

NCAT ENERGY CORPS AMERICORPS PROGRAM 2017-2018 Host Site Application Instructions

Introduction

Thank you for your interest in becoming a project Host Site with the National Center for Appropriate Technology's Energy Corps AmeriCorps Program. Energy Corps is a state AmeriCorps program created to help communities address unmet energy needs. The Energy Corps program provides Host Sites with energetic and passionate Energy Corps members who will work locally to provide energy conservation education, community energy planning and organizing and hands on energy projects which promote sustainable energy practices. This document contains information for organizations and agencies in Montana interested in the service of committed and skilled Energy Corps members to implement local energy projects.

Background

National Center for Appropriate Technology (NCAT)

The National Center for Appropriate Technology (NCAT) is a private, nonprofit (501c3) organization whose mission is "helping people by championing small-scale, local, and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources." Since 1976 NCAT has been serving economically disadvantaged people and communities to enhance their quality of life and their environment. The Energy Corps initiative is a continuation of NCAT's historical focus on fostering sustainable change by connecting people with local communities to develop energy solutions. More information about NCAT can be found at www.ncat.org.

AmeriCorps

The Governor's Office of Community Service (GOCS) and the Governor-appointed Montana Commission on Community Service were created in 1993 to promote and expand national service and volunteer opportunities in Montana. The Governor's Office of Community Service administers federal funding to AmeriCorps State programs in Montana. The federal funding is provided by the [Corporation for National and Community Service](#), an independent federal agency. The Corporation's mission is to improve lives, strengthen communities and foster civic engagement through service and volunteering. Throughout the country, Americans of all backgrounds are engaged in service to meet community needs. Thanks to a partnership between GOCS and NCAT, organizations and public agencies can expand their capacity through the Energy Corps program.

Energy Corps Objectives and Performance Measures

The Energy Corps program, composed of AmeriCorps members, provide support and outreach for individuals, families and communities struggling with energy costs by performing hands on energy assistance, energy-conservation education and community energy planning and organizing. By forming collaborations with local non-profit organizations, community action agencies, local governments and energy service organizations, Energy Corps fosters community sustainability by addressing the challenges of rising energy prices and global climate change. The Energy Corps simultaneously launches AmeriCorps members into green-collar career pathways, providing them with the essential elements for good and secure jobs in the growing clean energy economy.

The Energy Corps program is committed to reaching the following performance measure outputs and outcomes. **Energy Corps member activities proposed by host sites must include activities in at least two of the following three service areas:**

- **Hands on Energy Assistance**

Output: members will provide hands-on energy assistance to 300 entities to include low-income home residents, public schools and community buildings with a demonstrated need.

Allowable Activities: Hands-on energy assistance will include weatherization and conservation activities; energy assessments, audits and consultations; and alternative and renewable energy activities. **Activities must be targeted towards individual homes and result in an individualized assessment.**

Outcome: 75% of entities receiving hands on assistance will report that services received are of high quality.

Data Collection: Members and host sites will be required to provide lists of individuals/households served, locations, an overview of services provided, and surveys from service recipients indicating quality of service.

- **Energy Education and Outreach**

Output: members will create energy awareness through education and outreach activities.

Members will conduct educational presentations, events and trainings in energy efficient and environmentally conscious practices for 5,000 individuals.

Allowable Activities: An educational event or presentation that qualifies under this performance measure involves at least 20 minutes of structured interaction with the target population and an opportunity for feedback from that target population. Energy Corps members must play a lead role in presenting or facilitating the content of the educational event. Content must focus on sustainable energy, environmentally conscious practices and/or sustainability planning.

Outcome: 3,000 individuals attending educational presentations will demonstrate an increase in knowledge regarding sustainable energy resources, energy efficiency, and other environmentally conscious practices..

Data Collection: Members and host sites will be required to provide lists of individuals attending presentations or trainings, locations, an overview of training curriculum, and surveys from attendees indicating change in learning.

- **Green Jobs Training and Skills Development**

Output: Energy Corps members will participate in training to develop green collar job skills.

Each member will complete a minimum of 50 hours of training in energy topics provided by an experienced energy trainer to develop green collar jobs skills. NCAT will provide the majority of these training opportunities, but encourage host sites to offer additional trainings when possible.

