

Minnesota GreenCorps
host site application
Program Year 2021-2022

Doc Type: Application



Instructions: The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). **Please complete the application, answer all questions, and send via email to mngreencorps.pca@state.mn.us.** For more information, refer to the *Minnesota GreenCorps host site application guide*. Applications must be submitted electronically by **5:00 p.m. Central Time on Tuesday, March 16, 2021.**

Please note:

- In an effort to allocate MN GreenCorps member positions and resources to various communities, organizations will not generally receive more than two member positions per year.
- Current or past host sites are not guaranteed selection as a 2021-2022 host site.
- Operation of the 2021-2022 program year is contingent on funding. Confirmation of funds may not be available before the application deadline.
- MN GreenCorps host sites must have at least one full-time paid employee. The minimum supervision requirement is at least 0.08 full-time equivalent (FTE) of a professional staff's time to supervise one MN GreenCorps member or at least 3.2 hours per week.
- Member activities may not include assisting organizations with meeting requirements, coming into compliance, or avoiding fines from any local, state, or federal laws or regulations.

I. Applicant and project informationName of legal applicant organization: City of BlaineMailing address: 10801 Town Square DrCity: Blaine State: MN Zip code: 55449Applicant contact: Rebecca Haug Title: Water Resources ManagerPhone: 763-785-6188 Email: rhaug@blainemn.govWebsite address: www.blainemn.govWhat type of host site is your organization (check one): ☒ **New** ☐ **Current or past host site**

Contact information for authorized representative: Individual responsible for signing legal agreements, including the Minnesota GreenCorps Host Site Agreement, in your organization. (see *sample Host Site Agreement on the MN GreenCorps website*)

Authorized representative name: Michelle A. Wolfe Title: City ManagerMailing address: 10801 Town Square DrCity: Blaine State: MN Zip code: 55449Phone: 763-785-6121 Fax: 763-785-6156Email: mwolfe@blainemn.gov**Please indicate your organization type:**

- ☒ Government agency (local, regional, state, tribal, or federal)
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
- ☐ School district
- ☐ 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- ☐ Not-for-profit institutions of higher education

Please indicate the member position type for which you are applying (**must only select one**). Details of the member position descriptions can be found in the *Minnesota GreenCorps host site application guide*.

- ☐ Air Pollutant Reduction
- ☐ Community Readiness and Outreach
- ☒ Green Infrastructure Improvements
- ☐ Waste Reduction, Recycling, and Organics Management

II. Narrative questions

Before responding to the following questions in the text box provided, review the pre-scoped position description and member prohibited activities (under section II of the *Minnesota GreenCorps host site application guide*).

Examples of prohibited member activities include attempting to influence legislation, advocacy for or against proposed legislation, providing a direct benefit to a for-profit business, writing a grant application to any federal agency, clerical work or research unless such activities are incidental to the member's direct service activities. AmeriCorps members cannot displace or replace previously employed, striking, or laid-off workers (see the *Non-displacement policy* of the *Host site application guide*).

Project scope and outcomes

1. Provide an overview of the member project you propose.

The City of Blaine is one of the fastest growing communities in the metro area. It is the largest city in Anoka County and there is a need to work with the general public and business community on managing the city's water resources. The member would work to help change behaviors to reduce pollutants such as phosphorus, total suspended solids, e.coli and chloride.

2. Indicate performance measures that the project aligns with by checking the corresponding box and inputting estimated results. For example, if your project involves retrofits, check the "retrofit public structures" box and input estimated results such as number of buildings retrofitted and estimated energy savings. The service project may address any of the performance measures in any of the categories. **Projects must align with at least one performance measure outlined below**; alignment with two or more measures is encouraged.

Air

- ☐ **Improve air quality:** Members will implement air quality improvement measures and education aimed at reducing air pollutants (i.e., fine particles, toxics, greenhouse gases) through avenues, such as reducing vehicle miles traveled or electrified, British thermal units (Btus) or Therms, etc.
- ☐ **Retrofit public structures:** Members will apply energy conservation measures to improve the thermal performance of public buildings/structures. Retrofitted structures will result in reduced energy consumption and/or reduced energy costs.

Input estimated results (i.e., number of public buildings retrofitted):

Input estimated results:

Land and water

- ☒ **Reduce nutrient pollution:** Members will implement nutrient reduction efforts, resulting in pounds of phosphorus removed, pounds per year of total suspended solids (TSS) removed, and/or chloride reduction.
- ☐ **Improve public lands:** Members will implement best management practices to treat and improve acres of public lands through activities, such as removing invasive species, planting native trees, seeding prairie, etc.

