

# 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: WENATCHEE VALLEY MUSEUM & CULTURAL CENTER  
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 127 SOUTH MISSION STREET

Main project contact: BRENDA ABNEY Title: DIRECTOR

Phone: 509-888-6242 Fax: 509-888-6256

E-mail: Brendaa@wvmcc.org Web Address: www.wvmcc.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: \_\_\_\_\_  
(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 signee: Brenda Abney Title: Director

Address: 127 SOUTH MISSION STREET, WENATCHEE, WA 98801

Phone: 509-888-6242 Fax: 509-888-6256

E-mail: brendaa@wvmcc.org

### 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: Pauline Sweeney Title: Secretary

Address: WVMCC, 127 S MISSION STREET, WENATCHEE, WA 98801

Phone: 509-888-6241 Fax: 509-888-6256 E-mail: PSWEENEY@WVMCC.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: CHELAN  
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* 75 - 200

# 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.  
N/A

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)	Community Choice payment
December 1, 2011 – March 15, 2012 (February Invoice)	Community Choice payment
March 16, 2012 – July 15, 2012 (May Invoice)	\$1,450.00

BBA 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 Wenatchee Valley Museum & Cultural Center has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that Wenatchee Valley Museum & Cultural Center 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:** Wenatchee Valley Museum & Cultural Center

**Project Name:** Museum Education Assistant

**Name of Authorized Representative:** Brenda L. Abney

**Title of Authorized Representative:** Museum Director

**Signature:** \_\_\_\_\_ **Date:** 6/28/2011

# SERVICE & EDUCATION TEAM

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**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: Community Choice Healthcare Network \_\_\_\_\_

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

Address: 102 Maple St., Ste. B, Cashmere, WA 98815 \_\_\_\_\_

Main project contact: Allen Dietz \_\_\_\_\_ Title: Chief Operations Officer \_\_\_\_\_

Phone: 509-782-5030, ext 113 \_\_\_\_\_ Fax: 509-782-5060 \_\_\_\_\_

E-mail: allen.dietz@communitychoice.us \_\_\_\_\_ Web Address: www.communitychoice.us \_\_\_\_\_

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:

Contract signee: Jesus Hernandez \_\_\_\_\_ Title: Chief Executive Officer \_\_\_\_\_

Address: Community Choice, 102 Maple St., Ste B, Cashmere, WA 98815 \_\_\_\_\_

Phone: 509-782-5030, ext 111 \_\_\_\_\_ Fax: 509-782-5060 \_\_\_\_\_

E-mail: jesus.hernandez@communitychoice.us \_\_\_\_\_

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

Name: Allen Dietz \_\_\_\_\_ Title: Chief Operations Officer \_\_\_\_\_

Address: Community Choice, 102 Maple St., Ste B, Cashmere, WA 98815 \_\_\_\_\_

Phone: 509-782-5030, ext 113 \_\_\_\_\_ Fax: 509-782-5060 \_\_\_\_\_

E-mail: allen.dietz@communitychoice.us \_\_\_\_\_

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

Name: Allen Dietz \_\_\_\_\_ Title: Chief Operations Officer \_\_\_\_\_

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# 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: Assist senior citizens in navigating Medicare application process; develop and promote information to enable people to have online access to their own medical information

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, Douglas, Grant (some Okanogan)  
Legislative districts: 12, 13 (part)  
Congressional districts: 4, 5 (part)

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 sq ft, shared office.*

# 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):

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- Government agency: city, county, regional, state, or federal

Is your cash match: (check one)       Pending       Secured

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Source of funding:     **\*\*Federal**       State       Local

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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.

