A photograph of a woman, Nadine, wearing a white hard hat with her name on a green tag, sunglasses, a light blue t-shirt, and a black safety harness. She is smiling and working on a solar panel array. The background is a red brick wall with a window.

ENERGY EFFICIENCY

*Service Year Program
Roadmap*

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INTRODUCTION

This roadmap provides guidance to help you visualize each primary component of program design to consider when standing up an energy efficiency service year program. Within each component, you will also find a highlighted framework that uplifts top programming recommendations that surfaced during Service Year Alliance's Climate Project.

This Energy Efficiency Service Year Program Roadmap specifically highlights a program model focused on **Weatherization Assistance**, though examples of other programming options are also included in the appendix as well.

The following guidance has been divided into four separate visuals:

VISUAL #1: PROGRAM COMPONENTS

This visual provides a concise illustration of the key programmatic components of the energy efficiency program framework

VISUAL #2: OPERATIONAL COMPONENTS

This visual concisely highlights key components related to program operations that have helped to support the highlighted framework.

HELPFUL TIPS

*Utilize this **blank template** of these visuals to help further develop a program model that will meet the unique needs of your community.*

VISUAL #3: SAMPLE CORPS MEMBER POSITION DESCRIPTION

This visual offers a sample corps member position description that further highlights the corps member service year experience

VISUAL #4: DETAILED OVERVIEW OF THE WEATHERIZATION ASSISTANCE FRAMEWORK

This visual provides a more in-depth overview of the highlighted framework and includes additional details regarding each component of program design

KEY TERMS

Capacity Building Service: Rather than providing a service directly to an individual, group, or community, corps members provide indirect service that broadly assists with meeting a community need. For example, data collection, research, developing new programming, etc.

Cost-Share: Service year programs that place corps members with a specific agency or organization typically require those host site partners to contribute towards the cost of supporting that corps member position.

Direct Service: Direct service activities generally refer to activities that provide a direct, measurable benefit to an individual, a group, or community. For example, providing energy conservation education to a homeowner.

Employability Skills: Common skills, including professional and technical skills, that will likely be developed and enhanced during a service year.

Fee-for-Service: To help support operating costs, service year programs often enter into contracts with not-for-profit and governmental agencies. These contracts establish a set rate to compensate the program for services that are provided by corps members. (i.e. A public utility company will pay the service year program \$250 for each eligible household that receives energy reduction education.)

Weatherization Assistance Program: The [Weatherization Assistance Program](#) (WAP), funded by The U.S. Department of Energy (DOE), reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The program supports 8,500 jobs and provides weatherization services to approximately 35,000 homes every year using DOE funds that are primarily allocated to states through a formula process.

Recognizing that all components of the Weatherization Assistance framework highlighted here may not fully align with the unique needs and stakeholders specific to your community, we have also included resources within each component that will direct you to additional programming options to consider. These resources can also be leveraged by existing service year programs that are seeking to gain a more in-depth understanding of strategies for expanding or enhancing their current program model.

WEATHERIZATION ASSISTANCE FRAMEWORK

Visual #1 - Programmatic Components

NEED THE NEED THAT WILL BE ADDRESSED	ACTIVITIES THE CORPS MEMBER SERVICE ACTIVITIES THAT WILL CONTRIBUTE TOWARDS ADDRESSING THE NEED	IMPACT HOW IMPACT WILL BE INCREASED
<ul style="list-style-type: none"> • Reduce energy consumption and associated costs for more low-income households annually 	<ul style="list-style-type: none"> • Conduct community outreach and assist with applicant intake and referrals • Advance entry level weatherization and retrofit services • Provide energy reduction education 	<ul style="list-style-type: none"> • Measurement of the number of homes with reduced energy consumption

Visual #2 - Operational Components

STRUCTURE THE NEED THAT WILL BE ADDRESSED	RESOURCES PARTNERS AND FUNDING THAT WILL BE LEVERAGED	CORPS MEMBER SUPPORTS TRAINING, DEVELOPMENT, AND SUPPORTS THAT WILL EQUIP CORPS MEMBERS FOR SUCCESS BOTH DURING AND AFTER SERVICE	COSTS STANDOUT EXPENSES THAT WILL BE INCORPORATED INTO THE PROGRAM OPERATING COSTS
<ul style="list-style-type: none"> • Choose to operate your own program <p>OR</p> <ul style="list-style-type: none"> • Partner with an existing national service program that has an interest in expanding programming to include corps members participating in energy efficiency activities <p>OR</p> <ul style="list-style-type: none"> • House the program within a nonprofit that prioritizes workforce development 	<ul style="list-style-type: none"> • AmeriCorps State or National grant funds • Partnership with the state energy office to assist in forming mutually beneficial relationships with organizations and agencies that are tasked with administering Weatherization Assistance Program funding that is allocated to the state • Generating match and fee-for-service or cost-share contracts 	<ul style="list-style-type: none"> • Prioritize practices that will create a culture of belonging and inclusion • Intentionally develop and document • Employability Skills • Integrate BPI Building Sciences Certificate and OSHA 30-Hour Training 	<ul style="list-style-type: none"> • Support and training personnel • Competitive corps member living allowance • Significant general operating costs: vehicle expenses, workers compensation, corps member training and credentialing, recruitment costs

Energy Efficiency Corps Member Position Description

Service Position Type: Full-Time 1700 hours

Term of Service: 10 months

Average Weekly Service Hours: 40 hours

Our organization's AmeriCorps members support households that are eligible for the **Weatherization Assistance Program** or other energy efficiency initiatives offered by our network of partners. Corps members will help these households by providing outreach, education, and direct services that make an immediate impact on their quality of life and cost of living.

The need is great as there are 500,000+ eligible households, but only 9% have been weatherized since 2005!

Eligible households have an average energy burden of three times higher than non-eligible households

Members can help combat climate change through reducing energy consumption and home energy bills by as much as 40% while also improving the health of household members

With great training and opportunities to shadow technicians, the program will prepare you to connect with homeowners and renters to help them make decisions about energy assistance programs and energy-saving opportunities. While serving, corps members have the opportunity to earn the Building Performance Institute's Building Sciences Principles and OSHA-10 certifications at no cost. These certifications prepare them for entry-level jobs as a Home Energy Auditor (earning \$20+ per hour).

