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**2022 Full Accreditation Process Instructions**

**NOTE:** **Letters of Intent are due by March 31, 2022. Applications are due no later than June 30 2022**

**Please read the deadlines, conditions, and payment schedule carefully. Failure to follow the instructions, including the formatting instructions, will result in your application being returned as incomplete.**

**Introduction**

The Corps Center of Excellence (CCE) Advisory Committee is dedicated to the promotion of high-quality programming and standards for Conservation Corps across America. The CCE Advisory Committee ensures that programs have the capacity to meet the desired outcomes for participants as well as meet the high quality and production requirements of project partners.

The CCE Accreditation Process involves an in-depth review of general operations, financial management, risk management, governance standards, and Corps operations. By completing the accreditation process, Corps will demonstrate their accountability to both Corpsmembers and their communities. Independent accreditation provides the assurance of quality that partners, particularly publicly-funded government agencies, and donors look for and recognizes a Corps’ ability to provide safe, appropriate, and meaningful experiences completing service that meets community and conservation needs.

A Corps must be in existence for a minimum of two years to be eligible to apply for accreditation.

Full Accreditation, if granted, will last for 5 years with annual updates.

**PLEASE Review the accreditation application steps starting on page 3 of this application.**

**Please Do NOT reformat this application, add a cover page to the application, add your Corps logo to the application, delete any pages of the application, or otherwise alter the application in any way other than by responding to the questions on the application. Once you complete the application you may convert it to a pdf if you wish.**

**To be considered for Accreditation, the Corps program must use the narrative section to justify their compliance with each of the accreditation standards. The response should be clear, concise, and provide enough detail to support the claim. Responses that merely rephrase the standard and assert compliance will be deemed non-responsive to the standard. Include a narrative for every standard unless otherwise directed in the instructions for that standard. Examples of appropriate narrative responses are included at the end of this application.**

**In addition, examples of evidence (documents, minutes etc.) must be attached and referenced in the justification for each standard, including for the optional endorsements. Examples of adequate documentation are provided for each standard.**

**Please add the standard number to the beginning of the file name before you upload your supporting documentation.** **Applications that don’t comply with this formatting will be returned as incomplete.** For example, for standard 1.3 you might attach your By-Laws as evidence to meet that standard. If your By-Laws document is named “ABC Corps By-Laws.doc”, rename it to “1.3-ABC Corps By-Laws.doc” so the reviewers can easily find it. If you use one document for multiple standards, you only need to upload it once, just refer to the file name for subsequent standards. When your organization is approved to apply for accreditation, you will receive a link to a Dropbox folder where you can upload your application and supporting documentation.

Corps should not apply until they are able to complete the entire application and assemble all necessary documents and evidence. Note that this process generally takes several months to identify and pull together the required materials, it is not something that can be done in a week or two. Many Corps that have successfully completed the process have reported that they dedicated a full day each week over a period of three or four months to assemble the accreditation materials. Corps should expect that internal review, discussion, and assembly of materials, the site visit, follow-up, staff and committee review of materials, and CCE committee action may take the significant part of a year before the CCE grants full accreditation. Applicants should plan accordingly.

IMPORTANT NOTE: You MUST have a current audit (no older than your 2020 fiscal year) to be eligible for accreditation, and must maintain yearly audits to retain your accreditation status.

For more information about accreditation or questions on the process or application contact Allen Dietz at adietz@corpsnetwork.org

**Application Process:**

The following section details the steps to becoming a fully accredited Corps. Each step should be reviewed. Once reviewed, the Corps should respond with either a Yes or a No to indicate their understanding and compliance with each step. At the end of the Process section, enter the name of the Corps applying for full accreditation into the response field to show compliance.

**Quick Calendar:**

|  |  |
| --- | --- |
| March 31, 2022 | Letter of intent and 50% non-refundable deposit due for programs interested in going through accreditation in 2022. |
| June 30, 2022 | Completed application, supporting documentation, and balance of accreditation payment due. |
| September 1 – November 15, 2022 | Site visits scheduled on a first-come, first-served basis AFTER application has been submitted. |
| Spring, 2023 | Corps recognized at The Corps Network’s Annual Meeting in DC |

**Step 1: Letter of Intent.**

ALL Corps planning to go through accreditation in 2022 should submit a letter of intent, even if you submitted one for a previous year. Corps submit a letter of intent indicating their intent to apply for accreditation. The letter of intent should state the following:

* The name and billing address of the Corps
* The name and contact information (e-mail and phone) of the person who will be primarily responsible for the accreditation process
* An assurance that the 50% down-payment has been submitted online (instructions below) or has been mailed to TCN. Your application to go through accreditation will not be finalized until payment is received.

**Letters of intent are due March 31, 2022** and should be e-mailed to: adietz@corpsnetwork.org. Corps will be notified by April 15, 2022, if they are accepted to go through the accreditation process in 2022. **Please note that this is a hard deadline. If you miss this deadline we may not be able to complete your accreditation process in 2022.**

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

**Step 2: Down Payment**

* **A non-refundable down payment equal to 50% of the accreditation fee is due at the same time as the letter of intent.** The down payment will be rolled over to 2023 if reviewers determine that the program isn’t ready for a site visit after completing the desk review of the application. Your letter of intent will not be processed until we receive your down payment. See the chart below for the fee schedule.

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

**Step 3: Written Application**

The Corps will submit a written application along with all required supporting materials (all electronically). The Corps must submit a completed application, including all required attachments, and indicate their availability for a site visit. **The remaining balance of the accreditation fee (including the optional fee described below) is due with submission of your application, but no later than June 30, 2022.** Applications that do not include the balance due of the accreditation fee will not be acted upon until the fee is received.

**Written applications and supporting documentation are due by June 30, 2022.** Please note that this is a hard deadline. If we receive your completed application and the remainder of your accreditation payment after June 30, 2022, we may not be able to complete your accreditation process in 2022.

Site visits will be scheduled on a rolling basis after a completed application is received. Early applications will have a greater selection in dates for their site visit.

**OPTIONAL FEE:**

The Program going through accreditation is responsible for local transportation, meals, and hotel expenses for 2 – 3 site visitors. Site visitors will arrange and pay for their own airfare to the closest airport to your program. If you would prefer that The Corps Network handle the local meal and hotel expenses, there will be a flat fee of $1,500 added to the payment due with your completed application that will be billed as part of the accreditation fee. Your site will still be responsible for local transportation.

