

SERVICE & EDUCATION TEAM HOST SITE PLACEMENT PROPOSAL COVER SHEET

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: Women's Resource Center of North Central Washington
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 20 Adams Street, Wenatchee WA (P.O. Box 2051)

Main project contact: Phoebe Nelson Title: Executive Director

Phone: (509) 662-0121 Fax: (509) 662-8542

E-mail: pjnel@aol.com Web Address: _____

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: Bruce Housing Program
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 206 Palouse, Wenatchee, WA

On-site supervisor: Pat Raney Title: ShareCare Family Enrichment Programs Manager

Phone: (509) 663-5201 Fax: _____

E-mail: praney@applecapital.net 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: Phoebe Nelson Title: Executive Director

Address: 20 Adams St. Wenatchee, WA

Phone: (509) 662-0121 Fax: (509) 662-8542

E-mail: pjnel@aol.com

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

Name: same as above Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact information for individual who should receive billing:

Name: Denise Miller Title: Administrative Assistant

Address: P.O. Box 2051 Wenatchee, WA 98007

Phone: (509) 662-0121 Fax: (509) 662-8542 E-mail: _____

COVER SHEET (CONTINUED)

PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

X One Two Three Other: _____

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

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

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

X Assist students (either youth or adult) to increase academic proficiency

Assist students in improving English language skills

X Create programs that actively involve parents in their child's learning process

X Educate students in citizenship skills such as leadership, peer mediation, and team building

Mobilize and recruit volunteers of all ages in education-, environmental-, and social service-related issues to help sustain the program, agency, or school

Civically engage community members in their own communities by implementing service learning projects

X Coordinate out-of-school, after-school, weekend, winter break, or spring break education activities for youth or adults in disadvantaged circumstances

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? X 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 X Public Transportation Personal vehicle required X Bike/Walk

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

X An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**

Personal vehicle is necessary for member service activities and mileage reimbursement is approved.

Bus passes/tickets for member service activities are approved.

Does your organization require driver or other training to do this placement? Yes X 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 and Douglas

Legislative districts: _____

Congressional districts: _____

10. The member will have access to the following resources for service activities: (Check those that apply)

X Telephone/Voicemail

X Fax machine

X Computer

Email Account

X Internet

X Office space, *please specify square feet* 100

Other *please specify* _____

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 \$3,000.00 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

_____ 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.

X Yes No

Your agency/school understands that NCESD will bill you directly for the fingerprinting services they provide.

X Yes No

CERTIFICATIONS

Drug Free Workplace

I certify that Women's Resource Center of North Central Washington has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Women's Resource Center of North Central Washington 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: Women's Resource Center of North Central Washington

Project Name: ShareCare Family Enrichment Programs

Name of Authorized Representative: Phoebe Nelson

Title of Authorized Representative: Executive Director

Signature: _____ **Date:** May 18, 2011

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 Women's Resource Center of North Central Washington is applying for an AmeriCorps member for our children and families programs co-located at The Bruce, an emergency and transitional housing program for homeless individuals and families and at our adjoining ShareCare licensed child care facility and Family Enrichment Center. The ages and grade levels of children in emergency shelter and transitional housing programs vary but the focus for this project will be school age children and youth, especially the upper elementary, middle school and high school grades.

The assistance of an AmeriCorps member will allow us to expand and enhance our ability to address the needs of homeless children who are living with their families in emergency shelter and transitional housing. This presents challenges as well as benefits. Homeless children have a variety of psycho-social needs disproportionate to the general population of children. However, we have excellent experienced professional on-site staff accustomed to working in this dynamic environment to assist the AmeriCorps member. Pat Raney, the director of our ShareCare program will be the on-site supervisor for the AmeriCorps member and will monitor project activities. The goals of the project are:

- Children who are experiencing the distress of homelessness will have fun.
- Homeless children and adults will be helped to see their potential in life and improve their self esteem.
- Homeless children and adults will engage in activities that provide opportunities to improve social skills particularly in child to child and child to adult communication, cooperation and conflict resolution.
- Homeless children will develop academic skills to increase their competency in study and organizational skills, in grades and on tests.
- Homeless children with limited English will improve their comprehension, fluency, vocabulary pronunciation, and grammar.
- Homeless school age children will improve school attendance and better meet academic requirements particularly in reading and math.
- Parents of homeless school age children will develop skills to better connect with their child's school and support their educational success.
- Volunteers will be recruited to assist with activities and to serve as mentors and positive role models.
- Homeless children and adults will be involved in service-learning projects.
- Homeless school age children will engage in after-school, weekend and spring break education activities.

