

**Invitation for Applications
to serve as Host Site for an AmeriCorps Member**

**Healthy Options
through
Prevention and Education
(HOPE)**

**an AmeriCorps Program administered by the
Oregon Department of Human Services**



**Applications are now being accepted for the
2009–2010 program year.
Applications are due by 4:00 p.m. on May 14, 2009.**

By submitting an Application, your organization is requesting the opportunity to host an AmeriCorps Member. If selected, your organization will become a Host Site with the AmeriCorps HOPE program for the term of service beginning September 1, 2009 and ending July 31, 2010.

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Why AmeriCorps HOPE?

Make a choice, develop a habit, create a character, shape a destiny.

We can all remember, if not from our own experiences, those of our children, the challenges faced as teens: the awkward feelings, the curiosity, the frequent questions, and learning to live with the consequences of bad choices. Today, youth face a myriad of choices and pressures from the marketing industry, to peer relationships, to conflicting messages from adults, making it imperative that youth gain knowledge and skills to be able to make solid, healthy decisions for themselves.

In communities across Oregon, the need to emphasize and support the positive development of youth becomes evident when we look at how many programs and institutions are having to respond to the results of choices and behavior patterns that result in school failure, alcohol and drug addiction, sexually transmitted diseases among youth, teen pregnancy, dating, domestic and sexual violence, child abuse and neglect, and a lack of positive social and coping skills among youth and families.

Statistics demonstrate the urgent statewide needs for healthy sexuality education and life skills for Oregon's youth so they can make informed choices to increase their chances to become safe, healthy, and self-sufficient adults. They also demonstrate the need for education and services to families affected by violence and abuse in order to develop stronger interpersonal and parenting skills that promote healthy families and positive development.

As an AmeriCorps program sponsored by the Oregon Department of Human Services (DHS), AmeriCorps HOPE is in a unique position to help communities respond and support youth and families through direct community service. The AmeriCorps HOPE Program will place up to 22 full-time AmeriCorps Members in communities across Oregon to serve at local schools, health departments, community- and faith- based non-profits, and other government agencies.

The Corporation for National and Community Service (CNCS) is the federal agency which administers the more than 600 AmeriCorps programs throughout the United States annually. CNCS focuses on a set of federal initiatives around which AmeriCorps programs are designed. With CNCS's focus on "promoting brighter futures for youth", and the DHS Children, Adults, and Families (CAF) Division's focus on expanding youth services, the AmeriCorps HOPE Program can make a significant difference in the lives of many Oregonians and the vitality of many organizations, communities, and families.

Each Member's direct service activities to clients will differ somewhat from one Host Site to another based on their individual Service Plan. However, common focus areas of

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service, which tie all Members together as a team under the AmeriCorps HOPE program, will include the following:

In the prevention and education area, AmeriCorps Members will deliver curricula and presentations to elementary, middle, and high school aged students on teen issues, healthy relationships and sexuality, drug and alcohol abuse, domestic and sexual violence, child abuse, and other risk behaviors. Members will make presentations to schools, to community groups, to parents and/or other adults in order to increase their knowledge about these issues and to increase interpersonal and life skills and resiliency. Members will also provide these services to youth in other environments, including alternative schools, juvenile detention centers, and group homes.

Members will provide mentoring, develop and lead support groups, after-school and summer activity groups, work with individuals and families to enhance family stability, and provide information and resource referral to youth and adults.

The primary responsibility of Member shall NOT be crisis line or crisis response. No Member may engage in political advocacy or client counseling.

All Members must be involved in recruiting, training, or supporting volunteers. Some volunteers will serve in one-time events, some will serve regularly in an ongoing activity, and some will be teens who serve as peer educators or leadership representatives.

One Member will serve as Team Leader to provide additional ongoing support and coordination to the entire team.

By serving in AmeriCorps HOPE, AmeriCorps Members will also develop greater understanding of service and civic engagement and increase their professional skills such as communication and public speaking, meeting facilitation, project planning, and leadership.

The successful development and implementation of these critical services depends on a strong partnership between Host Sites, their community partners and volunteers, AmeriCorps Members, and the DHS AmeriCorps HOPE program.

[See list of suggested AmeriCorps Member service projects on our website.](#)

[What could your community do with a full time AmeriCorps Member?](#)

We hope you will join us!

