



**Now Accepting Applications for Service Sites
September 2021–2022**

Deadline: February 28, 2021

Applications received after the deadline will be reviewed on a rolling basis.

**ECO AmeriCorps Service Site Application
Program Year 2021–2022**

Environmental Careers and Opportunities (ECO) AmeriCorps is an AmeriCorps program within the Vermont Department of Environmental Conservation (VTDEC). The emphasis of the program is on building capacity in nonprofit organizations and municipalities throughout rural Vermont communities. Program focus areas include the following:

- engagement, outreach, and education
- improvement of water quality
- protection and restoration of public lands

ECO AmeriCorps is funded in part by an AmeriCorps state grant provided through SerVermont from the Corporation for National & Community Service.

All ECO AmeriCorps members have some college education (preference given to college graduates with a science background) and will receive technical training and mentorship from VTDEC throughout their term of service. VTDEC handles the administrative components of the program, including providing living stipends, health insurance, and monthly trainings to members.

Service sites will enter into a host site agreement with VTDEC to provide meaningful service opportunities, regular supervision (in-person/remote) with oversight of service hours and time sheets, office space and office equipment, orientation to the worksite, additional training (as needed), and mileage reimbursement. In addition, each service site will provide a cash match as noted below. The amount of match is based on the number of full-time employees in the host site organization. The host site organization is the entity that signs the host site agreement with VTDEC. The program accepts mostly full-time positions, with 23 member slots dedicated to supporting full-time service members and only two to three dedicated to supporting half-time and quarter-time positions each year.

Member Type	4 or fewer full-time employees	5–10 full-time employees	10 or more full-time employees
Full-time (1,700 hours)	\$7,400	\$8,000	\$8,600
Part-time (900 hours)	\$4,500	\$4,500	\$4,500
Quarter (450 hours)	\$2,500	\$2,500	\$2,500

Payment of this match can be made in a lump sum or on a quarterly basis. To be considered, service sites must:

- Be a nonprofit, municipality, state agency, state recognized tribal government or educational institutions.
- Provide a service environment that is ADA compliant, drug-free, and carries supplies and equipment necessary for members to perform their duties.
- Be able to provide the cash match and mileage reimbursement at the federal General Services Administration (GSA) rate for service-related travel for the member.
- Attend a supervisor orientation and be available for a minimum of two subsequent site visits and check-ins from ECO AmeriCorps staff.
- Clarify any additional responsibilities to the member according to your organization's policies.
- Notify ECO AmeriCorps staff about conflicts or other issues as they arise.
- If federal funds are used to pay the cash match, written approval from the federal program officer is required, acknowledging that the funds will be used to match the AmeriCorps fund grant.

Please provide a brief description of your role at your site:

What is the title of the position you are requesting?

Describe your proposed service position:

Essential Functions. Functions that the applicant must be able to perform. These may be listed in bullet form:

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows. These may be listed in bullet form:

Please list any clothing/equipment the member will need that you cannot provide (e.g., hiking boots, waders, rain gear, etc.). As the host site, you are responsible for providing all tools and technical equipment needed for the position (e.g., computer, phone, GPS, etc.).

Desired qualifications:

Describe how the position will contribute to the program's National Performance Measures:

1. Number of individuals educated on environmental stewardship; number of individuals with an intention to change behavior
2. Number of miles of trails/streams/rivers improved
3. Number of acres of publicly owned or managed land improved

Focus Areas

Provide approximate impact numbers (e.g., miles of rivers treated) in each focus area. Refer to the 2021–2022 Performance Goals document for an explanation on each focus area.

Focus Area	Projected Impact Numbers	
Water Quality Improvement	Miles of river/stream/trail treated and/or improved	
Protection and Restoration of Public Land	Acres of parks or public land treated and/or improved	
Engagement, Outreach, and Education	Number of individuals receiving environmental stewardship education or training	

Provide additional information (data, statistics, reports, etc.) that demonstrates the compelling need for the proposed position(s).

Describe how the supervisor has adequate time and leadership experience to manage an ECO member?
Please explain how:

Describe networking opportunities that will be available to the member during service?

Does your organization currently host or plan to host a member from a different AmeriCorps program? If yes, explain the duties of the other AmeriCorps position(s).

In what ways does your organization support diversity, equity, inclusion, and environmental justice?

Organization Details

Size of organization and host site fee for full-time member (1,700 hours)

4 or fewer full-time employees; \$7,400

5–10 full-time employees; \$8,000

10 or more full-time employees; \$8,600

Size of organization and host site fee for part-time member (900 hours)

4 or fewer full-time employees; \$4,500

5–10 full-time employees; \$4,500

10 or more full-time employees; \$4,500

Size of organization and host site fee for quarter member (450 hours)

4 or fewer full-time employees; \$2,500

5–10 full-time employees; \$2,500

10 or more full-time employees; \$2,500

Source of match funds:

Payment type:

Lump sum

Quarterly

Certification

Please check that you agree to the following:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have the capability in my role to train and supervise the AmeriCorps member, and I am able to be available to the AmeriCorps member as needs and questions arise. |
| <input type="checkbox"/> | The organization has the physical capacity to host a member. The member will have access to a desk, phone, computer, internet, and other equipment/supplies needed to perform his/her/their duties. |
| <input type="checkbox"/> | I agree to attend an AmeriCorps Supervisor Orientation or make arrangements with ECO AmeriCorps staff if I am unable to attend. |
| <input type="checkbox"/> | I agree to hold regular check-ins (at least once per week) with the AmeriCorps member. |
| <input type="checkbox"/> | I agree to allow the member to be excused for prearranged ECO AmeriCorps events. |
| <input type="checkbox"/> | I agree to review and approve member time sheets on a biweekly basis and complete all other AmeriCorps-required documentation (such as member evaluations) on a timely basis. |
| <input type="checkbox"/> | I agree to complete midyear and end-of-year service evaluations for the member AND beginning-of-year and end-of-year surveys for the ECO AmeriCorps program. |
| <input type="checkbox"/> | I agree to keep ECO AmeriCorps staff apprised of any changes, issues, or conflicts relevant to the AmeriCorps position. |
| <input type="checkbox"/> | I am aware that my organization must agree to the State of Vermont Customary Contract Provisions (Attachment C) and provide a Certificate of Insurance indicating that we have met the insurance requirements outlined in Attachment C . |

Electronic Signature

Type Name

Date

****Please note**** The 2021–2022 program will begin early-to-mid September 2021 and end in August 2022 for full-time members. Part-time members will be recruited and onboarded in Spring 2021 and complete their service in August 2021.

