

SERVICE & EDUCATION TEAM

HOST SITE PLACEMENT PROPOSAL COVER SHEET

Please Note: Intermountain AmeriCorps host site placements for the 2011-2012 program term 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: Cascadia Conservation District
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 215 Melody Lane, Wenatchee, WA. 98801

Main project contact: Phylisha Olin Title: Resource Specialist

Phone: 509-664-9370 Fax: 509-662-1628

E-mail: phylisha.olin@wa.nacdnet.net Web Address: cascadiacd.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: Cascadia Conservation District
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 215 Melody Lane, Wenatchee, WA. 98801

On-site supervisor: Phylisha Olin Title: Resource Specialist

Phone: 509-664-9309 Fax: 509-662-1628

E-mail: phylisha.olin@wa.nacdnet.net Web Address: cascadiacd.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: Josh Koempel Title: Board of Supervisors Chair

Address: 215 Melody Lane, Wenatchee, WA. 98801

Phone: 509-664-9370 Fax: 509-662-1628

E-mail: _____

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

Name: Peggy Entzel Title: District Administrator

Address: 215 Melody Lane, Wenatchee, WA. 98801

Phone: 509-664-9318 Fax: 509-662-1628

E-mail: peggy.entzel@wa.nacdnet.net

Contact information for individual who should receive billing:

Name: Peggy Entzel Title: District Administrator

Address: 215 Melody Lane, Wenatchee, WA. 98801

Phone: 509-664-9318 Fax: 509-662-1628 E-mail: peggy.entzel@wa.nacdnet.net

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: Organize and participate in community service projects

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.
- 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 No

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

Counties: Chelan County

Legislative districts: 12th District Legislators

Congressional districts: 4th District Legislators

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

- Telephone/Voicemail
- Computer
- Internet
- Other *please specify* _____
- Fax machine
- Email Account
- Office space, *please specify square feet* 64sq.ft.

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

PE 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 Cascadia Conservation District has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Cascadia Conservation District 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: Cascadia Conservation District

Project Name: Natural Resource Stewardship Outreach Coordination

Name of Authorized Representative: Josh Koempel

Title of Authorized Representative: Board of Supervisors Chair

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).

Expand Cascadia Conservation District's efforts to work cooperatively with local landowners and communities to provide technical and financial assistance for soil, water, forest, fish and wildlife conservation efforts in Chelan County.

Assistance with development and distribution of educational program and outreach materials help to demonstrate how natural environments function, how our activities can impact those environments, and how we can best mitigate those impacts.

Over the next year Cascadia will develop, coordinate, and implement community events, workshops, campaigns and landowner assistance programs that both raise awareness and create opportunities for involvement that promote a better understanding of Natural Resource stewardship. Additionally, Cascadia will capitalize on partnership opportunities where goals are similar in scope. For example, Cascadia participates in the Wenatchee Salmon Festival each September by illustrating the importance of watershed health to the overall Salmon Health and Life Cycle.

Refer to monthly time line for more specific activities that meet goals and objectives.

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

The AmeriCorps volunteer would be assisting current and proposed environmental programs that otherwise would have potentially adverse reaction to the current economic situation in Washington State and across the Country. Without this volunteer's time and contribution many of the programs/projects would be reduced in breadth and scope if not temporarily abandoned. The Site Supervisor will review the AmeriCorps non-displacement policy at the beginning of each new task to ensure there is not a conflict of policy.

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, October, November):

- Chelan County Fair Sept. 8-11 – Native Planting 101, MC Agriculture Conservation Area
- Salmon Festival Implementation Sept. 28- Oct. 2
- Riparian Restoration Implementation & Monitoring
- 1 Volunteer Restoration Project
- Volunteer Capacity Building
- Outreach Campaign Support
- Newsletter Production and Distribution, website and Facebook update

(December – January):

- Volunteer Capacity Building
- Native Plant Sale Planning
- Native Planting 101 Workshop Planning
- File and photo management
- Outreach Campaign Support
- Kids in the Creek, PowerPoint edits
- Earth Day Essay Contest Kick-Off
- Newsletter production and distribution, website and Facebook update

(February, March, April, May):

- Volunteer Capacity Building
- Kids in the Creek Planning, Coordination, Implementation, and Expansion
- Native Planting 101 workshop
- Native Plant Sale Coordination and Implementation
- Outreach Campaign Support
- River Cleanup Planning and Coordination (Logo Contest)
- County wide Earth Day Events Preparation and Implementation.
- Newsletter production and distribution, website and Facebook update

(June, July):

- Volunteer Capacity Building
- River Cleanup Planning and Coordination
- Riparian Restoration Monitoring, data collection
- Outreach Campaign Support
- Native Plant Sale Planning
- Prep for Chelan County Fair
- Newsletter production, website and Facebook update

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)?

