

SERVICE & EDUCATION TEAM HOST SITE PLACEMENT PROPOSAL COVER SHEET

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 Community Action Council
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 620 Lewis St. Wenatchee, WA 98801

Main project contact: Julie Kagele

Title: Deputy Director

Phone: 509.662.6156

Fax: 509.662.1737

E-mail: juliek@cdcac.org

Web Address: www.cdcac.org

Alternative email address 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: _____
(Organization where the member will serve e.g. Thompson Elementary School)

Address: _____

On-site supervisor: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Web Address: _____

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: Robert J. Soule

Title: Executive Director

Address: 620 Lewis St., Wenatchee, WA 98801

Phone: 509.662.6156

Fax: 509.662.1737

E-mail: bobs@cdcac.org

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

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Contact information for individual who should receive billing:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

COVER SHEET (CONTINUED)

PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?
 One Two Three Other: _____
2. Are you applying to be a first-time sponsor with IMAC? Yes No
3. Which start date are you applying for? 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: _____
5. Will your organization be able to assist your AmeriCorps volunteer in securing local affordable housing? Yes No
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. ** Mileage will be reimbursed for out of town travel for trainings, not for daily travel locally.
 Bus passes/tickets for member service activities are approved.
 Does your organization require driver or other training to do this placement? Yes No

The project site is wheelchair accessible: Yes No

7. The member will conduct the majority of the service activities in the following (list up to 3):
Counties: Chelan / Douglas
Legislative districts: 12th
Congressional districts: 4th

8. The member will have access to the following resources for service activities: (Check those that apply)
- | | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Telephone/Voicemail | <input checked="" type="checkbox"/> Fax machine |
| <input checked="" type="checkbox"/> Computer | <input checked="" type="checkbox"/> Email Account |
| <input checked="" type="checkbox"/> Internet | <input checked="" type="checkbox"/> Office space, <i>please specify square feet</i> <u>~ 8 x 10</u> |
| <input type="checkbox"/> Other <i>please specify</i> _____ | |

COVER SHEET (CONTINUED)

9. **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.

10. **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.

11. 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

If a member serves at any time during the payment period, the entire amount will be due.

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

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

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

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

15. 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 Chelan-Douglas Community Action Council has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Chelan-Douglas Community Action Council 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 1-10, and their first day at host sites will be September 13, 2010.
- 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 Community Action Council

Project Name: AmeriCorps Family Development Specialist

Name of Authorized Representative: Julie Kagele

Title of Authorized Representative: Deputy 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).

We are looking for an AmeriCorps volunteer who would serve in the office and provide outreach to clients and other social service agencies in the local community. Community Action Council focuses on helping people in our communities to become self-sufficient, which is done through a variety of programs and departments. The AmeriCorps volunteer will help throughout the building including in our Housing Department and our Asset Building program.

Other areas we are looking for the member to assist in will include a Poverty Simulation training, further developing an Empty Bowls fundraising effort, and other programs as needed. We would also like the member to be responsible for creating a newsletter to distribute to other organizations and to clients.

It is important that the member placed in this position be a self-starter, show initiative, and be flexible to changing conditions. This is a position that has the potential to change around what the member brings to the project with their own unique skills and abilities.

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

The AmeriCorps volunteer would focus their attention on areas of education, client outreach, client services and marketing that are above what our agency is able to provide due to budget constraints, time and staffing. Currently, only one of our programs is able to offer Family Development services. The placement of an AC volunteer would allow us to open up these services to a wider range of clients.

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, 2012.

September – Orientation to the Chelan – Douglas Community Action Council building, staff, and programs.

October –

- Learning about the communities we serve and the area resources available for clients. Building new partnerships with area agencies as well as strengthening existing partnerships.
- Planning with staff/programs
- Preparing for and delivering Money Smart training to clients
- Develop marketing plan/newsletter
- Planning Poverty Simulation Training

November –

- Attend Family Development Training if available.
- Research/Develop Empty Bowls program.
- Work on marketing plan.

December – July

- Volunteer recruitment for the Asset Building Program and the local food banks
- Continue to build on practices that have been put into place. Help other departments when time allows.

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)?

The AC volunteer will be able to provide an extra layer of services to the clients we serve. This placement would also help to spread the message of what Community Action has to offer low-income individuals.

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.)

The AmeriCorps member will recruit volunteers for the Asset Building program and the area food banks. The member will also assist in volunteer recruitment for other programs/trainings on an as-needed basis.

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 Family Development Specialist

Project Sponsor and Website: Chelan – Douglas Community Action Council: www.cdca.org

Project Location: 620 Lewis St. Wenatchee, WA 98801

Position Summary: (150 words or less)

We are looking for an AmeriCorps volunteer who would serve in the office and provide outreach to clients and other social service agencies in the local community. Community Action Council focuses on helping people in our communities to become self-sufficient, which is done through a variety of programs and departments. The AmeriCorps volunteer will help throughout the building including in our Housing Department and our Asset Building program.

There is a certain amount of flexibility in the position that will be based on the AC members' unique skills and abilities. The AmeriCorps volunteer would focus their attention on areas of education, client outreach, client services and marketing that are above what our agency is able to provide due to budget constraints, time and staffing.