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Program and Application Overview

Through this Invitation, Oregon Department of Human Services (DHS) is soliciting Applications from organizations to serve as Host Sites for placement of full-time AmeriCorps Members under its AmeriCorps program, Healthy Options through Prevention and Education (HOPE).

By submitting an Application, your organization is requesting the opportunity to host an AmeriCorps Member. If selected, your agency will become a Host Site with the AmeriCorps HOPE Program (Program) for the term of service beginning September 1, 2009 and ending July 31, 2010.

This term of service will be the first year of a 3-year grant (through August 2012). Each year, AmeriCorps HOPE must apply for a continuation grant, and each organization interested must apply (or re-apply) to be an AmeriCorps HOPE Host Site.

This Invitation, approval of all applications, any subsequent agreements and awards for placement of AmeriCorps Members are all **contingent upon** the following:

1. approval of the AmeriCorps HOPE grant application and full funding as requested from the Corporation for National and Community Service; and
2. availability of grant match funds from DHS; and
3. payment of cash match funds from Applicant; and
3. successful recruitment and placement of an AmeriCorps Member by the Host Site.

Upon approval of an Application and Service/Training Plans, Host Site and Site Supervisor shall enter into a written Agreement with the Oregon Department of Human Services (DHS) for the placement of an AmeriCorps Member (Member) at their organization. Members dedicate themselves to serving 1,700 hours over an 11-month term of service at Host Sites with a focus on direct service and program enhancement.

AmeriCorps Member's service must enhance an existing program by expansion or develop a new project, offer services in a new area, or offer supplemental services which would not be provided by the Host Site without the Member's services. AmeriCorps Members are not employees and must not displace, replace, supplant, or duplicate current staff responsibilities.

To help you plan, below is the timeline for the Host Site selection process, orientation, recruitment, and Program start and end dates.

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Calendar of Important Dates and Deadlines

	Date / Deadline
Host Site Applications due to AmeriCorps HOPE Program	May 14, 2009, 4:00 p.m.
Committee reviews applications, makes recommendations; DHS staff make final Host Site selections	May 18-22, 2009
DHS notifies Host Site Applicants of selection status	May 27, 2009
Host Site Supervisor Orientation – Salem location Bend location	June 3, 2009 June 8, 2009
Signed Host Site Agreement & Affidavits due to Program	June 12, 2009
Host Sites advertise, recruit, interview, verify references, and choose their top candidate for AmeriCorps placement	May 28 thru July 30, 2009
Host Sites submit written Notification, with AmeriCorps Application & Reference forms, to Program Manager	July 31, 2009
Host Site cash match contribution due to DHS	July 31, 2009
Program Manager conducts phone interview with candidate, offers position contingent upon receipt of criminal record checks, conducts criminal & NSOR check	July 31 thru Aug. 21, 2009
Program Manager's notification to Host Site of final Member selection upon receipt of satisfactory criminal records checks	August 21, 2009
Term of service officially begins	September 1, 2009
AmeriCorps HOPE Member Orientation	September 1-4, 2009
Member starts full-time service at Host Site	September 8, 2009
Term of service ends	July 31, 2010

Who is eligible to apply as a Host Site?

Community- and faith-based organizations
 Non-profit 501(c)3 organizations
 Schools, School Districts, and Educational Service Districts
 Colleges and Universities
 Health service providers
 Government agencies: city, county, regional, state, federal, and tribal

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What is AmeriCorps?

AmeriCorps is a federal program administered through the Corporation for National and Community Service (CNCS). AmeriCorps is the result of a bi-partisan effort to create a national community service program, recruiting Americans of all ages and backgrounds to foster civic responsibility and to “get things done” in communities throughout the U.S.

AmeriCorps is often referred to as “the domestic Peace Corps”. Nationwide there are over 600 AmeriCorps Programs that involve people in results-driven community service. AmeriCorps engages more than 75,000 participants (called “Members”) each year in target areas of public safety, education, health and human needs, community development, disaster preparedness and relief, and the environment.

What is AmeriCorps HOPE?

AmeriCorps HOPE is one of the 600+ AmeriCorps Programs, and will place up to 22 full-time AmeriCorps Members with Host Site organizations in communities throughout Oregon in the 2009-2010 term of service.

What is the Term of Service?

