

MEETING DATE: March 10, 2016

TITLE: Resolution of Support to Become a 2016-2017 MN GreenCorps Member Host Site

RESOLUTION NUMBER: 16-018

PREPARED BY: Brett Eidem, Cost Share Administrator

E-MAIL: beidem@minnehahacreek.org

TELEPHONE: 952-641-4523

REVIEWED BY: Administrator Counsel Program Mgr. (Name): Telly Mamayek
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

PURPOSE or ACTION REQUESTED:

1. Execute and sign a Resolution of Support to be a 2016-2017 MN GreenCorps member host site.
2. If MCWD is chosen to be a host site, authorize the District Administrator to execute and sign a MN GreenCorps host site agreement with the MPCA.

PROJECT/PROGRAM LOCATION:

Minnehaha Creek Watershed District
15320 Minnetonka Blvd, Minnetonka

PROJECT TIMELINE:

August 2016- July 2017

PROJECT/PROGRAM COST:

Fund name and number:

Cost Share Grant Program (3130)

Requested amount of funding:

N/A

SUMMARY:

Staff is asking for Board support to apply to become a MN GreenCorps for the 2016-2017 service year. MCWD had been selected to be a host site for the program for the 2014-2015 service year. MCWD saw great value in hosting a GreenCorps member, as the member exceeded expectations and accomplished meaningful work that staff would like to expand upon with a new member. Staff is currently writing the application which is due March 18, 2016. Staff would like to have the Board Resolution of Support prior to applying, to have a stronger fully packaged application this year to increase of chances.

If chosen to be a host site, MCWD would be expected to provide the member a workspace with a computer, telephone, and relevant training to perform assigned duties. The member will receive a government stipend for their work (ServeMinnesota), and when the member completes their service, they will receive an education award to assist with student loans.

The member will work on an 11 month service project that is created from duties that are currently not being done by any employed District staff. The member will work closely with the education, permitting and planning departments for specific parts of their overall project. As of now, the direct supervisor would be Brett Eidem, with potential of another supervisor from another department.

Launched in 2009, Minnesota GreenCorps is a statewide program to help preserve and protect Minnesota's environment while training a new generation of environmental professionals. This program places AmeriCorps members with local governments, educational institutions, and non-profit organizations around Minnesota, where they will serve for 11 months on focused environmental projects. The program is coordinated by the Minnesota Pollution Control Agency.

Minnesota GreenCorps is an AmeriCorps program. Funding is provided through a grant from ServeMinnesota and the Corporation for National and Community Service.

PROJECT DETAILS:

Staff sees this member completing the following tasks:

1. Update database, populate/modify interactive GIS map
 - Inspect BMP's (permitted, capital projects, cost share)
 - Populate vacant fields/update database with new inspection data
 - Load onto interactive map
 - Analyze data: represent trends and points of interest
2. Community Outreach and Engagement
 - Coordinate water resource education initiatives and BMP installation projects with Master Water Stewards and Lake Associations
 - Engage past, certified Master Water Stewards to organize and execute projects

A Board resolution must be obtained before an agreement can be executed.

STAFF RECOMMENDATION

Staff recommends that the MCWD Board of Managers adopt the attached Resolution of Support for the District to be a 2016-2017 MN GreenCorps member host site, and authorize the District Administrator to execute and sign a MN GreenCorps host site agreement with the MPCA if chosen to be a host site.

Attachments:

1. March 7 MN GreenCorps Host Site Opportunity Memo to Board
2. Program Overview



Memorandum

DATE: March 7, 2016
TO: MCWD Board of Managers
FROM: Brett Eidem, Cost Share Grant Administrator
RE: Host Site for a MN GreenCorps Member

Staff is pursuing becoming a Minnesota GreenCorps host site for the 2016-2017 service year to assist with the Cost Share, Permitting and Planning Programs. This week, staff intends to finalize an application to become a MN GreenCorps host site for the 2016-2017 service year.

Launched in 2009, Minnesota GreenCorps is a statewide program to help preserve and protect Minnesota's environment while training a new generation of environmental professionals. This program places AmeriCorps members with local governments, educational institutions, and non-profit organizations around Minnesota, where they will serve for 11 months on focused environmental projects. Funding is provided through a grant from ServeMinnesota and the Corporation for National and Community Service.

If MCWD were chosen as a host site for the 2016-2017 service year (August-July), no funding from the District is required to compensate the member for their efforts. They will receive a government stipend for their work (ServeMinnesota), and when the member completes their service, they will receive an education award to assist with student loans. MCWD would be expected to provide the member a workspace with a computer, telephone, and relevant training to perform assigned duties.

Staff sees this member completing the following tasks:

1. Update database, populate/modify interactive GIS map
 - Inspect BMP's (permitted, planning, cost share)
 - Populate vacant fields/update database with new inspection data
 - Load onto interactive map
 - Analyze data: represent trends and points of interest
2. Community Outreach and Engagement
 - Coordinate water resource education initiatives and BMP installation projects with Master Water Stewards and Lake Associations
 - Engage past, certified Master Water Stewards to organize and execute projects

A Board resolution must be obtained before an agreement can be executed. Staff is currently writing the application which is due March 18, 2016. Staff would like to have the Board Resolution of Support prior to applying, to have a stronger fully packaged application this year to increase of chances. If there are any questions about the program or the process of becoming a host site, please contact:

Brett Eidem
beidem@minnehahacreek.org
952-641-4523

The Minnehaha Creek Watershed District is committed to a leadership role in protecting, improving and managing the surface waters and affiliated groundwater resources within the District, including their relationships to the ecosystems of which they are an integral part. We achieve our mission through regulation, capital projects, education, cooperative endeavors, and other programs based on sound science, innovative thinking, an informed and engaged constituency, and the cost effective use of public funds.



Minnesota GreenCorps Host Site Application Guide

Program year 2016-2017

Minnesota GreenCorps is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). This document contains important information about applying to become a host site for the 2016-2017 Minnesota GreenCorps program year. Please review this document and all appendices carefully before submitting an application.

Note: Operation of the 2016-2017 program years is contingent on receiving funds from ServeMinnesota and the Corporation for National and Community Service. Confirmation of funds may not be available prior to the application deadline.

Applications are due electronically by 5:00 p.m., Central Time on Friday, March 18, 2016, to mngreencorps.pca@state.mn.us.

Table of contents

- I. Program overview.....2**
 - What is AmeriCorps? 2
 - What is Minnesota GreenCorps? 2
 - Program goals and focus areas..... 2
- II. Program information.....4**
 - Member compensation and benefits 4
 - Serving a second year 5
 - Member code of conduct 5
- III. Member eligibility requirements and qualifications8**
 - Eligibility requirements..... 8
 - Qualifications and skills 8
- IV. Member position descriptions..... 9**
 - Air quality corps member 9
 - Waste prevention and recycling corps member 10
 - Living GreenCorps member 11
 - Green Infrastructure Corps member 12
- V. Minnesota GreenCorps/MPCA responsibilities..... 14**
- VI. Requirements of host sites 15**
 - Host site responsibilities..... 15
- VII. Host site application information 17**
 - Eligibility 17
 - Instructions..... 17
 - Criteria 18
 - Host Site selection process 19
 - Questions..... 19
- Appendix A. Frequently asked questions 19**
- Appendix B. Host Site requirement checklist..... 22**
- Appendix C. Sample Board Resolution 23**
- Appendix D. Sample Host Site agreement 24**

I. Program overview

What is AmeriCorps?

AmeriCorps is a national service program that connects more than 75,000 Americans each year in intensive service to meet our country's critical needs in education, public safety, health, and the environment. AmeriCorps is often described as the "domestic Peace Corps". There are over 900 programs nationwide, and 12 in the state of Minnesota, that provide full and part-time service opportunities for Americans who want to give back to their communities.

The U.S. Congress provides funding for the AmeriCorps program through the Corporation for National and Community Service (CNCS). Federal funding for AmeriCorps projects covers living allowances and health insurance during service, and includes an educational stipend following successful completion of a member's year of service. Visit www.americorps.gov to learn more about AmeriCorps.

What is Minnesota GreenCorps?

The goal of Minnesota GreenCorps is to preserve and protect Minnesota's environment while training a new generation of environmental professionals.

Minnesota GreenCorps, coordinated by the MPCA, began in September 2009. The program places AmeriCorps members with host organizations around the state to assist communities and local governments in addressing a variety of statewide needs, aiming to:

- Reduce solid waste and increase recycling in Minnesota communities.
- Reduce greenhouse gases (GHG) and other air pollutants.
- Reduce water runoff and improve water quality.
- Assist community members to take eco-friendly actions.
- Increase community resilience and build local capacity to respond to the threats of climate change.
- Train new environmental professionals.

For the 2016-2017 program year, Minnesota GreenCorps anticipates placing and supporting up to 40 full-time AmeriCorps members (each serving 1700 hours). The 40 members will serve at host site organizations around the state, selected through this solicitation. All Minnesota GreenCorps service positions are expected to last 11 months, beginning in September 2016.

Funding for Minnesota GreenCorps will be provided through a combination of resources from CNCS, ServeMinnesota, and the MPCA, along with local in-kind resources.

