

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: June 26, 2014

TITLE: Resolution of Support to Become a 2014-2015 MN GreenCorps Member Host Site

RESOLUTION NUMBER: 14-053

PREPARED BY: Brett Eidem, Cost Share Specialist

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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 2014-2015 MN GreenCorps member host site.
2. 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:

September 2014- August 2015

PROJECT/PROGRAM COST:

Fund name and number:

Cost Share Grant Program (3130)

Requested amount of funding:

N/A

SUMMARY:

On June 13, MCWD was selected as a host site for the 2014-2015 service year (September-August). No funding from the District is required to compensate the member for their efforts. 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. MCWD would be expected to provide the member a workspace with a computer and telephone, access to a vehicle and relevant training to perform assigned duties. Staff is currently exploring options on how to fulfill these expectations, as current policy would not allow

a volunteer access to District vehicles. Staff will either work with legal on policy for the member permissions, or work into the agreement a reimbursement plan for mileage if member uses their own vehicle.

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 department, under the direct supervision of Brett Eidem, the District's Cost Share Specialist.

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:

- Create functional, comprehensive inventories of all Cost Share projects
 - Use GIS to map locations and details of Cost Share Projects
 - Prepare prioritized inspection schedules based on management zones
 - Assess and inspect BMPs for functionality
 - Evaluate the water quality treatment of each BMP if not already known
- Participate in the coordination of outreach events
 - Targeted outreach in coordination with Education Department
- Assist in the Master Water Steward's program recruitment and capstone projects

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

STAFF RECOMMENDATION

Staff and the CAC recommends that the MCWD Board of Managers adopt the attached Resolution of Support for the District to be a 2014-2015 MN GreenCorps member host site, and authorize the District Administrator to execute and sign a MN GreenCorps host site agreement with the MPCA.

Attachments:

1. May 22nd MN GreenCorps Host Site Opportunity Memo to Board
2. Program Overview
3. MCWD 2014-2015 MN GreenCorps Host Site Application

RESOLUTION

RESOLUTION NUMBER: 14-053

TITLE: Resolution of Support to Become a 2014-2015 MN GreenCorps Member Host Site

WHEREAS, MCWD has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2014-2015 program year; and

WHEREAS, the MPCA requires a Board resolution in support of GreenCorps host site application, indicating the organization’s commitment to host a MN GreenCorps member; and

WHEREAS, to realize the opportunity to serve as a host for Minnesota GreenCorps, the MCWD must enter a host site agreement with the MPCA that identifies the terms, conditions, roles and responsibilities;

WHEREAS, the MCWD Board of Managers was presented with a memo of the opportunity to become a MN GreenCorps host site on May 22, 2014, and

WHEREAS, the resolution of support was reviewed by the Citizen Advisory Committee (CAC) on June 25, 2014, and the CAC made a recommendation to the MCWD Board of Managers to become a host site for 2014 -2015 MN GreenCorps member; and

BE IT RESOLVED THAT the Board of Managers hereby supports staff’s effort to host a 2014-15 Minnesota GreenCorps volunteer; and

BE IT FURTHER RESOLVED that the Board of Managers authorizes the administrator, on advice of counsel, to enter into and sign a host site agreement with the MPCA, provided that no expenditures beyond already allocated program-budget funds is authorized hererby.

Resolution Number 14-053 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date:_____



Memorandum

DATE: May 22, 2014
 TO: MCWD Board of Managers
 FROM: Brett Eidem, Cost Share Specialist
 RE: Host Site for a MN GreenCorps Member

Staff is pursuing becoming a Minnesota GreenCorps host site for the 2014-2015 service year to assist with the Cost Share and Education Programs. This week, Cost Share staff was contacted to set up an interview with the Minnesota Pollution Control Agency, which coordinates the program. This is the first step to becoming a host site.

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 2014-2015 service year (September-August), 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 and telephone, access to a vehicle and relevant training to perform assigned duties.

Staff sees this member completing the following tasks:

- Create functional, comprehensive inventories of all Cost Share projects
 - Use GIS to map locations and details of Cost Share Projects
 - Prepare prioritized inspection schedules based on management zones
 - Assess and inspect BMPs for functionality
 - Evaluate the water quality treatment of each BMP if not already known
- Participate in the coordination of outreach events
 - Targeted outreach in coordination with Education Department
- Assist in the Master Water Steward's program recruitment and capstone projects

A Board resolution must be obtained before an ~~agreement~~ an agreement can be executed. Staff will bring a draft resolution to the Board sometime in the near future. 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 2014-2015

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 2014-2015 Minnesota GreenCorps program year. Please review this document and all appendices carefully before submitting an application.

Note: Operation of the 2014-2015 program years is contingent on receiving funds from ServeMinnesota and the Corporation for National and Community Service (CNCS). Confirmation of funds may not be available prior to the application deadline.

Applications are due electronically by 5:00 p.m., Central Time on Monday May 5, 2014, to mngreencorps.pca@state.mn.us.

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I. Program overview

What is AmeriCorps?

AmeriCorps, which officially began in 1993, is a national service program that connects more than 85,000 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 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 2014-2015 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 2014.

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

Operation of the 2014-2015 program year is contingent on receiving federal funding. The MPCA expects to be notified about its funding status in May 2014. 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 Minnesota GreenCorps program include:

- Reduced air pollutants and greenhouse gas emissions.
- Reduced water runoff.
- Reduction in solid waste and increase in recycling.
- Individuals and entities increase their knowledge and change their behaviors related to the environment.

- Newly trained professionals increase skill development and carry their knowledge and experience forward to environmental careers.
- Communities and local governments build capacity to integrate sustainability into every day practices and decisions.

The Minnesota GreenCorps program has identified four overarching focus areas to meet program objectives. 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.

Air quality

Work with local government(s), nonprofit and community-based organizations, and their partners to conserve energy, improve energy efficiency, encourage reduction of vehicle miles traveled, and reduce GHG emissions and other air pollutants. Assist with collecting, benchmarking, and analyzing energy and water use and GHG emissions using various tools. Assist in implementing energy and water conservation measures. 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.

Waste prevention and recycling

Provide expertise and assistance regarding 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. Projects designed to assist schools with waste prevention, composting, and recycling efforts are a priority for waste prevention efforts for the 2014-15 program year. 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

Provide outreach, education, and assistance to residents and community-based organizations regarding environmental topics and practices, which could include, but are not limited to: air quality improvement, energy conservation, water conservation and pollution prevention, toxicity reduction, recycling and organics management, and local foods. Members will provide assistance to communities served by host organizations through appropriate outreach and education strategies. In addition, members will assist host sites in adopting and implementing sustainability practices internally.

