



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 Wednesday, March 18, 2020.**

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 2020-2021 host site.
- Operation of the 2020-2021 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.

I. Applicant and project information

Name of legal applicant organization: City of Northfield

Mailing address: 801 Washington Street

City: Northfield State: MN Zip code: 55057

Applicant contact: Beth Kallestad Title: Program Coordinator

Phone: 507-645-3074 Email: beth.kallestad@ci.northfield.mn.us

Website address: www.ci.northfield.mn.us

What 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 in your organization):

Authorized representative name: Ben Martig Title: City Administrator

Mailing address: 801 Washington St.

City: Northfield State: MN Zip code: 55057

Phone: 507-645-3009 Fax: 507-645-3061

Email: ben.martig@ci.northfield.mn.us

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 as well as 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 service project you propose.

The City of Northfield adopted a Climate Action Plan in November 2019 to help the City both mitigate greenhouse gas emissions as well as to build resiliency. Some of the strategies in this plan relate to waste reduction and prevention as well as food and organics management. In 2019 the City also received a donation from a resident to help implement some of these actions. We have been working with some interns from the local colleges to develop some programming but would like to expand our capacity with a GreenCorps member.

The overall scope of the project will be provide expertise and assistance to strengthen community resilience through waste prevention, recycling, prevention of wasted food, and composting/organics management. Outreach and education will be the primary focus and will include such items as: 1) Reducing contamination of recycling through bin tagging and educational materials for residents, 2) Recycling Champions program where residents will be trained to teach others about recycling, 3) Composting/Organics management options, 4) Assisting in the development of a Zero Waste plan to help Northfield be zero waste by 2030, 5) Assist local volunteers to explore developing a Food Coordinator position which can assist with prevention of food waste, locally grown food opportunities, expanding the Farm to School program and other possibilities to build resilience around food production. As a portion of the City is in the EJ Story Map area of for at least 40% of people reported income less than 185% of the federal poverty level, the Member will work with community organizations that have relationships in this area to help with outreach and education to this population.

As the Climate Action Plan also focuses on Energy and Transportation as two priority areas, the Member may be asked to assist with outreach and education on these topics as well as marginal functions.

Member projects will serve to improve Northfield's capacity to respond to environmental threats and the impacts of climate change through improved infrastructure and increased community resilience.

2. Indicate performance measures that the project aligns with by checking the corresponding box and inputting estimated results. 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):

Increase residential and business organics recycling by 10%. As part of the project the Member will help the City establish baseline estimates to then track increases.

Input estimated results:

Decrease residential recycling contamination from estimated 15% level to 10% (based on information provided by waste hauler)

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):

500 people attend workshops or other information sharing opportunities to receive education.

5000 people receive education through direct mail, social media or other communication mechanisms.

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

250 people commit to behavior change with regard to recycling or organics/composting.

Other

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

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

A portion of the City of Northfield is within the EJ Story map area for at least 40% of people reported income less than 185% of the federal poverty level. The Member will work with community organizations that have relationships in this area to help with outreach and education to this population.

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

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

Workplan

Member position goal statement:

A brief one to two sentences summarizing the overall goal of the proposed member project:

The overall goal is to reduce recycling contamination and food waste generation, expand composting/organics recycling, and make progress on long-term planning to become a Zero Waste City.

Complete the table below outlining a Workplan for the proposed member position. Members serve a total of 1,700 hours from September 2020 to August 2021. There are 300 training hours already 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 workplan on the MN GreenCorps' website at <http://www.pca.state.mn.us/mngreencorps>.

Member activities	Projected results/asures	General monthly timeline for each activity <i>(ex: September - February)</i>	Approximate hours of time allocated to each activity
MN GreenCorps required orientation and quarterly trainings (approx. 100 hours) Other trainings, workshops, and conferences (up to 170 hours) Civic engagement activities (up to 100 hours)	Members attend all required MN GreenCorps trainings, including the three-day orientation in September and quarterly trainings. Members participate in conferences, workshops and other trainings throughout their service year. Members participate in civic engagement activities to broaden their experience and further engage in their community.	September – August	~300 hours
OUTREACH/EDUCATION: Develop educational materials and conduct outreach and education to residents and businesses about recycling, food waste reduction opportunities, composting/organics management options and food waste. Organize and train volunteers to assist in these efforts.	Member will implement existing programming and develop new programming as needed. Results will include reductions in recycling contamination as determined by the City waste hauler (DSI), increase in composting and organics recycling, and progress in long-range plan development on future actions needed.	September - August	~ 880 hours
SURVEYS: Conduct surveys of participants and stakeholders on knowledge and behavior.	Member will develop and implement pre/post surveys and other evaluation method to evaluate participant knowledge change and/or behavior changes.	October - August	~ 120 hours
MARGINAL FUNCTIONS: Assist with outreach and education for other areas of the Climate Action Plan as needed.	Member will assist City staff and volunteers with outreach and education of other areas of the Climate Action Plan such as energy and transportation. Activities might include tabling at community events, presentations, and volunteer organizing.	September - August	~ 340 hours
ATTEND CITY BOARD & COMMISSION MEETINGS: Attend meetings of the Northfield City Council and Environmental Quality Commission as needed.	Member will attend the monthly EQC meetings and City Council meetings as needed. Member will also attend the EQC work group meetings on Materials & Waste and Food to help keep communication channels open and provide support.	October - August	~ 60 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:

A portion of the City of Northfield is within the EJ Story map area for at least 40% of people reported income less than 185% of the federal poverty level. The Member will work with community organizations that have relationships in this area to help with outreach and education to this population.

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

The MN GreenCorps member position will engage with community members in a variety of ways. After passage of the City's Climate Action Plan, the Environmental Quality Commission has taken on oversight and information sharing with various work groups who are moving actions that relate to the Climate Action Plan. Two of these areas will fit within the Member's work: Materials & Waste and Food. The Member will participate with these work group volunteers to provide support and keep communication channels open. The Member will organize and train volunteers to participate in the Recycling Champions program, bin tagging and other efforts. As part of the work will focus in economically disadvantaged neighborhoods, the Member will develop relationships and get guidance from local community groups who work in this area to develop outreach and materials specifically for this population. The Member will provide educational materials and presentations at a variety of community events such as the Riverwalk Market, through the Northfield Public Library, service clubs and organizations such as the YMCA and Fifty North (senior center).

3. If your member project requires support from other partners, either internally (e.g., other 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 are fully in support of and engaged 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):

Internal partners will include the Public Works Department, Facilities, Communications and Library as well as the Environmental Quality Commission. The site supervisor will introduce the Member to applicable staff and EQC and help to build relationships.

External partners will include: Dick's Sanitation Inc. (DSI), Northfield Curbside Compost, Healthy Community Initiative/Growing Up Healthy, Greenvale Park Community School, the Community Action Center, Northfield Public Schols, Carleton College Sustainability Office, Rice County SHIP. The site supervisor will introduce the Member to key staff at these organizations and attend initial meetings with the Member to build comfort.

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:

Mission Statement: The City of Northfield works for the common good of our residents and businesses and the improvement of our community by providing excellent, innovative municipal services that carry out the City's vision for a high quality of life for all.

Community: Northfield is a town of approximately 21,000 people located 45 minutes south of the Twin Cities. It is the home to two world class educational institutions, St. Olaf College and Carleton College, industry such as Post Consumer Brands, a historic downtown, the Wild & Scenic Cannon River and numerous arts and cultural opportunities. A link to our Community Profile on Minnesota Compass: <http://www.mncompass.org/profiles/city/northfield>.

The City of Northfield employs roughly 94 full-time and 35 part-time staff as well as 10 seasonal employees. The City was a GreenCorps host site in 2011-2012 and 2015-2016. Some of the leadership team from those times is still with the City and others have changed. The site supervisor for this Member will be our Program Coordinator, Beth Kallestad, who was not with the City during previous GreenCorps hosting.

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 of Northfield adopted a strategic plan for 2018-2020. Two of the six priorities in that plan were: Climate Change Impacts and Diversity, Equity and Inclusion. To help the City move forward on these priorities a new position of Program Coordinator was created and filled in April 2019 by Beth Kallestad. Over the course of 2019 Ms. Kallestad, along with consultants and volunteers on the Climate Action Plan Advisory Board developed a Climate Action Plan (CAP) for the City. The CAP is a long-range plan with goals to receive 100% carbon-free electricity by 2030 and be 100% carbon-free by 2040. These aggressive goals means the City needs to move ahead as quickly as possible on a variety of action steps to include the work this Member will be asked to implement.

The City has a long history of being supportive of environmental efforts. Northfield has had an Environmental Quality Commission for over 25 years. The EQC is helping staff by providing oversight and support of the CAP.

The City of Northfield is on the leading edge of cities in Minnesota who have adopted Climate Action Plans. We are also a GreenStep City at the Step 3 level and working on becoming Step 4.

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

Describe how the host site supervisor will meet this requirement.

Ms. Kallestad, the site supervisor, will meet the requirement by: meeting weekly with the Member to review past and future work, attending project meetings with community partners and the Member, reviewing materials created, and attending events with the Member as needed. She will be available to answer questions as needed throughout each week. She is the staff liaison to the EQC and will attend all of those meetings with the Member.