Cascadia Conservation District is a federally mandated, grant funded agency that encourages private landowners to install Conservation Practices. Cascadia also advocates for Salmon recovery, Best Management Practices, watershed management and environmental education.

Being grant funded we are limited as to where and how we focus efforts.

The member's involvement will extend the breadth and scope of work that can be accomplished under the limiting boundaries of funding sources.

This position supports the work load of Cascadia staff and supplements the contributions of Cascadia Conservation District to the local community.

5. Recruiting volunteers in 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.)

Cascadia's AmeriCorps member will assist with all outreach efforts from reaching out to Chelan County residents to participate in Conservation Programs provided by Cascadia, as well as volunteer opportunities to implement conservation practices. The member would assist with development and distribution of press releases, Conservation Quarterly Newsletter (delivered to 15,000 households), event/campaign fliers, website updates, as well as working with local community service groups to engage and inform interested community volunteers. In addition to assisting with outreach the member would be the point of contact for event RSVPs and maintain current volunteer tracking database. The member would also work with Cascadia staff to ensure volunteer appreciation standards set forth by Cascadia Conservation District are followed. Specifically, in 2011 the AmeriCorps intern would be focused on helping Cascadia enhance the volunteer capacity.

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: Conservation Outreach & Education Assistant

Project Sponsor and Website: Cascadia Conservation District, www.cascadiacd.org

Project Location: 215 Melody Lane, Wenatchee WA. 98801

Position Summary: (150 words or less)

The Watershed Outreach and Education Assistant will be responsible for assisting with the development, coordination and implementation of district outreach and education efforts, as well as assisting with field work and office duties as required.

The member will work under the direction and guidance of the designated Resource Specialist and will carry out the directives of the Cascadia Conservation District Board of Supervisors and the Natural Resource Conservation Service. Day to day supervision will be provided by designated Resource Specialist.

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

- Lead Assistant for Cascadia's Annual Native Plant Sale Program.
- Build Volunteer Capacity, Recruitment, and Tracking for special event and projects
- Organize and participate in Cascadia community service projects.
- Engage in outreach to educate the community about available resources and assistance through Cascadia programs.
- Service as liaison with established partnerships.
- Contribute as a part of the planning team for development, coordination, and implementation of special campaigns, community, and education events.
- Provide assistance to all functions of the district, both field and office duties as needed to support overall program by collaborating with various Cascadia staff.
- Updating Cascadia social media outlets.
- Assist with data collection, file and photo management.
- Assist with Conservation Quarterly newsletter production and distribution.
- 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)

- Valid driver's license.
- Demonstrated interest in and/or experience in natural resources, conservation education and/or volunteer recruitment and coordination.
- Flexible work schedule to include occasional nights and weekends to support workshops and community events.
- Work independently once task has been identified and thoroughly explained with minimal oversight.
- Ability to respond to changing priorities and assignments, willingness to work as a team member and take direction from which ever staff member is the lead of the project at hand.
- Willingness and ability to act as team lead on occasion.
- Strong Knowledge of Microsoft Office applications.
- 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)

- Motivated, creative, self starter that takes initiative. Able to see whole picture beyond immediate task.
- Knowledge of office procedures and operation of general office equipment.
- Experience using desktop publishing and photo management software is preferred. Knowledge of office procedures and operation of general equipment.
- Demonstrate written and verbal skills sufficient to communicate with coworkers, the Board of Supervisors, partner agencies, and the general public.
- Ability to multitask and prioritize workload.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Good interpersonal skills with **all** people and maintain positive attitude.

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

- Taxable monthly living allowance of \$1050.00.
- 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:

- Organizational vehicle is available for service activities. Member is covered by the organization's vehicle insurance policy.
- Project Site is accessible by public transportation.

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

The Cascadia Conservation District is a non-regulatory, grant-funded organization dedicated to encouraging the wise stewardship and conservation of all natural resources in Chelan County.

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

The Cascadia Conservation District is a non-regulatory entity established to promote voluntary conservation of natural resources on private lands. Conservation Districts were originally established in response to the Dust Bowl ecological disaster of the 1930's as a mechanism for promoting soil conservation on agricultural lands. Over time, the breadth and scope of our projects has evolved with growing resource concerns and shifting priorities. Today we administer a wide variety of programs to address the diversity and interconnectedness of the resource concerns in our district.

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

AmeriCorps member picture and title will be added to Cascadia website and included on each Conservation Quarterly newsletter that is distributed during his/her appointment. We ask that our current AmeriCorps member wear something that identifies them as AmeriCorps member at all events. Any article, letter, and outreach material created by member will contain both Cascadia job title and AmeriCorp member service status.