Green infrastructure

Assist local units of government, nonprofit and community-based organizations, and their partners in the application of green infrastructure principles related to local foods, stormwater management, or urban forestry. 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 best management practices (BMPs), or urban forestry practices. Host sites will select a local foods, stormwater, or urban forestry track. 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. 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. Members will also provide outreach opportunities to increase awareness and management of local foods, stormwater runoff, and urban trees among community organizations and businesses.

Detailed descriptions for these positions can be found on pages 9-19 of this document. For the 2014-2015 program year, we anticipate awarding **anywhere from 4 to 13** full-time members in each focus area. Projects in the Air Quality focus area will likely receive a higher allocation of members due to an increase in dedicated funding. 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).

Members and host sites are expected to report project activities and progress towards program objectives to the MPCA on a quarterly basis.

As an overall program, Minnesota GreenCorps has the following performance measurement goals. **Host site organizations will be selected in part for their commitment and ability to contribute to these goals.** These are not individual member project goals. Performance measures are subject to change based on feedback from our funder.

- Minnesota GreenCorps members will engage or educate community members, with a focus on youth, 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, waste prevention/recycling, water quality, and sustainable agriculture. (All positions)
- Minnesota GreenCorps members will improve public lands through implementation of green infrastructure best management practices. Examples of practices include urban trees, planting spaces, community gardens, stormwater BMPs, or LID sites. (Green Infrastructure, Living Green)
- Minnesota GreenCorps members will perform energy assessments, including the collection and benchmarking of energy use and GHG emissions from public buildings, and follow-up assessment of potential conservation opportunities. (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 initiate the implementation of additional green practices or technologies that build community capacity and increase resilience. (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 a professional development opportunity 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. Member information

Minnesota GreenCorps service positions are for 11 months: beginning in September 2014 and concluding in August 2015. Full-time members must serve 1700 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.

Responsibilities/activities

Responsibilities and activities will vary depending on the host site and the project focus area, but will be based on the pre-scoped position descriptions for each focus area. Details are provided in the position descriptions on pages 9-19 of this document.

Members and host sites are expected to focus on the specific activities as outlined in the position descriptions and to work to achieve the measurable outcomes associated with these positions.

Member applicant requirements

Eligibility

- 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.

Qualifications/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 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
- Commitment to community/Minnesota GreenCorps service

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.

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 percent 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 \$12,100 for completing a 1700 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 \$5,550 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 only count time spent at lunch towards their service 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.

Functions 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 ten percent 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.

*** 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.*

III. Member position descriptions

Full position descriptions for the four positions can be found on the following pages. Position descriptions are subject to change based on information from our funder.

Members and host sites are expected to focus on the specific projects as outlined in the position descriptions and work to achieve the measurable outcomes associated with these activities.

Air Quality corps member

Service position summary

Work with local government(s), 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 energy and water conservation measures. 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

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 and/or vehicle and fleet operations 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 and their partners to help identify opportunities for conservation and efficiency and to assist with implementing action steps, such as utilizing the state's Guaranteed Energy Savings Program or facilitating other retrofit/retro-commissioning efforts and changes to operations and maintenance practices, 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.
- 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 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, changes to operations and maintenance practices, continued employee engagement about conservation behaviors, and GHG reduction efforts.
- Document results and submit quarterly and final project reports 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 complete streets planning, education and practices, GIS/mapping, safety planning, facilitating infrastructure improvements, safe routes to school initiatives, and education on multi-modal transportation, mobility options, and active living approaches.
- 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.
- 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 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 percent of time).

Member 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.

Qualifications/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.

Requirements

- Some positions may require use of a vehicle in the host site area; mileage will be reimbursed by site or Minnesota GreenCorps.
- Travel to the Twin Cities for orientation (September 2014). Travel expenses will 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.
- Complete 1700 hours.
- Submit quarterly and final project progress reports.

Service environment

Service will be performed at host site facilities, which may include office buildings, police and fire departments, public works, park and recreation centers, motor pools, vehicle maintenance facilities, etc., with daily computer and telephone use.

Measures for project success

Outputs

- Number of buildings benchmarked
- Number of campaigns and/or surveys implemented
- Campaign participation and/or survey response rates
- Number of community members (residential or non-residential) impacted by outreach/education
- Number of youth receiving outreach/education
- Number of organizations receiving outreach or technical assistance

Note: 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.

Outcomes

- Reduction in energy and/or water use during, or anticipated annually as a result of, the member service year
- Percent of individuals/entities who show an increase in knowledge and/or change a behavior
- Number of conservation and efficiency technologies or practices implemented
- Contributions to energy, water, and/or GHG reduction plans
- Mode shift from single occupancy auto travel

Waste Prevention and Recycling corps member

Service position summary

Provide expertise and assistance regarding 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. **Projects designed to assist schools with waste prevention, composting, and recycling efforts are a priority for waste prevention efforts for the 2014-15 program year.** 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

- 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, and data collection, and reporting for projects.

- Mobilize volunteers to assist in implementation of activities.
- Document results and submit quarterly and final project reports 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 percent of time)

Member 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.

Qualifications/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, waste prevention, 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 waste prevention, recycling, and composting, and a commitment to community/Minnesota GreenCorps service.

Requirements

- Some positions may require use of a vehicle in the host site area; mileage will be reimbursed by site or Minnesota GreenCorps.
- Travel to the Twin Cities for orientation (September 2013). Travel expenses will 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.
- Complete 1700 hours.
- Submit quarterly and final project progress reports.

Service environment

Service will be performed at local government or community organization facilities, which might include office buildings, school buildings, police and fire departments, public works, park and recreation centers, motor pools, vehicle maintenance facilities, etc., with daily computer and telephone use.

Measures for project success

Outputs

- Number of community members (residential or non-residential) impacted by outreach/education
- Number of youth receiving outreach/education
- Number of sites (schools, businesses, etc.) receiving technical assistance

Note: 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.

Outcomes

- Percent of individuals/entities who show an increase in knowledge and/or change a behavior
- Pounds/tons of waste diverted
- Pounds/tons of waste prevented
- Pounds/tons of recycling/organics collected (or increases in collection volumes)
- Quantity (weight or volume) of toxic cleaners replaced by alternatives
- Number of practices implemented

Living Green corps member

Service position summary

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 local foods. Provide assistance to communities served by host organizations through appropriate outreach and education strategies. In addition, member will assist host sites in adopting and implementing sustainability practices internally. 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

- Provide community-based outreach, education and assistance to residents, including youth (under the age of 25) and community organizations, through campaigns, presentations, events, workshops, social media and other appropriate strategies. 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, non-profits, 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.
- Mobilize volunteers to assist in implementation of campaigns, events, etc.
- Document results and submit quarterly and final project reports to the MPCA, including lessons learned that can inform and benefit other communities.