Minimum Qualifications

- Be at least 17 years of age or older
- Have or working towards a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Possess basic computer skills, including the ability to navigate online systems and email
- Capable of participating in physical labor including but not limited to: ability to lift 50 lbs, ability to conduct repetitive hand and arm motions, and ability to maneuver in tight spaces, including bending and kneeling
- Desire and ability to engage with people from different backgrounds and demographics
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202
- Positions that require driving will require a valid driver's license and the ability to pass a driving record check
- Although past experience in areas such as community outreach and education or basic maintenance and construction is valued, the program's training and development curriculum will fully prepare you to successfully fulfill the responsibilities of the position



Energy Efficiency Corps Member Position Description

ESSENTIAL FUNCTIONS

Support Recruitment, Outreach and Education Activities:

- Build community connections and relationships to foster a network of local champions and outreach partners
- Give group presentations in settings such as work places, congregations, and community organizations
- Assist in outreach activities including social media
- Table at public events

Provide In-home Residential Energy Services:

- Consult with homeowners/tenants about energy goals, questions, and concerns
- Establishing good rapport with households through active listening
- Teach homeowners about energy use and encourage low-cost and no-cost energy-saving measures
- Serve as a support point of contact for the homeowner
- Maintain participant confidentiality at all times
- Conduct initial energy audits
- Review bill history, noting trends and opportunities for savings.
- Provide energy saver kits
- Conduct direct installation of energy saving equipment such as energy efficient light bulbs and low-flow showerheads
- Assist Energy Auditor Technicians with completing weatherization and retrofit installations

Additional Responsibilities:

- Follow all required safety procedures
- Ability to serve in adverse weather conditions
- Report data in online systems in a timely and accurate manner; follow protocols in reporting on duties and/or tasks completed, including impact to the greater community
- Participate in training sessions and meetings, as required
- Participate in September 11th Day of Remembrance and/or Martin Luther King Jr. Day of Service events that may occur on the weekend or during holidays and include activities outside of the scope of typical day-to-day functions

Benefits:

- The living allowance for this position is \$25,500 distributed on a bi-weekly basis
- Access to no-cost medical coverage provided by the program
- Eligibility to receive childcare assistance provided through AmeriCorps
- This position is eligible for an Education Award up to \$6,495. Please visit <https://americorps.gov/members-volunteers/segal-ameri-corps-education-award> for additional information on the education award.

This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

VISUAL #4 - DETAILED OVERVIEW OF THE WEATHERIZATION ASSISTANCE FRAMEWORK

1. NEED

IDENTIFYING THE NEED(S) THAT YOUR SERVICE YEAR PROGRAM WILL ADDRESS

Clearly defining the need or needs that your service year program will seek to address enables you to identify relevant justifying data that will assist in attracting the programmatic and financial support you will need to successfully operate the service program. Furthermore, defining the need(s) as step one of the program design process will help ensure that the corps member service activities, program partners, training and support, and measurement strategies are all developed with the focused intent of addressing the defined need(s).

Weatherization Assistance Framework Needs:

The need to increase capacity to allow for more low income families to receive energy efficiency services annually that help reduce energy consumption and associated costs.

In an average year, only **0.2% of families** that are eligible to receive energy efficiency services supported by the Department of Energy's Weatherization Assistance Program are actually able to be served by the state and local agencies tasked with advancing this critical, yet chronically underfunded work. This means that at the current rate, it could take several hundreds of additional people to meet the needs of all eligible households. Service year programming is well equipped to strategically infuse the additional human capital support needed to increase the ability of energy efficiency networks to serve more low-income families annually.

More Information and Additional Strategies:

We encourage you to reference the Community Needs section of the appendix to gain further insight on how energy efficiency service year programming can be leveraged to infuse additional capacity into energy efficiency service provider networks. This section also uplifts additional needs that energy efficiency service year programming has been leveraged to address. Examples include reducing energy consumption in public buildings, increasing urban canopies to reduce heat island effect, and increasing coordination among stakeholders.

Additionally, your state's energy office can be a great resource to help you identify energy efficiency related needs that are present in your state. Your energy office can help you identify organizations and agencies that you may be able to partner with to advance your service year program.

2. ACTIVITIES

DEVELOPING CORPS MEMBER SERVICE ACTIVITIES THAT WILL ADDRESS THE IDENTIFIED NEED(S)

Your corps members' service activities should either enhance current programming or infuse additional capacity to stand-up new programming that will help address the need(s) you've identified. Corps member activities can include a wide array of both direct and capacity building services. Keep in mind that if you are advancing an AmeriCorps funded service year program, there are certain **restricted activities** that you should be aware of and that should not be incorporated into your program design.

Weatherization Assistance Framework Activities:

Conducting Community Outreach, Intake, and Referrals

To increase the number of eligible households that receive energy efficiency services, these families need to be aware of the resources that are available to them. Additionally, it can also be extremely helpful to provide referral and intake support to assist families in navigating the complexities that often arise when seeking assistance. Service year corps members can serve as the human capital solution needed to provide these types of valuable services to the community.

Advancing Entry Level Weatherization and Retrofit Services

There are a wide array service activities that corps members can engage in to advance energy efficiency programming. Although these activities can include highly skilled services such as assisting with the installation of solar panels, many energy efficiency service year programs find that engaging corps members in entry-level services is the best strategy to increase the number of households that can be served annually. Entry-level services include activities such as conducting preliminary energy use and building envelope assessments, installing energy efficient lighting, installing low-flow shower heads, etc. Engaging corps members in these types of entry-level services allows energy efficiency professionals and contractors to maximize their time by focusing on more advanced energy efficiency services. The strategy also increases the ability for service year programs to spread corps member training and credentialing across the service year rather than requiring corps members to gain certain certifications before having an opportunity to participate in energy efficiency projects.

Providing Energy Reduction Education

Providing energy consumption education to families who are the recipients of energy efficiency services can lead to some of the most sustainable and long-term results but is often a secondary priority for busy energy efficiency technicians that are tasked with completing a variety of weatherization and retrofit services. By assigning education services to corps members, it can help ensure that families receive important information that will continue to serve them and their community well into the future.

More Information and Additional Strategies:

Additional examples of the wide variety of direct and capacity building service activities that energy efficiency corps members programs can engage in can be found in the **Corps Member Service Activities** section of the appendix.

3. IMPACT

DETERMINING A STRATEGY FOR MEASURING AND REPORTING YOUR PROGRAM'S IMPACT

It is important for your service year program to have strong systems in place that will not only allow you to accurately measure and report on the impact the program is making towards addressing the identified need(s), but also to communicate the impact that your program is having in regards to corps member development. These systems will allow you to accurately communicate the program's return on investment to key stakeholders and ensure the long-term sustainability of the program.

Typically, service year programs measure impact through a structure of capturing outputs (e.g. # of services provided, individuals engaged or products produced) and associated outcomes (e.g. resulting improvement) related to primary corps members service activities.

Weatherization Assistance Framework Impact:

Number of housing units with reduced energy consumption

Energy efficiency models operating as AmeriCorps programs tend to select the following national performance measures to report their performance under their grant agreement:

- EN1(output) - Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
- EN1.1(outcome) - Number of housing units or public structures with reduced energy consumption or reduced energy costs

Collecting pre- and post-service utility bills from homeowners would be the preferred method for capturing energy consumption reduction, but many project partners will not share billing information and prohibit service year partners from collecting the information directly from clients. As an alternative, many state and local energy efficiency partners have developed localized tools and calculation methods that can be leveraged to measure pre- and post-service energy use estimates. There are also national estimator tools such as the one produced by [Oak Ridge National Laboratory](#) that can be used in the event that local tools have not been developed.

More Information and Additional Strategies:

The Measuring and Reporting Impact section of the appendix highlights additional best practices regarding how to leverage EN1 and EN1.1 to measure performance. Within this section you will also find additional impact measurement recommendations associated with energy consumption, education, job placement, capacity building, environmental justice, and community engagement.

4. STRUCTURE

IDENTIFYING THE ADMINISTRATIVE STRUCTURE FOR YOUR SERVICE YEAR PROGRAM

When seeking to advance a service year program it is important to identify the type of organization or agency that may be best equipped to successfully administer the project. The appropriate administrative strategy for your program will be highly informed by the need(s) and corps member service activities that have been identified.