**Accreditation fees for 2022 (Check one):**

[ ]  $1,500 (less than $4 million Corps budget)

[ ]  $2,500 ($4 million or larger million Corps budget)

[ ] We would like TCN to handle hotel and meals for the visitors for an additional $1,500 (Only for Corps going through accreditation for the first time in 2022. This fee will be refunded if we are unable to conduct a physical visit.)

**Total accreditation fee (Accreditation fee plus optional fee, if selected): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount paid by credit card (at least 50% of the 2022 accreditation fee): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All payments must be made by credit card through the secure payment page on the TCN website here:**

<https://corpsnetwork.org/annual-dues/> **In the “Invoice Number Field” write “Accreditation Fee.” If you are unable to use a credit card for this payment, please contact Allen Dietz at** **adietz@corpsnetwork.org** **to discuss options.**

CCE staff will review the application materials for completeness, but not for quality, and then send completed applications to reviewers. If materials are missing from the application, the Corps applicant will be notified and the application will be held until it is complete.

A review team will be assigned to the application. The review team will conduct a desk review of the written application and supporting documentation, and will conduct the on-site review.

CCE staff will notify the applicant Corps of any questions raised by the written material and will give the applicant Corps an opportunity to clarify or make revisions to the application.

Peer reviewers and CCE staff will make a determination about whether to move forward with a site visit based upon the quality and completeness of the application. The intent is to have a checkpoint so that reviewers and applicants don't waste money and effort on continuing a process if it is likely that it would not result in accreditation. In those cases, CCE would redirect those applicants to a technical assistance process (or a mentorship) to help correct identified deficiencies.

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

**Step 4: Site Visits**

* **If you are a Corps that is renewing your accreditation, the site visit will be conducted virtually unless significant issues are identified on the desk review of your application. The video virtual visits are generally completed in one day.**
* **If you are a Corps going through the accreditation process for the first time, we plan to schedule in-person site visits between August 1 and November 15, 2022. If we are unable to travel because of COVID-19 restrictions, we will conduct the site visit virtually, provide a provisional accreditation if the Corps passes, and schedule an in-person visit when it’s safe to travel again.**

Site visits will be scheduled between August 1 and November 15, 2022, after completed applications are received. (Site visit will be scheduled no sooner than 30 days after completed application received.)

Two to three peer reviewers (including the Lead Reviewer) will conduct a three-day site visit to the applicant Corps. The applicant Corps will pay for the on-site expenses (local travel, hotel, and meals) unless the Corps selects the pre-pay option for those expenses. Peer visitors pay their own travel costs to the gateway airport for the applicant Corps.

Both the virtual and the in-person site visits will cover information in the standards, and will focus on areas identified by the peer reviewers during the desk review. A draft agenda for the visit will be sent to the applicant Corps prior to the visit. A debrief will be held at the end of the site visit to provide feedback and follow-up information to the Corps.

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

**New Corps Only: Please check the dates you’d like to schedule a site visit. Site visits will be three nights, two to three days of on-site work. Once your application is accepted, we will set specific dates for the visit. (Click on a box to select the dates) For renewal Corps, we’ll contact you to schedule a virtual visit after we complete the desk review of your application.**

|  |  |  |
| --- | --- | --- |
| [ ]  August 1 – 15, 2022 | [ ]  August 16 – 31, 2022 | [ ]  September 1 – 15, 2022 |
| [ ]  September 16 – 30, 2022 | [ ]  October 1 - 15, 2022 | [x]  October 16 – 31, 2022 |
| [ ]  November 1 - 15, 2022 |  |  |

**Step 5: Report and Decision**

The Lead Reviewer will prepare a summary report using a standard format with assistance from CCE staff and the review team. The CCE shares the report in draft with the applicant and provides the applicant with an opportunity to respond to any remaining issues. If there is a disagreement, the final report will include a statement from the applicant indicating their reasons for disagreement. The report will indicate if the Corps is in substantial compliance with the standards, will highlight best practices, and may make recommendations for continuous improvement.

The CCE Advisory Committee will review the report and make a decision on accreditation.

If the applicant is not satisfied with the final decision, the applicant will have 60 days after receiving the official decision to submit an appeal to the Advisory Committee.

The accreditation is valid for 5 years. Corps agree to notify the CCE Committee if there are major changes in the organization, such as changes in executive leadership or major programmatic or funding changes.

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

**Step 6: Annual Responsibilities**

As part of being accredited, Corps agrees to provide annual data (Corps Profile information) as well as updates on any major changes to Corps operations, key staff or funding.

**I have read and agree to the terms.** [ ]  **YES** [ ]  **NO (click on one)**

Corps certifies that it has reviewed and agrees to all terms (enter name of Corps into text field).

|  |
| --- |
| Name of Corps:  |
| Electronic Signature of Corps Director (Type in name): |

**Corps Background Information**

**A. Background**

|  |  |
| --- | --- |
| Name of Corps: |  |
| Street Address: |  |
| City/State/Zip |  |
| Phone: |  |
| Web site: |  |
| Year Established: |  |

**B. Program Leader**

|  |  |
| --- | --- |
| Name of CEO/ Executive Director |  |
| Title: |  |
| Phone: |  |
| Cell Phone: |  |
| e-mail address: |  |

**C. Contact**

|  |  |
| --- | --- |
| Name of accreditation contact person  |  |
| Title: |  |
| Phone: |  |
| Cell Phone: |  |
| e-mail address: |  |

**D. Staff Information**

|  |  |
| --- | --- |
| Number of full-time staff: |  |
| Number of seasonal and part-time staff: |  |
| Total number of Corpsmembers annually: |  |

**E. Parent Organization or Fiscal Agent Information - If Applicable**

Is the proposed CCE accredited Corps a program of a larger organization? If Yes, complete the following for the parent organization or fiscal agent:

[ ]  **YES** [ ]  **NO (click on one)**

|  |  |
| --- | --- |
| Name of CEO/ Executive Director (if different from above) |  |
| Title: |  |
| Phone: |  |
| Cell Phone: |  |
| e-mail address: |  |

**F. Professional Membership**

Professional Memberships**:** List the name of key national, statewide or regional networks, or councils, for which your organization is a member. List no more than three:

|  |  |
| --- | --- |
| Membership: |  |
| Membership: |  |
| Membership: |  |

**G. Type of application (Check one)**

[ ] This is a first-time accreditation application (Our Corps has never been accredited before.)