Marginal functions

- Implement sustainability-related efforts at the offices of the host site (not to exceed 20 percent of time).
- Provide additional outreach on sustainability-related topics as appropriate.
- Implement measurement and data collection and reporting practices for projects at host sites.

Member 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.

Qualifications/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 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 waste reduction, energy conservation, water pollution and/or recycling, and commitment to community/Minnesota GreenCorps service. Interest in marketing, communication, and/or environmental education.

Requirements

- Some positions may require use of a vehicle in the host site area; mileage will be reimbursed by site or Minnesota GreenCorps.
- Travel to the Twin Cities for orientation (September 2014). Travel expenses will 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.
- Complete 1700 hours.
- Submit quarterly and final project progress reports.

Service environment

Service will be performed at local governmental or community organization facilities, which might include office buildings, school buildings, police and fire departments, public works, park and recreation centers, motor pools, vehicle maintenance facilities, etc., with daily computer and telephone use.

Measures for project success

Outputs

- Number of community members (residential or non-residential) impacted by outreach/education
- Number of youth receiving outreach/education
- Number of organizations receiving outreach or technical assistance

Outcomes

- Percent of individuals/entities who show an increase in knowledge and/or change a behavior
- Mode shift from single occupancy auto travel

Note: 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.

- Increase in production/consumption of locally grown foods (food projects only)
- Pounds/tons of waste reduced or prevented, or recycling organics collected
- Kilowatt hours of electricity saved
- Gallons of rainwater captured or infiltrated
- Quantity (weight or volume) of toxic cleaners replaced by alternatives
- Number of practices implemented

Green Infrastructure corps member

Service position summary

Assist local government(s), nonprofit and community-based organizations, and their partners in the application of green infrastructure principles related to local foods, stormwater management, or urban forestry. 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 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. Under the stormwater track, members will assist in collecting, managing, and analyzing data for stormwater BMPs and LID techniques. Under the forestry track, members work with host communities to create opportunities for increased effectiveness of the urban tree canopy contributing to environmental improvement. 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

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 to the MPCA, including lessons learned that can inform and benefit other communities.

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 to the MPCA, including lessons learned that can inform and benefit other communities.

Urban Forestry track

- 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.).
- 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.
- Implement and/or expand community outreach efforts related to forestry (including mobilizing volunteers).
- Document results and submit quarterly and final project reports 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 percent of time).

Member 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.

Qualifications/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 science, environmental protection, water quality, forestry, ecology, natural resources, urban planning, agriculture, horticulture, 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 protection, including local foods, forestry, stormwater, or urban planning, and a commitment to community/Minnesota GreenCorps service.

Requirements

- Some positions may require use of a vehicle in the host site area; mileage will be reimbursed by site or Minnesota GreenCorps.
- Travel to the Twin Cities for orientation (September 2014). Travel expenses will 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.
- Complete 1700 hours.
- Submit quarterly and final project progress reports.

Service environment

Service will be performed at host site facilities, which might include office buildings, police and fire departments, public works, park and recreation centers, motor pools, vehicle maintenance facilities, etc., with daily computer and telephone use. A portion of the work will be conducted outside, walking over rough ground to do inspection and assessment of and make improvements to stormwater infrastructure, urban forests, gardens or farms, possibly in adverse weather.

Measures for project success

Outputs

- Acres of park or public land improved
- Number of community members engaged or impacted by outreach efforts
- Number of green infrastructure spaces inventoried (stormwater BMP's and LID techniques, urban trees, community gardens, etc.)
- Number of new green infrastructure spaces designed

Note: 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.

Outcomes

- Increase in knowledge and/or change in behavior of participating community members
- Increase in native species planted or being maintained, and improved habitat
- Creation of an environmental baseline documenting the multiple benefits (including water quality) of BMPs, urban trees, and/or community gardens
- Contribution to urban forestry or stormwater plans
- Increase in production/consumption of locally grown foods
- Energy and/or GHG reduced through decreased need for transporting food, due to increase in locally grown foods
- Number of practices implemented

IV. 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; and 3) a fingerprint-based Federal Bureau of Investigation (FBI) criminal history check for members working with vulnerable populations. Member participation in the Minnesota GreenCorps program is contingent upon passing all relevant background checks.
- 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.
- 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 an MPCA 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 2015.
- 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.

V. 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, etc. Support members as necessary in their required activities with ongoing training and/or volunteer management.
- Workspace, computer access, supplies, 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 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: Commit to providing a work environment that is welcoming, free of discrimination, fosters productivity, and promotes safety.
- Name badge: Provide the member with a name badge, if required, according to the personnel policies of the host site.
- Reasonable accommodation: Minnesota GreenCorps is committed to the fair and equal treatment of people with disabilities and supports the Reasonable Accommodation policy included in the Member Service Agreement to ensure members with disabilities can perform the essential functions of their positions.
- 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 Site Supervisor Orientation (approximately three hours) at the start of the program year to learn roles and responsibilities. Also attend a portion of the Member Orientation following the Site Supervisor Orientation. 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.
- 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 evaluation: 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.

VI. 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 2014 – 2015 program year. Members will be placed individually or in teams of two. **One organization cannot host more than two members, even if they are placed in different departments.**

Placement will be from September 2014 through August 2015. 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 2014-15 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. on Monday, May 5, 2014, 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 by e-mailing your request to mngreencorps.pca@state.mn.us

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.

Project scope and proposed member activities <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
Community need/involvement <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
Organizational capacity and commitment <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
Outcomes <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
Sustainability <ul style="list-style-type: none"> • Long term goals of organization • How proposed activities will continue after member involvement 	10 points
Total	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, as well as 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. In the Waste Prevention and Recycling category, preference may be given to projects designed to assist schools.

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 late May. **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 June 2014, 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 2014. 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 sent to host site applicants one week prior to the application deadline.

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 2014, 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?

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 2014 – 2015, 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.

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 2014.	<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: <ul style="list-style-type: none"> · 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 2014.	<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 2014-2015 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 2014-2015 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 2014-2015 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 Karen Solas, Minnesota GreenCorps Program Coordinator, 520 Lafayette Road North, St Paul, MN 55155, 651-757-2676, karen.solas@state.mn.us or her successor.

