Project Partner Orientation

2016-17 Service Year

CivicSpark

Agenda

- Background

- Role of CivicSpark

- Roles and Responsibilities of a Project Partner

- Support from CivicSpark for Project Partners

- Next steps

- Questions

Background

What is CivicSpark?

- A Governor's Initiative AmeriCorps program dedicated to building capacity for local governments to address climate change and water resource management issues.

- Managed by Local Government Commission (LGC) in partnership with the Governor's Office of Planning and Research (OPR).

Who manages CivicSpark?

- **Local Government Commission (LGC)**
  - Non Profit with over 35 years experience identifying and championing local governments who are or want to be sustainability leaders
  - Overall Program Manager
  - Provides the program infrastructure and fellow and local government support

- **Governor's Office of Planning and Research (OPR)**
  - Climate Change is a major priority of Governor Brown
  - CivicSpark to create support for local and regional initiatives
  - Help local governments link to available tools and state goals

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The Rest of the Team

- Corporation for National and Community Service
  - Federal agency that manages all service programs including AmeriCorps
  - In California AmeriCorps is managed through **CaliforniaVolunteers** who manages state service programs
- Regional Coordinators
  - Partners, professionals, and alumni who will act as local coordinator for fellows
- CivicSpark AmeriCorps fellows
  - College educated with relevant experience
  - Will be providing on the ground direct service to beneficiaries

California Volunteers
Office of the Governor

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Structure of CivicSpark

- CivicSpark has two program tracks: the Climate Action Fellowship (48 fellows) and the Water Action Fellowship (20 fellows)

- **CivicSpark: Climate** places teams of 3-17 fellows in 7 regions throughout California.

- **CivicSpark: Water** embeds fellows in teams of 2 into local and regional water agencies around the state.

Where in California?

■ Currently serving 7 regions:

- North Coast

- San Francisco Bay Area

- Sacramento

- Sierra Nevada

- Central Coast

- Central Valley

- Los Angeles

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Making a Lasting Impact throughout California

- In the first two service years, fellows have provided over **110,000 hours of service** to California's communities supporting a wide range of actions including:

  - **11 climate or energy action plans**
  - **17 climate action policies**
  - **10 vulnerability assessments**
  - **25 metric reports**
  - **32 GHG inventories**
  - **25 community workshops**
  - **Energy benchmarking for 4 cities**

- *And much more!*

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Background of AmeriCorps

- ## Federal Program with Service as a Solution
  - National Service Movement that engages Americans of all ages and backgrounds in service to address the most critical problems in our nation's communities

- ## National Movement
  - Began in 1994 with 20,000 Members per year
  - Increased in 2008 with bi-partisan support with the Edward Kennedy Serve America Act – 250,000 Members

- ## Different Fields of AmeriCorps
  - State and National, NCCC, Vista

AmeriCorps Goals

- Work within communities to address a defined need
  - Needs addressed through intensive service
  - Education, disaster services, health, environmental stewardship, economic opportunity, and service to veterans and military families

Primary Goals

1. Getting things Done
2. Strengthening Commun
3. Member Development

AmeriCorps Policy

- As a federal program, AmeriCorps has clear regulations
  - Minimum Requirement and Hours served
  - Prohibited Activities / Awarded Hours
  - Non displacement/ non duplication
  - Discipline and Grievance policies

Basic Restrictions

- AmeriCorps is a domestic program

- All candidates must:
  - Be a U.S. Citizen or U.S. National or a Lawful Permanent Resident Alien of the United States. (Individuals who are in the United States under a student, work, or tourist visa are not eligible to become AmeriCorps Members.)
  - Be at least 17 years old
  - Be fingerprinted and have a criminal history/background check
  - Not have dropped out of school in order to serve with AmeriCorps

- Fellows can not serve until they complete background check and results are considered

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Background Checks

- FBI/State
  - LiveScan for a federal FBI and for CA state check
  - If fellow has applied from another state and is not a resident of CA – they must provide us with background check results from that state in addition to CA

