

# SERVICE & EDUCATION TEAM

## HOST SITE PLACEMENT PROPOSAL COVER SHEET

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**Please Note:** Intermountain AmeriCorps host site placements for the 2011-2012 program terms are contingent on availability of Federal and State program funding from AmeriCorps.

**Directions:** Please complete all pages of the cover sheet. Double-click on check boxes to select.

### Contact information for legal applicant organization:

Legal applicant/Sponsoring agency: Chelan Douglas CASA Program

Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: PO Box 2027, Wenatchee, WA 98807

Main project contact: Sue Baker

Title: Executive Director

Phone: 509 662-7350

Fax: 509 667-7521

E-mail: [cdcasa@nwi.net](mailto:cdcasa@nwi.net)

Web Address: [www.cdcasa.org](http://www.cdcasa.org)

Alternative email addresses and phone number (if applicable, e.g., during summer months):

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Contact information for on-site supervisor: (if different from legal applicant)

Site organization: Chelan Douglas CASA Program

(Organization where the member will serve e.g. Thompson Elementary School)

Address: 431 Douglas Street Wenatchee, WA 98801

On-site supervisor: Arlene Grover

Title: Volunteer Coordinator

Phone: 509 662-7350

Fax: 509 667-7521

E-mail: [arleneg@nwi.net](mailto:arleneg@nwi.net)

Web Address: [www.cdcasa.org](http://www.cdcasa.org)

Alternative email address and phone number (if applicable, e.g., during summer months):

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Contact information for individual responsible for signing legal contracts in your organization: (Check with your business office)

Contract signee: Sue Baker

Title: Executive Director

Address: PO Box 2027, Wenatchee, WA 98807

Phone: 509 662-7350

Fax: 509 667-7521

E-mail: [cdcasa@nwi.net](mailto:cdcasa@nwi.net)

### Contact information where contract should be sent: (if different from the contract signee)

Name: Same Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Contact information for individual who should receive billing:

Name: Same \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## COVER SHEET (CONTINUED)

### PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

XX One  Two  Three  Other: \_\_\_\_\_

2. Are you applying to be a first-time sponsor with IMAC?  Yes XX No

3. Which start date are you applying for? XX September 2011  September 2012

4. Which objective(s) best represents your placement's focus?

Assist students (either youth or adult) to increase academic proficiency

Assist students in improving English language skills

Create programs that actively involve parents in their child's learning process

Educate students in citizenship skills such as leadership, peer mediation, and team building

Mobilize and recruit volunteers of all ages in education-, environmental-, and social service-related issues to help sustain the program, agency, or school

Civically engage community members in their own communities by implementing service learning projects

Coordinate out-of-school, after-school, weekend, winter break, or spring break education activities for youth or adults in disadvantaged circumstances

Increase the capacity of schools, agencies, or organizations in meeting unmet community needs

Engage in outreach to educate the community about available resources and assistance

Other: Help establish and implement a new mentoring program for foster youths to successfully complete their high school education and move into independent living; including higher education.

Will your organization be able to assist your AmeriCorps volunteer in securing local affordable housing?  Yes

No but will try.

This is not a requirement for a partner site, but could be beneficial for the AmeriCorps member.

6. Type of transportation available for member(s) to get to service site: (check all that apply)

Carpool  Public Transportation  Personal vehicle required  Bike/Walk

7. Transportation requirements for service: (Keep in mind that some of our applicants do not own personal vehicles.)

An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**

Personal vehicle is necessary for member service activities and mileage reimbursement is approved.

X Bus passes/tickets for member service activities are approved.