[ ] This is a renewal application (Our Corps is renewing our current accreditation.)

**Part 1 - Required Accreditation Elements**

Applicants must present evidence of substantial compliance with all of the standards in both sections below: **You must provide a narrative and supporting documentation for each of the following standards unless otherwise stated in the instructions for the standard.**

1. General Operational and Governance Standards.
2. Corps Operational Standards.

**Part 1A. General Operational and Governance Standards**

**NOTE: The list of example documents provided for each standard is meant to illustrate the types of documents you might use to support the standard, it is not meant to be all inclusive.**

1. **Governance and Accountability.**
	1. The Corps, or its sponsoring organization, operates under the authority of a governing body according to the requirements of federal, state, County law or University Charter. Corps may be organized as any one of the following: Non Profit tax exempt organization, Indian tribe, a unit of State or County managed Corps, Federally managed, University managed Corps. The Corps identifies its organizational provenance as well as the persons, structure and legal authority responsible for governance and day-to-day management.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | IRS determination letter, Articles of Incorporation, By-Laws, other governing documents appropriate to the organizational structure. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body complies with and has a timely response to all applicable federal, state and local laws. The organization has no significant financial or compliance judgments imposed by any governmental entity. Corps is not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims, and has not consulted a lawyer concerning litigation, claims, or assessments. There have been no communications from grantors and regulatory agencies concerning noncompliance.

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| --- | --- |
| Examples of documents to support this standard: | No documentation needed unless there are non-compliance issues. If so, provide specific details of the issues. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body operates under by-laws or an equivalent based on its corporate charter, articles of incorporation, parent charter or legislation from the sponsoring organization. The governing body of the Corps, other than a non-profit, may delegate Corps oversight to a subordinate body including but not limited to: senior staff management teams, citizen advisory Boards or professional committees.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Articles of Incorporation, By-Laws, other governing documents appropriate to the organizational structure. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The by-laws or their equivalent describe roles, rights, and responsibilities of the governing body.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | By-Laws or other governing documentation. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body adopts a whistle-blower policy (Sarbanes Oxley act).

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| --- | --- |
| Examples of documents to support this standard: | Copy of whistle-blower policy that covers board, staff, and Corpsmembers. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body (or management team) periodically reviews and, as necessary, revises the by-laws or self-governing document.

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| Examples of documents to support this standard: | Board resolution, written policy statement, board minutes. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body adopts a document retention process per the Sarbanes Oxley Act requirements.

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| Examples of documents to support this standard: | Copy of document retention policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body adopts policies to ensure compliance with IRS prohibition on political and partisan activities by persons representing the Corps.

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| Examples of documents to support this standard: | Copy of policy on political activity that covers board, staff, and Corpsmembers. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body adopts policies around nepotism, interested parties, conflict of interest and fraternization.

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| Examples of documents to support this standard: | Copy of nepotism , interested parties, conflict of interest, and fraternization policies that cover board, staff, and Corpsmembers. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Purpose and activities.**
2. Mission and Methodology - All Corps present a clear mission (as expressed in mission statement, vision statement, core values, etc.) and applicable programs consistent with the mission. The governing body annually reviews the current Corps program and planned program developments in the context of the mission. The Corps defines its methodology, target community, and specifies the public interest served by the Corps.

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| Examples of documents to support this standard: | Mission statement, strategic plan, board minutes, document matching mission with programming, employee handbook, program reports to board. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. The Corps’ service projects meet community needs consistent with the mission.

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| Examples of documents to support this standard: | Annual report, strategic plan, community needs assessment. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Organizational Development.**

* 1. The governing body ensures that the Corps will have an annual operating plan consistent with the mission.

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| Examples of documents to support this standard: | Annual operating plan, board minutes indicating discussion of an annual operating plan. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body and staff prepare, implement and revise a long-term strategic plan and/or business plan to guide the Corps’ direction consistent with the mission and emerging needs.

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| Examples of documents to support this standard: | Strategic plan |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body is committed to long-term sustainability planning, longevity and as well as a continuous improvement strategy. This includes ensuring that there is a quality assurance protocol for all aspects of the Corps.

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| Examples of documents to support this standard: | Sustainability plan, continuous improvement plan, board minutes discussing these issues, quality assurance plan and/or strategy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body will hire and ensure that competent and engaged professional leadership manage the day-to-day work of the Corps.

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| Examples of documents to support this standard: | Resumes of management staff indicating appropriate experience; copies of position descriptions with requirements for position indicated. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body will adopt, review and approve revisions to personnel policies consistent with federal and state laws or University policies.

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| Examples of documents to support this standard: | Personnel policies, staff handbook, member handbook, board minutes indicating review and adoption. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The organization will establish an annual salary scale consistent with budget and market realities and consistent with governing body policies.

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| Examples of documents to support this standard: | Board minutes, salary scale, indication that salary scale is tied to market realities. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body will ensure that the Corps has a succession plan for key management positions.

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| Examples of documents to support this standard: | Written succession plan for key management positions. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The governing body is active and engaged. The governing body actively recruits and engages additional governing body members that meet organization needs and respond to emerging trends. The governing body identifies training needs and receives appropriate training/development.

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| Examples of documents to support this standard: | Board policy for recruiting for and filling vacant board positions, board minutes indicating identified training needs and how they’re being met. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. The Corps attracts diverse funding.

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| Examples of documents to support this standard: | List of current and past funding sources, list of grants, list of fee-for-service contracts. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps management and governing body shall maintain a forward-looking outlook and shall continually assess current and emerging local regional and national trends and their impact on the youth environmental and social needs of their community. Such assessments may be reflected in their strategic planning, sustainability planning and entrepreneurial initiatives.

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| Examples of documents to support this standard: | Strategic plan, annual report, board minutes. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Financial Management.**
	1. The Corps has policies and practices to exemplify financial integrity, internal controls, generally accepted accounting principles and transparency that results in competent management, its ability to comply with government and non-government contracts, cooperative agreements, and grants.

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| Examples of documents to support this standard: | Fiscal policies document, audit letter. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps maintains adequate liability and workers compensation coverage to protect the Corps assets and ensure protection of Corps Members and staff.

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| Examples of documents to support this standard: | Copy of liability and workers comp policies. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps report a regular independent audit history and IRS and state tax filings when appropriate to their organizational structure.

NOTE: You MUST have a current audit (no older than your 2020 fiscal year) to be eligible for accreditation, and must maintain yearly audits to retain your accreditation status. Please do not apply for accreditation if you do not meet this requirement.