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

This position is an enhancement to our current program for children and families and is presently filled by an AmeriCorps member. No staff person currently performs this function nor has a staff person ever performed this function in the past.

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 activities in this project occur consistently through-out the year. During the school day, Monday – Thursday, assist with our early learning program for toddlers and pre-school aged children. After school and during school breaks develop and implement activities that provide opportunities to improve social skills particularly in child to child and child to adult communication, cooperation and conflict resolution, increase their competency in study and organizational skills, and to have fun.

September 2010: Member Orientation and Training. October 2010: Assist with Bruce Housing Harvest Festival. Recruit volunteers to assist with activities and to serve as mentors and positive role models. Introduce the "Homework Zone." November and December 2010: Begin planning and execution of Holiday Theme activities and events and develop program of activities for school age children during their holiday school break. January – March 2011: Expand activities to improve skills in child to child and child to adult communication, cooperation and conflict resolution, and increase competency in study and organizational skills. April—May 2011: Assist with Bruce Spring Festival, Mother-Father appreciation event. Develop program of activities for school age children during Spring Break. June—July 2011: Develop and implement activities for school age children during their summer break.

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 AmeriCorps member will be working with children that have a variety of special needs and the program is located at the building where the children are staying in Emergency and Transitional housing. Many of these children have learning disabilities, poor school attendance, and come from families whose experiences with school have not been positive. We have developed the program to address specific issues identified for us by local school, social service agency staff, early education program staff, and the parents of the children in our programs. The goals of our program attempt to remedy some of these deficiencies and improve the school performance, attendance and attitudes of the children in our program.

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.)

A key activity for our AmeriCorps member will be to recruit volunteers to assist with on-site activities such as the Homework Zone and to serve as mentors and positive role models. The AmeriCorps member will also indentify ways to recruit the parents of Bruce children to assist with on-site and off-site activities.

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: Child and Family Support Specialist (CFSS)

Project Sponsor and Website: Women's Resource Center of North Central Washington

Project Location: Bruce Housing and ShareCare Center; 206 Palouse, Wenatchee, WA

Position Summary: (150 words or less)

The Child and Family Support Specialist (CFSS) will help address the needs of homeless children who are living with their families in emergency shelter and transitional housing. The CFSS will with the supervision and assistance of Bruce Housing Program and ShareCare Family Enrichment professional staff work with parents to help identify family needs and strengths in a variety of areas including educational-vocational, social-recreational, family interaction, economic, and physical-emotional health. The CFSS will also help develop and conduct parent-child activities, and age appropriate activities to help homeless children better interact with adults and peers, improve school performance and have fun.

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

- Help identify family needs and strengths in a variety of areas including educational-vocational, social-recreational, family interaction, economic, and physical-emotional health.
- Help children who are experiencing the trauma of homelessness to have fun.
- Assist school age children to meet school attendance and academic requirements by tutoring and academic mentoring to increase their competence in study and organizational skills, in grades, and on tests.
- Assist students with limited English skills to improve their comprehension, fluency, vocabulary, pronunciation, and grammar, as well as build communication skills.
- Develop activities and opportunities for children to improve social skills particularly in child to child and child to adult communication, cooperation and conflict resolution; and to improve citizenship skills such as leadership, peer mediation, and team building.
- Coordinate after-school, weekend and winter/spring break education activities for homeless children.
- Serve as a resource for homeless children and adults to help them see their potential in life and build self-esteem.
- Increase parent involvement in student academic life.
- Develop and implement service-learning projects with homeless children and adults.
- Recruit volunteers to serve as mentors and positive role models.
- 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)

- Education, experience or interest in working with children and youth.
- Ability to work independently and as a team member.
- Ability to work with diverse populations.
- Ability to maintain confidentiality.
- Sensitivity to issues of homelessness and poverty.
- Able to serve occasional evenings and weekends.
- Able to successfully pass a drug test when administered by Women's Resource Center.
- 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)

- Ability to speak, understand, read and write Spanish.
- Ability to drive an 11 passenger van.
- Have a valid Washington State Driver's License, clean driving record and documentation.