Input estimated results (i.e., number of acres improved):

Input estimated results:

Waste reduction

- ☐ *Reduce food waste through organics recycling:* Members will implement waste prevention or organics recycling resulting in pounds of organics prevented or diverted from the waste stream. Projects should focus on residential, institutional, or other public facilities.
- ☐ *Divert waste:* Members will integrate sustainable waste management practices into daily operations at host site and community facilities to recycle, compost, prevent, or otherwise divert material from the waste stream.

Input estimated results (i.e., number of pounds of waste diverted):

Input estimated results:

Outreach and education

- ☒ *Educate or train individuals in environmental stewardship:* Members will educate and/or train individuals on environmental stewardship to improve land, air, and water quality.
- ☒ *Motivate individuals to change behavior or promise to change behavior:* Members will provide education and training that will result in individuals changing behavior or making a promise or pledge to change behavior to lessen environmental impact.
- ☐ *Mobilize and/or engage volunteers in community service projects:* Members will recruit, train, and/or engage community members in local service projects.

Input estimated results (i.e., number of individuals receiving education):

Bi-monthly city newsletter distribution - 28,000 each publication

Library programming - 200 residents

Input estimated results (i.e., number of individuals committing to behavior change):

outreach at Farmer's Market without COVID restrictions - 50 residents

Outreach during Community Events such as Performances in the Park, Blaine Festival, Blaine World Fest - 200 residents

Other

- ☐ This project engages areas of environmental justice concern, per the *EJ Story map* found on the MPCA's website <http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.

Input estimated results (i.e., communities engaged):

- ☒ This projects addresses chloride reduction (i.e., road salt and water softeners)

Input estimated results (i.e., the mechanism for chloride reduction):

Chloride monitoring efforts as well as chloride tracking with the ~120 city Public Works staff

Chloride education with local snowplow drivers - ~20

Articles in the bi-monthly city newsletter - 28,000 each publication

Workplan

Member position goal statement:

In one to two sentences, please summarize the overall goal of the proposed member project:

The goal of the member's position will be to work directly with the Blaine business community as well as the public to create awareness about water quality issues such as chloride. The position will also work to develop methods to track and determine an incentive program for those who make positive changes.

Complete the table below outlining a Workplan for the proposed member position. Members serve a total of 1,700 hours from September 2021 to August 2022, and there are already 300 hours for training activities included in the template below. **Please input service activities totaling 1,400 hours.** See the *Minnesota GreenCorps host site application guide* to reference the pre-scoped member position description and review the types of activities that fall under essential and marginal functions. See sample workplans on the MN GreenCorps' website at <http://www.pca.state.mn.us/mngreencorps>.

Member activities	Activity details/results	Timeline	Hours
MN GreenCorps Trainings MN GreenCorps required orientation and quarterly trainings. Other trainings, workshops, and conferences. Civic engagement activities. Host Site Trainings.	Members attend all required MN GreenCorps trainings, including the three-day orientation in September and quarterly trainings. Members participate in other trainings, workshops, and conferences to gain technical and professional skills to prepare them for service. Members participate in civic engagement activities to broaden their experience and further engage in their community.	September – August	~300 hours
OUTREACH/EDUCATION: Participate in Anoka County Water Resource Outreach Collaborative (AWROC) bi-monthly meetings	Member will participate in these meetings to develop partnerships and opportunities to work with the Blaine community	September - August	~50 hours
OUTREACH/EDUCATION: Participate in the Anoka County Library Partnership meetings	Member will participate in these meetings and work with the partners on developing educational materials for displays at the library as well as develop educational materials for events to promote Smart Salting and other best management practices for water resources	September - August	~50 hours
OUTREACH/EDUCATION: Work with local business community and their landscape contractors	Member will connect with local business owners and their landscape contractors to inform and educate about Smart Salting as well as other best management practices for water resources. The member will provide information such as training opportunities and or educational materials.	October - April	~400 hours
OUTREACH/EDUCATION: Work with local Homeowners Associations and their landscape contractors	Member will work with local Homeowner Associations and their landscape contractors to inform and educate about Smart Salting as well as other best management practices for water resources. Training opportunities will be provided to the landscape contractor and other educational materials will be developed for the contractor, Member will also work with Homeowner Associations to communicate with the residents on best management practices for water resources. Educational materials will be created and distributed as well as coordinate attending a Homeowner Association meeting.	September - August	~400 hours
CHLORIDE REDUCTION: Conduct public outreach and education to public property owners and community residents about smart salting and chloride impacts; work with public works to reduce road salt application, develop salting best management practices.	Member will develop educational tools and conduct outreach to public property owners and community residents to reduce chloride application from residential and commercial properties. Member will review historic salt application data and work with Public Works Staff to reduce application of road salt through Smart Salt Training and by completing the Winter Maintenance Assessment tool (WMA _t). Member will document historical trends of the City's deicing material usage to help establish a 5-year plan of how to best reduce salt usage through the implemented BMPs. Member will work with Coon Creek and Rice Creek Watershed Districts on chloride reduction activities in high chloride concentration areas in the City	September - August	~500 hours

