



2018 - 2019 Request for Applications to Host SNAP Members

The Sierra Nevada AmeriCorps Partnership (SNAP) invites Sierra Nevada conservation organizations, agencies and tribal governments in California and Nevada to apply to host SNAP AmeriCorps members by becoming a SNAP Host Site for the upcoming 2018 - 2019 program. SNAP Host Sites receive full-time AmeriCorps Members who serve 11 months at your organization/agency from **October 21, 2018 – September 21, 2019** by conducting watershed assessment and restoration, watershed education projects, and volunteer recruitment and support. All Member placements and SNAP Program activities contingent on AmeriCorps approval and funding.

Important Notes:

- Host Sites that wish to host a single SNAP Member must be approved by CaliforniaVolunteers. Last year they rejected nearly 50% of single SNAP Member Placements. We highly recommend applying to host at least two SNAP Members. Sites can co-host two or more SNAP Members with another local organization.
- We have dropped the Environmental Outreach performance measure to focus on environmental education. Members can still participate in environmental outreach, but our educational focus is on more in depth, service learning and place based educational presentations.
- We have added a Green Jobs performance measure in conjunction with Member Development to further prepare members for Life After AmeriCorps and to enter the Green Jobs field.

The deadline for Host Site Applications is 5 pm on May 25, 2018. See below for application instructions.

I. SNAP Background:

In the fall of 2006, the Sierra Nevada Alliance received a grant from CaliforniaVolunteers to administer the Sierra Nevada AmeriCorps Partnership (SNAP) as part of our Member Group Support program to help build the capacity of Sierra Nevada Alliance Member Groups and complete crucial on the ground restoration work throughout the Sierra Nevada.

The mission of the SNAP program is to assess and restore impaired watershed habitats and to increase community stewardship of Sierra Nevada watersheds through education and volunteerism.

The program places twenty-eight full time AmeriCorps Members at a variety of conservation organizations, tribal governments and natural resource agencies throughout the 400 mile long 'Range of Light'. Members conduct watershed assessment and restoration, education, outreach and volunteer recruitment. From Mt. Whitney to the Feather River, from the Foothills to the Summits, at organizations both big and small, our AmeriCorps Members have contributed to restoring the health of the Sierra's

precious watersheds through important service projects. **SNAP Members have removed invasive species, stabilized stream banks, educated thousands of Sierra Nevada Residents on local and regional watershed issues, cleaned up hundreds of miles of river, built numerous trails, monitored water quality at hundreds of sites and much, much more.**

Since 2007, SNAP Members have

- Restored more than 16,000 impaired watershed acres
- Educated more than 180,000 individuals on environmental issues in the Sierra
- Monitored more than 3,000 sites
- Recruited more than 35,000 volunteers
- Contributed more than 520,000 service hours!

What could a SNAP Member do for your organization?

II. 2018-2019 Grant Priorities and Member Service Activities

The 2018-2019 SNAP Performance Measure Worksheets (PMWs) comprise a logic model for AmeriCorps that explains the program's priorities, goals, methods, and outcomes for the three-year grant cycle.

To summarize the PMWs, the priorities of the 2018-2019 SNAP program are focused on the following areas (please note that the Member hours listed below are the total percentage of hours for the entire group of 28 Members. **Your Members may have a different breakdown of hours**):

- 1. Watershed Assessment & Restoration (Primary Focus):** The goal is to restore disturbed Sierra watersheds through Member activities and community volunteers. SNAP seeks to restore at least **875 acres** of watershed (Members – 275 acres, volunteers – 600+ acres) in 2018-19. Watershed monitoring activities are allowed as long as they are linked to restoration projects or are used in some way to identify potential restoration sites. Project examples include: river clean ups, invasive species removal, pre and post project water quality monitoring, meadow restoration projects, storm sampling, fuels reduction, trail building, grazing exclusions, etc.
Member Hours: 48%
- 2. Environmental Education & Outreach (Secondary Focus):** The goal is to educate students and community members on environmental topics to create lifelong watershed stewards. In 2018-19, Members will educate at least **7,417** students and community members through presentations, place based learning, and/or service learning opportunities. Project examples include: classroom presentations, field trips, interpretation, overnight camps, etc.
Member Hours: 25%
- 3. Volunteer Recruitment (Secondary Focus):** The goal is to encourage community watershed stewardship by increasing volunteerism on watershed restoration and assessment and/or environmental education projects. In 2018-19, Members will recruit at least 3,700 community volunteers for at least 16,700 volunteer hours. Project examples include: tabling to recruit volunteers, volunteer appreciation events, creating a volunteer database, email volunteers to

attend restoration events, coordinating volunteers at events, etc. Members may NOT manage volunteers who participate in prohibited activities.

