Glossary

This glossary contains commonly used terms from the Annual Profile. It serves as a resource to define key terms and concepts and clarify what data Corps should submit. Terms marked with an asterisk are pre-filled fields that are populated with last year's data (if applicable).

*The Profile glossary will appear in Profile order rather than alphabetically.

General Terms:

Term/Phrase	Definition
Corps Name	Name of Corps organization filling out the annual profile.
Contact Name, Title, and Email	Contact information for the main point of contact at the Corps that can answer questions concerning the data submitted on the annual profile.
Reporting Period	The self-identified timeframe that data is being pulled from and reported on. It should be the most recently completed program year and ideally align with the previous year's reporting period to avoid duplication of data. An example of a reporting period is June 2024 to May 2025.
*Governance	Corps governance may be classified as one of the following: - **Non-Profit**, which operates for the benefit of the public rather than for profit - **Government,** which is part of a governmental entity - **Other**, indicating any alternative governance structures that do not fit these categories.
*Additional Corps Programs	All Corps program names run by the organization filling out the annual profile.
*Geographic Focus	Identifies the primary setting that the Corps' programs and projects take place. They are classified as one of the following: - **Rural**, which are less populated - **Urban**, which consists of densely populated cities and towns - **Urban/Rural,** which is when a Corps operates in both rural and urban settings
Total Corps Operating Budget	Total Operating Budget for the reporting period. If your organization has other programs, only include the funding amount that support the Corps program.
Staff	Staff should be identified as full or part-time employees of the organization who are not considered program participants.
Staff hiring goal	Did your organization meet its staff hiring goal this year?
*State/US territory Corpsmembers serve	Select all the states where the Corps runs programming.
Counties Served	Select the counties where your Corps has a presence. Presence is defined as: 1. Your Corps has a full-time or part-time presence in the county consisting of crews or individual placements; AND 2. Your Corps partners with one or more local organizations in the county; AND 3. Your Corps makes an effort to recruit from the county if possible. Occasional spikes or service projects in a community that do not meet all three points listed above are not considered a "presence" in the community for the purposes of this question.
County Data Bulk Upload	For larger Corps or Corps serving multiple counties this year, we are permitting bulk uploads of your county data. You may use the TCN template or your own file. We request that you clearly indicate which state each county belongs to, as there can be multiple counties with the same name across the nation. This file upload must be in Excel or CSV format.
*Service Project Focus Areas	Project types that your Corps completed during the reporting period.

*Program Terms	Corpsmember service term durations. Use the 'other' option to define alternative term lengths.

Financial Information:

Term/Phrase	Definition
AmeriCorps Competitive – National Direct	Funds awarded directly from AmeriCorps or as a subgrantee of an organization that is awarded a national direct grant. Corps that are subgrantees of one of TCN's AmeriCorps grants should include that funding in this category.
AmeriCorps Competitive – State Commission	Funds applied to and awarded by state commissions through the competitive award process
AmeriCorps Formula – State Commission	Funds awarded from state commissions through the formula funding process where funds are awarded based on predetermined factors or state-level priorities instead of the federal competitive application process.

Program Expenses:

Term/Phrase	Definition
Average monthly cost per one Corpsmember	Calculate this amount by taking the total annual Corps operating budget and dividing it by 12 and then divide it by the average number of Corpsmembers that serve per month. $$\frac{(\text{Total Corps Operating Budget} / 12)}{\text{Average \# of CMs per month}} = \text{Average monthly cost per CM}$$
Corpsmember, Individual Placement, Crew Leader Hourly Pay	Hourly rate each position type earns. If there are multiple different positions within each type that earn different amounts, then calculate the average amount.

Corpsmember Information:

Term/Phrase	Definition
Corpsmember	A participant of the Corps program. This includes both individual placements and crew-based Corpsmembers.
Crew-based Corpsmember	Defined as a term where Corpsmembers serve alongside other Corpsmembers to complete service projects that have a direct impact on conservation, cultural resources, climate mitigation, and/or climate adaptation. Corpsmembers may complete projects hosted by other entities, but day-to-day supervision is provided by the Corps through crew leaders or other field staff.
Individual Placement	Defined as a term where Corpsmembers are placed with a host site to build capacity and/or complete research projects. These placements serve in an individual capacity and not alongside other Corpsmembers. Day-to-Day supervision is provided by the host site, not the managing Corps.
Number of Corpsmembers enrolled	Number of Corpsmembers serving in the field during the reporting period.
Applications Received	Number of applications received for Corpsmembers positions.
Corpsmember enrollment goal	Were there any Corpsmember slots left unfilled due to recruitment issues.
Graduated	Number of Corpsmembers that meet the requirements for completing the program. Requirements for graduation for each Corps vary but could include factors like time in the program and development milestones.