Community need/involvement

1. Describe how the proposed project will have a positive environmental impact on the community or communities your organization serves. The MN GreenCorps program prioritizes host site projects that support communities with higher concentrations of low-income residents and people of color, including tribal communities. The MPCA's criteria and interactive mapping tool are on the MPCA's website at <http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.

Please indicate if the project will serve under-represented, economically disadvantaged, or rural populations:

The project will serve the entire city of Blaine which has several areas that are under-represented and economically disadvantaged.

2. How will the proposed MN GreenCorps member position engage community members and/or mobilize volunteers?

The member will develop a contact list for the local businesses and visit the businesses and or call to start a conversation about their position and the goal of their work. With the general public, the member will work with the city's Communication Team to determine what methods will work best to engage with the public. It is envisioned that there will be multiple methods such as a flyer, door hanger, social media, website or events.

3. If your member project requires support from other partners, either internally (e.g., different departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners fully support and engage in the project?

As applicable, to demonstrate a commitment by these partner departments or organizations, provide letters of support as attachments when submitting this application (list the attachments below):

Coon Creek Watershed District (CCWD) - the member will work with the CCWD on training opportunities, educational efforts and materials

Rice Creek Watershed District (RCWD) - the member will work RCWD on training opportunities, educational efforts and materials

City's Communication team - the member will work the Communications team on creating educational materials, social media posts, website content

City's GIS team - the member will work the GIS team on mapping areas of concern for high chloride concentrations, phosphorus, TSS and e.coli as well as making sure the city's Stormwater Story map is up to date with information on water resource issues

City's IT team - the member will work with the IT team to make sure the necessary computer programs and folders are accessible

City's Public Works team - the member will work with the Public Works team on determining the best method to calculate chloride use and chloride reduction strategies through trainings, providing educational materials and other opportunities that may arise

Organizational capacity and commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members:

Deliver exceptional public services with the highest degree of professionalism and accountability.

2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to support a MN GreenCorps member. Include examples as appropriate:

The city has a stormwater utility fee that has helped to create a comprehensive stormsewer mapping and inspection system as well as dedicated staff for stormwater issues. The city has developed partnership with the Coon Creek and Rice Creek Watershed Districts to install several stormwater best management practices. Some of the examples are the two Iron Enhanced Sand Filters, one also has BioChar. The city has also been a demonstration site for several stormwater BMP's. Most recently the city installed StormCrete Panels at the Public Works facility. The Public Works facility has existing porous pavement and porous concrete. The city has also worked with both Watershed Districts and the Anoka Conservation District to install neighborhood rain gardens. Other examples include trainings with local builders and several meetings with local homeowner associations on ways to improve water quality.

3. Applicants must identify one host site supervisor. A host site supervisor must provide **at least 0.08 FTE per member, which equates to a minimum of 3.2 hours each week. The supervisor should be an FTE employee of the host site or a partnering organization.**

Describe how the host site supervisor will meet this requirement.

The host supervisor and the member will have regularly scheduled meetings as well as open communication through the member's 11 month service

Please provide the background/qualifications of the staff member in your organization who will be responsible for the day-to-day supervision of the MN GreenCorps member from September 2021 through August 2022. **Please note that the supervisor is required to attend an all-day orientation training in September.**

Rebecca Haug graduated with a Bachelor's Degree in Biology with a Water Quality emphasis and a minor in Environmental Studies from St. Cloud State University in 1998. She has been the city's Water Resources Manager since April 2017. Prior to her position in Blaine, she worked at the Coon Creek Watershed District as their Regulatory Affairs Coordinator, the city of Elk River as their Environmental Administrator, and Benton and Sherburne Counties as an Environmental Specialist. She is on the Metro Watershed Partners Steering Committee, the MN Cities Stormwater Coalition Steering Committee and mentors a student from the University of MN through the CFANS program.

