



# Chesapeake Conservation Corps Host Organization Application Instructions 2020 – 2021



[www.chesapeakebaytrust.org](http://www.chesapeakebaytrust.org) / 410-974-2941

## AT A GLANCE

The Chesapeake Conservation Corps is designed to provide young adults with a professional experience in the environmental field, develop valuable career skills, and advance the influx of new leaders working on Chesapeake Bay issues.

**Deadline:**

January 9, 2020 at 4:00 pm

**Duration of Corps Member Service:**

Fulltime 12 month period  
August 18, 2020 – August 17, 2021

**Submit Your Application online:**

[https://www.GrantRequest.com/SID\\_1520?SA=SNA&FID=35166](https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35166)

## Introduction

Increasing community and individual stewardship is a critical component of efforts to restore local streams, rivers, and the Chesapeake Bay. The Trust has long focused on stewardship, awarding more than \$90 million in grants in our 35-year history to engage residents of our region in efforts to restore and protect our natural resources.

As part of this effort, the Chesapeake Bay Trust is proud to partner with the State of Maryland, BGE an Exelon Company, and the National Park Service to administer the Chesapeake Conservation Corps Program (the Corps Program). The purpose of the Corps Program is two-fold: The first is to enable stipend Corps Members to work with Host Organizations and communities to implement a wide variety of environmental projects and programs including those in the fields of restoration, environmental education, forestry, sustainable agriculture, energy conservation, and community engagement. The second is to provide leadership and training opportunities for young adults who may pursue environmental and conservation careers. The specific objectives of the Corps are to:

- 1) Promote, preserve and protect the local streams, rivers, the Chesapeake Bay, and the region's other natural resources;
- 2) Provide young adults with opportunities to become better professionals, leaders, and citizens through meaningful service to local communities and the Chesapeake Bay region;
- 3) Mobilize, educate, and train young adults to work with communities and schools to promote environmental and energy conservation actions needed to preserve, protect, and sustain the environment;
- 4) Provide opportunities for young adults, especially disadvantaged young adults, to be trained for careers that will be part of the emerging green economy; and
- 5) Advance the diversity and influx of young talent to both increase the accessibility to environmental careers and build the capacity of organizations working on Chesapeake Bay issues.

## Who are the Corps Members?

The Chesapeake Bay Trust anticipates placing 30-35 individuals in Host Organizations throughout Maryland with service to begin August 18, 2020. Individuals will be between the ages of 18 and 25 years at the time of enrollment and will include individuals with and without college degrees. They will serve a term of 12 months. The individual Corps Member will receive a stipend of \$19,000 per year. The individual Corps Member is expected to be covered under the Host Organization's general liability insurance for Corps Members. Given the Trust's goal of increasing diversity in the environmental sector and Bay stewardship efforts, people of color are strongly encouraged to apply to serve as Corps Members, and organizations aiming to work with and connect diverse audiences to environmental issues are encouraged to serve as hosts.

\*Host Organizations outside the state of Maryland should contact Tara Drennan to discuss an application prior to submission.

## Corps Host-Corps Member Match Process and Timeline

Due to interest in the Program, we anticipate that more applications to be Host Organizations and Corps Members will apply than can be accommodated in the program. The Trust will organize and determine placements based on the following criteria: 1) mutual match listings, 2) quality of the Corps Member application and the value they will receive from being accepted into the Corps, 3) quality of the Host Organization application and proposed experience offered to the Corps Member, 4) field of interest matches, and 5) geographic location constraints and needs of the Corps Member applicant.