Member Hours: 13%

- 4. Member Development & Green Jobs Training (Secondary Focus):** The goal is to train and mentor SNAP Members to do their service projects properly and for life after AmeriCorps. Members will develop professional skills that will enable them to obtain employment in the Green Jobs field after service. Members must attend three required SNAP Sponsored trainings/Service Projects, two National Days of Service, and will have Host Site trainings/orientation for site-specific skills and info. In 2018-19, 28 Members will receive at least 204 hours of training. Examples of Member training include: in house GIS training, attending the Wilderness Conference, wilderness first responder training, etc. The maximum hours any members can spend on Member Development & Green Jobs training is 340 hours.

Member Hours: 12%

- 5. Resource Attainment (Minor Focus):** The goal is to increase funding and resources to allow SNAP members to complete for watershed restoration and education. In 2018-19, Members will secure **donations** (grants, in-kind, business, services) for restoration and education projects. Project examples include: asking a local grocery store to donate snacks for a restoration event, writing a grant to start an invasive species removal program the Member will run, etc. Please note that the maximum hours any Member can spend on resource attainment is 170 hours. Members **CANNOT write federal grants or any grant that goes towards the required Member Cash Match. All Member fundraising must go directly to Member service projects.** Fundraising for general funds is NOT allowed.

Member Hours: 2%

Please note that AmeriCorps regulations prohibit Members from conducting the following activities as part of their service:

- Any activities that do not directly correlate with the five goals above.
- Efforts to influence legislation or political advocacy.
- Organizing or engaging in protest petitions, boycotts, or strikes.
- Assisting or deterring union organizing.
- Impairing existing contracts or collective bargaining agreements.
- Participating in, or endorsing, events or activities, which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials (including school levies).
- Engaging in religious instruction.
- Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, an organization engaged in religious activities, or a non-profit entity without 501C(3) status.
- Organizing voter registration drives.
- Providing abortion services or referrals for receipt of such services
- Preparing any part of a grant proposal or performing fundraising functions which help the Host Site achieve cash match requirements, or to fund general operating expenses, or providing fundraising assistance to other community-based organizations. Member activities for

fundraising must be directly linked to raising resources for current or future Member service projects.

- Members may not assist with federal grant applications.
- Any work that requires SNAP Members to be physically working on a site that is known to have toxic contamination such as a Brownfield or superfund site.
- Members cannot replace any employee or a position previously held by an employee.

Examples of what Members can and cannot do:

The following examples illustrate the difference between education and advocacy as it relates to the SNAP Program:

Members May:

- Educate community members about an existing dam's effect on a watershed.
- Educate ranchers about the impacts of cattle in riparian zones.
- Make copies of a volunteer waiver and file information on the member's restoration projects
- Give a presentation detailing the effects of climate change on the Sierra.
- Data base entry of new volunteers who attended the member's restoration project
- Write a grant to the ABC Foundation to implement a meadow restoration project that a SNAP Member will work on.
- Organize, assist with, or attend a dinner Gala to raise funds to purchase native plants for the member's restoration project.
- Write a state grant

Members may NOT:

- Ask for signatures to stop the building of a proposed dam.
- Lobby to cease grazing on a specific parcel of land
- Shred old organizational documents and file non member grant reports
- Provide public comments on state planning processes/policies regarding climate change.
- Database entry of donors and fundraising event attendees
- Write a grant to the ABC Foundation to raise the Host Site's Cash Match costs.
- Organize, assist with, or attend your organization's Annual Fundraising Gala in which money raised goes to the general fund of the organization.
- Write a federal grant

If you have any questions regarding what are allowable Member service activities or your organization is involved in advocacy and is interested in hosting a SNAP Member, SNAP highly recommends that you call our office before completing an application!

III. What Organizations are eligible?

Any organization that is a 501C(3), a Tribal Government, or a governmental agency; with the capacity to host, supervise, and mentor a SNAP member to complete watershed restoration and monitoring, watershed education, and volunteer recruitment and support is eligible to apply.