Contact information for on-site supervisor:

Supervisor name: Rebecca Haug Title: Water Resources Manager
Email: rhaug@blainemn.gov Telephone: 763-785-6188

4. MN GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.:

The city will support the member by having the member participate in on-site trainings. When opportunities arise, the city will provide opportunities for the member to attend trainings, webinars, events, etc. that are pertinent to the position. There are many individuals at the city who will be able to provide support and assistance when needed. It is understood that this is a position with little to no work experience in the field.

5. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed? MN GreenCorps members receive a minimal training budget from the MPCA to utilize throughout their service. We encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc., throughout the service year.

The city has funding for training, conferences, etc. Each opportunity would be discussed between the member and supervisor to determine if it is feasible for the city to pay the fees.

6. Host sites are required to provide reasonable workspace for members to complete their project tasks, which includes a desk, phone, computer, email account, etc. Describe the dedicated office space the member will occupy for the 11-month term of service and the equipment and services that will be made available to allow the member to carry out the work:

The city has a designated a work space which will include a desk, phone, computer, email account, access to a printer, as well as any office supplies the member needs such as pens, pencils, paper, paperclips, etc. The member will be given access to the pertinent computer files to be able to complete their work.

7. Is your organization able to provide recommendations and or assist your member in securing local housing? (*not required*)

☒ Yes ☐ No

8. **Travel:** If traveling is required for the member service activities, the host site must provide transportation for the member (access to fleet vehicles, mileage reimbursement, bus fare reimbursement, etc.). Please keep in mind that some members may not have access to a personal vehicle, and some members may not be eligible to drive. If you indicate that driving is required, you may limit the number of members eligible for your site.

- A. Is the member required to drive in order to access or complete service activities?

☒ Yes ☐ No

- B. Is the member required to have access to a personal vehicle for service-related activities?

☐ Yes ☒ No

- C. How will the host site provide transportation for service-related activities? (check all that apply)

☐ The host site will reimburse mileage for the members use of a personal vehicle.

☐ The host site will provide a transit pass or reimburse the cost of public transportation.

☒ The host site will provide access to an organizational vehicle.

Please note: If the Members are using vehicles belonging to the Host Site organization to conduct business on behalf of the Minnesota GreenCorps Program, then the Host Sites' vehicle insurance is primary.

D. Is your organization able to provide transit discounts for a MN GreenCorps member, if applicable? *(not required)*

☐ Yes ☒ No

Sustainability

1. How do you see this work continuing after the MN GreenCorps member completes their service?

With the materials that are developed by the member, the city will be able to redistribute them in future years.

2. How does this project fit into your organization's long-term goals?

The city of Blaine recently completed a Strategic Plan for the next five years. Some of the key priorities included Effective Communication, Organizational Health and Well-Maintained Infrastructure. Through the work the member will be doing, effective communication will be met through the interactions with the public, business community, and public works staff. The plan also identifies having a well trained work force. Utilizing opportunities like this to train and advance the members in this program will help the city achieve this goal. All of the efforts identified in the work plan will help to maintain the city's infrastructure by reducing pollutant levels and extending the life of the city's storm sewer system. The efforts will also help keep the city's groundwater and water resources cleaner.

Current or past host sites only

Review Section VII of the *Host site application guide* with considerations for current or past host site applicants.

1. Identify the program year(s) your host site previously participated, focus area(s), and the number of members hosted:

N/A

2. Describe evidence of the effectiveness of your current or past member projects, including environmental results, and how you will build on these results if awarded another member:

N/A

3. Describe how this proposed member position is unique from past member positions at your organization:

N/A

4. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results:

N/A

III. Supporting documentation

If a Board governs your organization, please provide a *Board resolution* in support of this application (see example in the *Minnesota GreenCorps host site application guide*). If the Board resolution cannot be provided by the application deadline, provide an explanation below and the date when it will be submitted. 501(c) (3) non-profit organizations must submit proof of 501(c) (3) status with the submittal of application. Relevant letters of support from partner organizations or internal departments are encouraged and accepted at the time of application and throughout the selection process.

	Yes	No	N/A	Comments
Authorizing Board resolution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The City Council is scheduled to approve the resolution at their April 5, 2021 meeting. This is the earliest meeting available for the item to be reviewed and approved.
Proof of 501(c) (3) status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Letters of support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letters are included from city departments that will be working with the GreenCorps member as well as a Letter of Support from the Coon Creek Watershed District.
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