Minnesota GreenCorps Host Site Application Guide
Program year 2020-2021

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 2020-2021 Minnesota GreenCorps program year. Please review this document and all appendices carefully before submitting an application. Host site application instructions are outlined in section VII.

Note: Operation of the 2020-2021 program year is contingent on receiving funds from ServeMinnesota and the Corporation for National and Community Service. Confirmation of funds may not be available prior to the application deadline.

Applications are due electronically by 5:00 p.m., Central Time on Wednesday, March 18, 2020, to mngreencorps.pca@state.mn.us.

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I. Program overview

What is AmeriCorps?

AmeriCorps is a national service program that connects more than 80,000 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 16 in the state of Minnesota, that provide service opportunities for Americans who want to give back to their communities.

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

What is Minnesota GreenCorps?

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

Minnesota GreenCorps, coordinated by the Minnesota Pollution Control Agency (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.
- 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.
- Increase individuals knowledge and change their behaviors related to the environment
- Train new environmental professionals.

For the 2020-2021 program year, Minnesota GreenCorps anticipates placing and supporting up to 42 full-time AmeriCorps members (each serving 1,700 hours). The 42 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 2020.

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

Program focus areas

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

1. Air pollutant reduction
2. Green infrastructure improvements
3. Waste reduction, recycling, and organics management
4. Community readiness and outreach

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. Full position descriptions for the focus areas are outlined on page 4.
Program outcomes and performance measures

Host site organizations will be selected in part for their commitment and ability to contribute to program outcomes and performance measures. The service project may address any of the performance measures in any of the categories. Projects must align with at least one performance measure outlined below; alignment with two or more measures is encouraged. Performance measures are subject to change based on feedback from our funders. Members and host sites are required to report project activities and progress towards program outcomes and performance measures to the MPCA quarterly, as well as a comprehensive end of year report.

AIR

☐ Improve air quality: members will implement air quality improvement measures and education aimed at reducing air pollutants (i.e. fine particles, toxics, GHGs) through avenues such as reducing vehicle miles traveled or electrified, BTUs or Therms, etc.

☐ Retrofit public structures: members will apply energy conservation measures to improve the thermal performance of public buildings/structures. Retrofitted structures will result in reduced energy consumption and/or reduced energy costs.
  
  Input estimated results (i.e. # of public buildings retrofitted)

LAND & WATER

☐ Reduce nutrient pollution: members will implement nutrient reduction efforts, resulting in pounds of phosphorus removed, pounds per year of total suspended solids (TSS) removed, and/or chloride reduction.

☐ Improve public lands: members will implement best management practices to treat and improve acres of public lands through activities such as removing invasive species, planting native trees, seeding prairie, etc.
  
  Input estimated results (i.e. # of acres improved)

WASTE REDUCTION

☐ Reduce food waste through organics recycling: members will implement waste prevention or organics recycling resulting in pounds of organics prevented or diverted from the waste stream. Projects should focus on residential, institutional, or other public facilities.

☐ Divert waste: members will integrate sustainable waste management practices into daily operations at host site and community facilities to recycle, compost, prevent, or otherwise divert material from the waste stream.
  
  Input estimated results (i.e. # pounds of waste diverted)

OUTREACH & EDUCATION

☐ Educate or train individuals in environmental stewardship: members will educate and/or train individuals on environmental stewardship to improve land, air, and water quality.

☐ Motivate individuals to change behavior or promise to change behavior: members will provide education and training that will result in individuals changing behavior or making a promise or pledge to change behavior to lessen environmental impact.

☐ Mobilize and/or engage volunteers in community service projects: members will recruit, train, and/or engage community members in local service projects.
  
  Input estimated results (i.e. # of individuals receiving education)

  Input estimated results (i.e. # of individuals committing to behavior change)

OTHER

☐ This project engages areas of environmental justice concern, per the EJ Story map.

☐ This projects addresses chloride reduction (i.e. road salt and water softeners)

  Input estimated results (i.e. mechanism for chloride reduction)
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, as well as preparing members for a career in the environmental field by providing valuable knowledge and skill-building opportunities, guidance, mentoring, and training.