Timeline:

|                       |   |
|-----------------------|---|
| Nov 2019-Jan 8, 2020  | Host Organization applications solicited  |
| Jan 9, 2020           | Host Organization application deadline  |
| Dec 2019-Mar 11, 2020 | Corps Member applications solicited. Eligible Host Organization applicants will be posted at <a href="http://www.cbtrust.org">www.cbtrust.org</a> for potential Corps Member applicants to view.                              |
| Mar 12, 2020          | Corps Member application deadline   |
| Mar 16-Apr 3, 2020    | First Round Review of Corps Member applicants   |
| Apr 8-May 18, 2020    | Applications of Corps Member Finalists made available to potential Host Organizations to view.  |
| May 5, 2020           | Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged)   |
| May 18, 2020          | All Host Organization applicants required to submit their list of Corps Member applicant placement choices and all Corps Member applicants required to submit their ranking of Host organization applicant placement choices. |

|                |   |
|----------------|---|
| May 26, 2020   | Placement offers to Corps Members begin. Host Organizations will be expected to agree to host any potential Corps Member identified in their match lists. |
| Mid-June, 2020 | Placement offers complete.  |
| Aug 18, 2020   | Service terms begin. <b>All Host mentors and all Corps Members will be required to attend an orientation event on August 18, 2020.</b>                    |

## Corps Member Activities

Host Organizations may suggest a wide range of activities to be undertaken by the Corps Member, including in the fields of environmental restoration, energy conservation, sustainable agriculture, forestry, community engagement, and/or K-12 environmental education. The activities must meet an identifiable public need, with specific emphasis on projects and programs that result in long-term preservation, protection, and conservation of the environment.

Host organizations' applications should clearly describe the types of environment, energy, outreach, agriculture, forestry, and/or education activities in which the Corps Member will be engaged, along with estimated quantified deliverables (e.g., number of students reached, number of Corps Members engaged, and square feet of rain garden implemented, number of homes for an energy audit).

### Examples of Environmental Restoration Projects include:

- Watershed restoration, including stream restoration, rain gardens, and other low-impact development projects
- Implementation of specific nutrient reduction activities, such as innovative stormwater practices (rain gardens, bio-retention cells), planting of bay grasses and oysters, installing living shorelines
- Implementation of green infrastructure projects to address problems like climate change, flood control, and pollution of nearby waterways.
- Working with communities to improve their environmental impacts and activities and to encourage environmental stewardship

### Examples of Energy Conservation Projects include:

- Implementation of community greening and urban tree canopy projects that create energy savings
- Assistance to schools in becoming "green schools" and reducing energy costs
- Promotion of energy efficiency of households and public structures within neighborhoods through energy audits, weatherization, and other on-site energy conservation measures – e.g., "green street" energy projects
- Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change
- Improvement of the energy efficiency of housing for elderly and low-income households
- Implementation of clean energy projects in communities to enhance the use of renewable energy, including free and low-cost energy audits

### Examples of Agricultural and Forestry Projects include:

- Implementation of agricultural best management practices to prevent or reduce nutrient runoff

- Working in partnership with the agricultural community on outreach and engagement projects to encourage stewardship
- Working with forestry programs to increase the amount of forested acres in the watershed
- Working with urban tree canopy programs

Examples of Education Projects include:

- Development of interactive environmental and/or energy conservation education programs for elementary and secondary school students and/or the public
- Development of curriculum targeted at training high school students and apprentices to obtain skills necessary to create and implement clean energy and climate resiliency projects in their communities and to compete for jobs in the emerging clean energy sector
- Assistance to schools to become “green schools” through hands-on projects with their students
- Building infrastructure to promote environmental education including outdoor classrooms, nature trails, public access to natural resources, and schoolyard habitats

Examples of Community Engagement Projects include:

- Development of environmental outreach tools and materials for a specific target audience
- Implementation of community-based restoration and conservation demonstration projects to engage citizens and encourage individual behavior change that will benefit watershed health
- Implementation of environmental and/or energy conservation awareness programs and projects to engage and educate citizens about the Bay and their local watersheds

The strongest Host Organization applicants will offer matching resources, describe work skills training they can offer a Corps Member, include optional professional development opportunities, and have strong partnerships with other organizations in which the Corps Member will be engaged. To increase likelihood of success when crafting your application, keep in mind that the Host Organization applications will be reviewed by two different audiences: Trust program staff and Corps Member applicants. It is extremely important that the types of activities listed in the narrative are indeed what the Corps Member would work on when they arrive at the organization. The best placements begin with an accurate and transparent description and clear expectations on both parties. Host Organizations should make clear in the application the types of work that would be required to accomplish the activities, such as the percentage of field versus office work. Host Organizations applications are welcome to include required responsibilities and/or a menu of options their Corps Member could work on which will then be narrowed based on the Corps Member’s interests if placed.