The Host Site's Authorized Representative is <Name, title, address, telephone number, e-mail>, 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, e-mail>, 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 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.

A. Member selection process

- Interviewing: The MPCA will accept and screen all applications for Member positions. 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 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, and 3) FBI fingerprint based check. Member participation in the Minnesota GreenCorps program is contingent upon passing these relevant background checks.

B. Member management

- Member training: The MPCA is responsible for coordinating the logistics and scheduling the member trainings that occur throughout the year. This includes a pre-service orientation, and four quarterly training events. The MPCA will reimburse mileage for Members to attend Minnesota GreenCorps required training.
- Oversight: While the Host Site will provide day-to-day supervision, the MPCA will communicate regularly with the Host 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.
- Mentors: The MPCA will provide each Member with an MPCA (or other state agency as applicable) 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.
- 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 the end of the program year.
- Member personnel file: The MPCA will maintain a personnel file for each Member.
- 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.
- 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.
- 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.
- Member 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.
- Member position refilling: If a Member leaves the program for cause or compelling personal circumstances, and by no fault of the Host Site, the MPCA may work with the Host Site to refill the member slot. If this occurs within 30 days of the program start date, the position can be re-filled as a full time position. If this occurs after 30 days, and the exiting Member has completed less than 30% of their service hours, the MPCA may consider re-filling the position with a reduced-hours position. If a Member exits for cause or compelling personal circumstances with more than 30% of their hours completed, the MPCA is unable to refill that member position at the site.

C. Member termination

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 termination is considered.

D. Host site management

1. Supervisor background checks: Per the Corporation for National Community Service (CNCS or Corporation) requirements, the MPCA will conduct a background check on all Host Site supervisors whose time will be used as a match to the program. This includes: 1) a national sex offender database search and 2) a state criminal database search. If the Host Site supervisors have recurring access to vulnerable populations (i.e., children, elderly, persons with a disability), the MPCA will also conduct a FBI fingerprint-based background check. Host Site participation in the Minnesota GreenCorps program is contingent upon Host Site supervisors passing these relevant background checks. If the Host Site has such records that meet CNCS standards available on the designated supervisor(s), they may provide them to the MPCA instead.
2. Site visits: The Minnesota GreenCorps Program Coordinator will conduct up to two site visits with each Host Site. The site visit will review progress in relation to the expectations laid out in the Host Site Agreement, recognize success, and provide assistance in problem solving. The MPCA will also check in periodically, via telephone, with Host Site supervisors throughout the program year.
3. Monitor and approve in-kind: The Minnesota GreenCorps Program Coordinator will monitor in-kind reports submitted by the Host Site supervisor, and will approve in-kind reports once proper documentation is received.

E. Insurance

1. The members will be covered under the MPCA Commercial General Liability and Commercial Automobile Liability insurance policies as volunteers.

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. Time commitment: Provide day-to-day professional supervision of the Member(s), equating to at least 0.08 FTE for one Member (3.2 hours per week), and at least 0.16 FTE for two Members (6.4 hours per week). The MPCA will provide general oversight and communicate regularly with the Host Site and Host 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.
- B. Attend supervisor training: Participate in a Host Site Supervisor Orientation at the start of the program year to learn roles and responsibilities. Also attend a portion of the Member Orientation following the Host Site Supervisor Orientation. 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.
- C. Provide daily supervision and support: Provide daily supervision and support to the Member. Create an environment that will allow the Member to feel valued and part of the team (i.e., invite the Member to Host Site trainings, introduce the Member to staff). Set a daily schedule with the Member to ensure a full-time Member is serving approximately 40 hours per week, and then hold the Member accountable to this set schedule. Provide an on-site orientation for the Member. This will include a tour of the building(s), explanation of Host Site policies

(including dress code and confidentiality), rules of conduct, Host Site expectations, and safety training, including Right-to-Know, etc. Support Members as necessary in their required activities with ongoing training and/or volunteer management.

- D. Member work plan: Prepare a specific work plan for the Member based on the position description contained in this Agreement and proposed activities in the application submitted by the Host Site, which will be approved by the MPCA prior to the start of the program.
- E. 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.
- F. Participate in site visits: Participate in site visits facilitated by the Minnesota GreenCorps Program Coordinator. The purpose of the visits will be to review progress in relation to the expectations laid out in the Host Site Agreement, celebrate success and provide assistance in problem solving.
- G. Maintain open lines of communication: Maintain open lines of communication with the Member, the Minnesota GreenCorps Program Coordinator, and the MPCA's professional staff in relation to the Member's role and performance. Ensure that Members complete their service position duties.
- H. Member performance management: Ensure that Members comply with the terms and policies of the Minnesota GreenCorps program and the Member Code of Conduct, as detailed in the Member Service Agreement.
- I. Discipline (if necessary): Resolve work problems of Members as related to performance, including but not limited to: tardiness, failure to meet deadlines, failure to complete service position duties, etc. Take disciplinary actions including oral and written reprimands. The Host Site supervisor should work closely with the Minnesota GreenCorps Program Coordinator and the MPCA's Human Resource staff on disciplinary action that rises to the level of a written reprimand. Only the MPCA's designated staff has the authority to suspend or release a Member from service for disciplinary reasons.
- J. Complete performance evaluation: Complete a mid-year and end-of-year member performance evaluation.
- K. 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.
- L. Member recognition: AmeriCorps members are **not employees** of Minnesota GreenCorps, the State, their host site, or of the federal government. The definition of "participant" in the National and Community Service Act of 1990 as amended applies to AmeriCorps members. As such, "a participant (Member) shall not be considered to be an employee of the Program in which the participant (Member) is enrolled" (42 U.S.C. 12511(17) (B)). Language referring to the AmeriCorps program should not be "employee related" (i.e., "Job description" should be a "position description", "stipend" should be referred to as a "living allowance" not a "wage" or "salary," and the Member does not "work," but "serves" at a site).
- M. Workspace, computer access, supplies, materials: Reasonable workspace for Members to complete the tasks of their project. This includes a desk, phone, computer, access to office supplies, access to a copy machine, and materials needed for 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 Web site, checking e-mail) as well to complete the tasks of their project. It is recommended the Host Site provide a Host Site email address for the Member, if possible.
- N. On-site training: Invite the Members to participate in relevant on-site training and/or staff meetings. Members may record this time toward their service hours.

