



Chesapeake Conservation and Climate Corps

FY24 Request for Host Organization Applications



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Introduction and Program Goals

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 all our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River.

In 2022 the Maryland General Assembly enacted the Climate Solutions Now Act, one aspect of which is the expansion of the climate focus of the Chesapeake Conservation Corps and provision of resources to increase the number of Corps placements. These changes allow the [Chesapeake Conservation and Climate Corps](#) (Corps) to increase its impact in addressing the complex environmental issues of today in the face of climate change, serving communities disproportionately affected by climate change, and preparing young adults for the demands and needs of the green workforce. As part of this effort, the Chesapeake Bay Trust is proud to partner with the State of Maryland and BGE an Exelon Company to administer the Corps program.

The Chesapeake Conservation and Climate 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) Promote, preserve, protect, and sustain the environment;
- 2) Promote climate justice and assist Maryland in achieving its greenhouse gas emissions reduction targets;
- 3) Provide young adults with opportunities to become better stewards and professionals through meaningful service to their communities and the region;
- 4) Mobilize, educate, and train young adults to deploy clean energy technology and mitigate and prevent the environmental and health impacts in communities disproportionately affected by climate change;
- 5) Provide a green career ladder and opportunities for all young adults, especially disadvantaged youth, to be exposed to and trained in the energy efficiency, environmental protection, governmental and regulatory administration, and renewable energy generation sectors.

The Trust is committed to the advancement of diversity, equity, 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/>.

At A Glance

Program Summary

This 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 resources.

Deadline

Thursday, December 7th, 2023, at 4:00 pm EDT

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 elsewhere in the Chesapeake Bay watershed.

Duration of the Chesapeake Conservation and Climate Corps

Member's Service:

Full-time (approximately 40 hrs a week) over a 12-month period August 14, 2024 – August 13, 2025

Submit Your Application

Follow the instructions online: <https://cbtrust.org/chesapeake-e-climate-corps/apply/>

Contact

Emily Stransky
(410) 974-2941 x101
estransky@cbtrust.org

Who Can Apply

Eligible Host Organization Applicants

The Trust and our funding partners welcome applications from organizations that have paid staff and physical office space, and are one of the following organization types:

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

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 the Trust 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.*

The Trust seeks applications from organizations new to the environmental sector as well as organizations focused in the field of climate change. All applicants, but particularly new applicants, are encouraged to contact the Trust for assistance.

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 Corps Members for the past two consecutive program years (Program Year 2022-23 and Program Year 2023-24) 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 2022-23 and Program Year 2023- 24) will be required to provide 15% of the Corps Member stipend (\$4,680). If selected, the 15% cash match would be due on August 11, 2024.

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

Who are the Chesapeake Conservation and Climate Corps Members?

The Chesapeake Bay Trust anticipates placing approximately 50 individuals in Host Organizations from August 14, 2024, to August 13, 2025. 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 and receive a living stipend of \$31,200 for the year.

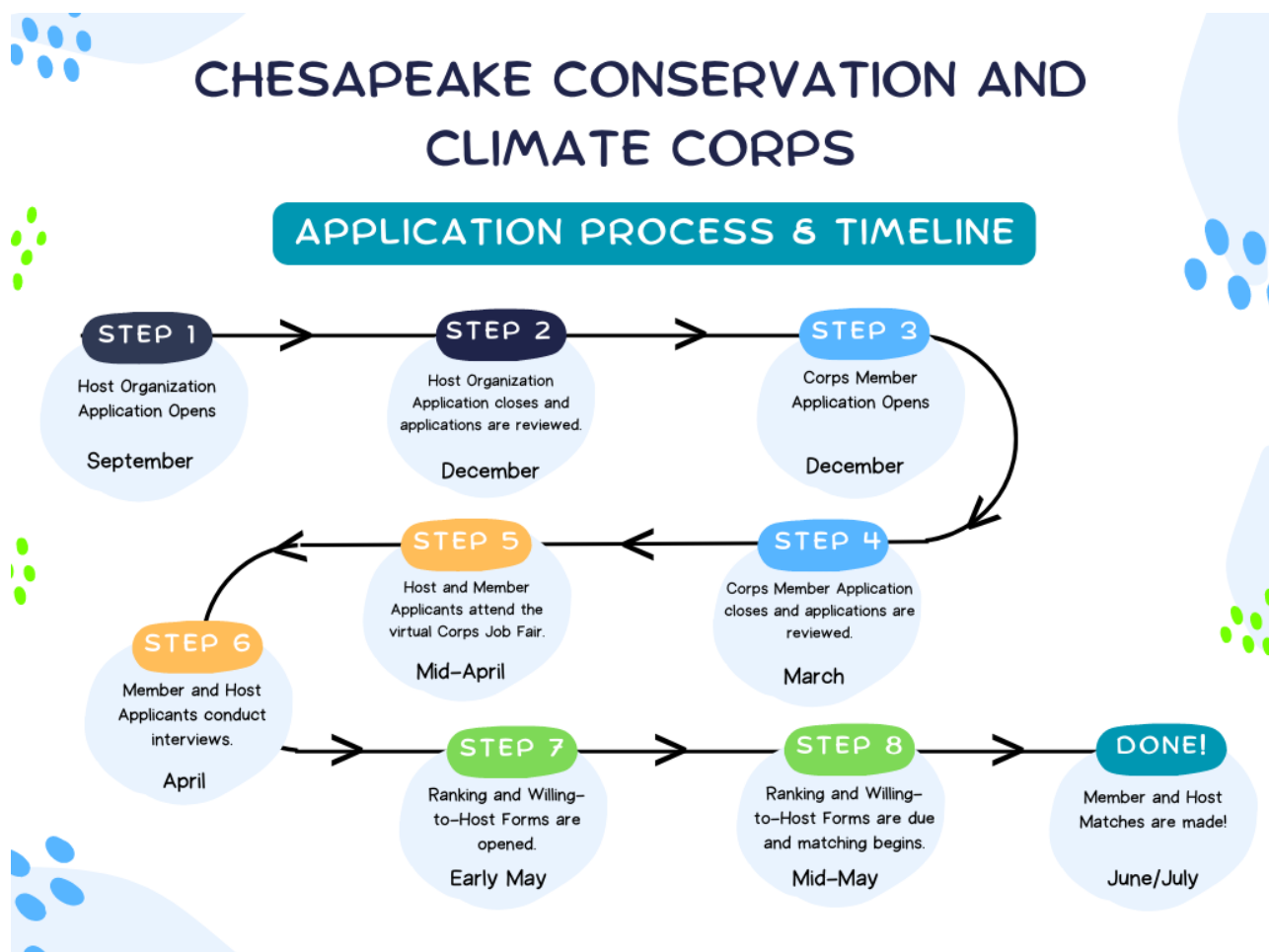
availability of matches. **This year's match amount will be \$40,000.** Federal, state and county government agencies as well as large nonprofit organizations with significant capacity to provide matching resources are highly encouraged to consider this option. Host Organization applicants interested in this option will be required to sign and return the Multiple Corps Members Commitment Agreement by March 29, 2024, 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 and Climate 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.

Program Information

Chesapeake Conservation and Climate 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.



September 2023 – December 7, 2023	Host Organization applications solicited
December 7, 2023	Host Organization application deadline
December 2023 – March 7, 2024	Corps Member applications solicited – Eligible Host Organization applicants will be posted at www.cbtrust.org for potential Corps Member applicants to view.
March 7, 2024	Corps Member application deadline
March 15, 2024 – April 5, 2024	Review Phase: Corps Member applications reviewed by an external committee. Based on reviewer feedback, a subset of Corps Member applicants will be invited as finalists in the Matching Phase.
April 12, 2024 – May 24, 2024	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 are encouraged to contact their top Corps Member applicants to set up an interview, and Corps Member applicants are encouraged to contact their top Host Organization applicants for an interview.
April 2024	Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged.)
May 23, 2024	Placement Phase: All Host Organization applicants are required to submit their list of the Corps Member applicants with whom they would be willing to be placed. All Corps Member applicants are required to submit their list of Host Organization applicants they want to be placed with in ranked order.
June 11, 2024	Placement offers start being made to the top Corps Members and associated Host Organizations. Placement decisions are based on (1) Corps Member application review and value to the Corps Member applicant 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.
July 2024	Placement offers anticipated to be complete by early July
August 14, 2024	Service terms begin. All Host Mentors and Corps Members will be required to attend an orientation event on August 14, 2024.

Eligible Corps Member Activities

Host Organizations may suggest a wide range of activities in the fields of climate change, environmental restoration, energy conservation, sustainable agriculture, forestry, community engagement, and/or Pre-K-12 environmental education to be accomplished by the Corps Member during their service year. Projects and activities must meet an identifiable public need (1) with specific emphasis on projects and programs that result in long-term preservation, protection, and conservation of the environment and/or (2) within a community disproportionately affected by climate impacts, with specific emphasis on climate mitigation and clean energy projects that result in long-term reductions to greenhouse gas emissions and improvements to public health and the environment.

For a detailed list of example eligible Corps Member Projects, see Appendix A.

The types of activities listed in the Host Organization's narrative must be what the Corps Member would work on when they arrive at the organization. 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 would will be refined based on the Corps Member's interests if placed.

The Corps Member applicants 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 his/her/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 compose roughly 25% of the Corps Member's time during the year-long service term.

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 the 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,

Tips for your Application: Corps Member Activities

- ✓ The best placements begin with an accurate description of the position and clear expectations.
- ✓ Strong Host Organization applicants will also highlight the experience and skills gained from their proposed position and describe any additional resources (i.e. trainings, other professional development opportunities, etc.) that 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.

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.

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 full-time in person or partially remote. Regardless of the plan, the Host Organization must be able to set up 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 additional 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.

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 ten-twelve leadership and professional development trainings and three or more of the five project days provided by the Chesapeake Conservation and Climate Corps program during the year of service. This includes attending one professional conference.
- 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 six 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.

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 \$31,200 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, ten-twelve mandatory training experiences, and five Corps project days during the service term.
- 4) The Trust will make available the opportunity for Corps Members to apply for Chesapeake Conservation and Climate 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 one professional conference from a Trust approved list of options. Attendance at one professional conference will be required of Corps Members as part of the mandatory trainings.

To See a Sample Corps Host Agreement Visit:

https://cbtrust.org/wp-content/uploads/Host-Agreement-23-24_SAMPLE.pdf

- 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.

How to Apply

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply to participate in the program, go to <https://cbtrust.org/chesapeake-climate-corps/apply/> and click on “How to Apply?” to begin a new application. This will open a new window asking you to log in or create an account in our online system. If you have applied in the past, sign in with your email address and password. If you have forgotten your password, click on “Forgot Password” to reset your password. If you have not used our online system before, click on “New Applicant” and follow the instructions.

By submitting an application, 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 a related offense by any government agency 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.

Online Application Form

You will be asked to provide the following information in the online application form. Refer to the online application for details.

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

Applicant Information Tab: Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and UEI number. Provide the Executive Officer and Project Leader’s name (Corps Mentor), title, address, phone, and email address.

- Both an Executive Officer and a Project Leader (Corps Mentor), two separate individuals, must be identified for all applications.
- The Executive Officer and Project Leader (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, work plan, correspondence and coordination with the Trust for the duration of the service year. The email address

Application Review Process:

Every Host Organization applicant will be invited to participate in the matching process as long as they meet the eligibility requirements in the “Eligible Host Organization Applicants” section on page 3. Please see the Corps Match Process and Timeline section on pages 4-5 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 several rounds in this program is about 49%.

Deadline:

For Applicants must submit applications in the Chesapeake Bay Trust Online System by **4:00 PM EST on December 7, 2023**. 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.

Contact:

For technical assistance contact Emily Stransky at (410) 974-2941 ext. 101 or estransky@cbtrust.org.

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 participation in the program. 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: 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 Appendix A of 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 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: Use the link below to download the *required* narrative questions template. Complete all questions and upload the completed document as a Microsoft Word or PDF file. Upload additional supporting documents, if needed.

[Corps Host Applicant Narrative Questions](#)

Terms and Conditions Tab: Agree to the specified terms and conditions for the program to which you are applying.

Demographics Tab (optional): Provide voluntary demographic information. Provide information about your organization’s current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

Appendix A: Examples of Eligible Corps Member Activities

Examples of Climate Change Activities include:

- ❖ Projects to expand urban tree canopy, implement green rooftops, and take other actions to reduce urban heat island effects;
- ❖ Projects to improve access to clean, reliable transportation, including through the expansion of bike trails and pedestrian walkways;
- ❖ Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change;
- ❖ 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;
- ❖ Projects to install renewable energy systems at low-income households and schools, libraries, and other public buildings;
- ❖ Projects to undertake holistic retrofits of low-income households, including weatherization and heat pump installation;
- ❖ Promotion of new federal and state initiatives and funding that will provide up to \$14,000 to low- to moderate-income households for home electrification upgrades, \$7,500 for electric vehicle purchases, and other actions that can reduce household energy costs and greenhouse gas emissions.

Examples of Environmental Restoration Activities include:

- ❖ Watershed restoration projects focused on water quality and quantity, including stream buffers and restoration; stormwater projects such as rain gardens, bioretention cells, and other low-impact development projects; and implementation of other green infrastructure projects to address nutrient and other pollution of nearby waterways;
- ❖ Watershed restoration projects focused on habitat improvement, including bay grasses, native plants, pollinator plants, oysters, natural (living) shorelines, trees, other wildlife improvements, and more;
- ❖ Projects to work with communities to improve their environmental impacts and activities and to encourage environmental stewardship.

Examples of Energy Conservation Activities 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 Activities 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 number of forested acres in the watershed;
- ❖ Working with urban tree canopy programs.

Examples of Education Activities 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 Activities 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.
-