Operation of the 2016-2017 program year is contingent on receiving federal funding. The MPCA expects to be notified about its funding status in May 2016. Confirmation of funds may not be available prior to the application deadline. In the event the program is not funded, the program will not move forward this year, and the MPCA will notify all host site applicants.

Program goals and focus areas

Anticipated outcomes from the Minnesota GreenCorps program include:

- Communities reduce air pollutants and greenhouse gas emissions
- Communities reduce water runoff and increase water quality
- Individuals and entities increase their knowledge and change their behaviors related to the environment
- Communities and local governments build capacity to integrate sustainability and resilience into practices and decisions

- Newly trained professionals increase skill development and carry their knowledge and experience forward to environmental careers

The Minnesota GreenCorps program has identified four overarching focus areas to meet program goals. These focus areas have been selected because of their overall relevance to statewide environmental priorities, potential appeal to host sites and members, opportunity to draw involvement of community members, and ability to generate measurable outcomes. The MPCA has developed a pre-scoped position description for each of these four areas to ensure well-focused projects and positions.

Air quality

Work with local government(s), nonprofit and community-based organizations, and their partners to strengthen community resilience by conserving energy, improving energy efficiency, reducing fossil fuel consumption, encouraging reduction of vehicle miles traveled, and reducing GHG emissions and other air pollutants. Assist with collecting data, benchmarking, and analyzing energy and water use and GHG emissions using various tools. Assist in implementing operational changes and equipment upgrades to conserve energy and water. Provide outreach and education on energy and water conservation, fleet management, multi-modal transportation, and residential practices that contribute to air pollution. Interact with applicable state agencies, utilities, community organizations, and non-profit green building, green fleet, and/or green transportation programs. **Host sites choosing this focus area must select either the energy conservation track or the green transportation track.**

Waste prevention and recycling

Provide expertise and assistance to strengthen community resilience through waste prevention, recycling, and composting/organics management for community organizations, local governments, or public facilities, including school districts, post-secondary educational institutions, city facilities, county facilities, neighborhood groups, park districts, etc. Support host sites and/or their constituents in efforts to integrate sustainable waste management practices into daily operations. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling issues.

Living Green

Strengthen community resilience by helping adopt and implement sustainability practices and providing outreach, education, and assistance to residents and community-based organizations regarding environmental topics and practices. Topics may include one or more of the following: air quality improvement, energy conservation, water conservation and pollution prevention, toxicity reduction, recycling and organics management, and local foods.

Green infrastructure

Assist local units of government, nonprofit and community-based organizations, and their partners to strengthen community resilience by implementing green infrastructure practices related to stormwater management, urban forestry, or local foods. Increase understanding of the general public, local government employees, and community organizations of the opportunities for production of local foods, and the proper application, assessment, and science behind stormwater best management practices (BMPs) or urban forestry practices. **Host sites choosing this focus area must select either the stormwater, urban forestry, or local foods track.** Under the stormwater track, members will assist in collecting, managing, and analyzing data for stormwater BMPs and low impact development (LID) techniques. Under the forestry track, members work with local governments to create opportunities for increased effectiveness of the urban tree canopy contributing to environmental improvement. Under the local foods track, members will assist in the creation and/or improvement of local food systems, including increasing access of community members to and education about healthy, sustainably grown food.

Detailed descriptions for these positions can be found on pages 9-13 of this document.

Host site organizations will be selected in part for their commitment and ability to contribute to program outcomes and performance measures. Performance measures are subject to change based on feedback from our funders. Members and host sites are required to report project activities and progress towards program outcomes and performance measures to the MPCA on a quarterly basis, as well as a comprehensive end of year report.

- Minnesota GreenCorps members will improve public lands through implementation of green infrastructure best management practices (BMPs). Examples of practices include urban tree BMPs, invasive plant removal, native planting spaces, stormwater BMPs, or LID sites. (Green Infrastructure, Living Green)
- Minnesota GreenCorps members will retrofit public structures to improve energy efficiency. Members will collect and benchmark energy use and GHG emissions from public buildings to assess and implement conservation opportunities. Retrofits include implementing energy conservation measures to reduce operational energy consumption, upgrade thermal performance, or improve building maintenance. (Energy Conservation, Living Green)
- Minnesota GreenCorps members will provide technical assistance to sites to prevent, recycle, compost, or otherwise divert waste. (Waste Prevention and Recycling, Living Green)
- Minnesota GreenCorps members will engage or educate community members on implementation of environmentally-conscious practices and activities intended to reduce GHG emissions, and improve air and water quality. Activities may include improving green infrastructure, conserving energy, preventing or recycling waste, improving water quality, and installing or improving community gardens. (All positions)
- Minnesota GreenCorps host sites will prepare members for a career in the environmental field by providing valuable knowledge and skill-building opportunities, guidance, mentoring, and training. (All positions)

In addition to the above performance measures, Minnesota GreenCorps also has the goal of mobilizing volunteers on community service projects planned and carried out by Minnesota GreenCorps members.

Our program provides professional development opportunities for members. The MPCA periodically brings members together for group training events, and encourages member participation in conferences and workshops related to their service areas and professional development goals. Member growth and skill development will be assessed as part of an annual program evaluation.

II. Program information

Minnesota GreenCorps service positions are for 11 months: beginning in September 2016 and concluding in August 2017. Full-time members must serve 1,700 hours during this term, which equates to around 40 hours a week, allowing for sick and vacation time. **The recruitment, application and selection process for Minnesota GreenCorps members is administered by the MPCA.** However, potential host sites are strongly encouraged to promote member service opportunities to individuals familiar with their organization and the community in which the member would be serving. Encouraging a local candidate does not guarantee a placement with an organization.

Member compensation and benefits

- Minnesota GreenCorps members will receive orientation and training from the MPCA and partnering agencies, as appropriate.
- Minnesota GreenCorps members will have the opportunity to devote up to 10% of their time to professional development opportunities (conferences and workshops) throughout their service.
- Full-time Minnesota GreenCorps members are provided with a taxable living allowance of \$12,530 for completing a 1,700 hour term of service; the allowance is disbursed bi-weekly.

- An offer of basic health insurance is provided by the MPCA.
- Upon completion of their term of service, members receive an AmeriCorps Education Award of up to \$5,730 for use on future higher education expenses or on existing qualified student loans.
- Members may be eligible for childcare assistance (depending on financial status).

Serving a second year

In order to be eligible to serve a second term of service with Minnesota GreenCorps, the member must reapply to the program and meet certain standards from his or her first term of service, which include, but are not limited to:

- Completing the required number of hours.
- Completing all program requirements.
- Submitting timesheets and other necessary paperwork in a timely fashion.
- Receiving satisfactory performance reviews from his or her service site.

Mere eligibility for an additional term of service does not guarantee selection or placement.

Member code of conduct

Attendance

Members are expected to:

- Arrive and depart from their host site on time every day following their set schedule.
- Notify their site supervisor if they will be late or are sick; obtain approval from their site supervisor for scheduled absences; notify and receive approval from the Minnesota GreenCorps program coordinator for any absences longer than one (1) week. Approved time away from work is not counted as service.
- Attend any relevant trainings / meetings at their host site.
- Abide by their site's schedule and policy regarding breaks and lunch. Members may count time spent at lunch towards their service only if it is on site and work-related.
- Arrive on time for each required Minnesota GreenCorps training.
- Notify the Minnesota GreenCorps program coordinator in advance if they are unable to attend training.
- Serve approximately 40 hours per week (full-time) as reported on the approved timesheet.

Program reporting

Members are expected to:

- Report actual service hours on timesheets daily.
- Submit timesheets for approval once every two weeks into the OnCorps reports online system to enable the site supervisor to approve by the due date.
- Complete an end-of-term program survey.
- In conjunction with the host site, submit quarterly updates to the MPCA on project progress on the forms and timeline determined by the MPCA, and a final report that includes lessons learned and project measures for success. The MPCA will work with the member and host site to refine project measures throughout the term of service. Additional measures/outcomes may be developed.

Function of the position

Members are expected to satisfactorily perform the functions of the position as described in the position description. Members may not displace an employee, volunteer, or position within their service site.

Policies and procedures

Members are expected to adhere to the policies and procedures outlined by Minnesota GreenCorps. Members are also expected to adhere to the policies, procedures, and code of conduct of their service site, including, but not limited to confidentiality, internet policies, dress code, and other behavior.

Training

Members are expected to arrive on time to each required Minnesota GreenCorps training session. Members must notify the Minnesota GreenCorps program coordinator in advance if he or she will not be able to attend training. Members are expected to notify the Minnesota GreenCorps program coordinator as soon as they know they will not be able to attend. The Minnesota GreenCorps program coordinator will determine the consequence for missing training. Members may not bring their children to training. Members are asked to turn their cell phones to silent. Members are asked to be respectful of trainers and be engaged and responsive as participants.

Communication

Members are expected to check their e-mail daily. Members are expected to respond in a timely manner to communication from site and/or Minnesota GreenCorps program staff. Members must communicate with the Minnesota GreenCorps program coordinator regarding extended absences, name changes, address or phone changes, or site issues or concerns. The Minnesota GreenCorps program coordinator will raise serious concerns and policy violations to the MPCA Environmental Community Development manager.

