

# CONFLUENCE AMERICORPS REQUEST FOR PROPOSAL GUIDELINES

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# About Confluence AmeriCorps

## **AMERICORPS**

AmeriCorps is a national service program that enrolls more than 75,000 people per year in intensive service positions in over 15,000 locations nationwide including nonprofits, schools and public agencies. AmeriCorps Members serve agencies that are tackling pressing problems while mobilizing millions of volunteers for the organizations they serve. Members gain valuable professional, educational, and life benefits, and the experience has a lasting impact on the Members and the communities they serve. (www.nationalservice.gov)

## CONFLUENCE ENVIRONMENTAL CENTER

Confluence Environmental Center (www.confluencecenter.org) is a non-profit organization with a mission of "bringing together streams of thought, action and people to make the environmental movement more robust, inclusive and effective." We have an active, working board and an expert staff. Confluence maintains a strong technical partnership with Palouse-Clearwater Environmental Institute in Idaho (PCEI) who supports our fiscal processes and procedures. (<u>www.pcei.org</u>)

## CONFLUENCE AMERICORPS

The flagship AmeriCorps Program advances environmental equity in the Portland area by collaborating with Project Partners. Together, we create and activate twenty-two fulltime (11month/1700 hour) AmeriCorps positions each year. Each position uniquely addresses critical environmental needs in low-income communities and communities of color. Our focus areas include: Energy and Resource Conservation, Environmental Health, Environmental Education, Garden/Farm-based Education, and Healthy Watersheds.

The AmeriCorps Program operates by combining Federal funding with Project Partner cash match. Federal funds are disbursed by the Corporation for National and Community Service (www.nationalservice.gov) and monitored by Oregon Volunteers (www.oregonvolunteers.org) and local match is contributed by each Project Partner. This collaboration allows Confluence to run a powerful program while supporting Members and Partners in their efforts to create a more just and equitable environmental movement.

## **PROJECT PARTNERS**

Confluence has built over 70 AmeriCorps partnerships since 2011. Each year, Confluence staff publishes a Request for Proposals, and with the support of a Community Reader Committee, we select schools, nonprofits and government agencies to be AmeriCorps host sites. We call our host sites Project Partners. Ideal partners have compelling project ideas and capability to plan, manage and execute them in unique and meaningful ways. Project Partners identify strong supervisors who value mentoring, volunteerism and community development. Supervisors tend to be visionaries and enjoy coaching and positively influencing the career/educational path of their AmeriCorps Member. Eligible partners will:

- Prioritize equity and expand programs to serve historically marginalized populations
- Create a well-defined environmental project with realistic metrics, goals and outcomes
- Provide direct supervision, ongoing mentoring and evaluation
- Arrange Member workspace, resources and professional development opportunities

"We love the relationship between our Member and the Confluence support team! We've been pushed by the professional development trainings to look at our own organization's relationships to the communities we serve."

Rob Emanuel, Clean Water Services Project Partner 2013-2017

## SUPPORT TO PROJECT PARTNERS

Confluence prides itself in operating a cutting-edge program designed to address environmental issues and the inequities that surround them. Staff will support Partners in the following ways:

- Guide supervisors through Member recruitment, interviewing and selection process
- Manage Member payroll, benefits and programmatic reporting
- Offer flexible invoicing plans and nonprofit discounts, if available
- Coordinate Trainings Diverse Recruitment, Orientation, and Supervisor Day with Members, and, pending funding, a workshop focused on Institutional Equity
- Build Member leadership via *Team Meetings, National Service Events,* and our *Professional Development Series* focused on equity and inclusion
- Retain Members via formal site visits, evaluations, recognition events and ongoing support
- Resolve conflict using nonviolent communication methodology

Confluence is an equal opportunity employer, and does not unlawfully discriminate on the basis of ethnicity, race, age, gender, gender identification, gender expression, sexual orientation, national origin, income, educational background, work experience, appearance, relationship or family status, political affiliation, religion, or the presence of any sensory, mental or physical disability.

