Campus Compact
Campus Climate Action Corps
AmeriCorps Program

Host Site Request for Proposals

ISSUED BY:
Campus Compact

IN PARTNERSHIP WITH:
Northeast Regional Office of AmeriCorps

PRIORITY DEADLINE:
June 14, 2024

Applications will be accepted on a rolling basis after the priority deadline

Awards contingent on final appropriations and approval by AmeriCorps
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I. Introduction & Program Overview

A. WELCOME TO THE RFP

Thank you for your interest in serving as a host site for the Campus Climate Action Corps (CCAC) Program, and AmeriCorps member(s), through Campus Compact. Colleges and universities are uniquely positioned to prepare communities for climate change’s most immediate impacts. At the core of every college and university lies a powerhouse of innovation, research, and multidisciplinary solutions. Campus Climate Action Corps host sites are not merely institutions of higher learning; but are or have the potential to be vanguards of sustainability, helping to lead the charge in the fight against climate change.

This Request for Proposals (RFP) provides potential CCAC host site applicants an overview of our program, delineates what the Campus Compact CCAC program requires of the projects we sponsor, and lays out the project timeline. It is strongly recommended that applicants read through this document in its entirety before beginning their application, and refer back to it as needed while completing the application.

B. CAMPUS COMPACT

Campus Compact is a national coalition of colleges and universities committed to fulfilling the public purposes of higher education. As the nation’s only higher education association dedicated solely to civic and community engagement, Campus Compact promotes public and community participation that develops students' citizenship skills, helps campuses forge effective community partnerships, and provides resources and training for faculty seeking to integrate civic and community-based learning into the curriculum. Campus Compact engages with students, faculty, staff, senior leaders, and partners to encourage campuses to develop comprehensive approaches to advancing the public good. Campus Compact’s membership includes public, private, two- and four-year institutions across the spectrum of higher education.

C. OVERVIEW OF AMERICORPS STATE AND NATIONAL

CCAC is a National Direct Grantee of AmeriCorps. AmeriCorps is the federal agency connecting individuals and organizations to tackle the nation’s most pressing challenges. AmeriCorps engages more than 200,000 Americans in service each year at 36,000 unique sites including nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program’s founding in 1994, more than 1 million AmeriCorps Members have contributed more than 1.6 billion hours in service across America while tackling pressing problems and mobilizing more than 2.3 million volunteers for the organizations they serve.
AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country’s most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award that they can use to pay for higher education expenses or apply towards qualified student loans.

AmeriCorps State and National (ASN) meets critical community needs in the areas of education, environmental stewardship, disaster services, health, economic opportunity, and veterans and military families. ASN puts AmeriCorps members in an environment that propels their personal development, opens diverse career paths, and promotes lifelong civic engagement.

ASN AmeriCorps members complete a term of service between 300 and 1700 hours, and have no more than one year to complete the full term of service. They serve in a non-profit organization, school, or government office, completing direct service to fulfill an unmet need in the community. Please see Section 5D for detailed information about the benefits and requirements of member service.

D. CAMPUS CLIMATE ACTION CORPS

With a vision of higher education institutions as social change agents, Campus Climate Action Corps seeks to activate higher education institutions and their partners to impact climate action on their campuses and in their communities.

Campus Compact has a long history of partnering with national service programming to further anti-poverty and civic engagement work on campuses and in communities. In 2023, Campus Compact launched Campus Climate Action Corps (CCAC), the first nationwide AmeriCorps program solely dedicated to campus-based, community-led climate action. The CCAC Program, modeled off of the former Maine Energy AmeriCorps Program (2017-2021), builds the capacity of campuses and their community partners to create change that leads to increased energy efficiency and improvements for at-risk ecosystems by implementing local solutions for underserved households and communities.

Campus Compact CCAC functions as an intermediary AmeriCorps ASN sponsor through the Northeast Regional Office of AmeriCorps, acting as a central hub for 100+ CCAC AmeriCorps members per year. In the intermediary role, Campus Compact awards AmeriCorps positions to selected higher education-based host sites for projects.
that leverage higher education resources to impact change for low-income college 
students and community members.

CCAC projects are developed in accordance with AmeriCorps focus areas of Capacity 
Building and Environmental Stewardship, including supporting communities to become 
more resilient through measures that reduce greenhouse gas emissions, conserve land 
and water, and improve at-risk ecosystems, especially for underserved households and 
communities.

Utilizing teams of AmeriCorps members placed at campus host sites throughout the 
United States, CCAC’s program goals are to:

1. Increase individual knowledge and behavioral change for improved climate 
   action (i.e., energy efficiency);
2. Lower greenhouse gas emissions and increase cost savings for 
   disadvantaged communities through our home energy assessments, low-tech 
   interventions, and government referral navigator initiative;
3. Improve at-risk ecosystems through direct service projects that focus on land, 
   water, and biodiversity health; and
4. Increase training opportunities and green career development resources 
   that generate workforce pathways for our AmeriCorps members and underserved 
   populations in the community.

Campus Compact CCAC provides centralized program administration, member training 
and professional development, practice-oriented coaching and resources, reflection, 
and support for both members and supervisors throughout the program year.

The Campus Compact CCAC program cycle runs from August 2024 to July 2025. 
Full-time and part-time service terms between 300 and 1700 total hours are available.

E. THE NEED FOR CLIMATE ACTION

At the 2022 United Nations Climate Change Conference—COP27, leaders declared that 
there is an urgent need to reduce human-induced carbon emissions worldwide 
dramatically—45% by 2030 and net zero by 2050. If we do not limit global warming to 
1.5°C, North America will face critical risks to our natural and human systems, including 
rapidly changing weather patterns, alarming rates of animal and plant extinction, and 
the spread of invasive species, which significantly affect our economy and way of life 
(IPCC, 2022; NOAA, 2021).

The most harm from climate change falls disproportionately upon underserved, 
marginalized communities. According to the Department of Energy (DOE), low-income 
households, for example, spend much of their income on home energy costs and face 
an energy burden three times higher than other households (2018). The DOE suggests 
that one way to address high energy burdens is by implementing cost-effective 
efficiency improvements (e.g., insulation, LED lighting) in low-income households, which
they estimate can reduce household energy consumption by 13-31% (2018). In recent years, the U.S. has passed historic legislation that puts our country on track to reduce emissions by 2030. For example, the Inflation Reduction Act of 2022 helps Americans afford home weatherization and retrofitting interventions through rebates and incentives to lower emissions and energy costs. However, there is a great need to promote these initiatives and close the participation gap. For instance, the National Association for State Community Services Programs’ 2018 survey estimates that 38.6 million U.S. households are eligible for weatherization assistance. However, each year, the Weatherization Assistance Program and other government initiatives only weatherize about 0.2% of eligible households.