Does your organization require driver or other training to do this placement?  Yes  No

8. The project site is wheelchair accessible:  Yes X No

9. The member will conduct the majority of the service activities in the following (list up to 3):

Counties: Chelan and Douglas Counties

Legislative districts: 12th

Congressional districts: 4th

10. The member will have access to the following resources for service activities: (Check those that apply)

X Telephone/Voicemail

X Computer

X Internet

X Fax machine

X Email Account

X Office space, *please specify square feet* 125 sq. feet

Other *please specify* \_\_\_\_\_

# COVER SHEET (CONTINUED)

11. **Cash Match Description:** IMAC requires a cash match of \$5,800.00 for government agencies, non-profit organizations, and school partner sites. Please indicate your organization type(s):

- 501(c)(3) community-based organization
- School district or educational service district
- Government agency: city, county, regional, state, or federal

Is your cash match: (check one)                       Pending                       Secured

If pending, when will you receive confirmation of funds? \_\_\_\_\_

Source of funding:     **\*\*Federal**                       State                       Local

**\*\*If source of funding is federal**, are the funds approved by the federal funding source to be spent to support an AmeriCorps member? **Please check with the appropriate entity prior to checking the box. AmeriCorps is a federal program and there may be limitations on your funding.**

Yes, I certify that the federal funding source approves of this money being spent on AmeriCorps, another federal program.

12. **In-Kind:** IMAC also requires each sponsoring organization to provide a minimum of \$3,500.00 of In-Kind donations made in support of member project(s). In-kind donation documentation must be provided and could include supervisor time, training, mentoring, other training and conference opportunities, office space, mileage reimbursement, bus passes for member, and other non-monetary support.

If you do not meet this In-Kind requirement, you will be asked to submit a written explanation with reasons as to why the requirement was not met. If you have not met this requirement in the past and are applying for a new member, this will be a factor when reviewing your application.

13. IMAC sends out invoices for billing purposes three times a year, in November, February, and May.

September 1, 2011 – November 30, 2011 (November Invoice)	\$2,900.00
December 1, 2011 – March 15, 2012 (February Invoice)	\$1,450.00
March 16, 2012 – July 15, 2012 (May Invoice)	\$1,450.00

**SB** I understand that if a member serves at any time during the payment period, the entire amount will be due.  
initials

If this schedule does not work for you, please list your preferred billing date(s):

\_\_\_\_\_

14. If applicable, have you discussed the placement with your union representative?     Yes     No     N/A

15. Does your organization require drug testing of potential AmeriCorps members?     Yes     No

16. Does your organization conduct random drug testing?                       Yes     No

17. The North Central Educational Service District (NCESD) provides **fingerprinting services** for all Intermountain members for a fee of approximately \$60.00. **The host site will be billed for this fee.** Members are fingerprinted within the first 10 days of service. Records are sent to Washington State Patrol and the FBI. NCESD also notifies each school/agency that the member was fingerprinted. Washington State Patrol clearance usually takes up to six weeks and FBI clearance typically takes two months or longer. (Technically, during this time the member is not to be serving / working alone with children.) Washington State Patrol and FBI both send their results to OSPI, which publishes the results on their website. ESD personnel continually check the OSPI website for results. If the member's fingerprints are rejected by the FBI for any reason the school/agency is notified by the FBI. If this is already a part of your pre-screening employment process, please indicate this in the space below.

In addition, IMAC performs criminal background checks and National Sex Offender Registry checks on all AmeriCorps members prior to the beginning of the program year. Legally, IMAC cannot share the results of any background checks, but will take action on any information that was not identified during the application process. Any additional background checks and costs are the responsibility of the sponsoring organization.

Your agency/school uses its own background check/clearance and will provide this at your own expense.

Yes  No

Your agency/school understands that NCESD will bill you directly for the fingerprinting services they provide.

Yes  No

## **CERTIFICATIONS**

### **Drug Free Workplace**

I certify that \_\_\_\_\_ has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that \_\_\_\_\_ has an active Non-Discrimination Policy.  
(Legal Applicant)

# COVER SHEET (CONTINUED)

## SERVICE TIME ACKNOWLEDGEMENTS:

- IMAC members serve up to 1400 hours with their host site and spend 300 hours in IMAC-sponsored development and leadership opportunities.
- Members will be available to host sites approximately 8 hours daily, Monday through Thursday of one week, and Monday through Friday of the following week.
- Member orientation will take place September 1-9, and their first day at host sites will be September 12, 2011.
- IMAC will provide a year-long program calendar that details days when members are involved in outside trainings or projects and will not be serving at their sites, and the host site will accommodate these occasional absences.