### **CONFLUENCE AMERICORPS MEMBERS**

Confluence AmeriCorps staff and project partners collaboratively recruit a diverse team of adults, age 18+, who will bring a wide variety of skills, life experiences and interests. Members are passionate about addressing environmental issues and exploring inequities that exist in our communities. AmeriCorps Members commit to an 5 ½ or 11 -month term of service. AmeriCorps Members serve their country through community service, while developing their professional and leadership skills.

## **CONFLUENCE TERM OF SERVICE**

Confluence AmeriCorps Members begin their term of service in early September and end in late July. Members spend 80% of their term on-site with the Project Partner and 20% of their term off-site developing professional skills. Think of your Member as 4 days on, 1 day off.

### **MEMBER BENEFITS**

Confluence AmeriCorps Members serving full-time (900 hours over 5 ½ -months) receive a taxable stipend of up to \$6,996 per term and may be eligible for health insurance, loan forbearance and child care reimbursement. Members also receive a Segal Education Award of \$3,097 that may be used to help cover the costs of education or to repay qualified student loans.

Members can devote up to 20% of their term of service to self-directed learning activities including networking events, workshops and classes. To offset costs, each Member gets a \$100 training fund.

"I now feel motivated to pursue my environmental and social justice interests while stepping out of my comfort zone to keep on improving myself" Natasha Lipai, Portland Parks and Recreation, Urban Forestry AmeriCorps Member 2013-2014 Before writing your application, make sure your organization is eligible.

- 1. Your organization is one of the following:
  - 501(c)(3) nonprofit organization
  - Public school, school district, or Educational Service District (ESD)
  - Government agency (city, county, regional, state or federal)
- 2. You understand that the Member position will address one of the following focus areas:
  - Energy or Resource Conservation
  - Environmental Education
  - Environmental Health
  - Garden or Farm-based Education
  - Healthy Watersheds
- 3. You understand that at least **50%** of the project beneficiaries (youth and adults) will live in historically underserved communities.
- 4. You have identified a qualified supervisor who will oversee the Member for the full term of service (11 or 5 ½ months).
- 5. You understand that **ineligible service activities** include fundraising and advocacy for the overall organization. (Project-specific fundraising is allowable.)
- 6. Your organization has a **Drug Free Work Place Policy** and a **Non-Discrimination Policy**.
- 7. Your organization will donate at least **\$200** (in-kind match) the value of Member workstation
- 8. Your organization will contribute \$6,750 (cash match) to be billed in March, unless otherwise arranged.
- 9. Your organization has **general liability coverage** and can submit proof (copy or certificate or letter of self-insurance) with the completed application.
- 10. Your organization will provide proof of **501c(3)** status with the completed application, if applicable.
- 11. Member will not support **general operational duties** (e.g. clerical, reception, janitorial, recess/lunch coverage).
- 12. Member will not duplicate or replace current or former staff.
- 13. Member will engage volunteers to support service activities.
- 14. Member will not engage any of the AmeriCorps Prohibited Activities described on pg. 5-6

# AmeriCorps Prohibited Activities

Federal law and the Corporation for National and Community Service (CNCS) policy prohibit AmeriCorps programs and Members from engaging in certain activities while using Corporation funds or on Corporation time. Members are not prohibited from engaging in any of these activities on their own time. Examples of prohibited activities include, but are not limited to the following:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts or strikes;
- c. Assisting, promoting or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to:
  - i. a business organized for profit;,
  - ii. a labor union;
  - iii. a partisan political organization;
  - a non-profit organization that fails to comply with the restrictions contained in Section 501c(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent Members from engaging in advocacy activities undertaken on their own initiative; and
  - v. an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support the religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such activities as the Corporation may prohibit.
- AmeriCorps Members may not engage in the above activities directly or *indirectly* by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

#### Non-Duplication

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

#### Non-Displacement

Programs may not permit a Member to fill in for an absent employee. By law, Members may not under any circumstances perform services, duties, or activities that had been assigned to an employee or to an employee who has recently resigned or has been discharged. Programs may not use a Member in a way that will displace an employee or position or infringe on an employee's promotional opportunities. Provisions include:

- a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance;
- b. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance;
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual;
- d. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee;
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that
  - i. Will supplant the hiring of employed workers; or
  - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any
  - i. Presently employed worker;
  - ii. Employee who recently resigned or was discharged;
  - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - v. Employee who is on strike or who is being locked out.

