

# 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: Wenatchee Valley College

Address: 1300 Fifth Street Wenatchee, WA 98801

Main project contact: Kristi Hills

Title: Workforce Education Grant Facilitator

Phone: 509-682-6613

Fax: 509-682-6601

E-mail: khills@wvc.edu

Web Address: http://commons.wvc.edu/wfeg and www.wvc.edu

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: \_\_\_\_\_  
(Organization where the member will serve e.g. Thompson Elementary School)

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

On-site supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

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 signer: Suzie Benson

Title: Vice President, Administrative Services

Address: 1300 Fifth Street Wenatchee, WA 98801

Phone: 509-682-6515

Fax: 509-682-6501

E-mail: sbenson@wvc.edu

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

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

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

Name: Jonah Nicholas

Title: Director of Fiscal Services

Address: 1300 Fifth Street Wenatchee, WA 98801

Phone: 509-682-6505

Fax: 509-682-6501 E-mail: inicholas@wvc.edu

# 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: Chelan  
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* 300?

# 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? Before July 1, 2011

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

**KMH** 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):

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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 Wenatchee Valley College has an active Drug Free Work Place Policy.

Ernie Benson 4-29-11  
(Legal Applicant) (Date)

### **Non-Discrimination Policy**

I certify that Wenatchee Valley College has an active Non-Discrimination Policy.

Ernie Benson 4-29-11  
(Legal Applicant) (Date)

# 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:** Wenatchee Valley College

**Project Name:** Opportunity Grant Tutor/Mentor

**Name of Authorized Representative:** Suzie Benson

**Title of Authorized Representative:** Vice President, Administrative Services

**Signature:** Suzie Benson **Date:** 4-29-11

# 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).

Tutor adults in Math, Reading, Writing, Computer Applications (Word, Excel, PowerPoint, Publisher, Outlook, etc.), and possibly other program specific coursework. Assist people with applications, including financial aid related applications. Provide information about college and community resources. Create, conduct and facilitate workshops that promote academic success and retention, which will include brief sessions on above mentioned computer applications. Recruit volunteers for workshops and tutoring for unique subject matter. Major project goals and objectives are to leverage student resources for student retention and success.

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

We have never had a full-time staff position involving tutoring specifically for Opportunity Grant students.

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-	getting familiar with WVC and Workforce Education grants; planning for the year
October-	set tutoring hours established for fall; getting familiar with community and workshops
November-	volunteer recruitment and winter workshop schedule development; ongoing tutoring, application assistance and providing of resources
December-	winter workshop schedule release, establish winter tutoring hours, conduct/facilitate/attend winter workshops; ongoing tutoring, application assistance and providing of resources
January-	conduct/facilitate/attend winter workshops; ongoing tutoring, application assistance and providing of resources
February-	conduct/facilitate/attend winter workshops; volunteer recruitment and spring workshop schedule development; ongoing tutoring, application assistance and providing of resources
March-	spring workshop schedule release, establish spring tutoring hours, conduct/facilitate/attend spring workshops; ongoing tutoring, application assistance and providing of resources
April-	conduct/facilitate/attend spring workshops; ongoing tutoring, application assistance and providing of resources
May-	conduct/facilitate/attend spring workshops; volunteer recruitment and summer workshop schedule development; ongoing tutoring, application assistance and providing of resources
June-	summer workshop schedule release, establish summer tutoring hours, conduct/facilitate/attend summer workshops; ongoing tutoring, application assistance and providing of resources
July-	conduct/facilitate/attend summer workshops; ongoing tutoring, application assistance and providing of resources

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 WVC mission includes enriching North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. Through tutoring, workshop offerings, volunteer recruitment and providing information about resources, the IMAC volunteer with contribute to our college mission.

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.)

Recruiting volunteers from community agencies is a focus in this position as community partners help to sustain valuable workshops offered through our program. Recruiting enrolled students to volunteer for tutoring other students would be helpful in the operation of our program as well.

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:** Opportunity Grant Tutor/Mentor

**Project Sponsor and Website:** Wenatchee Valley College.  
<http://commons.wvc.edu/wfeg> and [www.wvc.edu](http://www.wvc.edu)

**Project Location:** 1300 Fifth Street Wenatchee, WA 98801

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

Tutor adults in Math, Writing, Reading, Computer Applications (Word, Excel, Power Point, Publisher, Outlook, etc.), ESL, and possibly other program specific coursework. Assist students with various application processes surrounding financial aid and scholarships. Provide information about college and community resources to inquiring individuals. Conduct or facilitate workshops and activities that promote academic success and retention, which will include brief sessions on above-mentioned computer applications. Recruit volunteers for workshops and tutoring for unique subject matter. Activities aim to leverage student resources for student retention and success.

