



**NCAT ENERGY CORPS AMERICORPS PROGRAM  
2011-2012  
Host Site Application Instructions**

**Introduction**

Thank you for your interest in becoming a project Host Site with the National Center for Appropriate Technology's Energy Corps AmeriCorps Program. The Energy Corps is a national program that was created to address unmet community energy needs by promoting sustainable energy consumption. This packet contains information for community based organizations and agencies in Arkansas, Iowa, Montana and Pennsylvania interested in energy projects that could benefit from the service of committed and skilled Energy Corps members.

*This program is pending funding from the Corporation for National and Community Service, to be determined in June 2011. Any acceptance into this program is tentative pending funding decisions.*

**Background**

**National Center for Appropriate Technology (NCAT)**

The National Center for Appropriate Technology (NCAT) is a private, nonprofit (501c3) organization whose mission is "helping people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources." Since 1976 NCAT has been serving economically disadvantaged people and communities to enhance their quality of life and their environment. The Energy Corps initiative is a continuation of NCAT's historical focus on fostering sustainable change by connecting human potential with local communities to develop energy solutions. More information about NCAT can be found at [www.ncat.org](http://www.ncat.org).

**AmeriCorps**

AmeriCorps is a program of the Corporation for National and Community Service (CNCS). The Corporation's mission is to improve lives, strengthen communities and foster civic engagement through service and volunteering. Throughout the country, Americans of all backgrounds are engaged in service to meet community needs. Thanks to a partnership between CNCS and NCAT, organizations and public agencies can obtain some much needed help through the Energy Corps program.

**Energy Corps Goals and Objectives**

The Energy Corps, composed of AmeriCorps members, provide support and outreach for individuals, families and communities struggling with energy costs by performing hands on energy assistance, energy-conservation education and community energy planning and organizing. By forming collaborations with local non-profit organizations, community action agencies, local governments and energy service organizations, the Energy Corps fosters community sustainability by addressing the challenges of rising energy prices and global climate



change. The Energy Corps simultaneously launches AmeriCorps members into green-collar career pathways, providing them with the essential elements for good and secure jobs in the growing clean energy economy.

Energy Corps members address energy issues through four project goals:

- **Hands on Energy Assistance** – Energy Corps members will provide hands-on energy assistance to 1,000 entities to include low-income home residents, limited resource farmers, and public schools and community buildings with a demonstrated need. Hands-on energy assistance will include weatherization and conservation activities; energy assessments, audits and consultations; and alternative and renewable energy activities.
- **Energy Education and Outreach** – Energy Corps members will create energy awareness through education and outreach activities. Members will conduct educational presentations and outreach for 4,000 students and youth in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture.
- **Community Energy Planning and Organizing** – Energy Corps members will provide community energy planning and organizing strategies to create action networks that address energy needs at the individual, organizational or community level. Members will recruit volunteers to develop and maintain these networks to ensure that the activities that members have helped to initiate are sustained beyond their term of service.
- **Green Jobs Training and Skills Development** – Energy Corps members will participate in training to develop green collar job skills. Each member will complete a minimum of 50 hours of training in energy topics provided by an experienced energy trainer to develop green collar jobs skills.

#### **Opportunities for partnerships**

NCAT invites qualified community based organizations and agencies in Arkansas, Iowa, Montana and Pennsylvania to submit an application for one of more Energy Corps member slots for the 2011-2012 service term, October 2011 to September 2012. Eligible partners include non-profit organizations, state agencies and local governments, elementary and secondary schools, Indian tribes, colleges and universities, faith-based organizations or any combination of these or similar groups. Full time members must serve 1700 hours and half time members must serve 900 hours within the specified service term.

