



Lower Columbia Center - Field Team Proposal 2010

Proposal Timeline

Proposals due to NWSA Lower Columbia Center	July 31, 2009
	Note: This RFP is for Dedicated teams only. Proposals for short term projects are accepted on a first come, first serve basis depending on team availability. The Short Term Project Proposal can be downloaded from our website.
Sponsors notified of status	August 14, 2009
Member recruitment and selection	Ongoing from September until the start date
NWSA Sponsor Orientation (required)	January 2010
Members start full-time at placement site	February 2010

Project Selection

Project Sponsors are selected through a competitive process based on their proposal for a capacity-building placement that meets NWSA objectives and critical community needs. Project proposals that incorporate training and professional development opportunities for teams will be given special consideration.

Selection Process

1. A committee of NWSA staff, AmeriCorps members and/or community members will review and score the proposals.
2. NWSA will notify applicants of the status of their proposal by **August 14, 2009**.
3. Acceptance of proposals may be contingent upon the applicant providing additional information or making revisions.
4. Once selected, project sponsors will be required to attend an orientation session.
5. Dedicated Team Project Sponsors will work with NWSA to recruit and select AmeriCorps member(s) for their team.
6. After proposal is accepted, sponsors will be required to sign a contract specifying details of the service placement.
7. All agreements are contingent upon NWSA's continued funding from the Corporation for National and Community Service and upon the successful recruitment and placement of AmeriCorps team members for the project position(s).

Proposal Checklist

- All application questions are completely answered.
- Hard copy of the cover sheets, including a signed copy of the certifications and assurances.
- Proof of eligibility: 501(c)(3) status (new project sponsors only).
- Email one copy of your proposal to Center Secretary James Moore (james.moore@esd112.org).

All materials are due to the LCC office by 5:00pm July 31, 2009

PLEASE CONTACT ME FOR MORE INFORMATION:

NWSA Lower Columbia Center
Field Team Coordinator
Suzi Cloutier
(503) 234-2383 x 103
suzi.cloutier@esd112.org

Field Team Proposal Coversheet

Directions: Please complete both pages of the cover sheet.

CONTACT INFORMATION FOR LEGAL APPLICANT ORGANIZATION:

Legal applicant/Sponsoring agency:

(Organization responsible for the contract, e.g. City of Gresham)

Address:

Main project contact:

Title:

Phone:

Fax:

E-mail:

CONTACT INFORMATION FOR ON-SITE SUPERVISOR (IF DIFFERENT FROM LEGAL APPLICANT):

Site organization:

(Organization where the member will serve, e.g. City of Gresham Environment Services Department)

Address:

On-site supervisor:

Title:

Phone:

Fax:

E-mail:

CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SIGNING LEGAL CONTRACTS IN YOUR ORGANIZATION (CHECK WITH YOUR BUSINESS OFFICE):

Contract signee:

Title:

Address:

Phone:

Fax:

E-mail:

CONTACT INFORMATION FOR PERSON RESPONSIBLE FOR RECEIVING INITIAL CONTRACT (IF DIFFERENT FROM THE CONTRACT SIGNEE):

Name:

Title:

Address:

Phone:

Fax:

E-mail:

CONTACT INFORMATION WHERE FINALIZED 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:

Title:

Address:

Phone:

Fax:

E-mail:

PROGRAM RESOURCES & REQUIREMENTS

- 1) 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
- 2) Which NWSA objective best represents your placement's focus? (Choose one)
 Restore watersheds
 Enhance public lands
 Increase resource conservation
 Increase awareness of environmental issues and concepts
 Increase volunteer involvement in environment and education issues
 Increase the service learning capacity of schools and organizations to address environmental issues
- 3) The member will conduct the majority of the service activities in the following (List up to 3):
Counties: _____
Legislative districts: _____
Congressional districts: _____
- 4) If applicable, have you discussed the placement with your union representative? Yes No N/A
- 5) Teams can range in size from 4-11 members (including Leader). How many members are you applying for? _____
- 6) Will you be sharing this team with any partnering organizations? Yes No If yes, please list each partnering organization:

Organization Name: _____

Phone: _____

E-mail: _____

Organization Name: _____

Phone: _____

E-mail: _____

CASH MATCH DESCRIPTION: Dedicated Team cash match per 1700 hour member is \$10,000 and \$10,500 for a leader. All dedicated teams must have a leader. Additional costs may apply for additional services. (Please contact Suzi Cloutier for current costs of special services and/or tools).