- We will conduct all NSOPR checks upon fellows' acceptance

- Fellows who serve prior to results from all background checks are out of compliance

- If you need your own background check done, **you should let the Fellow know before they start** so if there are any issues we can address them

Fellow Service Time Expectations

- Serve full-time through 9/8/17

- Reach at least 1,700 hours by end of service year

- Work 40 hours a week (**not all on service project work**)

- Participate in both Project activities and Program activities

- Achieve **at least 80% service hours** (as opposed to training)

Hour Clarification

- Fellows serve **1,700hrs** + over 11 months

- **1,300hrs** will be on their project

- Other **400hrs** will be on other activities
  - Service Days
  - Volunteer Engagement Project (**150 hours**)
  - Regional Team Trainings
  - State Seminar Trainings

Types of Hours

Service Hours (No less than 80% of hours)

- Prep hours
- Almost all project activity including project related admin (timecards, great stories, progress reports)
- Project-specific training provided by host for implementation of project activity
- Service days (4)
- Most volunteer engagement activities
- Other Service obligations (Jury Duty)

Training Hours (No more than 20% of hours)

- Orientation and other CivicSpark events (mid-year gathering, graduation, special meetings)
- Virtually all time spent with RC including monthly trainings, one-on-one check ins, group check-ins, developmental work on volunteer engagement project, performance assessments
- Check ins with Regional Partners
- Some meetings with Project Partners (when not specifically for project work)

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Prohibited Activities

- AmeriCorps members who engage in prohibited activities will be released 'for cause'

- Examples of Prohibited activities:
  - Attempting to **influence legislation**
  - **Advocacy**
  - Engaging in partisan political activities
  - Providing direct benefit to:
    - For profit
    - Labor Union
    - Partisan political organization

- All fellows can engage in these activities on their own time, but not while recording hours or in uniform

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Prohibited Activities Cont.

- ***Attempting to influence legislation:***
  - Organizing or engaging in protests, petitions, boycotts, or strikes;
  - Assisting, promoting, or deterring union organizing;
  - Impairing existing contracts for services or collective bargaining agreements;

- ***Engaging in partisan political activities***:
  - Engaging in other activities designed to influence the outcome of an election to any public office;
  - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

- ***Engaging in religious instruction:***
  - Conducting worship services,
  - Providing instruction as part of a program that includes mandatory religious instruction or worship,
  - Constructing or operating facilities devoted to religious instruction or worship,
  - Maintaining facilities primarily or inherently devoted to religious instruction or worship, or
  - Engaging in any form of religious proselytization.

Prohibited Activities Cont.

- ***Providing a direct benefit to—***
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - An organization engaged in the religious activities described on the previous slide, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as CNCS may prohibit.

Awarded vs. Unawarded

- Fellows cannot work on any tasks outside of our performance measures:
  - Administrative work
  - Displacing employees
  - Work not aligned with our goals

Awarded vs. Unawarded

- Fellows who work on tasks that are 'unawarded' can not count those hours toward their 1700 total – CV might take those hours away from them

- Non-displacement policy ensures that no full time jobs are taken away to create AmeriCorps positions

Break for Questions

Role of
CivicSpark

Background of CivicSpark

- **LGC received planning grant to research need in CA**
  - Met with stakeholders and climate change actors in 9 regions of CA
  - Heard what biggest needs were and where CivicSpark might be of use