A term of service is the start-to-end dates of AmeriCorps Members’ period of service within the approved grant period. The AmeriCorps HOPE term of service is September 1, 2009 through July 31, 2010, and requires completion of a minimum of 1,700 hours of service. At least 80% of those hours must be spent in direct service, and up to 20% may be spent in training and Member development activities.

Flexibility in scheduling will be necessary to accommodate AmeriCorps team trainings and other Member development activities. The Site Supervisor and Member shall agree on a reasonable schedule to meet the Member’s local service plan activities and the Member’s personal schedule.

What benefits do AmeriCorps HOPE Members receive during their term of service?

1. Living allowance up to \$11,400 (less taxes) disbursed in 11 equal monthly payments
2. Basic health insurance policy
3. Worker’s compensation coverage
4. Child care supplement, if eligible
5. Student loan forbearance on qualified student loans while serving
6. Payment of accrued interest on those loans upon successful completion of term

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7. An education award of \$4,725 upon successful completion of term of service, which can be used to pay existing qualified student loans or for future education costs
8. Training in a variety of professional and personal skill development areas
9. Personal growth and leadership opportunities
10. Opportunity to take on new responsibilities, make new contacts, and experience the satisfaction of helping others.

Who is eligible to serve as an AmeriCorps HOPE Member?

Men and women from different backgrounds, ethnicities, religions, social and economic status, education and experience, skills, abilities, gender identities, and ages are welcomed into AmeriCorps. AmeriCorps will provide reasonable accommodations for people with disabilities. Candidates include displaced workers, retired baby boomers, and veterans.

The Corporation for National and Community Service honors diversity, believing it contributes to building strong, balanced AmeriCorps teams throughout the country.

Minimum requirements:

1. Must be a U.S. Citizen, or have a Permanent Resident Card or Alien Registration Receipt Card (INS Form I-551).
2. Must be at least 18 years old -- **no upper age limit**.
3. Must have at least a high school diploma or GED.
4. Must meet minimum qualifications in Position Description.
5. Must be willing and able to perform all activities in Member Service Plan.
6. Must agree to comply with all terms and conditions of Member Agreement.
7. Must satisfactorily pass criminal history and National Sex Offender Registry background checks.

For more general information about AmeriCorps, visit www.AmeriCorps.org.

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Role and Responsibilities of the Host Site

The Site Supervisor is the key to success!

Host Sites must be whole and functional organizations without an AmeriCorps Member present. *AmeriCorps Members are not employees and cannot replace, displace, supplant, or duplicate current staff responsibilities or positions.* Members are placed at Host Sites to enhance or add to already existing services, or to create new services.

1. **Financial Commitment and Requirements:** Each site must contribute a cash match per Member. See page 13 for details.
2. **Supervision:** Host Sites must designate a qualified Site Supervisor to provide training, guidance, supervision for the Member and to monitor Member's Service Plan activities. These efforts will take considerable time during the first 1-2 months and should lessen as the Member becomes more familiar with the activities and the community. Site Supervisors are expected to set aside **a minimum of one hour each week** throughout the full term of service to meet with the Member for guidance, support, scheduling, and to review status of Member's activities and set future goals. Site Supervisors will be required to document their direct supervisory time of the Member, to be reported monthly as an in-kind donation. Site Supervisors will notify the Program Manager immediately of any significant or substantial problems with the Member's service performance. Host Site must immediately report to the AmeriCorps HOPE Program Manager any change in site supervision.
3. **Site Supervisor Orientation:** All Site Supervisors are required to attend pre-service Site Supervisor orientation as follows:
 - a. If Site Supervisor has more than 2 years experience as an AmeriCorps HOPE Site Supervisor, he/she must attend a half-day training in one of the following sessions and must participate as a peer mentor for newer Site Supervisors in discussion / training / sharing experience and best practices.
 - b. If Site Supervisor has less than 2 years experience as an AmeriCorps HOPE Site Supervisor, he/she must attend a full-day training in one of the following sessions.
 - c. Site Supervisor must attend one of the following dates and locations:

Date:	June 3, 2009	Location:	Salem area
or			
Date:	June 8, 2009	Location:	Bend area

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Failure to attend Site Supervisor Orientation will result in forfeiture of the placement of a Member with the Host Site. Other Host Site staff and community partners who will be working with Member are also welcome to attend.