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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

  JH   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 Community Choice Healthcare Network \_\_\_\_\_ has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that Community Choice Healthcare Network \_\_\_\_\_ 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.
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- 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:** Community Choice Healthcare Network

**Project Name:** SHIBA

**Name of Authorized Representative:** Jesus Hernandez

**Title of Authorized Representative:** CEO

**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).

Community Choice Goals:

- Provide information and counseling to senior citizens (predominately low-income, high level of Spanish-only speakers) on Medicare enrollment process and options in order to help them make effective and informed health insurance choices.
- Provide information to people who call looking for health insurance options in order to help them make effective and informed health insurance choices.
- Make public presentations about Medicare and health insurance options to community groups (like the Senior Center) and at community events (like health fairs) in order to help them make effective and informed health insurance choices.

These activities will take place primarily from September through December, 2011, and one day/week from January through mid-July, 2012. one-on-one in person or over the phone in our Cashmere and/or Moses Lake office, and at community events throughout North Central Washington. The target audience will be primarily senior citizens, many of whom are low-income and/or Spanish language speakers.

- Assist in developing and implementing effective volunteer recruitment and training strategies in order to strengthen our volunteer program.

This activity will take place throughout the year at our Cashmere office as we plan volunteer recruitment, training, and recognition events.

Wenatchee Valley Museum and Cultural Center Goals:

- Provide museum visitors with engaging hands-on activities in gallery settings.
- Deliver programs for school children that enhance and extend the classroom learning experience.
- Led docent tours of exhibits for all ages which illustrate the heritage of the Wenatchee Valley.
- Offer enrichment learning experiences for children in 1<sup>st</sup> – 7<sup>th</sup> grade, including low income children.
- Provide information about museum programs and events in a public setting such as a forum, meeting or outreach event.
- Assist in volunteer placement, oversight and recognition program to enhance existing Volunteer Management program.

These activities will take place January – June 2012 in a museum or public setting at Wenatchee Valley Museum & Cultural Center or in venues in the Wenatchee Valley. The target audience is primarily school age children. Other age groups from adult to senior and families are also served.

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

Community Choice: This position did not exist before AmeriCorps, and was created to both help meet community needs and to create an opportunity in a healthcare organization for AmeriCorps placements in the Wenatchee valley.

Wenatchee Valley Museum and Cultural Center: This is a position created specifically to give AmeriCorps workers job experience in providing education to community members in an informal museum setting. It enhances existing efforts by the museum to offer informal education to kids, families, adults and seniors.

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.

Community Choice:

- September – October, 2011 – Training on SHIBA program, Medicare benefit plans, and other health insurance options.
- September – October, 2011 – Shadow current SHIBA staff/volunteer, supervised sessions.
- October, 2011 – transition to more independent one-on-one case work; observe community presentations.
- October - December, 2011 – Open enrollment for Medicare, more independent case work and supervised public presentations.
- January – July, 2012 – One day/week at Moses Lake office or at Community Choice; Independent case work and independent public presentations; volunteer recruitment and volunteer training activities.

Wenatchee Valley Museum and Cultural Center:

- January 2012: Training in museum education resources such as hands-on projects; programs and events. Assist Museum Education Coordinator to have an opportunity to learn and contribute to programs.
- Feb – March 2012: Work with supervision to develop family activities and public programs. Attend Docent training to learn how to give museum tours.
- March - July 15, 2012: Work semi-independently to develop hands-on activities, offer guided tours, and coordinate and publicize public programs in cooperation with the Education Coordinator and other museum staff.

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)?

Community Choice has a contract with the Office of the Insurance Commissioner to conduct the SHIBA program in North Central Washington. The program meets the needs of senior citizens by providing them with unbiased information about Medicare options and helps clients make informed decisions that meet their individual circumstances. The program also provides education and information to other (younger) citizens about health insurance options. The program was designed and implemented at the state level; we coordinate and manage the regional implementation of the program.

The mission of the Wenatchee Valley Museum and Cultural Center is to foster dynamic connections to the unique heritage of the Wenatchee Valley. We do this through museum exhibits, publications and educational programs. The demand for educational programs by the public and by schools has dramatically increased in the last few years. Through these programs in 2010, the museum served more than 38,000 people. With a permanent staff of five full-time and three part-time staff people, this service is only possible with the help of dedicated volunteers. More than 26,000 hours of service were donated to the museum in 2010.