If placed, each Corps Member will work with their Host Organization and the Trust to expand the scope of work section of the application into a 12-month work program for the service term. This work plan will include specific responsibilities and quantifiable metrics in which the Corps Member will be engaged, including a capstone project led independently by the Corps Member that will be expected to comprise roughly 25% of the Corps Member’s time during the year-long service term.

**Ineligible Activities**

Corps Members may not:

- Participate in any partisan political activity while engaged in the performance of duties as stipend volunteers.
- Participate in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps Program.

- Undertake a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

## Eligible Host Organization Applicants

Eligible Host Organizations include:

- Non-profit organizations
- Elementary, middle, and high schools
- Community associations
- Service, youth, or civic groups
- Institutions of higher education
- Local governments (county or municipality)
- Units of state government

This Program continues to be extremely successful thanks in large part to the Host Organizations, whose mentors and other staff has been instrumental in providing mentorship and guidance greatly appreciated by the Trust. We encourage previous Host Organizations as well as new Host Organization applicants to apply. New Host Organization applicants, as well as Host Organizations that have *not* been matched with Chesapeake Conservation Corps Members for the past two consecutive program years (Program Year 2018-19 and Program Year 2019-20) will *not* be required to provide cash match for the stipend. To ensure the vitality and continuous growth of the Program and to demonstrate the utility of the Program as a vehicle for increasing the capacity of its Host Organizations, Host Organizations that have been matched with a Corps Member for the past two consecutive program years (Program Year 2018-19 and Program Year 2019-20) will be required to provide 10% of the Corps Member stipend (\$1,900).

**Multiple Corps Members Opportunity:** To increase the number of placement opportunities, Host organizations willing to commit match to fully support the cost (\$23,500) of one Corps Member will be matched with a second Corps Member supported by the funding partners, contingent upon approval of the Host organization's application and availability of matches. Federal, state and county government agencies as well as large nonprofit organizations with significant capacity to provide matching resources are highly encouraged to consider this option. Those interested should contact Tara Drennan. Host Organization applicants interested in this option will be required to sign and return the Multiple Corps Members Commitment Agreement by April 3, prior to the placement process, to enable placement offers to be made quickly.

Organizations not providing such support are permitted to submit requests for more than one position. However, due to high Host Organization demand, it is unlikely that any one organization will be awarded more than one Chesapeake Conservation Corps Member. Therefore, organizations with more than one individual mentor interested in participating are strongly encouraged to coordinate internally prior to submission. Corps Member positions that combine more than one program element are permitted.

## Host Organization's Responsibilities

The Host Organization has several responsibilities to the Program and its hosted Corps Member:

- 1) The Host Organization is expected to work with the Corp Member placed at their organization and with the Trust to structure the Corps Member's work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.
- 1) The Host Organization is expected to provide a Corps Member with desk or office space and

access to a phone and computer with internet access, provide parking or reimbursement for parking on-site, and provide mileage reimbursement for program-related travel, *including travel to program training activities and required site visits*. Host organizations must have office space.