## ASSURANCES:

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to IMAC or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the non-displacement rules found in section 1777(b) of the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically, a program may not use AmeriCorps members to perform service that provides direct benefit to any (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytizing); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue code (26 U.S.C. 501 (c)(3)).
- However, the provisions contained in section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- Will comply with all Prohibited Activities related to AmeriCorps member service.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgement, Certification and Assurances sections above.

**Organization Name: Chelan Douglas CASA Program**

**Project Name: Independent Living/Higher Education for Foster Youth within Chelan & Douglas Co.**

**Name of Authorized Representative: Susan Baker**

**Title of Authorized Representative: Executive Director**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# SET PLACEMENT PROPOSAL NARRATIVE

**DIRECTIONS:** Briefly answer each of the following questions, referring to the RFP Guidelines.

## **QUALITY OF PROJECT (40 POINTS)**

1. Provide an overview of the direct service and/or volunteer mobilization project you propose. Include the project goals and objectives. (Briefly tell us who, what, where, when, and why).

The AmeriCorps volunteer will continue to help us reach our mission to provide trained community volunteers for abused and neglected children that are removed from their homes and placed into foster care. Along with that fundamental service, the volunteer will also be developing and implementing a program to help foster youth complete high school and become independent. The stats for foster youth completing high school is only 3 out of 10 actually graduate, and only 1% of those graduating continue on to higher education. This program being developed with provide trained mentors to mentor and provide guidance on completing high school, encouraging and completing higher education paperwork, site visits and support. Initially the program will be put into place for 9<sup>th</sup> graders until graduation; however, the program will be implemented with middle school children after the first year of implementation. The volunteer will research, organize and attend focus groups and help with the development of policies and educational requirements for volunteer mentors. Our present AmeriCorps volunteer has already begun the process of researching, the expectation is the program will be in place for students entering 12<sup>th</sup> grade by September 2011. The remainder of the program is anticipated to be in place by 12/1/2011.

2. Describe how the proposed position is not a staff position.

The ability to put this program together relies on a non-staff person. The job descriptions and time to not fit this program.

3. Provide a monthly timeline of the member's major project activities. If you are a school, please remember to include a plan for the summer month through July 15, 2011.

Attendance is 5 days per week, 8-5 with an hour lunch. During the day, the volunteer will assist in the recruitment and training of CASA volunteer advocates, attend meetings designed to complement the new mentorship program while researching the project and developing polices. A more detailed scheduled will be provided once the AmeriCorps volunteer comes onsite, along with that person's input.

4. How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)?

As stated earlier, foster youth fail to complete high school at an alarming rate. There is no other program that will meet these at risk youth's needs that we have identified.

5. Recruiting volunteers is an important performance objective for AmeriCorps volunteers nationwide. How will your member be involved in recruiting or supporting community volunteers at your service site to help facilitate your program's desired operation and focus? (Volunteers can include parents, community members, or students.)

Recruiting volunteers is an important part of our mission. Our program uses community volunteers to carry out the mission and also will be an integral part of our new program. Again, we are the only organization in a two-county judicial jurisdiction that provides advocates for children involved in dependency hearings due to abuse.

6. Following the example in the RFP Guidelines, create a position description for your member's direct service activities on the following two pages. Items already listed in some categories are IMAC's requirement of and benefits to the member; list yours in addition to these.

## INTERMOUNTAIN AMERICORPS SET POSITION DESCRIPTION

**Position Title:** AmeriCorps Volunteer

**Project Sponsor and Website:** Chelan Douglas CASA Program [www.cdcasa.org](http://www.cdcasa.org)

**Project Location:** Wenatchee, WA

**Position Summary:** (150 words or less) The member will help in the development of a new program to ensure success of foster youth as they exit the foster care system. The position will include but is not limited to research, developing policies, procedures and a training curriculum that will define the role of mentors to provide successful mentorships to our youth. Success of the program will be determined by the number of foster youth who graduate high school and successfully move towards a higher education or become successfully employed.