Professionalism

Members are representative of their school, community, Minnesota GreenCorps, the MPCA, and AmeriCorps during their term of service and are expected to conduct themselves in a professional manner. This includes wearing appropriate attire, communicating professionally, responding to constructive criticism and feedback, limiting cell phone use to breaks, etc.

Professionalism on the internet

- Members' activity on the internet must also remain professional during their term of service.
- Members may not post inappropriate pictures of themselves on the internet (i.e., pictures involving consuming alcohol and/or intoxication, sexually provocative photographs).
- Members should not forward e-mails to anyone within the Minnesota GreenCorps network that are not work-related and/or may be offensive to others (i.e., political or religious e-mails).
- Members should follow the policy of their host site regarding use of internet at the site (i.e., checking personal e-mail).

Member prohibited activities

When accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, members may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing Agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.
- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to

religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

- H. Providing a direct benefit to: a for-profit business entity, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 or an organization engaged in the religious activities described above.
- I. Voter registration drives.
- J. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; or write a grant application to the Corporation or any other federal agency.
 - a. Per § 2520.40 AmeriCorps members may:
 - i. Raise resources directly in support of a program's service activities.
 - ii. Perform fundraising activities including, but not limited to, the following:
 1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
 4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 5. Seeking donations from alumni of the program for specific service projects being performed by current members.

An AmeriCorps member may spend no more than 10% of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40.

- K. Clerical work or research unless such activities are incidental to the member's direct service activities.
- L. Providing abortion services or referrals for receipt of such services.
- M. Such other activities as the Corporation may prohibit.
- N. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so. Nonduplication: Per § 2540.100, Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the nondisplacement clause (below) are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. Nondisplacement: Per § 2540.100, an employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
 1. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
 2. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 3. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

4. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - a. Will supplant the hiring of employed workers; or
 - b. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
5. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
 - a. Presently employed worker.
 - b. Employee who recently resigned or was discharged.
 - c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - d. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - e. Employee who is on strike or who is being locked out.

III. Member eligibility requirements and qualifications

Eligibility requirements

- Must be a minimum of 18 years or older.
- Must be a U.S. citizen, U.S. National, or a lawful permanent resident alien of the U.S.
- Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly.
- Must be able to make a commitment to complete 11 months of service.
- Some positions may require a valid driver's license and that the member pass a driving record check administered by the MPCA.

Qualifications and skills

Education

A two-year Associate of Arts degree or completion of sophomore year in a four-year college program is required. A four-year college degree with a major or significant course work related to environmental protection, energy conservation and efficiency, urban planning, or other relevant aspect of the Minnesota GreenCorps program is preferred.

Work skills

- Effective written and oral communication skills
- Ability to build and maintain relationships
 - Motivate others
 - Demonstrate flexibility in work assignments
 - Work both independently and with others
 - Work with individuals from a variety of backgrounds
- Ability to take the initiative in work assignments, organize them, and complete them
- Ability to research and organize information
- Functional computer skills: word processing, spreadsheet, database

Preferred interest/commitment

Demonstrated interest in environmental issues/sustainability, including energy and water conservation and efficiency, air quality, urban planning, active transportation, and a commitment to community/Minnesota GreenCorps service.

Performance requirements and expectations

- Travel to the Twin Cities for orientation (September 2016). Travel expenses may be paid/reimbursed by Minnesota GreenCorps.
- Travel to attend four quarterly trainings. Travel expenses will be paid/reimbursed by Minnesota GreenCorps.
- Submit an online timesheet to report service hours once every two weeks.
- Submit quarterly and final project progress reports.
- Complete 1,700 hours.

While Minnesota GreenCorps members will be selected for placement based on their qualifications and commitment to service, host sites must understand that members are not necessarily bringing highly specialized skills to their position. The members are participating in the Minnesota GreenCorps program in order to give back to their communities and gain valuable skills and experience in the environmental field. Host sites will often need to invest time in on-the-job training for the members.

IV. Member position descriptions

Full position descriptions for the Air Quality, Waste Prevention and Recycling, Living Green, and Green Infrastructure focus areas are found on the following pages. Responsibilities and activities will vary depending on the host site and the project focus area. Members and host sites are expected to achieve the measurable outcomes, found on pages 2-4, associated with the pre-scoped position descriptions. The MPCA will work with the member and host site to refine project measures throughout the term of service. Service will be performed at host site facilities, which may include schools, office buildings, police and fire departments, public works, park and recreation centers, vehicle maintenance facilities, etc., with daily computer and telephone use. Position descriptions are subject to change based on information from our funders.

Air quality corps member

Service position summary

Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to conserve energy, improve energy efficiency, encourage reduction of vehicle miles traveled, and reduce air pollutants and GHG emissions. Member projects will serve to improve host communities' capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience. Assist with collecting, benchmarking, and analyzing energy and water use and GHG emissions using various tools. Assist in implementing operational changes and equipment upgrades to conserve energy and water. Provide outreach and education on energy and water conservation, fleet management, multi-modal transportation, and residential practices that contribute to air pollution, like burn barrels, backyard fires, lawn equipment, etc. Interact with applicable state agencies, utilities, community organizations, and non-profit green building, green fleet, and/or green transportation programs (through campaigns, workshops, events, media, etc.).

Essential functions and measures for project success

Energy conservation track

- Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks, and Beyond (B3), ICLEI and/or Energy Star.

- Work with local governments, school districts, and their partners to identify opportunities for conservation and efficiency and to assist with implementing action steps.
- Retrofit public structures to improve energy efficiency which includes implementing energy conservation measures to reduce operational energy consumption, upgrading thermal performance, or improving building maintenance. (Examples of operational energy projects are: aligning the operation of lighting and equipment with occupant schedules, working with B3 to create customized facilities operations manuals, installing vending machine energy efficiency devices provided by MPCA, exploring plug load/information technology power management strategies, and engaging employees to undertake energy and water saving behavioral changes at work and home.) Initiate use of the state's Guaranteed Energy Savings Program or facilitate other retrofit/retro-commissioning efforts as applicable.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on changes in energy and water conservation-related knowledge, attitudes, and practices.
- As applicable, coordinate above activities with implementation of green building and community resilience best practices, including those referenced in Minnesota GreenStep Cities.
- Assist local governments and their partners with planning on how to institutionalize ongoing energy and water savings through tracking and follow-up, revised operations and maintenance practices, and continued employee engagement.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Green transportation track

- Encourage reduction of vehicle miles traveled and improved air quality through safe routes to school, biking and walking initiatives (active living), improving vehicle and fleet efficiency, complete streets planning and implementation, education about multi-modal transportation, and facilitating infrastructure improvements.
- Promote and encourage the use of electric vehicles through education and outreach and assisting with developing infrastructure for electric vehicles, including charging stations and workplace charging.
- Provide electric vehicle information to fleet managers to encourage use in public fleets, including operation and maintenance cost savings.
- Implement projects with measurable outcomes that reduce vehicle miles traveled by substituting walking, biking, and public transit methods to reduce emissions and improve public health.
- Conduct surveys, as applicable, of participants in trainings, events, workshops, etc., on changes in transportation-related knowledge, attitudes, and practices.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions

- Mobilize volunteers, as appropriate, to assist in implementation of activities.
- Assist with other sustainability-related tasks in the host community (not to exceed 20% of time).

Waste prevention and recycling corps member

Service position summary

Provide expertise and assistance to strengthen community resilience through waste prevention, recycling, and composting/organics management for community organizations, local governments, or public facilities, including school districts, post-secondary educational institutions, city facilities, county facilities, neighborhood groups, park districts, etc. Support host sites and/or their constituents in efforts to integrate sustainable waste management practices into daily operations. Educate community members, students, teachers, school administrators and facility operations staff or members of the public on waste prevention and recycling issues. Member projects will serve to improve host communities' capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience.

Essential functions and measures for project success

- Complete three or more waste reduction or recycling/organics projects selected by host site from this list:
 - Implement a new initiative designed to reduce waste generation.
 - Launch or improve organization-wide recycling programs.
 - Launch or improve organics management (reduction, collection, composting).
 - Develop “How to Reduce, Reuse, and Recycle at Home” class and/or promotion campaign. Evaluate waste composition at service site or conduct waste analysis.
 - Increase the capture and distribution of reusable materials in service community (i.e. implement campus wide move in/move out reuse system, textile or building material reuse, reusable dishware and utensils).
- Inform host site and served community of existing state, county or city resources that can improve waste prevention, recycling or organics programs.
- Implement measurement, data collection, and reporting for projects.
- Mobilize volunteers to assist in implementation of activities.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions

- Serve as a resource for teachers for incorporating reduce, reuse, recycling, into curriculum (schools only).
- Develop a cost and benefit analysis of waste reduction, recycling and organics programs.
- Assess waste prevention educational/promotional needs for improving program performance.
- Develop supplemental materials as needed.
- Form and or support green teams – prioritize green team projects that further member’s primary focus areas.
- Document best practices through case studies and/or “how to” guides.
- Research, conduct, and analyze waste composition at a school or from a specific sector within the community to identify high priority opportunities and develop recommendations for improving reduction, recycling or organics management.
- Assist with other sustainability-related tasks in the host community (not to exceed 20% of time)

Living GreenCorps member

Service position summary

Member will assist host sites in adopting and implementing sustainability practices at the host and/or in the community. Provide outreach, education, and assistance to residents and community-based organizations regarding environmental topics and practices, which could include, but is not limited to: air quality improvement, energy conservation, water conservation and pollution prevention, toxicity reduction, recycling and organics management, and improving local foods systems. Member projects will serve to improve host communities’ capacity to respond to environmental threats and the impacts of climate change through improved infrastructure, and increased knowledge, engagement, and resilience.