Weatherization Assistance Framework Structure:

Choosing to administer your own AmeriCorps program

A [service year](#) program provides paid opportunities for individuals to develop real-world skills through hands-on service and can be administered independently or by accessing federal national service resources. To be successful in administering a service year program, your organization should have robust accounting, payroll, grant management, HR, recruitment, and training systems in place. Additionally, your organization will also need to develop the partnerships needed to support corps member project placements.

If seeking to administer the project with the support of national service resources, like AmeriCorps, you will also need to ensure that your organization is eligible to apply for funding (eligible organizations include: Indian Tribes, institutions of higher education, local governments, nonprofit organizations, states, and US Territories). Additionally, your organization will also need to develop a strong understanding of federal and state rules, regulations, and provisions governing national service programming.

OR

Consider partnering with an existing service year program

The path of least resistance for establishing new service year programming can often be to first explore partnering with an existing service year program that may be interested in expanding their activities to include energy efficiency programming. Conservation corps are often well suited to expand into energy efficiency programming.

- [The Corps Network](#) provides a list of many of the conservation corps that are based across the U.S.
- Many service year programs are supported by their state service commissions. [This tool](#) from America's Service Commissions can help you identify your local service commission and explore the various service year programs they support. Conservation corps, programs engaging in construction such as YouthBuild, and programs based at Community Action Agencies can also be a great fit for hosting energy efficiency programming.
- Some national service year programs are open to allocating corps member positions or establishing new operating sites as well. Some examples of programs who support this include: [Ampact](#), [CivicWell](#), and [Conservation Legacy](#).

OR

A nonprofit that prioritizes workforce development

Many different types of organizations, agencies, and educational institutions successfully administer energy efficiency service year programs, but nonprofits that have a strong focus on workforce development, like EducationWorks in Philadelphia, offer many distinct advantages including often having a built-in corps member applicant pool that can be easily engaged. Additionally, because the energy efficiency model can lead to multiple high-demand career paths, the energy efficiency model is often a great fit for nonprofit organizations whose mission is to equip young people with the skills, knowledge, and experience they will need to secure family-sustaining careers.

More Information and Additional Strategies:

To learn more about the advantages and disadvantages of administering an energy efficiency program within different types of nonprofits, state agencies, and institutions of higher education, please refer to the [Partnerships to Advance Programming](#) section of the appendix.

5. RESOURCES

IDENTIFYING PARTNERS AND FUNDING STREAMS THAT WILL SUPPORT PROGRAM IMPLEMENTATION

Funding sources, such as AmeriCorps grants, that are commonly leveraged to support service year programming typically only cover around 50% to 75% of total program operating costs. For this reason, you will need to also develop strategies and form partnerships that will enable your program to secure the additional funding necessary to successfully administer your service year program.

Weatherization Assistance Framework Resources:

AmeriCorps State and National

AmeriCorps State and National grants provide resources to support corps members engaging in direct service activities. Although the highlighted framework is designed to address the need to infuse additional capacity into energy efficiency networks, corps members primarily engage in direct service activities to help meet the need.

Weatherization Assistance Framework: Partners

Your State's Energy Office and Its Network of Service Providers

State energy offices are commonly the primary recipients of a variety of federal and state funds that are used to advance energy efficiency programming. Additionally, these offices typically work with state, regional, and local service provider networks to advance energy efficiency priorities and can help you identify how your program can form mutually beneficial relationships with these organizations. Additionally, your state energy office can also likely provide guidance on opportunities for your organization to directly apply for funding that can help support program costs such as corps member training.

Weatherization Assistance Framework: Cost-Share, Match, and Fee-for-Service Resources

Energy efficiency models operating as AmeriCorps programs typically secure about 25% of their total program operating budget through their AmeriCorps grant. The remaining 75% is commonly secured through fee for service contracts or outside grant commitments with partners.

More Information and Additional Strategies:

If you are new to service year programming and would like to learn more about how to tap into national service resources that can help support your program, please be sure to check-out the Getting Started with Service Year Programming section of the [Climate and Environmental Resilience Guide](#).

To learn more about partnership options, please review the [Host Sites](#) section of the appendix.

Be sure to also check-out the [Funding to Support Project and Training Costs](#) section of the appendix to learn more about generating fee-for-service and cost-share resources and to review additional opportunities that exist for your program to tap into new and existing federal, local, and private financial support.

6. CORPS MEMBER SUPPORTS

ESTABLISHING A TRAINING, DEVELOPMENT, AND SUPPORT PLAN THAT WILL EQUIP CORPS MEMBERS FOR SUCCESS BOTH DURING AND AFTER SERVICE

To operate a successful service year program, you will not only need to infuse training and development activities into your program that will adequately prepare your corps members to facilitate their service activities, but you will also need to create a supportive environment that will help increase the overall value proposition of serving with your program.

Weatherization Assistance Framework Supports:

Create a Culture of Belonging and Inclusion

Centering program design around [establishing a culture of belonging and inclusion](#) is an essential element of establishing a successful and impactful service year program and has been strongly uplifted by organizations that have been engaged in multiple bodies of work advanced by Service Year Alliance, including the Climate Project.

Emphasize the Development and Documentation of Employability Skills

A common theme that emerged during conversations hosted with partners is that many employers have a strong need and interest in attracting talent that can simply demonstrate that they possess basic [employability skills](#). The general sentiment is that if an individual has had the opportunity to refine and demonstrate their employability skills – through opportunities such as a service year – it provides the employer with a level of confidence that the applicant will be able to successfully complete their internal training programs.

Incorporate High Value Professional Credentials

The Building Performance Institute's [Building Sciences Certificate](#) and [OSHA 30-Hour Training](#) were among the top professional credentials that were cited by energy efficiency programs and partners that were engaged in the Climate Project.

Prepare Corps Members for Life After Service

The need to provide corps members with a clear vision of the career paths that are available to them after participating in an energy efficiency service year arose as a priority component needed to ensure post-service success. Providing career readiness assistance as well as establishing preferential hiring agreements with project partners are also strategies that can produce a high level of results.

More Information and Additional Strategies:

There are many elements that contribute toward designing a service year program that will create a strong culture of belonging and inclusion. Practices and resources that can help you incorporate these essential components into your service year program can be found in the "Centering Program Design and Culture around Belonging and Inclusion" section of the [Climate and Environmental Resilience Guide](#). Additionally, you can also leverage the "Increasing the Value Proposition by Prioritizing Post-Service Pathways" section of the Guide to:

- access resources that will assist your program in incorporating and tracking skill development;
- view a comprehensive list of professional credentials that are commonly infused into climate adjacent service year programming; and
- get information on the strategies that can be incorporated into your program to support career mapping and post-service success.

7. COSTS

DETERMINING STANDOUT EXPENSES THAT SHOULD BE INCORPORATED INTO THE PROGRAM OPERATING COSTS

There are distinct costs that are typically associated with different types of service year programming. Ensuring that your organization is properly budgeting for standout expenses associated with the type of program model that you seek to advance will help ensure that your program is adequately supported from day one.

Weatherization Assistance Framework Costs:

Personnel

It is common for energy efficiency programs to have a staff-to-corps member ratio of about 1 to 4 that includes support personnel who are specifically tasked with corps member training and support.

Corps Member Living Allowance

To be competitive within local job markets, most energy efficiency programs are striving to establish a corps member living allowance that equates to roughly \$15/hr.