- **Results led to the development of CivicSpark Structure**
  - Capacity Building as performance measure
  - Community engagement and transition of knowledge to ensure capacity continues after CivicSpark involvement ends
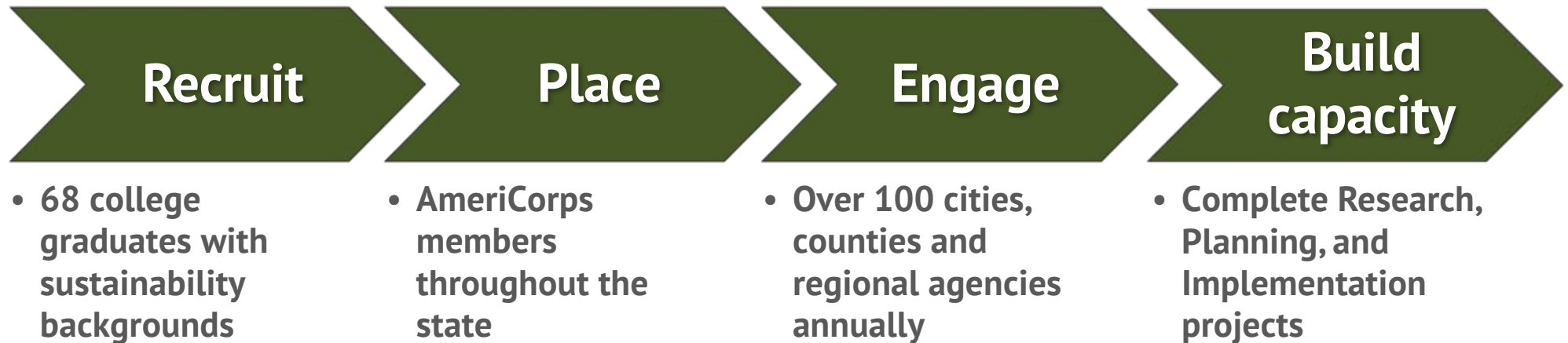
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Theory of Change

- Local governments need expanded capacity to manage the new research, planning, and implementation tasks required;
  - New program development
  - Stakeholder engagement
  - Enhanced staff skills and expertise

- AmeriCorps Fellows implementing projects while simultaneously supporting volunteer engagement can accelerate local government climate response efforts

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Service Delivery Model

Recruit → **Place** → **Engage** → **Build capacity**

- 68 college graduates with sustainability backgrounds
- AmeriCorps members throughout the state
- Over 100 cities, counties and regional agencies annually
- Complete Research, Planning, and Implementation projects

"CivicSpark is creating a model of climate action in California. We are looking to CivicSpark members to move the needle and take California to the next stage of its climate action efforts."

Wade Crowfoot, Deputy Cabinet Secretary and Senior Advisor to Governor Brown

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CivicSpark Four-Step Intervention Model