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.)

Community Choice: The SHIBA program is a volunteer driven program. The AmeriCorps member at Community Choice will work closely with the other volunteers in the SHIBA program by coordinating scheduling at community locations, collaborating on public presentations, and working with staff on volunteer recruitment and training activities.

Wenatchee Valley Museum and Cultural Center: The museum has a dedicated corp of volunteers and those that are involved in single projects or events. More than 26,000 hours of volunteer service were provided in 2010 by about 250 volunteers. It is an essential element of every program at the museum to have volunteer involvement. Staff members recruit, train and provide oversight for volunteers. Once the AmeriCorps worker is familiar with the museum s/he will have the opportunity to involve other in service and have direct oversight of the volunteers. The museum has an established list, newsletter and training program for volunteers which will support the efforts of the AmeriCorps worker.

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:** State Health Insurance Benefits Advisor / Education and Public Programs Assistant

**Project Sponsor and Website:** Community Choice Healthcare Network and Wenatchee Valley Museum and Cultural Center.

[www.communitychoice.us](http://www.communitychoice.us)

[www.wvmcc.org](http://www.wvmcc.org)

**Project Location:**

**Community Choice:** 102 Maple St., Suite B, Cashmere, WA

**Wenatchee Valley Museum and Cultural Center:** 127 South Mission Street, Wenatchee, WA

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

This is a unique shared position with Community Choice Healthcare Network and the Wenatchee Valley Museum and Cultural Center. In the fall (September through December), the member will work with the State Health Insurance Benefits Advisor (SHIBA) program to increase the availability of services to clients seeking information about Medicare and other health insurance options. The member will meet with people over the phone or one-on-one in our Cashmere office and in other locations, and may make public presentations about the SHIBA program to community organizations and at community events in North Central Washington. From January through July 15, the member will work primarily with the Wenatchee Valley Museum and Cultural Center's Education Coordinator to deliver informal museum educational programs to kids, families, adults and seniors. This will include developing hands-on activities, coordinating public programs and learning and delivering museum tours.

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

- Advise individuals about enrollment in Medicare and other health insurance options.
- Make public presentations to groups about Medicare and other health insurance options.
- Work with the staff at Community Choice to develop effective volunteer recruitment strategies and to help recruit, train, and motivate volunteers.
- Work with the museum's Education Coordinator to develop and coordinate hands-on activities, public programs and deliver tours to groups.
- Assist in developing and distributing information for and publicity about educational programs.
- Assist or present information about education programs to groups at events or meetings.
- Recruit, train and oversee volunteers for museum events, in coordination with the museum's Volunteer Coordinator.
- 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)

- Strong computer skills (Word, Excel, Publisher, Internet skills)
- At least 2 years of college (degree preferred)
- Strong interpersonal and customer service skills
- Reliable and committed to providing quality service
- 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)

- Bilingual English/Spanish strongly preferred
- Familiarity in using online database and eligibility determination processes
- College degree
- Counseling or interviewing experience
- Experience speaking before groups of people
- Excellent telephone skills
- Ability to engage members of the public, both young and elderly

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

- Training in Medicare and health insurance benefits system(s).
- Opportunity to learn about the healthcare system during a time of exciting change.
- Placement in a small, dynamic community organization working to improve access to healthcare in rural Washington State.
- Training in informal education and event coordination.
- Opportunity to work with a committed and dynamic group of people in delivering quality service to the community.
- 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:**

Community Choice:

- Reliable personal transportation required for weekly visits to Moses Lake office (150 miles round trip) and for occasional outreach activities.
- On days when personal car not required, public bus (Link Transit) stops a block from our office and runs on a convenient, regular schedule from Wenatchee and Leavenworth.