Significant General Operating Costs

Significant costs to anticipate when running an energy efficiency service year program include: vehicle use and maintenance, workers compensation, corps member training and credentialing, and corps member recruitment.

More Information and Additional Strategies:

When advancing any service year model, there are many costs that must be considered and incorporated into your operating budget. The [AmeriCorps State and National Detailed Budget Instructions](#) (see pages 22-37) can be a helpful resource to assist you in thinking through typical expense categories as well as common costs that must be factored into most service year program models. You can also reference the [Budget Considerations](#) section of the appendix to find additional details regarding each budget category listed above. The appendix below also provides further insight regarding the typical energy efficiency program staffing structure as well as outlines additional insight for budgeting for alternative energy efficiency programming models.



Climate &
Environmental
Resilience Guide

APPENDIX

Additional Information and Alternative Options

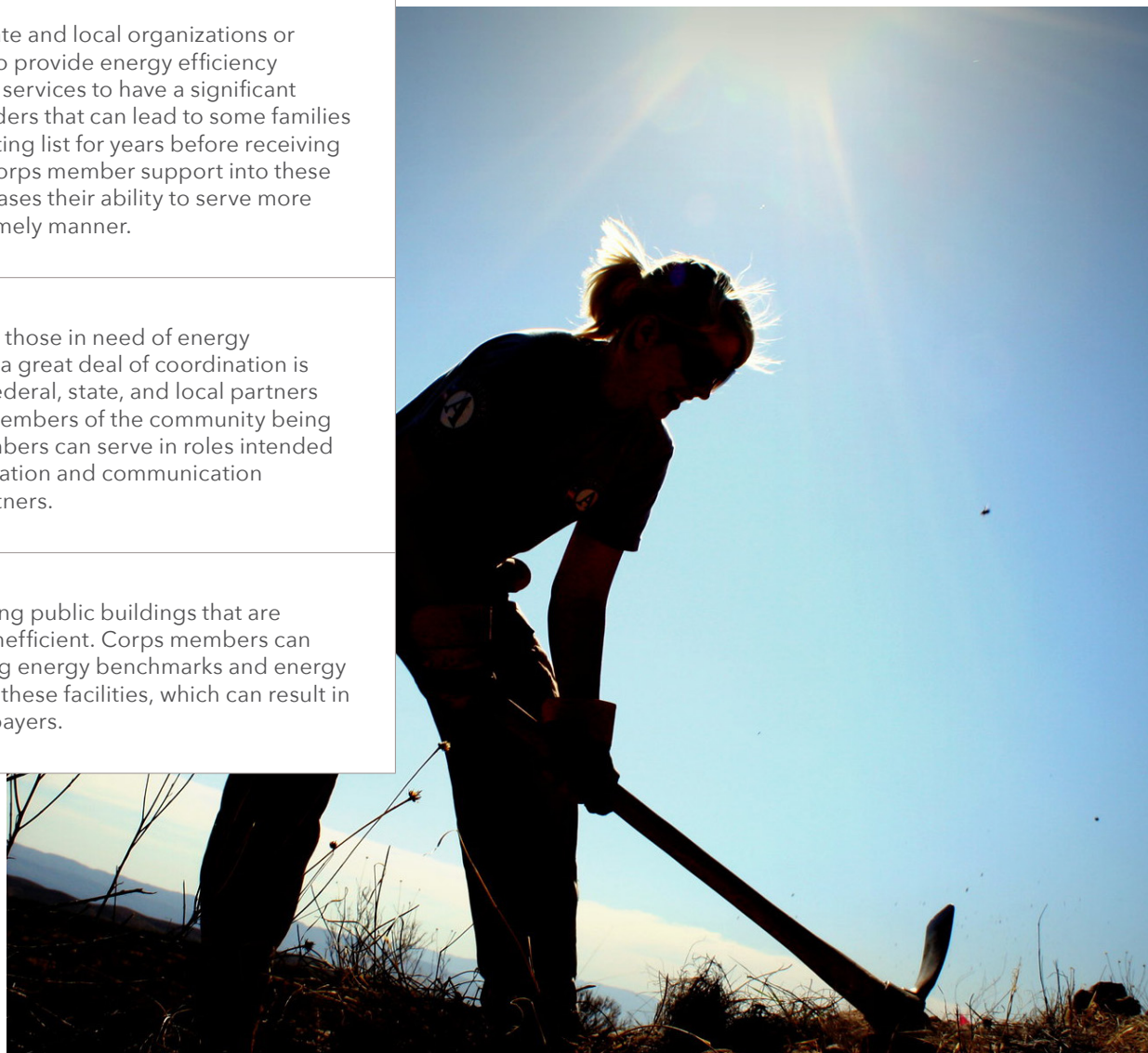
COMMUNITY NEEDS FOR AN ENERGY EFFICIENCY PROGRAM MODEL

The following inventory explores a comprehensive list of community needs that service year programs advancing an energy efficiency program model commonly seek to address. Service year programs should not be designed around addressing each and every community need listed, but rather, these needs should be considered when determining how the program model can be designed to meet the unique opportunities and challenges in the communities being served.

NEED	FURTHER DESCRIPTION AND ASSOCIATED CORPS MEMBER SERVICE ACTIVITIES
Occupant Health	<p>Common health concerns that are seen in homes that are eligible to receive energy efficiency services include exposure to carbon monoxide leaks and backdrafting from gas or propane appliance, heating homes with propane space heaters or even ovens, lack of proper ventilation for stoves and bathrooms, and mold and moisture problems that require remediation. It is of the utmost importance that these health and safety concerns be addressed before advancing energy efficiency services. (i.e. sealing a home's envelope without addressing some of these concerns could lead to affixation).</p> <p>Corps members can assist trained professionals in conducting important health and safety evaluations, such as CAZ testing, before homes receive energy efficiency services. It should be noted that because of the significant consequences that could result if health and safety evaluations are not conducted properly, corps members should never participate in these types of activities unless they are directly supervised by a certified professional.</p>
Safety and Pre-Weatherization Repairs	<p>Low-income communities often lack adequate environmental features that can help mitigate the effects of climate change, such as tree canopy or natural ground cover. In these areas extreme weather resulting from climate change such as exceptional heat or flooding can cause significant safety concerns and corps member service activities can help contribute towards increasing safety for these communities at both a micro and macro level.</p> <p>Furthermore, many of the homes that are eligible for energy efficiency services may have critical repairs that pose immediate safety risks to home occupants and that must first be addressed before additional energy efficiency services may be provided. Such critical repair needs may include structural problems, leaking roofs, accessibility issues, plumbing problems, etc.</p> <p>In some cases, corps members can provide direct service that can address safety and repair needs, while in other cases, corps members may be used to assist energy efficiency providers in identifying needs and coordinating follow-up services.</p>