Misinformation and polarized rhetoric on climate change creates a public misperception of climate risks and delays the urgent adaptation needed to mitigate severe climate change risks (IPCC, 2022). To help address this issue, the UN urges countries to undertake educational and public awareness campaigns on climate change, promote public participation in government-sponsored programs, and increase access to nonpartisan scientific information on the climate crisis.

The world also needs to rapidly prepare a workforce with green skills—knowledge, abilities, values, and attitudes— that support a sustainable and resource-efficient future (UNIDO, 2022). According to the World Economic Forum (2022), demand for green talent is already outpacing supply, and there is a pressing call to action for upskilling and reskilling the workforce to meet these demands. Green jobs can be found in a wide range of sectors, from healthcare to construction, and the green skills that are most in demand include critical thinking, problem-solving, and self-management skills like resilience.

Colleges and universities in the U.S. are well positioned to lead the fight against climate change by providing cutting-edge scientific and social research, education, skill building, and access to students. Campuses have the opportunity to serve as “hubs in their communities on adaptation issues and help their regions prepare for the impacts brought on by climate disruption” (Second Nature, 2011).

II. Program Eligibility & Key Regulations

A. PROGRAM ELIGIBILITY

For the 2024-2025 grant cycle, CCAC welcomes applications from Campus Compact member institutions or their partners across the United States. As Campus Compact shifts to a national approach, we seek to expand and deploy our AmeriCorps resources to support communities with the greatest needs, including rural areas, areas of deep poverty, and communities of color. Additionally, we seek to engage new and innovative partners who focus on those target communities, especially where AmeriCorps
resources have historically not been leveraged.

For higher education institutions interested in serving as a CCAC host site, the following requirements must be met:

- The higher education institution is expected to be a member of Campus Compact during the period that the member(s) serve (i.e., FY 2025). To learn more about [Campus Compact membership](https://compact.org/membership), please visit: https://compact.org/membership
  - For the 2024-2025 program year, current non-member institutions of higher education may apply to host a Campus Compact CCAC member/team, and if selected, the institution must join the Compact through the payment of membership dues for the 2024-25 membership cycle (e.g., dues payment by July 2024) OR pay a non-member host site fee (see Section 5A).
- The higher education institution must be based in the United States and all program activities must take place in the U.S.
- The higher education institution must have a staff member who is able to be the CCAC member’s designated site supervisor and must be able to fulfill supervisor responsibilities, as noted in Section 5C, including passing the National Service Criminal History Check.
- The higher education institution must be able to provide the CCAC member(s)/team with office space, equipment, and access to be able to complete their project.
- The higher education institution must sign a Memorandum of Agreement (MOA) with an authorized signature with Campus Compact and pay the Campus Compact host site fee (see Section 5A).

For non-higher education entities (i.e., non-profits, K-12 schools, government entities) to be the primary host site of the CCAC project, the following requirements must be met:

- The organization must have a formal, documented partnership agreement with a higher education institution that is a member of Campus Compact during the period that the CCAC serving (i.e., FY 2025); or the organization must include as a key focus of their CCAC project the development of significant partnerships with local higher education institutions.
- The organization must have a staff member who is able to be the CCAC member’s designated site supervisor and must be able to fulfill supervisor responsibilities, as noted in Section 5C.
- The affiliated higher education institution must have a designated staff member who is able to be the CCAC member’s contact person on campus.
- Some combination of the organization and higher education institution must be able to provide the CCAC member with the space, equipment, and access to be able to complete their project.
- Both the organization and higher education institution must be able to sign an MOA with Campus Compact and collectively pay the Compact host site fee.
B. GOVERNING LEGISLATION AND REGULATIONS

CCAC is a federally funded AmeriCorps program and is therefore subject to Federal regulations, including AmeriCorps prohibited activities. The AmeriCorps State and National program’s governing legislation and applicable regulations are found here: AmeriCorps Regulations 45 CFR §§ 2520–2550.

Campus Compact recommends all applicants review relevant legislation and regulations prior to submitting their application; however, the following regulations are key to determining suitability for a CCAC AmeriCorps project:

- **Prohibition against supplanting/displacing existing workers:** AmeriCorps members are not staff members or employees of the sponsoring organization to which they are assigned or the host site and its partners. AmeriCorps members may not engage in activities at the sponsoring organization or host site that would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacing or supplanting workers include activities related to the application and management of other Federal grants and programs (including using AmeriCorps members to apply for Federal grant programs).

- **42 U.S.C.A. § 12584a prohibitions on engaging in political and electoral activity:** AmeriCorps members are unable to participate in any partisan political activity and are also unable to engage in voter registration activities, even when that activity is nonpartisan.
  - Additional prohibitions include limits on engaging in or appearing to engage in legislative, labor union-related, or religious activities during service hours. Projects will need to uphold these regulations.

Failure to comply with these expectations, including the full list of prohibited activities, may result in members’ termination of service or reassignment and host site’s inability to host CCAC members. Additionally, sites are expected to familiarize AmeriCorps members with relevant campus policies and how they pertain to them, and to hold CCAC members to campus, AmeriCorps, and Compact standards throughout their service.

III. Designing a Campus Climate Action Corps (CCAC) Project

The Campus Climate Action Corps Project provides campuses and their community partners an important opportunity to help address climate change. As we are all well aware, the climate crisis is urgent and it is becoming increasingly clear that everyone must play a role in addressing this pressing issue through individual and collective action. As noted earlier in this RFP, the great news is that higher education institutions in partnership with their communities are in a unique position to play a vital role in
making a difference. The CCAC program model outlined below provides host sites with an opportunity to design a program that is right-sized and fits the priorities of your campus and your community—all while having a significant impact on lowering greenhouse gas emissions, enhancing ecosystem health, increasing awareness and inspiring and mobilizing people to protect our planet.

As a National Direct AmeriCorps program, CCAC projects are developed in accordance with AmeriCorps focus areas of Capacity Building and Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, and improve at-risk ecosystems, especially for underserved households and communities.

As initially described in Section 1D, CCAC’s specific program goals are to:
   1. Increase individual knowledge and behavioral change for improved climate action (i.e., energy efficiency);
   2. Lower greenhouse gas emissions and increase cost savings for disadvantaged communities through our home energy assessments, low-tech interventions, and government referral navigator initiative;
   3. Improve at-risk ecosystems through direct service projects that focus on land, water, and biodiversity health; and
   4. Increase training opportunities and green career development resources that generate workforce pathways for our AmeriCorps members and underserved populations in the community.

In an effort to achieve our program goals, we have identified three program areas that host sites are able to engage in, in order to make the most impact for lowering greenhouse gas emissions and to align with and leverage the strengths and interests of our host sites. These program areas are described in detail below in Section 3C, and include:
   1. Energy Efficiency,
   2. Ecosystem Health, and
   3. Education & Public Awareness.