- 7) Is your cash match (check one):
 Pending
 Secured
- 8) If pending, when will you receive confirmation of funds? _____
- 9) Source of funding:
 Federal
 State
 Local
- 10) NWSA bills twice per year for dedicated teams: February & June. If these do not work for you, please list your preferred billing dates: _____

***In-Kind:** NWSA requires each sponsoring organization to provide \$5,000 of in-kind donations per member. Sponsors are required to keep track of in-kind donations throughout the year, to be reported in total in December. In-kind could include supervisor time, office space, mileage reimbursement, bus passes and other non-monetary support.

Certifications

DRUG FREE WORKPLACE:

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

NON-DISCRIMINATION POLICY:

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

ACKNOWLEDGEMENTS

We understand that NWSA members serve up to 1400 hours of service with their sponsoring agency and we support NWSA's effort to provide members with an additional 300 hours of development and leadership opportunities and will accommodate occasional absences of the member (with advance notice) for this purpose.

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 NWSA 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 Acknowledgements, Certification and Assurances sections above.

ORGANIZATION NAME: _____

PROJECT NAME: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____ **DATE:** _____

Field Team Proposal Narrative

Directions: Please answer each of the following questions on additional sheets of paper or below in this document. Answer each question separately, referring to the corresponding numbers and letters in this application. Your proposal narrative may not exceed a total of 5 pages, single-spaced, 12-pt (Times Roman font preferred). This does not include the Cover Sheets.

1. Provide an overview of the direct service and/or volunteer mobilization project you propose (tell us who, what, where, when and why). Include the following:
 - A timeline of the member or team's major activities. *If there are several distinct positions within your proposed team, be sure to summarize each position's major tasks and a timeline to get them done.*
 - Service site location (include driving directions).
 - What equipment and tools will your organization provide? What equipment and tools are requested from NWSA?
2. How does this proposed project meet the needs of the community that your organization serves? Include the following:
 - How the need was identified (include any community involvement).
 - The proposed outcome of the activity.
 - Who will directly benefit from this activity?
 - What tools and criteria will be used to measure the success of this activity?
3. How will this project increase the level of service your organization provides to the community?
Include a description of any activities your organization is currently doing to address this community need. If you have been an NWSA project sponsor in the past, please include project successes and describe how a new member will build on those successes.
4. In one or two short paragraphs, state your organization's history and mission. Include your organization's qualifications for conducting the project you propose.
5. How will you incorporate an AmeriCorps member or team into your existing organizational structure? Describe your plan for educating staff and community members about AmeriCorps and the member or team's role in your organization.
6. Describe how your organization will provide support to the member or team in the areas below. Clarify how this position is not a staff position. (For more information on NWSA 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. Describe thoroughly the specific orientation and/or training that will be provided for the Field Team at the start of the project.

Supervision: Describe the structure for both the daily supervision of the member(s) and overall project oversight. Include your plan for providing consistent feedback and clear directions being available when needed and appointing someone else who knows about the project who can be the point person when supervisor is absent.

Training: Name and describe at least two skills trainings you will provide for your member(s). Based on your expertise and that of your organization, what training or other support can you provide for NWSA member(s) throughout the project? Examples include watershed education, environmental education and native plant identification. Please consider other training or educational opportunities that could help the member(s) to enhance their overall skills, knowledge and experience.

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

SPIKE OUTS AND LODGING: In general, when projects are more than an hour from the teams home base, the team will likely camp, or spike out, on or near the project site for the duration of the project. We ask that project sponsors take on the responsibility of securing appropriate camping gear and accommodations for field team projects that require the team to spike out. If this applies to your project, please be prepared to provide for the needs and requirements of your spiking team.