Step 1:
Gap Assessments

Step 2:
Service Projects

Step 3:
Volunteer Engagement

Step 4:
Transitioning Expertise

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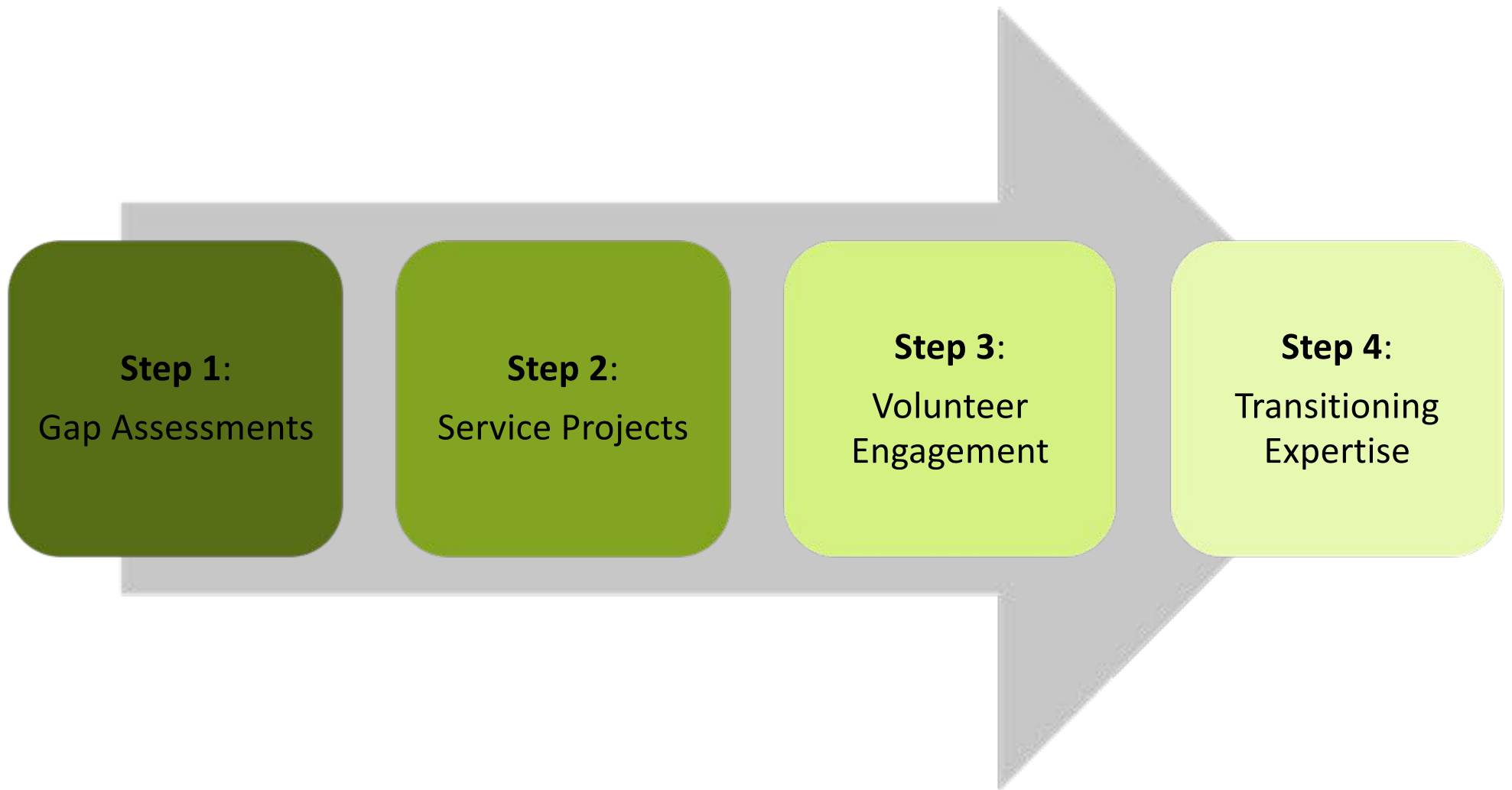
CivicSpark Four-Step Intervention Model

- **Gap Assessments:** Using a standardized assessment instrument, Fellows will define (1) three capacity-building goals tied to needs, (2) a specific research, planning or implementation project to conduct, (3) A volunteer engagement approach, and (4) a plan for transferring knowledge at the close of service.

- **Service Projects:** Based on gap assessment results, Fellows will implement a specific project.

- **Volunteer Engagement**: In parallel with their service project, Fellows will support increased volunteer engagement.

- **Transitioning Expertise:** Fellows will conclude service by providing transitional training to staff and/or sharing results with key stakeholders

Gap Assessment

- Completed by the Fellow based on results of Pre-Service Capacity Assessment.

- Using a standardized assessment instrument, Fellows will interview staff and review policy and programmatic documents to determine:
  - Current climate change needs
  - Where fellow service will most effectively contribute to long-term success of climate change programs.

Gap Assessment Cont.

- Fellows will then define:
  - (1) three capacity-building goals tied to needs,
  - (2) a specific research, planning or implementation project to conduct,
  - (3) A volunteer engagement approach, and
  - (4) a plan for transferring knowledge at the close of service.

- Due 2 weeks into project work (**Friday, October 28th**).

- Opportunity to set measurable goals and refine project scope.

- Fellows will need hands-on support during this process.

Volunteer Engagement Project

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Volunteer Engagement Project

- 150 Hours Total

- Run Independently or as a Regional Team

- Project Management Opportunity for Fellows

- Must have some connection to beneficiaries, but is not designed to be a part of their service project

Transition of Knowledge

Project Examples from 2015-2016

- Climate Action Planning
  - Santa Monica
  - Union City / Dublin
  - Hayward
  - Emeryville
  - Sierra Nevada Region

- Regional Scale
  - Regional Resiliency & Urban/ Rural Connection in Sacramento.
  - Water Resiliency in the Central Valley.