NEED	FURTHER DESCRIPTION AND ASSOCIATED CORPS MEMBER SERVICE ACTIVITIES
Climate Change Mitigation	Corps member activities commonly contribute to a reduction in CO2 and greenhouse gas emissions as well as a reduction in water consumption – all of which contribute toward mitigating the negative impacts of climate change experienced at the local, national, and global level.
Energy Affordability and Equity	Factors associated with climate change, such as increasing temperatures, are leading to increased utility costs and low-income families who live in aging residences are often most impacted by these increases. As many as 27% of American families struggle with energy insecurity and struggle to maintain vital energy services such as heating and cooling. Furthermore, households and communities of color share a much higher burden related to energy costs and affordability. Both the education and direct service activities provided by corps members can help families decrease these costs.
Workforce Development	Energy efficiency programming can be used to equip corps members with a wide array of skills, experience, training, and certifications that help develop talent pipelines for sectors with substantial hiring needs such as energy conservation, green construction, education, renewable energy, HVAC, home inspection, and even real estate, architecture, and engineering.
Advancing Environmental Justice and Creating More Resilient Communities	There is a long track record of marginalized communities experiencing a disproportionate burden of environmental hazards and/or experiencing a significantly reduced quality of life relative to comparative communities. Energy efficiency service year programming can assist these communities in combating the results of these burdens by increasing safety, economic resilience, and career pathways.
Reducing the Strain and Environmental Impact of Energy Production	Climate change has led to an increased strain on energy production facilities that has even led to widespread power outages in some areas of the country. Energy efficiency service year programs often partner with state and local utility companies interested in leveraging corps members to advance their energy use reduction goals or mandates.
Energy Consumption Education	An essential step to help families reduce energy consumption and cost is to ensure that they are educated on effective strategies as well as understand the resources that are available to them. Corps members are often utilized to provide education to homeowners, community members, and students as well as provide assistance to help families navigate the process of determining eligibility and applying for assistance.

NEED	FURTHER DESCRIPTION AND ASSOCIATED CORPS MEMBER SERVICE ACTIVITIES
Increased Capacity	<p>It is common for state and local organizations or agencies working to provide energy efficiency and weatherization services to have a significant backlog of work orders that can lead to some families remaining on a waiting list for years before receiving services. Infusing corps member support into these organizations increases their ability to serve more beneficiaries in a timely manner.</p>
Coordination Among Partners	<p>To effectively serve those in need of energy efficiency services, a great deal of coordination is needed between federal, state, and local partners as well as among members of the community being served. Corps members can serve in roles intended to increase coordination and communication between these partners.</p>
Maximizing Tax Dollars	<p>There are many aging public buildings that are extremely energy inefficient. Corps members can assist in establishing energy benchmarks and energy reduction plans for these facilities, which can result in cost savings to taxpayers.</p>



CORPS MEMBER SERVICE ACTIVITIES

Energy efficiency programming can be designed to engage corps members in a wide array of service activities designed to address the community needs outlined above. These activities can generally be classified within two categories:

DIRECT SERVICE

Refers to activities that provide a direct, measurable benefit to an individual, a group, or a community. For example, providing energy conservation education to a homeowner.

CAPACITY BUILDING

Rather than providing a service directly to an individual, group, or community, the corps member provides indirect service which broadly assists with meeting a community need. For example, data collection, research, developing new programming, etc.

KEY TERMS

Part-Time Service Positions: Part-time service positions, as opposed to full-time, are positions that require fewer hours to fulfill the service term. Part-time positions are typically 300, 450, 675, or 900-hours in length. Typically, corps members serving in part-time roles serve less than 40-hours a week over a 10-11 month period, but part-time positions can also entail corps members serving around 40-hours a week over a shorter length of time.

Retrofits: Retrofit refers to any activity to improve a building, home, or other type of infrastructure to improve energy efficiency. If a home is retrofitted, for example, this could mean lower energy bills each month, more protection from extreme weather, and/or use of renewable energy.



DIRECT SERVICE ACTIVITIES

Energy efficiency service year programs engage corps members in direct service activities that range from low-skilled tasks, such as replacing inefficient light bulbs, to very highly-skilled services like installing solar panels. Because a high level of training or even certifications must often be obtained before corps members can facilitate many of the higher skilled services, many programs, especially those that engage corps members in part-time service positions, tend to focus on corps members accompanying and supporting energy efficiency professionals.

In this role, corps members participate in activities such as conducting energy audits or building envelope analysis, providing energy conservation education to homeowners, completing simple retrofits, and providing assistance for projects that require a higher level of skill, such as major appliance repair or replacement. As a result of corps members focusing on education and support activities, energy efficiency projects are able to advance in a safe and efficient manner and can increase the ability of energy efficiency professionals to focus on the tasks that require a higher level of skill, ultimately allowing more clients to be served.

Service year corps members have engaged in an array of direct services as part of an energy efficiency model.

EXAMPLE DIRECT SERVICE ACTIVITIES

Mechanical

- Clean, tune, repair, or replace heating and cooling systems
- Install duct and heating pipe insulation
- Repair leaks in heating and cooling ducts
- Install programmable thermostats
- Repair/replace water heaters
- Install water heater tank insulation
- Insulate water heating pipes
- Install solar or tankless hot water heating systems

Building Shell

- Building envelope assessment
- Install insulation
- Perform air sealing
- Repair/replace windows and doors
- Install window film, awnings, and solar screens
- Repair minor roof and wall leaks prior to attic or wall insulation

Electrical and Water

- Install efficient light sources
- Install low-flow showerheads
- Provide energy saving power strips
- Replace inefficient refrigerators
- Install kitchen sink aerators
- Energy consumption measurement and benchmarking

EXAMPLE DIRECT SERVICE ACTIVITIES (CONTINUED)

Client Education

- Facilitate energy use reduction education
- Provide resources and referrals

A sample client education form [can be found here](#) from Energy Outreach Colorado to help provide resources and facilitate energy use reduction.

Exterior

- Plant trees to increase shade and reduce energy consumption
- Install erosion control and anti-flooding features

[i-Tree](#) is a free online tool that can be used to help measure the impact results of planting trees and increasing urban canopy.

Health and Safety

- Heating system safety testing
- Combustion appliance safety testing
- Repair/replace vent systems to ensure combustion drafts safely outside
- Install mechanical ventilation to ensure adequate indoor air quality
- Install smoke and carbon monoxide alarms
- Evaluate mold/moisture hazards
- Perform incidental safety repairs when needed

Some programs have gained funding to facilitate critical repairs that can be braided with other energy efficiency funding sources such as the Weatherization Assistance Program.



RESTRICTED ACTIVITIES

If you are advancing an AmeriCorps program, your corps members cannot participate in **prohibited or unallowable activities** that have been established by the legislation governing AmeriCorps. Specifically applicable to the energy efficiency programming, corps members cannot:

- Replace, supplant, or prevent the future hiring of professional staff. In summary, AmeriCorps members should be used to expand or enhance current services or to advance new services
- Supervise other corps members (e.g. a non-AmeriCorps supervisor should be assigned to all corps members/teams)
- Lead professional-level administrative, operational, or finance support for organizations or agencies
- Directly lead efforts for applying for federal funding; however, corps members can provide support services such as research, data collection, coordination, etc.
- Provide direct benefit to a private entity

HELPFUL TIPS



*There are many examples of where service to a private entity can produce a community good, such as increasing urban canopy by planting trees on private property. Your **state service commission** can help you determine whether or not a service activity is allowable.*

In addition to being cognizant of the prohibited and unallowable service activities, it is not appropriate for corps members to lead any safety analysis or testing efforts. Trained professional staff should always lead these efforts due to the significant consequences that could result from insufficient safety tests, such as an improperly vented home.