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

- Assistance in locating affordable housing.
- Up to \$350.00 workshop fees for position related trainings.
- 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:

- The program has an 11 passenger van for service activities and drivers are covered by the organization's insurance.
- The Bruce Housing Program/ShareCare Family Enrichment Center is in the heart of the Wenatchee Downtown area, and is served by the public transportation system. It is also easily accessible from most residential neighborhoods by foot, bicycle, and/or skateboard.

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

To provide shelter, transitional housing, support services and enrichment programs for homeless and low income women, men and their families in an environment that honors diversity, promotes self esteem and cooperation, and encourages mutual respect.

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

The Women's Resource Center of North Central Washington (WRC) first provided services in 1976. We are located in Wenatchee, Washington, and serve all of North Central Washington State. WRC currently operates The Bruce Housing Facility, a 37 room single room occupancy residence, and the adjacent ShareCare Child Development and Family Enrichment Center. The program has received national recognition with a Fannie Mae Award of Excellence. ShareCare, our on-site child care center is a Washington State licensed child care facility. We provide homeless families and individuals crisis housing and on-site supportive services to assist in breaking dysfunctional cycles and achieving the maximum degree of self-sufficiency. We provide more than 30,000 bednights of shelter a year. All of the clients served by WRC/BRUCE are very low-income or at-risk homeless families and individuals. Twenty-five per cent of the families served are Spanish speaking. All of the children served by this project have experienced the trauma of homelessness.

WRC also provides in-home case management to 15 families leaving homelessness for transitional or permanent housing in our community. WRC meets the basic needs of low income individuals and families in crisis. Our food bank serves more than 10,000 households each year. Our clothing bank, and disposable diaper and hygiene supplies distribution provides the necessities of life to those without. All assistance is delivered with the objective of promoting a sense of family and community through education, support and helping to instill the value of providing a healthy nurturing environment for children.

WRC has been a United Way agency since 1984. Our funding sources include: state and federal grants, and contributions from banks, foundations, private donors, service clubs, and churches

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

WRC has been fortunate to have had the assistance of AmeriCorps members in the past and our Board of Directors and our Staff fully appreciate how we have benefitted by the high quality work of previous AmeriCorps members. We continue to educate staff and Board members as follows:

- Circulate the position description to all staff.
- Discuss the position at regular staff meetings including information about hours, office location, on-site supervision and lines of communication.
- Include the AmeriCorps member as a member of our professional staff in staff meetings and functions.
- Include the AmeriCorps member at meetings of community groups and partnerships as appropriate.
- Share with the community how our AmeriCorps member has enhanced our agency's work.

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.

Pat Raney, the director of our ShareCare family enrichment program is the on-site supervisor for this position and will be primarily responsible for the orientation and training of the AmeriCorps member. Ms. Raney has more than ten years of experience working with children and their families living in a homeless shelter. The orientation will be the primary activity for the member during the month of September. Orientation activities are as follows:

- Introduction to the Women's Resource Center and all WRC programs including visits to all WRC sites, introductions to all WRC staff including information about who they are and what they do.
- Review of the WRC employee manual and personnel policies and procedures.
- Completion of all required WRC paperwork including an explanation of our confidentiality policy our conflict of interest policy and our code of conduct.
- Review of the Child and Family Support Specialist's position description, outline of day to day activities and schedule.
- Discussion of agency special events, time lines and staff roles and responsibilities.
- Discussion of project specific goals, project timelines and available resources.
- Information about the Wenatchee area. recreation opportunities. etc.

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

The needs of homeless children who are living with their families in emergency shelter and transitional housing. This presents challenges as well as benefits. Homeless children have a variety of psycho-social needs disproportionate to the general population of children. However, we have excellent experienced professional on-site staff accustomed to working in this dynamic environment to assist the AmeriCorps member. Pat Raney, the director of our ShareCare program will be the on-

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

1. Homeless children have a variety of psycho-social needs disproportionate to the general population of children. WRC has excellent experienced professional staff accustomed to working in this dynamic environment and will assist the AmeriCorps member to recognize indicators of trauma and to provide trauma informed care.
2. The AmeriCorps member will be mentored through the process of developing and executing a special project of their choosing from conceptualization to evaluation.