- O. Reporting 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. 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.
- P. Work environment: Commit to providing a work environment for the Member that is welcoming, free of discrimination, fosters productivity, and promotes safety.
- Q. Site identification: Host Site will post a sign provided by MPCA that identifies the organization as a Minnesota GreenCorps and AmeriCorps site.
- R. Name badge: Provide the Member with a name badge, if required, according to the personnel policies of the Host Site.
- S. Reasonable accommodation: The Minnesota GreenCorps program is committed to the fair and equal treatment of people with disabilities and supports the Reasonable Accommodation policy included in the Member Service Agreement to ensure Members with disabilities can perform the essential functions of their positions.
- T. Submit in-kind documentation: Submit in-kind reports and hours, provide hard copy documentation, as directed in Section X.

VII. Prohibited activities for AmeriCorps members

The Host Site understands that when accumulating service or training hours at the Host Site, or otherwise performing project-related activities supported by the AmeriCorps program or the CNCS, 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. Fundraising including for living allowance or other costs of the AmeriCorps program or an organization's operating expenses or endowment; writing grant applications for AmeriCorps funding or for any other funding provided by CNCS; or writing grant applications for funding provided by any other federal agencies.
- K. Clerical work and research activities other than those listed above 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 CNCS may prohibit.

*** 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.*

VIII. Non-displacement policy

- A. Prohibition on displacing an employee, a position or volunteer. The use of a Member may not displace an employee, position or volunteer at the Host Site including partial displacement such as reduction in hours, wages or employment benefits.
- B. Prohibition on promotional infringement. Creation of a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual is prohibited.
- C. Prohibition on displacing employee services, duties or activities. A Member 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.
- D. Prohibition on supplanting, hiring or infringing on recall rights. A Member may not perform any services or duties, or engage in activities, that:
 - 1. Will supplant the hiring of employed workers.
 - 2. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- E. Other prohibitions. A Member may not perform services or duties that have been performed by or were assigned to any:
 - 1. Currently employed worker.
 - 2. Employee who recently resigned or was discharged.
 - 3. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
 - 4. Employee who is on leave (terminal, temporary, vacation, emergency, or sick).
 - 5. Employee who is on strike or is being locked out.

IX. Harassment and non-discrimination policy

The State 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.

The State also prohibits harassment based on the protected class status listed in the paragraph above. This prohibition with respect to harassment includes 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.

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 (e-mail)

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 (e-mail)

Responsibility

Each Member is responsible for complying with this policy. Varying degrees of discriminatory harassment violations may occur and require varying levels of discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including release from service. Additionally, inappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a harassment and discrimination-free work place. Individuals who participate in inappropriate behaviors at work are also subject to disciplinary actions. Any unintentional or deliberate violation of this policy by an employee is cause for appropriate disciplinary action.

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

In-kind contributions are expenses that are incurred by the Host Site or Host Site partners as a result of participating in the Minnesota GreenCorps program and hosting an AmeriCorps member. In-kind contributions may include any time, resources, or services that are donated to the MPCA by the Host Site over the course of the member's project. In-kind contributions reported by Host Sites cannot be provided from a federal source of funds, unless the funding federal agency has granted permission for the use of said funds as match. The Host Site must notify MPCA if any federal funds are to be used as a match, and must have approval from the funding federal agency.

The Host Site is responsible for in-kind contributions estimated at approximately \$5,500 for each Member hosted. The MPCA estimated in-kind costs for the following categories as part of the ServeMinnesota budget, and reports this information monthly. Required in-kind contribution (indicated in the Host Site application guidance) is identified for the following categories:

Category	Estimated amount/Member
Day-to-day supervision (at least 0.08 FTE, 3.2 hours per week)	\$4,000 ¹
Operating costs (computer, office space, internet access, telephone access, fax)	\$1,500
Total	\$5,500

The Host Site must report in-kind contributions monthly, on an in-kind report and timetable provided by the MPCA. The in-kind report will ask for the value of the contribution, how the expense was calculated, and certification from the Host Site. Additional documentation (e.g., receipts, invoices, payroll verification, etc.) can either be provided with in-kind reports, or the Host Site must agree to keep any supporting documentation on file at their organization that can verify their in-kind contributions. The Host Site must maintain all in-kind documentation in their files for seven (7) years. The MPCA may request additional documentation or verification of costs in the event of a fiscal review or audit during or after the program year.

Host Site supervisors must also submit timesheets monthly in OnCorps Reports to account for supervisor hours. Host Sites must submit a letter from their Human Resources or administrative staff that verifies the hourly salary of a supervisor.

Acceptable forms of supporting documentation include:

Expense	Acceptable documentation
Salary / time	Letter from Human Resources stating hourly salary and employment timesheets
Office space	Official letter from accounting office documenting how the calculation for space was determined; actual leasing or rent bills
Internet, telephone, fax	Official letter from accounting office documenting how calculation for ongoing internet, telephone, fax access was determined; monthly receipts
Computer	Receipt or invoice; fair market estimated value with calculation of value

In-kind contributions (including operating costs and supervision hours) must be reported, along with appropriate documentation, by the 5th of each month. If the 5th occurs on a weekend, the report and documentation is due the Friday before. The Host Site must notify the MPCA in writing if the in-kind report form and/or documentation cannot be reported by the 5th of each month. The first monthly in-kind report, along with supervisory hours, is due by November 5, 2014. Detailed instructions for submitting in-kind contributions will be covered during Host Site supervisor orientation and included in the Host Site manual.

Host Sites who donate in-kind contributions beyond what is listed above (e.g., mileage, use of an organization car) should still report such contributions. However, the Host Site is not required to provide documentation to the MPCA for these additional in-kind expenses.

¹ Based on an annual salary of \$50,000.

If the Host Site is obtaining in-kind contribution from a partner, the partner should be identified in the OnCorps reporting, and the Host Site is responsible for obtaining acceptable documentation of the in-kind contribution and submitting it to the MPCA. The Host Site is also responsible for verifying that partner contributions do not come from a federal funding source, without prior approval.