Below, Section A provides a holistic visual overview of CCAC’s program model, while Sections B and C provide in-depth descriptions of each program area. Sections D-F provide information about how host sites will determine their CCAC program activities.
A. CCAC PROGRAM MODEL OVERVIEW

Below is an overview of CCAC’s standard program model and benchmarks for a host site that has a Full-time AmeriCorps member. Not all host sites will engage in this full program model or have these exact target benchmarks (see Section 3E for more information about selecting program areas).

COMMUNITY-BASED ACTIVITIES & COMMUNITY INVOLVEMENT

- At least 50% of activities completed by the host site serve the local community and support CCAC’s standard program activities within the 3 program areas below.
- At least 1 community partnership with a nonprofit or government entity is engaged in at least 1 of the 3 program areas and receives capacity-building services from member(s).
- Member(s) recruit and manage student/community volunteers to support program activities.

ENERGY EFFICIENCY

- Conduct basic home assessments with 40 underserved households in the community.
- Provide households with low-tech interventions.
- Provide households with energy navigator support for energy assistance programs.

ECOSYSTEM HEALTH

- Plan and implement at least 1 project that aims to improve an at-risk ecosystem in the local community.

EDUCATION & PUBLIC AWARENESS

- Host 2 community-based education events focused on improving personal energy usage.
- Support CCAC’s public awareness campaign locally.

CAMPUS-BASED ACTIVITIES

- In addition to the CCAC community-based requirements above, CCAC member(s) may engage in campus-based and/or campus-identified activities, which account for up to no more than 50% of the host site’s overall activities.
B. CCAC Community Based Activities & Community Involvement

In alignment with Campus Compact’s mission to build the capacity of higher education institutions for civic and community engagement, CCAC is a community-focused program that is rooted in campus-community partnerships.

To this end, CCAC has developed standard program activities to ensure that our performance measures within our 3 program areas (detailed below) are creating meaningful impact in the local community. **Host sites are expected to design and implement projects in which a minimum of (no less than) 50% of service activities completed by the host site’s AmeriCorps team are CCAC’s standard program activities benefiting the local community.** When applying to CCAC, institutions will—in accordance with the proposed AmeriCorps team size–select the CCAC program area(s) that they would like to engage in. Within the selected program area(s), host sites will engage in CCAC’s standard program activities.

CCAC recognizes that community needs vary and that higher education institutions have a direct need for climate action on their campuses as well. Therefore, CCAC host sites have flexibility in designing additional projects that benefit their campus community. **Specifically, host sites may conduct additional program activities that directly benefit the campus, however, these additional activities may account for a maximum of (up to no more than) 50% of total service activities and must broadly align with CCAC program goals.** More details are included in Section 3D.

In addition to benefiting the local community, CCAC emphasizes the importance of involving the community in both project design and implementation. In designing projects, host sites should consider how the community has been engaged, involved, and considered. A CCAC host site should reflect the involvement of the community through a community partnership and by leveraging volunteers, as described below.

**Developing Community Partnerships**

To align with CCAC’s community involvement expectations, host sites are expected to develop a community partnership with at least one nonprofit and/or state/local/tribal government entity. The community partner must be meaningfully engaged in at least one of the CCAC Program Areas (Energy Efficiency, Ecosystem Health, and Education & Public Awareness), which are described in detail in the following section.

CCAC seeks to establish partnerships that are sustainable and that enable the partner organization to provide a sustained level of more or better services after the CCAC AmeriCorps term of service has ended. Therefore, the CCAC AmeriCorps member(s) must provide the community partner with capacity-building services.

Capacity-building services refer to a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Capacity-building activities may also leverage resources (e.g., funding, volunteers, in-kind support, or partnerships).
for programs and/or organizations. As a general rule, AmeriCorps considers capacity-building activities to be indirect services that enable organizations to provide more, better and sustained direct services.

Capacity-building services provided to the community partner must:
1. Be intended to support or enhance the partner organization’s program delivery model,
2. Respond to the organization’s goal of increasing, expanding or enhancing services in order to address pressing community needs, and
3. Enable the organization to provide a sustained level of more or better direct services after the national service participant’s term of service has ended.

CCAC host sites must measure the impact of the capacity-building services, using CCAC’s pre-post survey for community partners. Impact will be measured as the number of these organizations that increased their effectiveness, efficiency, and/or program scale/reach. These terms are defined by AmeriCorps as:

- **Effectiveness**: Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved
- **Efficiency**: Improved outcomes with the same level of resources; improved or consistent quality of services with fewer resources
- **Scale/Reach**: The scope of a program’s services. Increased scale/reach can be measured by the number of new people served, new populations served, and/or new or expanded services.

**Leveraging Volunteers**
AmeriCorps State and National sets the expectation that all AmeriCorps members promote volunteerism as part of their service. Therefore, host sites are expected to involve volunteers in the development and implementation of their projects. CCAC AmeriCorps members should recruit and manage student and/or community volunteers to support their program activities.

As described above, host sites are expected to provide capacity-building services to at least one community partner, which may be accomplished by leveraging volunteers that increase the partner organization's effectiveness, efficiency, or scale/reach. Therefore, we recommend that host sites engage volunteers in service activities that also build the capacity of a community partner. However, host sites are encouraged to leverage volunteers in the implementation of all program activities.

**C. CCAC PROGRAM AREAS**

This section provides an in-depth description of the 3 CCAC program areas that were outlined in Section A above (Energy Efficiency, Ecosystem Health, and Education & Public Awareness).
Program Area 1: Energy Efficiency

Host sites engaging in this program area provide services to increase energy efficiency and reduce energy costs for low-income/underserved community members. The CCAC model of home energy efficiency includes three program activities: basic home assessments, low-tech interventions, and navigator support for energy assistance programs. All CCAC AmeriCorps members engaging in energy efficiency program activities must utilize CCAC evaluation materials and documents to ensure consistent reportable data to AmeriCorps.

Host sites should primarily benefit low-income/underserved households, and must engage households that meet the following AmeriCorps definitions of a housing unit and/or public structure:

- **Housing unit**: a single-family home (including a mobile home if permanently placed); an apartment; or a room in a group home for people with disabilities
- **Public structure**: Shelter, such as a homeless shelter or emergency shelter operated by a nonprofit or government organization; or a government-owned building

CCAC encourages host sites to develop partnerships with community organizations in the implementation of their energy efficiency program activities.

Our three energy efficiency program activities include:

1. **Basic Home Assessments**:
   - CCAC AmeriCorps members conduct basic in-person home walk-throughs with households. By using a home energy behavioral checklist and conducting a home walk-through, members assess the household's current energy use and make recommendations for improving energy efficiency.

