

# SERVICE & EDUCATION TEAM

## HOST SITE PLACEMENT PROPOSAL COVER SHEET

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**Please Note:** Intermountain AmeriCorps host site placements for the 2011-2012 program 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: US Fish and Wildlife Service  
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 12790 Fish Hatchery Road, Leavenworth, WA 98826

Main project contact: Corky Broaddus Title: Information and Education Manager

Phone: 509-548-7641 Fax: 509-548-3401

E-mail: corky\_broaddus@fws.gov Web Address: www.fws.gov/leavenworth

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: Leavenworth National Fish Hatchery  
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 12790 Fish Hatchery Road, Leavenworth, WA 98826

On-site supervisor: Lynann DeJarnett Title: Information and Education Specialist

Phone: 509-548-2921 Fax: \_\_\_\_\_

E-mail: Lynann\_dejarnett@fws.gov 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: Corky Broaddus Title: \_\_\_\_\_

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

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

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

### 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: Terry DeLaPenna Title: Business Manager

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

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

# 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?  Yes X 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
- X Educate students in citizenship skills such as leadership, peer mediation, and team building
- X 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
- X 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
- X Other: Connecting people with Nature

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)

Carpool X Public Transportation  Personal vehicle required X Bike/Walk

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

- X An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**
- Personal vehicle is necessary for member service activities and mileage reimbursement is approved.
- X Bus passes/tickets for member service activities are approved.
- Does your organization require driver or other training to do this placement?  Yes  No

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

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

Counties: Chelan, Okanogan and Douglas  
Legislative districts: 12  
Congressional districts: 4

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* 36

## 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

   **CB**    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 U.S. Fish and Wildlife Service has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that U.S. Fish and Wildlife Service 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:** U.S Fish and Wildlife Service

**Project Name:** Information and Education Assistant

**Name of Authorized Representative:** Corky Broaddus

**Title of Authorized Representative:** Information and Education Manager

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

# **SET PLACEMENT PROPOSAL NARRATIVE**

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

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

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

The position will serve as an assistant public information outreach and visitor services staff member. This position will include public relations, customer service and intergenerational education for the U.S. Fish and Wildlife Service/ Leavenworth National Fisheries Complex.

Assistance with development and distribution of educational programs, including assisting with the Cascade Discovery alternative high school on our grounds and outreach materials which help demonstrate how natural environments function, how our activities can impact those environments, and how we can best mitigate those impacts.

Several events are co-coordinated by this position including the Wenatchee River Salmon Festival, Kids in the Creek, three kids fishing events and others, all of which develop a sense of stewardship and appreciation for nature and being connected to it.

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

This is not a designated FWS staff position but is meant to provide training, mentorship and field experience to supplement the increasing need of interpretive and informational efforts which will have a positive impact on serving our community needs. This member will aid in increasing the level of public service for our federal agency.

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.

**Sept. - Oct.**

- Special events such as the Salmon Festival
- Handicap and senior adult fishing events

**Nov. - Feb.**

- Coordinate and conduct winter snowshoe tours involving local volunteers in coordination with Leavenworth Winter Sports Club
- Washington State Special Olympics
- Powerpoint presentation creation and modification when needed
- Help with creation of interpretive signage

**March - June**

- Committee pre-planning and logistical support for partner programs such as Kids in the Creek
- Kids Fishing Days
- Earth day event planning and participation
- Bird Festival events
- Other spring and summer events in cooperation with our partners promoting outdoor activities

**Sept. - June**

- Instructional assistance for Cascade Discovery High School integrated science program
- Salmon in the classroom curriculum in local elementary schools
- School tours and educational programs at the hatchery
- Create data bases with evaluation responses for all events
- Assist to create website information and updated pages when needed
- Photograph participants in all events and activities for documentation and catalog them
- Clerical, logistical, and customer service needs

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)?

Leavenworth National Fish Hatchery serves 150,000 public visitors a year, multiple school districts throughout NCW, Native American Tribes, and government agencies both locally and nationally. This position supports the work load of hatchery staff and supplements the contributions of the hatchery complex to the local community. This position promotes and supports our people and nature initiative.

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.)

- The position will assist with volunteer recruitment for Salmon festival during the first month when we utilize over 300 high school volunteers from the local community schools.
- Recruiting staff and volunteers for winter snowshoe tours, fishing events and other activities is a must for the viability of this location and this position
- Our Cascade Discovery high school program works best when we have guest speakers to speak on a variety of topics, this position will help to locate volunteer speakers.
- Every aspect of our outreach efforts rely heavily on volunteerism. This position will be an essential part of the volunteer recruitment and record keeping efforts.

