



APPLICATION

2011 Massachusetts National Service Reasonable Accommodation Funding

PROMOTING INCLUSIVE RECRUITMENT AND SUPPORT

I. GENERAL INFORMATION

The Massachusetts Service Alliance is committed to providing disability funding for reasonable accommodations costing up to \$1,500 to National Service programs operating in Massachusetts. Funding is for the purpose of providing reasonable accommodations for applicants to AmeriCorps or Senior Corps programs in Massachusetts, or providing reasonable accommodations for AmeriCorps members, Senior Corps participants, or Learn and Serve participants currently serving in Massachusetts.

II. ELIGIBILITY FOR FUNDING

Any AmeriCorps State, AmeriCorps National Direct, Senior Corps, or Learn and Serve America program operating in Massachusetts is eligible to apply for reasonable accommodation funding. Funds must be used to provide reasonable accommodations for applicants to AmeriCorps or Senior Corps programs in Massachusetts, or to provide reasonable accommodations for AmeriCorps members, Senior Corps participants, or Learn and Serve participants currently serving in Massachusetts.

III. TIMELINE/PROCESS

Disability funds to provide reasonable accommodations for applicants to/ members of National Service programs operating in Massachusetts are available on an ongoing basis. All requests for reasonable accommodation funding will be processed within 30 days of MSA's receipt of application. All funds must be expended by December 31, 2011.

IV. APPLICATION INSTRUCTIONS

Complete the attached application form (Appendix A).

V. GRANTEE EXPECTATIONS

Reasonable accommodation funds will be disbursed in one lump sum. Each program will be required to fill out a final fiscal report no later than January 15, 2012, with appropriate expense documentation and a check for any unspent funds.

VI. ALLOWABLE ACTIVITIES

Including but not limited to:

- Providing reasonable accommodations for AmeriCorps members, Senior Corps participants, or Learn and Serve participants in Massachusetts.
- Providing reasonable accommodation and auxiliary aid equipment to assist in placing individuals with disabilities in National Service programs in Massachusetts.
 - In some circumstances MSA will purchase the equipment and lend it to programs as needed;
 - In other circumstances, MSA would provide funds for the program to purchase the equipment directly.

VII. NON-ALLOWABLE ACTIVITIES

Including but not limited to:

- Providing accommodations or aids for program staff, or for community beneficiaries of programs. These accommodation funds are only for *potential AmeriCorps members, AmeriCorps members, potential Senior Corps participants, Senior Corps participants, and Learn and Serve participants serving in Massachusetts.*
- Providing accommodations or aids for AmeriCorps members, Senior Corps participants, and Learn and Serve participants serving *outside* of Massachusetts.
- Providing accommodations or aids for AmeriCorps*VISTA or AmeriCorps*NCCC members or applicants.
- Creating permanent modifications to a building or site (e.g., construction of a ramp, parking spaces, etc.). Purchase & installation of a portable ramp would be allowable.
- Purchasing food.

VIII. SUBMISSION PROCEDURES

Applications may be mailed to:

Massachusetts Service Alliance
Attn: Beth Barrett, Disability Inclusion Coordinator
100 North Washington Street, 3rd Floor
Boston, MA 02114

Or faxed to: 617-542-0240, attention: Beth Barrett

Or emailed to: bbarrett@mass-service.org

If you are emailing the application you must either scan or fax the signed application form by the application deadline, and then mail a hard copy of the signature page.



Massachusetts National Service Program Reasonable Accommodation Request Form

Please answer all questions with the assistance of the person requesting the reasonable accommodation. The individual requesting the accommodation needs to play an integral part in this process. Alternate formats will be made available upon request.

1. Organizational Information

Name of Organization: _____

Name of Program: _____

Type of National Service Program: AmeriCorps Senior Corps Learn and Serve

Program Contact: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

2. Status of Person Requesting Reasonable Accommodation

- Applicant for National Service slot
- Current National Service member/participant

3. Type of Accommodation Requested

Please describe the requested reasonable accommodation and how it will allow the individual to participate in the recruitment process, perform the essential functions of the service position, or ensure that the National Service applicant/member/participant with a disability has the same rights and privileges as applicants/members/participants without disabilities. Use a separate document if additional space is necessary.

E. Will more than one person benefit from the reasonable accommodation funding?

Yes No

If yes, please describe how below. Use a separate document if additional space is necessary.

Authorized Program Staff Signature

Date