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

- Attend CDCAC staff meetings.
- Abides by the provisions of the Employee Handbook and agency operating procedures.
- Maintains dress and appearance appropriate to a professional office setting.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively
- 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.

Position Requirements: (list up to 9; add yours before the existing items)

- 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)

- Some college
- Understand the needs, struggles and concerns of low-income families.
- Work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
- Maintain confidentiality of all program matters.
- Accept responsibility and work independently of immediate supervision with a high level of consistency, efficiency and timeliness.
- Communicate effectively in both oral and written form, relate well with others, seek solutions and be organized.
- Bilingual (Spanish)

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

- 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:

- Although we can be flexible in our requirement of a vehicle, reliable transportation is strongly desired. The member will need to do outreach with-in the community and will need to travel outside the area for at least one training.

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

The purpose and mission of the Chelan-Douglas Community Action Council is to stimulate a better focusing of all available state, local, private and Federal resources on the goal of enabling low-income families and individuals of all ages, in rural and urban areas, to attain the skills, knowledge and motivation to secure the opportunities for them to become self-sufficient.

Our goal is to make the entire community more responsive to the needs and interests of the low-income population by mobilizing resources and bringing about greater institutional sensitivity.

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

Chelan-Douglas Community Action Council was created in 1965 as part of America's War on Poverty. We are a private not-for-profit corporation serving the residents of Chelan and Douglas Counties. Our purpose is to assist individuals and families to move out of poverty into a lifestyle that promotes a safer and healthier living environment, leading to self-sufficiency. Community Action Council works with other social service agencies, public agencies, community organizations, businesses and churches to coordinate services. We have a staff of 44 and an annual budget of about \$4 million. Our programs include legal aid, energy assistance, weatherization and home improvement, AmeriCorps, community voice mail, owning and operating 50 units of affordable housing, literacy council, USDA child and adult food program, and the food distribution center.

Intermountain AmeriCorps has been a program of Community Action Council since 2003 and the site supervisor for the member is a former AC Program Director.

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

Because Intermountain AmeriCorps has been a program of Community Action Council for seven years, our staff is very familiar with the role of AmeriCorps volunteers. This will be the second year that a member has been placed at the agency and staff is aware of the position well before the member would begin their term of service. The member will be expected to attend weekly staff meetings and update staff on their progress.

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 introduced to staff and will spend some time with someone from each department so they understand the different programs and the areas where they can be of most help. The member will regularly attend staff meetings to keep connected to staff and be aware of what is happening within the different programs.

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

The Deputy Director at CDCAC will act as the site supervisor and will be available for guidance on a regular basis. The member will also be expected to be self-directed with the initiative to seek out the best ways to perform their service and meet the goals of the position.

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

The AC volunteer may be sent to a two-day Family Development Training, which may be out of the area. Other local trainings available that are applicable to the position will be offered to the member.

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

Along with training offered to the member, this person will also be introduced to other agency staff with the opportunity to network with other professionals for the benefit of the clients we serve.

Space: Describe the office space the member will occupy.

The member will occupy an office at the agency equipped with a phone, computer, printer and any necessary supplies needed throughout the term.

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.

The site supervisor will be interested in interviewing any applicants IMAC has recruited. CDCAC staff will also refer any interested parties to IMAC staff for the application process.

Recruitment Contact: 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 the program term.

Name: Julie Kagele Phone: 662-6156

Fax: 662-1737 Email: juliek@cdcac.org

Summer Recruitment Contact (June through August 2010): 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: _____ Phone: _____

Fax: _____ Email: _____

SUSTAINABILITY (15 POINTS)

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

This position will fit in well with our overall mission and strategic plan. As stated above, our goal is to make the entire community more responsive to the needs and interests of the low-income population by mobilizing resources and bringing about greater institutional sensitivity.

To carry out this mission we continually strive to work and coordinate the activities of the three sectors of the community:

1. Low-Income Sector

The low-income population are encouraged and assisted in bringing about changes in the community and themselves by maximum participation. To insure community participation in changes responsive to the needs of the low income, underemployed and elderly. We seek to maintain and strengthen their ability to act and speak for themselves.

2. The Public Sector

Our aim is to increase the local effectiveness of Community Action Council by working closely with and enlisting the support of the service area mayors, city commissioners, county commissioners, and all other local and State agencies and/or their departments. We will also encourage the active participation of these agencies on our governing Council.

3. The Private Sector

Throughout the service area we will enlist the support and participation of business and labor, churches and civil rights groups, clubs, local and private schools, private social service agencies, the service area Community College, health and welfare organizations and the local private citizen. Our aim is to coordinate their assistance and reap the benefits thereof.

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

By building up new and reinforcing existing partnership throughout the community.

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

Depending on the success of this placement and if funds are available this may become a regular staff position.

EVALUATION (15 POINTS)

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?

Clients of CDCAC.

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

There will be specific surveys/measurements taken for any trainings and other evaluation tools will be developed during the AC term, as they may change based on the direction taken.

Completed Proposal Checklist

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

- Complete RFP application ensuring that all proposal questions are completely answered.
- Email** proposal to tobyh@intermountainac.com on or before **May 31, 2010, 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 31, 2010)

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

An Equal Opportunity Program