Chesapeake Conservation Corps Host Organization Application

FY 22 Request for Proposals

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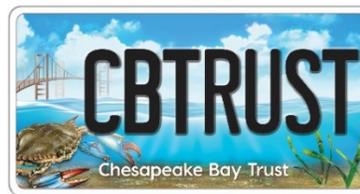
Chesapeake Bay Trust

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Chesapeake Conservation Corps

At A Glance

Program Summary:

The Chesapeake Conservation Corps Program 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 to improve the health of communities and natural resource throughout the Chesapeake Bay watershed.

Deadline:

Thursday, December 2, 2021, at 4:00 PM EST

Eligible Host Organizations:

Nonprofit organizations and government agencies throughout the state of Maryland are eligible with potential exceptions for designated partners of the U.S. National Park Service in the Chesapeake Bay watershed. Email Tara Drennan if interested in learning more.

Duration of Chesapeake Conservation Corps:

Full-time (approximately 40 hrs a week) over a 12-month period August 16, 2022 – August 15, 2023

Submit Your Application:

Follow the instructions online at
https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35166

Contact:

Tara Drennan, Program Manager, 410-974-2941 ext. 102, tdrennan@cbtrust.org

Table of Contents

Introduction to the Chesapeake Bay Trust

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over $130 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

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).

Program Goals

The Chesapeake Conservation Corps promotes and protects the environment by providing young adults with opportunities to gain career skills and become more engaged through meaningful community service. The goals of the Corps are to:

1) prepare and empower young adults for careers and leadership in the green workforce;
2) promote, restore, and protect the health of the natural resources and communities throughout the Chesapeake Bay watershed;
3) increase the impact and reach of organizations advancing practices and solutions for addressing issues impacting the health of the environment and local communities; and
4) increase the diversity and influx of young talent into the green workforce across the Chesapeake Bay region.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages Corps Member applications from under-engaged groups within the environmental movement and applications from Host Organizations that are based-in and/or partner with communities that are traditionally under-engaged, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our diversity and inclusion webpage https://cbtrust.org/diversity-inclusion/.

Who are the Chesapeake Conservation Corps Members?

The Chesapeake Bay Trust anticipates placing 30-35 individuals in Host Organizations from August 16, 2022 to August 15, 2023. 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 work full-time (approximately 40 hours a week) over a service term of 12 months. Last year an individual Corps Member received a living stipend of $20,000 for the year. For the 2022-23 Corps year the stipend will either remain the same or slightly increase. Decision will be made in December 2021. The individual Corps Member is expected to be covered under the Host Organization's general liability insurance.

Eligible Chesapeake Conservation Corps Host Organizations

Eligible Host Organizations have paid staff, a physical office space, and a Maryland:

♦ Nonprofit Organization

- ♦ Municipal, County, Regional, State, Federal Public Agency
- ♦ Faith-based Organization
- ♦ Community Association
- ♦ Service, Youth, and Civic Group
- ♦ Public and Independent Higher Educational Institution

If your organization category is not listed above, contact the Trust to verify eligibility prior to submitting an application. *Organizations outside the state of Maryland should contact Tara Drennan to discuss an application prior to submission. Designated partners of the U.S. National Park Service who are outside of Maryland but within the Chesapeake Bay watershed may be eligible.*

Match Requirement: This Program continues to be extremely successful thanks in large part to the Host Organizations, whose mentors and other staff have been instrumental in providing counsel and guidance to the Corps Members, their efforts are 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 2020-21 and Program Year 2021-22) will *not* be required to provide cash match.

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 2020-21 and Program Year 2021-22) *will* be required to provide 15% of the Corps Member stipend.

Multiple Corps Members Opportunity: To increase the number of placement opportunities, Host organizations willing to commit match to fully support the cost 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. Last year's match amount was $24,500 which may stay the same or slightly increase depending on the determined stipend amount; decision will be made in December 2021. Note applicants that choose to participate in the Multiple Corps Member Opportunity to receive two or more Corps Members will have a period of time after the December 2, 2021, submittal deadline to withdraw and switch to applying for only on Corps Members if the determined match amount is not feasible for their organization. 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. Host Organization applicants interested in this option will be required to sign and return the Multiple Corps Members Commitment Agreement by April 1, 2022, prior to the placement process, to enable placement offers to be made quickly.

Organizations not providing such match to fully support the cost of one Corps Member 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.

