

# 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: SkillSource  
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 309 E. 5<sup>th</sup> Ave., Moses Lake, WA 98837

Main project contact: Yolanda Rios Title: Center Manager

Phone: (509) 766-6300 ext. 6310 Fax: (509) 766-0452

E-mail: Yolanda@skillsource.org Web Address: www.SkillSource.org.

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

Phone: N/A E-mail: N/A

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

Site organization: SkillSource (in the WorkSource Central Basin – Career Development Center)  
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 309 E. 5<sup>th</sup> Ave., Moses Lake, WA 98837

On-site supervisor: Yolanda Rios Title: Center Manager

Phone: (509)766-6300 ext. 6310 Fax: (509) 766-0452

E-mail: Yolanda@SkillSource.org Web Address: www.SkillSource.org

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

Phone: N/A E-mail: N/A

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

Contract signee: Dave Petersen or Lisa Romine Title: Executive Director , Managing Director

Address: 233 N. Chelan Ave., Wenatchee, WA 98801

Phone: (509)663-3091 ext. 228 Fax: (509)663-5649

E-mail: dave@skillsource.org

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

Name: Lisa Romine Title: Managing Director

Address: 233 N. Chelan Ave., Wenatchee, WA 98801

Phone: (509) 663-3091 ext. 237 Fax: (509) 663- 5649

E-mail: lisar@skillsource.org

### Contact information for individual who should receive billing:

Name: Laura Leavitt Title: Financial Director

Address: 233 N. Chelan Ave., Wenatchee, WA 98801

Phone: 509)663-3091 ext. 227 Fax: (509)663-5649 E-mail: laura@skillsource.org

# COVER SHEET (CONTINUED)

## PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

One     Two     Three     Other: \_\_\_\_\_

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

3. Which start date are you applying for?     September 2011     September 2012

4. Which objective(s) best represents your placement's focus?

- Assist students (either youth or adult) to increase academic proficiency
- Assist students in improving English language skills
- Create programs that actively involve parents in their child's learning process
- Educate students in citizenship skills such as leadership, peer mediation, and team building
- Mobilize and recruit volunteers of all ages in education-, environmental-, and social service-related issues to help sustain the program, agency, or school
- Civically engage community members in their own communities by implementing service learning projects
- Coordinate out-of-school, after-school, weekend, winter break, or spring break education activities for youth or adults in disadvantaged circumstances
- Increase the capacity of schools, agencies, or organizations in meeting unmet community needs
- Engage in outreach to educate the community about available resources and assistance
- Other: \_\_\_\_\_

5. Will your organization be able to assist your AmeriCorps volunteer in securing local affordable housing?     Yes     No  
This is not a requirement for a partner site, but could be beneficial for the AmeriCorps member.

6. Type of transportation available for member(s) to get to service site: (check all that apply)

Carpool     Public Transportation     Personal vehicle required     Bike/Walk

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

- An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**
- Personal vehicle is necessary for member service activities and mileage reimbursement is approved.
- 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: Grant  
Legislative districts: \_\_\_\_\_  
Congressional districts: \_\_\_\_\_

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* \_\_\_\_\_

## 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

\_\_\_\_\_ 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 SkillSource has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that SkillSource 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:**     SkillSource    

**Project Name:**     SkillSource Learning Center    

**Name of Authorized Representative:**     Lisa Romine    

**Title of Authorized Representative:**     Managing Director    

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

# **SET PLACEMENT PROPOSAL NARRATIVE**

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

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

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

The SET volunteer will work alongside SkillSource's classroom instructors and training staff to provide direct services to improve the basic skills of the at-risk youth (from age 15 to 21) attending the ML Learning Center and to enhance the opportunities for these youth to learn life skills. The majority of our students are high school dropouts preparing for their GED, but we also provide credit-retrieval for students who are attending high school and are behind in credits. The classroom employs a self-paced learning format where students use interactive educational computer systems in coordination with organized classroom group sessions and one-on-one assistance from instructors to improve students' basic skill level and prepare them for the math, science, reading, social studies, and writing GED tests.