Essential functions and measures for project success

- Provide community-based outreach, education and assistance to individuals and community organizations, through campaigns, presentations, events, workshops, social media and other related activities. Outreach and assistance will focus on one or more of the topics listed below that the host site will select:

- **Air quality improvement:** Encourage reduction of recreational fires during poor air quality days, reduction in use of unseasoned firewood and lawn equipment, and elimination of burn barrels.
- **Energy conservation:** Best practices that are low cost and reduce energy usage at home, work, and school.
- **Green transportation:** Encourage reduction of vehicle miles traveled and improved air quality through complete streets planning, education and practices, safe routes to school initiatives, and education on multi-modal transportation, mobility options and active living approaches.
- **Residential stormwater management:** Best practices that are low cost and prevent or reduce surface water run-off and pollution.
- **Residential water conservation:** Best practices that are low cost and reduce water usage at home, work, and school.
- **Waste and toxicity prevention and recycling:** Junk mail reduction, phone book reduction, office paper reduction, holiday waste reduction, reuse and reusable shopping bags, sustainable consumption, mercury recycling, proper pharmaceutical disposal, non-toxic cleaning alternatives, lead free fishing tackle, recycling and organics practices.
- **Local foods:** Encouraging the production and consumption of locally grown foods through implementation and/or improvements to farmer's markets, community gardens, farm-to-school programs, and community education on local foods initiatives.
- Provide additional support to host organization's sustainability related education activities. This could include development of regional environmental events or fairs which bring local businesses, nonprofits, and government resources together to educate residents on an array of environmental and energy products, technologies, services, and actions.
- Support host organization's outreach and technical assistance activities, including dissemination of key messages via host organization's website and, as appropriate, social networking tools.
- Work with local governments and their partners to ensure education strategies and materials are appropriate, informative, and accurate. Distribute and, where appropriate, refine existing education materials, including for school-age audiences.
- Implement sustainability-related efforts in the host community and at the offices of the host site.
- Mobilize volunteers to assist in implementation of campaigns, events, etc.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions

- Provide additional outreach on sustainability-related topics as appropriate.
- Implement measurement and data collection and reporting practices for projects at host sites.
- Assist with other sustainability-related tasks in the host community (not to exceed 20% of time).

Green Infrastructure Corps member

Service position summary

Assist local government(s), nonprofit and community-based organizations, and their partners to strengthen community resilience by implementing green infrastructure practices related to stormwater management, urban forestry, or local foods. Member projects will serve to improve host communities' capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience. Increase understanding of the general public and local government employees of the opportunities for production of local foods, and the proper application, assessment, and science behind stormwater BMPs, or urban forestry practices. Host sites will select a local foods, stormwater, or urban forestry track. Under the stormwater track, members will assist in collecting, managing, and analyzing data for stormwater BMPs and LID techniques. Under the urban forestry track, members work with host communities to create opportunities for increased effectiveness of the urban tree canopy contributing to environmental improvement. Under the local foods track, members will assist in the creation and/or improvement of local food

systems, including increasing access of community members to and education about healthy, sustainably grown food. Members will also provide outreach opportunities to increase awareness and management of local foods, stormwater runoff, and urban trees among community organizations and businesses.

Essential functions and measures for project success

Stormwater track

- Inventory existing stormwater BMPs, including LID techniques (rain gardens, porous pavement, green roofs, swales, etc.) located in the host site jurisdiction.
- Assist with development or improvement of an existing stormwater BMP assessment and performance plan. Establish criteria for BMP assessment and performance standards for maintenance and operation.
- Provide outreach, education and guidance to organizations and citizens about the benefits of stormwater BMPs and reducing runoff of pollutants.
- Work with local government(s) staff, officials, community organizations, and citizens to implement LID practices, using programs like Blue Thumb. Mobilize volunteers as appropriate.
- Use existing resources/calculators (e.g., Stormwater Manual, minimal impact design (MID) website) to quantify the benefits of LID practices (greenhouse gas reduction, pollutant load reductions, etc.).
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Urban forestry track

- Work with local government(s) to implement urban forestry best practices, including assisting with developing contingency plans for increased diversity, pest management, invasive species, and other environmental needs related to climate change.
- Inventory tree species in order to document areas in need of restoration and make recommendations for management, with an emphasis on public land (boulevards, parks, etc.).
- Use existing calculators (i.e., www.itreetools.org) to quantify the benefits of urban trees (greenhouse gas reduction, water quality, etc.).
- Implement and/or expand community outreach efforts related to forestry (including mobilizing volunteers).
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities

Local foods track

- Increase access to locally grown food through implementation and/or improvements to farmer's markets, community gardens, and farm-to-school programs.
- Encourage food production practices that maximize environmental benefits and minimize impacts on water quality, native plant communities, the waste stream, energy consumption, and air quality.
- Implement and/or expand community outreach and education efforts related to the production and consumption of locally produced food (including mobilizing volunteers).
- Conduct surveys, as applicable, of participants in trainings, events, workshops, etc., on food and nutrition-related knowledge, attitudes, and practices.
- Document results and submit quarterly and final project reports with data and narratives to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions

- Mobilize volunteers to assist in implementation of projects.
- Inform host site employees, community organizations, and citizens about the project through various media and public outreach efforts.
- Assist with other tasks as needed, i.e., organizational tasks, working with the media, etc.
- Assist with other sustainability-related tasks in the host community (not to exceed 20% of time).

V. Minnesota GreenCorps/MPCA responsibilities

The MPCA, acting through the Minnesota GreenCorps program coordinator, supporting staff, and management, is responsible for providing oversight to the Minnesota GreenCorps program on a statewide level, including member management, site management, and compliance with all AmeriCorps regulations. The Minnesota GreenCorps program coordinator is an employee of the MPCA.

A. Member selection and termination process

- **Interviewing:** The MPCA will accept and screen all applications. The MPCA will sort and review applications, and select candidates for interviews.
- **Selecting:** The MPCA will make selection decisions. The MPCA has the responsibility and authority to extend an offer for a position to an applicant, and will make the final selection decisions.
Background checks: The MPCA will conduct and pay for background checks on applicants prior to their official acceptance into the Minnesota GreenCorps program. The check will include: 1) national sex offender database search; 2) state criminal database search; 3) a fingerprint-based Federal Bureau of Investigation (FBI) criminal history check for members working with vulnerable populations; and 4) driver's license and driving record verification. Member participation in the Minnesota GreenCorps program is contingent upon passing all relevant background checks. Member eligibility to drive as a part of their service is contingent on passing the driver's license and driving record check.
- **Terminating:** Only the MPCA's designated staff has the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons. Site supervisors must actively work with the MPCA to address performance issues before termination is considered.

B. Member management

- **Member training:** The MPCA is responsible for coordinating the logistics and scheduling the member trainings that occur throughout the year. The MPCA will reimburse travel expenses for members to attend Minnesota GreenCorps-sponsored training. Member orientation(s) topics will include: AmeriCorps/Minnesota GreenCorps policies and procedures; OnCorps Reports (the online reporting system for AmeriCorps programs); reporting requirements; training in topic areas; and safety, including right-to-know and emergency procedures.
- **Oversight:** While the host site will provide day-to-day supervision, the MPCA will communicate regularly with the host site and site supervisor to ensure that the tasks and activities of the member project align with the position description and goals of the Minnesota GreenCorps program and the MPCA. The MPCA will work with the member and host site to refine project measures throughout the term of service. The MPCA is also responsible for data compilation and reporting to interested parties including ServeMinnesota and CNCS, MPCA management, and other interested parties.
- **Mentors:** The MPCA will provide each Minnesota GreenCorps member with a mentor that will provide technical assistance and support throughout the program year.
- **Member site visits:** The MPCA will conduct up to two site visits during the year with each member. Site visits will be scheduled by the MPCA, Minnesota GreenCorps member, and site supervisor.
- **Monitoring program requirements:** The Minnesota GreenCorps program coordinator will track and monitor each member's progress in completing program requirements. This includes monitoring members' service hours to ensure that members will fill their minimum hour requirement by August 2017.
- **Member personnel file:** The MPCA will maintain a personnel file for each member.
- **Member benefits:** The MPCA is responsible for administering/overseeing the member benefits (as applicable) including: living allowance, health insurance, and workers' compensation. The MPCA will provide assistance to qualifying members in receiving federal student loan forbearance, child care reimbursement, and education awards from the corresponding government entities who provide such benefits. The MPCA will also provide travel reimbursement for approved expenses.

- Grievance procedures: The MPCA will ensure that employee work problems are appropriately resolved, and, when necessary, ensure that Grievance Procedures are administered as prescribed in the Member Service Agreement.
- Site re-assignment: In the event that a host site environment becomes unsuitable for a member to continue their service work, the MPCA reserves the right to terminate the site partnership and move the member to another site, should an opportunity exist.