7. Sponsors are required to provide adequate resources for their teams which will include access to the following: Adequate office space for members to work, Telephone/voicemail, fax machine, computers with internet and email, as well as appropriate storage for tools and equipment. Briefly describe the project office space and environment in which the member or team will serve. Include square footage of the office space and risk assessment and project safety plan.

8. If this team will be shared with other partnering organizations, Sponsors must adhere to the following guidelines:
 - The team can be shared with up to two organizations.
 - A field representative from each partnering organization must attend Sponsor Orientation.
 - All partnering organizations must adhere to NWSA rules and regulations.
 - All partnering organizations will be included on NWSA contracts.
9. How will the members on your team be involved in recruiting or supporting community volunteers? Or, if your project does not involve the team in recruiting or supporting community volunteers, why not?
10. NWSA views each AmeriCorps member placement as an opportunity to strengthen organizations while developing long-term solutions to issues in our community. Since a placement cannot be guaranteed to last longer than one year, we ask sponsors to develop a placement that builds organizational capacity with a project that will continue beyond the team's term of service. NWSA expects sponsors to provide direction to members in developing documents or systems that will sustain their project into the future.
 - How does this project fit into your organization's long-term plan?
 - Explain how the effects and benefits of this project will continue beyond the length of AmeriCorps service. Describe any plans for project continuation or maintenance.
11. Create a one-page position description for each distinct position you are applying for (i.e. if you are applying for a six-member team and would like four of the members to have the same position such as Restoration Coordinator and the remaining two to be a Volunteer Coordinator and a Community Education Coordinator, then you will need a total of three distinct position descriptions to be submitted with your proposal). Template is provided on page 6-7.
12. NWSA will provide a standard template for all Leader position descriptions. Sponsors will have the opportunity to review and add site specific details. These will be sent out after Sponsor acceptance.

Please include any additional information that you believe is important to our consideration of this project.

Position Description Information

Use the template on the following page to complete a position description for each distinct position that you are requesting; **NWSA has already included the information specific to AmeriCorps.** The information you provide is essential for recruiting qualified candidates, we encourage you to make it compelling and detailed. Please refer to the NWSA Position Description Examples on pages 7-8 of the **RFP Guidelines.**

Position Title - Provide a position title (no more than 45 characters) for the position.

Project Sponsor - Provide the name of your organization and the website address where applicants can learn about your organization. (Include http://)

Project Location - Provide the site location address. If your project will require the member to report to more than one location on a regular basis, please describe.

Position Summary - Provide a paragraph of 150 words or less summarizing 1-3 key goals for the position. Prioritize the position goals and indicate the **percentage of time** the member can expect to spend on each of these goals.

Team Summary - Provide a brief paragraph of up to 150 words or less, that summarizes the goals for the team.

General Responsibilities - List 5-10 general responsibilities the member will be expected to complete in support of these goals.

Position Requirements - List up to 9 requirements specific to the position. Please keep in mind that AmeriCorps is a professional development and service opportunity. Be sure to include any of the following that apply:

- Ability to drive a large vehicle such as a 15 passenger van and/or four-wheel drive vehicles with trailers (training provided).
- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.

*****NWSA fingerprints and conducts criminal background checks on all AmeriCorps members at the beginning of the program year. Legally, NWSA can not 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*****

Preferred Qualifications - Provide up to 7 preferred qualifications specific to your position.

Member Benefits Include - Describe any other benefits that your organization will provide to the member.

Transportation information - Include all of the following that apply:

- Organizational vehicle is available for service activities. Member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Project site is not accessible by public transportation.
- Personal vehicle is recommended to get to service site.
- Bus tickets are available for service activities and will be provided by the project sponsor.
- Monthly/annual transit passes are available for service activities and will be provided by the project sponsor.

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Member Benefits Include:

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

Transportation Information:

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Application Deadline: On-going until filled.
Interviews: No set schedule. Open until filled.
Service Dates: January 2010 – December 2010

NWSA Center: Lower Columbia Center
Type of position: Field Team
Length of Term: 1700 hours

How to apply:

Step 1 - Email the following items to the Project Sponsor for this position – **Project Sponsor's Name** and **Project Sponsor's email:**

- **résumé**
- **cover letter**
- **contact information for three references**

The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.