Though Energy Corps members may work on different tasks, all of the tasks must be aligned with the project goals described above. Sample projects for Energy Corps members could include, but aren't limited to:



- Working with public housing authorities or community action agencies interested in implementing green practices and improving energy efficiency in housing units
- Working with colleges interested in developing green campus/energy efficiency/renewable energy initiatives;
- Helping the community to engage in a strategic energy planning process;
- Educating students about energy conservation or other environmentally conscious practices;
- Identifying the role of renewable energy opportunities relevant to the community.

### **Benefits to partners**

Organizations, agencies and campuses that participate as host sites experience numerous benefits including:

- Access to a committed AmeriCorps member who will serve at your agency for 11 months
- Ability to collaborate with similar organizations to address community issues;
- Assistance in building community capacity to address energy problems;
- Opportunity to serve as a personal and professional mentor;
- Direct connection to the national service movement.

### **Benefits to Energy Corps members**

All Energy Corps members are enrolled in the AmeriCorps National Service initiative. As members, they receive the following benefits:

- An annual living allowance
- An education award upon successful completion of service;
- Health and child care benefits;
- Loan deferment while enrolled in the program;
- Professional training opportunities and citizenship development.

### **NCAT role and responsibilities**

- Provide pre-service orientation and training for members prior to placement at host site
- Provide host site supervisors with training and materials necessary to successfully meet program requirements;
- Pay the living allowance to members on a bi-monthly basis. Members will submit time sheets and checks will be distributed according to the schedule given to members;
- Provide general liability insurance and Worker's Compensation;
- Facilitate the payment of an education award at the completion of service;
- Provide ongoing training and support for members;
- Prepare and submit required reports to the Corporation for National and Community Service;
- Monitor members service progress as it relates to the grant requirements;
- Conduct on site visits and assist the member when needed.

### **Expectations of partners**

Organizations, agencies, and campuses that serve as Energy Corps host sites are expected to fulfill the following responsibilities:

- Provide meaningful service work and member development opportunities (note that members cannot replace a staff position or serve as administrative help)
- Provide an agreed upon cost share to help support the member's living stipend;
- Participate in member recruitment and selection;
- Provide orientation, training and supervision necessary to meet the objectives outlined in the host site application (note that no more than 20% of a member's total hours can be devoted to training);
- Designate a Site Supervisor to set goals and objectives with measurable outcomes and oversee the Energy Corps member's progress toward the stated objectives;
- Provide suitable designated work space, as well as necessary equipment, supplies and travel costs to complete specified tasks;
- Verify, sign and submit member timesheets;
- Complete member performance evaluations and other reporting requirements;
- Release the member from the site for participation in AmeriCorps member trainings and events;
- Ensure members do not participate in AmeriCorps prohibited activities while charging time to the AmeriCorps program or at the request of program staff. Prohibited activities include lobbying, political, religious or advocacy activities.

### **Host site cost share**

Each host site is required to provide a cash match to help support the living allowance for each AmeriCorps member placed at their agency/organization. The cost share for full time members is \$12,000. The cost share for half time members is \$7,000. Upon notification of application acceptance, host sites will be required to sign a Memorandum of Understanding agreeing to a cost share payment schedule.

### **Host site selection criteria**

NCAT will take the following items into consideration when reviewing applications:

- Member activities at host site will address compelling community need that is consistent with Energy Corps objectives
- Identification of realistic, specific and measurable member objectives that help to meet the Energy Corps program goals;
- The depth of impact the service activities will have on both the host site and larger community as well as plans for sustaining the work of the member beyond their term of service;
- Capacity of host site to provide effective supervision, mentoring and development opportunities for the member;
- Ability of host site to comply with program requirements.



### **Member recruitment, selection and placement**

Once host sites are selected, NCAT uses a variety of methods to recruit members and strives to recruit members locally. Host sites are encouraged to recruit their own members. All potential members must complete an application (available online or in hard-copy format) and obtain two written references.

When an application is submitted, candidates will be interviewed by NCAT's program staff. If the program staff determines that the applicant is qualified for the position, a second interview is arranged between the applicant and the host site supervisor. Final placement occurs when both the applicant and host site agree to the match. NCAT will work with host sites to fill all requests, however, **acceptance of host site proposals does not guarantee placement of a member.** Openings will be filled as appropriate matches are made, until all slots are filled.