Allowable Activities: Trainings and certifications that qualify under this performance measure must be specific to green job skills trainings that will be marketable for the member after their term of service.

Outcome: Members will increase knowledge of energy topics, indicated by pre-post survey questions.

Data Collection: NCAT will conduct pre and post surveying of members to gauge increases in

knowledge. Host Site Supervisors will complete mid-term and final evaluations of members to assess job knowledge and performance.

Applications including other proposed energy activities for members will be considered as long as activities also include a main component of two of the above listed performance measures.

Opportunities for partnerships

NCAT invites organizations and agencies in Montana submit an application for one or more Energy Corps member slots for the 2017-2018 service term, October 2017 to August 2018. Eligible partners include non-profit organizations, state agencies and local governments, elementary and secondary schools, Indian tribes, colleges and universities, faith-based organizations or any combination of these or similar groups. Each member must serve a minimum of 1700 hours within the specified service term.

Though Energy Corps members may work on different tasks, all of the tasks must be aligned with the performance measures described above. Sample projects for Energy Corps members could include, but aren't limited to:

- Educating individuals about energy conservation or other environmentally conscious practices;
- Working with public housing authorities or community action agencies implementing green practices and improving energy efficiency in housing units
- Working with colleges, K-12 schools, or tribes interested in developing green campus/energy efficiency/renewable energy initiatives;
- Identifying the role of renewable energy opportunities relevant to the community.

Benefits to Host Sites

Organizations, agencies and campuses that participate as host sites experience numerous benefits including:

- Access to a committed AmeriCorps member who will serve at your agency for 11 months
- Ability to expand collaboration with similar organizations to address community issues;
- Assistance in building community capacity to address energy problems;
- Opportunity to serve as a personal and professional mentor;
- Direct connection to the national service movement.

Benefits to Energy Corps members

All Energy Corps members are enrolled in the AmeriCorps National Service initiative. As members, they receive the following benefits:

- An annual living allowance of \$12,530
- An education award of \$5,730 upon successful completion of service;
- Health and child care benefits;
- Student loan forbearance while enrolled in the program (Accrued interest on qualified loans is eligible for payment by the National Service Trust. Please note that not all loans are qualified for forbearance);
- Professional training opportunities and citizenship development.

NCAT role and responsibilities

- Manage national recruitment, application, and enrollment of members, including member contracts, in collaboration with Host Sites
- Conduct member background checks as required by and according to CNCS standards;
- Communicate expectations and procedures pertaining to the general Energy Corps program, member performance, and Host Site responsibilities;
- Provide pre-service orientation and training for members prior to placement at host site;
- Provide host site supervisors with training and materials necessary to successfully meet program requirements;
- Pay the living allowance to members on a bi-monthly basis. Members will submit time sheets and checks will be distributed according to the schedule given to members;
- Provide general liability insurance and Worker's Compensation;
- Facilitate the payment of an education award at the completion of service;
- Provide ongoing training and support for members;
- Prepare and submit required reports to the Montana Governor's Office of Community Service;
- Monitor members service progress as it relates to the grant requirements;
- Conduct mid-year site visits and assist the member when needed;
- Determine and communicate on a case-by-case basis the procedure for replacing a member that does not complete their service term. Member's completing less than 30% of their service hours have the possibility of being replaced. If a suitable replacement cannot be found, NCAT will provide the Host Site with a pro-rated reimbursement of the member cost-share contribution.

Expectations of Host Sites

Organizations, agencies, and campuses that serve as Energy Corps Host Sites are expected to fulfill the following responsibilities:

- Provide meaningful service work and member development opportunities (note that members cannot replace a staff position or serve as administrative help)
- Provide an agreed upon cost share to help support the member's living stipend;
- Sign and return Memorandum of Understanding before member begins service, formalizing their role as a Energy Corps host site;
- Pay invoice for host site cost share contribution within 30 days of receiving program Memorandum of Understanding;
 - If the Host is utilizing federal funds to pay the cost-share contribution, document the amount and source of those funds. All federal funds used for the purpose of paying cost-share contributions must be eligible to match to another federal grant. If using federal funds, Host Sites should check with the granting agency for eligibility information.
- Participate in host site orientation and maintain regular communication with Energy Corps staff;
- Participate in member recruitment and selection;
- Provide orientation, training and supervision necessary to meet the objectives outlined in the host site application (note that no more than 20% of a member's total hours can be devoted to training);
- Designate a Site Supervisor to set goals and objectives with measurable outcomes and oversee the Energy Corps member's progress toward the stated objectives;