Host Site requirements include:

- Complete and submit 2018-2019 Partner Site Application Form by 5 pm May 25, 2018.
- Provide on-site training, supervision, mentorship and support for AmeriCorps Members.
- By September 3, 2018 contribute the per Member financial Cash Match due from your organization based on the following criteria:
 - Host Sites that are Sierra Nevada Alliance Member Groups: \$11,000
 - Host Sites for non-Member Group organizations: \$12,250
 - Host Sites that are agencies: \$13,250
- Ergonomically safe workspace and materials/equipment necessary for the AmeriCorps Member to successfully complete their projects including computer, email, phone.
- Member projects must benefit Sierra watersheds and/or residents in California.
- Select at least one Site Supervisor for Member(s) to provide supervision and mentorship of Member(s). Site supervisor requirements:
 - Submit to and pass a background check, including state, federal and NSOPW
 - Monthly and quarterly reporting to the Sierra Nevada Alliance and AmeriCorps.
 - Participation in Member recruitment, interviews, and selection in summer and fall 2018.
 - **Mandatory in-person attendance for Site Supervisors at one day of Pre-Service Orientation on October 22, 2018.**
 - Participation in quarterly partner conference calls.
 - Participation in annual SNAP Host Site visit.
 - Regular communication with SNAP Staff.
 - Bi-weekly meetings with SNAP Member(s).
 - Monitor and track progress toward the Member's service goals.
 - Support and mentor the Member(s) (ensure their work and time is being valued and recognized, ensure they are receiving the experience and skills necessary for their position, etc.).
- Must be a 501(c)(3) organization, Tribal Government or a governmental agency.
501(c)(4) organizations do not qualify for the SNAP Program
- Liability insurance that covers the AmeriCorps Member(s) while performing service at your organization and in the field.

Once a Host Site is selected, the organization will receive a Memorandum of Understanding stating the above requirements that must be signed and returned before the Host Site can host any SNAP members.

SNAP 2018-19 Application Process Timeline

- **March 2018**
 - March 1, 2018: RFA for SNAP Host Sites released
- **April 2018**
 - April 1, 2018: Host Site Application Period opens
 - April 16, 2018: Current Member Host Site Evaluations due
 - April 16, 2018: Generic SNAP Member recruitment begins
- **May 2018**
 - **Friday, May 25, 2018: Host Site Applications Due**
 - May 28 – June 8, 2018: Site Selection Committee reviews applications and selects sites
- **June 2018**
 - Friday, June 8, 2018: 2018 - 2019 Host Sites announced
 - Friday, June 8, 2018: SNAP member recruitment begins
- **July 2018**
 - July 3, 2018: SNAP Staff get MOUs to Host Sites
 - **Wednesday, July 25, 2018: SNAP Member Applications Due**
 - July 26 – 27, 2018: SNAP Staff make 1st round interview selections
 - July 27, 2018: SNAP Staff notifies 1st round invitees
- **August 2018**
 - July 30 – August 14, 2018: SNAP Staff & Volunteers complete 1st round interviews of qualified applicants
 - August 14 - 17, 2018: SNAP Staff select 2nd round invitees and match with host sites.
 - August 17, 2018: SNAP Staff send Host Sites Applicant Packets
 - August 18 – 31, 2018: Host sites conduct 2nd round interviews of qualified applicants sent to their site
 - **August 31, 2018 by Noon, Site Supervisors send SNAP Staff Member Preference**
 - August 31, 2018 SNAP Staff confirm Member placement with Host Site
 - August 31, 2018 SNAP Staff Send Out Position Offers.
- **September 2018**
 - September 3, 2018 Signed Host Site MOU's Due to SNAP
 - September 7, 2018 Member Acceptance Due to SNAP by COB.
 - September 11 - October 21, 2018 Host Sites and SNAP Staff coordinate with new Members to facilitate housing, complete back ground checks and initial hiring process.
 - September 14, 2018: Cash Match Payments due to the Sierra Nevada Alliance
 - September 11 – Dec 5, 2018: SNAP Staff will work with Host Sites to fill any remaining Member positions.
 - September 16, 2018: Last day of service for 2017-18 Members
- **October 2018**
 - October 1, 2018: Cash Match due
 - October 22, 2018: Required training for Site Supervisors (Location TBA)

- October 21 – 26, 2018: SNAP Member Training and Orientation (Location TBA).