Still Enrolled	Number of Corpsmembers that were enrolled in the reporting period but have not completed the program yet.
Left Before Completion	Number of Corpsmembers that did not meet the requirements for graduation and left the program early.
Corpsmembers with an individual or family income of Federal Poverty Guideline	For information on what determines individuals or family with income 185% of the poverty guideline go here: https://www.federalregister.gov/documents/2024/01/17/2024-00796/annual-update-of-the-hhs-poverty-guidelines
Corpsmembers receiving public assistance	Individuals receiving any services provided by local, state, or federal governments. Assistance includes Medicaid, TANF, SNAP and public housing.
Formerly incarcerated or court-involved Corpsmembers	Individuals that have been subject to the criminal or juvenile justice system..
Corpsmembers who were active duty	Individuals that were active duty in the US Armed Forces, military reserves, or National Guard.
Corpsmembers who are caregivers	Individuals that are responsible for tending to the needs of a child or dependent adult.

Education & Workforce Development:

Term/Phrase	Definition
*Life Skills Training	Life skills trainings for Corpsmembers could include teaching: time management, communication, teamwork, conflict resolution, self-awareness, problem solving etc.
*Supportive services	Supportive services could include Childcare, transportation assistance, housing, mental health services.
*Career Prep	Career preparatory training could include resume writing, career awareness, and aptitude testing.
*Professional Mentorship	Professional mentorship includes creating connections between Corpsmembers and professionals in related career fields. It does *not* include interactions with crew leaders or Corps staff.
*Alumni Service	Structured alumni services/programs for graduates of your Corps may include career advising, employment assistance, additional education and trainings.
Pre-apprenticeship	Pre-apprenticeships are designed to prepare individuals for entering a Registered Apprenticeship Program (RAP). They typically include the following components: • Basic skills training in math, literacy and workplace readiness *Hands-on learning experiences • Career exploration activities • Supportive services (often referred to as wrap-around services) and usually are transportation, child-care, mentoring, others that address barriers to program retention and program completion
Certified Registered Apprenticeship Programs (RAP)	Certified RAPs are formally registered with the Department of Labor, and sponsored by partnership business and industry. If you have a RAP, please include the registration id in the open text box. They are organized and vetted by relative industry sector(s) and combine the following components: • Paid On-the-Job training • Related Technical Instruction • Credentials/Certifications offered by RAPs are nationally recognized and issued by either the US Dept of Labor or respective state apprenticeship agency

Workforce Development Board (WDB)	WDB is a governing body that oversees the coordination of workforce planning activities and funding in a specific region or geographic area. The workforce development board's purpose is to ensure that education, training and employment services provided to the public are aligned with the needs of job seekers and local business and industry employers

Trainings, Credentials and Certifications

Term/Phrase	Definition
ACT WorkKeys	National Career Readiness Certificate: This is a credential that measures essential work skills needed in job industries across the country.
Center for Watershed Protection – Clean Water Certificate	Clean Water Certificate Program: This is an accredited green infrastructure and stormwater training program.
Certified Electronic Recyclers (e-waste)	Certification that teaches standards for safely recycling and managing electronics.
Certified Production Technician	The courses in this certification enhance knowledge and skills for production and manufacturing work.
Chainsaw Certification	Examples of certifications to include: S-212, Developing Thinking Sawyers. Any training that certifies Corpsmembers to use chainsaws on a project should be included.
Chipper	Certification that allows Corpsmembers to use a woodchipper on a project.
Non-Commercial Driver's License	A non-commercial driver's license, often called a state driver's license, permits individuals to operate standard passenger vehicles for personal use, such as cars and vans.
CDL – Class A	Commercial driver's license required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds. (Source: https://driving-tests.org/cdl-classification-licenses/)
CDL – Class B	Commercial driver's license required to operate any single vehicle that isn't hitched to a trailer (commercial trucks that have an attached cab and cargo area with a combined weight greater than 26,000 pounds, as well as trucks with a detached towed cargo vehicle that weighs less than 10,000 pounds). (Source: https://driving-tests.org/cdl-classification-licenses/)
CDL – Class C	Commercial driver's license required to operate a single vehicle with GVWR of less than 26,001 pounds or a vehicle towing another vehicle that weighs less than 10,000 pounds, or transports 16 or more passengers, including the driver. (Source: https://driving-tests.org/cdl-classification-licenses/)
Direct Hire Authority	Direct Hire Authority is a specific hiring authority utilized by US federal agencies to quickly fill critical vacant roles without the usual lengthy and competitive process.

