

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: Family Planning Association of Chelan-Douglas Counties (FPCD) and
National Alliance on Mental Illness Chelan-Douglas (NAMI CD)
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 900 Ferry Street Wenatchee WA 98801

Main project contact: Anita Tuason Title: Executive Director

Phone: (509)662-2013 Ext. 230 Fax: (509) 662-7594

E-mail: anita@fpchelandouglas.org Web Address: www.fpchelandouglas.org

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

Phone: same E-mail: same

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

Site organization: Family Planning Association of Chelan-Douglas Counties
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 900 Ferry Street Wenatchee WA 98801

FPCD On-site supervisor: Candace Jones Title: Operations Manager NAMI CD On-site supervisor: Charlene Woodward Title: President

Phone: (509) 662-2013 Ext. 232 Fax: (509) 662-6594

E-mail: candy@fpchelandouglas.org Web Address: www.fpchelandouglas.org

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

Phone: same E-mail: same

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

Contract signee: Anita V. Tuason Title: Executive Director

Address: 900 Ferry Street Wenatchee WA 98801

Phone: (509) 662-20123 Ext.230 Fax: (509) 662-6594

E-mail: _____

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: Anita V. Tuason Title: Executive Director

Address: 900 Ferry Street Wenatchee WA 98801

Phone: (509) 662-2013 Ext. 230 Fax: (509) 662-6594 E-mail: anita@fpchelandouglas.org

COVER SHEET (CONTINUED)

PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

X One Two Three Other: _____

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

3. Which start date are you applying for? X 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
- X Increase the capacity of schools, agencies, or organizations in meeting unmet community needs
- X 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 X 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)

X Carpool X Public Transportation X Personal vehicle required X 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.**
- X 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 X No

8. The project site is wheelchair accessible: X Yes 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: _____
Congressional districts: _____

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

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

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 X Secured

If pending, when will you receive confirmation of funds? _____

Source of funding: ****Federal** State X 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

AVT 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 X N/A

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

16. Does your organization conduct random drug testing? Yes X 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 Family Planning Association of Chelan-Douglas Counties has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Family Planning Association of Chelan-Douglas Counties 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 Names: Family Planning Association of Chelan-Douglas Counties and NAMI CD

Project Name: Raising Capacity and Awareness of Family Planning and Mental Health Services in the Community

Name of Authorized Representative: Anita V. Tuason

Title of Authorized Representative: Executive Director of FPCD and Treasurer of NAMI CD

Signature: _____ **Date:** 05-26-11

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).

Goal:	Reach unserved populations in Chelan and Douglas Counties who need Family Planning and Mental Health Services
Objective:	Increase capacity, improve services, and reduce barriers to care for both organizations
Plan:	Develop and deliver at least 20 presentations about Family Planning or NAMI to different organizations that have not had presentations about family planning or mental health in the past Enhance community partnerships by attending community meetings and networking monthly Explore grant opportunities for both organizations and submit 2 grants per organization Write 4 quarterly electronic newsletters for both organizations and update webpage monthly. Explore use of social and print media for educational and marketing purposes and develop plan of use and implementation by January 2012 Develop and implement focus groups by February 2012 Review curriculums and revise all school presentations by March 2012 Develop roster of trained volunteers available to teach NAMI classes by May 2012 Write and present evaluation of abilities to improve services, increase capacity, and reduce barriers to care, to each organization's Board of Directors

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

NAMI Chelan Douglas has no paid staff. It is an all volunteer organization in our community. Family Planning Association of Chelan-Douglas Counties envisions the AmeriCorps volunteer utilizing a variety of tools to meet the goal of reaching the unserved population by either organization. Included in that tool box would be representation and promotion of one or both organizations at community meetings and events, review and revision of educational presentations and materials, and development of focus groups to ascertain whether FPCD is meeting the needs of our community to improve services, increase capacity and to reduce barriers to care. This lengthy process requires critical and analytical thinking and expertise in methodologies of social research and process evaluation. The paid staff of FPCD has other duties that take precedence over this type of lengthy, investigative process, and most of the staff has no education, training, expertise, or interest in performing these duties.

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.