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| Examples of documents to support this standard: | Current audit (no older than your 2020 fiscal year.), copies of current 990 and state tax filings, where relevant. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Non-Profit Corps will establish protocols for regular financial oversight including oversight of an independent annual financial audit.

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| Examples of documents to support this standard: | Financial oversight policy, copy of current audit (no older than your 2020 fiscal year.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. All Corps will have annual and realistic budgets based on likely income to ensure continuity of service to the community and contract completion.

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| Examples of documents to support this standard: | Copy of budget, board minutes on budget discussions. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides regular financial reporting to their governing boards.

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| Examples of documents to support this standard: | Copies of financial reports provided to the Board, board minutes indicating financial reports are discussed. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps will demonstrate its financial health by providing evidence of completed sponsor contracts, contract renewals, lines of credit, clean audits, working capital balances and prudent cash reserves. Corps should have the financial resources sufficient to meet their financial obligations to honor the commitments to participants and project partners on the ground.

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| Examples of documents to support this standard: | List of sponsor contracts, grants, and other funding. Financial report indicating operating reserves. P&L statement. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Organizational Risk Management.** These standards ensure that an accredited Corps is proactive and thorough in their efforts to mitigate and manage the inherent risks to their Corpsmembers and staff as well as maintain efficient, effective crisis management response systems.
	1. Staff members are appropriately trained to meet the organizational risk management needs within their level of responsibility.

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| Examples of documents to support this standard: | List of training provided to staff, training sign-in sheets. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps operations embrace reporting transparency for public records (e.g. records that are public are indeed public).

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| --- | --- |
| Examples of documents to support this standard: | Evidence that Corps provides appropriate records to the public. (Link to web site if information is provided on your web page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Human Resource administration ensures that Corps has appropriate administrative systems and management capacity to meet the needs of Corpsmembers and staff. Corps has dedicated HR staff or trained managers and supervisors in HR procedures.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | HR/administrative manual and/or policies, resumes or biographical sketches of key HR staff. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps has payroll systems in place and is able to manage stipends and/or living allowances and/or wages within current law.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Discuss this issue in the narrative box below; visitors will view payroll systems onsite. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps maintains accurate files and records (e.g. personnel files for staff and Corpsmembers, financial records, contract/agreement management, comprehensive insurance coverage’s including Directors and Officers insurance, etc.).

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Discuss this issue in the narrative box below; visitors will view these systems onsite. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps is in current compliance with applicable employment, labor and immigration laws, funding/contractual agreements, and HR systems are regularly updated.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Discuss this issue in the narrative box below; visitors will view these systems onsite. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps has appropriate policies to review potential staff, Corpsmembers and volunteer criminal histories.

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| Examples of documents to support this standard: | Criminal history policy, background check policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps has appropriate policies to ensure drug free work place, equal employment opportunities, adherence to Americans with Disability act and establish the legal right to employment.

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| Examples of documents to support this standard: | Policies relating to Drug-Free Workplace, EEO, ADA, and legal right to employment. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

**Part 1B. Corps Operational Standards**

**You must provide a narrative and supporting documentation for each of the following standards unless otherwise stated in the instructions for the standard.**

1. **Participant Age.**

6.1 Corps defines its targeted age range within an overall age range and operates programs that are age appropriate.

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| Examples of documents to support this standard: | Corpsmember application, recruiting material, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Citizenship**.
	1. Corps serves population legal to work in United States. Participants must be a US citizen, national, or lawful permanent resident alien of the United States, or possess approved work visa.

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| --- | --- |
| Examples of documents to support this standard: | Citizenship policy, Corpsmember application, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Emphasis on Diversity and Inclusion.**
	1. Corps encourages inclusiveness and diversity that reflects the communities it serves as appropriate to its Corps model.

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| --- | --- |
| Examples of documents to support this standard: | Diversity policy, diversity plan, Corpsmember application, recruiting plan, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Service.**
	1. A portion of participant's time includes being engaged in direct service and service learning opportunities.

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| --- | --- |
| Examples of documents to support this standard: | Corpsmember calendar, web site (provide link to specific page), operational plan, Corpsmember handbook. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. A portion of each participant’s time must be in direct service to the organizational mission.

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| --- | --- |
| Examples of documents to support this standard: | Corpsmember calendar, web site (provide link to specific page), operational plan, Corpsmember handbook. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Organization of Work.**
	1. Corps organizes as either: A) Crew/Team based with groups of participants working collectively and intensely together. Crews/teams are directly supervised by trained and experienced Crew leaders or Conservation professionals; and/or B) Individual or small team based with participants working individually or in coordinated teams under the direction of conservation professionals on initiatives that require specific skills and dedicated attention.

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| Examples of documents to support this standard: | Corpsmember handbook, operational plan, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Participants identify as part of a larger group with a sense of a common purpose, common strategies and esprit de corps.

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| --- | --- |
| Examples of documents to support this standard: | Training calendar, member handbook, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Corps Capacity.**
	1. Corps must demonstrate that it has sufficient capacity to meet community, participant and project partner needs.

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| Examples of documents to support this standard: | List of fee-for-service projects; list of community projects;  |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Leadership and Governance.**
	1. Corps maintains a strong, engaged, continuous and competent leadership.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | List of Board with brief bios & tenure indicated; list of executive staff with brief bios & tenure indicated. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Staff Development.**
	1. Corps includes professional development and training opportunities for staff; continued staff development and staff retention is honored and encouraged.

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| --- | --- |
| Examples of documents to support this standard: | List of staff training opportunities; staff training calendar; copy of staff professional development policy; copy of staff retention policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Risk Management and Safety.** The following standards are designed to reduce the risk and hazards of Corps operations. The intent of these standards is to prevent harm to Corpsmembers, staff, partners, Corps and the community. The standards are crafted to focus on: (1) the entirety of the agency, (2) specifics of Corpsmembers and staff risks, (3) supervision, (4) small tool safety, (5) response and (6) vehicle policies.
	1. **A Corps culture of safety and risk reduction.**
		1. The Corps establishes a culture of safety and accident prevention through all aspects of Corps operations.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Safety policies; training calendar for staff and Corpsmembers; Corpsmember handbook; staff handbook; incident reporting policy; continuous improvement policy |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. In addition to complying with standards listed below, the Corps buildings, facilities and programs will display printed media and/or will regularly discuss the need for constant attention to safety through things such as highly visible signage, inspection checklists, policies, trainings, and accident free day charts and provide hospital locations and preferred physicians.