The SET volunteer will directly assist students in the classroom on a daily basis, helping the instructors to monitor student progress and providing one-on-one tutoring. The volunteer will assist in planning and carrying out weekly leadership activities, as well as planning and leading weekly group sessions on math and reading. The volunteer will also have the freedom to use their creativity and interests to create new activities designed to improve students' life skills. In addition to these direct services, the volunteer will also be charged with coordinating 2 monthly guest speakers for the classroom and assisting with the planning and implementation of monthly student community service projects.

### **Goals:**

1. To increase the capacity of SkillSource to provide more one-on-one tutoring and focused classroom sessions designed to increase the basic skills for the at-risk youth attending the ML Learning Center.
2. To increase the capacity to provide a more well-rounded educational experience for our students that provides them with more opportunities to learn life skills and the importance of civic involvement, including more hands on volunteer projects and more focused classroom group learning sessions.

### **Objectives:**

1. Provide students with tutoring and academic mentoring to increase their basic skills in math and writing and prepare them to pass GED tests.
2. Educate students in citizenship skills such as leadership, peer mediation, and team building.
3. Organize and participate in community service projects.
4. Mentor youth to help them see their potential in life and help them build self-esteem.
5. Provide direct services to assist low-income students.
6. Serve as resource for youth and families.
7. Expand the capacity of the agency's ability to provide services.
8. Develop and implement monthly service-learning projects with youth.

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

Our staff of instructors and trainers takes on many of the responsibilities in this position periodically as part of their daily activities, but these are not part of their core job duties. Having a position dedicated to these activities would allow for more consistent implementation of tutoring, life skill building, and guest speaker activities. This would allow other staff to focus more on core duties and to move to a more of a supporting role for the volunteer position in carrying out these activities.

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.

The ML Learning Center operates Monday-Friday from 8:00AM-5:00PM. Students attend 1 of 2 sessions, 8:00AM-12:00PM or 1:00PM-5:00PM. From September 13 to June 16 the AmeriCorps will provide daily classroom support and one-on-one tutoring and will assist with weekly leadership activities. Part of each week will be spent out of the classroom to plan community projects and business tours and to organize guest speakers for the classroom. The ML Learning Center will be closed for a week during the Christmas holiday and 2 weeks between the end of the school year and the start of the summer session. During this time, the AmeriCorps member will assist with planning activities.

4. How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)?

The North Central Workforce Development Council asked staff to develop strategies to increase the learning capacity of SkillSource Learning Centers. Through this activity it was determined that the Learning Centers need to bring in more guest speakers and classroom facilitators, and that our students need a stronger web of community support.

This project would increase the capacity to bring in meaningful guest speakers on a regular basis by having a position dedicated to organizing 2 monthly presenters. Additionally, having a position dedicated to coordinating monthly community service projects would increase students' involvement with local organizations and strengthen their web of support.

5. Recruiting volunteers is an important performance objective for AmeriCorps volunteers nationwide. How will your member be involved in recruiting or supporting community volunteers at your service site to help facilitate your program's desired operation and focus? (Volunteers can include parents, community members, or students.)

The member would be involved in recruiting volunteer speakers to present to our students twice a month and would be responsible for assisting in planning and implementing monthly volunteer projects for our students. This would involve educating students on the benefits and importance of volunteerism, and informing them about possible volunteer opportunities in the community. They would also work with different community organizations to develop meaningful volunteer opportunities.

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:** Youth Tutor & Coordinator of Special Projects

**Project Sponsor and Website:** SkillSource www.skillsource.org

**Project Location:** 309 E. 5<sup>th</sup> Ave., Moses Lake, WA 98837

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

This position will provide daily support to classroom activities, including but not limited to: leading organized sessions to teach basic skills in math and writing, facilitating and assisting with leadership activities, providing one-on-one tutoring, and assisting instructors in monitoring the classroom. (60% of time)

This position will search for meaningful guest speakers to discuss real life work place topics, such as workplace expectations, the importance of developing soft skills, and the value of education, and coordinate bimonthly classroom presentations. They will also organize 2 yearly business tours. (10%)

This position will work with instructors and training staff to organize and carrying out monthly community service projects. The SET member will lead sessions with students to discuss the importance of volunteerism and provide information about the organizations where they are volunteering. They will search for new volunteer opportunities and assist in coordinating and implementing all service projects. (30%)