September 2011:	<ul style="list-style-type: none"> Orientate AmeriCorps Volunteer to both organizations Research and develop talking points and power point presentations for both organizations Explore what applicable speaking opportunities to raise awareness of both organizations in the community Meet with Family Planning education staff to outline review of school/organization presentations Write quarterly newsletter for both organizations
October 2011:	<ul style="list-style-type: none"> Write to community organizations, schools, and other social service agencies to offer presentations on either agency as appropriate Meet with Family Planning education staff to begin review of educational curriculums Attend community meetings i.e. Interagency, Partnership for Children & Families, RSN Update web pages each month developing links to social media Attend NAMI CD Board meetings each month
November 2011:	<ul style="list-style-type: none"> Present information about both agencies to various organizations in the two counties Finish revamped contraceptive methods school presentation Begin review of FLASH and other curriculums appropriate for 4th through 6th grade Review, update, and revamp "T.A.L.K.S" presentations with evaluation tool with staff Explore partnerships with other community agencies, i.e. Recovery Innovations, DSV Train as a support group facilitator and arrange for monthly speaker for NAMI CD
December 2011:	<ul style="list-style-type: none"> Continue community presentations and meetings Finish revamp of STI school presentation Finish review of curriculums for puberty aged children Begin review of FLASH and other curriculums appropriate for 7th through 9th grade Organize and develop focus groups for different ages to define unmet needs for reproductive and sexual health services and information
January 2012:	<ul style="list-style-type: none"> Continue community presentations and meetings Write quarterly newsletter for both organizations Organize NAMI CD winter classes Finish curriculum review for 7th through 9th grade Plan and organize participation in community events like Pig Out in the Park for 2012 Begin review of FLASH and other curriculums appropriate for 10th through 12th grade
February 2012:	<ul style="list-style-type: none"> Continue community presentations and meetings Begin focus groups Attend at least 2 sessions of each NAMI class Finish curriculum review for 10th through 12th grade Revamp and update the Sexual Coercion school presentation
March 2012:	<ul style="list-style-type: none"> Continue community presentations and meetings Evaluate need for more NAMI classes in the spring and/or summer Continue focus groups Revamp and update Healthy Relationships school presentation
April 2012:	<ul style="list-style-type: none"> Continue community presentations and meetings Organize spring/summer/fall NAMI classes Develop evaluation tool for educators for both organizations Write quarterly newsletter for both organizations Wrap up focus groups
May 2012:	<ul style="list-style-type: none"> Continue community presentations and meetings Develop and write letters to school districts, nurses, and teachers offering sexual health education starting in the fall Begin evaluation process of cumulative social research to improve services and increase capacity
June 2012	<ul style="list-style-type: none"> Continue community presentations and meetings Devise schedule for ongoing presentations, trainings, and classes for both organizations for late summer and fall Develop new presentation(s) if needed
July 2012	<ul style="list-style-type: none"> Finish evaluation and plan for continuation of activities to raise awareness, improve services, and reduce barriers to care Write quarterly newsletter

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)?

Those that can be identified as mentally ill can be found in a variety of places throughout Chelan and Douglas Counties in a multitude of environments. The dearth of information on mental illness and health is astounding whether it is national, state or local information one is seeking. However, one study, ‘A 10-Year Plan to Reduce Homelessness in Chelan and Douglas Counties’ revealed out of 748 homeless, 10 percent were suffering from severe mental illness, in 2009. Locally, NAMI volunteers receive two to four calls a week on their information help line from local citizens needing help for themselves or loved ones dealing with mental health issues.

For some studies, family planning issues suffer much the same fate as mental health issues. In 2006, it was estimated by the Guttmacher Institute that there were 12,060 women in need of contraceptive services in the two counties, with 30 percent being at or below 100 percent of the Federal Poverty Level (FPL). In 2010, FPCD served 2466 unduplicated clients, of which 293 were males. Seventy-five percent of them were at or below 100 percent FPL. In today’s economy, reducing barriers to care and increasing capacity to enable women and men to plan their families and meet their reproductive health needs, just makes sense, for them, for our community, the state, and the nation. Increased unplanned pregnancies and sexually transmitted diseases profoundly impacts community services, dollars, and lives.

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.)

NAMI is an organization comprised of volunteers. They serve on the Board of Directors; they participate in community events like manning an educational booth on Youth Day for Apple Blossom; they maintain a small library of printed educational materials, books, pamphlets, and videos; and teach and facilitate NAMI educational classes and support groups. Without our volunteers, NAMI services would cease in our community. Advocacy for those with mental illness and their family and friends is critical to the well-being of the community.

FPCD uses volunteers on a limited basis due to a strict “No Client Contact” between volunteers and clients policy. Volunteers do serve on the Board of Directors and are used for clerical and maintenance duties inside and outside the clinic.

The AmeriCorps Volunteer would be responsible for speaking about these organizations to new venues in the community to heighten interest in the organizations and to gain new volunteers ready to help seasoned volunteers help their chosen organization. Having a large and enthusiastic roster of volunteers to tackle the needs of the organization and the people they serve makes for a healthy organization. An added benefit is the volunteers themselves spread the word about what they do and the organizations they serve.