Chesapeake Conservation Corps Match Process and Timeline

Due to interest in the Program, we anticipate receiving more applications from potential Host Organizations and Corps Members than can be accommodated in the program. The Trust will organize and determine placements based on the following criteria: 1) quality of the Corps Member application and the value they will receive from being accepted into the Corps, 2) quality of the Host Organization application and proposed

experience offered to the Corps Member, and 3) strength of the match between Corps Member and Host Organization.

Sept 2021-Dec 1, 2021	Host Organization applications solicited
Dec 2, 2021	Host Organization application deadline
Dec 2021-Mar 2, 2022	Corps Member applications solicited. Eligible Host Organization applicants will be posted at www.cbtrust.org for potential Corps Member applicants to view.
Mar 3, 2022	Corps Member application deadline
Mar 9-Mar 30, 2022	Review Phase: Corps Member applications reviewed by Corps Alumni. Based on feedback from Corps Alumni a portion of Corps Member applicants will be invited as finalists to the Matching Phase.
Apr 6-May 18, 2022	Matching Phase: Applications of Corps Member Finalists made available to Host Organization applicants to view and applications of Host Organizations made available to Corps Member Finalists to view. During this time, Host Organization applicants will contact their top Corps Member applicants to potentially setup an interview and Corps Member applicants will contact their top Host Organization applicants to potentially setup an interview.
TBD, Apr or May 2022	Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged)
May 19, 2022	Placement Phase: All Host Organization applicants are required to submit their list of the Corps Member applicants they would be willing to be placed with in no ranking order. All Corps Member applicants are required to submit their list of Host Organization applicants they want to be placed with in ranking order.
May 26, 2022	Placement offers to the top Corps Members and Host Organization matches begin. Placements decisions are based on (1) the feedback from Corps Alumni of the quality of Corps Member applications and value to the Corps Member applicants if placed in the program, (2) strength of the match between the Corps Member applicant and Host Organization applicant based on the Ranking and Willing to Host Forms, and (3) quality of the positions offered by the Host Organization applicants. Host Organizations will be expected to agree to host any potential Corps Member identified on their placement lists.
Mid-June, 2022	Placement offers complete.
Aug 16, 2022	Service terms begin. **All Host Mentors and Corps Members will be required to attend an orientation event on August 16, 2022.**

Eligible Corps Member Activities

Host Organizations may suggest a wide range of activities in the fields of environmental restoration, energy conservation, sustainable agriculture, forestry, community engagement, preK-12 environmental education, and/or climate change to be accomplished by the Corps Member during their service year. 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.

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 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 Climate Change Projects include:
- Implementing tree planting projects with tree species and forestry practices less vulnerable to storms and fires
- Planning to identify and plan for land corridors to help species migrate
- Implement green infrastructure projects to address flooding from increased storm events
- Implementation of carbon sink projects like soil health or 'blue carbon' efforts that accumulate and store greenhouse gases

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 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 residents and increase knowledge
- Development of behavior change programs designed to provide products and services that increase environmentally responsible behavior adoption
- Implementation of environmental and/or energy conservation programs and projects to engage and educate residents about local air and water quality and associated human health impacts.

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 description of the position and clear expectations. Host organizations' applications should clearly describe the types of projects and programs in which the Corps Member will be engaged including the specific activities and responsibilities required in the proposed position. Host Organizations applications are welcome to include a menu of options their Corps Member could work on which will be refined based on the Corps Member's interests if placed.

The strongest Host Organization applicants will also highlight the experience and skills gained from their proposed position and provide matching resources for training and other professional development opportunities they can offer a Corps Member.

Keep in mind that the audience for your application is the Corps Member applicants, and not the Trust or other reviewers. The Corps Member applicants are the ones who will review the Host Organization applications to determine which organizations they will select for potential placement on their Ranking forms just as the Host Organization applicants will review the Corps Member applications to determine which individuals they will select for potential placement on their Willing to Host forms.

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 Corps Member 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.

Host Organization 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.

2) 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. The organization can determine if the Corps Member works fulltime in person or partially remote. Regardless of the plan, the Host Organization must be able to setup the Corps Member for telework in case it becomes necessary.

3) 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 and federal agencies who are self-insured by Federal Law. However, coverage of the Corps Member is required of all Host Organizations.

4) 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.

5) 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.

6) 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.

