AmeriCorps National Civilian Community Corps (NCCC)
Service Project Application Instructions

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INTRODUCTION

The Corporation for National and Community Service (CNCS) is a federal agency that improves lives, strengthens communities, and fosters civic engagement through service and volunteering. By implementing several programs including AmeriCorps, Senior Corps and the Social Innovation Fund, CNCS provides opportunities for Americans of all ages and backgrounds to serve their communities and country. More than two million Americans will serve through these programs to support thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet community needs in economic opportunity, education, environmental stewardship, healthy futures, veteran and military families and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of citizens to contribute not only to their communities, but also to our nation.

AMERICORPS NCCC

One of the programs of CNCS, AmeriCorps National Civilian Community Corps (NCCC), is a full-time, residential, national service program whose mission is **to strengthen communities and develop leaders through direct, team-based national and community service.** Each year hundreds of young adults, ages 18-24, serve for 10 months as NCCC members on diverse teams of 8 to 12 people at one of five regional campuses.

AmeriCorps NCCC teams are assigned 3-5 service projects throughout their 10 month service term, primarily in the 8-10 states within that region. Service projects help to meet critical community needs in the areas of **natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development.** Teams are available to support community and faith-based organizations, national nonprofits, schools, local-, regional-, and federal municipalities, national and state parks, and Native American and Alaskan Native tribes.

Throughout AmeriCorps NCCC's 20 years of service, teams of members have assisted communities in preparedness, mitigation, response, recovery from the effects of natural disasters, constructed and rehabilitated low-income housing, built and repaired trails, lead and managed community volunteers, installed energy efficient modifications to homes, businesses and public facilities and addressed many other local needs. Since 1994, more than 21,000 people have served in AmeriCorps NCCC, providing assistance to hundreds of thousands of Americans.

AMERICORPS NCCC MEMBERS

Members are young men and women, ranging in age from 18 to 24 years old, and represent a wide variety of socio- economic, cultural, geographic, and educational backgrounds. They include those with graduate degrees and some who are working towards their high school equivalency diplomas. All members have earned their place on an NCCC team by demonstrating a commitment to serve communities and a desire make the nation stronger through 10 months of national service. The rewards for their service include: an increased understanding about how active citizenship can make a positive difference in the lives of others and build stronger communities, technical and interpersonal skills that will serve them well in the future, and an education award that will enable them to either continue their education or reduce educational debt.

AMERICORPS NCCC SERVICE PROJECTS

NCCC accomplishes its mission by working with local community organizations and groups to help meet a community need that would not be fully addressed without additional assistance. Rather than providing cash grants, the AmeriCorps NCCC program places teams to serve with sponsoring organizations. These projects are generally 6 to 13 weeks in duration, but will vary depending on the specific requirements of each project. Projects must be capable of fully engaging at least one full team of 8 to 12 members effectively. Transportation and some basic tools are provided by AmeriCorps NCCC, however, project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. The project sponsor is responsible for arranging lodging for the team and works with AmeriCorps NCCC staff prior to the start of the project to arrange for meal and other logistical needs.

AMERICORPS NCCC PROJECT FOCUS AREAS -

NATURAL AND OTHER DISASTERS

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires, and other disasters. These projects span the entire disaster cycle from preparedness, mitigation, and readiness to response and recovery. Natural and Other Disaster projects aim to protect communities and habitats from disaster and fire damage, strengthen communities' abilities to prepare for and mitigate disasters, help communities to more thoroughly or quickly rebuild after disasters, and strengthen communities' abilities to respond to and recover from disasters. In addition, projects often help those in communities improve or restore housing and assist in more thoroughly or efficiently meeting medical and basic human needs of those in disaster areas. Furthermore, many Natural and Other Disaster projects aim to enhance organization capacity and capabilities to provide disaster services to communities nationwide. Examples of service activities for these projects include: supporting disaster centers, shelters, and facilities; preparing and distributing meals; mucking and gutting homes and buildings; surveying community assets; and distributing educational materials and preparedness kits.