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

- Tutor college level Math, college level English (Reading and Writing), basic and advanced levels of most computer applications: Word, Excel, Power Point, Publisher, Outlook, etc., and various subject areas as capable of, which may include minimal ESL
- Recruit community volunteers for workshops each quarter, and attend those workshops as a college representative
- Facilitate, attend, and assist with workshops that revolve around academic, work and life skills
- Track student workshop attendance, tutoring assistance and volunteer recruitment
- Provide information to individuals regarding available college and community resources
- Assist individuals with FAFSA applications, grant applications, scholarship applications, etc. and the processes that surround those applications
- Respect and protect confidentiality of all student information
- Communicate effectively with Opportunity Grant staff, which include written and verbal communication
- 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)

- College level math, reading and writing (will request to see a college transcript)
- Proficiency in Word, Outlook, Power Point and World Wide Web
- General knowledge of college processes: admission, registration, financial aid, etc.
- Capable of speaking clearly and professionally in front of large groups of people
- Ability and motivation to work independently, and with little supervision
- Flexible and adaptable to changing situations and/or environments
- Commitment to adhering to WVC policies and FERPA laws
- Organized, having excellent time management and multi-tasking skills
- AA degree
- 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)

- Proficiency in Publisher, Excel and Access in addition to required computer application qualifications
- Tutoring or teaching experience
- Office experience
- Experienced and comfortable with speaking clearly and professionally in front of large groups of people
- Detail oriented
- Creative
- BA degree or higher

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

- Free annual parking pass for member who drives own vehicle
- 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:**

- Free annual parking pass for WVC parking lots
- LINK Transit stops in front of Wenatchi Hall on Fifth Street, which is convenient for public transportation
- Bike racks are available on campus for locking up bicycles
- Walking distance to affordable housing in the area

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

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

Opportunity Grant is beginning its fifth year of service to students in select Professional and Technical programs. A representative from the State Board of Community and Technical Colleges has approved expenditures from this Washington State grant for an IMAC volunteer, and he agrees that it is wise use of funds.

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

I have informed faculty and staff about Intermountain AmeriCorps at various points in my employment with WVC as I am a former IMAC volunteer and am familiar with the great works of this organization. I will continue to compliment the great efforts of our current IMAC volunteer and share with my co-workers the added value he and others bring to our college.

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.

Campus Tour and introduction to faculty/staff (individually, and at meetings)  
Training- FERPA and other necessary trainings pertaining to college policies and confidentiality issues  
Email, phone, fax, and other office-related assignments  
Observe ongoing program activities, including student workshops

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

Kristi Hills, Workforce Education Grant Facilitator, will serve as direct supervisor and overall project oversight. In absence of direct supervisor, Workforce Education Team members will provide supervision: Mary Watson, Marcy Schley and Riva Morgan.

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

FERPA training- pertains to confidentiality  
Safety Training, among others which are planned to be held throughout the year

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

Various workshops offered by other workshop facilitators will be required.  
Various campus trainings are offered throughout the year and will be available.  
As available, direct supervisor will include IMAC volunteer in off-campus Professional Development offerings.

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

Will have own desk, computer with internet access, telephone with voicemail in mentor room. Student computers and space will be shared with IMAC volunteer. Access to fax and other office equipment will be available for use as needed for the position.

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.

I would like to see college transcripts (unofficial is okay) to verify college level Math and English skills. I would like to meet in person for an interview, but if that is not possible, a phone interview is acceptable.

**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:** Kristi Hills

**Phone:** (Office & Cell) 509-682-6613

**Fax:** 509-682-6601

**Email:** khills@wvc.edu

**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:** Kristi Hills

**Phone:** (Office & Cell) 509-682-6613

**Fax:** 509-682-6601

**Email:** khills@wvc.edu

## SUSTAINABILITY (15 POINTS)

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

The college plan is to serve North Central Washington by serving educational and cultural needs. The member will contribute by providing direct educational services to our current and potential students.

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

Member will recruit community volunteers, adding to the sustainability of program offerings.

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

We will utilize volunteer contacts made by IMAC member during his or her time with our program. The accurate tracking of member efforts will be essential for sustainability.

## 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?

Current Opportunity Grant students will directly benefit from member services; tutoring and resources will be provided, and students will stay in class and complete them successfully.

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

Workshop evaluation forms are submitted by workshop attendees, and those are used to evaluate workshop material and presentation.  
Direct supervisor randomly attends workshops and drops in for tutoring sessions to observe, and to offer positive feedback and constructive criticism. Direct supervisor also reviews tutoring and workshop schedules before offered to students.  
Student transcripts are used to evaluate continued student success as well.

# 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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