



Request for Application 2021- 22

COMPLETED

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Page 1 : RFA Overview

Washington Service Corps AmeriCorps Program

The Washington Service Corps (WSC) and Washington Reading Corps (WRC) connects direct service AmeriCorps members with state agencies, community organizations, elementary schools and early learning centers who are working to resolve a pressing need in their area.

For more information, visit www.washingtonservicecorps.org.

Read Before Proceeding!

Please read our Guidance Document in its entirety before continuing with this application.

Note: Most projects will align with one of our programs and performance measures; however, if - after reviewing our Guidance Document - the project you're contemplating is different, please contact us at wscmail@esd.wa.gov to request a consultation.

Please review the sample Member Placement Contract and Member Service Agreement documents before submitting your application. They outline your organization's responsibilities to WSC and to your member, if awarded.

The placement contract can be downloaded and shared with individuals in your organization responsible for contract review.

2021-22 Member Placement Contract - no revisions to this document will be allowed, unless at WSC's sole discretion. Organizations **cannot** submit their own standard contract, purchase order terms and conditions, etc. in response to an award or as a contingency to process payment of the Program Participation Fee.

WSC Member Placement Contract (sample only)

WRC Member Placement Contract (sample only)

WSC Member Service Agreement (sample only)

*** These are samples, only; minimal updates may be made to the 2021-22 documents.*

Application Process

This application form is hosted through Zoho. Complete all fields.

Zoho will automatically save your responses so you may return to your application later using the same device.

Applications must be submitted through Zoho.

Application Evaluation

WSC will award 450 AmeriCorps members to state agencies and community-based organizations in high-needs areas around the state.

WRC will award 125 AmeriCorps members to high-needs early learning centers, schools and community-based organizations.

Applications will be reviewed and scored as applications are submitted by a panel of WSC staff. Applications will be scored on responses to

- your local community need that your AmeriCorps project activities will be addressing;
- the description of the full scope of your project, including how your AmeriCorps member(s) will be utilized to address the local community problem, and;
- position description forms and performance plans submitted for each unique AmeriCorps position.

Applicants may be contacted for clarification of responses.

Technical Assistance

Please submit any questions you may have by emailing us at wscmail@esd.wa.gov.

Q1. How did you hear about us?

Other

Q2. What type of organization are you applying on behalf of?

See page 7 of the RFA Guidance Document for eligibility requirements.

501c non-profit organization

Q3. Has your organization ever hosted an AmeriCorps or VISTA member?

No

Applicant Organization Information

Q4.

Applicant Organization - Organization Name
Address - 123 Main Street
City - Anytown
Zip Code - 00000
State - WA

Q5. Federal Employer Identification Number (EIN)

(9 digits, numbers only)

0

Q6. Unified Business Identifier Number (UBI) -Look up your organization's number-

(9 digits, numbers only)

0

Q7. DUNS Number -Look up your organization's number-

(9 digits, numbers only)

0

Q8. What program is your organization interested in partnering with?

Washington Service Corps

Option to support an increased living allowance

Each of our programs is offering the ability for the Organization to elect to increase their member's monthly living allowance by paying a higher Program Participation Fee. This option adds an additional amount to the base Fee. See page 7 of the RFA Guidance Document for a complete list of fees.

All members serving in the same project must receive the same living allowance amount.

The three tiers of monthly living allowance available will be:

Tier 1 - \$1,450.00 per month

Tier 2 - \$1,945.24 per month

Tier 3 - \$2,876.19 per month

Q9. Which living allowance tier would you like to opt into?

Tier 2

Q10. What is the title of your WSC AmeriCorps project?

The project title is **NOT** the member's position title nor the name of your organization.

Project Title Here

Q11. In 300 words or less, describe the specific community problem that your organization addresses. Include specific quantitative data about the severity of the local community problem.

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**Q12. In 300 words or less, describe the full scope of your AmeriCorps project. Include how members will be utilized to address the local community problem and how your member will implement this project using allowable member activities.**

Allowable member activities example: direct service with beneficiaries, volunteer support, service projects, project capacity building activities. *Include service duration/dosage, and target population.*

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Q13. WSC requires sites to provide basic supplies and resources for members to effectively reach service goals in a productive and safe way.

(1) Describe how you will effectively provide this.

(2) Describe how your organization is set up to coach, mentor and support your member though their full term of service.

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**Q14. How many WSC AmeriCorps member slots are you requesting?**

See page 7 of the RFA Guidance Document for a full list of program participation fees.

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**Q15. Will ALL of your WSC AmeriCorps members serve in one or more of the following rural and/or distressed counties?**

Adams, Benton, Asotin, Chelan, Clallam, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, San Juan, Skagit, Skamania, Stevens, Wahkiakum, Walla Walla, Whitman, Yakima

No

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**Focus Area Selection**

WSC categorizes service projects by their "focus area", or the type of service being provided. Review the RFA Guidance Document for short descriptions of each focus area. For more information, visit [nationalservice.gov/focus-areas](http://nationalservice.gov/focus-areas).

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Q16. **What is your WSC AmeriCorps project's primary focus area(s)?**

For the selected focus area, you will be asked to identify expected performance measure targets.