Energy Audit Training	These are trainings that prepare Corpsmembers to conduct energy audits. Some examples of this training include but are not limited to: - ASHRAE (formerly the American Society of Heating and Air-Conditioning Engineers) Building Energy Assessment Professional - Association of Energy Engineers (AEE) Certified Energy Auditor - Building Performance Institute (BPI) Building Analyst Professional (BA-P) - Building Performance Institute (BPI) Home Energy Professional Energy Auditor - Building Science Institute (BSI) Energy Code Compliance Specialist - Building Science Institute (BSI) ENERGY STAR Verifier - Building Science Institute (BSI) Zero Energy Ready Home Verifier - CalCERTS Inc. Whole House Home Energy Audit - California Home Energy Efficiency Rating Services (CHEERS) HERS Rater - Residential Energy Services Network (RESNET) Home Energy Rater
Forklift Certification	Forklift Certification ensure operators are properly trained and can safely operate powered industrial trucks, fulfilling OSHA and ANSI requirements.
HAZMAT	HAZMAT Certification focuses on the safe transportation of hazardous materials. Training includes familiarization with hazardous materials, safety, and driver training.
HAZWOPER	Hazardous Waste Operations and Emergency Response Certification focuses on safe handling, cleanup, and response to spills
HVAC	Heating, Ventilation and Air Conditioning certification.
Hospitality	This includes any training that teaches skills to work in the hospitality industry. A specific example of this type of training is American Hotel and Lodging Education Institute.
Lead Renovation, Repair, & Painting	This types of training covers safety precautions when working with materials that may contain lead paint.
NALP - Landscape Technician	National Association of Landscape Professionals - Certified Landscape Technician credential certifies that the individual has expertise with exterior landscaping practices.
National Center for Construction Education and Research (NCCER) - Core Curriculum	National Center for Construction Education and Research (NCCER) - Core Curriculum is an introduction to basic construction skills, and gives individuals basic knowledge concerning the construction industry.
National Green Infrastructure Certification Program (NGICP)	National Green Infrastructure Certification Program (NGICP) is an introductory certification that teaches skills needed for entry level employees working with Green Infrastructure.
North American Board of Certified Energy Practitioner PV Installation Professional	North American Board of Certified Energy Practitioner PV installation professional certification is recognized by the renewable energy industry, and certifies that the individual understands PV design, installation, operations, and maintenance.
North American Board of Certified Energy	North American Board of Certified Energy Practitioner: PV Installer Specialist certification is for individuals that already have experience with installing PV systems. It certifies that they are experts in all aspects of PV installation.

Practitioner: PV Installer Specialist	
OSHA 10 Hour Training	This training covers general safety and health hazards for entry-level workers.
OSHA 30 Hour Training	This training covers additional safety and health hazards that goes into greater depth than OSHA-10.
PTCS Duct Sealing	This training teaches proper sealing of ducts in HVAC-systems to promote energy efficiency. It requires the individual to have prior HVAC knowledge.
Pesticide Applicator	Pesticide applicator licenses certify individuals to apply or supervise the use of pesticides. Each state and tribal authority have their own certification requirements.
PLC Certificate	The Public Lands Corps Hiring Authority is a non-competitive hiring status for competitive service positions in the US Forest Service and Department of the Interior. After serving 640 hours under an eligible PLC agreement, Corpsmembers can earn this hiring authority that's valid for 2 years.
S130 Intro to Wildland Fire Behavior	This course is designed to provide students with the knowledge and skills necessary to perform the duties of the Firefighter Type 2 Crewmember (FFT2), as described in the FFT2 Incident Position Description. The intent of this course is to train new firefighters in basic firefighting skills which includes an Instructor-led (ILT) incident exercise that may be arduous in nature.
S190 Fighter Training	The first and foundational wildland fire behavior course in a five-course sequence in the NWCG curriculum. It introduces students to the basic concepts of wildland fire behavior, including: • The primary wildland fire environment components: fuels, weather, and topography, • How characteristics and interactions of fuels, weather, and topography affect fire behavior, • and how fire behavior affects risk to firefighters. The S-190 course supports the development of knowledge, skills and abilities related to fire behavior, as required for the accomplishment of incident position duties of the Firefighter Type 2 (FFT2), Initial Attack Dispatcher (IADP), Public Information Officer, and Staging Area Manager (STAM).
ICS-100 Introduction to the Incident Command System	ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with: • National Wildfire Coordinating Group (NWCG) • U.S. Department of Agriculture • United States Fire Administration's National Fire Programs Branch
IS-700 Introduction to the National Incident Command System	This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of

	incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.
Red Card	Certification that qualifies an individual to work on wildland firefighting projects.
First Aid/AED/CPR	First aid training that teaches basic knowledge to recognize and provide care for a variety of health emergencies. An example of this training is American Red Cross First Aid/CPR/AED.
Stormwater Management	This is a training and certification that teaches individuals stormwater management best practices concerning drainage, flood control, and water quality.
Urban Forestry Certification	Certification that teaches basic knowledge and practices of urban forestry. An example of this training is SAF Urban and Community Forester credential.
Wilderness First Aid	An introductory training to wilderness medicine, and covers basic patient assessment and how to provide first aid for injuries and illnesses in the outdoors. An example of this training and certification is the WFA course at NOLS.
Wilderness First Responder	Wilderness first Responder is a 2 week training where individuals learn how to perform more in-depth medical care in an outdoor setting. An example of this training and certification is the WFR course at NOLS.

Community & Social Impact:

Term/Phrase	Definition
Number of unpaid volunteers from the community	How many unpaid volunteers did your Corps mobilize on volunteer projects?
Number of total service hours performed by volunteers	Total hours of service completed by unpaid volunteers that your Corps organized. Not to include hours served by Corpsmembers.
Number of events that provided volunteer opportunities for the community	Events including projects or services that engage unpaid volunteers as organized by your Corps.
Number of educational programs provided designed to address specific community needs	Educational program examples include safety trainings, disaster preparedness training, and financial literacy.
Number of community members served through education programming	How many individuals attended education programming offered by your Corps? Include participants in workshops, classes, trainings, presentations, outreach sessions, environmental education, career readiness programming, or other learning opportunities delivered by Corpsmembers or Corps staff.
Number of public buildings or housing units assessed and/or rehabilitated/renovated	Buildings or homes that are renovated or assessed for safety/building standards.
Number of housing units constructed	How many housing units (including tiny homes) were built? Include new residential units that Corpsmembers helped construct, assemble, or complete, such as single-family homes, apartment units, accessory dwelling units, tiny homes, or transitional housing units.

Number of accessible walkways/ramps created or rehabilitated	Creation or rehabilitation of accessible walkways can take place in the community or on public lands.
Number of community gardens, parks, playgrounds, campgrounds, visitors centers and public spaces/buildings created and/or maintained	Public spaces include community gardens, community parks, playgrounds, campsites, trailheads, visitor centers, campgrounds.
Square Feet of Graffiti Removed	How many square feet of graffiti was removed in public spaces? Include graffiti removed from parks, streetscapes, public buildings, transit areas, trails, and other publicly accessible community spaces.
Pounds of food grown/harvested	How many pounds of food did Corpsmembers help grow and/or help harvest? Include produce, herbs, or other edible crops grown, harvested, gathered, or prepared for donation, distribution, sale, or use in community food programs.
Number of meals/food packages prepped and/or distributed	How many meals did Corpsmembers help prepare or distribute to the community? Include prepared meals, boxed meals, grocery bags, pantry boxes, food packages, or similar food assistance provided to individuals or households.
Number of farmers, producers, or landowners that received conservation technical assistance.	How many farmers, producers, or landowners received conservation technical assistance from your Corps? Include individuals or operations that received guidance, planning support, field assessments, resource recommendations, or other one-on-one assistance related to conservation practices, land stewardship, soil health, water quality, habitat improvement, or regenerative agriculture.
Number of historic structures rehabilitated	How many historic structures were rehabilitated? A historic structure is a place that is listed on either the National Register of historic places or a state/local inventory of historic places. Also included are structures that are eligible to be listed, and are determined as contributing to historical significance.
Number of historic acres preserved	How many acres that have historical significance or meaning were maintained.