C. Site management

- Training: Host site orientation topics will include: AmeriCorps/Minnesota GreenCorps policies and procedures, OnCorps Reports, reporting requirements.
- Site Visits: The Minnesota GreenCorps program coordinator and/or other MPCA staff will conduct up to two site visits with each site. The site visits will review progress in relation to the expectations laid out in the Site Agreement, celebrate success, and provide assistance in problem solving.
- Monitor and approve in-kind: The Minnesota GreenCorps program coordinator will monitor in-kind reports submitted to OnCorps by the site supervisor, and will approve in-kind reports once proper documentation is received.
- Background checks: The MPCA will conduct and pay for background checks on host site supervisors prior to the start of the Minnesota GreenCorps program. The check will include 1) national sex offender database search, and 2) state criminal database search. If a site supervisor has recurring access to vulnerable populations, an additional fingerprint check will be required. Site participation in the Minnesota GreenCorps program is contingent upon passing both background checks.

VI. Requirements of host sites

Host site responsibilities

Host sites, acting through a designated host site supervisor, are responsible for the following:

- Member recognition: Minnesota GreenCorps members are not “employees” or “volunteers” of the host site.
- Supervision: Provide day-to-day professional supervision of the Minnesota GreenCorps member(s), equating to at least **3.2 hours per week (0.08 full time employee (FTE))**, per member. Set a daily schedule with the Minnesota GreenCorps member to ensure a full-time member is serving approximately 40 hours/week, and then hold the member accountable to this set schedule.
- Provide an on-site orientation for the Minnesota GreenCorps member. This will include a tour of the building(s), explanation of site policies (including dress code and confidentiality), rules of conduct, site expectations, safety measures including right-to-know and emergency procedures, etc. Support members as necessary in their required activities with ongoing training and/or volunteer management.
- Workspace: Provide reasonable workspace for members to complete the tasks of their project. This includes a desk, phone, computer, access to office supplies, access to a printer, copy machine, materials needed for Minnesota GreenCorps member projects (displays, fact sheets, manuals, etc.). Members must have regular access to the internet for Minnesota GreenCorps-related purposes (i.e., completing timesheets, using the Minnesota GreenCorps website, checking e-mail) as well as to complete the tasks of their project. It is recommended the host site provide a host site e-mail address to the Minnesota GreenCorps member if possible.
- On-site training: Invite the Minnesota GreenCorps member to participate in relevant on-site training and/or staff meetings. Minnesota GreenCorps members may record this time toward their service hours.
- Work environment: Maintain a work environment that is welcoming, respectful, free of harassment and discrimination, and safe. Name badge: Provide the member with a name badge, if required, according to the personnel policies of the host site.

- Reasonable accommodation: Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with the Minnesota GreenCorps program coordinator and the MPCA's Human Resource Office to support and respond to such requests.
- Grievance procedures: Discuss work problems with members, engage in informal problem solving, and (if required) support the Grievance Procedures included in the Member Service Agreement.
- Attend supervisor training: Participate in a one-day site supervisor Orientation at the start of the program year to learn roles and responsibilities. If a host site is unable to attend the supervisor training, they must let the MPCA know in writing and they are required to have a representative from the host site attend the full training and share the content with the Supervisor.
- Approve timesheets: Verify the member's service hours by approving his or her timesheet online once every two weeks through the OnCorps Reports online system. Member timesheets must be approved by supervisors on time for the member to receive his or her living allowance.
- Participate in site visits: Participate in a bi-annual site visit facilitated by the Minnesota GreenCorps program coordinator. The purpose of the visit will be to review progress in relation to the expectations laid out in the Site Agreement, celebrate success, and provide assistance in problem solving.
- Maintain open lines of communication: Maintain open lines of communication with the Minnesota GreenCorps member, Minnesota GreenCorps program coordinator, and MPCA professional staff in relation to the member's role and performance.
- Discipline/termination (if necessary): Ensure that members comply with the terms of the Member Service Agreement. Host sites must be involved with resolving work problems of members and may be involved in the Grievance Procedures. The host site supervisor should work closely with the MPCA Human Resources staff on disciplinary action. A site may not decide to terminate a member. Only designated MPCA staff has the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons.
- Complete performance evaluations: Complete a mid-year and end-of-year member performance evaluation.
- Submit in-kind documentation: Submit in-kind reports monthly through the OnCorps Reports online system, and provide hard copy documentation.
- Reportable and measurable outcomes: Oversee the member's submission of quarterly updates to the MPCA on project progress on forms and a timeline determined by the MPCA, and a final report that includes lessons learned and project measures for success.

Non-displacement policy

A Minnesota GreenCorps member, as an AmeriCorps participant, is not an employee or volunteer of the host site organization. A Minnesota GreenCorps member may not displace an employee of the host site, including partial displacement such as reduction in hours, wages, or employment benefits. A Minnesota GreenCorps member may not perform services or duties that have been performed by or were assigned to any:

- Currently employed worker
- Employee who recently resigned or was discharged
- Employee who is subject to a reduction in workforce or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures
- Employee who is on leave (terminal, temporary, vacation, emergency or sick)
- Employee who is on strike or is being locked out

In-kind contribution

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. However, host sites are expected to provide in-kind contributions in the form of supervision, operating costs (office space, internet, telephone), and equipment costs associated with hosting a member. The expected contribution for hosting one member is \$5,500, broken down into the following categories:

Category	Estimated minimum contribution per member
Supervision (at least 0.08 FTE, 3.2 hours per week)	\$4,000
Operating costs (office space, internet connection, phone connection, computer purchase or rental, office equipment)	\$1,500

Host sites will be required to verify all in-kind contributions, including how expenses were calculated. Host site supervisors are required to report their in-kind supervision hours, as well as other in-kind costs, monthly in OnCorps Reports, the online system for Minnesota AmeriCorps programs. In-kind contributions cannot be provided from a federal source of funds, unless permission has been provided from the granting federal agency. Host sites are expected to maintain any source documentation for seven years.

VII. Host site application information

Eligibility

Eligible host sites include:

- Government entities (city, county, regional, state, tribal)
- School districts
- 501(c) (3) nonprofit organizations
- Not for profit institutions of higher education

For-profit entities are not eligible to serve as host sites. Eligible applicants must provide supervision and support to the Minnesota GreenCorps member, along with adequate workspace, computer, internet and telephone access, and accessibility for people with disabilities. Up to 40 different host sites will be selected for the 2016 – 2017 program year. Members will be placed individually. **One organization cannot host more than two members, even if they are placed in different departments.**

Placement will be from September 2016 through August 2017. Members will carry out one of four specific positions as outlined in this document.

Current host sites wishing to renew their participation in Minnesota GreenCorps must still submit an application for the 2016-17 program year. Previous participation as a host site does not guarantee selection for subsequent years of the program.

Instructions

If your organization is interested in hosting a Minnesota GreenCorps member, **please submit an application electronically to the MPCA by 5:00 p.m. Central time on Friday, March 18, 2016, to mngreencorps.pca@state.mn.us.** (Letters of support and Board resolutions may follow later with explanation and expected timeline to receive them.)

Application forms are available online at www.pca.state.mn.us/mngreencorps.

Completed Application Checklist:

- Application questions completely answered
- For nonprofits only: Proof of eligibility: 501(c) 3 status
- Board resolution of governing board, if applicable¹
- Letters of support from any identified partners (either internal or external)²

Please review the host site requirement checklist in Appendix B to make sure your organization can meet the requirements for hosting a Minnesota GreenCorps member.

The MPCA and the Minnesota GreenCorps program do not discriminate with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Reasonable accommodations provided upon request. This document is available in alternative formats.

The MPCA supports equal opportunity and affirmative action.

Criteria

Host site applications will be reviewed using the following established criteria.

<p>Project scope and proposed member activities</p> <ul style="list-style-type: none"> • Project goals and objectives; specific member activities • Estimated and realistic timeline to meet project goals • Placement does not replace, displace or duplicate existing position 	30 points
<p>Community need/involvement</p> <ul style="list-style-type: none"> • Service activities meet environmental community need • Opportunities for broader community involvement • Opportunities to serve under-represented/economically disadvantaged communities 	10 points
<p>Organizational capacity and commitment</p> <ul style="list-style-type: none"> • Placement relevance to host site mission • Experience and readiness of host site to implement proposed project • Qualified and available supervisor available for member training and support • Sufficient space and equipment for member • Financial/other resources available for member activities 	30 points
<p>Outcomes</p> <ul style="list-style-type: none"> • Ability of proposed activities to meet program outputs and outcomes • Methods and tools for measuring project effectiveness 	20 points
<p>Sustainability</p> <ul style="list-style-type: none"> • Long term goals of organization • How proposed activities will continue after member involvement 	10 points
<p>Total</p>	100 points

¹ Board resolution may follow after the application deadline, with an expected timeline for submittal. This **must** be obtained from selected host sites prior to execution of an agreement. See Appendix C for a sample Board Resolution.

² Letters of support may follow after the application deadline.

As a statewide program, Minnesota GreenCorps seeks organizations from all areas of the State, especially those that will impact economically disadvantaged and underrepresented populations. The MPCA will consider the mix of organization type, geographic location, and other demographic factors in deciding the composition of host sites. The MPCA reserves the right to not award host sites in any or all of the project categories.