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

- Developing lesson plans and curriculum
- Assisting students with coursework
- Instructing students in basic and vocational skills
- Developing and participating in community projects
- 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)

- Ability to teach basic skills, including math and writing
- Ability to develop positive relationships with youth and adults
- Ability to work effectively as a team member
- 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.
- Washington State Driver's License

**Preferred Qualifications:** (list up to 7)

- Bachelor's Degree (teaching or related field)
- Interest in working with at-risk youth

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

- Taxable monthly living allowance of \$1050.00.
- Education award of \$5350 upon successful completion of a term of service. It can be used on to repay qualified student loans or for further education at accredited schools. It is taxed in the year it is used.
- Student loan forbearance and payment of interest on qualified loans accrued during the service year.
- Basic medical coverage for the member only, not including vision and dental.
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities.

**Transportation Information:**

- The local bus system (GTA) provides reliable transportation within Moses Lake and the surrounding area

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

SkillSource builds workforce skills with business and One-Stop partners to increase economic prosperity throughout North Central Washington and the Columbia Basin.

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

SkillSource has been providing basic skills instruction in the ML Learning Center for 20 years, and is contracted through the Moses Lake School District to provide credit catch-up opportunities and GED preparation. The ML Learning Center classroom has the capacity to handle up to 50 students at any given time. This program employs a self-paced learning format where students use interactive educational computer systems in coordination with organized classroom pullout sessions and one-on-one assistance from instructors to improve students' basic skill level and prepare them for the math, science, reading, social studies, and writing GED tests. The ML Learning Center performs an intake workshop every 2 weeks to bring in new students. These students attend the classroom 20 hours a week for varying lengths of time depending on their skill level and pace of learning. SkillSource has a staff of 2.0FTE trainers and 2.0FTE instructors working in the MLLC with 1.5 FTE support staff.

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

Staff has been informed of the planned activities involving the AmeriCorps volunteer and will remain educated on the member's role through weekly learning center staff meetings. Local organizations will be educated on the role of AmeriCorps and the volunteer through interaction on community projects.

4. Describe how your organization will provide support to the member in the areas below. (For more information on IMAC Sponsor Responsibilities, refer to the Request for Proposal instructions.)

**Orientation:** Provide a general outline of your orientation plan, including orientation to your organization and community.

The Center Manager will provide employee orientation. The volunteer will also be introduced in staff meetings and will be introduced to community partners by training staff.

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

Yolanda Rios, Center Manager, will oversee the overall progression of the project. Instructors and training staff will oversee daily activities.

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

The AmeriCorps will have the opportunity to attend any of the trainings offered at SkillSource. There will also be many opportunities for trainings provided through different partner agencies throughout the year.

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

The member will gain experience working with a diverse population and will gain experience working with impoverished school drop-outs and at-risk youth.

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

Member will occupy a desk, computer, internet, phone, fax, and copy machine located in the learning center classroom.

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.

SkillSource will submit all necessary information and will play an active role in supporting IMAC's outreach to recruit a member

**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:** Yolanda Rios **Phone:** (Office & Cell) (509)766-6300 ext. 6310

**Fax:** (509)766-0452 **Email:** yolanda@skillsource.org

**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:** Yolanda Rios **Phone:** (Office & Cell) (509)766-6300 ext. 6310

**Fax:** (509)766-0452 **Email:** yolanda@skillsource.org

## SUSTAINABILITY (15 POINTS)

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

Improves the quality of the program and assists high risk youth to learn skills that will assist them in the "real" world.

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

The member's activities will enhance current relationships and build new ones with local organizations and will open the door to future collaboration.

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

Connections established by the member will be maintained by instructors and training staff who will work to build on the foundations that are developed.

## 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?

The at-risk youth attending the SkillSource Learning Center and the organizations that receive increased volunteer hours through community service projects will directly benefit from this project.

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

- CASAS tests will be used to track increases in students' basic skill level in math and reading.
- Increased success on GED tests will be measured by the number of students who attain their GED.
- The number of weekly basic skills and leadership pullout sessions the SET member is involved in will be tracked by the Center Manager.
- The number of bimonthly guest speakers and monthly service projects will be tracked by the Center Manager.

# 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)

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