II. Position descriptions

Full position descriptions for the Air pollutant reduction, Green infrastructure improvements, Waste reduction, recycling, and organics management, and Community readiness and outreach focus areas are found on the following pages. Responsibilities and activities will vary depending on the host site and the project focus area. Members and host sites are expected to achieve the measurable outcomes and performance measures, found on pages 2-3. As needed, the MPCA will work with the member and host site to refine project measures throughout the term of service. Service will be performed at host site facilities, which may include schools, office buildings, police and fire departments, public works, park and recreation centers, vehicle maintenance facilities, etc., with daily computer and telephone use. Position descriptions are subject to change based on information from our funders.

Air pollutant reduction member position

Service position summary

Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to decrease the overall energy use of buildings and vehicles through benchmarking/assessment, engagement, and implementation of conservation and efficiency measures (such as scheduling of HVAC/lighting systems or fleet reservations, equipment retrofits or replacement, expanded multimodal transportation to reduce vehicle miles traveled, employee engagement and behavior change campaigns). Encourage the transition to clean energy sources for building operations and vehicle refueling. Reduce emissions of air pollutants (e.g., fine particulates, toxics, GHGs) and strengthen the resilience of communities through greater preparedness for challenging circumstances, including adapting to Minnesota’s changing climate. Address the impacts of more frequent freeze-thaw cycles and ice formation by improving facilities and transportation management/application of chloride (road salt). Interact with applicable state agencies, utilities, community organizations, and non-profit green building, green fleet, and/or green transportation programs (through campaigns, workshops, events, media, etc.).

Essential functions and measures for project success

- Assist with the collection, benchmarking, and reporting of baseline and current data on energy and water use and GHG emissions for public buildings using existing databases and tools such as the state of Minnesota Buildings, Benchmarks and Beyond (B3), ICLEI and/or Energy Star.
- Retrofit public structures to improve energy efficiency, which includes implementing energy conservation measures to reduce operational energy consumption, upgrading thermal performance, or improving building maintenance. (Examples include aligning the operation of lighting and HVAC equipment with occupant schedules, upgrading to more efficient lighting or equipment, customizing facilities operations manuals, installing smart power strips/sensors/vending misers, exploring plug load/information technology power management strategies. A building is considered retrofitted if the combined energy savings total at least 10,000 kWh per year for structures 15,000 square feet or greater, and prorated for smaller structures.).
- Identify and facilitate state/local government opportunities to finance energy audits, retrofit projects and retro commissioning through the Guaranteed Energy Savings Program (GESP), Local Energy Efficiency Program (LEEP), Energy Savings Partnership, state master contracts, or opportunities as applicable.
- Engage employees to change commuting habits and to make energy and water saving behavioral changes at work and home.
• Encourage reduction of vehicle miles traveled and improved air quality through safe routes to school, biking and walking initiatives (active living), improved vehicle and fleet efficiency, complete streets planning and implementation, education about multi-modal transportation, and facilitation of safety and infrastructure improvements.
• Implement transportation projects with measurable outcomes that reduce vehicle miles traveled by substituting walking, biking, and public transit methods to reduce emissions and improve public health.
• Promote and encourage the use of hybrid and 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.
• Promote emission reductions to community members through educational campaigns that target practices and behaviors that alleviate air pollution (i.e., air alert education, carpooling, public transit, biking, car sharing), and those that contribute to air pollution (i.e., burn barrels, gas-powered lawn equipment, backyard fires, vehicle idling, single occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).
• Assist facilities management and public works to incorporate best management practices for chloride (road salt) prevention (improved snow removal equipment), product storage, and application.
• Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with energy conservation and transportation-related practices.
• As applicable, coordinate above activities with the implementation of buildings and lighting, transportation, renewable energy, and community resilience best practices, including those referenced in the Minnesota GreenStep Cities program.
• Assist local governments and their partners with planning on how to institutionalize ongoing savings in energy and water usage and reductions in vehicle miles traveled and vehicle emissions through tracking and follow-up, revised building and vehicle operations and maintenance practices, program marketing, and continued employee engagement.
• Identify, engage, and assist local governments in developing outreach on wood smoke reduction from recreational fires and/or wood heaters.