Wenatchee Valley Museum and Cultural Center:

- No personal vehicle required for day-to-day work
- Public bus (Link Transit) stops in front of the museum regular schedule from Wenatchee, Cashmere, Leavenworth and Chelan.

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

Community Choice: Community Choice facilitates healthy communities through its support for a high quality, integrated and efficient healthcare delivery system, informed healthcare consumers, innovation and leadership.

Wenatchee Valley Museum and Cultural Center inspires dynamic connections to the unique heritage of the Wenatchee Valley.

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

Community Choice is a healthcare consortium composed of regional healthcare organizations including 5 hospitals and 10 clinics with a total of 200+ physician members in North Central Washington that has been around for over 10 years. In addition to these member organizations, we enjoy partnerships and collaborations with various other organizations in the areas of mental/behavioral health, social services and government institutions. We work extensively with volunteers in our State Health Insurance Benefits Advisors (SHIBA) program, funded by the Insurance Commissioner of the State of Washington, and with the State Health Care Authority through our Health Record Bank Pilot Project. We have had an Intermountain AmeriCorps member placed with our organization for the past two years. Allen Dietz, our Chief Operations Officer, has over 16 years of experience with AmeriCorps, ran an AmeriCorps program in Texas, was on the staff of the Texas Commission on Volunteerism, and was the Deputy Director of the Washington Service Corps. He has been a consultant and trainer to AmeriCorps, Senior Corps, and VISTA programs and state service commissions throughout the United States.

Wenatchee Valley Museum and Cultural Center was formed in 1939 and through the years, has evolved from a small volunteer organization to a vigorous center of activity that serves more than 28,000 people annually. Our service area includes the North Central Washington Educational Service District and the greater Wenatchee area. The museum is a highly utilized resource by educators, researchers and community members in the region and beyond. In addition, it is one of the anchors of the region's cultural institutions, providing a draw for tourism and economic development. This service is both a benefit to North Central Washington and to the mission of preservation and access that is the core of the museum's purpose. The museum values partnerships with other community organizations which extend our ability to meet the needs of the community. We regularly work with volunteers (250 in 2010) and worker training programs through AARP, WorkSource and SkillSource. We have had several AmeriCorps members provide service to our organization during events and programs. The museum has a staff member dedicated to the recruitment, placement, training and oversight of volunteers who will be invaluable in providing mentorship to the Americorps member.

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

Community Choice: We have a small staff that are already familiar with AmeriCorps. As new staff members come on, they will be educated about the AmeriCorps program and the role of AmeriCorps members in our organization. We work to promote AmeriCorps and our AmeriCorps member at community meetings and events. (We would love to have an AmeriCorps sign for our office window if one is available!)

Wenatchee Valley Museum and Cultural Center: The museum staff has partnered with AmeriCorps as volunteers and have found the members to be effective in assisting with programs and events. New members are personally introduced to staff and attend staff meetings in which their role is explain and they have an opportunity to participate on a weekly basis. When participating in outreach and museum events, the AmeriCorps member is encouraged to talk about the program to community members.

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.

Community Choice: Because of the small size of our organization and our AmeriCorps team, the AmeriCorps orientation to our program will primarily be done one-on-one with current staff. The orientation will include self-directed training using online and printed training material, shadowing current staff and volunteers, and by attending regional training with other volunteers at training events provided by Office of the Insurance Commissioner.

Wenatchee Valley Museum and Cultural Center: The museum has a standard orientation program for new staff and volunteers. The new worker is given general information about the museum, its staff and organizational structure. Policies are reviewed and signed by the worker. Work schedule and job tasks are discussed. How the worker interfaces with other staff is also talked about in this session. Their picture is taken and a badge is issued that will be used when on-site to identify them. They are shown their work space and given a brief tutorial on the use of the computer and phone systems; shown the supply cabinet, office equipment and are taken on a tour during which they are introduced to other staff and volunteers. The worker then is placed with their primary contact (in this case, the Education Coordinator) who continues orientation specific to the job and tasks they will be responsible for.