**Essential Functions:** (list 5-10; add yours before the existing items)

- Research mentorship programs, work closely with ED to develop a skill set for mentors and guidelines to ensure success for foster youth
- Develop a training curriculum that lends itself to the goals of the mentorship program
- Complete and submit all necessary IMAC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all IMAC/AmeriCorps training and service requirements including orientation, trainings, team meetings, and national service days.
- Wear IMAC/AmeriCorps- appropriate identifiers and required safety gear while performing service or attending official events.
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**Position Requirements:** (list up to 9; add yours before the existing items)

- Proficient in Microsoft Word, Excel, and Social Networking
- Research, organize and develop written policies and project goals
- 18 years of age or older at beginning of service term.
- U.S. citizen, national, or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Ability to commit to the full 10.5-month service term.
- Successfully pass a criminal history background check provided through IMAC.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps State or National program.

**Preferred Qualifications:** (list up to 7)

Organized

Passion for non-profit work

**Detailed oriented**

**Enjoy working with community volunteers**

**Ability to partner and interact with other non-profits within the community**

**Work as part of a team**

**Member Benefits:** (AmeriCorps benefits are listed; please add any additional benefits your site can provide)

- Reimbursement for work related travel, and community workshops and training opportunities
- Taxable monthly living allowance of \$1,125.00.

- Education award of \$5350 upon successful completion of a term of service. It can be used on to repay qualified student loans or for further education at accredited schools. It is taxed in the year it is used.
- Student loan forbearance and payment of interest on qualified loans accrued during the service year.
- Basic medical coverage for the member only, not including vision and dental.
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities.

**Transportation Information:**

- **Bus services are available within 2 blocks of office.**
- **Transportation will be provide to any outside training our meetings requested by the Director**

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

To Recruit, train and supervise community volunteers to advocate for the best interest of abused/neglected children.

2. Describe your organization's history and qualifications for conducting this project.

The program was established in 1994 and is the only program that contracts with the courts in both Chelan and Douglas Counties to provide volunteer Guardians ad Litem involving dependency actions. The program is appointed by the court to act as Guardian ad Litem.

3. Describe your plan for educating staff and community members about AmeriCorps and the member's role in your organization.

Our program provides an exceptional learning opportunity for an AmeriCorps member. They are included in training opportunities, meetings, and working with partner agencies. When participating, the AmeriCorps member is introduced and provided with strong networking opportunities. Our site has had AmeriCorps volunteers previously and our staff and some 80 CASA volunteers have worked closely with these members and provided positive feedback to staff.

4. Describe how your organization will provide support to the member in the areas below. (For more information on IMAC Sponsor Responsibilities, refer to the Request for Proposal instructions.)

**Orientation:** Provide a general outline of your orientation plan, including orientation to your organization and community.

The member will be provided with and expected to complete the CASA volunteer training (30 hours), she/he will attend the WA State CASA Conference in October and will be provided a copy of the CASA Program Policies and Procedures along with a discussion of such with the ED upon acceptance into the CASA Program.

**Supervision:** Describe the structure for both the daily supervision of the member and overall project oversight.

The ED will have the overall oversight. Our program holds staffing every week to allow for the planning of week activities and plans. The member will be present and participate in all meetings that are intended for staff. This will allow a detailed plan for the week to be developed by all and the designated supervisor will oversee to ensure follow through.

**Training:** Name and describe at least two skills trainings you will provide for your member.

Chelan Douglas CASA Program Core Volunteer Training (30 hrs.); WA State CASA Conference held in October with classes related to the mission of the program. The member will also receive many training opportunities within the community to help build his/her skills. The Program bears the cost of this training opportunity.

**Professional Development:** Describe the professional development opportunities available to the member.

As above, the training provided guidance in establishing the new mentor program and networking with other organizations that have like goals will add to the member's development.