CAPACITY BUILDING ACTIVITIES

Corps members can be a powerful resource for increasing the capacity of organizations, agencies, and communities to advance energy efficiency initiatives. Corps members commonly engage in the following energy efficiency-related capacity building activities:

- Data collection and analysis
- Community outreach and engagement
- Communication and coordination support amongst partners and community stakeholders
- Research and identify funding and resources that can be leveraged to assist in advancing energy efficiency initiatives
- Assist communities, agencies, universities, public facilities, or communities in developing energy use reduction plans
- Coordinate community events

SAMPLE CORPS MEMBER POSITION DESCRIPTION

Service Year Alliance has developed **this sample corps member position description** to further assist you in developing the service activities that your corps members will participate in.

VISUAL #3 - SAMPLE CORPS MEMBERS POSITION DESCRIPTION

Energy Efficiency Corps Member Position Description

Service Position Type: Full-Time 1700 hours
Term of Service: 10 months
Average Weekly Service Hours: 40 hours

Our organization's AmeriCorps members support households that are eligible for the Weatherization Assistance Program or other energy efficiency initiatives offered by our network of partners. Corps members will help these households by providing outreach, education, and direct services that make an immediate impact on their quality of life and cost of living.

The need is great as there are 500,000+ eligible households, but only 9% have been weatherized since 2001.

Eligible households have an average energy burden of three times higher than non-eligible households.

Members can help combat climate change through reducing energy consumption and home energy bills by as much as 40% while also improving the health of household members.

With great training and opportunities to shadow technicians, the program will prepare you to connect with homeowners and renters to help them make decisions about energy assistance programs and energy-saving opportunities. While serving, corps members have the opportunity to earn the Building Performance Institute's Building Science Principles and CASH-10 certifications at no cost. These certifications prepare them for entry-level jobs as a Home Energy Auditor earning \$20+ per hour.

Minimum Qualifications

- Be at least 17 years of age or older
- Have or working towards a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Possess basic computer skills, including the ability to navigate online systems and email
- Capable of participating in physical labor including but not limited to ability to lift 50 lbs, ability to conduct repetitive hand and arm motions, and ability to maneuver in tight spaces, including bending and kneeling
- Desire and ability to engage with people from different backgrounds and demographics
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202
- Positions that require driving will require a valid driver's license and the ability to pass a driving record check
- Although past experience in areas such as community outreach and education or basic maintenance and construction is valued, the program's training and development curriculum will fully prepare you to successfully fulfill the responsibilities of the position



PARTNERSHIPS TO ADVANCE PROGRAMMING

PROGRAM/LEAD ORGANIZATION

Service year programs that advance energy efficiency services are administered by a variety of organizations and agencies that can bring different strengths to the table, including:

- **Nonprofits focused on climate action**, like [The Sustainability Institute](#) in South Carolina, can bring a high level of expertise as well as strong partnership networks that can contribute to a highly effective energy efficiency program. These organizations may not be as experienced with the personnel management and support elements that are essential to administering an effective service year program and may need to place additional emphasis on intentionally incorporating many of the elements included in Belonging and Pathways sections of the [Climate and Environmental Resilience Guide](#) into their program model.
- **Nonprofits focused on education and workforce development**, like [EducationWorks](#) in Philadelphia, offer many benefits including often having a built-in corps member applicant pool that can be easily engaged. Additionally, because the energy efficiency model can lead to multiple high-demand career paths, it is often a great fit for nonprofit organizations whose mission is to equip young people with the skills, knowledge, and experience they will need to secure family-sustaining careers.
- Institutions of higher education can provide a great deal of the administrative supports that are needed to successfully manage a service year program such as accounting, payroll, and HR. [Green Iowa AmeriCorps](#), for example, is administered by the University of Northern Iowa. Additionally, corps members and programs often receive access to helpful software, resources, research, professionals, and partnership networks as a result of the program being housed within a university system. Although programs housed within higher education can realize some corps member recruitment benefits, the benefits are oftentimes only realized by programs that are engaging corps members in minimum term models, such as 300-hours, as it is typically challenging for students to participate in service terms that require a higher time commitment. A high level of bureaucracy can also be a challenge that is sometimes experienced as part of a service year program being associated with a large institution of higher education – leading to slowdowns with corps member hiring, securing needed equipment and supplies, and processing grant reimbursement payments.
- **State agencies** can have increased access to state and federal funds that can be used to support program operating costs that are typically not covered by national service funding. [Minnesota GreenCorps](#), for example, is coordinated by the Minnesota Pollution Control Agency. State agencies can also bring expertise and strong partnership networks that can contribute to a highly effective energy efficiency program. There can also be increased opportunity to form post-service employment pathways for corps members through establishing preferential hiring status for corps members seeking post-service employment with the state.

KEY TERMS

Preferential Hiring Status: Preferential hiring status for service year corps members and alums can take many different forms, which can include: receiving additional points on an application to public or private sectors positions, receiving a guaranteed interview, receiving hours towards an apprenticeship program, or an organization agency or business specifically marking open positions for service year alums.

HOST SITES

Corps members participating in energy efficiency program models most commonly serve as part of teams or crews that will travel together to project sites to provide energy efficiency services. However, some service year programs do place corps members (typically 1-3 corps members per site) with host sites to facilitate longer term projects such as energy consumption monitoring, energy reduction plan development, coordination support, and many other activities that would typically be defined as capacity building. Because service year programs such as AmeriCorps restrict corps members from serving with private entities, corps members are typically placed with public entities where they focus on reducing energy consumption for public facilities such as schools, government offices, and public universities.

CORPS MEMBER TRAINING AND DEVELOPMENT

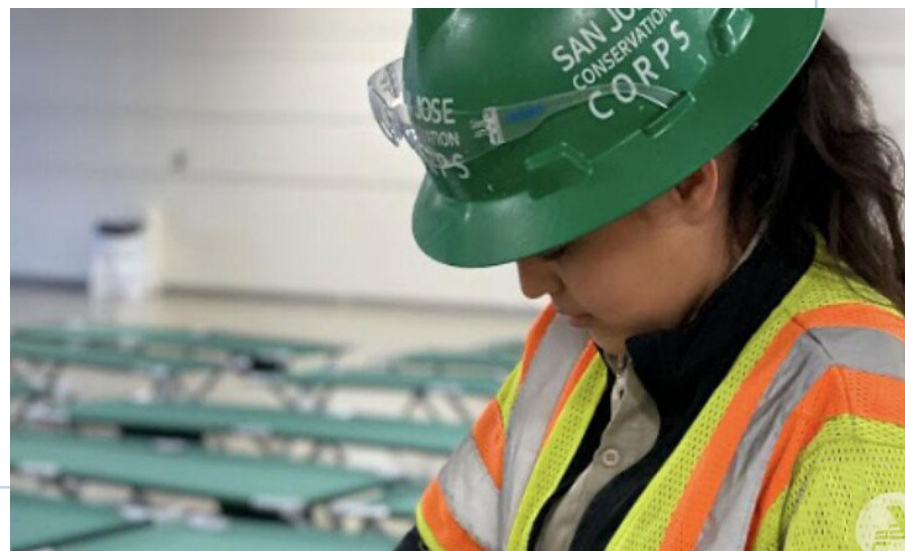
Utility Companies that partner with service year programs to help advance their energy reduction mandates (see the upcoming Funding section for additional details) are often also interested in providing funding to enable corps members to gain industry-recognized credentials, to add additional validity to the initiative.

