

# AmeriCorps National Civilian Community Corps (NCCC) Service Project Amendment Instructions

## THE AMENDMENT PROCESS: AN OVERVIEW

To apply for a Service Project Amendment your organization must complete, digitally sign, and submit by email the Service Project Amendment to NCCC Regional Staff (see Appendix A for contact information). NCCC will then review your proposed Service Project changes and inform your organization if they have been approved as submitted.

## SUBMITTING A SERVICE PROJECT AMENDMENT

As an AmeriCorps NCCC Sponsoring Organization, you can request changes to a project for which you have applied and been assigned an NCCC team. Amendments can only be submitted after an NCCC team has already begun serving on the project and must be submitted at least five (5) business days before any changes or additions to the project are expected to become effective.

There are only certain changes that warrant an amendment to the project and for which your organization can request an Amendment. Proposed changes, from the project's original application and any other approved Amendments, to any of the following requires that an Amendment be submitted to NCCC staff:

- (A) Project Design: Changes to the service work schedule;
- (B) Project Management: Changes or additions to the team's training that are required;
- (C) Tools and Equipment: Changes or additions to the team's tools, supplies, or equipment needed in order to complete the project;
- (D) Safety and Security: Changes to any aspects of conditions that may affect the team's safety or security.
- (E) Other: Changes to food or monetary arrangements or any other information necessary or relevant in context of changes or additions to the project.
- (F) Locations of Service: Changes or additions to the locations or sites at which the team Members are serving.
- (G) Lodging Accommodations: Changes or additions to the team's housing or who will be responsible for providing the accommodations.

For proposed project changes outside of the scope of those listed above, contact your NCCC Regional representative. If the changes are substantive, your organization may be required to submit a new project application.

## SERVICE PROJECT AMENDMENT REVIEW BY NCCC STAFF

Once your organization has submitted a signed Service Project Amendment, the Amendment must be approved by NCCC staff prior to the implementation of any of the proposed changes. If approved, NCCC Regional staff will contact your organization directly and inform you of the approval. If denied, NCCC staff will reach out and inform your organization. You may be provided with the option to make edits and resubmit the Amendment for further consider or informed that the project cannot continue with the changes as requested.

## PROJECT AMENDMENT REVIEW AND APPROVAL

In order to be considered for approval, any Service Project Amendment that is submitted to NCCC **must meet the following criteria:**

- (A) The proposed changes must be feasible within the time frame identified. This includes enabling the NCCC team to meet a community need.
- (B) The proposed changes must be appropriate and reasonable given the current context of the project and the team's situation.

Additionally, should the proposed changes not be approved by NCCC staff for the current project to continue, the Amendment must demonstrate how the proposed project could continue without them. The assignment of teams to projects is contingent upon the availability of sufficient funds for the program, the availability of teams, the frequency of prior team assignment and Campus and National priorities.

## Appendix A

**AmeriCorps NCCC Regional Campuses** AmeriCorps NCCC has four regional campuses located in Denver, CO; Sacramento, CA; Vicksburg, MS; and Vinton, IA. These campuses are the hubs from which AmeriCorps NCCC operates and deploys corps members to service projects around the country. Each campus serves as a headquarters for its multi-state region and can lodge and feed its entire regional corps, which ranges in size from 150 to 500 members. The staff at the campuses support both the corps members and project sponsors as they engage in service activities.

### **NCCC Southwest Region**

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### **NCCC Pacific Region**

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### **NCCC North Central Region**

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### **NCCC Southern Region**

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