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

Community Choice: Overall project oversight will be done by Allen Dietz, Operations Manager  
Supervision for SHIBA activities will be done by Maria Ontiveros, SHIBA coordinator  
Structure: Supervision will include regularly scheduled supervision sessions, with additional supervision and technical assistance provided whenever necessary. The physical arrangement of our office allows for easy and immediate consultation with other staff as issues come up, so in a sense supervision is ongoing and immediate, as needed.

Wenatchee Valley Museum and Cultural Center: Overall project management will be the responsibility of Brenda Abney, Museum Director. Oversight and mentorship for the program will be done by Selina Danko, Museum Education Coordinator. The project of the AmeriCorps worker will have direct oversight during the training session and the members would have frequent contact with the Education Coordinator Mondays – Thursdays. Once the member is trained and confident with the project, s/he may work independently with access to staff for technical assistance as needed. The member would attend weekly staff meetings to interface and coordinate with staff as well.

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

Community Choice:

1. Training in the intricacies of the federal Medicare program, including regular Medicare, Medicare Advantage Plans, and Medicare Prescription Drug Plans.
2. Training on making effective public presentations.
3. Training in volunteer recruitment and retention strategies.

Wenatchee Valley Museum and Cultural Center:

1. Training in the delivery of educational activities and tours, particularly for children, in arts, history, natural science and culture.
2. Training in the coordination and management of public programs.
3. Training in effective outreach and publicity for programs.

Additional opportunities exist for training in volunteer and non-profit management.

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

Community Choice: Our AmeriCorps member and supervisor(s) will meet early during the member's term of service to discuss and outline professional development needs and opportunities during the member's term of service. We have a lot of flexibility and want the experience to be a positive one for the member, and will find ways to help our member get access to appropriate opportunities. We also have funds to pay for member training as appropriate opportunities present themselves.

Wenatchee Valley Museum and Cultural Center: In coordination with the AmeriCorps member, professional development opportunities will be explored based on the needs of the member. There are a number of shadowing opportunities with professional museum staff in the areas of Administration, Collections, Exhibits and Education. There are on-line training opportunities in non-profit management, computer training and volunteer management that are available to the member. In addition, the member will have the opportunity to attend lectures and other public programs that will improve their skills and knowledge about our services and the heritage of the region.

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

Community Choice: The AmeriCorps member will share a large, open office space with three other people. The space is approximately 300 square feet, and the member will have his/her own desk, computer, and phone. The office has a fax, a copy machine, a refrigerator and microwave, and high-speed Internet access. We also provide electricity, running water, heat and air conditioning (depending on the season) and three working bathrooms that are available year-around. Our AmeriCorps member will be provided with an e-mail address through our Internet domain.

Wenatchee Valley Museum and Cultural Center: The Americorps member will share a large office space with one other staff member. The space is approximately 300 square feet with desk, computer, printer and phone. There are two general break areas with refrigerator, microwave and coffee maker. There is a restroom integrated into the office space. The building has a heating/cooling system, electricity and running potable water. Internet and email is provided.

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.

Community Choice and the Wenatchee Valley Museum and Cultural Center plan to actively collaborate in the member recruitment and selection process. Over the past two years, Community Choice has used our contacts at the college, the school district, and local medical facilities, along with the national recruitment pool through IMAC to recruit a small pool of highly qualified candidates. We feel that this combined placement provides a unique opportunity for Intermountain AmeriCorps and for a special 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:** Allen Dietz \_\_\_\_\_ **Phone:** (Office & Cell) 509-782-5030, ext 113 (office); 509-630-8124 (cell)  
**Fax:** 509-782-5060 \_\_\_\_\_ **Email:** allen.dietz@communitychoice.us \_\_\_\_\_