Marginal functions (not to exceed 340 hours)
• Mobilize volunteers to assist in the implementation of activities.
• Assist with additional sustainability-related projects as outlined in the green infrastructure improvements, waste reduction, recycling and organics management, and community readiness and outreach position descriptions within the host site community. Host sites are required to outline these activities in the member’s work plan.
• Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.

Green infrastructure improvements member position

Service position summary
Assist local government(s), nonprofit and community-based organizations, and their partners to strengthen community resilience by implementing green infrastructure practices related to stormwater management and community 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 the proper application, assessment, and science behind stormwater best management practices (BMP)s or urban forestry practices. Members will assist in collecting, managing, and analyzing data for stormwater BMPs and 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 stormwater runoff, including chloride, and urban trees among community organizations. Please note: member activities cannot meet requirements or compliance for stormwater permitting.

**Essential functions and measures for project success**

- Inventory existing stormwater BMPs, including green infrastructure practices (rain gardens, permeable pavement, green roofs, swales, etc.), public trees, 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, trees, reducing runoff of pollutants, and proper application of chloride.
- Identify local chloride management strategies and provide community-specific outreach and education to chloride applicators.
- Assist with development or improvement of an existing urban and community forest management plan, tree care ordinance, Arbor Day celebration, or other community forest improvement plan.
- Work with local government(s) staff, officials, community organizations, and citizens to implement green infrastructure practices, using programs like Blue Thumb.
- Use existing resources/calculators [e.g., Minnesota Stormwater Manual, minimal impact design standards (MIDS) calculator] to quantify the benefits of green infrastructure practices (greenhouse gas reduction, pollutant load reductions, etc.).
- Mobilize volunteers to improve public land through activities such as clearing of natural debris, planting resilient plants and trees, and invasive removal.
- Work with local government(s) to implement urban and community forestry best practices, including assisting with developing contingency plans for increased diversity, pest management, invasive species, and other environmental needs related to climate change.
- Use existing calculators (i.e., [www.itreetools.org](http://www.itreetools.org)) to quantify the benefits of urban trees (greenhouse gas reduction, water quality, etc.).
- Implement and/or expand community outreach efforts related to forestry.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with stormwater or urban and community forestry-related practices.

**Marginal functions (not to exceed 340 hours)**

- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the air pollutant reduction, waste reduction, recycling and organics management, and community readiness and outreach position descriptions within the host site community. **Host sites are required to outline these activities in the member’s work plan.**
- Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.

**Waste reduction, recycling, and organics management member position**

**Service position summary**

Provide expertise and assistance to strengthen community resilience through waste prevention, recycling, prevention of wasted food, and composting/organics management. Increase knowledge about opportunities for production of local foods and ways to prevent food from being wasted. Members will assist in tracking the amount of food that is prevented from being wasted or rescued and sent to a food recovery organization, the creation and/or improvement of local food systems, including increasing access of community members to and education about healthy, sustainably grown food. Support host sites and/or their constituents in efforts to
integrate sustainable waste management practices into daily operations. Educate community members, students, teachers, school administrators, and facility operations staff or members of the public on waste prevention and recycling issues. Member projects will serve to improve host communities’ capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience.

**Essential functions and measures for project success**

- Implement or assist with initiatives to reduce or prevent waste generation, launch or improve organization-wide recycling, and/or launch or improve organization-wide organics management programs. Collect baseline data prior to project implementation, track and report results after implementation.
- 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.
- 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.
- Work with local units of government or existing groups to set up pilots on educating people on preventing food from being wasted.
- Create innovative ways to capture food that would be wasted and recover it for human consumption.
- 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. Include education on proper storage of produce, expiration dates and ways to minimize food from being wasted.
- Capture food from farmer’s markets that would otherwise have been wasted and bring to food rescue organizations to be distributed.
- Increase access to locally grown food through implementation and/or improvements to farmer’s markets, community gardens, and farm-to-school programs.
- Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior with waste reduction and organics management related practices.
- Document best practices through case studies and/or “how to” guides.
- Develop a cost and benefit analysis of waste reduction, recycling, and organics programs.