- Provide suitable designated work space, as well as necessary equipment, supplies and travel costs to complete specified tasks;
- Verify, sign and submit member timesheets in a timely manner;
- Complete member performance evaluations and other reporting requirements;
- Release the member from the site for participation in AmeriCorps member trainings and events;
- Ensure members do not participate in AmeriCorps prohibited activities while charging time to the AmeriCorps program or at the request of program staff. Prohibited activities include lobbying, political, religious or advocacy activities;
- Assist the member and Energy Corps program staff in gathering meaningful service recipient feedback including changes in learning or behavior;
- Document in writing and communicate immediately to NCAT any member performance issues or other program concerns as outlined in the Energy Corps Supervisor Handbook;
- Follow the procedure outlined in the Supervisor Handbook to resolve any grievances documented between the Host Site and Energy Corps member and participate in the resolution of any grievances involving members.

Host site cost share

Each host site is required to provide a cash match contribution to help support the living allowance for each AmeriCorps member placed at their agency/organization. The cost share for full time members is \$11,500. Upon notification of application acceptance, host sites will be required to sign a Memorandum of Understanding agreeing to a cost share payment schedule.

Host site selection criteria

NCAT will take the following items into consideration when reviewing applications:

- Member activities at host sites will address compelling community needs that are consistent with Energy Corps objectives and performance measures;
- Identification of realistic, specific and measurable member objectives that help to meet the Energy Corps performance measures;
- The depth of impact the service activities will have on both the host site and larger community as well as plans for sustaining the work of the member beyond their term of service;
- Capacity of host site to provide effective supervision, mentoring and development opportunities for the member;
- Ability of host site to comply with program requirements, such as gathering feedback from service recipients.

Member recruitment, selection and placement

Once host sites are selected and the position descriptions are developed, NCAT will begin recruiting members and strives to recruit members both locally and nationally. Host sites are required to participate in the recruitment process for their own members. All potential members must complete an application (available online) and obtain two written references. When an application is submitted, candidates will be screened by NCAT. If an applicant passes the screening process, NCAT will conduct an initial interview. At that point, NCAT will pass along the top candidates to the host site for a second interview, more specific to the site activities. This second interview is initiated by the host site and arranged according to the schedules of the applicant and the host site supervisor. Final placement occurs when

both the applicant and host site agree to the match. Please note that NCAT, not the host site, will contact and make all final offers to selected applicants. NCAT will work with host sites to fill all requests, however, **acceptance of host site proposals does not guarantee placement of a member**. Openings will be filled as appropriate matches are made, until all slots are filled.

NCAT Energy Corps 2017-2018 Program Start-Up Timeline

May 31, 2017	Host Site Applications due to NCAT by 5pm MDT, early applications are encouraged
June 5-August 31, 2017	Member recruitment period (positions will be posted and open as soon as host site applications are approved and position descriptions agreed upon by both parties)
June 12-July 7, 2017	NCAT member screening and first round of interviews
July 17, 2017	Top applicants are sent to host sites for second interview
August 21, 2017	Selections made and positions offered to top candidate
TBD	Host Site Supervisor Orientation
October 2-4, 2017	Member orientation and training in Butte, MT
October 5, 2017	Members begin service at host sites

*please note that the dates above may be subject to change

Thank you for your interest in NCAT's Energy Corps AmeriCorps program. Please complete the attached Host Site Application and return it by **5pm MST on May 31, 2017 via mail, email, or fax**. If you have any questions about the application process or the Energy Corps program, contact Emily Caponi at 406-533-6651 or emilyc@ncat.org.