2. **Low-Tech Interventions**:
   - Members implement low-tech interventions to weatherize and/or retrofit homes to increase energy efficiency and reduce energy costs.
   - CCAC has limited funds available to ensure each host site engaging in this program area has a basic home energy toolkit, which will include basic tools and supplies such as weatherstripping, rope caulking, LED lightbulbs, an energy consumption meter, and an infrared camera to identify heat loss areas. Members will receive training on how to complete a basic home energy assessment and how to use these tools to demonstrate energy savings to households.
   - Host Sites may choose to implement energy interventions above and beyond the CCAC model. This may include more advanced interventions
such as window insulating inserts, evaporative coolers, insulation, and more. Host sites electing this type of work should be prepared to provide adequate training and support to their AmeriCorps member(s) on these interventions and should have the resources, partners, or fundraising ability needed to support these additional activities.

3. **Navigator Support for Energy Assistance Programs:**
   - CCAC AmeriCorps members provide household members with referrals to and application support for federal, state, and local energy assistance programs and rebates that clients may be eligible for to receive energy and cost-saving opportunities for more comprehensive weatherization and retrofitting such as insulating a home and the installation of modern energy-saving heating and cooling equipment (i.e. heat pumps) and looks at how the house performs as a system.

**Program Area 2: Ecosystem Health**

CCAC AmeriCorps members implement projects to improve at-risk ecosystems, focused on enhancing land, water, and biodiversity health, especially in underserved communities. These projects aim to empower individuals and communities with the knowledge, skills, and resources needed to conserve and restore ecosystems effectively.

Implementing a community-based ecosystem health project involves engaging and empowering local communities to actively participate in the planning, execution, and maintenance of initiatives aimed at enhancing the well-being of their environment. CCAC AmeriCorps members should provide training and capacity-building programs for community members and volunteers to enhance their understanding of ecosystem health and conservation practices.

As a community-based project, the ecosystem being improved or treated should fall into one of the following categories:

- Public park/recreation areas that are designated by national, state, city, or county governments
- Public trails or waterways that are owned/maintained by national, state, county, city, or tribal governments; nonprofits when for public use or the public good; and public easements
- Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies) and public easements; or tribal lands
- A campus-based ecosystem that is publicly available for community members to access and/or used to provide environmental education to community members

Examples of ecosystem health projects include but are not limited to:
- Planting or restoring native plants and habitat
- Removal of invasive species
- Building riparian buffers
- Clearing of unnatural debris
- Protecting watersheds
- Reducing wildfire risk
- Tree planting in urban green spaces
- Planting pollinator gardens
- Installing sustainable rain and food gardens
- Riverbank stabilization
- Water quality improvement

CCAC encourages that proposed ecosystem improvement projects be informed by an identified need and an accepted natural resource restoration, maintenance, or improvement plan, when possible.

![Program Area 3: Education & Public Awareness](image)

Host sites engaging in this program area plan and facilitate education sessions that aim to increase awareness about climate change, the environmental/financial impact of energy usage, and the measurable impact of behavioral modifications, ultimately encouraging an increase in energy conservation behaviors. Community education events may occur in a variety of settings, including but not limited to: K-12 after school presentations or parent/student events, adult-learning financial literacy courses, and public library workshops.

Participants at the education sessions will:
- Investigate personal energy use;
- Learn how to use less daily energy; and
- Discover how to access local energy resources and incentives.

CCAC AmeriCorps members will utilize a CCAC-provided presentation and pre-post survey based on energy efficiency-focused learning objectives. Participants complete this pre-post survey to demonstrate increased knowledge of environmental stewardship, energy efficiency and/or environmentally conscious practices or the intent to change behavior to better protect the environment.

Additionally, host sites engaging in this program area support CCAC’s national public awareness campaign by disseminating CCAC-provided campaign materials on a local level within the campus and community.
Please note: Host sites that are pre-approved by CCAC staff to only engage in the Ecosystem Health and Education & Public Awareness program areas but not the Energy Efficiency program area may choose to focus their education events on ecosystem health instead of energy efficiency.

D. SELECTING YOUR AMERICORPS MEMBER SLOT TYPES

Outlined in the table below are the AmeriCorps slot types that CCAC offers:

<table>
<thead>
<tr>
<th>AmeriCorps Slot Type</th>
<th>Total hours</th>
<th>Approx. Weekly Hours*</th>
<th>Living Allowance</th>
<th>Education Award</th>
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<td>Full-time (FT)</td>
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<td>40</td>
<td>$18,700</td>
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<td>Three-quarter-time (TQT)</td>
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<td>$1,565.08</td>
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</tbody>
</table>

*Based on members completing the full service year, which runs from August 26, 2024 to July 31, 2025. Weekly hours will increase if the member begins service on one of our later scheduled start dates (see Section 4B).

Host sites have the flexibility to determine how many members and which AmeriCorps member slot types to apply for. However, we recommend that host sites support a team of 2-6 AmeriCorps members. We find that host sites work well when hosting a team of:

- 1-2 Full-time (FT) members who serve as the campus team lead(s). The FT slots provide a great opportunity for recent graduates, alumni or community members to fill. They may coach and lead activities but may not supervise part-time members.
- And 2-4 Minimum-time (MT) members, who are typically current students attending the campus host site and who can complete a 300-hour term of service during the academic year.

CCAC provides the framework and initial training for the program activities implemented by members, as well as ongoing support to host site supervisors and their AmeriCorps team. Host sites are expected to provide ongoing support and direction to members on how to implement the CCAC framework within their local community (see Section 5C). Host site supervisors should consider their capacity to support members when deciding on their requested team size.

In addition to being a service opportunity, AmeriCorps is a professional development opportunity for members. AmeriCorps members often are early in their careers and may...
vary in prior experience and skill level. Host site supervisors should keep this in mind and use the interview process to learn more about candidates and their skill set.

E. SELECTING YOUR CCAC PROGRAM AREAS

The CCAC Host Site Application will ask you to describe your readiness and plans for meeting CCAC program requirements across its program areas (Energy Efficiency, Ecosystem Health, and Education & Public Awareness). CCAC awards AmeriCorps members to host sites at varying levels of readiness and provides host sites with the capacity to grow their projects over program years and ensure their sustainability.

The number of program areas that a host site engages in may depend on the size and composition of a host site’s CCAC AmeriCorps team. CCAC generally expects that:

- Host sites requesting at least 1 Full-time member will engage in all 3 program areas.
- Host sites requesting at least 1 Three-quarter-time or 1 Half-time member will engage in at least 2 program areas.
- Host sites requesting only Minimum-time members will engage in at least 1 program area.

You will select your program area(s) in the application. Host sites that are unable to engage in the expected number of program areas due to capacity or other limitations will have the opportunity to note why that is the case.