**Marginal functions (not to exceed 340 hours)**

- Mobilize volunteers to assist in the implementation of activities.
- Assist with additional sustainability-related projects as outlined in the air pollutant reduction, green infrastructure improvements, and community readiness and outreach position descriptions within the host site community. **Host sites are required to outline these activities in the member’s work plan.**
- Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.

**Community readiness and outreach member position**

**Service position summary**

Provide outreach, education, and assistance to residents and community-based organizations to raise understanding and increase best practices pertaining to chloride reduction in surface water, air pollutant...
reduction, green infrastructure improvements, waste reduction, recycling, and/or organics management. Work with local government(s), school districts, nonprofit and community-based organizations, and their partners to adopt and implement sustainability practices at the host site and/or in the community. Member projects will serve to improve host communities’ capacity and readiness to respond to the impacts of climate change by advancing sustainable practices, improved infrastructure, and increased knowledge, engagement, and resilience of residents.

**Essential functions and measures for project success**

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

  **Air pollutant reduction:**
  - Promote energy conservation best practices that are low cost and reduce energy usage at home, work, and school.
  - 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.
  - Promote emission reductions to community members through educational campaigns that target practices and behaviors that alleviate air pollution (i.e., air alert education, carpooling, public transit, biking, car sharing), and those that contribute to air pollution (i.e., burn barrels, gas-powered lawn equipment, backyard fires, vehicle idling, single occupancy vehicles, and low-efficiency wood-burning boilers/stoves/fireplaces).

- **Green infrastructure improvements:**
  - Promote stormwater best practices that are low cost and prevent or reduce surface water runoff and pollution.
  - Provide community outreach to increase awareness and management of stormwater runoff and urban trees.

- **Waste reduction, recycling, and organics management:**
  - Promote resources to strengthen community resilience through waste prevention, recycling, composting/organics management, and food waste prevention.
  - Provide community outreach and education on local food production, food waste prevention, increasing the capture and distribution of reusable materials, waste prevention, and recycling.

- **Chloride reduction:**
  - Provide outreach to communities on the harmful effects of chloride (i.e. road salt and water softener discharge) on the environment, including water quality, plants, soil, wildlife, and infrastructure.
  - Promote best management practices to communities, including residents, policymakers, and businesses that reduce chloride application and discharge.
  - Provide additional support to host organization’s sustainability-related education activities. This could include development of regional environmental events or fairs which bring local businesses, nonprofits, and government resources together to educate residents on an array of environmental and energy products, technologies, services, and actions.
  - Support host organization’s outreach and technical assistance activities, including dissemination of key messages via host organization’s website and, as appropriate, social networking tools.
  - Work with local governments and their partners to ensure education strategies and materials are appropriate, informative, and accurate. Distribute and, where appropriate, refine existing educational materials, including for school-age audiences.
  - Conduct surveys or collect pre/post information from participants in trainings, events, workshops, etc., on commitments to change and changes in behavior to more sustainable environmental practices.
Marginal functions (not to exceed 340 hours)

- Mobilize volunteers to assist in the implementation of activities.
- Inform and educate host site employees, community organizations, and citizens about member projects and accomplishments via media and public outreach efforts.

III. Minnesota GreenCorps/MPCA responsibilities

The MPCA, acting through the Minnesota GreenCorps program coordinators, 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 coordinators are employees of the MPCA.