THE APPLICATION PROCESS: AN OVERVIEW

COMPLETE THE AMERICORPS NCCC SERVICE PROJECT APPLICATION

While you are in the process of completing your application, staff members for your NCCC Region are available to provide you with technical guidance, should you solicit it. Regional contact information can be found at the end of this instructional guide or on our website. AmeriCorps NCCC has regional deadlines for application submissions, and are based on the dates for which you are requesting a team. Deadlines and notifications may be acquired through your Regional Office representative.

PROJECT APPLICATION REVIEW AND APPROVAL

Any project application submitted should outline project goals and activities. All approved Project Applications **must meet the following criteria.**

The proposed project:

- Meets a compelling community need(s) that falls within the scope of at least one AmeriCorps NCCC Program Focus Areas.
- Has a clearly outlined work plan for each team for an AmeriCorps NCCC Team of 8-12 members.
- Has a clearly outlined training plan with training that corresponds to the proposed tasks and any potential safety hazards.
- Has identified (at least) one Site Supervisor to provide guidance, weekly planning, supervision and who will be accessible during the team's scheduled service time.
- Has identified housing that meets NCCC standards.
- Demonstrates that the organization will support the safety and security of an NCCC team and will provide safety and security training to the team during their on-site orientation.
- Has outlined a sustainability plan that demonstrates how the work performed by the NCCC team(s) will be built upon or maintained.

Each application undergoes multiple reviews by AmeriCorps NCCC staff. Following this review process, the Region Director reviews and authorizes a list of projects that have been recommended by fellow staff. 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.

AMERICORPS NCCC SERVICE PROJECT APPLICATION - INSTRUCTIONS

If you have been invited to apply, the full AmeriCorps NCCC Service Project Application will be sent to your organization by the appropriate AmeriCorps NCCC Regional Office for completion. During this step, Regional Offices will have the ability to provide you with technical guidance, should you solicit it. If you have any questions or need additional clarification about any item on the application, please contact them. A directory of AmeriCorps Regional Office staff contacts is located at the end of this document on pg. 14 or on our website.

These instructions will correspond to each question on the Project Application. Answer each question as fully as possible.

The Service Project Application consists of the following components.

I. Applicant Information
II. Project Information
III. Other information
IV. Locations of Service and Team Lodging
V. Narratives
VI. Focus Areas and Objectives
VII. Required Attachments
VIII. Authorize and Submit

APPLICANT INFORMATION

1. Enter your organization name and contact information.

2. When registering your organization, you are required to provide your EIN. Known as the Employer Identification Number (EIN) or the Federal Tax Identification Number, the EIN is a unique **nine-digit number** assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification. This number allows CNCS to quickly and accurately identify all organizations that have received CNCS resources for reporting and tracking purposes.

3. Select your organization type; only organization types specified here are eligible to apply. If you have questions on what category your organization may fall into, please contact the representative at your NCCC Regional Office.

4. The Authorized Representative is the organization's designated representative from your organization that is legally authorized and certified to submit the Project Concept Paper and the Application. This person is often referred to as the Project Sponsor and will be the primary person that AmeriCorps NCCC staff will be communicating with regarding the allocation of NCCC teams and organizational support to execute the project. They also should be the signatory on this project application and, if approved, the Sponsor Agreement between AmeriCorps NCCC and your organization.

5. The Program Director is the organization's designated representative from your organization that will be the primary person that AmeriCorps NCCC regional staff will be communicating with regarding the logistics and oversight to execute the project. This person is often referred to as the primary Site Supervisor and is the individual in charge of daily activities who serves as a liaison for the team and their needs. The site supervisor should possess the awareness, experience, and technical competence to address the project's safety and technical issues. Enter their contact information that is most accessible to the staff and team (cell phone instead of office phone, etc.)

PROJECT INFORMATION

6. Please specify the title of the project for which you are applying. This title will be used to distinguish between applications if you submit multiple applications to CNCS, so please consider the language that most aptly describes the project.

Indicate the number of teams requested and estimated completion time in weeks. This should be calculated for a team of 8 to 12 members serving full time 40-45 hours per week.

Indicate the proposed **start date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

Indicate the proposed **end date** and whether these dates are fixed (not changeable based on the nature or timeline of the project) or flexible (able to be reasonably changed). This will allow the NCCC staff to better arrange logistics and possibly package the deployments of multiple projects within a specific time frame.