Host Site Benchmarks

Your target benchmarks in each program area may depend on the size of your CCAC AmeriCorps team and member slot types and capacity of the host site. CCAC will work with selected host sites over the summer to firm up their target benchmarks across their identified program areas.

For reference, host sites with a Full-time AmeriCorps member are generally expected to aim for the following benchmarks per site (not per member):

- **Program Area 1 - Energy Efficiency**: 40 underserved/low-income households in the community receive basic home assessments, low-tech interventions, and navigator support
- **Program Area 2 - Ecosystem Health**: 1 community-based project improving an at-risk ecosystem
- **Program Area 3 - Education & Public Awareness**: 2 community-based education events

F. DESIGNING YOUR CAMPUS-BASED PROJECTS

As detailed above in Section 3B, CCAC host sites are expected to plan and implement
projects in which at least 50% of service completed by the host site’s AmeriCorps team are CCAC’s standard program activities benefiting the local community.

However, CCAC recognizes that campuses also have a direct need for climate action. Therefore, CCAC host sites have the opportunity to identify additional projects, up to no more than a maximum of 50% for their CCAC AmeriCorps member(s), including those that are campus-based.

Campus-focused/campus-based projects may account for up to no more than 50% of the host site’s overall activities. Please note that this "50-50 split" between CCAC program activities and campus-identified/campus-focused projects is by host site, not by member (e.g., a host site with 4 Minimum-time members could decide to have 2 members focus on CCAC program activities and 2 members focus on campus-based activities).

Campus-based and campus-identified projects should broadly align with CCAC’s overall program goals to decrease carbon emissions and encourage environmentally conscious practices (see Section 3A). In designing these projects, consider the anticipated overall capacity of your proposed AmeriCorps team, based on size, position type(s), and the CCAC’s standard program activities that you are engaging in. You will be asked to describe your campus-focused/campus-based projects in your application.

G. LEVERAGING OTHER OPPORTUNITIES TO INTEGRATE CCAC INTO THE INSTITUTION

CCAC encourages host sites to think more broadly about how CCAC could potentially be leveraged into other areas of the institution’s current opportunities and to create new opportunities for civic and community-based learning through further CCAC integration. Campus Compact supported America’s Service Commission in developing this National Service and Higher Education Partnerships Toolkit, which outlines a roadmap, resources, and case studies for further integrative opportunities.

The following are examples of how a host site can align CCAC with other campus opportunities and incentivize students to participate.

- **Provide Academic Internship Credit for AmeriCorps Service:** AmeriCorps service provides an opportunity for members to earn internship credit while completing service hours. CCAC encourages host sites that require relevant internships in their environmentally-focused degree programs to inquire about allowing students to enroll as CCAC AmeriCorps members. If students have class hours associated with the internship course that align with CCAC focus areas, they may also count the class hours as service training hours.

- **Leverage Federal Work-Study:** The Federal Work Study (FWS) program provides funds to colleges and universities to pay undergraduate and graduate students for part-time employment as a way of helping them meet their expenses
while enrolled in college. It also encourages jobs related to a student’s course of study and community service work. 7% of FWS dollars at each institution is to be allocated to public service work, such as AmeriCorps service. Students, including ecoreps, receiving FWS can participate as CCAC AmeriCorps members. A program with a member who receives an FWS award is required by the Student Aid Administration (SAA) to reduce the member’s living allowance by the amount of the FWS award, as both AmeriCorps and FWS are federal programs.

- **Offer a Co-Curricular Service-Learning Program**: Institutions with service-learning or community engagement leadership programs are encouraged to integrate AmeriCorps with non-academic, co-curricular environmentally-focused opportunities.
- **Align With Campus Research**: Institutions with centers or faculty conducting relevant environmental research are encouraged to seek ways to connect CCAC programming with related research.

### H. LOCATION, INSTITUTION, AND POPULATION PRIORITIES

In addition to programmatic priorities, CCAC aims to partner with priority populations and institutions. We believe in the power of national service and the impact of pairing AmeriCorps and campus resources and it is our goal to ensure that this dual resource is accessible to all communities.

Taking into account all of these factors, we are especially interested in receiving project applications that meet the following location, institution, and population priorities.

- **Areas of deep poverty**: Priority will be given to projects that serve individuals experiencing deep poverty and communities with a high number of households experiencing deep poverty. Deep poverty is defined as having a household income below 50% of the federal poverty line.
- **Institutions located in rural areas and serving rural populations**: CCAC seeks a balanced portfolio of urban and rural programming. More than 35% of those living in rural counties live in high-poverty areas, and 85% of persistent poverty counties are in rural America. Campus Compact seeks host site proposals that will build capacity for addressing the needs of economically disadvantaged individuals in rural communities.
- **Minority-Serving Institutions, including HCBUs and tribal colleges**: both AmeriCorps and Campus Compact, recognize the need to advance racial equity and support institutions and organizations that have historically been under-resourced. As a result, Campus Compact invites applications from all types of Minority Serving Institutions. Additionally, AmeriCorps has identified tribal communities as a federal priority area and aims to increase its footprint in tribal areas. According to the Census Bureau, Native Americans have the highest poverty rates in the country and reservations are some of the poorest locations in the United States.
- **Community and Technical Colleges**: Campus Compact recognizes the multitude of ways in which community and technical colleges engage with and
serve their communities and their potential as a catalyst for change, anti-poverty impact and green job skill building, and CCAC welcomes applications from these institutional partners with initiatives that align with our priority areas.

- **Institutions located in cities, counties, and states that are underserved by AmeriCorps and Campus Compact resources:** Both AmeriCorps and Campus Compact look to expand our reach and impact by seeking out communities that currently have minimal or limited resources from our organization. Our CCAC project seeks to reflect the geographic diversity of our Compact member institutions while also bringing AmeriCorps resources to new areas.

## IV. Project Cycle and Timeline

This section details the overall project cycle. The upcoming CCAC program year runs from August 26, 2024 through July 31, 2025. For the project application timeline, please see Appendix A.

### A. APPLICATION PART I

Applications will open in late-May with a priority deadline of June 14, 2024. After the priority deadline, applications will be accepted on a rolling basis.

During the application period, sites are encouraged to attend CCAC information sessions and/or schedule time with Compact staff to discuss projects. On their own campuses and in their own communities, host sites should be working with relevant partners to assess if CCAC is the right fit for their project, determine project resources, and develop the foundation for related projects.

For campuses that submit applications by the June 14 deadline, CCAC will provide a letter of acceptance or rejection by June 24, 2024. There will be a review period between June 14 and 21st, during which CCAC may request clarifications and/or revisions to the submitted application.