A. Member selection and termination process

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

B. Member management

- Member training: The MPCA is responsible for coordinating the logistics and scheduling the member trainings that occur throughout the year. The MPCA will reimburse travel expenses for members to attend Minnesota GreenCorps-sponsored training if the member is eligible for travel reimbursement. Member orientation topics will include AmeriCorps/Minnesota GreenCorps policies and procedures; OnCorps Reports (the online reporting system for AmeriCorps programs); reporting requirements; training in topic areas; and safety, including right-to-know and emergency procedures.
- Oversight: While the host site will provide day-to-day supervision, the MPCA will communicate regularly with the host site supervisor to ensure that the tasks and activities of the member project align with the position description and goals of the Minnesota GreenCorps program and the MPCA. The MPCA will work with the member and host site to refine project measures throughout the term of service. The MPCA is also responsible for data compilation and reporting to interested parties including ServeMinnesota and CNCS, MPCA management, and other interested parties.
- Mentors: The MPCA will provide each Minnesota GreenCorps member with a mentor that will provide additional 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. The MPCA, Minnesota GreenCorps member, and site supervisor will schedule site visits.
- Monitoring program requirements: The Minnesota GreenCorps program coordinator will track and monitor each member’s progress in completing program requirements.
- 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, childcare
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, and reporting requirements.
- **Site Visits:** The Minnesota GreenCorps program coordinators 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 Host Site Agreement and work plan, celebrate success, and provide assistance in problem-solving areas in need of improvement.
- **Monitor and approve in-kind:** The Minnesota GreenCorps program coordinators 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 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 and the host site organization will need to cover the fingerprinting cost. If a site supervisor is a resident of a state other than Minnesota, a background history check is required through their state of residence. Site participation in the Minnesota GreenCorps program is contingent upon passing all background checks.

## IV. Requirements of host sites

### Host site responsibilities

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

- **Member identification:** 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), introductions to internal and external partners, explanation of site policies (including dress code and confidentiality), rules of conduct, site expectations, safety measures including right-to-know and emergency procedures, etc. Support members as necessary in their required activities with ongoing training and/or volunteer management.
- **Workspace:** Provide dedicated workspace for members to complete the tasks of their project at the start of the program year and throughout the 11-month service term. 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. The host site is required to provide the member a host site e-mail address.
• On-site training: Invite the Minnesota GreenCorps member to participate in relevant on-site training and/or staff meetings. Minnesota GreenCorps members will record this time toward their service hours.

• Work environment: Maintain a work environment that is welcoming, respectful, and free of harassment and discrimination, and safe. Name badge: Provide the member with a name badge, if required, according to the personnel policies of the host site.

• Reasonable accommodation: Members with mental or physical disabilities have the right to request reasonable accommodations through their host site. The host site should work closely with the Minnesota GreenCorps program coordinator and the MPCA’s Human Resource Office to support and respond to such requests.

• Grievance procedures: Discuss work problems with members, engage in informal problem solving, and (if required) support the Grievance Procedures included in the Member Service Agreement.

• Attend supervisor training: Participate in a one-day site supervisor orientation at the start of the program year to learn roles and responsibilities. If a host site is unable to attend the supervisor training, they must let the MPCA know in writing and they are required to have a representative from the host site attend the full training and share the content with the supervisor.

• Approve timesheets: Verify the member’s service hours by approving his/her/their 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 up to two site visits 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 Host Site Agreement and work plan, celebrate success, and provide assistance in problem-solving areas in need of improvement.

• Maintain open lines of communication: Maintain open lines of communication with the Minnesota GreenCorps member, Minnesota GreenCorps program coordinators, and MPCA professional staff in relation to the member’s role and performance.

• Discipline/termination (if necessary): Ensure that members comply with the terms of the Member Service Agreement. Host sites must be involved with resolving work problems of members and may be involved in the Grievance Procedures. The host site supervisor should work closely with the MPCA Human Resources staff on disciplinary action. A site may not decide to terminate a member. Only designated MPCA staff has the authority to suspend or release a Minnesota GreenCorps member from service for disciplinary reasons.

• Complete performance evaluations: Complete a mid-year and end-of-year member performance evaluation.

• Submit in-kind documentation: Submit bi-weekly in-kind reports through the OnCorps Reports online system, and provide hard copy documentation.

• Reportable and measurable outcomes: Review and approve the member’s quarterly reports on project progress in OnCorps, 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 (calculation based on hourly wage excluding fringe benefits), 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated minimum contribution per member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision (at least 0.08 FTE, 3.2 hours per week)</td>
<td>$4,000(^1)</td>
</tr>
<tr>
<td>Operating costs (office space, internet connection, phone connection,</td>
<td>$1,500</td>
</tr>
<tr>
<td>computer purchase or rental, office equipment)</td>
<td></td>
</tr>
</tbody>
</table>

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

Host sites will be required to provide written documentation verifying all in-kind contributions, including how expenses were calculated. Host site supervisors are required to report their in-kind supervision hours bi-weekly 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.