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| --- | --- |
| Examples of documents to support this standard: | Inspection checklists, training calendar, medical information and medical transportation policy; field operations manual, view signage on site visit. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Corps complies with workers compensation, state and federal OSHA requirements and drug free work place policies.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Employee handbook, Corpsmember handbook, OSHA policies, Drug-free workplace policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. **CMS Safety.**
		1. Corps has an appropriate to their job description procedure for ensuring that Corpsmembers do not have backgrounds that would create a hazard for crew operations, the environment or the community.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Background check policy, Corpsmember application, screening policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Corps has an appropriate procedure on collecting medical history information of participants as needed per Corps model to ensure that Corpsmembers are capable of performing Corpsmember tasks.

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| --- | --- |
| Examples of documents to support this standard: | Corpsmember application, screening policy, medical clearance form. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. CMS have safety equipment appropriate to their assignment and tool usage including but not limited to gloves, boots, eye protection, and helmets. The Corps has emergency equipment and training as appropriate to their project types.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Field operations manual, position descriptions, training calendar, required equipment list/gear list, injury prevention plan. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. CMS receive frequent and appropriate safety training beginning with initial orientation and continuing with on-going daily briefings.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Training calendar, orientation agenda, tailgate topic list. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. CMS are restricted from using high-risk tools unless trained by a competent professional and the CMS has demonstrated tool competency.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Field operations manual, tool use policy, chainsaw certification guide. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Corps maintains documentation of all safety training.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Training sign-in sheets, training agendas, training calendar. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Corps maintains documentation and review of safety incidents.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Incident and accident report forms. Incident and accident report policies, policy on safety incident review. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. The Corps has policies and procedure to assess project site hazards and to ensure safe storage and disposal of dangerous and hazardous materials. Corps follows OSHA Hazard Communication program if required.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Site survey/checklist, hazard assessment worksheet, job hazard analysis form. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. **Supervision.**

* + 1. All participants are supervised by trained, competent adult leaders.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Position description for crew leaders and supervisors. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Staff and the trained competent adult leaders receive initial and on-going safety and first aid training appropriate to ensure their ability to provide safety of the Corpsmembers and maintain the culture of risk reduction and safety.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Training calendar, training log, certifications list, risk reduction and safety policies, field operations manual. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. Adult leaders receive periodic substantive evaluation on their performance.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Sample performance evaluation form, performance evaluation calendar, performance evaluation policy. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. **Small Tool Safety.**

* + 1. Staff are qualified and experienced to teach CMS tool safety for the tools used in their assigned projects.

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| --- | --- |
| Examples of documents to support this standard: | Staff position descriptions, safety procedures, training calendar |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. CMS are trained to maintain their tools in working and safe condition.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Orientation agenda, training agenda, tool log, Corpsmember handbook |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. The Corps has a plan for tool repair and replacement when no longer functional. Corps ensures that tools that are not in safe, working conditions are taken out of use.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Tool log, tool repair and replacement policy, lock out/tag out policy, broken tool reporting policy |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. The Corps has policies and procedures to ensure tool security and releasing tools only to CMS qualified to use their assigned tools.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Tool use policy, written/practical exams, Corpsmember handbook, training database, Corpsmember database |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. **Response and Crisis Management Procedures.**
		1. Corps has both written internal and external emergency response and crises management plans and procedures. Corps trains staff, Board members and stakeholders in these areas.

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| Examples of documents to support this standard: | Crisis response plan, crisis management plan, training calendar for Board and other stakeholders, Emergency Management System for the Corps, Field staff emergency manual, Office staff emergency procedures |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. **Vehicle Safety.**
		1. **Drivers.** Corps has and follows policies on practical driver training (including, as needed, hazardous terrain and hazardous weather), licensing, insurance, andbackground checks in the operation of vehicles that meet national, state and local driver laws and regulations. Corps has a policy for insurance coverage’s for drivers who use their own cars for Corps business (e.g. donor owned car liability, additionally insured, etc.).

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Field operations manual, driver policy, personal vehicle policy, driver and vehicle handbook, vehicle safety manual. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* + 1. **Vehicles.** Corps follows a fleet management plan/procedure that includes general maintenance schedules, personnel, vehicle records (purchase, maintenance), insurance, repair policies, reporting mechanisms, break down kits and communication plans, and replacement.

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| --- | --- |
| Examples of documents to support this standard: | Fleet management policy, field operations manual, fleet maintenance manual. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Participant Outcomes.**
	1. Corps exhibits consistency across programming, including full integration of work experience, service projects and educational/development activities, through learning through service, experiential education, and/or other means to ensure that participants meet the following three outcomes:
* Life Skills. Corps provides opportunities for participants to learn valuable life-skills such as; teamwork, leadership, public speaking, work ethic, and financial literacy.
* Job Skills. Corps provides opportunities for participants to learn valuable job-skills such as technical work site skills, work ethic, leadership and accountability.
* Service Ethic. Corps participants acquire an ethic of service.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Corpsmember training calendar, web site (post link to specific page), Training agendas, list of service projects, list of work assignments, training and education matrix, Corpsmember handbook. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Participant Experience.**
	1. Participant Voice and Reflection. Corps offers opportunities for participant input and reflection.

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| Examples of documents to support this standard: | Corpsmember training calendar, examples of reflection activities, policies around Corpsmember input (for example, a Corps Council), Corpsmember survey. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Consistency and Integration. Corps exhibits consistency across programming, including full integration of work experience, service projects and educational/development activities, through learning through service, experiential education, and/or other means.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Corpsmember calendar, Corpsmember development plan, Corpsmember handbook. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Term of Service. Corps provides limited duration; time bound experiences that typically last five weeks to a year. The actual term of service is adequate to meet desired outcomes.

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| --- | --- |
| Examples of documents to support this standard: | Program description, web site (post link to specific page), Corpsmember contract,  |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Compensation.**
	1. Participants receive a tangible financial benefit (e.g. wage, stipend, living allowance, etc.) and/or academic award (e.g. school credit, scholarship, education award).

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| --- | --- |
| Examples of documents to support this standard: | Program description, web site (post link to specific page), Corpsmember contract, |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Participant Orientation, and Training and Supervision.**
	1. Participants receive adequate orientation, training and supervision to implement the Corps’ mission and activities.