Conservation & Disaster Response:

Term/Phrase	Definition
Acres of habitat restoration or improvement	Habitat restoration or improvement activities include removal of invasive species, planting native plants, building riparian buffers, clearing of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.
Acres treated for exotic or invasive species	Treatment of exotic or invasive species includes activities such as hand pulling, herbicide application, and mechanical removal.
Tons of litter and trash recycled or properly disposed of	Recycling and disposing of litter and trash activities include collecting litter, removal of debris following a disaster, and collecting and recycling materials.
Number of trees planted	Tree planting activities include projects set on public lands, community parks, and neighborhoods.
Miles of waterway created, improved, or restored	Waterway creation, improvement, or restoration activities include reducing human impact or the negative impact of natural disasters or invasive species, restored native plants and habitat, reduced erosion, protected watersheds, increased safe condition or long-term sustainability of trails, increased accessibility, protected flora and fauna. Improvement should be consistent with an accepted natural resource restoration, maintenance or improvement plan.

Acres of wetland	Wetland restoration activities include planting native plants, removing invasive species, erosion control efforts, and removing fill/debris in both coastal and inland wetlands.
Number of water quality tests completed	Examples of water quality tests includes measuring the chemical, physical and microbiological properties of water. This can be done on water used for recreation, drinking, and/or agriculture.
Miles of trails constructed, restored, or maintained:	Trail construction, restoration, or maintenance includes removal of invasive species, planting native plants, building riparian buffers, improving tread/corridor of existing trail or making changes to increase the trail lifespan, implementing safety measures, removal of unsafe trail structures, repair of damage caused by visitor use, changes to increase accessibility, clearing of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Also, any activities designed to make trails newly available such as adding handicapped accessibility, building boardwalks, trail-blazing, converting a railroad bed to a trail, etc.
Acres mapped	How many acres of land were mapped using GIS tools?
Number of maps or other GIS-related resources developed	How many maps or resources were built using GIS tools?
Feet of fence built or restored	Feet of fence built or restored includes fences built in community parks and public lands to minimize damage to natural, cultural, or historic resources.
Number of pollinator projects completed	Examples of pollinator projects include building or maintaining pollinator garden and educating the public about the importance of pollinators.
Number of fires, storms, or floods responded to	Response to a fire, storm, or food includes activities such as suppression of an active fire, aiding the community affected by a disaster such as managing supplies, and clean-up of debris following a disaster.
Acres of hazardous fuel reduction	Hazardous fuel reduction activities include tree thinning, prescribed burns, and understory/brush removal.
Number of homes assisted following a disaster event	Home assistance following a disaster event includes activities such as muck/gutting, stabilizing, tarping, and removing hazardous materials.
Acres of erosion/flood control	Erosion/flood control activities include planting vegetation to stabilize the soil, mulching to cover exposed soil, installing wattles, and improving drainage for stormwater runoff.
Pounds of debris removed	The amount of trash or damaged materials removed during cleanup following a disaster. If you organization collects this figure in tons, the conversion to pounds is tons x 2000.
Number of sandbags prepped and placed	The number of sandbags that were created and implemented to reduce flooding.
Number of energy audits conducted on homes and buildings	Energy audits are assessments that analyze a home or building's energy use. The results allow the owner to make decisions to improve energy efficiency.
Number of homes and buildings weatherized or retrofitted to significantly improve energy efficiency and reduce carbon emissions	Home and building weatherization or retrofitting to significantly improve energy efficiency and reduce carbon emissions activities include adding insulation, sealing air leaks, repairing windows or doors, and improving HVAC efficiency.
Number of homes and buildings retrofitted to improve water efficiency	Retrofitting homes and buildings to improve water efficiency activities include replacing water fixtures with lower flow versions, upgrading HVAC systems, upgrading irrigation systems, and installing water-saving toilets.
Number of households informed about energy/water efficiency and/or environmentally conscious practices	How many households were given information about energy efficiency practices such as home weatherization, energy use, energy audits, and potential household upgrades.

Number of green infrastructure projects completed or maintained	Green infrastructure projects include the construction or maintenance of features such as bioswales, permeable pavement, and rain gardens.
Number of homes/buildings retrofitted with solar panels	Home/buildings retrofitted with solar panels include projects that install new solar panel systems, or replace individual solar panels.
Number of kilowatt hours produced by solar installations	Kilowatt hour is an energy unit that describes how much energy a solar system produces or how much energy a house or building consumes over time