The **CCAC Host Site Application** can be found at the following link:

https://campuscompact.tfaforms.net/f/ccachostsiteapp

### B. APPLICATION PART II: ONBOARDING REQUIREMENTS

Accepted projects will move on to the onboarding requirements, which will involve the completion of key documents (MOA, host site fee invoice, etc.) and the next steps. During this period, CCAC will offer both supervisor orientations and assistance sessions in order to support projects in this process. All host site supervisors must complete a
federal and state background check through the National Service Criminal History Check.

Sites will be required to attend a 3-part orientation, during which CCAC staff will roll out important host site onboarding requirements

**Host Site Orientation Part I - July 9, 2024**

- CCAC Program and AmeriCorps Overview
- Overview of key documents (MOA, invoice, etc.)
- Reviewing the member recruitment process and host site expectations, including developing recruitment materials and position descriptions
- On-Site Orientation Training (OSOT) and Onboarding Checklist requirements

**Site Orientation Part II - July 23, 2024**

- CCAC AmeriCorps Policies and Procedures
- Communication Expectations
- CCAC Member Training Calendar
- CCAC Safety Protocol

**Site Orientation Part III - Early August**

- Supervisor Responsibilities and member skill level
- Setting up America Learns accounts
- How to approve member timesheets and reports
- How to submit site supervisor timesheets
- Meeting your benchmarks
- CCAC’s in-kind donation reporting requirements

**C. MEMBER RECRUITMENT AND SERVICE YEAR**

**Member Recruitment**

Once accepted to the program, host sites and CCAC staff collaborate on member recruitment; however, host sites play a significant role and should prepare to take on recruitment responsibilities, particularly for the recruitment of MT members, as outlined in Section 5B. Host site member recruitment should begin as soon as the position description has been approved by CCAC staff, and getting an early start is particularly important for sites that are searching for a member to start in August.

CCAC will review recruitment processes and expectations with site supervisors during Site Orientation Part I.

CCAC AmeriCorps members **must** be accepted at least three weeks before the start date to ensure adequate time for enrollment steps. This includes successfully completing the National Service Criminal History Check and meeting citizenship requirements.
Member Start Dates
We have scheduled 6 member start dates for the 2024-2025 program year. Members **must** start on one of these CCAC start dates. Host sites are expected to align with these start dates. All new members will attend CCAC orientation on their first day of service and throughout their first week with CCAC Program Staff on Zoom. Host sites must plan their On-site Orientation Training (OSOT) accordingly.

**CCAC main start date: August 26, 2024**
- Full-time members should start on this date to ensure adequate time to complete total service hours completed by July 31, 2025.

**Additional 2024-2025 start dates:**
- September 23, 2024 - The latest a Full-time member can start.
- October 28, 2024 - The latest a Three-quarter-time member can start.
- January 21, 2025 - The latest a Half-time member can start.
- May 5, 2025 - First summer orientation date (MT Members only)
- June 9, 2025 - Second summer orientation date (MT Members only)

AmeriCorps enrollment takes approximately two weeks to complete once an offer is accepted. CCAC Program Staff makes every reasonable effort to support incoming members through the AmeriCorps enrollment process, including providing reminders and technical assistance. Members who fail to complete all required enrollment steps in a timely manner and are subsequently not cleared for service in time will need to start at the following CCAC start date. Members must be physically present within commuting distance of their host site in order to start service.

Member Service Year
The member service year begins on the member’s start date and ends on July 31, 2025. Members may not end their term of service early, even if they have completed all of their required hours (exception: with written approval of CCAC and the host site, MT members may end service prior to July 31, 2025 if all of their hours have been completed).

The first two weeks of members’ service will consist of both an On-Site Orientation Training (OSOT) at their host site as well as a virtual member orientation hosted by CCAC. We will provide scheduling templates at the time of member selection; however, you can expect CCAC orientation to account for a few hours per day, with CCAC AmeriCorps members engaging in OSOT at their host site the rest of the time.

D. PROJECT RENEWAL

In January 2025, current Campus Compact CCAC host sites may apply for continuation of the current grant for an additional year following all of the guidelines in this Request for Proposals (RFP). **Continuation applications from host sites in good standing will be prioritized in the review process.**
Host site selections are made on an annual basis and are not guaranteed renewal. Continuation applicants must address the progress they have made under the original plan and detail the goals and objectives for the renewal year based on lessons learned from the current year’s project. The most competitive continuation application projects will show strong plans for sustainability as well as evidence of having met benchmarks and capacity-building impact.

V. Host Site & Member Requirements

A. ADMINISTRATIVE REQUIREMENTS

Membership
CCAC AmeriCorps members will be awarded to institutions of higher education who are Campus Compact members in good standing as defined by the payment of their membership dues for Fiscal Year 2024. Current non-member institutions of higher education may apply to host a Campus Compact CCAC AmeriCorps member, and if selected, the institution must join Campus Compact through the payment of membership dues for the 2024-25 membership cycle (e.g., dues payment by July 2024). Community partners (i.e., non-profit organizations) are eligible to apply if they are partnering with an institution of higher education that is a member of Campus Compact or who proposes to build significant capacity with an institution of higher education in order to better serve the needs of low-income individuals. Please note that there are numerous benefits affiliated with becoming a Campus Compact member. To learn more about the benefits of membership, please visit: https://compact.org/membership

Memorandum of Agreement
All host sites will need to sign a Memorandum of Agreement (MOA) with Campus Compact. MOAs should be signed by someone at the host institution with signatory authority. For co-hosted projects, a signed MOA from the primary partner (as designated in the application) must be on file.

Host Site Fee
Campus Compact is responsible for cost-sharing with AmeriCorps 24% of the cost of living allowances for AmeriCorps members and up to 100% of member support costs. All host sites pay a “host site fee” to Campus Compact which consists of a share of both the living allowance cost-share obligation and the training, travel, and member support costs for the program not covered by federal resources. The host site fee represents less than one-third of the total per-member program cost and a fraction of the benefit that AmeriCorps members can provide to campuses, partners, and communities.

The standard fee for hosting a CCAC AmeriCorps member for the 2024-2025 program year depends on the member slot type, as follows:
<table>
<thead>
<tr>
<th>Member Slot Type</th>
<th>Member Institution Rate</th>
<th>Non-Member Institution Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time:</td>
<td>$6,000 per member</td>
<td>$12,000 per member</td>
</tr>
<tr>
<td>Three-Quarter-Time:</td>
<td>$4,500 per member</td>
<td>$9,000 per member</td>
</tr>
<tr>
<td>Half-Time:</td>
<td>$3,000 per member</td>
<td>$6,000 per member</td>
</tr>
<tr>
<td>Minimum-Time:</td>
<td>N/A; $250 member benefit*</td>
<td>$500 per member; $250 member benefit*</td>
</tr>
</tbody>
</table>

*Minimum-time member benefits*: Minimum-time members do not receive an AmeriCorps living allowance from CCAC. As indicated above, for Campus Compact member institutions, there is no host site fee for hosting a Minimum-time member. To incentivize participation, host sites must provide each Minimum-Time member with a financial benefit valued at at least $250. This may include: stipend, grocery or gas funds, internship credit with tuition waiver, free/discounted meal plan, free/discounted housing, professional development funds, etc.