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| Examples of documents to support this standard: | Corpsmember training calendar, training sign-up logs, supervision schedule, Corpsmember contract, web site (post link to specific page), Corpsmember handbook. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Commitment to Service Project Quality**.
	1. Corps has the ability to meet the technical and logistical needs of project partners including: organizational capacity, properly trained supervisors, ability to manage project from planning to wrap up, and appropriate participant training and support.

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| --- | --- |
| Examples of documents to support this standard: | Partner evaluations and feedback, supervisor training calendar and training logs, fee-for-service contracts, Staff licenses matrix. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Evaluation.**
	1. Corps collects measurable data on the outcomes of its activities and implements a continuous improvement process based on outcomes.

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| Examples of documents to support this standard: | Evaluation reports, continuous improvement policy/reports, performance measurement results, sponsor surveys. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Information Sharing.**
	1. Corps agrees to Share requested measurable data with the Advisory Committee and the Corps movement for data compilation and collective impact reporting.

[ ]  **YES** [ ]  **NO (click on one)**

1. **Technical Assistance Needs.**

Please identify up to three specific technical assistance needs your Corps has for the upcoming year that The Corps Network could help with:

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| --- |
| 1. |
| 2. |
| 3. |

**Part 2 – Optional Specific Capacity/Experience**

**Part 2A. Corps Models**

To obtain a Corps Model designation, Corps must provide written evidence that it meets the principles listed below for one of the specific Corps Models. A Corps can choose to apply for more than one Corps Model designations, or may choose to apply for none. The Corps Model could be a program of a larger Corps; the entire Corps program does not need to follow the Corps Model, just at least one program of the Corps. For each designation that it chooses, a Corps must indicate the average number of participants who take part in that model annually. In addition, the Corps will need to supply annual Profiles data that is specific to each designation that it receives. In responding to the models below, the Corps should also provide a brief narrative describing how their Corps meets the model description and principles. **You must provide a narrative and supporting documentation for each of following standards unless otherwise stated in the instructions for the standard.**

1. **21st Century Conservation Service Corps.**

All Corps wishing endorsement as a 21CSC must answer the following questions.

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| Is this Corps designated as a 21CSC Member Organization by the US Forest Service? | [ ]  YES [ ]  NO  |

If you do not currently have designation as a 21CSC, information on becoming a 21CSC is available here: <http://21csc.org/join/become-a-program-operator/>

1. **Education Corps.**

Though all Corps have educational programming for their Corpsmembers, Education Corps provide direct and intentional curricula that allows Corpsmembers to complete a high school-level credential and prepares them for post-secondary education.

All Corps wishing endorsement as an Education Corps must answer the following questions. **You must provide a narrative and supporting documentation for each of following standards unless otherwise stated in the instructions for the standard.**

* 1. Corps has a formalized and documented commitment to increase the educational attainment of individual Corpsmembers.

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| Does this Corps run or partner with an accredited Charter School or high school? | [ ]  YES [ ]  NO  |

* 1. Corps orientation includes an academic assessment for each Corpsmember.

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| --- | --- |
| Examples of documents to support this standard: | Sample academic assessment, orientation schedule. (Be sure any personal information is de-identified.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides Individualized Learning Plans (ILP) for Corpsmembers, which includes setting goals and assessment of barriers to education*,* to ensure they reach their academic goals, and provides guidance, support, and additional instruction when necessary.

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| --- | --- |
| Examples of documents to support this standard: | Sample ILP or IEP (Be sure any personal information is de-identified.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps partners with local education agencies (LEAs), charter schools (if appropriate), the local school system, and/or GED services (if not in-house), and institutions of postsecondary education.

|  |  |
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| Examples of documents to support this standard: | List of educational partners, MOUs with educational partners. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps education curriculum is aligned and sequenced toward increasingly challenging subject matter.

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| --- | --- |
| Examples of documents to support this standard: | Copy of curriculum outline, Charter School accreditation plan,  |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps regularly assesses Corpsmembers to customize learning and understand academic progress and evolving learning needs.

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| --- | --- |
| Examples of documents to support this standard: | Sample Corpsmember educational assessments, student progress reports, school calendar indicating scheduled assessments. (Be sure any personal information is de-identified.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps staff regularly uses assessment data to measure performance and improve programming.

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| --- | --- |
| Examples of documents to support this standard: | Examples of aggregated data used to measure performance or improve programming. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides, or is working toward providing, postsecondary educational transition support.

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| --- | --- |
| Examples of documents to support this standard: | College Prep Flow-chart, examples of post-secondary planning, evidence of college planning, college visits, etc. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps, when required by funding sources, provides or makes connections to supportive services for Corpsmembers.

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| --- | --- |
| Examples of documents to support this standard: | List of supportive services offered (case managers, social workers, transportation assistance, housing assistance, food assistance, health issues, reproductive counseling, alcohol or drug abuse counseling, etc.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps can demonstrate that Corpsmembers make academic gains.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Student assessment results, pre/post testing results, annual report. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps offer to provide services to exited Corpsmembers- maintains contact with, and offers support and follow-up services to, Corpsmembers at least 12 months after graduation or Corps completion, as determined by the Corps. [This standard is optional; the Advisory Committee will continue study of whether this should be mandatory or be modified.]

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Informational material given to corpsmembers about post-corps support, alumni information and support. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

1. **Workforce Development Corps.**

All Corps wishing endorsement as a Workforce Development Corps must answer the following questions. **You must provide a narrative and supporting documentation for each of following standards unless otherwise stated in the instructions for the standard.**

* 1. Corps has a formalized and documented commitment to increase the work-readiness and employability of individual Corpsmembers.

|  |  |
| --- | --- |
| Does this Corps receive YouthBuild or Workforce Innovation and Opportunity Act (WIOA) funding? | [ ]  YES [ ]  NO  |

* 1. Corps engages youth, young adults, and/or veterans who are unemployed or underemployed, face barriers to employment or education, and/or are low-income.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Fact sheet on unemployment rate of corps members prior to joining the corps, demographic information on Corpsmembers. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides assessment for accepted Corpsmembers that includes academic, work and skills, and support services need categories.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Examples of Corpsmember assessments. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides Individual Development Plans (IDP) that includes individual growth goals and examples of career ladders.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Examples of Individual Development Plans. (Be sure any personal information is de-identified.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides or makes connections to supportive services.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | List of supportive services available, Corpsmember handbook, web site (provide link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides opportunities for work experiences through a variety of projects.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Project list, Corpsmember assignment list, annual report. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps provides education and training around exploring career options, and enables the Corpsmember to develop a variety of transferrable hard and soft skills.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | Training calendar, career development plans, skill survey. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps places Corpsmembers post-program into a job, internship, apprenticeship program, certificate or credential program, other postsecondary education program, or the military.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | List of post-corps placements, Annual Report, Web site (post link to specific page.) |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps has, and seeks out new connections with local employers, apprenticeship programs, certificate/credentialing programs (if not in-house), local workforce investment boards (WIBs), post-secondary education institutions, and community partners to help lead Corpsmembers to careers or further education.

|  |  |
| --- | --- |
| Examples of documents to support this standard: | List of employer and apprenticeship partners, sample MOUs. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps maintains contact with, and offers follow-up services to, Corpsmembers for at least 12 months after graduation, or program completion, as determined by the Corps.