**V. 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, e-mail, and telephone access, and accessibility for people with disabilities. Up to 42 different host sites will be selected for the 2020-2021 program year. Members will be placed individually.

**Please submit one application for each member position request. Note: In an effort to allocate Minnesota GreenCorps member positions and resources to various communities, organizations will not generally receive more than two member positions per year. In order for an organization to be considered for more than one-member position, the request in each application must be for different member positions (i.e. air pollutant reduction, green infrastructure improvements, waste reduction, recycling, and organics management, community readiness and outreach).**

Placement will be from September 2020 through August 2021. Members will carry out one of four specific positions as outlined in this document.

**Current or past host sites** wishing to participate in the 2020-2021 program year must submit a new application proposing a distinct member project that is either unique to or builds from past member positions. Past participation as a host site does not guarantee selection for subsequent years of the program. Previous site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with Minnesota GreenCorps program coordinators will be taken into consideration.
Grant agreement

Each host site must formally enter into a grant agreement. The agreement will address the conditions of the award, including implementation of the project. Once the agreement is signed, the recipient is expected to read and comply with all conditions of the agreement. Note: If selected, host sites are required to be a registered vendor in SWIFT and will sign the grant agreement using DocuSign. To register, go to the Supplier Portal webpage SWIFT and click on the Vendor Registration Link.

Instructions

If your organization is interested in hosting a Minnesota GreenCorps member, please submit an application electronically to the MPCA by 5:00 p.m. Central time on Wednesday, March 18, 2020, to mngreencorps.pca@state.mn.us. (Letters of support and Board resolutions may follow later with explanation and expected timeline to receive them).

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

Completed application checklist:

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

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, familial status, gender identity, gender expression, 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.

<table>
<thead>
<tr>
<th>Project scope and outcomes</th>
<th>30 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Project goals, objectives, and member activities clearly defined</td>
<td></td>
</tr>
<tr>
<td>- Project aligns with Minnesota GreenCorps pre-scoped position description and program goals</td>
<td></td>
</tr>
<tr>
<td>- Ability of the proposed activities to meet program outputs and outcomes</td>
<td></td>
</tr>
<tr>
<td>- Defined methods and tools for measuring project effectiveness</td>
<td></td>
</tr>
<tr>
<td>- Estimated and realistic timeline to meet project goals</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Community need/involvement</th>
<th>20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Service activities meet environmental community need</td>
<td></td>
</tr>
<tr>
<td>- Opportunities for broader community involvement</td>
<td></td>
</tr>
<tr>
<td>- Opportunities to serve under-represented/economically disadvantaged communities</td>
<td></td>
</tr>
<tr>
<td>- Project engages areas of environmental justice concern, per the EJ Story map</td>
<td></td>
</tr>
<tr>
<td>- Service activities target new communities that have not recently received Minnesota GreenCorps assistance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational capacity and commitment</th>
<th>25 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Placement relevance to host site mission</td>
<td></td>
</tr>
<tr>
<td>- Experience and readiness of host site to implement proposed project</td>
<td></td>
</tr>
<tr>
<td>- Qualified and available supervisor available for member training and support</td>
<td></td>
</tr>
<tr>
<td>- Sufficient space and equipment for member</td>
<td></td>
</tr>
<tr>
<td>- Site is able to provide transportation for any necessary member service activities</td>
<td></td>
</tr>
</tbody>
</table>
- Financial/other resources available for member activities
- Placement does not replace, displace, or duplicate existing position

<table>
<thead>
<tr>
<th>Sustainability</th>
<th>10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- How proposed activities will continue after member involvement</td>
<td></td>
</tr>
<tr>
<td>- Long-term goals of organization</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current or past host sites</th>
<th>15 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- How past Minnesota GreenCorps projects have been sustained</td>
<td></td>
</tr>
<tr>
<td>- Previous site performance, including timeliness of in-kind and member reporting, site visit reviews, member support, and communication with Minnesota GreenCorps program coordinators</td>
<td></td>
</tr>
<tr>
<td>* New host sites automatically receive 15 points</td>
<td></td>
</tr>
</tbody>
</table>

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, especially those that will impact economically disadvantaged and underrepresented populations. The MPCA will consider the mix of organization type, geographic location, and other demographic factors in deciding the composition of host sites. The MPCA reserves the right to not award host sites in any or all of the project categories.