7) Host Organizations that have been matched with a Corps Member for the past two consecutive program years (Program Years 2020-21 and 2021-22) must provide 15% of the Corps Member stipend. 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 15% cash match would be due on <u>August 12, 2022</u>.

8) 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 Responsibilities

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

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 the six-ten leadership and professional development trainings and three project days provided by the Chesapeake Conservation Corps program during the year of service. This includes attending the Chesapeake Watershed Forum in fall 2022, at the National Conservation Training Center in Shepherdstown, West Virginia.

3) The Corps Member will select and complete a capstone project with the support of their Host Organization by the end of the service year.

4) The Corps Member must complete at least four, ideally five to ten, peer-to-peer site visit days visiting fellow Corps Members and participating in activities at other Host Organizations throughout the service year.

5) 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.

6) 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 Responsibilities

The Chesapeake Bay Trust has several responsibilities to the Corps Member and their Host Organization.

1) The Trust will provide the Corps Member with a stipend of at least $20,000 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, six-ten 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 2022 Chesapeake Watershed Forum, attendance at which will be required of Corps Members as part of the mandatory trainings. The Trust will also provide registration costs for each Corps Member to attend the 2023 Watershed Forum, attendance at which will be optional.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on December 2, 2021**. Late applications will not be accepted, and the online application form will close automatically and promptly at 4 PM EST. 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 technical assistance for our online system on the deadline date.

Application Review Process

Every Host Organization Application will be invited to participate in the matching process as long as the Host Organization applicant meets the eligibility requirements in the *Who are the Chesapeake Conservation Corps Host Organizations?* section on page 4. Please see the *Corps Match Process and Timeline* section on page 5 for more details on that process and placement selection.

To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last round in this program is 42%.

Contact

For technical assistance contact Tara Drennan at (410) 974-2941 x 102 or tdrennan@cbtrust.org.

Narrative Questions

You will be asked to upload a MS Word or PDF file addressing the following points. We recommend that you copy and paste the questions to use as an outline in your narrative to ensure that you address all questions.

1) Position: Describe the types of restoration, energy conservation, climate change, agricultural, forestry, community engagement, and/or education projects and programs in which the Corps Member will be engaged. Please include the specific activities and responsibilities the Corps Member will have within these programs and projects. Host Organizations applications are welcome to include a menu of options their Corps Member could work on which will be refined based on the Corps Member's interests if placed. Make sure to note the Corps Member's role; which ones will be led by the Corps Member and which ones the Corps Member will assist. If applicable please include projected field to office ratio.

2) Impact: Describe the impact the Corps Member will have on the organization, environment, and/or communities being served.

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? Who will be the primary mentor identified and how will this person serve as a mentor instead of just a supervisor?

5) Value to Corps Member:

   a. Describe the knowledge, skills, and/or experience the Corps Member will gain 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) Organizational Chart (optional): Provide 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.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, click on "Get Started" to begin a new application. This will open a new window asking you to log in or create an account on our online system. if you have applied in the past, use your existing username and password (if you have forgotten either of these use the 'forgot password' feature). If you have not used our online system before, click on "New Applicant" and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm EST on Thursday, December 2, 2021.** Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Watch our video on how to apply for and submit an application using our online system at https://cbtrust.org/grants/.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
    - o This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.

- Applicant Information Tab
    - o Provide the organization's name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
    - o Provide the Executive Officer and Chesapeake Conservation Corps Mentor (Corps Mentor) name, title, address, phone, and email address.
        - Both an Executive Officer and the 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 partner of the application.
        - If placed, the Corps Member will be responsible for managing the Corps Member, work plan, and correspondence with the Trust for the coordination and correspondence with the Trust for the duration of the service year. The email address entered here MUST be the same as the email address you used to log in to the online system. The Corps Mentor is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Corps Mentor. Applications in which the email address associated with the Corps Mentor in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other partners. If at any time the Corps Mentor cannot continue in the position, the organization must contact the Trust and assign a new qualified Corps Mentor.
- Host Organization Information Tab
    - o Provide the county, legislative district, and latitude and longitude coordinates in which the organization is located; types of activities (see the "Eligible Corps Members Activities" section in the RFP for description of each activity type); number of Corps Members requested (enter 2 if participating in the Multiple Corps Members Opportunity and committing match to fully support the cost of one Corps Member enter 2 and if not participating enter 1); and 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 Tab
  - o Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed.
- Terms and Conditions Tab
  - o Agree to the specified terms and conditions for the program for which you are applying.