



2022-23 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 2022-2023 program. SNAP Host Sites receive full-time AmeriCorps Members who serve 11 months at your organization/agency from October 16, 2022 – September 15, 2023, 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. We recommend applying to host at least two SNAP Members, or partnering with other nearby sites in order to enhance Member experience and retention. Please reach out to program staff to help navigate this portion of the application process.
- The professional development aspect of the program is a key component in the recruitment of members. We encourage host sites to help provide members with opportunities for their professional enrichment both internally and externally.

The deadline for Host Site Applications is July 22nd, 2022. 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 32 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, environmental education, 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 22,000 impaired watershed acres
- Educated more than 255,000 individuals on environmental issues in the Sierra
- Monitored more than 8,000 sites
- Recruited more than 44,000 volunteers
- Contributed more than 680,000 service hours!

What could a SNAP Member do for your organization?

II. 2022-23 Grant Priorities and Member Service Activities

The 2022-23 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 2022-23 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 **1000 acres** of watershed (Members – 315 acres, volunteers – 685 acres) in 2022-23. 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 (Secondary Focus):** The goal is to educate students and community members on environmental topics to create lifelong watershed stewards. In 2022-23, Members will educate at least **8,034** 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 2022-23, Members will recruit at least 4,050 community volunteers for at least 17,500 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 (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. Full-term 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 2022-23, 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 full-term members can spend on Member Development is 340 hours.

Member Hours: 12%

5. **Capacity Building - formerly Resource Attainment (Minor Focus):** The goal is to increase funding and resources to allow SNAP members to complete for watershed restoration and education. In 2022-23, 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 full-term Member can spend on capacity building 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 volunteer waivers 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 allowable Member service activities, or if 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 2022-23 Partner Site Application Form by July 22nd, 2022.
- Provide on-site training, supervision, mentorship and support for AmeriCorps Members.
- By October 1, 2022, 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: \$23,000
 - Host Sites for non-Member Group organizations: \$23,500
 - Host Sites that are agencies: \$26,183
- Ergonomically safe workspace and materials/equipment necessary for the AmeriCorps Member to successfully complete their projects including computer, email, phone.
- Submit a detailed Service Plan for each SNAP position, with description of primary projects and hours allocation.
- 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). ***We strongly suggest Site Supervisors are NOT organizational Directors.*** 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 2022.
 - **Mandatory in-person attendance for Site Supervisors at one day of Pre-Service Orientation on October 18th, 2022.**
 - 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 2022-23 Application Process Timeline

June 2022

- **June 28: RFA for Host Sites released; Host Site Application Period opens**

July 2022

- **July 15: SNAP member recruitment begins**
- **July 22: Host Site Applications Due**
- July 23-30: Site Selection Committee reviews applications and selects sites
- July 30: 2022-23 Host Sites announced

August 2022

- August 5: SNAP Staff get MOUs to Host Sites
- **Sunday, August 19: SNAP Member Applications Due**
- August 22: SNAP Staff make 1st round interview selections
- August 22: SNAP Staff notifies 1st round invitees
- August 23-28: SNAP Staff & Volunteers complete 1st round interviews
- August 29-30: SNAP Staff select 2nd round invitees and match with host sites
- **August 30: SNAP Staff send Host Sites Applicant Packets by COB**

September 2022

- September 1: MOUs to Host Sites
- September 1-9: Host sites conduct 2nd round interviews of qualified applicants
- **September 9: Site Supervisors send SNAP Staff Member Preference, by COB**
- September 12-13: SNAP Staff confirm Member placement with Host Site
- September 14: SNAP Staff Send Out Position Offers
- September 19: Member Acceptance Due to SNAP by COB
- September 20-30: Host Sites and SNAP Staff coordinate with new Members to facilitate housing, complete background checks and initial hiring process
- September 30: Last day of service for 2021-22 Members
- **September 30: Signed Host Site MOU's Due to SNAP**

October 2022

- **October 1: Cash Match Payments due to the Sierra Nevada Alliance**
- October 1: Member Orientation Plans due to SNAP staff
- October 1 – Dec 1, 2021: SNAP Staff will work with Host Sites to fill remaining positions
- October 17 – 21: SNAP Member Orientation (tentatively Incline Village, NV)
- **October 18: Required training for Site Supervisors (tentatively Incline Village, NV)**

V. Number of Members per Host Site

CaliforniaVolunteers, the state commission for AmeriCorps, which funds the SNAP program typically requires that 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*.

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:
 - 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.
 - 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.
 - Clear structure and communication for Members, SNAP Staff and organizations involved in the partnership.
 - 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).

VI. How to Apply

Current Host Sites:

The SNAP program has two options for current Host Sites to renew for the 2022 – 23 program. The first option is an automatic renewal based on past performance. SNAP staff will notify current host sites if their organization qualifies for automatic renewal. To qualify for automatic renewal a host site must have met the following requirements:

- 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 2022-23, 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 Seth Connolly, SNAP Program Director (seth@sierranevadaalliance.org) by July 22, 2022, 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 2022-23 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.
- 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 July 23-30, 2022 and announce selected Host Sites by July 30, 2022.

VIII. SNAP Contact Info

For questions or inquiries, please contact:
Seth Connolly, Sierra Nevada AmeriCorps Partnership Director
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