Host Site selection process

1. After the application period closes, a committee of MPCA staff (and other state agencies as applicable) in each focus area will review and score applications using established criteria.
2. Host site semi-finalists will be selected for each project area and may be contacted for phone interviews with review teams sometime in March and/or April. **Host site staff identified as on-site supervisors are expected to participate in the phone interview.**
3. Based on application and phone interview, finalist host sites will be recommended to MPCA management for selection.
4. Applicants will be notified of their status in April 2016, contingent on availability of funds.
5. Selection of host site projects may be contingent upon the applicant providing additional information or making revisions.
6. Once notified, a host site must sign an agreement with the MPCA which will include rules of participation, roles, and responsibilities.
7. Estimated program start date is mid to late September 2016. Host sites must participate in a one-day orientation. Members will be available for service at their host site location after a three-day orientation by the MPCA.

Questions

Please thoroughly review this document, along with the Frequently Asked Questions (FAQ) in Appendix A. Questions may be directed to mngreencorps.pca@state.mn.us. An updated FAQ will be available online at www.pca.state.mn.us/mngreencorps.

Appendix A. Frequently asked questions

What if we want to apply for Minnesota GreenCorps members for projects other than the four position types?

Only the four position descriptions outlined in this document are eligible for placement of Minnesota GreenCorps members. There may be other opportunities for different projects in future years, should Minnesota GreenCorps be funded in the future.

What sort of reporting requirements will host site supervisors have?

Host site supervisors must review and approve all member project reports, including quarterly and final reports. Supervisors must also approve member timesheets in OnCorps Reports every two weeks, and submit their own supervision timesheets by the end of each month. Supervisors must also submit in-kind documentation and report in-kind expenditures to the MPCA.

Will host sites be responsible for training their Minnesota GreenCorps members?

Minnesota GreenCorps members will be given basic training in AmeriCorps procedures and in the topic areas of their projects in September 2016, arranged by the MPCA. MPCA professional staff (and those from other State agencies) will also be available to provide a limited amount of guidance as “mentors” for Minnesota GreenCorps members. However, a majority of the training and ongoing supervision for day-to-day service will be provided by host sites.

Will money be provided to the Minnesota GreenCorps members by the MPCA to implement their projects?

No, host sites are expected to provide any needed materials or funds for the Minnesota GreenCorps members to implement their project activities. The MPCA pays the members' living allowances, but does not have funds available to support projects.

How much time will it take to supervise a Minnesota GreenCorps member?

It is estimated that it will take at least 0.08 FTE of a professional staff's time to supervise one Minnesota GreenCorps member, or at least 3.2 hours per week.

Are Minnesota GreenCorps members considered employees of our organization?

No, Minnesota GreenCorps members are not to be considered employees or volunteers of the host site, although they will be provided with office space, computer, and other support services. They should be referred to as "members" and the activities they carry out as "service."

Our organization is too small to host a Minnesota GreenCorps member. Can we submit a joint application with other local organizations and share the Minnesota GreenCorps member with them?

It is possible for a small organization to involve another organization(s) in an application for Minnesota GreenCorps members, but one organization must bear full responsibility for supervision, reporting, time-tracking, and other aspects of the Minnesota GreenCorps members' work. Partnerships must be clearly defined.

Will we be able to participate in the selection process of our Minnesota GreenCorps members?

The MPCA will make selection decisions. Time constraints will likely prevent active participation by host sites in the member selection process. Host sites are encouraged to invite strong local candidates to apply for member positions, but this does not guarantee that a member will be selected and/or placed with that host site.

If we are provided with Minnesota GreenCorps members in 2016 – 2017, can we apply again for new Minnesota GreenCorps members in future years?

Dependent on future funding and a continued program, it will be possible for successful host sites to apply for Minnesota GreenCorps members in future years. Past performance will be taken into consideration.

Can one organization submit multiple applications?

It is preferred that an organization (e.g., county, city) submit one application, and can request up to two members that may serve in different position descriptions and in different departments within the organization. No single organization will be able to host more than two members.

Can Minnesota GreenCorps members assist businesses?

An AmeriCorps member cannot provide a direct benefit to a for-profit entity. However, members may assist businesses with environmental practices when the primary goal is to improve the environment/community, and the business only benefits secondarily. Members may not assist businesses with coming into compliance or avoiding fines from any local, state, or federal environmental laws.

We would like to apply for two members. Would we be more likely to be considered if we only asked for one?

Applying for two members does not make you any more or less likely to be selected as a host site. You might, however, be selected as a host site but only awarded only one member.

We were a previous host site. Do we need to obtain a new board resolution?

Yes. Your previous board resolution applied only to that service year, so a new resolution must be obtained for the 2016-17 service year.

If we are selected does the assigned member work on all 4 focus areas during their time with us or does the host city select one focus area and apply based on that selection?

Host sites are expected to select one focus area for the project that a member will carry out, and identify that specific position type on their application. All positions allow for a member to assist with other sustainability-related tasks in the host community (not to exceed 20% of the member's time). If a host site is awarded two members, these Minnesota GreenCorps members may be in different positions (for example, one member may be a Living Green Corps member and the other member an Air Quality Corps member). Applicants may not request more than two members.

What overhead expenses, outside of a workstation and vehicle (when needed), are host organizations responsible to provide?

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. Host sites are expected to provide in-kind contributions in the form of supervision, office space, internet, telephone, and equipment costs associated with hosting a member. Host sites are expected to provide any needed materials or funds for the Minnesota GreenCorps members to implement their project activities. Minnesota GreenCorps members receive a very minimal training budget from the MPCA to utilize throughout their service. We do encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc. throughout the service year, if possible.

How does the candidate selection process work? Would we have the opportunity to review potential candidates' education and work experience and provide preference rating for the GreenCorps candidates?

The recruitment, application and selection process for Minnesota GreenCorps members is administered by the MPCA. Host sites do not participate in the review of potential candidates or provide preference rating for the GreenCorps candidates. Time constraints prevent active participation by host sites in the member selection process. Potential host sites are encouraged to promote member service opportunities to individuals familiar with their organization and the community in which the member would be serving and also invite strong local candidates to apply for member positions, but this does not guarantee that a member will be selected and/or placed with that host site.

Do we need to have our own 501c3 status in order to apply?

Eligible host sites include government entities, school districts, 501(c) (3) nonprofit organizations, and not for profit institutions of higher education. As part of the application process, nonprofit host site applicants will be required to provide proof of eligibility: 501(c) 3 status.

Do I understand correctly that the financial commitment of the host site is to provide the member with office space and necessary supplies and equipment to meet the objectives of their work plan?

The financial commitment of the host site is to provide in-kind contributions in the form of supervision, office space, internet, telephone, and equipment costs associated with hosting a member. Host sites are expected to provide any needed materials or funds for the Minnesota GreenCorps members to implement their project activities. Minnesota GreenCorps members receive a very minimal training budget from the MPCA to utilize throughout their service. We do encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc. throughout the service year, if possible.

Is the expectation that the project fulfills all of the listed essential functions, just one, or most of them?

It is not required that the project fulfills all of the listed essential functions. The essential and marginal functions are guidelines for project tasks.

Our Board of Directors is not scheduled to meet until after the application deadline. Would it be permissible to submit the Board resolution after the application deadline?

The resolution may follow after the application deadline; however an expected timeline for submittal should be included in the application. The resolution must be obtained by the MPCA before an agreement can be executed with the host site.

Appendix B. Host Site requirement checklist

Host site applicants: Please use the following checklist to verify your ability to participate in the Minnesota GreenCorps program. Eligible host sites must be able to respond “yes” to all of the following:

Host Site Requirements	Meets requirements
Host site is an eligible entity. (government entity, school district, not for profit institution of higher education, or 501(c)(3) non-profit)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site has adequate space for the member including a phone with messaging, access to a computer that has internet and e-mail, place to save work files electronically, access to printer and copier, is accessible to people with disabilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site understands and ensures that the member is not replacing the work of staff.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site supervisor will set a schedule with the member.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site will provide on-site training to member.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Host site will provide orientation during the member’s first week on site in September 2016.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor is able to meet with the member a minimum of 3.2 hours per week (0.08 FTE).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor will ensure Minnesota GreenCorps member is not involved in any general site fundraising (including grant writing) or other activities prohibited by AmeriCorps (i.e., partisan activities, religious activities, labor organizing, etc.).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor will approve/submit all reporting on time which includes: Member timesheets bi-weekly Supervisor in-kind hours monthly Other in-kind expenses monthly Quarterly Reports	<input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor can attend host site orientation in September 2016	<input type="checkbox"/> YES <input type="checkbox"/> NO

Appendix C. Sample Board Resolution

WHEREAS, _____ (name of organization) has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2016-2017 program year; and

WHEREAS, if the MPCA selects _____ (name of organization), the organization is committed to implementing the proposed project as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, the MPCA requires that _____ (name of organization) enter into a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

BE IT RESOLVED THAT _____ (name of organization) hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs _____ (name of a position) to sign the grant agreement on its behalf.