# Supervisor Role

Hosting a Member is a unique opportunity to address environmental equity issues while providing a meaningful service learning experience for the Member. Below is an overview of the supervisor role and responsibilities.

### SUPERVISION + MENTORING

- Provide the Member with an experienced and consistent supervisor for the full term of service.
- Supervisor will attend all Confluence trainings including Diverse Member Recruitment, New Supervisor Orientation and Supervisor Day with Members.
- Meet with the Member at least one hour per week to provide direction and build relationship.
- Facilitate comprehensive Member onboarding (Confluence has a checklist to use as a guide.)
- Support the Member in identifying networking and professional development opportunities.
- Support the Member's participation in Confluence *Team Meetings, National Service Events,* and our *Professional Development Series.*

## **RECRUITING FOR DIVERSITY**

- Develop an outreach plan to attract racially, culturally and economically diverse applicants.
- Advertise the Member position within the communities you aim to serve.
- Ensure that programs and activities are accessible to people with disabilities.
- Ensure that Member selection is made without regard to the need for providing reasonable accommodation.

### **RISK MANAGEMENT**

- Establish clear guidelines and rules that ensure the safety of the Member and participants in the partner organization and project locations.
- Consider youth to adult ratios, parental authorization forms, site permits, volunteer waivers, and emergency procedures.

## **PROJECT SUPPORT**

- Develop a well-defined, monthly project work plan with clear goals, activities and outcomes.
- Identify specific people and partners for the Member to connect with.
- Arrange office space and equipment for the Member to successfully perform service (ex: work station, telephone, computer/email and internet).
- Develop methods for achieving goals set forth in your **Performance Measurements Worksheet.**
- Identify Member transportation options during regular service hours in accordance with your policies.
- Provide a vehicle, bus pass, or reimburse the Member for travel costs related to service.
- Support the policy that Members wear appropriate AmeriCorps identifiers while serving.

# **REPORTING REQUIREMENTS**

- Read, sign and return the **Partner Agreement** within the specified timeframe.
- Participate in fall and spring **Site Visits** with Confluence Program Director.
- Participate in winter and summer **Evaluations** with the Member using Confluence forms.
- Submit in kind report documenting the value of the Member's work space at the end of term.
- Submit documentation which verifies cost of space (lease agreement or cost allocation plan).
- Complete our Partner Survey at the end of term.

# **Position Description Guidelines**

Use the following information and examples to guide you in creating a compelling position description that is specific to your organization and to the project. Partners are not limited to the examples provided below.

# DATES OF SERVICE

March 10, 2020 – August 20, 2020 (900 hours – 5 1/2 months)

## **PROJECT PARTNER**

Provide the name of the partner organization and the website where applicants can learn more about the organization.

## **POSITION TITLE**

In **46** characters or less (no more than three words), create a position title that appropriately describes what the Member will be doing and will look good on a résumé. Examples include:

# ENERGY EFFICIENCY AND RESOURCE CONSERVATION

- Environmental Projects Coordinator
- Sustainability Specialist
- Recycling Specialist
- Waste Reduction Coordinator
- Community Outreach Coordinator

#### GARDEN AND FARM BASED EDUCATION

- Food Equity Coordinator
- Community Gardens Specialist
- Sustainable Farming Educator
- Farm to School Coordinator
- Home Garden Educator

#### ENVIRONMENTAL EDUCATION

- Environmental Justice Educator
- Diverse Recruitment Coordinator
- Environmental Outreach Specialist

- Water Quality Educator
- Environmental Education Coordinator

#### ENVIROMENTAL HEALTH

- Community Health Educator
- Healthy Homes Specialist
- Climate Equity Coordinator
- Community Involvement Coordinator
- Community Outreach Specialist

#### HEALTHY WATERSHEDS

- Stormwater Equity Coordinator
- Community Stewardship Coordinator
- Habitat Restoration Educator
- Restoration Volunteer Coordinator
- Restoration Project Specialist
- Wildlife Coordinator

## **POSITION SUMMARY**

Summarize and prioritize the goals of the position. Add approximate percentages to each goal (Confluence activities will be 20%; yours will total 80%). The language should be exciting, inclusive and explain why this position is important to the community.