As an organization committed to equity and full participation, Campus Compact makes an effort to address financial barriers that might otherwise exclude involvement in our program. Limited financial scholarships may be available for qualifying host organizations, based on organizational size, budget, and community need, and can reduce the host contribution amount. While we must meet our programmatic and funder obligations, Campus Compact is willing to explore options with host sites that might find themselves financially challenged in paying the fee, especially in a one-time, lump-sum structure. Please contact Sally Slovenski, CCAC Program Director (sally@mainecompact.org), if you have any questions.

Please note that host site fees may increase over time as they are impacted by cost of living allowance adjustments (COLA), fluctuations in member support costs, federal match requirements, and federal grant structure.

Host sites and identified partners are welcome to split the cost of the host site fee. For co-hosted projects, fees may be adjusted based on billing arrangements and should be discussed with Compact staff prior to award letters being issued. All selected host sites will be individually invoiced after each requested member is enrolled in CCAC AmeriCorps via the myAmeriCorps portal.

**Access, Space & Equipment**
Host sites are required to provide their assigned AmeriCorps member(s) with:
- Organizational ID (with campus access that includes library privileges and other similar services, if applicable).
● Safe, productive, ADA-compliant office environment that includes a secure office/desk space with office supplies.
  ○ Part-time (TQT, HT, MT) members should have access to a common area workspace and phone, at a minimum.
● Daily access to a computer with webcam capabilities and the internet.
● Individual organizational email account.
● Access to basic office equipment including, but not limited to, a computer, photocopier, printer, and a phone including a private voicemail.
● Comprehensive community and organizational orientation and training on key duties and responsibilities.

Communication and Engagement
In order to successfully apply for a CCAC project, recruit an AmeriCorps member/team, and support them throughout their term of service, communication, responsiveness, and engagement with the CCAC program are essential. Supervisors and other relevant staff are expected to adhere to the following standards:
● Complete all required Part II onboarding documents by stated deadlines and respond to feedback and edits within the requested period
● Attend mandatory meetings, including supervisors’ orientation and quarterly supervisor meetings
● Accommodate site visits and/or monitoring visits from CCAC staff
● Oversee completion of required paperwork, data collection, and reporting
● Communicate with CCAC staff in a timely manner regarding any issues that arise with the assigned AmeriCorps member, partner sites, and/or program implementation
● Complete MOA and compliance paperwork and pay Compact membership dues and CCAC host site fee invoice by designated deadlines
● Notify CCAC staff immediately in the case of relevant staffing or organizational changes

B. PROJECT REQUIREMENTS

Recruitment
CCAC member recruitment is a joint effort between Campus Compact and the host site; however, there is significant responsibility placed on the host site for member recruitment, and host sites should be prepared to take on this responsibility.

CCAC’s recruitment efforts are outlined in Section 6B, and host sites will be responsible for the following:
● Develop a position description using the provided template for each distinct position
● Fill out a recruitment plan and submit as part of Part II of the application process
● Post opportunities internally and conduct outreach via local channels
● Interview candidates
● Inform CCAC staff of your applicant selection by the established deadline
**Minimum-Time Member Recruitment**
Host sites retain responsibility for the recruitment of Minimum-time members who are students attending the college or university.

For Minimum-time member recruitment, host sites will be additionally responsible for the following:
- Post opportunities internally through campus channels
- Establish a method of directly receiving interest or applications
- Screen interested students and recommend them to CCAC for formal application

**Project Activity and Performance Data**
CCAC members fill out monthly data reports, which the site supervisor is expected to approve. Additionally, site supervisors are expected to collaborate with member(s) to ensure sound data collection methods and practices.

**Storytelling**
Part of participating in an AmeriCorps program is communicating the impact of both the CCAC project and the member experience. Members are expected to share stories as part of our community. We ask that host sites share their projects and members’ work, recognizing the CCAC AmeriCorps members’ contributions through, for example, your campus newspaper, alumni magazine and even local media outlets, when possible.

**CCAC Member Position Description**
Each CCAC AmeriCorps member must have a position description that details the activities they will perform during their term of service. A strong position description is the foundation on which the AmeriCorps member experience is built. CCAC provides the position description format and template. Depending on the project submitted, the host site may tailor the position description. Edits require CCAC’s approval and cannot be publicly shared to recruit members until approval is provided. The position description is submitted during Part II of the host site application process using the template provided.

**Monitoring**
Host sites are expected to comply with CCAC monitoring, including requests for site visits, which occur periodically based on project length and host site supervisor tenure. CCAC tracks additional information, including member and supervisor attendance at trainings, on-time submission of timesheets, required documents and reports, reaching performance measure targets, and host site fee submissions.

**C. SUPERVISORY REQUIREMENTS**

Applicants must designate a person who will serve as the primary host site supervisor. This person must have the capacity to provide day-to-day supervision of the proposed AmeriCorps member. CCAC site supervisors must be able to fulfill supervisor
responsibilities. Year-round supervision is required regardless of the host institution’s summer schedule; host supervisors who are faculty members on a 9 or 10-month contract must provide a plan and identify a person who will serve as the supervisor during the summer. Advanced communication should be shared with CCAC in the event of a planned sabbatical of the primary or secondary supervisors or a staffing transition that affects CCAC supervision. Additional or secondary supervisors must also participate in a CCAC supervisor orientation and should be identified during the completion of the application.

**General Requirements of CCAC Host Site Supervisors**

- Complete MOA and compliance paperwork by designated deadlines
- Engage in efforts to recruit AmeriCorps member(s) to serve at the host site
- Assist with the member I-9 verification process, by meeting in-person with member(s) prior to the start date
- Develop and submit to CCAC an on-site orientation and training and guide the member(s) through this at the beginning of the member service year
- Communicate with relevant institutional staff and partners and ensure they are properly introduced to the pillars of AmeriCorps, the role of the AmeriCorps member, and the scope of the proposed CCAC project
- Create safe, inclusive, and equitable service environments for the AmeriCorps member
- Provide daily direct supervision and support to the AmeriCorps member (minimum 2-3 hours per week) including planning for supervision during periods of time when you are off/away
- Staff time spent on supervising and supporting member(s) must be tracked and submitted via CCAC’s timecard platform (America Learns), and will be counted as in-kind donations for our federal match requirement
- Oversee the Member Position Description implementation, ensuring that the member(s) focuses on capacity-building service and not direct service.
- Meet weekly with the assigned member(s) in addition to providing ongoing communication
- Attend mandatory meetings including supervisors’ orientation and quarterly supervisor meetings
- Accommodate site visits and/or monitoring visits from CCAC staff
- Approve AmeriCorps member electronic timesheets on a weekly basis
- Approve monthly AmeriCorps member electronic data reports
- Oversee completion of required paperwork, data collection, and reporting
- Communicate with CCAC in a timely manner regarding issues with the assigned AmeriCorps member, partner sites, and/or program implementation
- Ensure the attendance of AmeriCorps members at required CCAC and AmeriCorps trainings and events
D. MEMBER REQUIREMENTS AND BENEFITS