Print name of signing officer

Title

Signature of an officer with our governing body

Date your governing body agreed to this resolution

Appendix D. Sample Host Site agreement

The actual agreement is subject to change based on updated CNCS/AmeriCorps policies for the 2016-2017 program year.

I. Purpose

This Agreement is between the state of Minnesota, acting through its Commissioner of the Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St Paul, MN 55155, using the Minnesota GreenCorps program, herein after referred to as "State" or "MPCA," and <Insert host site name and address>, herein after referred to as the "Host Site." The Agreement delineates the terms, conditions, and rules of participation in the Minnesota GreenCorps program for the 2016-2017 program year.

II. Term of agreement

Effective date: <Insert effective date> or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

Expiration date: <Insert ending date>, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

III. Authorized representatives

The MPCA's Authorized Representative is Cristina Villella, Minnesota GreenCorps program coordinator, 520 Lafayette Road North, St Paul, MN 55155, 651-757-2580, cristina.villella@state.mn.us or her successor.

The Host Site's Authorized Representative is <Name, title, address, telephone number, email>, or his/her successor. If the Host Site's Authorized Representative changes at any time during this Agreement, the Host Site must immediately notify the MPCA.

The Host Site supervisor(s) is/are: <Name, title, address, telephone number, email>, or successor.

If the supervisor(s) changes at any time during this Agreement, the Host Site must immediately notify the MPCA.

IV. Member position description

The Host Site, along with listed partners, will provide direction, supervision, and resources for the following Minnesota GreenCorps member (Member) position (s) <Insert position description(s)>.

V. Responsibilities of the MPCA

The MPCA, acting through the Minnesota GreenCorps program coordinator, supporting staff, and management, is responsible for providing oversight to the Minnesota GreenCorps program on a statewide level, including Member management, site management, and compliance with all AmeriCorps regulations. The Minnesota GreenCorps program coordinator is an employee of the MPCA.

A. Member selection and termination process

1. Interviewing: The MPCA will accept and screen all applications for Member positions. The MPCA will sort and review applications, and select candidates for interviews.
2. Selecting: The MPCA will make selection decisions. The MPCA has the responsibility and authority to extend an offer for a position to an applicant, and will make the final selection decisions.
3. Background checks: The MPCA will conduct background checks on applicants prior to their official acceptance into the Minnesota GreenCorps program. The check will include a 1) national sex offender database search, 2) state criminal database search, 3) Federal Bureau of Investigation (FBI)

fingerprint based check for Members working with vulnerable populations, and 4) driver's license and driving record verification. Member participation in the Minnesota GreenCorps program is contingent upon passing all relevant background checks.

4. Terminating: Only MPCA's designated staff has the authority to suspend or release a Member from service for disciplinary reasons. Site supervisors must actively work with the MPCA to address performance issues before termination is considered.

B. Member management

1. Member training: The MPCA is responsible for coordinating the logistics and scheduling the Member trainings that occur throughout the year. The MPCA will reimburse travel expenses for Members to attend Minnesota GreenCorps-sponsored training. Member orientation(s) topics will include: AmeriCorps/Minnesota GreenCorps policies and procedures; OnCorps reports (the inline reporting system for AmeriCorps programs); reporting requirements; training in topic areas; and safety, including right-to-know and emergency procedures.
2. Oversight: While the Host Site will provide day-to-day supervision, the MPCA will communicate regularly with the Host Site and site supervisor to ensure that the tasks and activities of the Member project align with the position description and goals of the Minnesota GreenCorps program and the MPCA. The MPCA will work with the Member and host site to refine project measures throughout the term of service. The MPCA is also responsible for data compilation and reporting to interested parties including ServeMinnesota, CNCS, MPCA management, and other interested parties.
3. Mentors: The MPCA will provide each Member with a mentor that will provide technical assistance and support throughout the program year.
4. Member site visits: The MPCA will conduct up to two site visits during the year with each Member. Site visits will be scheduled by the MPCA, Member, and site supervisor.
5. Monitoring program requirements: The Minnesota GreenCorps program coordinator will track and monitor each Member's progress in completing program requirements. This includes monitoring Members' service hours to ensure the Member will fill the minimum hour requirement by August 2016.
6. Member personnel file: The MPCA will maintain a personnel file for each Member.
7. Member benefits: The MPCA is responsible for administering/overseeing Member benefits (as applicable) including: living allowance, health insurance and workers' compensation. The MPCA will provide assistance to qualifying Members in receiving federal student loan forbearance, child care reimbursement, and education awards from the corresponding government entities that provide such benefits. The MPCA will also provide travel reimbursement for approved expenses.
8. Reasonable accommodation: A reasonable accommodation is any modification or adjustment to a job, practice, or work environment that makes it possible for an individual with a physical or mental disability to perform the essential functions of a job. The MPCA must provide such accommodations, upon request by Members with disabilities, unless doing so imposes undue financial or administrative burden to the program.
9. Member discipline: The MPCA will work closely with the Host Site supervisor regarding setting expectations and, if necessary, administering discipline for performance-related issues, including but not limited to: tardiness, failure to meet deadlines, failure to complete service position duties, etc.
10. Grievance procedures: The MPCA will ensure that employee work problems are appropriately resolved; when necessary, the MPCA will ensure that Grievance Procedures are administered as prescribed in the Member Service Agreement.
11. Site re-assignment: In the event that a Host Site environment becomes unsuitable for a Member to continue their service work, the MPCA reserves the right to terminate the site partnership and move the Member to another site, should an opportunity exist.

- C. Member suspension and release from service
 1. Only the MPCA's designated staff has the authority to suspend or release a Member either for cause or for compelling personal circumstances. Host Site supervisors must actively work with the MPCA to address performance issues before suspension or release from service is considered.
- D. Host site management
 1. Training: Host site orientation topics will include: AmeriCorps/Minnesota GreenCorps policies and procedures, OnCorps reports, and reporting requirements.
 2. Site visits: The Minnesota GreenCorps program coordinator and/or other MPCA staff will conduct up to two site visits with each site. The site visits will review progress in relation to the expectations laid out in the Site Agreement, celebrate success, and provide assistance in problem solving.
 3. Monitor and approve in-kind: The Minnesota GreenCorps program coordinator will monitor in-kind reports submitted to OnCorps by the site supervisor, and will approve in-kind reports once proper documentation is received.
 4. Background checks: The MPCA will conduct and pay for background checks on host site supervisors prior to the start of the Minnesota GreenCorps program. The check will include 1) national sex offender database search, and 2) state criminal database search. If a site supervisor has recurring access to vulnerable populations, an additional fingerprint check will be required. Site participation in the Minnesota GreenCorps program is contingent upon passing both background checks.
- E. Insurance
 1. The Members will be covered under the MPCA Commercial General Liability and Commercial Automobile Liability insurance policies as volunteers. If the Members are using vehicles belonging to the Host Site organization to conduct business on behalf of the Minnesota GreenCorps program, the Host Site's insurance is primary. Any other insurance that may be available would only respond after the organization's insurance is exhausted.

VI. Host Site responsibilities

The Host Site, acting primarily through the Host Site supervisor, is responsible for the following as a Minnesota GreenCorps participant:

- A. Member recognition: Members are not "employees" or "volunteers" of the host site.
- B. Supervision: Provide day-to-day professional supervision of the Minnesota GreenCorps Member(s), equating to at least **3.2 hours per week (0.08 full time employee [FTE])**, per Member. Set a daily schedule with the Minnesota GreenCorps Member to ensure a full-time member is serving approximately 40 hours/week, and then hold the Member accountable to this set schedule.
- C. Provide an on-site orientation for the Minnesota GreenCorps Member: This will include a tour of the building(s), explanation of site policies (including dress code and confidentiality), rules of conduct, site expectations, safety measures including right-to-know and emergency procedures, etc. Support Members as necessary in their required activities with ongoing training and/or volunteer management.
- D. Workspace, computer access, supplies, and materials: Provide reasonable workspace for Members to complete the tasks of their project. This includes a desk, phone, computer, access to office supplies, access to a printer, copy machine, materials needed for Minnesota GreenCorps Member projects (displays, fact sheets, manuals, etc.). Members must have regular access to the internet for Minnesota GreenCorps-related purposes (i.e., completing timesheets, using the Minnesota GreenCorps website, checking email) as well as to complete the tasks of their project. It is recommended the host site provide a host site email address to the Minnesota GreenCorps Member if possible.
- E. On-site training: Invite the Minnesota GreenCorps Member to participate in relevant on-site training and/or staff meetings. Members may record this time toward their service hours.