- Clean & Alternative Transportation
  - Regional Transportation Plan for Merced County.
  - Sustainability Indicators and Low Carbon Transportation with SCAG.
  - Regional EV and Fuel Cell Initiatives.
  - California High Speed Rail System Asset Vulnerability Assessment.

- Energy
  - Energy Efficiency Program Implementation, Contra Costa County.
  - Renewable Energy Opportunity Mapping for Napa County.
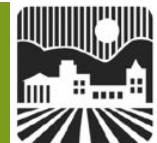
Review of Project Eligibility

- All participating local governments must lack one or more of the following capacities:
  - A dedicated full-time sustainability / climate action staff person,
  - A formally (e.g., approved by City Council and/or County Board of Supervisors) adopted climate action plan,
  - Specific concrete mechanisms to track progress on climate action.

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Review of High Need

- CivicSpark also has a <u>goal</u> that at least one-half of local governments we work with each year are considered "high need", defined by meeting at least two of the following criteria:

  - Community unemployment is above the state average for the current recorded year.

  - Community-wide energy use is higher than the previous recorded year.

  - Local government employment is lower than 2007 levels.

  - CalEnviroScreen rating in the top one-third (score of 23 or higher).

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Program Diagram
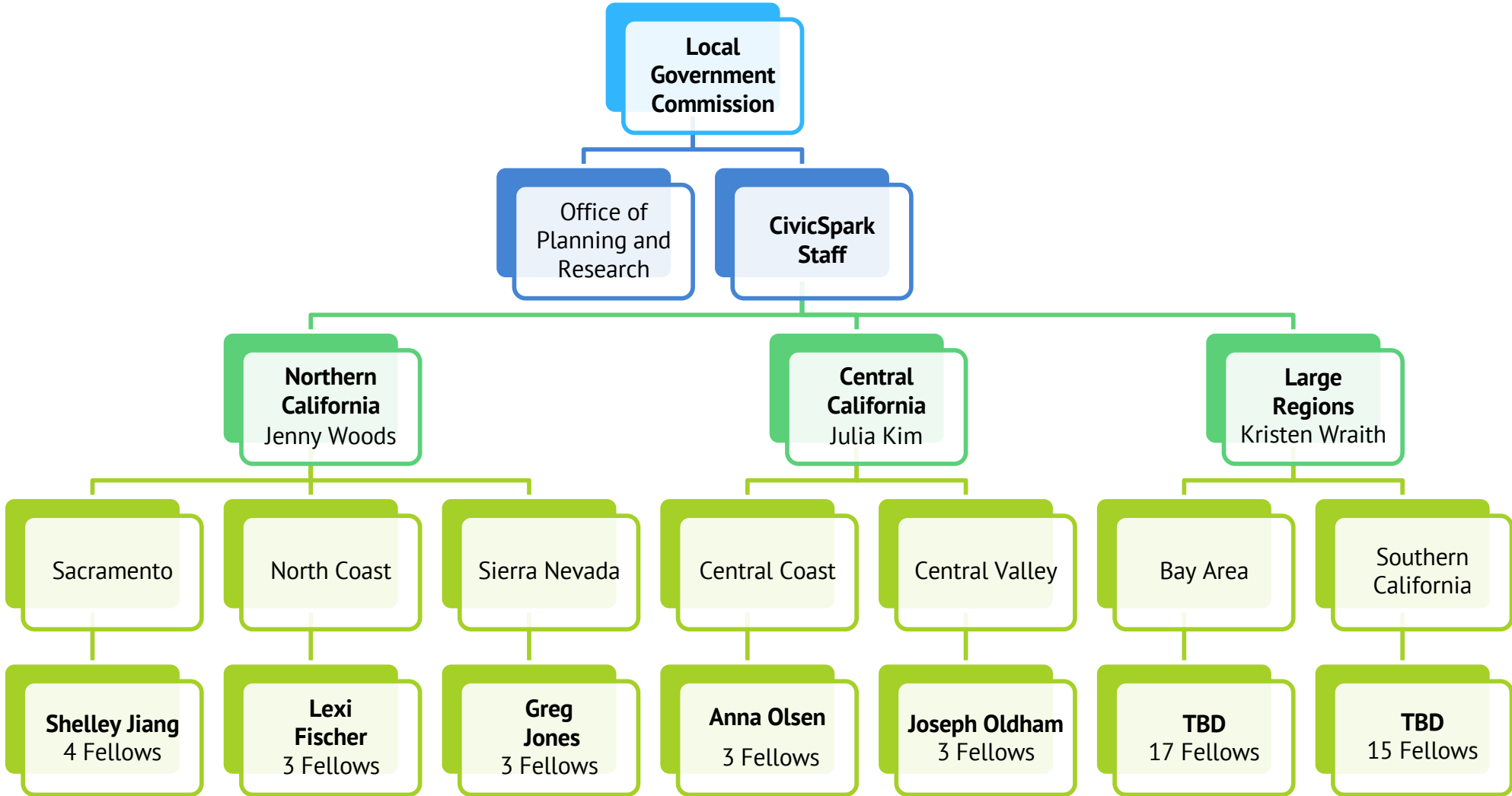
Program Calendar