Submit completed applications via email, mail or fax to:

National Center for Appropriate Technology
Attn: Emily Caponi
3040 Continental Drive
Butte, MT 59701
406-533-6651
406-494-2905 (fax)
emilyc@ncat.org

**NCAT ENERGY CORPS AMERICORPS PROGRAM
2017-2018
Host Site Application**

Organization Name: City of red Lodge, MT
Address: P.O. Box 9, Red Lodge, MT 59068

Phone: 406-446-1606

Fax: 406-446-393

Website: cityofredlodge.net

Contact Person: Michael Schoenike **Title:** Mayor

Email: mjsward1@gmail.com

Name of AmeriCorps member's direct supervisor: Martha Brown

Title: Alderman, City of Red Lodge

Phone: 406-445-7214

Email: mbrown.ward1@gmail.com

Number of member(s) requested: (1)

If you have a particular individual in mind who might be interested in serving at your site, please provide contact information below:

Name:

Phone:

Email:

Narrative:

1. Describe your organization's and community's unmet needs and opportunities that the member's service activities will address.

The 2013 Red Lodge Growth Policy cites a policy under the Climate Protection section of demonstrating a commitment to environmental protection and sustainability. Infrastructure and city services goals in the Growth Policy include a commitment to recycling in municipal operations and mitigating light pollution affecting the night sky.

The City believes there is a need to reduce energy costs for City buildings, as general fund revenues are stable while operating costs continue to escalate. The City also needs to improve its capital facilities at the recycling facility and recognizes the opportunity to expand the quantity and types of recyclables. As cited in the Growth Policy goals, the City believes that more direct control of its street lighting facilities can result in updated technology to support energy goals and light pollution.

2. Describe the service activities in which the AmeriCorps member will engage. Please be specific.

A. Hands on Energy Assistance – Electric Vehicle Charging Stations

Goal: To insure the stations operate on a sustainable basis over time.

Work to Date: Four electric vehicle stations installed at the public restroom area on North Oakes Avenue; management plan completed that includes manuals, receipts and monitoring process; marketing outreach on Chamber and industry websites; charging costs (\$165.16), kWh (501) and total miles charged (1,513) since June 2016 documented.

Tasks:

- (1) Continue monitoring usage and calculate cost savings.
- (2) Determine projected usage over the next 10 years.
- (3) Work with Chamber and other groups to research additional marketing opportunities to increase electric car visitors.
- (4) Stay involved with Montana DEQ on their work on their energy related projects across the region and use as an education tool to educate the community on benefits.

B. Hands on Energy Assistance – LED Streetlights

Goal: To reduce energy costs to the City.

Work to Date: Decorative streetlights from 3rd Street to 8th Street converted to LED in December 2016, cost savings documented at \$100 per month, kWh savings December 2016 to April 2017 (5,028); management plan under development; monitoring process using Google Sheets to track usage under development.

Tasks:

- (1) Continue monitoring usage and calculate cost savings.
- (2) Document the potential cost savings for the retrofit of the remaining decorative streetlights on Broadway Avenue owned by Northwestern Energy. Coordinate a meeting between City officials and Northwestern Energy to review results and options for purchase. Continue to monitor PSC tariff, ownership and rate issues.
- (3) Incorporate the streetlight inventory information developed by Northwestern Energy for all remaining streetlights in the City into the City's Geographic Information System.

C. Hands on Energy Assistance – LED Building Retrofit

Goal: To reduce energy costs for City buildings. To improve work conditions impacting safety in Police Garage and Public Works Shop.

Work to Date: Completed retrofit analysis for City Hall, Police Station and Public Works Shop; documented potential cost savings (\$1,727/year) and energy savings (30,049 kWh/year); Council programmed funds for purchase and installation; installation complete late May 2017.

Tasks:

- (1) Continue monitoring monthly costs and calculate cost and energy savings using Google spreadsheets. Modify spreadsheets as necessary.

D. Hands on Energy Assistance – Solar Arrays for City Buildings

Goal: To reduce energy costs for City buildings

Work to Date: Written analysis under development with focus on (1) total potential electricity generation to include size of system, project costs, project savings, return on investment and greenhouse gas savings, (2) tax incentives, (3) grant opportunities, (4) current policies, and (5) setbacks for fire safety.