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

The local community in North Central Washington provides numerous opportunities throughout the year for training and professional development. Just as we do for staff, we will actively seek opportunities for our AmeriCorps placement attend events that are relevant to this this position and her/his professional development.

Space: Describe the office space the member will occupy.

We have designated an office for the AmeriCorps member in the Bruce Hotel Building. It is interior space equipped with desk, computer and telephone and internet access.

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.

Phoebe Nelson and Pat Raney will both be available to review applications and conduct phone interviews. We are also available to provide information about our agency and the Wenatchee area to potential applicants.

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: **Phoebe Nelson**

Phone: **(509) 662-0121**

Fax: (509) 662-8542

Email: pjnel@aol.com

Summer Recruitment Contact (June through August 2010): This person must be available to receive phone calls, electronic communication, or faxed applications, interview applicants; and make decisions about placement of AmeriCorps members during June, July and August.

Name: Same as Above Phone: _____

Fax: _____ Email: _____

SUSTAINABILITY (15 POINTS)

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

WRC is committed to providing very low income and homeless families and individuals supportive services which will assist in breaking dysfunctional cycles and achieving the maximum degree of self-sufficiency. Additionally, WRC is dedicated to the well-being of children and has pledged to advance an environment that honors diversity, promotes self esteem and cooperation, and encourages mutual respect. This project is intrinsic to WRC accomplishing our mission. A primary impediment to self sufficiency for the homeless families in our programs is inadequate education and employment skills. Families improve self-sufficiency when they are able attain the education and training they lacked. There is substantial data indicating that children who have experienced homelessness more frequently fail to perform at grade level, have more limited social networks, are more likely to drop out before graduation and are 60% more likely to experience homelessness as adults than other children. We have seen school performance improve as a result of the tutoring and mentoring activities of this project and we have observed better cooperation and interaction between children in the building because of improved social skills in child to child and child to adult communication, cooperation and conflict resolution.

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

The AmeriCorps member works with children at the Bruce Emergency and Transitional housing for the homeless. The AmeriCorps position is Child and Family Support Specialist (CFSS) and is responsible for helping develop and conduct parent-child activities, and age appropriate activities to help homeless children better interact with adults and peers, improve school performance and have fun. These are the essential project activities that have produced the described outcomes that are essential to accomplishing our mission.

Four years ago when we first applied to IMAC, WRC would not have been able to initiate the project without the assistance of IMAC because we would not have had access to such highly dedicated and capable individuals considering WRC's staff budget constraints. However, affordability is not the primary benefit we have found in having an AmeriCorps member in this position. The energy, enthusiasm and creativity of each AmeriCorps serving as a CFSS has helped us better evaluate project activities and improve overall quality.

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

This project is too important to the social and emotional health and welfare of our homeless children to discontinue if an AmeriCorps member is not available to WRC. While we hope to maintain our partnership with IMAC, we have considered how we might continue the project in the future without IMAC support. An essential function of the CFSS position is the recruitment of volunteers to assist with project activities and to serve as mentors and positive role models. As we evaluate project activities and plan for the future we have considered that one or more volunteers might be trained to provide coordination and support for the project to continue. We have also explored other avenues to support the project such as partnerships with college programs and internships or developing and funding a staff position that would include activities presently performed by our AmeriCorps member. WRC has been fortunate to have experienced high quality work of previous AmeriCorps members. We hope to continue to have the assistance of AmeriCorps members in the future because they bring their unique abilities and energy to the project.

EVALUATION (15%)

EVALUATION (15 POINTS)

Answer the following questions for each of your organization's placement goals. A Project Activity Worksheet planning tool to assist in the preparation of the responses for the questions below is provided on page 11 of the **RFP Guidelines**.

