



## Frequently Asked Questions: For Applicant Host Sites

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**Q: Are there any restrictions on what NYC Civic Corps members can and cannot work on?**

A: Yes. NYC Civic Corps members must adhere to activities that are not and do not facilitate any of the activities outlined in the [AmeriCorps Prohibited Activities](#). Civic Corps member activities should be focused on increasing an organization's capacity to recruit, maintain, and sustain meaningful volunteer projects and to provide direct service to clients. Civic Corps members also can only spend 170 service hours focused on fundraising (or any activities that facilitate fundraising). Civic Corps members do not receive any service credit for lunch.

**Q: What are the benefits of being awarded AmeriCorps members from NYC Service as opposed to applying directly to AmeriCorps State?**

A: NYC Service relieves several of the administrative responsibilities required by AmeriCorps, which include:

- managing, recruiting, and placing corps members, and
- maintaining AmeriCorps grant compliance (i.e. reporting)

NYC Service also provides additional support to host sites throughout the program year, by:

- assisting host sites and corps members in coordinating projects,
- holding monthly training seminars for Civic Corps members throughout the service term,
- encouraging interaction between corps members and across host sites to foster partnership development, and
- leveraging other NYC Service initiatives and resources to benefit its participant community.

**Q: Will host sites be working with AmeriCorps or NYC Service?**

A: Host sites will be working directly with NYC Service. NYC Service is currently in its second year of a three year conditional grant from the Corporation for National and Community Service and is responsible for reporting data to AmeriCorps. NYC Service is also responsible for making sure that host sites are in compliance with AmeriCorps rules and regulations.

**Q: What is the expected service schedule for NYC Civic Corps members?**

A: A Civic Corps members must complete a minimum of 1700 hours of service by the end of their term (an AmeriCorps requirement to receive an Education Award). Civic Corps members are expected to work five days per week and average 41 hours per week, not including lunch. The projected service term accommodates 15 days out-of-work (general holidays and discretionary days, combined). *Civic Corps members are informed that there may be some weekend and late evening service. If this should be a larger expectation at your site, please be sure it is noted in your application.*

**Q: What if a host site does not have 1700 hours of service to offer to two Civic Corps members? (What if there are not enough days in a host organization's calendar to provide 1700 hours of service?)**

A: A host site that cannot provide potential corps members with at least 1700 of service during the service term should not apply. *Please check the number of available workdays to insure you have a schedule for each corps member to accrue 1700 service hours.*

**Q: Should a host site hire NYC Civic Corps members during their term of service?**

A: No. Host sites are prohibited from hiring NYC Civic Corps members until they have successfully completed their term. We are pleased to report that many of our host sites have hired Civic Corps alum after the completion of their service term – based on their job performance and the impact of their volunteer initiatives.

**Q: Can host sites interview or otherwise be involved in choosing which corps members are placed at their site?**

A: Not directly. NYC Service organizes an extensive Host Site Application, interview process, and review process for all Civic Corps members based on the communicated needs of the host site. However, selected host sites are encouraged to direct interested applicants to apply for NYC Civic Corps, and those applicants may have the opportunity to communicate their interest in serving at a particular site. *Please note: The ability to communicate preference is based on NYC Service being aware of its funding status and host site partners, based on review by the Corporation for National and Community Service and the New York State Office on National and Community Service.*

**Q: What is the timeline for reimbursements?**

A: Host sites will be reimbursed approximately every three months for each Civic Corps member, covering: gross stipend paid (\$1270/month) and a nominal administrative fee (\$50/month).

**Q: Will hosts be reimbursed for 100% of the cost?**

A: Host sites will be reimbursed for almost all of the incurred cost of having a Civic Corps member. Due to variations in administrative fees and payroll taxes, organizations should schedule a very small investment to host Civic Corps members (an effect of NYC Service contributing up to \$50 each month for administrative fees and payroll taxes).

**Q: What would cause a host site to not receive a full reimbursement?**

A: Host sites that do not authorize timesheets timely and effectively and/or disperse stipends to Civic Corps members that are no longer actively serving will not be reimbursed.

**Q: What happens to payroll reimbursement if an NYC Civic Corps member leaves the host site or program voluntarily before the service year is over?**

A: Host sites will be reimbursed through the Civic Corps member's last day of work. If the Civic Corps members' last day is before the 15<sup>th</sup> of that month, the site will receive a \$25 administrative fee (as opposed to \$50).

**Q: What information must host sites provide to receive reimbursement?**

A: Host sites must have completed and authorized timesheets for each member and submit a copy of the NYS-45 form filed for that period with the assigned corps members' names showing. Additionally, sites must submit an invoice itemizing gross stipend(s) paid to Civic Corps members, accumulated administrative fees, and the period of reimbursement.

**Q: Can corps members work on projects outside of New York City?**

A: No. Civic Corps projects and impact must be focused New York City (defined as the five boroughs). Civic Corps members must also physically serve within the five boroughs.

**Q: Can a host site compensate NYC Civic Corps members in any way?**

A: Host sites may provide in-kind benefits to Civic Corps members, such as food or transportation. However, host sites are prohibited from providing any monetary compensation to Civic Corps members during their term of service.

**Q: Does NYC Service provide training for corps members?**

A: Yes. Host sites should expect that their Civic Corps members will spend one day during each month attending a training/seminar facilitated by NYC Service. Additionally, there are also other mandatory events that Civic Corps members must attend. These days will be itemized at the host site training and communicated during the service term. Host sites will be expected to provide all necessary on-site training to their respective Civic Corps members during the second week of the service term

**Q: Can a host site apply for only *one* NYC Civic Corps member?**

A: No. Civic Corps members are placed in teams of at least two. The submitted application and project(s) should necessitate at least 2 full-time Civic Corps members, able to earn the minimum 1700 hours (each) to qualify for an AmeriCorps Education Award.