We have found the most powerful tool of promotion is word of mouth and positive interactions. We have been very fortunate to have worked with exceptional members since 2009. Cascadia has been very proactive in encouraging other agencies to investigate the possibility of having an AmeriCorps member. We also encourage our member to share their experience and with people of similar interest to serve.

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.

Cascadia employee orientation consists of meeting with immediate supervisor where an overview of the agency goals, objectives and programs will be reviewed. Then more specifically project goals and objectives the member will be more directly involved during their term. District administration requirements involve review of employee handbook, computer security training, security background check, state patrol investigation. Individual introductions to all Cascadia staff would occur on the first day of work. The member would be introduced to the Board of Supervisors at the September meeting and partners in an introduction email followed by in-person introductions when the opportunity arose.

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

Every two weeks the annual planning calendar will be reviewed and further detailed dependant on Host Site needs. The Site Supervisor will work in cooperation with relevant staff to develop a reasonable and appropriate schedule that supports the annual plan and goals. From that calendar the Site Supervisor will go over the schedule weekly in detail with the AmeriCorps volunteer; what their role and responsibilities will be. There will be a daily check-in as needed on the status of projects and assigned duties.

On average the AmeriCorps volunteer will average 40- hour work week Monday through Friday and adjust their schedule as needed to attend evening meetings and weekend events in support of program activities. As well as, attend required AmeriCorps events. A typical work day will start at 8 am and may consist of office activities, field work, events and/or meetings, a lunch break and two 15 minute breaks as required by law, and end at 5 pm.

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

- Computer Security Training.
- Access to NRCS AgLearn Online training, modules will be identified and registered for that meet District needs and members interest in career development.
- Riparian Restoration and Monitoring Training.
- Database and File Management Training.
- Washington Associate of District Employees (WADE) Training.
- As training opportunities arise.

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

The member will be encouraged to pursue areas of interest that fits District needs and the member's professional goals. The member will be encouraged to create a working portfolio of all publications and professional achievements as part of the Cascadia team. Cascadia Conservation District is a very unique work environment. If the member is motivated enough he/she will have the opportunity to develop and enhance coordination, communication, writing skills and professional relationships that may open other job opportunity doors.

Space: Describe the office space the member will occupy.

The AmeriCorps member will occupy a 8'x8' open cubicle complete with networked & internet capable computer, telephone with personal extension and voicemail. The member will be encouraged to personalize their office space with professionally appropriate items.

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.

Cascadia agrees to trust and respect the IMAC's recruitment process. In support of that process Cascadia will conduct an additional interview for the first three candidates forwarded from the IMAC. If a successful candidate is identified, he/she will be offered the position and Cascadia will sign into contract specifying details of the service placement.

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: Phylisha Olin Phone: 509-664-9309

Fax: 509-662-1628 Email: phylisha.olin@wa.nacdnet.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: Phylisha Olin Phone: 509-664-9309

Fax: 509-662-1628 Email: phylisha.olin@wa.nacdnet.net

SUSTAINABILITY (15 POINTS)

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

Cascadia's strategic plan relies heavily on outreach as the cornerstone to effectively encourage wise stewardship and conservation of all natural resources by;

- Educating both adults and youth about natural resources stewardship.
- Promoting a reasonable approach to environmental problems.
- Producing and distributing outreach materials.
- Participating in communities workshops and events

The member will be integral part to the planning, coordination and implementation of all outreach efforts that support Cascadia's strategic plan.

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

The member activities would provide a level of support to Cascadia outreach team that will maintain and enhance infrastructure designed to track success of efforts and focus future outreach efforts. The additional support to the outreach teams allows the team to continue and expanded current and proposed outreach opportunities.

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

All tangible products produced by the member will be utilized by Cascadia staff to continue effective outreach within Chelan County. Cascadia is committed to wise stewardship practices and will continue to pursue all possible avenues to reach audiences within our District boundaries.

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?

Chelan County landowners will benefit from workshops and cost share programs promoted by efforts of the outreach team. Students of all ages will benefit from the education opportunities presented in the classroom and at community events. Local Communities which consist of a large social and economic demographic will benefit from special campaigns, community events, published and distributed information that identifies available resources and assistance information.

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

All events and Campaign success is tracked in an effort to measure the success of Cascadia's outreach team efforts. Special campaigns offer incentives to encourage participation; this participation is tracked through a database that records participation trends. Other campaigns have a call to action; where the number of projects or program applications is a measure of the success. Community workshops and events require participants and volunteers to register and sign-in. Cascadia maintains a database that tracks successful workshops, as well as the volunteer capacity.

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 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

An Equal Opportunity Program