



National Indian Justice Center
AmeriCorps
Tribal Transportation Safety Corps

2011-2012

Host Site Application Overview and Requirements

Host Site Application Packet Includes:

(Please read the entire packet before filling out the application and host site agreement)

- Overview and Requirements
- Host Site Application Form
- Host Site Agreement
- Position Description Template

Overview and Requirements

What is AmeriCorps National?

AmeriCorps National provides grants directly to national public and nonprofit organizations that sponsor service programs, Indian tribes, and consortia formed across two or more states, including faith-based and community organizations, higher education institutions, and public agencies. Grants assist these groups in recruiting, training and placing AmeriCorps members to meet critical community needs in education, public safety, health, and the environment.

The purpose of AmeriCorps National is to engage AmeriCorps members in direct service and capacity-building to address unmet community needs. The intent of the National Indian Justice Center (NIJC) AmeriCorps Tribal Transportation Safety Corps program is to improve tribal transportation safety and facilities throughout Indian Country by building the skill and capacity of tribal communities to address transportation safety and improvement issues.

Host Site Eligibility

Applications will be accepted from any public agency (tribal or non-tribal) or non-profit 501(c)(3) organization capable of providing structured opportunities for AmeriCorps members to perform direct service that addresses transportation-related public safety and planning issues in an American Indian community (federally recognized tribe, unrecognized tribe or Urban Indian community)

Selection Process

Host site selection is based on the site's alignment with program goals and its capacity to host an AmeriCorps member. Renewal applications will also be judged based on completed results from the previous year's member description as well as the host site's completion of requirements stated in the previous year's MOU.

Application Assistance

Applicants are encouraged to ask questions to the National Indian Justice Center (NIJC) Program Manager or Program Coordinator prior to submission.

Program Duration

Applicants must apply for an AmeriCorps member (s) one year at a time and will be eligible to reapply to host a member (s) for up to three consecutive years. Individual AmeriCorps members can stay at a placement for the length of their service term.

Placement Information

NIJC will have up to 4 full-time (1,700 hours) and 6 part-time (900 hours) AmeriCorps National member positions available in 2011-2012. Member start dates are on a rolling basis.

Host Site Cost-Share

NIJC requires all AmeriCorps National host sites to participate in a cost-share by providing a cash match and in-kind resources to support members during their terms of service. NIJC, in turn, matches 100% of its total AmeriCorps National Program grant to the Corporation for National and Community Service.

The cash portion of the cost share is different based on member service terms:

- Full-time member (1,700 hours) \$5,000;
- Part-time member (900 hours) \$2,500.

The cash cost-share helps to offset member costs including FICA, Workers Compensation, healthcare insurance, and travel to required training events.

In-kind resources to support members during their terms of service include but are not limited to:

- Office space, office supplies, computers, telephones and Internet connectivity;
- Site Supervisor time;
- Site Mentor time;

Additionally, host sites may be asked to cover travel costs for site supervisors to attend member orientation sessions in Santa Rosa, California and/or other program training events and meetings.

Restricted Activities

The following are restrictions on the use of AmeriCorps National positions:

AmeriCorps members will not be used in a way that will displace an employee or position or infringe on an employee's promotional opportunities.

- AmeriCorps members may not perform services or duties that have been performed by or were assigned to any:
 - Currently employed worker;
 - Employee who recently resigned or was discharged;
 - Employee who is subject to a reduction in force or who has recall right pursuant to a collective bargaining agreement or applicable personnel procedures;
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick);
 - Employee who is on strike or is being locked out.

- Any person employed by the host site within the preceding six months may not be placed as an AmeriCorps member in that host site;
- Members may not be temporarily or permanently reassigned tasks that are not related to the AmeriCorps project;
- AmeriCorps members are prohibited from engaging in lobbying activities or partisan political activities in the course of their duties, at the request of host site staff, or in a manner that would associate their activities with the host site or with AmeriCorps, and that AmeriCorps members may engage in these activities only on their own time, at their own expense, and at their own initiative, and understands that sites found to be in violation of this policy risk termination of Corporation funding.

Submission Process

All applicants must first submit the Host Site Application Form Cover Page and Narrative. The form may be emailed to Raquelle Myers, Program Manager, nijc@aol.com. After reviewing these documents, NIJC will contact the applicant to execute the host site agreement and develop a member position using the position description template.

Contact Stephanie Lucero, stephanie@nijc.org, 916-505-0177 with any questions.