## **ESSENTIAL FUNCTIONS**

Provide up to **10 essential functions** of the position. Examples include:

#### ENERGY EFFICIENCY AND RESOURCE CONSERVATION

- Collaborate with staff and students to develop a school-wide resource conservation system.
- Conduct outreach activities to engage more racially or economically diverse individuals and organizations in resource conservation and/or outdoor education.

- Design and implement systems for tracking and documenting the impact of energy and resource conservation efforts.
- Expand the number and type of volunteer opportunities available within the organization.

### GARDEN AND FARM BASED EDUCATION

- Plan and lead sustainable gardening activities in multifamily housing communities.
- Partner with staff, local experts and students to research, design and install organic garden.
- Integrate nutrition, environmental issues and garden activities into school curriculum.
- Identify and train teachers or farmers to practice sustainable gardening/farming practices.
- Develop a system for recruitment, training, coordinating and tracking of volunteers.

#### ENVIRONMENTAL EDUCATION

- Increase knowledge in underserved communities around climate change.
- Plan and lead environmental education activities for low income K-12 students.
- Plan and lead natural area tours and environmental workshops for racially diverse youth.
- Coordinate after-school, weekend and spring break environmental education activities for atrisk youth in underserved communities.
- Research volunteer needs and create volunteer leadership opportunities.

#### ENVIRONMENTAL HEALTH

- Conduct lead testing and provide community education at lead testing and education events
- Serve with staff to develop bilingual and low literacy educational and outreach materials
- Develop deeper community partnerships that support the project/program.
- Schedule and conduct educational workshops, tabling events, and interactive activities.
- Conduct outreach to inform communities about opportunities and resources.

#### HEALTHY WATERSHEDS

- Collaborate with staff to plan and implement restoration and monitoring projects.
- Create stewardship activities that address needs and schedules of racially diverse families.
- Conduct outreach that engages lower income adults in restoration projects.
- Provide training to volunteers interested in leading riparian projects in their communities.
- Compile a resource guide to assist community members in planning projects.

### **POSITION REQUIREMENTS**

Provide up to **9 requirements** specific to the position. Make sure it is a requirement – Is it a MUST or is it TEACHABLE? If a certain skill is needed, is there a lived experience that would equal it in value? Remember, these positions are intended for professional growth. Examples include:

- Experience serving with diverse populations including building relationships with immigrant or refugee populations, seniors, people of color, people with disabilities, or those with limited economic resources.
- A college degree and/or similar experience.
- Desire to promote environmental stewardship to underserved communities.
- Demonstrates independence, motivation and resourcefulness.
- Successfully pass fingerprint criminal background check through the project partner.
- Experience with intercultural communication
- Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles.
- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have a valid driver's license, clean driving record (in accordance with organizational policy) and ability to provide documentation in a timely manner.

- Ability to successfully pass a drug test (random or otherwise) conducted by project partner.
- Travel and attend meetings in various parts of the region.
- Ability and willingness to serve outdoors, in inclement weather and lift up to 40 lbs.
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.)
- Able to take the lead on development of individual learning goals, project goals, measurable outcomes, timelines and reporting.
- Communicate and interact in a positive, professional manner with various populations, such as project partner(s), staff, stakeholders, volunteers, youth and the general public.
- Serve occasional evenings and weekends.
- A commitment to the goals of <insert partner organization name>

# PREFERRED QUALIFICATIONS

Provide up to **7 preferred qualifications** specific to the position. These should be skills that are not essential to the position, but would be an added benefit. Examples include:

- People within <insert community> with a commitment to serving low-income communities and communities of color.
- Ability to speak Spanish (or another language).
- Background in cultural competency
- Strong connection to north/northeast to Portland (or area around your project).
- Interest or experience in natural resources and/or climate issues.
- Familiarity with low-income communities and/or communities of color.
- Familiarity with the region and green spaces is helpful, but not required.
- Any combination of experience and education equivalent to 2-4 years.