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: Education and Research Specialist

Project Sponsor and Website: Family Planning Association of Chelan-Douglas Counties
www.fpchelan-douglas.org

NAMI Chelan-Douglas www.namicd.org

Project Location: 900 Ferry Street Wenatchee WA 98801

Position Summary: (150 words or less)

The E and R Specialist is responsible for assessing current educational programs for both organizations, revising Family Planning educational presentations(15%), determining which curriculum best serves the community's needs (5%), speaking to groups throughout Chelan and Douglas Counties particularly to those who may not know much about the services both organizations offer (10%), attending community meetings and community events (10%), promoting community partnerships(5%), improving capacity by exploring and implementing new marketing strategies using different media(10%), organizing NAMI educational classes and support groups (15%), researching unserved populations producing statistical data and a plan to reach that population (5%), organizing focus groups of different ages to determine if Family Planning is meeting their clients' needs to improve their service delivery (10%), writing and presenting an evaluation of the both organizations, complete with research findings and suggestions on how to increase capacity, improve services, and reduce barriers to care for both organizations (15%).

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

- Represent and promote of one or both organizations at community meetings and events
- Promote community partnerships
- Organize and participate in community events
- Recruit and organize volunteers
- Evaluate curriculums and revise FPCD school presentations
- Research prevalence of mental illness and unserved populations for both organizations
- Find and write two grants for each organization
- Develop new marketing strategies for reaching unserved populations
- Organize, implement, and evaluate focus groups for FPCD
- Write an evaluation and assessment of both organizations with a plan to increase capacity, improve services, and reduce barriers to care
- 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)

- Sincere belief in and support of the mission of both NAMI CD and FPCD
- Excellent speaking and writing skills
- Personal vehicle is required for service activities and mileage reimbursement is provided
- Travel and attend meetings in various parts of the region
- Serve occasional evenings and weekends
- Has knowledge and training in social research and process evaluation and engages in critical, analytical thinking
- Able to construct and present plan to increase capacity, improve services, and reduce barriers to care

- Excellent people and organization skills
- Self-directed, resourceful, and creative while serving as part of a team
- 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)

- Enthusiastic desire to advocate for both organizations
- Ability to speak and write Spanish

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

- Inclusion in staff and volunteer training opportunities with both organizations
- 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:

- Personal vehicle is preferred due to travel for speaking engagements and community meetings

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

FPCD: To provide and promote full access to services and resources regarding reproductive and sexual health.

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

FPCD is celebrating its 41st year of providing reproductive health and educational services to the community. FPCD receives funding from state and federal grants and entitlements, client fees, and donations. FPCD is a agency partner for United Way and has just received notification of a grant award from the NCW Community Foundation. Fiscal audits are conducted yearly. Site review and a fiscal audit are conducted every three years by the Washington State Department of Health (DOH). The State Office of Family Planning and Reproductive Health under DOH oversee program and fiscal management as do the regional program managers of Title X, a federal family planning entitlement program. FPCD provides medical and educational services to the community regarding reproductive and sexual health. Currently, FPCD has ten staff members; two nurse practitioners, one RN, one male bilingual educator, and other support and administrative staff. FPCD was the first in the two-county area to employ a certified nurse midwife and subsequently had a midwifery practice for 12 years. The midwives had hospital privileges and delivered at Central Washington Hospital. FPCD was also the first to use rapid HIV testing using an oral swab, and the first to have trained staff to insert Implanon, a contraceptive implant. Both ARNPs are trained to do evaluation, referral, follow-up and treatment of abnormal Paps including colposcopies. Currently, both practitioners preceptor Wenatchee Valley College nursing students, and nurse practitioner students from Gonzaga University.

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

Permission to apply for an AmeriCorps Volunteer has been granted by both NAMI CD and FPCD Board of Directors. FPCD staff has been told of the possibility of having an AmeriCorps Volunteer starting in September. Duties were outlined as heightening awareness in the community of our services, evaluating and revising FPCD educational presentations, as well as organizing and utilizing focus groups to increase capacity and to improve services. Staff agreed this was a worthwhile project. No negative comments have been received about this project from 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.

In September, the AmeriCorps Volunteer will spend time with supervisors from both sites, being oriented to their respective organization and encouraged to ask questions of staff and NAMI Board of Director's officers and other volunteers. In addition, the AmeriCorps Volunteer will be instructed to put together a Power Point presentation of each organization to include history, mission, services and activities, people served. The AmeriCorps Volunteer will also accompany the FPCD supervisor to a meeting for the Partnership for Children and Families and the monthly Interagency meeting, both a consortium of social service agencies in Chelan and Douglas Counties. The AmeriCorps Volunteer will also be accompanied by a NAMI CD Board member to a meeting of the Chelan Douglas Regional Support Network which oversees mental health services in both counties.