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. Certification

- This Agreement serves as a binding contract between the Host Site and the MPCA for the 2014-2015 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.
- 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.
- The MPCA reserves the right to audit any aspect that relates to the Host Site's responsibility to carry out the terms of this Agreement.
- Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from ServeMN 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.
- Termination based on early member exit. This contract will immediately and automatically terminate on the last day of service of a member who is exiting the Minnesota GreenCorps program before the regular end date of the program year. The official date of termination will be documented by written notification from the Minnesota GreenCorps program to the Host Site.
- 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 <Insert position title>

Print name: _____
Title: _____
Signature: _____
Date: _____

2. Minnesota Pollution Control Agency

(with delegated authority)

Print name: _____
Title: _____
Signature: _____
Date: _____



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Minnesota GreenCorps Host Site Application

Program Year 2014 - 2015

Doc Type: Application



Instructions: The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). Please complete the application, answer all questions, and send via email to mngreencorps.pca@state.mn.us. For more information, refer to the 2014-2015 Minnesota GreenCorps Host Site Application Guide. Applications must be submitted electronically by **5:00 p.m. on Monday, May 5, 2014**. If you have any questions, please contact Karen Solas at 651-757-2676 or e-mail at mngreencorps.pca@state.mn.us. Letters of support/Board resolutions may be faxed to the attention of MN GreenCorps at 651-215-0246 if unable to include electronically as a scanned document. Please note, operation of the 2014-2015 program year is contingent on funding. Confirmation of funds may not be available before application deadline.

Completed application checklist:

- All sections and questions answered.
- Board resolution from governing board and/or authorized representative (or expected timeline to submit it).
- Letters of support from any identified partners (either internal or external).
- For non-profit applicants: Proof of eligibility: 501(c) (3) status.

I. Applicant and Project Information

Name of legal applicant organization: Minnehaha Creek Watershed District

Mailing address: 15320 Minnetonka Blvd

City: Minnetonka State: MN Zip code: 55345

Main project contact: Brett Eidem Title: Cost Share Specialist

Phone: (952)-641-4523 Fax: (952)-471-0682

E-mail: beidem@minnehahacreek.org Web site: www.minnehahacreek.org

What type of host site is your organization (check one): **New** **Renewing**
Renewing host sites are not guaranteed selection as a 2014-2015 host site. Performance during previous years of the program will be taken into consideration.

Identify any partner organization(s) which would be involved in a MN GreenCorps member's project through this application:

Freshwater Society

Contact information for authorized representative (individual responsible for signing legal agreements in your organization):

Authorized representative name: Dave Mandt Title: Interim Administrator

Mailing address: 15320 Minnetonka Blvd

City: Minnetonka State: MN Zip code: 55345

Phone: (952)-471-0590 Fax: _____

E-mail: dmandt@minnehahacreek.org

Please indicate your organization type:

- Government agency (local, regional, state, tribal, or federal)
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
- School district
- 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- Not for profit institutions of higher education

How many MN GreenCorps members are you applying for? One Two

Please specify the number of members you are requesting. For each focus area you may choose only whole numbers (e.g., 1 or 2). Applicants may not request more than two members. Refer to Application Guide for position descriptions.

Position type	Members requested	Position type	Members requested
Air Quality		Waste Prevention and Recycling	
Living Green		Green Infrastructure	1

II. Narrative Questions

Carefully review the pre-scoped position description(s) for which you are considering a MN GreenCorps member. Details of the member position descriptions can be found in the accompanying document *Minnesota GreenCorps Host Site Application Guide 2014 - 2015*.

For each project for which you are requesting a MN GreenCorps member (if more than one), please respond to the following questions, in the provided text boxes.

Project Scope and Proposed Member Activities

1. Provide an overview of the direct service project you propose, and how the project fits with MN GreenCorps' pre-scoped position description. Include the **project goals and objectives**, and **specific activities** that relate back to the position description. *If the position for which you are applying included a "track" option, please identify which track you are selecting (e.g., air quality: energy conservation or green transportation).*

Utilizing a member of the MN GreenCorps initiative, the Minnehaha Creek Watershed District (MCWD) intends to facilitate the effectiveness and efficiency of the Cost Share program through a multitude of goals and objectives. The prime goal of assimilating a GreenCorps member within the Cost Share program is to ensure existing best management practices (BMPs) funded through MCWD exhibit continual functionality, provide the greatest benefit to water resources, and represent the most effective use of District resources.

Quantifying the success of the overarching goals set within the Cost Share program will be accomplished through the completion of objectives and activities, serving as smaller subsections of the greater project. Improving upon the Cost Share program is contingent on assessing the effectiveness of current practices, and therefore necessitates the compilation of a comprehensive inventory of all existing projects that are specific to the department by the end of Spring 2015. The inventory will be built upon the successful completion of the following tasks:

- *Creation of a functional map layer through the use of GIS, accounting for all Cost Share projects.*
- *Preparation of a prioritized inspection schedule.*
- *Observational inspections of BMP functionality.*

Cost Share opportunities are built upon the foundation of public knowledge and awareness. As increasing effectiveness and efficiency of the Cost Share program to proctor the greatest water resource benefit is the primary scope of this project, it will be essential to ensure that sufficient outreach is factored into the project plan. To ensure this critical portion of the program is accounted for, an additional objective will be included to increase annual landowner participation in priority management zones (PMZs). Participation will be accomplished through the completion of the following tasks:

- *Schedule and attend community outreach events, with a focus on local priority management.*
- *Coordination of volunteers as needed.*
- *The upkeep and maintenance of promotional materials inventory.*
- *Responding to inquiries for speakers, as well as coordination of appropriate staff.*
- *Support the coordination of the Master Water Stewards program.*

2. Provide an estimated and realistic monthly timeline of the member's activities.

Due to the in-depth nature of several tasks incorporated into the Cost Share program's effectiveness and outreach project, a significant portion of time will be allocated to training new members. Thus, the months of September-October would be structured around training member's to:

- *Create functional, comprehensive inventories of all Cost Share projects, past and present*
 - o *Use GIS to map locations and details of Cost Share Projects*
 - o *Prepare prioritized inspection schedules based on management zones*
 - o *Assess and inspect BMPs for functionality*
- *Participate in the coordination of outreach events*
- *Assist in the Master Water Steward's program recruitment*
- *Participate in Capstone Projects*

While structured training would rotate the focus on topics throughout the first few months, members would begin to operate with more autonomy as they become comfortable with subsequent tasks and processes. Higher priority would be placed on outreach and the development of inventories during the winter months, as inspections become significantly more difficult in inclement weather. As spring emerges in 2015, GreenCorps members would be utilized in the field, ensuring that implemented BMPs were functioning properly, and representing the best use of District resources.

3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position.

The Cost Share program is a relatively new addition to the District's departmental structure. Since its incorporation in 2011, the popularity and stakeholder interest in this program has increased exponentially. A single staff member has traditionally run the department with success; however, priorities have focused on processing new applications, rather than following up on past projects for maintenance assessments and functionality. The inclusion of a GreenCorps member within this program would not constitute a staffed position as the responsibilities outlined in previous questions represent a project undertaking to improve the department, rather than an ongoing position.