4. **Recruitment:** It is the responsibility of the Site Supervisor and Host Site to recruit the Member(s) to serve at their Host Site, using the following process.
 - a. Use recruitment materials included in Site Supervisor Manual
 - b. Follow the Corporation for National Service's Equal Employment Opportunity and Non-Discrimination guidelines when recruiting and selecting AmeriCorps HOPE Members;
 - c. Keep in mind the diversity of the communities in which your Member AmeriCorps will serve, and include specifically target local advertising of qualified persons who will be a good match with the youth and families to be served.
 - d. Decide where and how the Host Site plans to advertise the position; post ads
 - e. Use a uniform interview process, questions, and selection criteria for all candidates
 - f. Track numbers of applicants received and source where applicants accessed information to apply (i.e., national website, local ad, word of mouth, craigslist)
 - g. Upon identifying top candidate, send completed Notification form along with Member's Application and Reference forms to AmeriCorps Program Manager (no later than July 31, 2009)
 - h. Program Manager will conduct telephone interview with candidate to confirm his/her understanding of requirements and is a good match with the AmeriCorps program, and will conduct criminal records checks
 - i. Program Manager will discuss any concerns with the Host Site before a final decision is made
 - j. Program Manager will offer the AmeriCorps position to the applicant, contingent upon receipt of satisfactory criminal records and national sex offender registry background checks, and will notify Site Supervisor upon approval.

5. **Administration:** Host Site Supervisors have the following administrative responsibilities: assuring timely completion of AmeriCorps forms and reports, specifically including the Member's Monthly Service Reports (MSR); evaluating the Member twice during the service year using the evaluation forms provided by AmeriCorps HOPE; participating in periodic site visits with AmeriCorps HOPE Program Manager and Team Leader; and submitting monthly reports including Site Supervisor's time and the value of any in-kind contributions for Member activities.

6. **Host Site Agreement:** Host Site and Site Supervisor must enter into a Host Site Agreement with DHS AmeriCorps HOPE.

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7. **Prohibited Member Activities:** Host Site must assure that the Member's Service Plan activities do not include any of the following prohibited activities for AmeriCorps Members while performing AmeriCorps service hours:
- a. Attempting to influence legislation.
 - b. Organizing or engaging in protests, petitions, boycotts, or strikes.
 - c. Assisting, promoting, or deterring union organizing
 - d. Impairing existing contracts for services or collective bargaining agreements;
 - e. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
 - f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, and proposed legislation, or elected officials;
 - g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - h. Providing a direct benefit to: a for profit entity; a labor union; a partisan political organization; or an organization engaged in the religious activities described in the preceding sub-clause, unless grant funds are not used to support the religious activities; a nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
 - i. Voter registration drives by AmeriCorps Members are an unacceptable service activity. Corporation funds may not be used to conduct a voter registration drive.
 - j. Preparing grant proposals, performing fundraising activities to help the grantee achieve its matching requirements, or to support an organization's general operating expenses, and providing fundraising assistance to other community-based organizations that do not provide immediate or direct support to a grantee's approved program objective.
 - k. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Members may exercise their rights as private citizens to participate in the above activities on their own initiative, on non-AmeriCorps time, not using AmeriCorps funds, and not as a representative of AmeriCorps or Host Site. The AmeriCorps logo must not be worn while participating in the above listed prohibited activities.

8. **Liability Insurance Coverage:** Host Site is responsible for covering the Member while serving on or off site under agency's general liability insurance policy.

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9. **Member orientation and training at Host Site:** Host Sites must provide an initial site-specific orientation/training that includes office procedures, a review of organization's office safety procedures, client protocols, as well as all curricula and skill-specific training for the Member to be able to adequately perform each of their Service Plan activities. Members must also be included in any agency-specific training offered to staff which is relevant to Member's responsibilities.

Host Site shall introduce Member to community partners, schools, local government, local media and other appropriate resources, and facilitate Member's networking within the community and promoting AmeriCorps.

10. **Well-defined Service Plans and realistic activities:** Host Sites must prepare a Service Plan and Training Plan describing each direct service activity in which the AmeriCorps Member will participate. **Each Service Plan activity must clearly be measurable under one of the AmeriCorps HOPE Performance Measures.**

The Member's activities must NOT include administrative duties that support the organization's general operations such as clerical responsibilities, data entry, crisis line shifts or crisis response, or basic child care. Members are prohibited from transporting clients in their own vehicles, but may do so in an agency vehicle, provided Host Site provides insurance coverage for Member and assumes liability.

