Host Site Application

Forward completed application

and any supporting documentation to [Deidrah.Stanchfield@maine.gov](mailto:Deidrah.Stanchfield@maine.gov)

**DUE 01/06/2025 FOR ALL POSITIONS!**

**There are a limited number of Shore Corps placements. Applications will be reviewed for alignment with MCC program goals, mission, and National Oceanic and Atmospheric Administration (NOAA) objectives.**

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| Host Organization: |  | Date: |  |
| Contact Name: |  | Contact Phone: |  |
| Contact Address: |  | Contact Email: |  |
| Website: |  | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Term in Weeks | | MCC Position Title | Initial MCC and DEP Training Requirement | Start/End Dates | CASH Contribution Amount | # Positions Available | |  | 52 | Shore Corps Steward | No less than one week prior to member arriving at site, plus additional trainings | 5/27/2025-5/22/2026 | $0 | 4 | | | | |
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**Applicants should thoroughly review the Host Site Application Instructions and reach out with any questions. PLEASE NOTE, SUBMITTING THE APPLICATION INDICATES YOU ARE PREPARED TO HOST THIS POSITION. SLOTS ARE LIMITED. ONCE WE ACCEPT SITES, WE MOVE QUICKLY TO BEGIN FILLING THE POSITIONS. IF WE ACCEPT YOUR APPLICATION, YOU MUST BE PREPARED TO IMMEDIATELY INFORM US IF YOU ARE UNABLE TO CONTINUE.**

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| **Section** | **Qualifications for Host Sites** | |
| **1A** | ***The Maine Conservation Corps will place Shore Corps Stewards (SCS) within state properties, government agencies, and community-based organizations to expand awareness and implementation of nature-based solutions for shoreline stabilization. Shore Corps Stewards will:***  ***1) perform outreach to educate community leaders and the general public about nature-based solutions;***  ***2) conduct site assessments for landowners advising them on green infrastructure opportunities, native plantings, stream smart principles, and other tactics to increase resilience;***  ***3) connect local communities to the strategies and activities included in*** [***Resilient Maine***](https://coast.noaa.gov/states/stories/maine.html)***; and***  ***4) host demonstration projects on public properties to provide hands-on training to community members about nature-based solutions.***  **Please indicate that you understand these objectives, and you are willing to host a member who will engage in these activities.** | Yes  No |
| **1B** | ***Which of the four Shore Corps Steward objectives is your organization currently focused on, and how will the steward expand that capacity?*** |  |
| **1C** | ***These positions will also meet to collaborate on a demonstration projects away from the Host Site at least once a month. We will build a calendar based on Host Site projects, and while your member may be away from the site for periods, you may also have an opportunity to host a group of Shore Corps Stewards for a project on public land. Please indicate that you understand that these events are required.*** | Yes  No |
| **1D** | ***Do you have a demonstration project on public property to begin in 2025-2026? Please note, partners will be responsible for procuring any materials, tools, etc. for the completion of projects.***  ***If you have a project, please describe the location of the project, where in the project planning process you are, if any component of the project can be completed by trained volunteers (non-mechanized work), and how members of the public could also participate. You may list more than one project.*** |  |
| **1E** | ***Demonstration projects will require pre-approval by NOAA for environmental compliance. Please identify a staff member who can work on obtaining appropriate compliance and any experience with obtaining permits. Some assistance from MCC and DEP can be available to help with this requirement. Both agencies are invested in having these projects be successful and are a communication point for NOAA.*** |  |
| **IF** | ***How large is your service area including other partner organizations you intend to work with? Please describe both the land area and population which could be impacted by the presence of a Shore Corps Steward.*** |  |
| **1G** | ***How will you prioritize and connect with low-income and/or disadvantaged communities? One tool for identifying these communities is located here:*** [***https://screeningtool.geoplatform.gov/en/***](https://screeningtool.geoplatform.gov/en/) |  |
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| **Section** | **Housing** | |
| **2A** | **Host Sites that provide housing are more attractive to candidates, yielding a greater applicant pool. Can you provide housing? If so, please describe the accommodations.** |  |
| **2B** | **Is there a charge for housing to the member if available? If so, what is the cost to the member?** |  |