Community Colleges and Technical Schools - Some energy efficiency programs have found success in partnering with community colleges or technical schools to pursue joint training and professional development funding opportunities. These partnerships can result in corps members and college students coming together to gain specific credentials or certifications.

There are opportunities for energy efficiency programs to partner with community colleges and technical schools to provide students with hands-on experience related to a variety of community college or technical school courses.

State Energy Offices and **Community Action Agencies**

- In addition to being the typical recipients of federal **Weatherization Assistance Program** formula allocations that can include funding to support workforce development and training initiatives, these entities will soon be able to apply for hundreds of millions of additional Department of Energy training and workforce development funds that have been allocated through IIJA and IRA, which poses an increased opportunity for partnership.



FUNDING TO SUPPORT PROJECT AND TRAINING COSTS

NEW AND EMERGING FEDERAL FUNDS

With recent historic investments in the American Rescue Plan Act (ARPA), the Infrastructure Investment and Jobs Act (IIJA), and the Inflation Reduction Act (IRA) there are a significant number of emerging opportunities to expand service year programming to meet key climate and environmental resilience priorities. To assist in identifying new and expanded federal funding accounts that present opportunities for service year programs, the [Partnership for the Civilian Climate Corps](#), of which Service Year Alliance is a founding member, produced an account inventory that highlights these opportunities as well as showcases specific examples of programs that are currently advancing eligible activities. Furthermore, the C&E Resilience Learning Cohort convened by Service Year Alliance was also leveraged to provide additional insights regarding the strategies that may be most effective for service year programs to access these resources as well as to identify the accounts that are well-positioned to support the energy efficiency, community capacity building, and rural resilience programming. Explore [Emerging Federal Accounts that Can Support Climate & Environmental Resilience Service Year Programming](#) to access these insights.

ADDITIONAL FUNDING OPPORTUNITIES

Based on the information collected during the Climate Project, crew-based energy efficiency models operating as AmeriCorps programs typically secure about 25% of their total program operating budget through their AmeriCorps grant. The remaining 75% is commonly secured through fee-for-service contracts or outside grant commitments. Below is a list of entities that energy efficiency service year programs have partnered with to help support their overall operating costs. Partnerships between these entities can take many different forms including:

Grants: Financial grants are typically secured by energy efficiency programs to provide initial seed money to assist with planning and startup costs, provide training, development or professional credentialing to corps members, or to support community education and outreach activities.

Cost-Share: Service year programs that place corps members to serve with a specific agency or organization typically require those host site partners to contribute toward the cost of supporting that corps member position. Cost-share amounts can range greatly and have been documented as low as \$800 per corps members and as high as \$29,000 per corps member.

Fee-for-Service: Many service year programs establish fee-for-service contracts to help their partners achieve their goals. For example, a program may establish a contract with a utility company that will pay a fixed amount for each low-income home that receives weatherization services from the program.

STATE AGENCIES

Within each state, there are typically a variety of agencies that administer state and federal funds geared towards supporting energy consumption goals. The specific agencies that administer funding associated with weatherization and energy efficiency programming can vary widely from state to state; however contacting your [state's designated energy office](#) is a good place to start. Your energy office will likely have awareness of which other agencies in the state administer energy efficiency funding. They can provide guidance on opportunities for your organization to directly apply for funding and share opportunities that may be available to establish fee-for-service contracts or partner for training support with entities that are advancing the work.

HELPFUL TIPS

In 2022, Service Year Alliance co-hosted a panel discussion with Brookings Metro to highlight ways in which state agencies can partner with energy efficiency programs. [Watch the event and explore next steps in forming these partnerships here.](#)

Additionally, state and local [workforce development boards](#) can be helpful in a variety of ways, including helping to connect you to employers and unions who may be willing to provide financial support to your program for intentionally infusing the skills and trainings they have prioritized for their future workforce. Moreover, workforce development boards can also commonly assist in determining if there are any additional workforce development funding streams that are available and can be leveraged to support corps member training, development, and support.

LOCAL AGENCIES

Many local municipalities are working toward energy use reduction goals, and energy efficiency service year programs have become key partners for entities such as city and county governments. Some municipalities have allocated tax revenue to establish specific departments, such as the [Denver Climate Action, Sustainability and Resiliency Office](#), and others utilize funding streams such as [HUD Community Block Grants](#) to advance their goals.

REGIONAL COMMISSIONS

Regional Commissions are often involved in advancing a variety of priorities related to both environmental and economic resilience. Some energy efficiency programs have been successful in securing grants from their regional commissions that provide the financial support needed to deliver high quality training and professional development opportunities to their corps members.

POSTSECONDARY EDUCATION INSTITUTIONS

Many colleges and universities are involved with advancing climate and environmental resilience initiatives and, in many cases, have established specific educational departments or centers to support these objectives, such as the **Energy Transition Lab at the University of Minnesota**. Energy efficiency programs have been successful in securing grants from these institutions that have been used to support direct services and capacity building services as well as support corps member training and development.

NONPROFIT ORGANIZATIONS

A variety of nonprofit organizations are the recipients of public and/or private funding used to support energy efficiency initiatives, and service year programs can serve as valuable partners to help them meet their performance goals. For example, **Community Action Agencies** (CAA), which often administer federal **Weatherization Assistance Program** (WAP) dollars at the local level, have partnered with service year programs to increase their ability to complete WAP-supported projects. Some service year programs, however, have noted that it can be challenging to gain traction when building partnerships with CAAs, primarily because of the perception that there are limited WAP resources and that those resources are needed to support their internal operations. In this case, it can be helpful to communicate how your service year program – which is partially supplemented by federal national service resources – can be used to reduce the CAA's cost per unit expenditure. This is typically achieved by leveraging corps members to free up the time of professional energy efficiency staff or contractors to focus primarily on highly skilled activities, while corps members can focus on activities such as analysis, education, and retrofits that require a lower level of training and skills.

UTILITY COMPANIES/ENERGY TRUSTS

Many public, private, and cooperative utility companies are mandated to facilitate activities to support a reduction in energy consumption in their service area. Energy efficiency programs have received funding, often in the form of fee-for-service contracts, from these utility companies to provide energy efficiency services to their customers that meet particular income and eligibility requirements.

PHILANTHROPY

Members of the C&E Learning Cohort shared that many philanthropic partners have expressed particular interest in funding the workforce development components of this program model. It is also worth noting that identifying philanthropic partners that are interested in supporting all components of the program model, rather than a single element, often produces the strongest partnership as a result of the program not having to make significant adjustments to its service delivery methods and eliminates the need to strategically braid funding.



MEASURING AND REPORTING IMPACT

Energy efficiency models operating as AmeriCorps programs tend to select the following **national performance measures** to report their performance under their grant agreement:

- **EN1(output)** - Number of housing units or public structures weatherized or retrofitted to improve energy efficiency
- **EN1.1(outcome)** - Number of housing units or public structures with reduced energy consumption or reduced energy costs

Although collecting pre- and post-service utility bills from homeowners would be the preferred method for capturing the energy consumption and cost savings that occur as a result of the services that have been provided, most utility company partners will not share billing information and prohibit service year partners from collecting the information directly from clients in order to protect personal information. For this reason, most energy efficiency programs use one of the following two data collection methods:

1. Many state and local energy efficiency partners have developed localized tools and calculation methods that can be leveraged to measure pre- and post-service energy use estimates. There are also national estimator tools such as the one produced by **Oak Ridge National Laboratory** that can be used in the event that local tools have not been developed.
2. Pre- and post-service surveys that ask the homeowner to provide comment on the average cost of their utility bills pre- and post-service. Programs report that this method can, at times, be inaccurate due to challenges collecting completed surveys from clients, inaccurate estimates or data being provided by clients, and fluctuating energy costs.