**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:** Allen Dietz \_\_\_\_\_ **Phone:** (Office & Cell) ) 509-782-5030, ext 113 (office); 509-630-8124 (cell)  
**Fax:** 509-782-5060 \_\_\_\_\_ **Email:** allen.dietz@communitychoice.us \_\_\_\_\_

## SUSTAINABILITY (15 POINTS)

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

Community Choice: Community Choice is a non-profit membership organization of hospitals and clinics in Chelan, Douglas, Okanogan, and Grant counties. The SHIBA Medicare program is a key services we offer in our region that supports the work of our member organizations. SHIBA is currently funded by a state grant through the Office of the Insurance We have target client service, public education, and volunteer recruitment objectives for the SHIBA grant, and our AmeriCorps member will help us meet those targets and provide high-quality services to the residents of our region.

Wenatchee Valley Museum and Cultural Center is a non-profit organization that primarily serves the Wenatchee Valley, with extended services to North Central Washington. Education is a core service provided by the museum to fulfill our mission. The first objective of our strategic plan addresses "Engaging Communities". Several of our goals within the plan pertain to this project, most particularly, the action to "continue and enhance opportunities for the public to interact with museum exhibits, programs and collections on a regular basis." This action step is achieved through the programs and activities provided by the AmeriCorps member.

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

Community Choice: We are actively developing sustainable business models for the grant-funded programs at Community Choice. One of the key lessons we have learned with our AmeriCorps program is how helpful it was to have an additional full-time SHIBA person in our office instead of having to rely on just volunteers. The addition of an AmeriCorps member has allowed us to use volunteers more effectively and to get services to clients in a more timely fashion. We will take these lessons into our planning for the long-term sustainability of the project. We see the AmeriCorps position as one that can help us more closely examine the impact on service delivery, volunteer recruitment and training, and program support of a key position like AmeriCorps as we look at developing long-term sustainability models.

Wenatchee Valley Museum and Cultural Center: The efforts of the AmeriCorps member will assist in launching key components of our education program that have been sporadically offered in the past. The worker will be able to lay the groundwork that can be built upon with volunteer assistance. Evaluating the impact and work of the member will enable the organization to incorporate the need into our future planning. It is the intent that the AmeriCorps member will provide templates and training to make the project sustainable with effective volunteers overseen by staff. The member will provide consistency in delivering services.

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

Community Choice: We are actively working on long-term sustainability and program service delivery models for all of our programs. Although AmeriCorps has been an important part of our programming this year, we are planning on sustainable models that do not involve AmeriCorps but rather rely on membership support based on the value of the programs. If we get AmeriCorps members, that is a wonderful extra benefit.

Wenatchee Valley Museum and Cultural Center: Board members are actively engaged in planning for sustainability of the key functions of the organization which include the education and public programming. AmeriCorps provides an important service, particularly in the initial set-up of some of the educational offerings, that can be incorporated into the regularly scheduled activities offered by the museum. The board has also approved a five-year development plan that would include increasing membership, sponsorship and donations which will allow for future sustainability of the project.

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?

Community Choice: SHIBA beneficiaries include seniors who are eligible for Medicare and people who are interested in learning about health insurance options.

Wenatchee Valley Museum and Cultural Center: This project of the education program is available to all community members but particularly benefit low income children and seniors in assisted living.

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

Community Choice: With the SHIBA program, we currently track numbers of contacts for the Office of Insurance Commissioner. Success has been defined as meeting the contact, educational, and volunteer recruitment goals set by the State. In addition, we will add an evaluation tool that looks at gains in knowledge and ability to make more informed health insurance decisions on the part of clients who work with the AmeriCorps member.

Wenatchee Valley Museum and Cultural Center: We currently track attendance to programs and conduct formal evaluations of certain activities. Success is measured through participation and positive feedback from participants. It is also measured through understanding of the educational goals of the project. It is intended that the AmeriCorps member will develop, with staff assistance, evaluation methods that can be used to measure the project.

# 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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