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| --- | --- |
| Examples of documents to support this standard: | Examples of follow-up services, alumni organization, post-corps plan. |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

* 1. Corps reports on known job or education placements, types, and retention rates at 6 months and 12 months.

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| Examples of documents to support this standard: | Post-corps placement survey, alumni survey |
| List names of documents you’ve attached to support this standard: |  |
| Detailed narrative response to standard:(Typing will expand the box.) |  |

**NOTE: Letters of Intent are due by March 31, 2022. Applications are due June 30, 2022**

**Please note that these are hard deadlines and that your Letter of Intent and your Accreditation Application will not be considered complete unless you have also included the mandatory payment associated with each. Failure to meet these deadlines may result in your Corps not being able to complete the accreditation process in 2022.**

Upload your completed application and supporting documentation to the Drobox folder assigned to you for your program’s accreditation material. If you have any questions or need help, please contact:

Allen Dietz, Director of Technical Assistance and Accreditation, The Corps Network:

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Phone: 202-737-6272, ext. 203

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**Narrative Examples**

The following are best practice examples of the level of detail we’re looking for in your narrative responses to standards. Don’t just describe the documents you’ve attached to your application to support a standard, describe how you apply the policies and procedures in those documents to the day-to-day operation of your Corps. (Note: highlighted areas below are the Corps responses to the accreditation standards.)

3.1 The governing body ensures that the Corps will have an annual operating plan consistent with the mission.

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| Examples of documents to support this standard: | Annual operating plan, board minutes indicating discussion of an annual operating plan. |
| List names of documents you’ve attached to support this standard: | 3.1 – 2019 Master Budget |
| Detailed narrative response to standard:(Typing will expand the box.) | The Corps annual operating plan develops each year during our budget development process. During this process, each Program Director forecasts the scale and scope their program will reach in the coming fiscal year (Jan. 1 to Dec. 31). Once all Program Directors complete their draft budgets, the Administrative team checks for conflict and accuracy, then compiles them into a master budget. The master budget is presented to the Board of Directors for approval at the December meeting, and once approved, the budget dictates our annual operating plan for all organizational functions including; programming, personnel, marketing, and operations.  |

3.3 The governing body is committed to long-term sustainability planning, longevity and as well as a continuous improvement strategy. This includes ensuring that there is a quality assurance protocol for all aspects of the Corps.

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| Examples of documents to support this standard: | Sustainability plan, continuous improvement plan, board minutes discussing these issues, quality assurance plan and/or strategy. |
| List names of documents you’ve attached to support this standard: | 3.3 – Preprogram youth survey3.3 – Post Program youth survey3.3 – Crew leader eval of PC3.3 – Field Leader evaluation3.3 – FT Staff Evaluation3.3 – Board Minutes3.3 – Project Partner evaluation |
| Detailed narrative response to standard:(Typing will expand the box.) | The Corps is committed to long term sustainability and continuous improvement. Every level of the organization has an accountability structure, an evaluation procedure, and opportunities for in-put on program design, policy and procedure. Below are four brief examples of this structure:1. Every Corpsmember participates in a program and staff evaluation at the end of their experience. These evaluations are turned in to the Deputy Director who reads each of them, documents trends, both good and bad. This information is shared with program staff during our fall all-staff gathering set the tone for quality assurances and commitment to excellence. During the retreat, trends are assessed and improvement projects identified to be completed during the winter months. Five months later, policy and procedure trainings are provided during our spring all-staff gathering.
2. All staff (seasonal and FT) are given comprehensive performance evaluations by their supervisors (attached). Seasonal staff also submit a program evaluation at the end of their field season. These confidential surveys are conducted through an on-line survey sent directly from the Executive Director. The results are collected and compiled by the Executive Director and a report is included at the beginning of the fall all-staff gathering. During the retreat, trends are assessed and improvement projects identified to be completed during the winter months. Five months later, policy and procedure trainings are provided during our spring all-staff gathering.
3. Every Board Committee has a staff liaison other than the Executive Director. This allows Board interaction with key staff and encourages an open exchange on performance, quality, and planning. Additionally, once per year, each department lead provides a written and verbal report to the Board on the success, challenges and strategies for their respective departments.
4. Every project partner receives a project performance evaluation at the completion of their project. The responses on these evaluations highlight areas we are doing particularly well, but also expose failings that help determine areas we need to increase our training.

These are just four examples of how we execute our quality assurance objectives. Please see the attached document titled “The CorpsWay” for a description of our philosophical approach to our work. This document is shared with every staff applicant to the Corps. |

3.9 The Corps attracts diverse funding.

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| Examples of documents to support this standard: | List of current and past funding sources, list of grants, list of fee-for-service contracts. |
| List names of documents you’ve attached to support this standard: | 2.2 – 2017 Annual Report |
| Detailed narrative response to standard:(Typing will expand the box.) | The Corps continuously tries to diversify funding streams in order to create long term stainability. As an example in 2018, our revenue percentages included:Work projects – 70%Grants and donations – 22%Education contracts – 4%Tuition and Fees – 1%Other (facility rental, investment income, etc.) – 3%By far, the biggest source of our funding comes from fee for service work projects (70%). These work projects are spread amongst more than 100 Federal, State, and local agencies, as well as non-profit and private resource management entities.See attached document “2017 Annual Report” pages 4 and 6. |

