

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Patty Huffman, Grants & Projects Manager  
**Through:** Chandra Nicholson, Director of Economic Development and Planning  
**Date:** May 15, 2014  
**Subject:** Authorization to submit an AmeriCorps Service Project Concept Form

---

**REQUEST:**

The Economic Development & Planning Department requests City Council authorization to submit a Service Project Concept Form for AmeriCorps volunteers to work this fall at Shepard State Park on improvements to walking trails and bike paths.

**BACKGROUND:**

AmeriCorps volunteers are comprised of men and women age 18 to 24 who serve a full-time, 10 month term to help address community needs and work in teams of 9 to 11 members. Teams will be available to work on projects in our area lasting 3 to 8 weeks between Sept. 30 and Nov. 14, 2014. There is no charge or match for a team's service but sponsors must provide lodging for the team (campsites are allowed accommodations), tools and equipment, daily supervision, orientation, and service learning. While food for the team is strongly encouraged, it is not required and can include meals provided by churches, restaurant coupons, and/or gift cards to grocery stores. AmeriCorps provides a Team Leader who resides with the team, a 15-passenger van and fuel, some funding for food, camping gear if needed, insurance coverage, and some hand tools.

**DISCUSSION:**

The City of Gautier has received a Mississippi Recreational Trails Program (RTP) grant for Shepard State Park Trail Improvements. The RTP grant has an in-kind match requirement that can be met with volunteer labor. AmeriCorps service teams are assigned projects that fall within five focus areas. The Economic Development & Planning Department proposes to use an AmeriCorps team for Park Resource Management under the category of Environmental Stewardship and Conservation. Campsites would be reserved for the team at Shepard State Park, and AmeriCorps would provide the necessary camping gear. If the Project Concept Form meets AmeriCorps requirements and regional priorities, a full application will be requested with a due date of July 1, 2014.

**RECOMMENDATION:**

The Economic Development and Planning Department recommends that City Council authorize the submission of a Service Project Concept Form for AmeriCorps volunteers to provide in-kind services for trail improvements at Shepard State Park.

The City Council may:

1. authorize submission of a Project Concept Form for AmeriCorps volunteers; or
2. disapprove submission of a Project Concept Form for AmeriCorps volunteers.

**ATTACHMENT(S):**

AmeriCorps Request for Proposal flyer

# Serving with you. In your community. Apply for an AmeriCorps NCCC team today!



AmeriCorps National Civilian Community Corps (NCCC) invites potential Project Sponsors in Louisiana, Mississippi, Alabama, Georgia, Florida, Tennessee, Kentucky, South Carolina, North Carolina, Virginia and West Virginia to apply for our teams of developing leaders. This class marks the 20<sup>th</sup> year NCCC has been strengthening communities and developing leaders nationwide.

The Southern Region Campus assigns teams to service projects lasting 3-8 weeks, to help communities meet their most compelling needs, and to develop the knowledge and leadership of our AmeriCorps members. In 2014, teams are available during 4 rounds (see table below). **IMPORTANT:** Round start and end dates listed below are subject to change, and proposed projects need not fill the entire round.

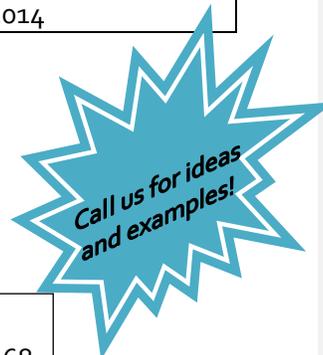
We have developed a simple two-step process to apply for a team: a Project Concept Form and a Project Application. Potential sponsors must first complete a Project Concept Form. If a concept meets NCCC requirements and regional priorities, a full application will be requested.