2016

- 9/21-22: RC Orientation
- 10/9 Official start of Service Year
- 10/9 - 10/14: Fellow Orientation
- 10/17: First day of project activity
- 10/28: Gap assessments completed and submitted
- 11/23: Last day to enroll a full-time Fellow
- 12/31: All initial Performance Assessments completed

2017

- 1/16: Service Day - MLK Jr. Day (Service Day)
- 3/30: Service Day - Cesar Chavez Day
- TBD (Early Spring): Service Day - AmeriCorps Week
- 9/8: Last day of regular Service Year, Program deliverables and reporting completed
- 10/6: Last day to record hours for fellows on extended contract

Holidays

- Nov 11 Veteran's Day

- Nov 24-25 Thanksgiving

- Dec 26-27 Winter Holiday

- Dec 30 New Year's Eve

- Jan 2 New Year's Day

- Jan 16 Martin Luther King Jr. Day (service day)

- Feb 20 President's Day

- Mar 31 Cesar Chavez Day (service day)

- May 29 Memorial Day

- July 4 Independence Day

- Sep 4 Labor Day

Overview of Performance Measures

CivicSpark Performance Measures

Capacity Building
(Getting Things Done)

Volunteer Engagement
(Strengthening Communities)

Professional Development
(Member Development)

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Capacity Building

CivicSpark Performance Measures

Capacity Building (Getting Things Done)

Volunteer Engagement (Strengthening Communities)

Professional Development (Member Development)

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Capacity Building Structure

- Defining what capacity needs exist in community
  - Pre-Assessment
    - Initial goals, baseline information
  - Gap Assessment
    - Refining 3 specific goals plus transitional and volunteer activity
    - Outlining project scope and deliverables

- Development and execution of planning, research, or implementation project

- Transition of knowledge at project end

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How Capacity Building is Measured

■ Pre / Post-Service Capacity Assessments

■ Time Cards
  ■ # Service Hours Logged (no less than 80% of total)
  ■ # hours billed to project (no less than 1,300hrs)

Capacity Building Goals

- **85% (73 of 86)** of local governments who receive at least 200 hours of capacity building services will meet at least 1 of their gap assessment goals **due to at least 1 additional activity completed and/or program output produced by the program** as a result of capacity building services provided by CNCS-supported organizations or national service participants in Environmental Stewardship.

- **85% (73 of 86)** of local governments who receive at least 200 hours of capacity building services will meet at least 1 of their gap assessment goals **by reporting that capacity building activities provided by fellows helped to make the organization more effective**.