**Space:** Describe the office space the member will occupy.

The member will have their own office, supplied with all the essentials to perform their duties. The actual space is carpeted, has natural light, air condition and heat. We are located in a "house" office; the member's office will be upstairs.

5. Outline your plan for assisting with the recruitment of your member(s) in conjunction with IMAC's recruitment procedure outlined in the RFP Guidelines.

Our program is aware of the needs of the member, along with the guidelines to help the member reach their full potential and experience a warm and friendly work environment. The policies we have in place and the current employees' knowledge and expertise will allow for a smooth transition into the program. The ED and the volunteer coordinator have extensive experience in recruiting volunteers and currently have and oversee 80 volunteers. The same skills will be used in the program's requirements, along with IMAC's policies.

**Name:** Susan Baker \_\_\_\_\_ **Phone:** (Office & Cell) 509 670-2204 (cell) 509 662-7350 (wk)

**Fax:** 509 667-7521 \_\_\_\_\_ **Email:** cdcasa@nwi.net

**Summer Recruitment Contact (June through August 2011):** This person must be available to receive phone calls, electronic communication, or faxed applications, interview applicants; and make decisions about placement of AmeriCorps members during June, July and August.

**Name:** Susan Baker \_\_\_\_\_ **Phone:** (Office & Cell) Same

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## SUSTAINABILITY (15 POINTS)

1. How does this project fit into your organization's strategic plan?

The program, board of directors met and developed a strategic plan for the next three years. The new mentorship program was included in the strategic plan and this will be the main goal of the new member.

2. How will the member's activities support the sustainability of the project?

Research, network and help the ED to develop and implement the program for current foster youth the CASA Program serves.

3. How will the organization continue the project in the future without the support of an IMAC member?

Once the mentorship program is in place, the CASA Guardian ad Litem program will have the ability to maintain due to the program's procedures already in place to recruit volunteers and supervise to perform the mission of the program and advocate for children appointed to our program by the courts. It is much the same skill set ongoing. The need for the member's support is to help in the development of the mentoring program and develop the guidelines, training etc. around that program and how that can be implemented alongside the current program.

Answer the following questions for each of your organization's placement goals. A Project Activity Worksheet planning tool to assist in the preparation of the responses for the questions below is provided on page 11 of the **RFP Guidelines**.

1. Who will directly benefit from each major project activity?

Youth that have been placed outside their homes due to abuse and neglect. Particularly 9th grade through age 21 years of age.

2. What evaluation tools and criteria will be used to measure and track the success of each activity?

The ED and Board of Directors will be developing outcomes and goals for the new program and the ED will have the primary responsibility to oversee. The goal is ensure that all foster youth entering high school complete and graduate and move on to either a training program or college. Become successful adults as the exit the foster care system.

# Completed Proposal Checklist

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Complete RFP Application ensuring that all proposal questions are completely answered.

xx Complete RFP application ensuring that all proposal questions are completely answered.

- Email** proposal to [tobyh@intermountainac.com](mailto:tobyh@intermountainac.com) on or before **May 27, 2011, by 5 p.m.**
- Print and sign pages 4 & 5 of RFP application.
- Mail pages 4 & 5, as well as copy of 501(c)(3) verification status to: (postmarked by May 27, 2011)
- Intermountain AmeriCorps host site placements for the 2011-2012 program term are contingent on availability of Federal and State program funding from AmeriCorps

## **Intermountain AmeriCorps**

620 Lewis Street  
Wenatchee, WA 98801  
Attn: Toby Haberlock

## **TO APPLY OR FOR MORE INFORMATION ON INTERMOUNTAIN AMERICORPS CONTACT:**

Intermountain AmeriCorps  
Chelan Douglas Community Action Council  
620 Lewis Street  
Wenatchee, WA 98801  
509.662.6156 phone  
509.662.1737 fax

### **VISIT OUR WEBSITE AT:**

[www.intermountainac.com](http://www.intermountainac.com)

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