2014 Class 20 Project Dates	Concept Form Due	Project Application Due
Round 1: March 11 – May 1	October 15, 2013	November 15, 2013
Round 2: May 20 – June 30	January 15, 2014	February 15, 2014
Round 3: July 8 – Sept. 11	March 15, 2014	April 1, 2014
Round 4: Sept. 30 – Nov. 14	June 1, 2014	July 1, 2014

To find out what we can do, or submit a Concept Form, contact:

**States:** AL, FL, GA, MS, SC, TN  
**Contact:** April Bazzi, [abazzi@cns.gov](mailto:abazzi@cns.gov), 601-630-4069

**States:** KY, WV, VA, NC, LA  
**Contact:** Stephanie Gittinger, [sgittinger@cns.gov](mailto:sgittinger@cns.gov), 601-630-4068



**NCCC Service Issue Areas:**

- Disaster Services (preparation, mitigation, response, recovery)
- Environmental Stewardship & Conservation
- Urban and Rural Development
  - Energy Conservation
- Infrastructure Improvement

Please allow two weeks for Southern Region staff to review your Concept Form. Upon successful review, you will be invited to submit a Project Application. Southern Region staff will contact you to provide technical assistance with composing the application. Team awards will be announced about eight weeks after the application deadline.



**AmeriCorps NCCC  
Southern Region Campus  
2715 Confederate Avenue  
Vicksburg, MS 39180  
Phone: (601) 630-4040  
Fax: (601) 630-4071**



See the next page for more information about NCCC and guidance for completing your application.

**Learn More about AmeriCorps NCCC**  
See below or visit [www.americorps.gov/nccc](http://www.americorps.gov/nccc)

### Who are AmeriCorps NCCC Members

- Men and women age 18 to 24 who serve a full-time, 10-month term to help address community needs on teams of about 9-11 members.
- Recruited nationally, from different social, cultural, and educational backgrounds.
- Over 30% are college graduates, 30% with some college background, 30% with high school diplomas and a small percentage that are working towards their General Equivalency Diploma (GED).

### Costs to Sponsoring Organizations

There is no charge or match for a team's services, but sponsors must provide (and pay for, if necessary):

- Lodging for the team (if farther than one hour from Vicksburg, MS) to include: access to a full kitchen for meal preparation, bathroom and shower facilities appropriate for the team's size, at least two sleeping areas for men and women, and parking for one 15-passenger van. *See Lodging Options below for ideas.*
- All project materials and special tools/equipment.
- Daily technical supervision to ensure the smooth arrival of supplies, provide the necessary skills training, and oversee the team's activities (amount of supervision depends on the project). Examples include tool safety training, proper carpentry techniques, expectations when working with volunteers, etc.
- Orientation to your organization and community, as well as "service learning" education on the social issues related to the project (to show why the work is important to your community and to the team's leadership development).
- Food (not required but strongly encouraged). This could include meals provided by cafeterias, restaurants or church groups, gift cards to grocery stores, or access to food banks.

**Lodging Options:** Volunteer centers, churches, youth hostels, YMCA/YWCA facilities, vacant apartments in public housing facilities, college campuses, military facilities, federal government facilities, camping (NCCC can provide camping gear), summer camps during the off-season, retreat centers, extended-stay hotels, state or national park cabins.

### Who May Apply for an AmeriCorps NCCC Team

Nonprofit and faith-based organizations, government entities (federal, state, and local), public schools and universities, and Native American Tribal Councils.

### What AmeriCorps NCCC Provides

- Team Leader to coordinate and reside with each team. Team Leaders are not technical project supervisors, but they can assist sponsors with managing the team. Each Team Leader receives specialized training in supervisory skills, conflict resolution and a variety of other team-management skills. All Team Leaders report to a designated NCCC staff Unit Leader.
- One 15-passenger van per team; fuel covered by NCCC.
- Limited funds specifically designated for the team to purchase groceries, if the sponsor cannot provide food.
- All AmeriCorps members are fully insured by the Federal Tort Claims Act and Federal Employees Coverage Act.
- Limited hand tools.



### Make Your Application More Competitive

Proposals to utilize teams to lead non-NCCC volunteers, to serve veterans, or to engage in disaster services – preparation, mitigation or recovery – will receive preference. Organizations submitting thorough, detailed Concept Forms and Applications by the deadlines will receive preference. Proposed projects should also include the following:

- Address compelling community needs, with minimal routine, menial or custodial work.
- Utilize all team members effectively throughout the project (minimum of 40 hours a week, not counting lunch).
- Outline specific tasks and a plan for accomplishing them, along with anticipated project outcomes.
- Provide opportunities for members' growth and development, during and after initial training and orientation.
- Outline your plan to maintain project accomplishments after the team departs.