

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: Okanogan County Historical Society
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 1410 2nd Ave N./PO Box 1129 Okanogan, WA 9884

Main project contact: Richard Ries Title: OCHS President

Phone: 509-422-4272 Fax: _____

E-mail: ochs@ncidata.com Web Address: www.okanoganhistory.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: Okanogan County Historical Society
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 1410 2nd Ave N./PO Box 1129 Okanogan, WA 98840

On-site supervisor: Marilynn Moses Title: Coordinator

Phone: 509-422-4272 Fax: _____

E-mail: ochs@ncidata.com 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: Richard Ries Title: OCHS President

Address: PO Box 1129 Okanogan, WA 98840

Phone: 509-422-4272 Fax: _____

E-mail: ochs@ncidata.com

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: Marilynn Moses Title: _____

Address: PO Box 1129 Okanogan, WA 98840

Phone: 509-422-4272 Fax: _____ E-mail: ochs@ncidata.com

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: Work with other volunteers to enter historical data _____

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: Okanogan

Legislative districts: 7

Congressional districts: WA-005

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* 50 sq 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

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

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

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

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

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

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

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

Your agency/school uses its own background check/clearance and will provide this at your own expense.
 Yes No

Your agency/school understands that NCESD will bill you directly for the fingerprinting services they provide.
 Yes No

CERTIFICATIONS

Drug Free Workplace

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

Non-Discrimination Policy

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

COVER SHEET (CONTINUED)

SERVICE TIME ACKNOWLEDGEMENTS:

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

ASSURANCES:

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

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

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

Organization Name: Okanogan County Historical Society

Project Name: Historical Data Storage & Preservation

Name of Authorized Representative: Richard Ries

Title of Authorized Representative: OCHS President

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 Okanogan County Historical Society, formed in 1963, includes four museums, located in Okanogan, Conconully, Winthrop and Molson. They are responsible for collecting, preserving and displaying historical artifacts from their respective locations. All historical county documents are collected and preserved at the Wilson Research Library in Okanogan. With the help of volunteers the society is entering all written information in a database. This is a project that will take many years and many volunteers.

The society also owns the Frank S. Matsura photograph collection and the George B. Ladd photograph collection, both of which number in the thousands. The old pictures are also being scanned and saved in the database. This project will also take many years to complete.

All of the county's historical information that we are preserving is available to the general public for their use. We currently have a small group of volunteers to assist the public with their various research projects but we are always in need of more help.

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

The position would include being trained to enter historical data and to scan and save the historical photographs. We would also like to have the volunteer visit schools throughout the county and give presentations about what the society has available for them.

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 – July:	Scan and save historic documents and photographs. Assist patrons with various research projects Schedule school visits and present information to student body Give presentations to local civic organizations stressing volunteerism!
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How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)?

It would give the Okanogan County Historical Society the opportunity to connect and educate our local (and county wide) students, that might otherwise never realize what is available to them and what a valuable resource we are for historical information.

4. 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.)

One of the main points our Americorps member would stress when giving presentations, is how the Society is always in need of more volunteer help.

5. 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: Research assistant

Project Sponsor and Website: Okanogan County Historical Society: okanoganhistory@yahoo.org |

Project Location: Wilson Research Library, Okanogan, Washington

Position Summary: (150 words or less)

The volunteer would be expected to do a variety of jobs including receiving and answering e-mails regarding historical research, answering telephones, greeting and assisting visitors with research projects, scheduling school visits and giving presentations to both students and civic organizations. Recruiting other volunteers to work in the Research Library would also be a high priority.

An on-going daily job of the volunteer would be scanning and saving our historical photographs and entering historical information to the database.

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

- Recruit volunteers for the Society
- Work database to enter historical documents and photographs
- Connect with county school staff and schedule presentations
- Attend civic organization meetings and give presentations and recruit volunteers
- Assist the public with their research requests
- Complete and submit all necessary IMAC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all IMAC/AmeriCorps training and service requirements including orientation, trainings, team meetings, and national service days.
- Wear IMAC/AmeriCorps- appropriate identifiers and required safety gear while performing service or attending official events.
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Position Requirements: (list up to 9; add yours before the existing items)

- Good communication skills
- Ability to work independently or with others
- Computer skills
- Problem solving skills
- 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)

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

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- 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 needed**
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ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

The Okanogan County Historical Society was established in 1963 as a society dedicated to preserving and documenting the history of Okanogan County and surrounding areas.

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

The OCHS has been collecting and preserving the history of the county since 1963 and is generally accepted as a benefit to the community.

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

The current volunteers and the community will see by example, the benefits of having an Americorps member available to help with the work of the society.

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.

Orientation would begin with an introduction to the materials available and the procedures used when assisting a visitor with their research project. The volunteer would also be trained in the method used to enter data to our system and also how to scan and save photographs. An experienced volunteer would help with training.

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

After initial training in the daily procedures, supervision, or help, will be available if the volunteer requests it.

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

There will be training in the use of the Alpha 5 software and the use of the photo scanning equipment.

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

The AmeriCorps member will have the opportunity to practice and improve their skills in communications.

Space: Describe the office space the member will occupy.

The volunteer will use a computer, phone, basic office supplies, scanner, and printer.

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.

OCHS would like to be involved in application reviews.

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: Marilyn Moses _____ Phone: (Office & Cell) 509-422-4272 _____

Fax: _____ Email: ochs@ncidata.com _____

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: **Marilynn Moses** _____ Phone: (Office & Cell) 509-422-4272 _____

Fax: _____ Email: ochs@ncidata.com _____

SUSTAINABILITY (15 POINTS)

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

Having an AmeriCorps volunteer would be a tremendous help with preserving the county historical documents.

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

By having the Americorps volunteer recruit volunteers, OCHS will be able to sustain the preservation project.

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

The volunteers recruited will be trained to continue with the project.

EVALUATION (15%)

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?

Students and the general public will benefit with the availability of research materials.

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

Records will be kept on the research projects and their outcome.

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