OTHER

Questions 7-8: This series of questions address funding and labor resources that your organization receives in relation to this proposed project.

9. Inclement weather may impact lodging (e.g., high winds if camping) or project tasks (e.g., extreme cold for outdoor projects) for the team. If you answer "Yes" to this question, you will be asked to further explain in question #20 - Lodging site locations or question #22-Project Design Narrative for project tasks.

10. Please choose the project primary disaster type from the following list:

Response – Activities related to saving lives, protecting property and the environment, and meeting basic human needs after an incident has occurred
Firefighting – Activities related to the extinguishing of fires. These are response activities.

11. Enter the Presidentially declared disaster number here.

12. Enter either yes or no and any supporting information regarding additional background checks required.

OTHER

Questions 13-15: The safety and security of the NCCC member is of the upmost importance. The three following questions help the campus determine and mitigate any safety issues that may be present on the project site. Regions staff are always available to provide consultation and answer questions regarding any safety and security issues your organization may have. Selection of 'Yes" responses to any of these questions does not preclude your organization from receiving an NCCC team. You will, however, need to further explain any hazards or conditions in the Safety and Security Narrative below..

LOCATIONS

16. Locations of Service

The Location of Service site(s) is the physical location(s) a team will be performing work during their time with your organization. It is important to accurately document where the team will be performing their service activities. AmeriCorps NCCC uses this information to ensure the safety of teams and to report where teams are performing work across the country. AmeriCorps NCCC requires a site supervisor to provide technical guidance, training, and instruction during the service project. The site supervisor should be someone who currently has the technical skills and abilities to perform the tasks at the project site and will train members on completing the project tasks.

Location of Service #1

- Indicate the organization name
- Indicate the start and end dates of when the team will serve in this location
- Indicate if this is the primary site of the project
- Check the box if the project site is accessible for persons requiring mobility, vision or hearing accommodation. Please describe in more detail accessibility in the Project Design narrative. Because teams are not assigned to the project when the application is submitted, accommodations may or may not be needed. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
- Indicate the street address, city, state and zip where members will be serving, which may or may not be the location of the organization listed.
- Indicate the name of the supervisor that will be providing consistent site supervision throughout the Member's work on the site.
- List the Organizational Title for the Site Supervisor
- List the Site Supervisor Phone; please note the best number to reach this person, a cell phone is strongly encouraged.
- List the Site Supervisor e-mail

If applicable, for Service Sites #2-4, please follow the above instructions; for projects with more than three site locations, please attach a PDF with the information required above for each additional site location.

17. Lodging Sites

If selected for service, the sponsoring organization is required to provide lodging for the team and, where applicable, is responsible for any fees associated with the lodging space.

Note: Some NCCC regions may be able to provide lodging for projects on their campus facilities. When available, these projects must be within a reasonable driving distance of the regional campus. Please inquire with your regional NCCC Regional staff to learn more about availability and driving distance requirements.

Accommodations should be responsive to the following requirements:

- Adequate space for 8-12 members with separate female and male sleeping facilities
- Access to bathroom, shower, and laundry facilities
- Availability of cooking and food storage facilities or meals provided by sponsoring organization
- Availability of cleaning supplies and basic cleaning tools proportionate to the size of the accommodations and team. We suggest basic supplies such as toilet paper be available at the lodging site.
- Safety and security of members, their personal belongings, and equipment
- Reasonable driving distance (inquire with your region for specifics)
- Providing food and/or meals is encouraged, but **not required** in order to receive a team.

Lodging Site #1

In this section, list the locations and contact information of all of the anticipated lodging facilities that will be provided to the AmeriCorps NCCC team(s).