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

Charlene Woodward, President of NAMI CD will be the supervisor for the NAMI organization. Candace Jones, Operations Manager, will be the supervisor for the FPCD organization. Anita Tuason, Executive Director of FPCD, and Treasurer of NAMI, will oversee the entire project. A representative from NAMI CD and FPCD will meet monthly to review the goal and the timeline to achieve the goal and objectives as outlined in this application.

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

NAMI CD and FPCD will encourage the AmeriCorps Volunteer to attend training opportunities related to volunteer recruitment, capacity building, support group facilitation, and other topics related to mental health or family planning issues. Educational presentations and workshops are offered through NAMI National, The Center for Health Training, and locally through the North Central Washington Community Foundation. At a minimum, opportunity for at least two skill building trainings will be offered to the AmeriCorps Volunteer with expenses to be covered by each respective organization.

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

In addition to the trainings mentioned above, FPCD has ongoing trainings and educational opportunities for the staff twice a month. The AmeriCorps Volunteer will be invited to participate in all trainings appropriate for the position.

Space: Describe the office space the member will occupy.

A desk, filing space, shelf and cupboard space will be provided in a room with one other staff member at FPCD. This space will include a desk chair, computer, monitor, and mouse. A printer can be accessed nearby. Computer equipment and projector are available for presentations.

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.

NAMI CD President, Charlene Woodward, and FPCD Executive Director, Anita Tuason, are both accessible by phone, email, and in person to answer any questions a perspective Volunteer or the IMAC Recruitment Team may have and/or conduct interviews as needed.

Name: Anita Tuason, FPCD Executive Director Phone: (Office & Cell) 509-662-2013 Ext. 230 Fax: 509-662-6594

Email: anita@fpchelandouglas.org

Name: Charlene Woodward, NAMI CD President Phone: (Office & Cell) 509-663-9115 ext 120 Fax 509-662-7233

Email: charlenew@dogwise.com Cell 509-679-6966

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: Same as Above Phone: (Office & Cell) _____

Fax: _____ Email: _____

SUSTAINABILITY (15 POINTS)

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

Economic recession, the implementation of an electronic medical records system, and the advent of the Affordable Care Act has and will continue to impact the services of FPCD. However, the primary objectives to increase capacity, improve services, and reduce barriers to care, directly affect the people who need and use our services. The clients want and need the services FPCD provide to be of the highest standard, to be accessible, and to be affordable. This project will become part of the strategic plan to give the best possible care to our clients.

The viability of NAMI CD is dependent upon successful volunteer recruitment and training. Yet, the process of securing enough trained volunteers to teach the classes and facilitate the support groups is challenging. Classes can up to 12 weeks in duration. Facilitating support groups take special skills. Burnout is common as the few have to do so much. With streamlined processes of recruitment and training, more volunteers can share the tasks and sustain commitment.

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

Utilizing all the information obtained during this time and formulating a plan of improvement for both organizations will support the sustainability of this project.

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

Overall, this project gives information about the current structure and processes of both organizations, then gives information on how to restructure, develop new processes to increase capacity, improve services, and reduce barriers to care. These are not dependent on the IMAC member, but on the respective organization to use the suggestions, formulate a plan, and obtain the resources needed to achieve the goal.

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?

Giving presentations, attending community meetings, enhancing community partnerships: At least 2 presentations or opportunities each month to tell about either or both organizations to adult audiences. By giving information about the organizations, more community members will be aware of services, will share that information with others, and will have a better understanding of the organizations and their mission. One way to reach unserved populations in the two-county area.

Evaluating curriculums and then revising presentations for schools: Providing current, medically accurate, scientifically based, and age appropriate information on reproductive and sexual health for 4th through 12th grade in six different schools.

Benefits for each grant award is dependent on project outlined and the amount of funds awarded for which organization.

Recruitment and training of volunteers: Provide at least 2 additional trained teachers to teach NAMI classes and 1 facilitator of support groups.

Use of different media to enhance communication and education: Evaluate use of different media i.e. electronic newsletters, theater ads, billboards, social media to be utilized by the respective organizations to build capacity and to educate.

Formulation of Focus Groups: Give opportunity for consumers to comment on the services provided and offer suggestions for improvement.

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

Number of meetings attended and presentations given

Estimated count of audience

Completion of evaluation of curriculums for each age group

Completion of revised educational presentations for schools

Incorporation of at least 3 new types of media to enhance communication and education

Number of grants submitted for each organization

Recruitment of 3 trained volunteers and 6 Board members at large for NAMI and 3 Board members for FPCD

Number of Focus Groups formed, number of sessions, complete compilation of Groups evaluations

Completion and Presentation of Evaluation and Plan to increase capacity, improve services, and reduce barriers to care

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:

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VISIT OUR WEBSITE AT:

www.intermountainac.com

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