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Volunteer Engagement

CivicSpark Performance Measures

Capacity Building (Getting Things Done)

Volunteer Engagement (Strengthening Communities)

Professional Development (Member Development)

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Volunteer Engagement Structure

- **Building volunteer services for communities served**
  - Most agencies applying for CivicSpark do not already engage volunteers in climate change response

- **Fellows will implement Community Resilience Challenge**
  - A means to engage volunteers and connect volunteerism to Local Governments.
  - Also serves as a professional development activity
  - Can be adapted to existing programs in your organization

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How Volunteer Engagement is Measured

- Volunteer Logs
- Post-Service Capacity Assessment
- Time Cards:
  - \# Volunteer-Service or Volunteer-Training Hours Logged
  - 150hrs total

Volunteer Engagement Goals

- 50% (24 of 48) of Local governments who receive volunteer system setup and support will implement effective volunteer management practices as a result of service.

- 65 volunteers recruited for <u>ongoing</u> activities

- 173 volunteers recruited for <u>one-time</u> activities

- 972 volunteer <u>hours</u> for <u>ongoing</u> activities

- 345 volunteer <u>hours</u> for <u>one-time</u> activities

Professional Development

CivicSpark Performance Measures

Capacity Building (Getting Things Done)

Volunteer Engagement (Strengthening Communities)

Professional Development (Member Development)

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Professional Development Structure

- Provide training support
  - Implement monthly trainings (local and statewide)
  - Implement Community Resilience Challenge

- Mentor and coach through project work
  - Hands on experience and network development
  - Support with professionalism and project implementation
  - Career pathway support

Professional Development Training

- Fellows participate in an 11-month training program

- Orientation and Mid-Year Gathering

- State Seminars

- Regional Trainings

- Life After AmeriCorps (LAA)
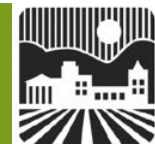
Orientation

- **October 9 – 14** in Loma Mar

- Trainings on topics including:
  - AmeriCorps Policies and Procedures
  - Effective volunteer recruitment /management
  - The Politics of Climate Change
  - The Science of Climate Change
  - Sector-specific breakouts
  - Professionalism and Communication

- Building Cohort Dynamics

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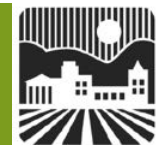
State Seminars

- **1ˢᵗ Week of the Month** *(Typically)*

- Hosted by LGC Staff in Sacramento

- Broadcasted via Webinar

- Panels on various topics including:
  - Community Based Social Marketing
  - Climate Change and Public Health (Health in All Policies)
  - Water/Energy Nexus
  - The Future of Energy in California
  - Local and Regional Transportation Planning

GoToWebinar by CITRIX

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Regional Trainings

- **3rd Week of the Month** *(Typically)*

- Organized by Regional Coordinators

- Hosted in-person

- Trainings on various topics including:
  - Communicating Climate Change in your Region
  - Project Management
  - Public Speaking / Techniques for Effective Presentations
  - Stress Management

How Professional Development is Measured

- Professional Assessment and professional goals outlined at start of service year

- Performance Assessment at end of service year

- Time cards:
  - # Training hours logged
  - No more than 20% of total

Professional Development Goals

- **70% (34 of 48)** of fellows will increase skills, professional engagement, and service commitment in at least 1 of 3 professional development measurement categories by at least 1 point of 5, as measured by comparing the pre-, and post- Fellow Performance Assessment results.

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Break for Questions

Project Partner
Roles and
Responsibilities

Support for Fellow, Project, & Program

- Identify one local government staff member as a point person for the Fellow.

- Develop defined project scopes and identify goals.

- Support implementation of project.

- Keep Regional Coordinators apprised of development of projects and challenges.

- Assist with site visits.

Support for Fellow, Project, & Program

- Identify one or more **local government beneficiaries** for each 650 hours of service being contracted for.

- Have local government staff involved with the project complete pre-assessment surveys.

- Have local government staff participate in a project interview early on.

- Complete necessary project reporting.

- Allow CivicSpark to share results for required grant reporting.