- Indicate the organization name of the lodging provider
- Select the lodging type from the drop-down menu
- Select the lodging category from the drop-down menu
- Indicate the team's anticipated arrival and departure date at the lodging site
- Indicate the street address, city, state and zip of the lodging site
- Please provide the lodging contact name; this person will be the primary contact for anything related to the lodging site.
- List the phone number and email for the lodging contact person. A cell phone number is strongly encouraged
- Check this box if beds are provided at this site. Providing beds is not required, however, we are requesting this information in order to ensure teams are provided with the equipment they will need
- Check this box if the lodging site can accommodate individuals with mobility, vision or hearing limitations. Because teams are not assigned to the project when the concept form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, NCCC Regional staff will work with you to arrange reasonable accommodation at team lodging if the project has been approved and a team is assigned. Please include additional information about reasonable accommodation in the dialog box below.
- Select whether laundry is available on site. If applicable, please include additional information about fees in the dialog box below. If laundry is not available on site, please provide the closest laundry facility available to the team.
- Select whether a kitchen is available on site for the team to use. Please detail the use and appliances available in the dialog box below. A full kitchen includes a full-sized refrigerator, a stove and/or oven and a sink large enough to clean dishes. If a full-sized kitchen is not available on site, please provide the closest kitchen facility available to the team. If a full kitchen is not available, please note if a microwave and refrigerator or any size is available to the team. Also

note if any meals are provided and on which days on site. Please note that meals provided by the sponsor are encouraged, but not required.

- Select whether showers are available on site; in the dialog box below. Detail the expectations on use of the shower (e.g., cost, scheduling, and location). If showers are not available on site, please detail an alternate accommodation.

Further Describe Team Lodging Accommodations - Additional Information

In this dialog box, please provide information regarding indoor, camping options and safety and security of the proposed lodging facility.

INDOOR LODGING

A. If you checked yes on any of the Lodging Site questions, please provide additional information here, e.g., # of beds provided, # of meals provided and when, etc.
B. Provide a descriptive overview of the lodging
C. Number and type of rooms along with any furniture available (if applicable)
D. Any appliances available to the team for use (stove, refrigerator, microwave, etc.)
E. Additional lodging information and rules of use of the facility

CAMPING - Teams performing camping projects must have access to a substantial structure or facility in the event of excessive inclement weather or for emergency evacuation (e.g., excessive rain/hot or cold temperatures, tornadoes, hurricanes, bug/mosquito seasons, etc.)

A. If you checked yes on any of the Lodging Site questions, please provide additional detail here (e.g., # of meals provided, accessibility, etc.)
B. Use of bathroom and shower facilities; consider associated costs, scheduling, location etc.
C. Cooking location and expectation for food preparation
D. Expectations for food storage (including dry and cold storage)
E. Overview on what items your organization can provide e.g. electricity on site, screened tents, canvas tents, propane, ice, indoor kitchen facility, etc.
F. Details on weather conditions and considerations when camping during the proposed time of year
G. Detailed information about the indoor location for the team to retreat to in case of inclement or emergency weather
H. Additional information about the camping location and use of the facility

LODGING SAFETY AND SECURITY

A. A description of how the team's belongings will be secure during the project
B. Any precautions members should take while traveling & living in the community Local
C. emergency response procedures
D. Distance to the closest medical facilities
E. The community in which team will be housed; please consider cultural sensitivity, rules and expectations on use of space and additional information you would like us to know about the use of space in your community
F. Any other information related to lodging safety and security

If applicable, for Lodging Sites #2 and #3, please follow the above instructions; for projects with more than three Lodging Sites, please attach a PDF with the information required above for each additional site location.

NARRATIVES

The Narratives section of the Project Application includes 9 topics. Each topic consists of questions you are required to answer in order to complete this application. When completing the Narrative topics, be sure to

- Type single spaced within the fields.
- Type both the question and answer.
- Include activities for the entire span of the project period.