The Program Coordinator position is currently classified as a Temporary position funded through reserve funds through April 2021. A request will be made in the 2021 budget to make this a regular staff position. Should that request be denied the Public Works Director, David Bennett, would take over site supervision duties for the remainder of the Member's term of service (May-August).

Please provide the background/qualifications of the staff member in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member from September 2020 through August 2021. **Please note that the supervisor is required to attend an all-day orientation training in September.**

While Ms.Kallestad is new to the City, she has worked in the environmental sector for over 20 years in the areas of private consulting, state government and nonprofit leadership. She has many years of experience supervising staff, interns and work-study students as well as working with community partners and connecting people to work on projects. She is also a successful grant writer. Working with Ms. Kallestad, the Member will learn about project management, community engagement, budgeting, grant writing, and building relationships. She will be able to attend the all-day orientation training in September.

Contact information for on-site supervisor:

Supervisor name: Beth Kallestad Title: Program Coordinator
Email: beth.kallestad@ci.northfield.mn.us Telephone: 507-301-9900

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.:

At the beginning of the Member's term the site supervisor will meet with the Member to understand past experience and where growth and skill development is needed. A plan will be developed on how best to support the Member during their service. The Member will go through the onboarding process that regular city employees follow. The City will provide time and funding for the Member to attend some professional development training. We will introduce the Member to local partners and contacts, tour the Rice County Solid Waste facility and the DSI MRF facility. The Member will participate in the state Recycling Education Committee meetings/webinars. We will also work with our local partners at the Carleton College Sustainability office as is appropriate for professional development and training opportunities such as the National ReUSE Conference that will be in the Twin Cities in October 2020.

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 do 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 was fortunate to receive a donation from a resident in 2019 which gives us some funding for the Member to use on outreach and education efforts. The City will be using some of that funding in 2020 to purchase some supplies and do some research that will establish baseline knowledge that will be beneficial to the work the Member will do. We will have funds available (~\$5,000 - \$10,000) for the Member to use on outreach and education efforts and some trainings, conferences and professional development.

6. Host sites are required to provide reasonable workspace for members to complete the tasks of their project, which includes a desk, phone, computer, email account, etc. Describe the dedicated office space (with approximate square footage) 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 workspace provided will be a desk/cubicle area (6 ft x 7 ft) of approximately 42 square feet in the Community Development Department suite. A phone, computer and email account will be provided.

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. How will the host site provide transportation for service-related activities?

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: The members will be covered under the MPCA Commercial General Liability and Commercial Automobile Liability insurance policies as volunteers. If the members are using vehicles belonging to the Host Site organization to conduct business on behalf of the Minnesota GreenCorps Program, the Host Site's insurance is primary. Any other insurance that may be available would only respond after the organization's insurance is exhausted.

C. 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?

The City is in the process of evaluating how to transition the Program Coordinator position, which serves several topic areas, to focus on Sustainability. Provided this transition happens, some of the work done by the Member will become part of this position. We will also continue to use summer interns and academic year work-study students from the two colleges to provide support. We would also consider requesting a GreenCorps member in future years.

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

The City's recently adopted Climate Action Plan contains action steps around waste reduction with a 3-year (by end of 2022) goal of adopting a zero-waste plan, providing education to the community to create behavior change. Additionally, there are actions around decreasing food waste and increasing local food access. This project will help us make progress on these goals and actions.

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:

•2011-2012 – Green Infrastructure, Stormwater

Member: Dustin Demmer, exited early in early March 2012 for employment elsewhere

Supervisor: Brian Welch

2015-2016 – Green Infrastructure, Forestry

Member: Alan Toczydlowski

Supervisors: Jasper Kruggel, and TJ Heinrich

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:

During Dustin Demmer's term of service he helped to develop a rain barrel and rain garden incentive program. Alan Toczydlowski assisted in conducting a tree inventory of all trees on City property and developing GIS layers for this data. The proposed project will be different from this previous projects.

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

The City of Northfield has not dedicated staff to work on these topics in the past. With the hiring of our Program Coordinator and adoption of the Climate Action Plan these topics have more of a focus for the City.

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

The previous staff people who were site supervisors are no longer with the City so we can not determine what improvements to make.

III. Supporting documentation

If your organization is governed by a Board, 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.

A resolution of support from the Northfield City Council is provided. Letters of Support from Carleton College and Healthy Community Initiative and the Northfield Community College Collaborative are attached.

Yes	No	N/A	Comments
-----	----	-----	----------

Authorizing Board resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Council Resolution, March 10, 2020
Proof of 501(c) (3) status	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local government
Letters of support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carleton College Sustainability Office, Healthy Community Initiative, Northfield Community College Collaborative