The GreenCorps position would instead be filling a necessary gap in the outreach and promoting stormwater management in priority subwatersheds, where BMPs will get a much greater water quality benefit for the funding spent.

Community Need/Involvement

1. Describe why you chose this area, including a discussion of how the proposed project will have a positive environmental impact on the community(s) that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations.

The Cost Share program strives to address mutual water resource concerns shared by the MCWD and stakeholders through the support of projects seeking to exceed District rule requirements and extend the greatest benefit to water resources. As awareness of this program spreads and the department evolves, additional support will be needed to ensure that the greatest benefit is achieved through allocation of District resources. Cost Share embodies the tie between MCWD staff and the public, providing the opportunity to improve the quality of water resources at limited cost.

Including a GreenCorps member within this program will provide additional benefit to the public by effectively assessing the functionality of BMPs associated with department projects. Confirmation of proper installation and function will allow the Cost Share program to refine its approach with new applications by reaching a determination on which BMPs provide the most benefit per cost. While simultaneously developing and participating in outreach initiatives, this position will bridge the gap that exists between current Cost Share applications, and rectifying missing inspections and follow up needs of past projects.

2. What opportunities do you see for broader involvement by community members, including mobilizing volunteers, with the MN GreenCorps project(s) you are applying for?

The Cost Share Program is housed within the Education and Communication Department, and works closely with them on process and outreach. This position would inform the public about the opportunities that are available through the watershed district and how improving your property leads to an added water resource benefit. Ideally individuals would lead by successful example.

Assistance with MCWD Cost Share application – By continually refining the application process to increase efficiency and tailor the process to community involvement, more voluntary water resource benefits are likely. Hearing about the new, refined process and how it benefits your property can spread through positive experience, as well as through outreach events.

Recruiting for Master Water Stewards – Continual exposure to our program may lead others within the community to recognize their passion for protecting water resources. Reinforcing the positive aspects of the process and highlighting the benefit incurred as a result of the property owners action and commitment, recruitment into a more focused water resource group may be the next logical step.

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully engaged in the project? Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

The Freshwater Society and the Minnehaha Creek Watershed District have launched a 3 year pilot program to protect water quality in Minnesota. The new Master Water Stewards program is certifying and supporting community leaders to install pollution prevention projects that educate community members, reduce pollutants from urban runoff, and allow more water to soak into the ground before running into storm sewer systems. Modeled after successful Master Gardener programs, volunteer community leaders participate in a 50-hour program of courses and projects. The participants of the 2013 through 2015 classes must be residents of the Minnehaha Creek Watershed District.

The Freshwater Society currently has a GreenCorps member working with the Stewards. At MCWD, we see our GreenCorps member helping with the goals and initiatives brought forth by the Freshwater Society, such as:

- *Assisting with targeted outreach designated by both MCWD and the Master Water Stewards*
- *Helping Facilitate events within communities of these priority management zones.*
- *Working with MCWD Cost Share Specialist and Master Water Stewards to implement capstone projects and guide them through the MCWD Cost Share Program process.*
- *Follow up with past Master Water Stewards on past capstone projects, through site inspections, guided*

maintenance of their BMPs, and future targeted outreach that may incorporate hosting an event showcasing their project.

Organizational Capacity and Commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members.

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 cost effective use of public funds.

The Minnehaha Creek Watershed District (MCWD) is the local unit of government responsible for managing and protecting the water resources of the Minnehaha Creek Watershed in parts of Minneapolis, Minnesota, and its western suburbs. The MCWD is responsible for 181 square miles that drain into the Minnehaha Creek and ultimately the Mississippi River. The watershed includes Minnehaha Creek, Lake Minnetonka, the Minneapolis Chain of Lakes, and Minnehaha Falls. There are eight major creeks, 129 lakes, and thousands of wetlands within the MCWD. The MCWD also includes all or part of 27 cities and two townships in Hennepin and Carver counties. The MCWD uses scientific research and monitoring, public education, grant programs, permitting, and collaborative initiatives with local governments, agencies, and residents, to protect the region's lakes, rivers, and streams. Protecting and managing these resources is important for recreation, fish and wildlife, the environment, and property values. Established in 1967, the MCWD was created under the Minnesota Watershed District Act. The 1955 act charged watershed districts with integrating water management efforts among city, county, and state agencies. Districts receive funding through local property taxes.

The District has 30 full time staff, that are highly qualified in the field of natural resource management.

2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate.

Prompts for each focus area:

- Air quality— status of data collection (e.g., B3); progress in developing non-motorized transportation plans (e.g., bicycle plans or comprehensive plans); commitment to reducing Greenhouse Gas (GHG) (e.g., ICLEI, mayor's climate pact, etc.); current outreach efforts.
- Waste prevention/recycling – current status of recycling/organics program; how your organization will measure progress in waste reduction/recycling.
- Living green – experience with environmental campaigns and outreach efforts; recent efforts in working with the public; budget for materials/supplies for public outreach; community assets available.
- Green Infrastructure – organization's level of support for local foods, forestry, and/or stormwater program; Tree City USA standing; inventory status (for trees or stormwater Best Management Practices (BMPs)); current outreach efforts related to local foods (e.g., Minnesota Grown), stormwater (e.g., Blue Thumb), and/or forestry (e.g., Arbor Day).

Current Efforts and Activities Reflect Commitment and Expertise the District can provide to supporting a MN GreenCorps member.

At MCWD, we work in a lot of team based operations, where I am consistently getting help or opinions from other departments. The MN GreenCorps member would be no exception. They would get overall guidance from me, the onsite-supervisor, but they will get continual 1-1 guidance and education from other staff they may be working with to complete a task. For example, the member may get recommendations from the site supervisor on what to prioritize for the week and which tasks to work on, and who to communicate with to complete all tasks. If one of the tasks was to update the GIS map and GreenCorps member had questions on how to update the map, the member may work on the map with the GIS Specialist directly to complete this task. The District is a Blue Thumb Partner, and we would have a lot of information from them on training and educational materials. These materials, coupled with guidance and education through site inspections with the Cost Share Specialist will help get the GreenCorps member up to speed on how to evaluate an existing BMP as well as how to monitor if it is functioning properly.

3. A host site supervisor must be able to provide **at least 0.08 full time equivalent (FTE) per member**, which equates to a **minimum of 3.2 hours each week** to review member activities, provide guidance, and set future goals. **The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.**

Please provide the contact information, and background/qualifications of the staff member(s) in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member(s) from September 2014 through August 2015.