1. Who will directly benefit from each major project activity?

The goals of the project will be accomplished by the following service activities:

1. **Develop activities and coordinate after-school, weekend and winter/spring break education activities and opportunities for children experiencing the trauma of homelessness to improve social skills and have fun.**

Where activities will occur: The Bruce and ShareCare (206 Palouse)

Those primarily involved: School age children and their parents

Frequency: Varies by activity. Some are daily (Mon.—Thur.) some are weekly or monthly, some are annual events.

Project goals addressed: Children who are experiencing the distress of homelessness will have fun; Homeless children and adults will engage in activities that provide opportunities to improve social skills particularly in child to child and child to adult communication, cooperation and conflict resolution. Homeless school age children will engage in after-school, weekend and spring break education and service learning activities.

2. **Assist school age children to meet school attendance and academic requirements and assist students with limited English skills to improve comprehension, fluency, vocabulary, pronunciation, grammar, and communication skills.**

Where activities will occur: The Bruce and ShareCare (206 Palouse)

Those primarily involved: School age children

Frequency: Daily (Mon. –Thur.)

(Project goals addressed: Homeless school age children will improve school attendance and better meet academic requirements particularly in reading and math. Homeless children will develop academic skills to increase their competency in study and organizational skills, in grades and on tests. Homeless children with limited English will improve their comprehension, fluency, vocabulary pronunciation, and grammar.)

3. **Recruit volunteers to assist with project activities and to serve as mentors and positive role models.**

Where activities will occur: The Bruce and ShareCare (206 Palouse)

Those primarily involved: Adult and middle school/high school youth

Frequency: Daily (Mon. –Thur.)

(Project goals addressed: Volunteers will be recruited to assist with activities and to serve as mentors and positive role models. Homeless children and adults will see their potential in life and build self-esteem.)

4. **Help identify family needs and strengths in a variety of areas including educational-vocational, social-recreational, family interaction, economic, and physical-emotional health.**

Where activities will occur: The Bruce and ShareCare (206 Palouse)

Those primarily involved: Homeless families with children.

Frequency: Daily (Mon. –Thur.)

(Project goals addressed: Homeless children and adults will see their potential in life and build self-esteem.

Parents of homeless school age children will develop skills to better connect with their child's school and support their educational success.)

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

- Develop activities and coordinate after-school, weekend and winter/spring break education activities and opportunities for children experiencing the trauma of homelessness to improve social skills and have fun.
 - Tracking tools and methods: Attendance roles and sign-in sheets. Staff, parent, teacher observations. Participant feedback.
 - Criteria: Children continue to attend activities. Children who have been hard to engage begin to participate and show signs of pleasure. There is a decrease in anti-social behavior. (Because of the high degree of neediness of homeless children improvement for even one child would indicate success.)
- Assist school age children to meet school attendance and academic requirements and assist students with limited English skills to improve comprehension, fluency, vocabulary, pronunciation, grammar, and communication skills.
 - Tracking tools and methods: Attendance roles. Grade reports. Staff, parent, teacher observations. Participant feedback..
 - Criteria: School attendance meets district standards. Students show better class participation, turn in more assignments and grades improve. Students with limited English skills communicate with other Bruce residents and staff in English. (Due to the significant challenges of homeless children living in shelters improvement for even one child indicates success.)
- Recruit volunteers to assist with project activities and to serve as mentors and positive role models.
 - Tracking tools and methods: Volunteer tracking form. Volunteer feedback.
 - Criteria: Volunteer hours increase by 20%. Volunteers have an 80% attendance record. Volunteer feedback indicates a satisfaction level of at least 4 on a 5 point scale.
- Help identify family needs and strengths in a variety of areas including educational-vocational, social-recreational, family interaction, economic, and physical-emotional health.
 - Tracking tools and methods: Client intake forms. Client follow-up reports.
 - Criteria: Client intake forms are complete. Client follow-up reports are up to date.

Completed Proposal Checklist

Complete RFP Application ensuring that all proposal questions are completely answered.

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

Intermountain AmeriCorps

620 Lewis Street
Wenatchee, WA 98801
Attn: Toby Haberlock

TO APPLY OR FOR MORE INFORMATION ON INTERMOUNTAIN AMERICORPS CONTACT:

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

VISIT OUR WEBSITE AT:

www.intermountainac.com

An Equal Opportunity Program