V. Number of Members per Host Site

CaliforniaVolunteers, the state commission for AmeriCorps, which funds the SNAP program requires (at least) two Members be placed at each Host Site. The SNAP program can request waivers to this rule, if warranted. (Examples include: other SNAP Members within 30 miles, critical fire restoration project, drought related projects, etc.) Therefore organizations are highly encouraged to apply for two or more Members or to form local or regional partnerships to host SNAP Members. This rule has gotten much more strict than in past years, and CaliforniaVolunteers must approve all single Member placements.

When considering the number of SNAP members your organization will be applying for please consider the following options:

1. Host two or more Members (majority of selected Sites, most competitive model)
2. Create a Host Site partnership to host 2 or more Members (also a competitive model): In this situation, a community has 2 or more organizations that do not have the capacity to host (at least) 2 Members at each organization but could host a total of 2 or more Members through a partnership between the organizations. In this situation, the application must clearly explain:
 - i. How the Members will be working as a team. It must be clear to SNAP Staff that the Members will not simply be serving at separate organizations. There must be a true partnership with genuine teamwork between the Members.
 - ii. Identified lead Site supervisor. There must be a lead Site Supervisor to coordinate logistics, information and reporting with SNAP Staff as well as make it clear by whom the Members will be supervised by. The Host Site partnership may determine one lead Site Supervisor for each Member or one lead Site Supervisor who will be supervising both Members.
 - iii. Clear structure and communication for Members, SNAP Staff and organizations involved in the partnership.
 - iv. It is recommended that, if possible, a single workplace is designated for both Members to clearly show that they are serving at a single partnership site.
3. Host only one Member (least competitive model as a maximum three single Member sites will be selected).

VI. How to Apply

Current Host Sites:

The SNAP program has two options for current Host Sites to renew for the 2018 – 2019 program. The first option is an automatic renewal based on past performance. SNAP staff will

notify current host sites by April 1st if their organization qualifies for automatic renewal. To qualify for automatic renewal a host site must have met the following requirements:

- Restored over 10 acres or more per member or 20 acres per host site in 2016-17 or on track to reach that goal in 2017-18; and/or
- Educated more than 260 individuals AND recruited and supported more than 75 volunteers per member in 2016-17, or on track to reach that goal in 2017-2018;

And

- Have no major deficiencies/violations identified on the latest site visit; and
- Member Satisfaction Surveys for the site indicates that the members are well supported.

If a site qualifies for automatic renewal but is making significant changes to the type of service projects that members will be doing in 2018-2019, changing site supervisors, would like to increase the number of members or become a single member placement they will need to contact the SNAP program staff who will review the changes and determine whether the site will need to re-compete

For prior sites that do not qualify for automatic renewal: these sites will need to reapply using the Host Site Reapplication form that can be found [here](#).

New Host Sites:

For organizations new to the SNAP program please complete the Host Site Application Form. This form can be found [here](#).

Please note that the application questions have strict character limits. If you require additional space to elaborate on any question in the application please use the 'comments' section at the end of the application, which does not include any character limits.

The applications must be turned in by email to Rachel Durben, SNAP Program Director (rachel.durben@sierranevadaalliance.org) by May 25, 2018 at 5 pm. Please do not fax or send hardcopy applications.

VII. Host Site Selection Process

All applications will be scored based on criteria listed in the Host Site Scorecard. Applications that score highest will receive highest selection priority by the selection committee. The scorecard can be found [here](#).

Other factors that will be considered in the site selection process:

- Ability of the service plans proposed by Host Sites to help the SNAP Program achieve the outcomes outlined in the 2018-19 Performance Measure Worksheets.

- Overall mix of Member service time as outlined in the Service Plan. As mentioned above in section II, the total hours for all 28 Members should be within a reasonable approximation of the overall program objectives of 48% watershed assessment & restoration, 25% education, 13% volunteer recruitment & support, 2% resource attainment, and 12% member development and green jobs training.
- Geographic distribution in the Sierra Nevada
- Status as a Member Group of the Sierra Nevada Alliance
- Previous applications to host SNAP Members

A Site Selection Committee will review and score applications between May 28 – June 8, 2018 and announce selected Host Sites by June 8, 2018.

VIII. SNAP Contact Info

For questions or inquiries, please contact:

Carley O'Connell, Sierra Nevada AmeriCorps Partnership Director

530-542-4546 x 702

carley@sierranevadaalliance.org