### **NCAT Energy Corps 2011-2012 Program Start-Up Timeline**

<b>June 15, 2011</b>	RFP due to NCAT by 5pm MST
<b>June 20, 2011</b>	Notification to host sites of approved projects
<b>July – September 2011</b>	Host sites and NCAT recruit members
<b>October TBD 2011</b>	Member orientation and training
<b>October TBD 2011</b>	Members begin service at host sites

Thank you for your interest in NCAT's Energy Corps AmeriCorps program. Please complete the attached Host Site Application and return it to Holly Hill by **5pm MST on June 20, 2011 via mail, email, or fax.** If you have any questions about the application process or the Energy Corps program, contact Holly at 406-494-8652 or [hollyh@ncat.org](mailto:hollyh@ncat.org).

Submit completed applications via email, mail or fax to:

National Center for Appropriate Technology  
Attn: Holly Hill  
3040 Continental Drive  
Butte, MT 59701  
406-494-8652  
406-494-2905 (fax)  
[hollyh@ncat.org](mailto:hollyh@ncat.org)

For state specific questions regarding your application, feel free to call or email the following contact in your state:



**Arkansas**

Melissa Terry  
[melissat@ncat.org](mailto:melissat@ncat.org)  
479.575.1385

**Iowa**

Nick McCann  
[nickm@ncat.org](mailto:nickm@ncat.org)  
479.587.3478

**Montana**

Todd Hunkler  
[toddh@ncat.org](mailto:toddh@ncat.org)  
406.494.4572

**Pennsylvania**

Jordan Goldsmith  
[jordang@ncat.org](mailto:jordang@ncat.org)  
479.587.3473



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**Organization Name:**

**Address:**

**Phone:**

**Fax:**

**Website:**

**Contact Person:**

**Title:**

**Email:**

**Name of AmeriCorps member's direct supervisor:**

**Title:**

**Phone:**

**Email:**

**Number of member(s) requested:      Full-time      Half-time**

If you have a particular individual in mind who might be interested in serving at your site, please provide contact information below:

Name:                      Phone:                      Email:

Name:                      Phone:                      Email:

**Narrative:**

- A. Describe your organization's and community's unmet needs and opportunities that the member's service activities will address.
- B. Describe the service activities in which the AmeriCorps member will engage. Please be specific.
- C. Describe expected accomplishments, impacts, outcomes and measurement tools.
- D. Indicate how you plan to sustain these activities after the AmeriCorps program year has ended.
- E. List any specific skills or qualifications this position might require.



F. Estimate the number of individuals an Energy Corps member or members may be able to reach, that otherwise would not have received assistance, through your host site activities.

Number of entities receiving hands-on energy assistance (may include weatherization and conservation activities; energy assessments, audits and consultations; and alternative and renewable energy activities):

Number of students and youth under 25 receiving education or training on energy and environmentally sustainable topics:

Number of individuals receiving other energy services (please describe):

G. List opportunities for member development and training.

**H. For continuation host sites only.**

- Identify successes and challenges with previous Energy Corps projects and how a new member would continue and expand the initiatives of the previous member.
- Indicate any prospective changes in program supervision or staffing.

Please check below to indicate your ability to meet the following requirements:

- Cost Share:** \$12,000 cash match per full-time member, \$7,000 per half-time member
- Recruitment:** Participate in member recruitment efforts
- Work space:** Provide suitable work space and necessary equipment for member
- Supervision:** Provide on-site supervision, ensuring member activities adhere to program requirements and the member's position description
- Reporting:** Submit progress reports and evaluations to NCAT as agreed upon in the MOU

I have reviewed the NCAT Energy Corps AmeriCorps 2011-2012 Host Site Application information and submit this application on behalf of the above named agency.

Name

Title

Date