Tasks:

- (1) Complete research of funding opportunities.
- (2) Complete the first solar array installation at the Public Restroom to reduce energy costs for both the restroom and the electric vehicle charging stations.

E. Hands on Energy Assistance – Greenhouse Gas Inventory

Goal: To provide information for use in energy conservation activities and a climate action plan.

Work to Date: kWh compiled for City wastewater plant and City fleet.

Tasks:

- (1) Obtain community energy data from Northwestern Energy to complete community greenhouse gas analysis.
- (2) Incorporate information in ClearPath pro software.
- (3) Complete written analysis.

F. Hands on Technical Assistance – Update Climate Change Goals

Goal: To develop realistic energy usage and carbon savings goals for the City.

Work to Date: None, new task.

Tasks:

- (1) Address climate change goals in the adopted City Growth Policy and recommend updates by researching similar communities and coordination with the Carbon County Resource Council.
- (2) Address potential City Code/Ordinance modifications for the incorporation of energy efficient measures (i.e. solar and wind) for new construction.

G. Hands on Technical Assistance - Energy Conservation for City Utilities

Goal: To reduce energy use at City utility facilities.

Work to Date: Initial investigation of installation and funding of variable frequency drivers on motors at the wastewater treatment plant that could reduce energy usage by 50%.

Tasks:

- (1) Monitor energy savings of variable frequency drivers.
- (2) Determine feasibility of leasing or purchasing dual or alternative fuel fleet vehicles.
- (3) Research additional energy conservation activities that could be conducted by the City.

H. Energy Education and Outreach - Recycling

Goal: To increase the awareness and importance to recycle household goods.

Work to Date: Energy Corps Member has been advising the City Recycling Board. Community-recycling survey completed by 500 persons and results documented.

Tasks:

- (1) Install wayfinding signage for the Recycling Center.
- (2) Remain on Recycling Board and provide assistance on issues to include marketing and education, development of a business mode, conversations with the composting group, and methods to provide for continued electronic recycling.

I. Energy Education and Outreach – Composting

Goal: To establish a community composting program.



Work to Date: Assisted the Carbon County Resource Council in research of program activities and feasibility.

Tasks:

- (1) Attend meetings of the Resource Council and assist with decision-making process.

J. Energy Education and Outreach – High School Green Team Co-Advisor

Goal: To assist the Red Lodge High School Green Team in developing and implementing energy projects.

Work to Date: Helped to raise match funds for the school solar panel retrofit, assisted in research of wind power, assisted in the SMART Schools Challenge on recycling, and assisted in the team's participation in a People's Climate March event.

Tasks:

- (1) Provide support to identify and implement additional school related energy projects.

K. Energy Education and Outreach – Earth Day

Goal: To publicize Red Lodge energy and conservation activities in support of Earth Day.

Work to Date: Daily events conducted over a week in 2016. Earth Day 2017 conducted on the designated day highlighting the electric vehicle charging stations, with 10 organizations participating and 250 community members attending.

Tasks:

- (1) Work with local organizations to conduct a 2018 Earth Day event.

L. Energy Education and Outreach - Bicycle Rental Program for Tourists

Goal: to provide active transportation options for visitors and reduce motor vehicle traffic in the downtown area in support of the Active Transportation Plan adopted by the City Council.

Work to Date: None.

Tasks:

- (1) Research bike sharing and rental programs, including potential grants for bike share infrastructure.
- (2) Work with the Beartooth Recreational Trails Association and the Spoke Wrench bicycle shop to determine feasibility.

M. Energy Education and Outreach – Energy Page for City Website

Goal: To expand public awareness of the City's energy conservation activities.

Work to Date: Some documentation of activities on the City's website.

Tasks:

- (1) Develop an energy page on the City's website and document energy activities conducted on behalf of the City by the Energy Corps Member from 2016 to date.

3. Describe expected accomplishments, results and how the host site and member will gather results-based feedback from service recipients.