- 2) The Host Organization is expected to cover the Corps Member under the Host Organization's general liability insurance for Corps Members in an aggregate amount of at least \$500,000 and list the Chesapeake Bay Trust as an "Additional Insured." The Trust is willing to be flexible on being listed as an Additional Insured for political subdivisions of the State of Maryland who are self-insured by Maryland State Law. However, coverage of the Corps Member is required of all Host Organizations.
- 3) The Host Organization is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.
- 4) The Host Organization is strongly encouraged, but not required, to provide costs (travel, registration, and lodging, if required) to enable the Corps Member to attend at least one professional conference during the service term.
- 5) The Host Organization is expected to designate a mentor to the assigned Corps Member; this mentor is expected to provide support and guidance to the Corps Member throughout the year. This is an important element of the program; both the mentor and the Corps Member should have mutual ownership over the Corps Member's experience.
- 6) Host Organizations that have been matched with a Corps Member for the past two consecutive program years (Program Years 2018-19 and 2019-20) must provide 10% of the Corps Member stipend (\$1,900). By submitting an application to serve as a Host Organization, Host Organization applicants who match this criterion are committing to provide these resources if a successful Corps Member match is made. If selected, the 10% cash match would be due on August 14, 2020.
- 7) By submitting an application in response to this solicitation, Host Organizations are committing to participate in the matching process and agree to accept a Corps Member if a mutual match is made. Host Organizations must be aware that given demand, there is a chance that they will not be placed with a Corps Member.

## **Corps Member's Responsibilities**

- 1) The Corps Member is expected to work with their Host Organization and the Trust to structure a work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.
- 2) The Corps Member is expected to participate in five trainings and three project days during the service year to advance knowledge on particular environmental topics, promote team building among the cohort of Corps Members, develop technical skills, and share information about best practices.
- 3) The Corps Member is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.
- 4) The Corps Member will be required to attend and present a poster describing their proposed year's activities at the Chesapeake Watershed Forum in October 2020, at the National Conservation Training Center in Shepherdstown, West Virginia.
- 5) The Corps Member will be required to participate in all other program components. A calendar of program events and deadlines will be provided to Corps Members at the start of the program year.

## **Chesapeake Bay Trust's Responsibilities**



- 1) The Trust will provide the Corps Member with a stipend of \$19,000 for the one-year, non-renewable service term.
- 2) The Trust will cover workers compensation, FICA, and payroll costs for the one-year service term.
- 3) The Trust will provide an orientation event, approximately five mandatory training experiences, and three Corps project days during the service term.
- 4) The Trust will make available the opportunity for Corps Members to apply for Chesapeake Conservation Corps Mini Grants for projects associated with their service work of up to \$1,250.
- 5) The Trust will provide registration costs for each Corps Member to attend the 2020 Chesapeake Watershed Forum, attendance at which will be required of Corps Members. The Trust will also provide registration costs for each Corps Member to attend the 2021 Watershed Forum.

## Contact

Tara Drennan, Senior Program Officer, 410-974-2941 x102, [tdrennan@cbtrust.org](mailto:tdrennan@cbtrust.org)

## Application Submission Instructions and Deadlines

Chesapeake Bay Trust applications are all submitted through an online system. To apply go to <http://www.cbtrust.org/chesapeakeconservationcorps>, click on “New Applicant” and follow the onscreen instructions. If you have not yet registered to use the system before you will have to create an account.

*\*Please note: The Trust's grant system works best in Internet Explorer, especially when uploading documents.\**

Applicants must submit proposals using our Online System by **4:00 pm on January 9, 2020**. Late applications will not be accepted, and the online opportunity will close promptly at 4:00 pm. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given the potential for high website traffic on the due date. The Trust cannot guarantee availability of Online System technical assistance on the deadline date.

In submitting this application to become a Chesapeake Conservation Corps Host Organization, you attest that all information provided is true to the best of your knowledge, and commit to being placed with a Corps Member for the service period and fulfill all host responsibilities outlined above.

## Proposal Instructions

When completing the online application process, you will be asked for the following information:

### Contact Information:

#### Organization Information

- 1) Organization Name
- 2) Address, Phone Number, and Website
- 3) EIN Number
- 4) DUNS Number
- 5) Geographical Area Served

Both an Executive Officer and a Chesapeake Conservation Corps Mentor, two separate individuals, must be identified for all applications. The Executive Officer and Corps Mentor must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application. If placed, the Corps Mentor will be responsible for managing the Corps Member, all project coordination, and correspondence with the Trust for the duration of the year.

Executive Officer of Requesting Organization: You will need to provide: name, title, phone, e-mail.

Chesapeake Conservation Corps Mentor: You will need to provide: name, title, phone, e-mail.