One additional factor to consider when utilizing EN1 and EN1.1 performance measures is that, due to the fact that many energy efficiency programs engage corps members in activities such as initial energy audit assessments that then allow partners to schedule more in-depth weatherization or retrofit services that may take place many months later, it can be challenging for programs to track EN1.1 within a single grant year.

Some additional options for measuring program impact

Some of the most impactful components of the energy efficiency program model are the activities that go beyond what is captured as part of measuring the number of structures that receive weatherization or retrofit services. For this reason, funders (such as state service commissions) and programs should also consider placing emphasis on measuring impact related to the following elements:

Providing energy consumption education to students, community members, and families can lead to some of the most sustainable and long-term results. As an output, consider tracking the number of individuals who receive education services. Although it can be extremely difficult to measure outcome results associated with education services, a survey can be used to measure whether or not the services provided new information and if the recipient intends to use any of the new information that has been obtained in order to help reduce their energy consumption.

It is important to understand and communicate the impact that results from the corps member training, development, and support that occurs as part of the program model. Service years can equip corps members to enter into careers in which they will be able to make a positive impact on the climate and environment for many decades to come. Consider utilizing the structure of the following **National Performance Measures** to establish systems for tracking corps members' post-service outcomes and pathways.

- O1A(output) - Number of individuals served
- O10 (outcome) - Number of individuals who secure employment

HELPFUL TIPS

It can be challenging to collect post-service data, such as employment, from alums; therefore, if you choose to incorporate this measurement, you will want to develop robust procedures for collecting data from your program alum. Service Year Alliance encourages service year alums to register on **ServiceYear.org** to stay connected with their program, state service commission, and the larger network of service year alums.

Depending on the design of your program, some of the greatest impact may be achieved through corps members providing capacity building support to partner organizations that are working to reduce energy consumption. Consider using the structure of the following **National Performance Measures** to help you track impact achieved as a result of these activities:

- G3-3.4(output) - Number of organizations that received capacity building services
- G3-3.10A(outcome) - Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach

Energy efficiency programming can help serve as an initial step towards addressing environmental justice issues and is an important part of the program's story that should be told. Consider tracking the number of families that reside in **environmental justice communities** who have been served by the program.

Community engagement is also an important element to track, as many families are unaware of the weatherization and retrofit programs and services that are available to them and whether or not they are eligible to receive those services. Consider tracking the number of individuals who receive education and referral services, and the number of those individuals who receive assistance with submitting an application for service.

BUDGET CONSIDERATIONS

When advancing any service year model, there are many costs that must be considered and incorporated into your operating budget. [The AmeriCorps State and National Detailed Budget Instructions](#) (see pages 22-37) can be a helpful resource to assist you in thinking through typical expense categories as well as common costs that must be factored into most service year program models. To further assist you in developing a budget that will adequately support a successful energy efficiency service year program, we have also included key insights and information collected from members of the Climate Project's energy efficiency working group below.

KEY TERMS

Match: Local matching funds are the foundation of the public-private-partnership between AmeriCorps, the federal agency, and organizations taking on the AmeriCorps grant. While the AmeriCorps agency agrees to pay up to a certain amount for programming, the organization and community is expected to procure the remaining funding needed to operationalize the program. The remaining funding amount that the local organization is expected to provide are the local matching funds.

PERSONNEL

It is common for energy efficiency programs to have a staff-to-corps member ratio of about 1 to 4. Common staff roles that are seen amongst energy efficiency programs include:

- Director - Overall program operations, staff management, strategic vision, partnership development, fundraising and contracting, and grant reporting.
- Technical Leads/Crew Leaders - Typically hold industry-recognized credentials/certifications and provide corps members with technical support while facilitating energy efficiency projects. Often also serve as a primary liaison between the program and project partners, as well as the primary supervisor for corps members.
- Training, Development, and Support Leads - Coordinate corps member orientation and ongoing training and development, including planning and preparing for life after service. Often also responsible for ensuring that the corps members are having an overall enriching experience that will lead to strong corps member retention. Coordinating wraparound support services for corps members can also sometimes fall under this position type or can take the form of a standalone position.
- Recruitment - Seasonal or year-round recruitment marketing and applicant interviewing and selection. Sometimes also responsible for collecting corps member enrollment paperwork and entering corps member information into various enrollment/employment/benefits software systems.
- Administrative - Can include data collection, compliance, grant reporting, corps member enrollment, etc.

SIGNIFICANT GENERAL OPERATING COSTS

- Costs associated with maintaining a fleet of vehicles is a significant expense for many energy efficiency programs as corps members often travel as part of small teams to project sites that can have a wide geographic distribution. Cost can include vehicle purchase/lease, mileage, maintenance and repair, and vehicle insurance.
- Workmans compensation and liability insurance can be more expensive for energy efficiency programs in comparison to many other service year models, especially for programs whose corps members will be facilitating direct weatherization or retrofit services. Programs have successfully helped to keep these costs at a reasonable level by adopting safety protocols and trainings that has helped reduce injuries and accidents from happening.
- Providing industry-recognized trainings and credentials can be a very important component of an effective energy efficiency program, but they can be expensive. That said, the two primary credentials recommended for the program model, BPI Building Sciences Certificate and OSHA 30-Hour Training, are low costs options. Please reference the “Increasing the Value Proposition by Prioritizing Post-Service Pathways” section of the [Guide](#) for further details and to review a comprehensive list of training and certification options that can be incorporated into your program.
- Because corps member recruitment has been exceptionally challenging in recent years following the pandemic, all service year programs should incorporate adequate funding into their program budget to support recruitment costs such as posting on multiple online job boards, running social media ads, producing print materials, purchasing physical advertising space, offering recruitment referral incentives, etc.

HELPFUL TIPS

ServiceYear.org can also be a powerful recruitment tool for programs.
[Learn more here.](#)

CORPS MEMBER LIVING ALLOWANCE

Service year programs often struggle to meet their enrollment goals and recruit a diverse and vibrant corps if they are only providing the minimum AmeriCorps living allowance to their corps members. To be competitive, most energy efficiency programs are striving to establish a corps member living allowance that equates to roughly \$15/hr. If your program will be advancing an AmeriCorps VISTA program, where there is a predetermined stipend rate, you will likely want to consider budgeting for additional benefits that can help offset the cost of living such as providing housing or a housing allowance.

HELPFUL TIPS

You will want to be cautious not to pay your corps members at a rate that exceeds [average pay for energy auditors and retrofitters in your state.](#)

CLOSING AND ACKNOWLEDGEMENTS

We hope you have found this service year program model roadmap to be a helpful tool to assist you in designing a new energy efficiency service year program or in enhancing and expanding your current programming.

Service Year Alliance would not have been able to develop this resource without the help and dedication of the service year programs that participated in our Energy Efficiency Workgroup.

Thank you to [Ampact's Climate Impact Corps](#), [Green Iowa AmeriCorps](#), [Mile High Youth Corps](#), [PowerCorps PHL](#), and [The Sustainability Institute](#).