Expected major accomplishments are summarized as follows:

- A. Monitoring of energy usage and cost savings for electric vehicle charging stations, LED streetlights and LED in City buildings.
- B. Implementation of additional energy projects to potentially include additional LED streetlights retrofit, solar array installation(s) for City buildings, variable frequency drivers at the wastewater sewer plant, dual fuel fleet vehicles, bicycle share rentals, and a composting program.
- C. Multi-faceted marketing for the electric vehicle charging stations and for recycling activities, and public education by documenting the benefits of all energy projects conducted by the City.
- D. Greenhouse gas inventory and climate change goals reflected in the City's Growth Policy and codes/ordinances.

Feedback on the adequacy of the expected major accomplishments have been and will continue to be obtained primarily through regular meetings between the Energy Corps Member and the supervising Council member(s) and periodic presentation at both Council Committees and full Council meetings.

4. Indicate how you plan to sustain these activities after the AmeriCorps program year has ended.

Projects developed to date have been funded through the annual budgeting process, budget modifications during the fiscal year and grants. Projects that are greater than \$25,000 and implemented after the service member's term is completed can be evaluated for inclusion in the annual assessment of the City's Capital Improvements Plan conducted in February of each year.

5. List any specific skills or qualifications this position might require.

In addition to general knowledge of energy related activities, the person should have a proven ability to network with energy related resources. GIS knowledge, particularly ArcGIS Online, would be beneficial.

6. Indicate the number of individuals an Energy Corps member or members will be able to reach within the definition of accepted performance measures discussed above, that otherwise would not have received assistance, through your host site activities. Refer to performance measures on page two.

Number of entities receiving hands-on energy assistance (may include weatherization and conservation activities; energy assessments, audits and consultations; and alternative and renewable energy activities) that meet the definition of accepted performance measures discussed above: **5** (to include the City, Beartooth Industries/Recycling Center, High School Green Team and nonprofit corporations such as the Carbon County Resource Council)

Number of individuals receiving education or training on energy and environmentally sustainable topics within the definition of accepted performance measures discussed above: **500** (to include the Green Team, Earth Day outreach, nonprofit organizations, City personnel, marketing efforts with the Chamber and other organizations, and energy presentations around the state at meetings such as AERO.

7. **List opportunities for member development and training.**

The City has supported and will continue to support, with funds budgeted to supplement the NCAT fee for the Energy Corps Member, training and travel opportunities primarily within the State of Montana. The City will rely on the Member and NCAT to identify such opportunities.

8. **Members that will have "recurring access to vulnerable populations" during their service terms must pass an FBI fingerprint check in order to serve in the program.**

- **Definition of vulnerable populations:** children, elderly, people with disabilities
- **Definition of recurring access:** access on more than one occasion or access that is not for a 1 day period or episodic in nature

Will member have recurring access to vulnerable populations during the course of their service term? No.

9. **For continuation host sites only.**

- **Identify successes and challenges with previous Energy Corps projects and how a new member would continue and expand the initiatives of the pervious member.**

A new member could maintain the current momentum for projects that have not yet been fully implemented such as solar arrays, alternative fuel fleet vehicles and expanded recycling. Coordinating with other communities around the State is important and the City desires to stay connected to other energy projects for best practice examples. Having a person at the City designated solely for managing energy is important in order for the City to be cost effective in energy expenditures, particularly monthly utility costs. While there is the proverbial challenge of the Member being spread too thin implementing complicated projects, the most involved capital projects have already been implemented (electric vehicle charging, LED streetlights and LED building lighting), and the Member can concentrate upon implementing the remaining solar arrays.

- **Indicate any prospective changes in program supervision or staffing.**

The City intends to maintain Martha Brown, Alderman, for direct supervision and incorporate a new Council member(s) to assist. It is anticipated that the Member will maintain office location at the Red Lodge Area Community Foundation.

Please check below to indicate your ability to meet the following requirements:

- Cost Share:** \$11,500 cash match per full-time member
- Recruitment:** Participate in member recruitment efforts
- Work space:** Provide suitable work space and necessary equipment for member
- Supervision:** Provide on-site supervision, ensuring member activities adhere to program requirements and the member's position description
- Reporting:** Submit progress reports and evaluations to NCAT as agreed upon in the MOU

I have reviewed the NCAT Energy Corps AmeriCorps 2017-2018 Host Site Application information and submit this application on behalf of the above named agency.

Name:

Title:

Date:

Michael Schoenike

Mayor