Member Eligibility
- Be at least 17 years old upon entering service. There is no upper age limit.
- Have at least a High School Diploma or equivalent; a Bachelor’s degree is preferred for Full-time members.
- Be a U.S. Citizen, U.S. National, or Lawful Permanent Resident status. A student visa or DACA status does not confer eligibility for participation in AmeriCorps State and National.
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Reside within commuting distance of their host site

Terms of AmeriCorps Service
AmeriCorps lays out a number of regulations, which will be delineated in the host site and member agreements. Important regulations to be aware of at this time include the following:
- Members commit to a term of service with a total hours requirement: 1700 hours for FT, 1200 hours for TQT, 900 hours for HT, and 300 hours for MT. All hours must be completed by July 31, 2025 which is the last day of the term of service. Members may not end service early (exception: with written approval, MT members may end service prior to July 31st if all of their hours have been completed).
- No more than 20% of a member’s total hours may be for training, and no more than 10% for fundraising. Members may not write federal grants nor fundraise for living allowance or general operating costs.
- While charging time to the CCAC AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the AmeriCorps Prohibited Activities.
- Teleservice work arrangement is only permitted in special circumstances and with pre-approval from CCAC. Teleservice must adhere to CCAC’s Teleservice Policy and be limited in nature. Members must live within commuting distance of their project even if they are granted a Teleservice Agreement.
- AmeriCorps Disaster Requirements: In the event of a local, state, or federal disaster declaration, AmeriCorps Members may be asked on a volunteer basis or be required by AmeriCorps to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the Member’s standard service hours or in place of their standard service duties. In the event of a large-scale, high-needs local, state, or federal disaster, AmeriCorps Members may voluntarily or be required by AmeriCorps to deploy to an area outside of their service area to assist in disaster
response and recovery activities.

Benefits of Campus Compact AmeriCorps CCAC Service

- Bi-weekly living allowance (excluding MT members)
- Upon successful completion of the program, members receive a Segal AmeriCorps Education Award ($7,395 for Full-time members)
- Student loan forbearance while serving and interest repayments (for federal/state loans)
- Healthcare coverage for Full-time members
- Child care assistance for Full-time members
- Green jobs training and professional development
- America’s Service Commission Member Assistance Program

VI. Role of Campus Compact

As the intermediary sponsor of the Campus Climate Action Corps Project, Campus Compact serves as the principal investigator for the grant program and provides program staff in direct support of host sites and site-based CCAC AmeriCorps members. Campus Compact will provide the following:

A. GRANT ADMINISTRATION

- Write the Federal grant application, negotiate the award, and partner with the Regional AmeriCorps Office
- Issue the RFP, conduct application assistance, review proposals, make grant decisions, and provide feedback to host site applicants
- Support potential and selected host sites to develop projects, create position descriptions, select performance measures, and develop recruitment materials
- Issue and track awards, MOAs, and invoices
- Complete required programmatic and financial grant reports including annual reports to AmeriCorps to convey overall CCAC program metrics and achievements
- Conduct site visits in support of program implementation
- Monitor host sites to ensure compliance with the federal application, procedures, and reporting
- Administer payroll and process AmeriCorps member biweekly living allowance and Compact-related expense reimbursements
- Track and monitor AmeriCorps members’ service hours

B. RECRUITMENT & MEMBER PLACEMENT

- Provide support (i.e., training and coaching, marketing strategies, and materials) to host sites
- Engage in national outreach for positions in our program through the Campus Compact website, in-person and virtual events, online hiring platforms, and the
myAmeriCorps portal website and refer candidates to specific host sites
- Conduct candidate screenings and guide applicants through the application process
- Complete the AmeriCorps member selection process including the review of applications and references, conducting interviews

C. AMERICORPS MEMBER SUPPORT & TRAINING
- Conduct in-depth member orientation for all members to supplement site-based On-Site Orientation & Training (OSOT)
- Conduct 3-day early service training (EST) for members in September
- Create templates and resources for sites to support members in orientation, project tracking, and data collection
- Hold weekly cohort meetings for members to build community, receive training, and share important information
- Provide support to AmeriCorps members by phone, email, video conference, and on-site as needed

D. TRAINING, NETWORKING & PROGRAM SUPPORT
- Convene host site supervisors annually for supervisor orientation
- Provide quarterly supervisor training on key elements of CCAC program support as well as monthly office hours
- Support host site supervisors by phone, email, and on-site as needed
### A. APPLICATION TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 14, 2024</td>
<td>Priority deadline for host site applications</td>
</tr>
<tr>
<td>June 15, 2024</td>
<td>Rolling application phase begins</td>
</tr>
<tr>
<td>June 24, 2024</td>
<td>Acceptance letters go out with application feedback, if needed</td>
</tr>
<tr>
<td>July 9, 2024</td>
<td>Host Site Supervisor Orientation Part I</td>
</tr>
<tr>
<td>Mid July</td>
<td>MOAs to be signed and returned to CCAC</td>
</tr>
<tr>
<td>July 23, 2024</td>
<td>Host Site Supervisor Orientation Part II</td>
</tr>
<tr>
<td>Early August</td>
<td>Host Site Supervisor Orientation Part III</td>
</tr>
<tr>
<td>Mid August</td>
<td>Host site fee invoices to be paid as members are enrolled</td>
</tr>
<tr>
<td>August 26, 2024</td>
<td>CCAC main member start date - Full-time members should start on this date to ensure adequate time to complete their total service hours; part-time members may start as well, if the host site is prepared</td>
</tr>
<tr>
<td>September 23, 2024</td>
<td>Additional member start dates - Host sites must ensure that additional member slot types, including Minimum-time members, start on one of these dates</td>
</tr>
<tr>
<td>October 28, 2024</td>
<td></td>
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<tr>
<td>January 21, 2024</td>
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<td>May 5, 2025</td>
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<tr>
<td>June 9, 2024</td>
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</tr>
<tr>
<td>July 31, 2024</td>
<td>Last day of service</td>
</tr>
</tbody>
</table>

*Please note that a full member cycle timeline will be shared during Host Site Supervisor Orientation.*