**Host site selection process**

1. After the application period closes, a committee of MPCA staff 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 in March and/or April 2020. **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 anticipated in late April 2020, 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. A sample agreement can be found on the Minnesota GreenCorps website at [www.pca.state.mn.us/mngreencorps](http://www.pca.state.mn.us/mngreencorps).
7. Estimated program start date is mid to late September 2020. Host sites must participate in a one-day orientation, which is anticipated to take place in September 2020. Members will be available for service at their host site location after a three-day orientation by the MPCA. The member’s first day on-site at their host site follows the three-day orientation which is anticipated to take place in September 2020.

**VI. Program information**

Minnesota GreenCorps service positions are for 11 months: beginning in September 2020 and concluding in August 2021. Full-time members must serve 1,700 hours during this term, which equates to around 40 hours a week, allowing for sick and vacation time. **The recruitment, application, and selection process for Minnesota GreenCorps members is administered by the MPCA.** However, potential host sites are strongly encouraged to promote member service opportunities to individuals familiar with their organization and the community in which the member would be serving. Encouraging a local candidate does not guarantee placement with an organization.
Member compensation and benefits

- Minnesota GreenCorps members will receive orientation and training from the MPCA and partnering agencies, as appropriate.
- Minnesota GreenCorps members will have the opportunity to devote up to 170 hours 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, which is disbursed bi-weekly.
- An offer of basic health insurance is provided by the MPCA.
- Upon completion of their term of service, members receive an AmeriCorps Education Award of up to $6,195 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/her/their 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/her/their service site.

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

Member code of conduct

Attendance

Members are expected to:

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

Program reporting

Members are expected to:

- Report actual service hours on timesheets daily.
- Submit timesheets for approval once every two weeks into the OnCorps reports online system to enable the site supervisor to approve by the due date.
- Complete an end-of-term program survey.
- In conjunction with the host site, submit quarterly updates to the MPCA on project progress on the forms and timeline determined by the MPCA, and a final report that includes lessons learned and project measures for success. The MPCA will work with the member and host site to refine project measures throughout the term of service. Additional measures/outcomes may be developed.
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/she/they will not be able to attend training. 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 Sustainability and Environmental Assistance manager.

Professionalism

Members are representative of their host site organization, 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 or offensive images that reflect negatively on the MPCA, Minnesota GreenCorps program, or host site on the internet.
- 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 email).

Member prohibited activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service (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. Voter registration drives.

J. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment; or write a grant application to the Corporation or any other federal agency.
   a. Per § 2520.40 AmeriCorps members may:
      i. Raise resources directly in support of a program's service activities.
      ii. Perform fundraising activities including, but not limited to, the following:
          1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read.
          2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers.
          3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals.
          4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization.
          5. Seeking donations from alumni of the program for specific service projects being performed by current members.

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

K. Clerical work or research unless such activities are incidental to the member’s direct service activities.

L. Providing abortion services or referrals for receipt of such services.

M. Such other activities as the Corporation may prohibit.

N. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purposes of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so. Nonduplication: Per § 2540.100, Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. In addition, unless the requirements of the nondisplacement clause (below) are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. Nondisplacement: Per § 2540.100, an employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

   1. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
   2. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
3. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

4. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
   a. Will supplant the hiring of employed workers.
   b. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

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

VII. Member eligibility requirements and qualifications

Eligibility requirements

- Must be 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.
- Must consent to and pass a background check.

Travel

- Some positions may require a valid driver’s license and passing a driving record check administered by the MPCA.
- Some positions may require access to a personal vehicle for transportation and travel.

Qualifications and skills

Education

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

Work skills

- Effective communication, presentation, and writing 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 initiative in work assignments, organize them, and complete them
• Ability to research and organize information
• Functional computer skills: word processing, spreadsheet, database

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

**Physical requirements**
Some positions may require the ability to perform fieldwork, sometimes in adverse weather, traversing rough terrain, and occasionally moving equipment.