18. Need Narrative

Describe the overall mission of your agency to include a brief history and how the mission is fulfilled by your various programs. Please describe unmet community need(s) you propose to address using AmeriCorps NCCC resources; use supportive data and include:

A. Detailed overview of the community need
B. Describe how the project and AmeriCorps NCCC team will meet the need
C. Geographic area to be served

19. Project Design Narrative

Within this field, please describe the following:

- The specific service tasks and activities that the team will perform.
- A detailed work plan. The project must engage all team members in service throughout the duration of the project a minimum of 40-45 hours a week. The work plan is an essential part of demonstrating how the organization will provide the required hours of service and should include the following:
    - Specific tasks to be accomplished and how the team will complete the tasks
    - Estimated number of members required to complete each work task
    - Estimated amount of time in hours to complete each task
- Describe the accessibility of the work site for persons requiring mobility, vision or hearing accommodation. Because teams are not assigned to the project when the Project Concept Form is submitted, accommodations may or may not be required. If a member of the NCCC team has special accessibility requirements, regional NCCC staff will work with you to arrange accommodation if the project has been approved and a team is assigned.
- An explanation of any work permits and other legal permissions specific to the project that are needed and secured. If not secured, please explain the timeline to accomplish this requirement.

20. Project Management Narrative

AmeriCorps NCCC members come to our program with various abilities and skills, we often refer to our members as "generalists." Given members have a wide range of skills and abilities that may not specifically relate to your project, please describe below how you will equip members to properly prepare and perform the tasks outlined in the Project Design section. Please detail the following:

A. Pre-project Preparation: Describe any additional trainings you would like a team to receive prior to arriving on site.

B. On-Site Orientation: Please provide a comprehensive on-site orientation agenda. Please include in the agenda: an overview of your organization and the project, introductions of the team to the staff of the sponsoring organization(s), tour of the work site(s) and the community, safety and security and a lodging use overview.

C. Training Plan: Provide a training plan outlining the training that members will receive during the project. This plan should include tool training, safety training, and project specific training (e.g., positive youth development, tree identification, roofing instruction, etc.). If a variety of tasks have been proposed in the work plan, the training plan should identify how/when members will be trained to perform the task.

21. Member Development Narrative

Service learning is an integral part of the NCCC program; it fosters leadership development as the members gain a deeper understanding about what they are doing and why it is important to the community. Service learning allows teams to make the connection between their acts of service and what this means to your specific community. Organizations are encouraged to continue building on a team's understanding of the service they are providing and its importance to the community throughout the service project; this teaching and learning extends beyond orientation and training (previously documented in the Project Management section).

Use the section to detail the following:

A. Service Learning Opportunities: Describe the service learning opportunities available to a team to help AmeriCorps NCCC members enhance their overall knowledge and understanding about what they are doing and why it is important to the community; this may include guest speakers, information about a community's larger social issues, events related to the culture and people served, discussions about environmental impact, city council meetings, community activities and events, etc.

B. Skills, Competencies, and Certifications: List the skills, competencies, and/or certifications members may acquire during this project that will help them to complete the activities and tasks outlined in the Project Design section.

22. Strengthening Communities Narrative

AmeriCorps NCCC was designed to assist organizations on a short term basis. Organizations are expected to have a plan for maintaining the work completed by NCCC and/or have identified steps to secure an alternative workforce if continual labor is needed.

Please describe your sustainability plan, including detailed descriptions of the following:

A. How your organization will continue to maintain and build upon NCCC's work after the team has left.

23. Organizational Capacity Narrative

Detail how your organization has the capacity to manage a team that is part of a federal national service program.

Be sure to include answers to the following:

A. What programs, activities or services are you currently using to meet the need?

24. Executive Summary Narrative
In 2,000 characters or less, please write an executive summary addressing the following criteria using the template below:

- The mission of your organization
- A description of the proposed project goal(s)
- A description explaining the project and its tasks
- A brief explanation of how this project will address a pressing community need including how the community will benefit from the project

Executive Summary Template: [Organization Name]'s mission is [Mission Statement]. AmeriCorps NCCC has partnered with [Organization] to [enter project goal(s)]. Members will contribute to the goals of the project by performing activities such as [enter tasks]. The project is expected to benefit [describe how the community will benefit].

If a team is assigned to the project, this summary may be used for internal and external purposes such as reports, websites, media materials or communication to external stakeholders. The submission of this application authorizes that use.

25. Safety and Security Narrative
The safety and security of NCCC members is of the upmost importance for the AmeriCorps NCCC program. The site supervisor should be present with the team daily and should possess the awareness, experience, and technical competence to address the project's safety and technical issues. NCCC Regional staff are always available to provide consultation and answer questions around safety and security issues.