**Applicant Information:**

- 1) Organization Type
- 2) Organization Mission
- 3) Types of Activities: See the “Corps Members Eligible Activities” section in the RFP for description of each activity type.
- 4) Project Legislative Districts
- 5) Number of Corps Members Requested: Enter 2 if participating in the Multiple Corps Members Opportunity and committing match to fully support the cost (\$23,500) of one Corps Member. If not participating then enter 1.
- 6) Position Abstract (100 words maximum): Provide a general summary of the proposed Corps Member position. Please note, this will be the description of the position that is posted online and used to solicit Corps Member Applicants.

**Narrative:**

Narrative Upload: Please copy and paste the questions into a MS Word or PDF file not to exceed 4 pages of text addressing the following points. Then upload your completed narrative into the online application.

- 1) Position: Describe the types of restoration, energy conservation, agricultural, forestry, community engagement, and/or education projects and programs in which the Corps Member(s) will be engaged. Please include the specific activities and responsibilities the Corps Member will have within these programs and projects. Make sure to note the Corps Member’s role; which ones will be led by the Corps Member and which ones will be more of an assisting role. If applicable please include projected field to office ratio.
- 2) Impact: Describe any impact the Corps Member(s) will have on the organization, environment, or communities being served. If applicable provide a list of quantifiable outcomes to be accomplished by the Corps Member(s) (e.g. number of rain gardens installed, volunteers engaged, energy audits accomplished, students reached, etc.).
- 3) Advancement of mission: Describe how the service of the Corps Member will advance the mission of the organization.
- 4) Key Staff: Describe the staff member(s) who will work most closely with the Corps Member. What roles and responsibilities will these key staff have in supporting the Corps Member’s activities? Is a primary mentor identified and has this person served in a mentorship role in the past?
- 5) Value to Corps Member:
  - a. Describe any knowledge, skills, and/or experienced that will be enhanced from the proposed



position.

- b. If applicable describe any formal or informal professional development opportunities your organization can provide to a Corps Member.
- c. What type of careers do you see the Corps Member going into after spending a year working with your organization?

6) Budget of Matching Resources: Please provide a table indicating estimated costs for the resources the organization anticipates providing. Although the Trust covers the stipend, FICA, workers compensation and payroll costs there are other costs (both cash and in-kind) incurred by the host site. *Note that desk/office space, computer and phone access, free or reimbursed parking on-site, mileage reimbursement for program-related travel (including travel to the mandatory Corps trainings where estimates can range from \$500 - \$1000 depending on the location of the host site, the trainings, and not including carpooling), and coverage under the organization’s general liability policy for volunteers are requirements of participation in the program and should be listed as match.* Host Organizations are encouraged, but not required, to provide costs for the Corps Member to attend one professional conference during the service term. If you plan to do so, please list those costs under “Conference attendance costs” below. Host Organizations that have been matched with a Corps Member for the past two consecutive years must provide 10% of the stipend in the second to last line of the budget table. Please note that listing a resource below represents a commitment to provide that resource. You are encouraged to use the following format:

| <i>Example Budget Lines</i>  | <i>Value</i> | <i>Type of Match (Cash or In-kind)</i> |
|--|--------------|--|
| <b>Parking – required</b>  |              |  |
| <b>Mileage Reimbursement – required (for Corps trainings estimates can range from \$500-\$1000 depending on the location of the host site, the trainings, and <u>not</u> including carpooling)</b> |              |  |
| <b>Professional Development costs (conferences, webinars, courses, workshops, etc.) - optional</b>   |              |  |
| <b>Telephone/Internet - required</b>   |              |  |
| <b>Office Space - required</b>   |              |  |
| <b>10% of the stipend (\$1900) - required for two-consecutive-year Hosts</b>   |              |  |
| <b>Other: _____</b>  |              |  |
| <b>TOTAL</b>   |              |  |

Organizational Chart (optional): Please upload an organization chart (including position titles and names) to provide insight to the structure and size of your organization for the Trust and Corps Member applicants.

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*Thank you for applying to be a Chesapeake Conservation Corps Host Organization*