11.1 Corps must demonstrate that it has sufficient capacity to meet community, participant and project partner needs.

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| Examples of documents to support this standard: | List of fee-for-service projects; list of community projects;  |
| List names of documents you’ve attached to support this standard: | 2.2 - 2017 Annual Report (page 6) |
| Detailed narrative response to standard:(Typing will expand the box.) | Since 1984, The Corps has served more than 22,000 youth and young adults with a challenging, educational, and inspiring conservation experience. The Corps has sufficient capacity to meet community, participant, and project partner needs. In addition to a 7 acre campus, The Corps owns a fleet of 65 vehicles, and a specialty tool cache valued at $400,000. The Corps program includes about 42 year-round staff as well as 60 seasonal field staff. These individuals are patient, innovative, and creative hard workers who find satisfaction helping others achieve success. They understand the value of learning by doing, and are passionate about the outdoors. Corps staff understand natural communities and have an awareness of societal impact on our region’s public lands. Most importantly, they have a driving desire to share their wealth of knowledge and experience with the next generation. In 2018, The Corps crews completed 170,000 hours of priority natural and/or cultural resource projects for 170 partners. These included three US Army Corps of Engineer units, eight BLM districts, 27 separate project partners (cities, watershed councils, land trusts, etc.), three National Park Service sites, four Oregon State Parks and Recreation locations, and 19 USFS National Forests, including more than 50 Ranger Districts. Last year’s conservation outcomes included the restoration of 2,500 acres of land and construction or maintenance of more than 500 miles of multiuse trails.  |

14.1.1 The Corps establishes a culture of safety and accident prevention through all aspects of Corps operations.

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| Examples of documents to support this standard: | Safety policies; training calendar for staff and Corpsmembers; Corpsmember handbook; staff handbook; incident reporting policy; continuous improvement policy |
| List names of documents you’ve attached to support this standard: | 5.1 - Field Staff Training14.1 - OSHA Training14.1 - OSHA Training Sign off sheets14.1 - Drivers Safety Manual14.1 - Drivers Train Program14.1 - Drivers Training Written Exam14.1 - Drivers Training Competencies Checklist14.1 - Drivers Background Matrix14.1 - Field Guide14.1 - Field Staff Emergency Manual14.1 - Emergency Action Plan14.1 - Gear List14.1 - Incident Template14.1 - Medical History14.1 - Staff Guide14.1 – Poison Oak Policy14.1 – Lightning Policy14.1 – Hiking Policy14.1 – Cell Phone and Swimming Policies |
| Detailed narrative response to standard:(Typing will expand the box.) | The Corps promotes a culture of safety through all of our program areas. Safety and Risk Management are fundamental aspects of our program design, training, and execution. We acknowledge that there are inherent risks in our work and that adventure and challenge are critical elements in the experience that we provide. Below are some highlights of the many ways The Corps promotes a culture of safety:1. Staff Training – We approach staff training as the first and best opportunity to instill a safe work ethic in our organization. Our field trainings are ten days and nights long, designed to model a typical crew experience. During the day, we mix technical hard skill training with lessons in crew management, while the evenings are spent in lessons to teach the soft skills of thoughtful and informed leadership. See attached document titled, “Field Staff Training”.2. Participant Training – All of our programs begin with a comprehensive participant orientation which is designed to introduce youth and young adults to the program format, expectations and safety protocols. We run new participants though rotations on hand tools, vehicle safety, PPE, kitchen safety, and worksite rules over the course of two days before sending them out to the field. During the first week of the program, we go through five chapters of OSHA training (general laborer, MSDS, hearing protection, blood borne pathogens, and lock out tag out). Each work week begins with a camp site and job site safety analysis and each work day begins with a safety tailgate session. See attached document titled “OSHA Trainings”3. EAP – We have an Employee Accountability Program specifically designed to re-train staff following an incident or close call. The EAP encourages a culture of reporting incidents and close calls by letting staff know that our focus to is make them the best leaders they can be. The EAP program is outlined in the Staff Guide and Employee handbook.4. Incident and Accident Review – We maintain a formal review process for all incidents, accidents, and close calls. The level of review is dictated by the severity of the incident. 5. Board Risk Management Committee – The Board of Directors has a Risk Management Committee comprised of 4 Board Members, one of which is a retired physician. The role of the Board Safety Committee is to provide feedback on safety policies and protocols, do unannounced site visits, and help develop best practices for areas of concern like prescription medication in the field, nutrition program, and participant eligibility based on medical and mental health conditions. The Corps also maintains a contract relationship with Aerie Mountain Medicine for training and incident review. This relationship includes a contract with Dr. Greg Moore as our Physician Advisor.6. Mock Scenario – We hold an annual mock scenario each spring designed to test organizational readiness to handle an emergency in the field. The scenario is a real time exercise coordinated through role players on cell phones in a control room, staff responding from their work stations, and observers taking notes. Typical scenarios involve a search and rescue, vehicle accident, or other complex emergency. Following the completion of the exercise, we facilitate a comprehensive debrief to analyze the success and lesson learned of the exercise.7. Procedures & Protocol – Like many corps programs, The Corps is filled with policies, procedures and protocols – from how we store our tools to how we wash our hands. We strive to make systems easy to understand and memorize for easy assimilation. See the attached document “Staff Guide” for a description of our systems. 8. Support Documents – Every Corps vehicle keeps a red safety Notebook which contains emergency procedures, insurance information, participant medical histories, listings of hospitals and clinics, emergency phone numbers, and a vehicle trouble shooting guide. This red book has a corresponding crisis action plan book stored in 6 locations in our building to help a team quickly respond to and emergency. Additionally, staff carry a condensed version of the red book in their saw packs that includes emergency procedures. See attached documents, “Field Guide”, “Emergency Action Plan”, and “Field Staff Emergency Manual”.9. Safe Drivers Program – We view driving as the most dangerous activity we participate in. We conduct a comprehensive safe driving background check on all staff. All staff participate in our Driver’s Training program, which includes 2 hours of class room instruction, a written test, and vehicle tip to tail inspection, and a 30 minute practical test behind the wheel. Once a staff has passed all of these competencies, they must drive with a certified staff member for two hours before being allowed to transport a crew on their own. See attached documents* Drivers Safety Manual
* Drivers Train Program
* Drivers Training Written Exam
* Drivers Training Competencies Checklist
* Drivers Background Matrix

10. Employee Safety Committee – The Corps has an Employee Safety Committee that is comprised of at least one staff member from each department. By design, the representative to the Safety Committee cannot be a department Director. The Committee reviews all policies, procedures, and protocols for our field programs as well as staff and visitor safety on our campus.  |