Please provide an overview of any safety considerations an NCCC team may need to be aware of when serving on this project; include plans to mitigate any associated risks. Include the following:

A. If you answered yes to questions #13-15 above, please explain the hazards or conditions.
B. If members will be utilizing tools, please describe safety concerns and how tool safety will be addressed during the project. (Be sure to include this in your training plan.)
C. Any environmental conditions that might be present at any work site (poison ivy, allergens, extreme weather conditions, etc.)
D. Any recommended or required immunizations
E. Identify local medical facilities, including address, telephone, hours of operation, and distance from the project site and team lodging.
F. Describe how medical emergencies would be handled during the project.
G. Any other safety considerations

26. Tools and Equipment Narrative
In this section, please list:
A. Equipment, tools, and quantity of equipment **your organization** will provide.
B. Equipment, tools and quantity of equipment **requested from NCCC** to supplement your supply. AmeriCorps NCCC has limited access to tools and cannot not guarantee the availability of requested items; applicants are encouraged to provide tools and equipment for the service project.

C. Access to fax, copy machine, internet/WIFI to the team for official team business and project-related purposes.
D. Appropriate personal protective equipment; respirators, gloves, goggles, etc. should always be available to the team as needed. NCCC regional staff and the project sponsor must ensure this availability.

FOCUS AREAS AND OBJECTIVES

27. Select from the drop down the primary area of community need that the project will address; *please refer to pages 3-4 for definitions of each category.* You are required to enter the Primary area of community need.

28. Select all the project objectives from the options provided that apply to the project. If you do not see an objective that is applicable, enter a descriptor in the 'Other Objectives' field. Selection of more than one project objective will not increase the chances of the project being selected for award. Please be as accurate as possible when providing this information.

APPLICATION ATTACHMENT LIST

OPTIONAL ATTACHMENTS
Lodging Photos: Please provide at least one photo of the proposed team lodging. Strong applications often include photos of team living quarters, kitchen and bath facilities and storage areas for personal belongings.

PROJECT APPLICATION SIGNATURE

Please review the document for completeness and the elimination of any errors. Then review the 'Important Notices' section at the end of the application. Sign and date the Service Project Application. The person who signs the document must be the applicant organization's authorized representative who has the authority to commit resources to your organization. An electronic signature is accepted and encouraged.

SUBMISSION INSTRUCTIONS

Complete and submit the Service Project Application to the regional program office representative. A directory of AmeriCorps Regional Office staff contacts is located at the end of this document on pg. 14 and on our website. AmeriCorps NCCC has regional deadlines for application submissions, and are based on the dates for which you are requesting a team. It is preferred that the Service Project Application be submitted electronically by email. Once received, they will notify you to discuss the next steps of the process.

Appendix A

AmeriCorps NCCC Regional Campuses AmeriCorps NCCC has five regional campuses located in Baltimore, MD; 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 Atlantic Region
6726 Youngstown Ave
Dundalk, MD 21222
Tel: 410-642-2411
E-mail: NCCCAtlantic@cns.gov
States Served: CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, USVI, VT

NCCC Southwest Region
15001 East Oxford Ave, Suite B
Aurora, CO 80014
Tel: 303-844-7400
Fax: 303-844-7410
E-mail: NCCCSouthwest@cns.gov
States Served: AR, AZ, CO, KS, MO, NM, OK, TX

NCCC Pacific Region
3427 Laurel Street
Sacramento, CA 95652
Tel: 916-640-0310
Fax: 916-640-0318
E-mail: NCCCPacific@cns.gov
States Served: AK, CA, HI, ID, MT, NV, OR, UT, WA, WY, Pacific Territories

NCCC North Central Region
1004 G Avenue
Vinton, IA 52349
Tel: 319-472-9664
Fax: 319-472-9666
E-mail: NCCCNorthCentral@cns.gov
States Served: IA, IL, IN, MI, MN, NE, ND, OH, SD, WI

NCCC Southern Region
2715 Confederate Avenue
Vicksburg, MS 39180
Tel: 601-630-4040
Fax: 601-630-4071
E-mail: NCCCSouthern@cns.gov
States Served: AL, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV