2027-28 Chesapeake Conservation and Climate Corps

Host Organization Application

FAQ

Questions about Host Organization Funding/Match Requirements

Q1: Are Corps Host Organizations expected to provide housing for Corps Members placed with their organization?

A1: Corps Host Organizations are not required to provide housing for Corps Member(s) placed with their organization. The majority of Corps Host Organizations do not provide housing; however, if you do have housing available for Members, you are welcome to highlight this in your narrative or share when interviewing Corps Member applicants during the matching phase.

Q2: Are Corps Host Organizations required to provide matching funds when applying to participate in the Corps program?

A2: Corps Host Organization are not required to provide any funding match at the time of submitting their application to participate in the Corps Program. Only those who are consecutive hosts (placed with a 12-month Chesapeake Conservation and Climate Corps Member for the 2025-26 and 2026-27 program) and/or are participating in the Multiple Corps Member opportunity will be required to provide match if successfully placed in the Corps program. For more information about match requirements, see page 4-5 of the "2027-28 Host Organization Application Package" located here: https://cbtrust.org/chesapeake-climate-corps/apply/hosts/

Q3: Who is subject to provide the Consecutive Host Match Amount (15% of the stipend)?

A3: Organizations that served as a Corps Host Organization for the **12-month** track in the last two consecutive CCCC program years (2025-26 and 2026-27) will be required to provide a match amount of $5,000 (15% of the Corps Member stipend).

Q4: How many Corps Members are Corps Host Organizations allowed to host at one time?

A4: For the 2027-28 Corps program the Trust anticipates placing a maximum of **one** Corps Member per successfully matched Host Organization unless the organization applies to participate in the Multiple Corps Member opportunity. Organizations are welcome to apply to host as many Corps Members as they are interested in as long they are able to provide sufficient opportunity and mentorship and provide the required Multiple Corps Member Match Opportunity funding requirement ($42,500 for each additional Corps Member after the 1st placement).

Q5: When will matching funds be due to the Trust from Corps Hosts Organizations who are successfully placed and required to provide match through the Multiple Corps Member Match Opportunity or because they are a Consecutive Host?

A5: Organizations interested in participating in the Multiple Corps Member Match Opportunity will be required to sign and return a Multiple Corps Members Commitment Agreement by March 26, 2027. For Organizations who are successfully matched into the Corps program and are participating in the Multiple Corps Member Match Opportunity, the first half of the funding will be due before the start of the program year in August 2027. The second half of the match funding will be due at the halfway point in the program in March 2028.

For Organizations that required to provide Consecutive Host match (Hosted a Corps Member in the 12-month track in 2025-26 and 2026-27), the full funding amount will be due before the start of the program year in August 2027.

Q6: What are the financial responsibilities for Corps Host Organizations only hosting one Corps Member non-consecutively?

A6: Corps Host Organizations that are successfully matched with one Corps Member and who did not participate in the 2026-27 Corps program are not required to provide any additional benefits or funding beyond travel reimbursement and the tools necessary for the Corps Member to successfully fulfill the responsibilities associated with the position.

Q7: What are the expectations regarding travel reimbursement for Corps Members?

A7: Corps Host Organizations are expected to provide reimbursement to Corps Members for required program related travel, including travel to required Corps trainings, site visits, All-Hands on Deck events, and conferences, as well as any site visits or conferences required by the Host Organization (not including a regular commute). The Host Organization's travel policy for staff should also be applied to the Corps Member and if the Host Organization does not have a policy in place the Trust will provide support in establishing a policy for Corps Member travel.

Questions about the Application Progress

Q8: Are organizations with a grant administrator who tracks all grants and serve as the main point of contact allowed to start and submit the Corps application even if they are not the person who will serve as the Primary Corps Mentor?

A8: In the Host Organization online application form, we request that the Corps Mentor email address be the one you used to log in to submit the application. However, after the application is started by the Mentor, they are welcome to invite other staff (such as the grant manager) as "collaborators" to help write the application before the Mentor submits the application.

Q9: Do Host Organization applicants have the opportunity to interview Corps Members applicants before they are potentially placed with their organization?

A9: After the Corps Member application deadline passes in March, Host Organization applicants will have access to Member applications (and Member applicants will have access to Host applications). The applications typically are available for access in early April, after the Trust can review Member applications for eligibility and evaluation. At that point you will have the opportunity to review applications and then narrow down who you would like to interview. Based on these interviews, you will then submit a list to the Trust of the Member applicants who you are interested in potentially being placed with due in early May.

Q10: What is the average rate of Host Organization applicants successfully matched with a Corps Member and placed in the Corps program?

A10: The average placement rate of Host Organization applicants is 49%.

Q11: What criteria are used to select Corps program participants?

A11: The Trust will organize and determine placements based on:

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.
3) Strength of the match between Corps Member and Host Organization.

Questions about Host Eligibility & Activities

Q12: Does the Trust filter out or exclude any Host Organization applications prior to offering them to potential Corps Members?

A12: All eligible Host Organizations (eligibility requirements described on page 4 of the Host Organization Application package) are invited to move forward to the 'matching phase' of the Corps application process.

Q13: Are new organization applicants (organizations that are applying for the first time) given preference over returning organizations or vice versa?

A13: Application or program history is not considered when determining Host Organization placements. All eligible Host Organizations (see above) are invited to move forward to the 'matching phase' of the application process and during the 'placement phase' placements are based on the quality of the Corps Member application and the value they will receive from being accepted into,

the quality of the Host Organization application and proposed experience offered to the Corps Member, and the strength of the match between Corps Member and Host Organization.

Q14: Does all work performed by the Corps Member need to be done in Maryland?

A14: While Corps Host Organizations do not necessarily need to be based in Maryland, all service (work) performed by the Corps Member must be done within the state of Maryland. As such, organizations must be able to provide sufficient projects to provide a Corps Member with a full-time equivalent workplan to be completed within Maryland. Please contact the Trust to verify your eligibility prior to submitting your application.

Q15: Host Organizations are required to have at least 1 full-time staff member - does the Mentor have to be the paid staff person or can organization members/volunteers serve as the Mentor?

A15: We would greatly prefer the paid, full-time staff person to be the primary Mentor (volunteers are welcome to serve as additional supporting mentors). We have seen challenges with Corps Members feeling unsupported when their mentors are not also full time at the organization. Please contact the Trust if you would like to talk through your specific scenario.

Q16: Are organizations who are the recipient of a Chesapeake Bay Trust grant that overlaps with the 2027-28 Corps program year still eligible to apply to participate in the Corps Program? Are Corps Members allowed to support work associated with the Trust provided grant?

A16: Yes, as long as the scope of work is within the state of Maryland and is aligned with the Corps program goals, the Corps Member can support projects and tasks associated with the grant.

Q17: Are Corps Members allowed to engage in work at their Host Organization that is conducted in partnership with another organization?

A17: Yes, Corps Members may work on projects that Host Organization conducts in partnership with other non-profit organizations or government agencies so long as the project is aligned with the Corps program goals (outlined on page 3 of the Host Organization Application package) and occurs within the state of Maryland.

Q18: What type(s) of task/projects are Corps Members prohibited from participating in/supporting?

A18: Corps Members may not participate in advocacy related activities, partisan political activity or in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps Program. Also, Corps Members may not undertake responsibilities or projects that would replace the work of an employee or duplicate or replace an existing service in the same locality.

Questions about the Corps Program Structure

Q19: Is there flexibility in the timeline (start and end date) of the Corps program?

A19: Due to the structure of the Corps program including the schedule of events, training, requirements, etc. all Corps Members and Host Organizations begin and end their service term on the same schedule. For the 2027-28 Corps program, Corps Members and Host Organization must begin their one-year term of service together on August 17th, 2027 and complete their term of service on August 16th, 2028.

Q20: How many hours per week should Corps Members anticipate serving and what should that time include?

A20: Corps Members should serve the equivalent of full-time (approximately 40 hours per week) which includes support of Host Organization projects, Corps Member Capstone work, required Corps trainings and events, professional development, and BuildWithin.

Q21: What is BuildWithin? Is it required of all Corps participants?

A21: BuildWithin is an online, asynchronous professional development tool provided through Maryland Corps/Service Year Option. The platform provides Corps Members with additional opportunities for skill development and the potential to receive a US Department of Labor recognized apprenticeship credential. BuildWithin is available for all Corps Members residing within the state of Maryland and will be an optional tool intended to support Corps Member growth and professional development.

Q22: What should/could the Corps Member's Capstone Project entail?

A22: The Capstone project has three primary goals: 1) To be an example of the Corps Members skills, accomplishments, and growth during their term of service, 2) to serve the Host Organization and communities the Host Organization serves, and 3) meet the goals of the Corps program. The Capstone is intended to be the legacy a Corps Member leaves with their Host Organization after their term of service is complete and can range in format and topic depending on the interest of the Corps Member and opportunities provided by the Host Organization. Some examples can be found on the Corps website (linked here) at the bottom of the page.

Q23: If a Corps Member is interested in obtaining a certification (e.g. open-water SCUBA diver, Chesapeake Bay Landscaping Professional, etc.) that would also be helpful to have during their time with the host organization, would the Corps program help pay for this?

A23: Yes, the Corps program provides professional development funds for each Corps Member that is typically used for a regional professional conference registration but could also be used to

contribute to obtaining a certification that relates to the Corps program goals. The Host Organization/Corps Member should contact the Trust when a potential conference or certification of interest is identified to determine eligibility and the level of funding the Trust can contribute.

Q24: When is information about the required Corps Member trainings and events shared with the cohort and Mentors?

A24: The Corps Members and Host Organizations will receive a schedule of all the dates and times for Corps requirement due dates, trainings, and other events at the start of the Corps term as part of the Corps Handbook.

Q25: How does time off work for Corps Members?

A25: Corps Members receive 15 days off, plus Maryland State Holidays (a full list included in the Corps Handbook handed out at the start of the Corps program), and any additional days that their Host Organization office is closed. The Host and Member are responsible for keeping track of those days. (You will not necessarily need to submit this information to the Trust, unless there are concerns that the policy isn't being followed.)

Questions about Corps Member Participants

Q26: Do Corps Members have a college degree?

A26: While some Corps Member applicants do have a college degree or other post-secondary education experience, there is no prior education or experience level requirement for Corps Member applicants.

Q27: Do all Corps Members reside in the Baltimore/Washington area?

A27: For the 2027-28 Corps program Corps Members must be available to serve in-person and attend in-person trainings and events in the state of Maryland. Additionally, in order to be eligible for the completion award provided by the Department of Service and Civic Innovation, Corps Members must reside within the state of Maryland for their full term of service. Not all Corps Member applicants are from Maryland or reside in the state of Maryland at the time of their application to the Corps program.

Q28: Are Corps Members (or Corps Member applicants) subject to background checks by the Trust/Corps Program or is that a responsibility of the Host Organization (or Host Organization applicant)?

A28: The Chesapeake Bay Trust does not perform background checks on Corps Member applicants. If a background check is required for your organization, you are permitted to conduct a background check, but it is your organization's responsibility.

Q29: Do all Corps Members have a driver's license?

A29: We do not require that Corps Members have a driver's license to participate in the program. If you anticipate the projects a Corps Member placed with your organization will require a driver's license you should indicate that the position requires driving and for the potential Corps Member to have 'their own method of reliable transportation'.

Q30: Is there any relocation support for a candidate to seek housing closer to the host organization?

A30: The Trust does not provide monetary relocation support, however, once the Corps Members are placed in the program, we provide them with access to a listserv where they can seek roommates/housing among other Corps Members. We frequently have members room together! Every now and then we also have Host Organizations that offer available housing to members.

Q31: What is the Completion Award amount per member?

A31: Corps Members are eligible to potentially receive a $6,000 completion award. At minimum to be eligible, they must successfully complete 9 ½ months of service and reside in the state of Maryland. This award is provided through Service Year Option by the Department of Service and Civic Innovation and is not facilitated by the Trust.

Q32: How should Host Organizations handle slower seasons when outside work is limited?

A32: Organizations should plan for the slower seasons by identifying meaningful alternative activities that allow Corps Members to maintain a full-time equivalent schedule of projects and professional development. This may include expanding administrative responsibilities, dedicating additional time to Capstone project development, pursuing professional development opportunities, or other organizational projects.

Q33: How many of the Corps Members complete the full term of service (August to August)? Do Corps Members ever leave the program early?

A33: While the program does encourage Corps Members to serve the full one-year term and eligible Corps Members who complete their term of service can receive a completion award, Corps Members do sometimes leave the program early (either related to performance issue or for a dream

position/job opportunity). Over the past 16 Corps program years, an average of 91% of Corps Members in each cohort have completed their full one-year term of service.