**Performance requirements and expectations**
- Travel to the Twin Cities for orientation (September 2020). Depending on eligibility, travel expenses may be paid/reimbursed by Minnesota GreenCorps.
- Travel to attend four quarterly trainings. Depending on eligibility, travel expenses may be paid/reimbursed by Minnesota GreenCorps.
- Submit an online timesheet to report service hours once every two weeks.
- Submit quarterly and final project progress reports.
- Complete 1,700 hours.

While Minnesota GreenCorps members will be selected for placement based on their qualifications and commitment to service, host sites must understand that members may not necessarily bring 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 need to invest time in on-the-job training for the members.

**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. As questions arise, an updated FAQ will be available online at www.pca.state.mn.us/mngreencorps. All questions received will be listed on the FAQ. Questions will not be answered individually.
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 every two weeks. 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 2020, 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?

The minimum requirement is 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. Supervision time may exceed this minimum requirement depending on project and member needs.

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 a Minnesota GreenCorps member, but one organization must bear full responsibility for supervision, reporting, time-tracking, and other aspects of the Minnesota GreenCorps members’ work. Partnerships must be clearly defined.

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

The MPCA will make selection decisions. Time constraints 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 a Minnesota GreenCorps member in 2020-2021, can we apply again for another Minnesota GreenCorps member 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?

In an effort to allocate Minnesota GreenCorps member positions and resources to various communities, organization have historically not received more than two member positions and the MPCA anticipates a similar approach for the 2020-2021 program year. In order for an organization to be considered for more than one-member position, the request in each application must be for different member positions (i.e. air pollutant reduction, green infrastructure improvements, waste reduction, recycling, and organics management, community readiness and outreach). Organizations must submit an application for each member position request.

Can Minnesota GreenCorps members assist businesses?

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

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

Applying for more than one member does not make you any more or less likely to be selected as a host site. You might, however, be selected as a host site but only awarded only one member. In an effort to allocate Minnesota GreenCorps member positions and resources to various communities, organization have historically not received more than two member positions and the MPCA anticipates a similar approach for the 2020-2021 program year. In order for an organization to be considered for more than one-member position, the request in each application must be for different member positions (i.e. air pollutant reduction, green infrastructure improvements, waste reduction, recycling, and organics management, community readiness and outreach).

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

Yes. Your previous board resolution applied only to that service year, so a new resolution must be obtained for the 2020-2021 service year.

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

Host sites are expected to select one focus area for the project that a member will carry out, and identify that specific position type on their application. All positions allow for marginal function service activities where a member can assist with other sustainability-related tasks in the host community (not to exceed 20% or 340 service hours of the member’s time).

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

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

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

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

**Do we need to have our own 501(c) (3) status in order to apply?**

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

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

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

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

It is not required that the project fulfills all of the listed essential functions, the essential and marginal functions are guidelines for project tasks. However, the service project must align with at least one outlined performance measure; alignment with two or more measures is encouraged.

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

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

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

<table>
<thead>
<tr>
<th>Host site requirements</th>
<th>Meets requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host site is an eligible entity (government entity, school district, not-for-profit institution of higher education, or 501(c)(3) non-profit).</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>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.</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Host site understands and ensures that the member is not replacing the work of staff.</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Host site supervisor will set a schedule with the member.</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Host site will provide on-site training to member.</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Host site will provide a comprehensive host site orientation to the member during the first week the member is on-site in late September – early October 2020</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Supervisor is able to meet with the member a minimum of 3.2 hours per week (0.08 FTE).</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>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.).</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Supervisor will furnish an in-kind documentation letter, which details the in-kind office space expenses and the supervisor’s hourly wage without fringe benefits.</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Supervisor will approve/submit all reporting on time which includes: Member timesheets bi-weekly, Supervisor in-kind hours bi-weekly, Quarterly Reports</td>
<td>□ YES □ NO</td>
</tr>
<tr>
<td>Supervisor can attend host site orientation in September 2020</td>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>
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 2020-2021 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-scooped 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