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:** Public Information and Education Assistant

**Project Sponsor and Website:** U.S. Fish and Wildlife Service/Leavenworth National Fish Hatchery.  
www.fws.gov/leavenworth    friendsofnwhatcheries.com    salmonfest.org

**Project Location:** Leavenworth, WA

**Position Summary:** (150 words or less)

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

- Serve as lead assistant to Environmental Education Specialist
- Collaborate with hatchery staff
- Service as liaison with established partnerships
- Recruit volunteers for special events and projects
- Contribute as a part of the planning team for coordination and implementation of special events
- Provide assistance to all functions of the hatchery
- Provide customer service to visiting public
- Serve and mentor youth as a role model
- 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)

- Verbal and written communication skills
- Possess a valid driver's license
- 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)

- Desire to promote the conservation of natural resource
- Positive attitude
- Good interpersonal skills with all people
- Creative
- Organized
- Flexibility to perform in or out of a set schedule
- Knowledge of some or all of the following computer software: powerpoint, word, excel, publisher, and photoshop

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

- All personal protective gear
- Bus pass provided by agency
- Fish and Wildlife Agency training as applicable
- Volunteer uniform components
- 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:**

- U.S. Fish and Wildlife will provide a monthly bus pass to use the Link transit system if qualifications are met
- Government vehicle usage is provided for agency business

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

The mission of the Complex is to produce high quality spring Chinook salmon and summer steelhead smolts commensurate with the production goals established by the Columbia River Fisheries Management Plan.

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

When Grand Coulee Dam was built on the Columbia River in the 1930s, salmon migration above the dam was brought to an abrupt halt. Due to the loss of hundreds of miles of salmon spawning habitat, the federal government built and began operating fish hatcheries to lend a helping hand to the salmon of the Columbia River system. The Leavenworth Fisheries Complex (LFC) encompasses Leavenworth, Entiat, and Winthrop National Fish Hatcheries, as well as the Mid-Columbia River Fisheries Resource Office (FRO).

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

Promoting AmeriCorps by talking about positive interactions has been the best way thus far. We always praise the efforts made by AmeriCorps and point out all the activities and events that are supported by these exceptional volunteers. At our Discovery Alternative High School, we present the AmeriCorps program as an individual class to understand the program and answer questions students may have. AmeriCorps members should always wear something that identifies them as AmeriCorps member at all events and in the view of the public.

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.

We have a volunteer and staff handbook used to orient all staff. The site supervisor will provide a tour and introductions to the member extensively until the member feels oriented and comfortable.

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

The site supervisor and AmeriCorps member share an office and will check in with each other on a daily or weekly basis. During weekly check in's we will assess abilities to meet deadlines and goals that are set by the member and supervisor cooperatively. While expectations are expected to be met, we are a public facility and unexpected things can occur, therefore flexibility is a must.

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

- Computer security awareness training required by Government computer users
- Safety awareness training (safety operation manual)
- First Aid training if desired

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

- The member will be asked to develop an individual development plan similar to the one used by Federal employees to document the members desired development for future endeavors
- The member may choose a one or two day professional development course to attend

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

The member will share a sizeable office with the site supervisor and will have a desk, chair, phone with personal voice mail, laptop pc with internet and server access as well as a government email to access interoffice memos, and other necessary equipment.

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.

We agree to follow procedures requested of us by IMAC including a review of potential candidates and a personal interview of those candidates who are interested in the position.

**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: Lynann DeJarnett Phone: (Office & Cell) 509-548-2921

Fax: 509-548-3401 Email: Lynann\_dejarnett@fws.gov

**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?

Our strategic plan relies heavily on outreach 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 that 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 our outreach team that will maintain and enhance 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 future projects supported by the IMAC member will be reliant on a volunteer crew. The sustainable products created by the member will be used to guide those volunteers. 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?

There are many beneficiaries from by programs and activities supported by this member. Students, youth, adults, persons with special needs, senior citizens, hatchery staff, our partners, our volunteers, and the environment, nature, watershed and community we serve.

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

Evaluation tools vary depending on the event or activity. We may use counters to track the number of participants and or conduct exit surveys to identify specific data we want to measure. We often conduct evaluation surveys to gather valuable feedback about an event or activity. We always conduct informal verbal interviews as a form of immediate evaluation. All activities have a unique method of reaching the participant; therefore each will have a unique method of measuring its success.

# Completed Proposal Checklist

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

## **Intermountain AmeriCorps**

620 Lewis Street  
Wenatchee, WA 98801  
Attn: Toby Haberlock

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

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

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

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

*An Equal Opportunity Program*