population.
- ☐ Providing relief services to a community affected by a disaster.
- ☐ Conducting a neighborhood watch program as part of a public safety effort.
- ☐ Strengthening volunteer management and recruitment.
- ☐ Enlisting, training, or coordinating volunteers.
- ☐ Helping develop an effective volunteer management system.
- ☐ Organizing service days and other events in the community to increase citizen engagement.
- ☐ Promoting retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high-quality experience.
- ☐ Assisting in reaching out to individuals and communities of different backgrounds when encouraging volunteering to ensure that a breadth of experiences and expertise is represented in service activities.
- ☐ Conducting outreach and securing resources in support of service activities that meet specific needs in the community.
- ☐ Helping build the infrastructure of the sponsoring organization.
- ☐ Conducting research, mapping community assets, or gathering other information that will strengthen the ability to meet community needs.
- ☐ Developing new programs or services for the organization seeking to expand.
- ☐ Developing organizational systems to improve efficiency and effectiveness.
- ☐ Automating organizational operations to improve efficiency and effectiveness.
- ☐ Initiating or expanding revenue-generating operations directly in support of service activities.
- ☐ Supporting staff and board education.
- ☐ Developing collaborative relationships with other organizations working to achieve similar goals in the community.

If there are activities you plan to have the AmeriCorps member(s) complete that are not listed above, please list them here:

<u>HEALTHY FUTURES</u>

**Please note that Healthy Futures topics include physical, emotional/mental, behavioral, and the like.*

Does your organization address health concerns of clients and/or the broader community?
If yes, how?

How might your organization increase health literacy/learning for clients and/or the broader community?

How will hosting an AmeriCorps member(s) improve your organization's capacity to increase health literacy/learning for clients and/or the broader community?

ACKNOWLEDGEMENTS

Members do not serve the staff of organizations; they serve the community through direct, measurable service to individuals, a family, or a group.

Service positions should not be all clerical work or include menial tasks, administrative or other incidental support activities; unless such activities clearly support the direct service and/or capacity building objective and the time spent on these activities are not the member's primary responsibilities.

Members may not raise funds for the cash-match or for general operating expenses. Other fund-raising is limited to 10% of a member's time.

Members may not write grants to obtain AmeriCorps, AmeriCorps Corporation funding, or funding from other federal agencies.

In addition to serving with your organization, members are required to attend STEP AmeriCorps meetings and complete STEP AmeriCorps service projects and trainings throughout the year. Corps meetings will be held one day per month. Service projects include Martin Luther King, Jr. Day of Service and usually two to four additional projects that could be on a weekday or Saturday. Additional trainings may include two days for First Aid/CPR.

_____ (initials) **I verify that our organization can provide on-site member supervision and purposeful and allowable activities for the member to perform.**

Each Partner has a required fiscal commitment when hosting an AmeriCorps member that consists of a non-federal cash match and monthly documented in-kind match. Please explain your organization's capacity to track the required in-kind documentation and to meet the cash match in a timely fashion (i.e., can document supervision time, will provide rent/space cost certification, can track training expenditures).

_____ (initials) **I verify that our organization can supply the required cash-match and in-kind documentation from non-federal sources.**

PROHIBITED ACTIVITIES

STEP AmeriCorps is directly supervised by the State Commission, PennSERVE: The Governor's Office of Citizen Service who reports to the AmeriCorps Corporation. Due to federal regulations, there are various activities prohibited for members to engage in. While charging time to the AmeriCorps program, accumulating service, or training hours, or otherwise performing activities supported by the AmeriCorps Program, 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 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions 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 CNCS assistance is not used to support those religious activities;
i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
j. Providing abortion services or referrals for receipt of such services; and,
k. Such other activities as AmeriCorps Corporation may prohibit.

In addition to the above activities, the following activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps state and national objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

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.

_____ (initials) **I verify that I have read and understand the list of prohibited activities.**

PROHIBITED ACTIVITIES CONTINUED: NON-DUPLICATION AND NON-DISPLACEMENT

AmeriCorps members are prohibited from displacing employee services, duties or activities performed by an employee who recently resigned or was discharged; an employee who is subject to a reduction in force; an employee who is temporarily absent or is on leave.

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Non-displacement.

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

_____ (initials) **I verify this position will not: displace an employee, duplicate a paid staff position, or replace a vacant staff position.**

VERIFICATION

☐ I verify this position will not: displace an employee, duplicate a paid staff position, or replace a vacant staff position.

☐ I verify that our organization can supply the required cash-match and in-kind documentation from non-federal sources.

☐ I verify that our organization can provide on-site member supervision and purposeful and allowable actives for the member to perform.

☐ I verify that I have read and understand the list of prohibited activities.

_____ _____
Signature Position Title

_____ _____
Print Name Date

LYCOMING AND CLINTON COUNTIES KEY NEEDS CATEGORIES

Please return this page with your application.

As a Community Action Agency, STEP completes a community needs assessment every three-years. Through the 2021 Community Needs Assessment (CNA), community needs were documented utilizing various methodologies. The data gathered and analyzed provides the basis for all agency programming and supports community collaboration initiatives within STEP's service area. The data illustrates that social service agencies believe there are many community needs not getting adequate attention. When focus groups were asked about this, the response pinpointed the lack of capacity in social service agencies to address areas of concern. STEP AmeriCorps members will support non-profit organizations through various interventions including resource development, systems development, training, volunteer management, and outreach.

To address the community need of enhancing the capacity of local non-profits to better fulfill their missions, STEP AmeriCorps will focus on community collaboration through connecting with local non-profit social service agencies, who have specific goals for capacity building within their agency.

The following survey is from the Community Needs Assessment (CNA) of Lycoming and Clinton County. The list outlines the key need categories which were defined through understanding previous CNA's and the areas of interest that were mutually important to STEP, River Valley Health and Dental and the broader community.

Listed below the survey is the link to the Community Needs Assessment of Lycoming and Clinton Counties, 2021.

Please take a moment to check which areas are main priorities in your organization.

Lycoming and Clinton County Key Need Categories

- ☐ Children and Youth
- ☐ Community Engagement
- ☐ Employment and Financial Stability
- ☐ Families in Crisis
- ☐ Housing and Homelessness
- ☐ Medical and Dental Care
- ☐ Senior and Persons with Disabilities Support Services

COMMUNITY NEEDS ASSESSMENT OF LYCOMING AND CLINTON COUNTIES

https://www.stepcorp.org/agency-info/administrative/