Environmental Stewardship

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Q17. **Select the Environmental Stewardship performance measure that represents the intended outputs and outcomes of your AmeriCorps project activities.**

Review the At-Risk Ecosystems, and Environmental Education performance measure instructions for definitions and guidance.

At-Risk Ecosystems

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**Environmental Stewardship - At-Risk Ecosystems**

For each performance measure output and outcome you selected, enter your project's unduplicated performance measure target.

[Click here for definitions and instructions](#)

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Q18. **Output: Number of acres of land that receive treatment**

100

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Q19. **Outcome: Number of acres of land improved**

90

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Q20. Upload a completed At-Risk Ecosystems Performance Plan [here](#).

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## WSC Member Position Descriptions and Recruitment Templates

WSC AmeriCorps members can serve in the same positions types that are characterized by similar duties, or in different position types with different duties.

In the questions below you will be asked to identify the number of position types that WSC AmeriCorps members are intended to fill, and submit a complete position description form (PDF) and recruitment template for each position type.

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**Q21. How many different WSC AmeriCorps position types will be recruited?**

1

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**Position 1**

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**Q22. Position 1 Title**

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**Q23. Of the 1 member slot(s) being requested, how many members will be recruited for this unique position?**

1

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**Q24. PDF templates by focus area**

Please click the PDF document for your project's focus area, review the instructions, complete, then upload below.

- PDF – Disaster Services
- PDF – Environmental
- PDF – Education
- PDF – Economic Opportunity
- PDF – Healthy Futures
- PDF – WorkSource Technology and Resource Navigator
- PDF – WorkSource Rural Digital Literacy Resource Navigator
- PDF – Applicant Determined
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**Q25. Recruitment template**

Please click the Recruitment Template document link, complete, then upload below.

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**Q26. The Washington Service Corps is committed to diversity, equity and inclusion. Please tell us how you will apply diversity, equity and inclusion to member recruitment.**

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Q27. It is the responsibility of each site to recruit members in order to fill the requested slots. What steps will your organization take to recruit members?

Budget funds for position advertisement

Online advertisement (organization website, craigslist, etc.)

Community outreach (PTA portal, HS & College career coaches, job fairs, etc.)

Q28. Wage Theft Prevention Certification

Upload a completed Wage Theft Prevention Certification below. This certification requires a handwritten signature, and must be signed by the individual who will sign the member placement contract, if awarded.

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Q29. Organizational chart

Upload an organizational chart that reflects every major department within your organization and reflects each of the individuals listed below.

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Authorized Signer Contact Information

This individual has the recognized authority to commit the school or organization to a binding contract (**e.g. Executive Director, District Superintendent**). In the event of an award, this individual will receive a contract via DocuSign for electronic signature.

Q30.

First Name	- Contract
Last Name	- Signer
Title	- Signer
Phone	- 360-999-9999
Email	- signer@email.com

AmeriCorps Member Recruitment Staff Contact Information

This individual will be tasked with recruiting AmeriCorps members to fill the requested slots. We will send materials to, and be in communication with, this person to assist in recruitment efforts.

Q31.

First Name - Member
Last Name - Recruiter
Title - Application Reviewer
Phone - 360-999-9999
Email - recruiter@email.com

Q32. **Will the member placement fee be paid by an other/third-party organization?**

No

Fiscal Contact Information

This individual will receive and process the invoice for the program participation fee, if awarded.

Q33.

First Name - Invoice
Last Name - Payer
Title - Accounts Payable
Mailing Address - 123 Main Street
City - Anytown
Zip Code - 00000
Phone - 360-999-9999
Email - ap@email.com

Primary Site Staff Contact Information

This individual will be responsible for providing oversight to the AmeriCorps member(s) and the execution of the project, and as such, required to complete WSC training.

Q34.

First Name - Primary
Last Name - Staff
Title - Project Supervisor
Mailing Address - 123 Main Street
City - Anytown
Zip Code - 00000
Phone - 360-999-9999
Email - staff@email.com

Funding Contingency

In the event funding for the Washington Service Corps is reduced or eliminated, or if federal program requirements change, the Washington Service Corps may terminate or modify this Request for Application without advance written notice, and/or may be subject to renegotiation under the new funding level and requirements.

Certification

The individual submitting this application certifies that the Organization's parties named in this application:

1. have reviewed ALL documents listed in the first page of this application form, and agree to terms and conditions therein;
 2. have reviewed additional requirements stated in the Guidance Document, and agree to the stipulations therein;
 3. agree to comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities as outlined in the guidance document and Member Service Agreement.
 4. agree to ensure, perform and support the federal AmeriCorps Assurances and Certifications contained within the member placement contract referenced in Section I:
 - a. Certification: Debarment, Suspension and Other Responsibility Matters;
 - b. Certification: Drug-Free Workplace;
 - c. Certification: Lobbying Activities;
 5. and verify that the information provided in this application is true and correct, and has been reviewed, approved and authorized by the governing body of the Applicant Organization.
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Individual Submitting This Application

Q35.

First Name	- Application
Last Name	- Submitter
Title	- Staff
Phone	- 360-999-9999
Email	- applicant@email.com