Information for primary on-site supervisor:

Focus area: Green Infrastructure-Stormwater

Supervisor name: Brett Eidem

Title: Cost Share Specialist

E-mail: beidem@minnehahacreek.org

Telephone: (952)-641-4523

Describe the background and qualifications of the supervisor: 3 years experience working at Minnehaha Creek Watershed District and Ramsey-Washington Metro Watershed District. Graduated from North Dakota State University in 2011 with Bachelor of Landscape Architecture and Bachelor of Science in Environmental Design
2011-2012 MN Green Corps Member- Green Infrastructure

Information for primary on-site supervisor (if applying for a second member):

Focus area: _____

Supervisor name: _____ Title: _____

E-mail: _____ Telephone: _____

Describe the background and qualifications of the supervisor: _____

4. Minnesota GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not necessarily bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.

The cost share specialist will be working with the GreenCorps Member the most, so I will dedicating at least 4 hours a week to the member for one on one project and skill development. We will work with other departments to help the GreenCorps member gain a much more rounded and complete experience with the District. We also would be willing to provide multiple training classes hosted outside the office for the GreenCorps member to further their education in a water resource based career. The member would attend trainings like BWSR Academy, where about a 1/3 of the MCWD Staff will attend a three day workshop on a variety of water resource based topics. Others may be Stormwater U workshops such as Stormwater BMP Implementation and Maintenance workshops. Other opportunities could include attending the Water Resource Conference, NEMO workshops, or other stormwater workshops member may have interest in attending.

5. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed?

The District has funding allowed for creation of public outreach materials that may go beyond what can be created at the District (we have two color printer/copiers for up to 11x17 documents, and 1 large format plotter).

6. Describe the office space (with approximate square footage) the member will occupy and the equipment and services that will be made available to allow them to carry out their work (computer, telephone, email address, etc).

Other Material resources the District may have for the GreenCorps member would include, but not be limited to:

- *A workspace with computer for office use.*
- *Computer programs like Microsoft Office to complete daily tasks.*
- *District Vehicle for occasional site visits*
- *Access to computers with GIS capabilities*

7. Is your organization able to assist your member in securing local affordable housing? (not required) Yes No

8. Transportation requirements for member service activities: *Please keep in mind that some of our member applicants may not own a personal vehicle.*

- An organizational vehicle is available for service related activities.
- Personal vehicle may be necessary for member tasks and host site can reimburse mileage.
- Personal vehicle may be necessary for member tasks and host site *cannot* reimburse mileage.
- Public transit and/or a bicycle is adequate for the MN GreenCorps member to complete his/her tasks
- Bus passes/tickets for member service activities are available from the host site.
- Service activities will not require much if any travel.

Note: Transportation for member service activities is *not required* by host sites.

Outcomes

Review the overall program performance measures, as well as those associated with the position descriptions your organization is interested in. (See the *Host Site Application Guide*)

1. What are the estimated results of the member's service activities?

It is our desire that the GreenCorps member will be able to inspect all current Cost Share BMPs and statistical analysis on overall maintenance needs, prioritize BMPs needing maintenance and develop a plan to communicate with homeowners on how to address any issues with maintenance to keep BMPs functioning properly. It is our hope that by the fall/winter of 2014 we will have identified priority subwatersheds and priority neighborhoods/communities within these subwatersheds to start a targeted outreach on stormwater management. By the end of the member's service, we would hope to have engaged

multiple community groups within these subwatersheds and have created partnerships with both public and private property owners with an intention to address the stormwater draining off their site.

2. Describe how the results identified above will contribute to the overall program outputs and outcomes, as well as the specific position description.

The Cost Share Program has been moving towards this more holistic approach of implementing residential stormwater BMPs in targeted areas to get better water quality treatment for staff's efforts. This project will not only create more community engagement through the education and outreach, but by implementing BMPs within a priority management area as more of a community movement, we will create a sustainable consciousness to how the community affects its surrounding natural resources.

3. What methods and tools will be used to measure project effectiveness?

The GreenCorps member would determine a way to represent data visually per city/subwatershed. This would not only be for the inspections and maintenance, but also have the member develop a way to visually show all of the community members they have engaged with and how those connections were made. We have a project calculator (developed by Wenck Associates) that can help determine the cost effectiveness of each BMP, from Total Suspended Solids (TSS) Removal and Phosphorus (P) Reduction to size and area of treatment. When I was a GreenCorps member at Ramsey-Washington Metro Watershed District, I created a BMP Inspection and Maintenance guide based on inspections I had done on city owned BMPs within the District. The new member could use this as a guide, but I would like them to come up with their own way of communicating the information using what they have learned throughout their term of service.

Sustainability

1. How does this project fit into your organization's long-term goals?

This project will hopefully reiterate the importance of water quality management and really bring it to a homeowner's level to grasp the concept. This project will help strengthen the understanding of stormwater management within the community. 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 cost effective use of public funds. This new structure for targeted outreach in priority management zones will be an effective use of public funds. It will continue to be used as a cost effective way to achieve our District's goals, while strengthening our outreach and leave a lasting impression in the community.

2. How do you see this work continuing after the MN GreenCorps members complete their service?

We assume that this project will set a precedent for the direction the program will shift towards with a stronger and longer lasting engagement between the community and the District. This type of outreach will help empower the community to make informed decisions on protecting waterbodies nearby. The GreenCorps member will create partnerships with communities that will hopefully implement stormwater BMPs in the future and change the long term perception on what they can do to help maintain the quality of water in their area. The member will also help with the Master Water Stewards outreach, which is an ongoing commitment to help spread the education on stormwater management and what individual homeowners can do to play their part in the protection of our water resources.

Current or past Host Sites only

1. Identify the program year you participated in, focus area, number of members hosted.
2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you might build on these results if awarded another member.
3. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results.

Note: For current or past sites, site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with MN GreenCorps program staff may be taken into consideration.

III. Board Resolution/Letter(s) of Support

If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be selected (see example). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

We do not have a resolution signed by the MCWD Board of Managers supporting MCWD being a host site for a GreencCorps member. However, we can obtain this before host sites are chosen. We will have one drafted and bring it before the Board in June. Please let us know if it would be needed before then.

Attached: Interim-Administrator Letter of Support

MCWD GreenCorps Supervisor Letter of Support

Note: A Board resolution **must** be obtained before an agreement is executed, if applicable.

Please also provide letters of support from other partner organizations or even internal departments that MN GreenCorps members may provide substantial service to.