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Ways to provide a meaningful experience

- Hold regular check-ins

- Appreciate your Fellow

- Assist with professional development and networking

- Keep us informed

Fellow

~~Intern~~

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Invoicing

- **Monthly (unless otherwise arranged)**
  - A share of total service year completed (e.g. 1/11 of the total)
  - Deposits credited against first invoices

- **Total project hours served are tracked, but invoices are not tied to them.**
  - Fellows are "on the job" for your project, at all times except when we are engaging them in non-project activities (trainings, service days, prep time, volunteer time).
  - Basic program admin (timecards, progress reports, etc.) is considered project time.

CivicSpark Support for Project Partners

Role of the Regional Coordinator

- An integral part of the CivicSpark team, supporting Fellows and coordinating closely with LGC to ensure the program is implemented successfully.
  - Team coordinator and mentor
  - Regional liaison and representative
  - Reporting and program compliance

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Team Coordinator & Mentor

- Provides regular engagement to support positive experience
  - Conduct weekly check-in meetings
  - General coaching

- Provide Project support to Fellows
  - Project implementation
  - Volunteer engagement
  - Transition of knowledge with local governments.

- Coordinate professional development and service activities for the Fellows
  - Training activities
  - Service Days
  - Community Resilience Challenge
  - Professional development goal setting

Reporting and Program compliance

- Understand what is required for accurate and timely AmeriCorps reporting.

- Ensure that required AmeriCorps documentation is completed in a timely fashion.
  - Fellow activity
  - Service delivery
  - Volunteer engagement
  - Case management

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Regional Partners

- **Assist with Program Growth**
  - Identify and aggregate project interest
  - Broadcast program opportunity to potential Fellows
  - Share success

- **Support Fellows**
  - Provide a regional meeting place for meetings and trainings
  - Be available to provide regional context/background at the start of CivicSpark project to better understand community and region
  - Help Fellows network for possible career opportunities

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Statewide Support

- **State CivicSpark Staff**
  - Coordinate logistics, statewide trainings, communications, and network development;
  - Manages all fiscal and administrative details;
  - Each region has an "Area Lead" assigned to it who will setup monthly check-ins with project partners and is your main point of contact if there are issues, concerns, or questions.

- **OPR**
  - Serves to both track outcomes and share information through CivicSpark;
  - A resource for additional technical support;
  - A vehicle to share successes.

- **Other Project Partners**
  - We work to share project resources, deliverables and templates across fellows and service years.
  - If you think you might be doing something someone else is doing or has done before, ask we might be able to connect you with other project partners or their resources.

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Next Steps

Next Steps

- **Before start of Service (*see emails from Kif*)**
  - Ensure LG beneficiary information is completed
  - Complete pre-service climate capacity assessments

- **First days**
  - Conduct Fellow Orientation (see checklist and sample agenda)
  - Develop scope of work for Fellow
  - Setup regular supervisor check-in schedule for Fellow

- **First weeks**
  - Support Gap Assessment completion (first two weeks on site)

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Site Orientation Pre-Check List

- Has a desk / work space been set up for the Fellow?

- Is the Fellow's initial project scope developed?

- Do you have an understanding of what employee benefits the fellow might need to use (city car fleet, transportation reimbursement, etc.)?

- Have the other workers in the office been briefed on who the Fellow is and what CivicSpark is about, as well as what they can and cannot do?

- Have you setup a regular schedule for check-ins, and identified any key dates or times for 'extra' or 'off site' work hours that will need to be completed?

- Are important resources to be used in the project ready to be shared?

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Site Orientation Check List

- Does Fellow have all log-in information for computer/server system?

- Have you reviewed daily expectations?

- Has the Fellow met the head of the department?

- Does Fellow know where their desk is?

- Have you shared a project scope with your Fellow?

- Does the Fellow have their name/ID badge and all proper materials?

- Has the Fellow introduced themselves to the secretary/administrator for the departments that they will interact with the most?

- Review any on site procedures or emergency action plan that may exist

Questions?

Thank you!