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| **Section** | **Host Site Needs and Position Description Additions** | |
| **3A** | **Provide a brief description of your organization and mission. Include organizational type (e.g. state, federal, municipal, non-profit.** |  |
| **3B** | **Describe the need for this project. How was the community involved in the decision to host a SCS? How will the community be involved in the project itself?** |  |
| **3C** | **Provide a general timeline for the tasks the SCS will be expected to complete.** |  |

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| **Section** | **Member Experience** | |
| **4A** | **Explain how a SCS will develop professionally from this placement. Please describe the mentorship you will provide. What additional training/experience will they acquire?** |  |
| **4B** | **Identify the staff member(s) in your organization who will be responsible for day-to-day supervision and mentorship, including an estimate of staff time that will be devoted.** |  |
| **4C** | **Explain the identified staff members’ supervisory and mentorship experience.** |  |

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| **Section** | **Operational Needs** | |
| **5A** | **Members will need their own adequate workspace, equipment and supplies.**  **The Host Site will be responsible for providing:**   * Desk/workspace * Computer with standard Windows Office Suite programs and internet access * Phone * Email * Access to printer and fax machine   **NOTE:** These resources can be shared  Please check this box to indicate you can provide these things | **Describe the transportation and housing available.** Please check all that apply. Double-click the box to make selections.  A State of Maine vehicle may be driven by the member  A Host Site’s vehicle may be driven by the member  Personal vehicle may be necessary; host site can reimburse mileage  Personal vehicle may be necessary; site partner *cannot* reimburse mileage  Member’s service will not require much, if any travel  Housing is provided by the Host Site at no additional charge  Housing may be provided for a reasonable rate  Housing is not available; the member is responsible for finding their own. |

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| **5B** | **Describe any other type of support, supplies, and/or equipment that your site expects to provide the SCS. (Consider anticipated field gear, specialized tools, etc.)** |  |
| **5C** | **Is there any specialized gear the member will be expected to procure for this position? (backpack, gloves, boots, etc.)** |  |

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| **Section** | **Host Site Roles and Responsibilities** | | |
| **6A** | **Please check the boxes to indicate if the Host Site Supervisor will be able to complete each requirement.** | Provide orientation to the site and projects during the MCC member’s first weeks. | Yes  No |
| 6B | Provide mentoring and weekly meetings (minimum 1 hour) with the MCC member. | Yes  No |
| 6C | Provide daily supervision and guidance for the MCC member. | Yes  No |
| 6D | Attend Site Supervisor Training in**February. Training must be completed prior to the member’s start date.** | Yes  No |
| 6E | Complete all required reports on time and maintain contact with MCC. | Yes  No |
| 6F | Communicate ahead of time where possible in the event the Host Site Supervisor (HSS) changes (the dedicated HSS leaves the organization, roles change, etc.) to allow MCC to collect all required compliance aspects from the new HSS. | Yes  No |
| 6G | Assist MCC in complying with requests from The Corps Network, NOAA, and Volunteer Maine when necessary. | Yes  No |
| 6H | I have read the Host Site Duties and Responsibilities in the application instructions, and acknowledge the requirements listed. I understand the objectives of the MCC program and will ensure all projects align with this application. | Yes  No |
| 6I |  | MCC has required training and service events throughout the year. Are you willing to allow the members to attend all mandatory trainings and events? | Yes  No |

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| **Signature:** |  |
| **Authorized requestor’s name:** |  |
| **Title:** |  |
| **Date:** |  |

**DUE 01/06/2025 FOR ALL POSITIONS!**

**Please submit one copy of the completed project proposal to:**

**MAILING ADDRESS HAND DELIVERY LOCATION**

Maine Conservation Corps Maine Conservation Corps

124 State House Station 54 Independence Drive

Augusta, Maine 04333-0124 Augusta, ME 04330

**FACSIMILE TRANSMISSION E-MAIL SUBMISSION (Preferred)**

Fax: (207) 287-3342 [Deidrah.Stanchfield@maine.gov](mailto:Deidrah.Stanchfield@maine.gov)