- F. Work environment: Maintain a work environment that is welcoming, respectful, free of harassment and discrimination, and safe. Name badge: Provide the Member with a name badge, if required, according to the personnel policies of the host site.
- G. Reasonable accommodation: Members with mental or physical disabilities have the right to request reasonable accommodations through their Host Site. The Host Site should work closely with the Minnesota GreenCorps program coordinator and the MPCA's Human Resource Office to support and respond to such requests.
- H. Grievance procedures: Discuss work problems with Members, engage in informal problem solving, and (if required) support the Grievance Procedures included in the Member Service Agreement.
- I. Attend supervisor training: Participate in a one-day site supervisor Orientation at the start of the program year to learn roles and responsibilities. If a host site is unable to attend the supervisor training, they must let the MPCA know in writing and work with the MPCA to receive proper training.
- J. Approve timesheets: Verify the Member's service hours by approving his or her timesheet online once every two weeks through the OnCorps Reports online system. Member timesheets must be approved by supervisors on time for the Member to receive his or her living allowance.
- K. Participate in site visits: Participate in a bi-annual site visit facilitated by the Minnesota GreenCorps program coordinator. The purpose of the visit will be to review progress in relation to the expectations laid out in the Site Agreement, celebrate success, and provide assistance in problem solving.
- L. Maintain open lines of communication: Maintain open lines of communication with the Member, Minnesota GreenCorps program coordinator, and MPCA professional staff in relation to the Member's role and performance.
- M. Discipline/termination (if necessary): Ensure that Members comply with the terms of the Member Service Agreement. Host sites must be involved with resolving work problems of Members and may be involved in the Grievance Procedures. The Host Site supervisor should work closely with the MPCA Human Resources staff on disciplinary action. A site may not decide to terminate a Member. Only designated MPCA staff has the authority to suspend or release a Member from service for disciplinary reasons.
- N. Complete performance evaluations: Complete a mid-year and end-of-year Member performance evaluation.
- O. Submit in-kind documentation: Submit in-kind reports monthly through the OnCorps Reports online system, and provide hard copy documentation.
- P. Reportable and measurable outcomes: Oversee the Member's submission of quarterly updates to the MPCA on project progress on forms and a timeline determined by the MPCA, and a final report that includes lessons learned and project measures for success.

VII. Prohibited activities for AmeriCorps members

The Host Site understands that when accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, members may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting or deterring union organizing.
- D. Impairing existing Agreements for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidates, proposed legislation, or elected officials.

- G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- H. Providing a direct benefit to: a for-profit business entity, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 or an organization engaged in the religious activities described above.
- I. Engaging in voter registration drives.
- J. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; or write a grant application to the Corporation or any other federal agency.
- K. Per § 2520.40 AmeriCorps members may:
- L. Raise resources directly in support of a program's service activities.
- M. Perform fundraising activities including; but not limited to, the following:
 - Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
 - Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
 - Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
 - Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
 - Seeking donations from alumni of the program for specific service projects being performed by current members.
- N. An AmeriCorps member may spend no more than 10% of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40.
- O. Clerical work and research activities other than those listed above unless such activities are incidental to the Member's direct service activities.
- P. Providing abortion services or referrals for receipt of such services.
- Q. Such other activities as the CNCS may prohibit.
- R. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Nonduplication. Per § 2540.100, Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the non-displacement clause (below) are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement. Per § 2540.100,

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - (i) Will supplant the hiring of employed workers; or
 - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - (i) Presently employed worker;
 - (ii) Employee who recently resigned or was discharged;
 - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - (v) Employee who is on strike or who is being locked out.

VIII. Non-displacement policy

A Minnesota GreenCorps member, as an AmeriCorps participant, is not an employee or volunteer of the Host Site organization. A Minnesota GreenCorps member may not displace an employee of the host site, including partial displacement such as reduction in hours, wages, or employment benefits. A Minnesota GreenCorps member may not perform services or duties that have been performed by or were assigned to any:

- A. Currently employed worker
- B. Employee who recently resigned or was discharged
- C. Employee who is subject to a reduction in workforce or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures
- D. Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
- E. Employee who is on strike or is being locked out

IX. Harassment and non-discrimination policy

The Minnesota GreenCorps program prohibits discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership, or activity in a local human rights commission, disability, sexual orientation, age, political affiliation, and, in most cases, religion.

Harassment based on the protected class status listed in the paragraph above is also prohibited, including both overt acts of harassment and those acts that create a negative work environment.

Discriminatory harassment is any behavior based on protected class status that is unwelcome and personally offensive and, thereby, may affect morale and interfere with the Member's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

Sexual harassment has also been specifically defined by the Minnesota Human Rights Act, which states in regard to employment, that:

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Discriminatory harassment may occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between Members and the public.

AmeriCorps program Civil Rights Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation, or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of federal financial assistance from CNCS and all other Federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at 202-606-7503 (voice), 202-606-3472 (TTY), eo@cns.gov, or through <http://www.nationalservice.gov/>.

Complaint procedures

Members have the right to report a concern or complaint about discrimination or discriminatory harassment to their Host Site supervisor, the MPCA's Minnesota GreenCorps program coordinator, the MPCA Community and Business Assistance Development Manager, or to the MPCA Human Resources Department. In fulfilling the obligation to maintain a positive and productive work environment, Host Site supervisors, the MPCA's Minnesota GreenCorps staff, and the MPCA Human Resources Department are expected to address or report any suspected discrimination or discriminatory harassment.

The following is the contact information for the MPCA Human Resources Office:

Minnesota Pollution Control Agency Human Resources Office
520 Lafayette Road North
Saint Paul, MN 55155
651-757-2410 (voice), 651-282-5332 (TTY)
651-296-5341 (fax); katherine.hanson@state.mn.us (email)

Members also have a right to contact other local, state, and federal government agencies, including:

Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue NW
Washington, D.C. 20525
202-606-7503 (voice); 202 565-2799 (TTY)
202-565-3465 (fax); eo@cns.gov (email)

Retaliation

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, Members may bring a complaint to the attention of CNCS.

X. In-kind contributions

The MPCA does not charge a fee for participation in the Minnesota GreenCorps program. However, host sites are expected to provide in-kind contributions in the form of supervision, operating costs (office space, internet, telephone), and equipment costs associated with hosting a member. The expected contribution for hosting one member is \$5,500, broken down into the following categories:

Category	Estimated minimum contribution per member
Supervision (at least 0.08 FTE, 3.2 hours per week)	\$4,000
Operating costs (office space, internet connection, phone connection, computer purchase or rental, office equipment)	\$1,500

Host sites will be required to verify all in-kind contributions, including how expenses were calculated. Host site supervisors are required to report their in-kind supervision hours, as well as other in-kind costs, monthly in OnCorps Reports, the online system for Minnesota AmeriCorps programs. In-kind contributions cannot be provided from a federal source of funds, unless permission has been provided from the granting federal agency. Host sites are expected to maintain any source documentation for seven years.

XI. Host Site partners

Any additional partners that will either be providing supervision or in-kind contribution to the Minnesota GreenCorps program are listed below. In-kind contribution may include, but is not limited to, supervision, office space, and supplies.

<Insert host site partners (where applicable)>

XII. Recital

1. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of agreeing upon rules of participation, roles, and responsibilities for Host Sites.
3. The Host Site represents that it is duly qualified and agrees to perform all services described in this Contract to the satisfaction of the State.

XIII. Survival of terms

The following clauses survive the expiration or cancellation of this Contract: Indemnification; State audits; Government data practices; Governing law, jurisdiction, and venue; and Data disclosure.

Indemnification

In the performance of this Contract by Host Site, or Host Site's agents or employees, the Host Site must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Host Site's:

1. Intentional, willful, or negligent acts or omissions.
2. Actions that give rise to strict liability.
3. Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Host Site may have for the State's failure to fulfill its obligation under this Contract.

State audits

Under Minn. Stat. § 16C.05, subd. 5, the Host Site's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Contract.

Government data practices

Government data practices. The Host Site and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Host Site under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. ch. 13, by either the Host Site or the State.

If the Host Site receives a request to release the data referred to in this clause, the Host Site must immediately notify and consult with the State's Authorized Representative as to how the Host Site should respond to the request. The Host Site's response to the request shall comply with applicable law.

Governing law, jurisdiction, and venue

Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

Data disclosure

Under Minn. Stat. § 270C.65, subd. 3 and other applicable law, the Host Site consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies, and state personnel involved in the payment of

state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Host Site to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

XIV. Certification

- This Agreement serves as a binding contract between the Host Site and the MPCA for the 2015-2016 program year. The terms of this Agreement will end on <Insert ending date>. The MPCA may cancel this Agreement at any time, with or without cause, upon 30 days' written notice to the Host Site. Amendments to this Agreement may be made only with the consent of both parties and shall be done in writing.
- If a Member exits the Minnesota GreenCorps program early either for cause or compelling personal circumstances, or is relocated to a different Host Site, this agreement will automatically end on the last day of the Member's service at this Host Site.
- Failure to adhere to policies or to fulfill responsibilities outlined in this Agreement will become part of the selection criteria in the event of a re-application process for future year programs.
- **Termination for insufficient funding.** The State may immediately terminate this Agreement if it does not obtain funding from ServeMinnesota or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered here. Termination must be by written or fax notice to the Host Site. The State is not obligated to pay for any work performed after notice and effective date of termination. However, the Host Site will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds. The State must provide the Host Site notice of the lack of funding within a reasonable time of the State's receiving that notice.
- By signing this Agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this Agreement.

1. Host Site

The Host Site certifies that the appropriate persons have executed the Agreement on behalf of the Host Site as required by applicable articles, bylaws, resolutions, or ordinances.

Host Site authorized representative

Print name: _____

Title: _____

Signature: _____

Date: _____

Host Site supervisor

Print name: _____

Title: _____

Signature: _____

Date: _____

2. Minnesota Pollution Control Agency (with delegated authority)

Print name: _____

Title: _____

Signature: _____

Date: _____