# MEMBER BENEFITS INCLUDE

List any benefits that the partner organization will provide to the Member. Examples include:

- Free or reduced course credit.
- Monthly/annual transit passes are available for service activities and will be provided by the project partner.
- Tuition reimbursement.
- Transportation stipend.
- Membership to professional organizations or clubs.
- Training stipend available for position related trainings.
- Free or reduced housing is provided for this position.
- Opportunities to attend conferences and events.

# **PROJECT LOCATION**

Provide the site location address. If your project will require the Member to report to more than one location on a regular basis, list each location. Add if it is accessible by public transportation.

# TRANSPORTATION INFORMATION

List all that apply. Examples include:

- Organizational vehicle is available for service activities. Member will be covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Project site is not accessible by public transportation.
- Personal vehicle is required or recommended to for service activities Member will be reimbursed by project partner.
- Bus tickets are available for service activities and will be provided by the project partner.

# **Proposal Submission**

# **COMPLETE PROPOSAL SUBMISSION CHECKLIST**

- □ Contact Information Are all fields filled in accurately?
- □ Eligibility Information Are all fields filled in accurately?
- Assurances + Certifications Is it signed and dated? *Electronic signatures acceptable*
- □ Narrative Is it clear, concise and responds to all questions in order?
  - □ Monthly Timeline Is it included in your Narrative?
  - □ Performance Measure Worksheet Are the fields filled in accurately?
- □ Position Description Are all fields filled in?
- □ Formatting Is proposal saved in the original Word format? No PDF's please
- □ Proof of General Liability (certificate) or letter of self-insurance Is it attached?
- □ Proof of 501c(3) For new 501c(3) applicants, is it attached?
- □ Partner Discount If asking for a discount, is your request letter attached?
- Email Subject: "Organization Name Confluence AmeriCorps Proposal"
- Email all documents to <u>ecabral@confluencecenter.org</u>

# ADDITIONAL RESOURCES

# Funding

www.socialjusticefund.org/apply-grant - Social and justice grants for culturally specific groups www.oregonmetro.gov/partnersinnature - Partners in Nature: POC-led projects www.oregonmetro.gov/tools-partners/grants-and-resources/community-placemaking-grants\_ www.epa.gov/environmentaljustice/environmental-justice-small-grants-program www.oregonmetro.gov/tools-partners/grants-and-resources - Metro community grants <u>www.grayff.org</u> – Gray Family Foundation www.cec.org/our-work/napeca - Partnership for Environmental Community Action www.thecommunityfund.com - Spirit Mountain Community Foundation www.portlandoregon.gov/bes/51706 - Community Watershed Stewardship Program www.mrgfoundation.org - MRG Foundation www.mmt.org/grants - Meyer Memorial Trust grants www.collinsfoundation.org/ - Collins Foundation grants www.bullitt.org/grantmaking - Bullitt Foundation grants www.wcs.org/about-us/grants-and-opportunities.aspx - Wildlife conservation grants <u>www.dfw.state.or.us/wildlife/grants/</u> - Oregon Department of Fish and Wildlife grants www.stemgrants.com/ - Science, Technology, Engineering, Mathematics (STEM) grants www.multcolib.org/resource/foundation-grants-individuals-online - Library foundation grants www.neafoundation.org/ - Various education grants for educators

# Equity

<u>www.confluencecenter.org/americorps-partners/</u> - Partner Resource Page <u>www.portlandonline.com/portlandplan/index.cfm?a=288108&c=52257</u>) – Portland Plan <u>www.nces.ed.gov/globallocator</u> - National Center for Educational Statistics – Oregon K-12 <u>www.ode.state.or.us/sfda/reports/r0061Select2.asp</u> - Free and Reduced Lunch statistics <u>www.opalpdx.org</u> – Transportation Justice

<u>www.pisab.org</u> – The People's Institute for Survival and Beyond – racial equity <u>www.cdeinspires.org/our-services</u> – Center for Diversity and the Environment cohorts <u>www.ywcapdx.org</u> – Social Justice training

www.resolutionsnorthwest.org – Racial Justice training

<u>www.surjpdx.org</u> – Showing up for Racial Justice - local chapter with cohort/action groups