11. **Commitment to Member development:** Host Sites must accommodate and support Member development activities, including assuring that Member attends the pre-service Orientation and all required AmeriCorps HOPE sponsored trainings and events throughout the year. Host Site will encourage Member to connect with a mentor during their term of service.
12. **Promoting the AmeriCorps HOPE program:** Host Sites are expected to promote the AmeriCorps HOPE Program by including information about the Member's service in the organization's print materials, and community presentations as appropriate. Host Site shall make specific efforts to obtain media coverage for the following:
- a. Within first month of service, publish initial introduction / profile of Member, description of AmeriCorps, establishing Member's presence as an asset placed with Host Site to perform community service, and brief description of Member Service Plan projects;
 - b. Member's upcoming National Service Day community projects;
 - c. Solicitation for community volunteers;
 - d. Promoting Member's Service Plan activities as appropriate and highlighting accomplishments and/or Host Site events;
 - e. Promotional / educational piece during AmeriCorps Week in May (could be jointly with members of other AmeriCorps programs in the county or region).

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Financial Commitment and Requirements for Host Sites

All AmeriCorps Programs are required to demonstrate community support by matching a percentage of the federal grant at the local level. AmeriCorps HOPE does this in two ways:

1. Host Sites contribute a cash match per Member, toward the Member's support costs.
2. Site Supervisors document value of direct supervisory time, and value of services and materials provided as in-kind donations for the Member's Service Plan activities.

Cash Match

The Host Site's cash match contribution may be obtained from any source, including local or state funds, foundation grants, fundraising events, community partners, service organizations, corporations, individuals, or federal funds.

If funds from a federal grant are used for cash match, the Host Site must obtain and submit to DHS a statement evidencing that use of those federal funds for the purpose of AmeriCorps match is acceptable by the federal source.

The cash match must be paid to DHS by July 31, 2009. Failure to pay the cash match on time may result in the disqualification of the Host Site.

The level of cash match for a Host Site depends on the number of continuous years the agency has hosted an AmeriCorps Member. The table below shows the amount of cash match required:

Years as a Host Site	Cash Match
New site	\$5,000
1 year	\$5,200
2 years	\$5,400
3 to 5 years	\$5,500
6 or more years	\$6,000

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Member's Mileage

Host Sites are strongly encouraged to provide use of an agency vehicle for the Member's use in delivering their Service Plan activities whenever possible.

If the Member's Service Plan requires them to travel to various locations within the county or community, and the Member must use their personal vehicle to do so, then the Member is entitled to mileage reimbursement.

The AmeriCorps HOPE Program will reimburse Member directly for up to 200 miles per month for necessary local travel, at the current state mileage reimbursement rate. Host Site is responsible for reimbursing the Member for any mileage over 200 miles per month. The cost of mileage reimbursed by Host Site can be recorded as an in-kind donation to the AmeriCorps HOPE program.

The Member CANNOT transport youth or service recipients in their own vehicle.

Member Training

Any training the Host Site requires a Member to attend in order to increase their skills and knowledge to perform their Service Plan activities will be the financial responsibility of the Host Site. The cost of such training paid by Host Site can be recorded as an in-kind donation to the AmeriCorps HOPE program.

Liability Insurance and Professional Fees

The Host Site must cover the Member under the agency's general liability insurance, and under any special insurance required for Member to drive an agency vehicle, if applicable. Any professional dues or membership fees required by the Host Site for the Member's service must be paid by the Host Site.

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Role and Responsibilities of AmeriCorps HOPE Program

How does AmeriCorps HOPE support Host Sites and Site Supervisors?

Site Supervisor Orientation: AmeriCorps HOPE will provide orientation and training for Site Supervisors, including a review of the Host Site Agreement and the program's regulations, reports, and administrative forms, and Member recruitment and supervision.

Host Site Manual: Site Supervisors will receive a manual that contains all necessary forms and outlines the important aspects of the Program including procedures, service guidelines, and a calendar of important dates.

Host Site Agreement: AmeriCorps HOPE will enter into a written Host Site Agreement with each Host Site and Site Supervisor. The Agreement delineates the Program regulations, requirements, responsibilities, protocol, and procedures.

Site Visits: The AmeriCorps HOPE Program Manager and Team Leader will conduct periodic site visits with each Host Site during the term of service. Site visits provide an opportunity to share resources and best practices, help problem solve, review progress toward performance measures, and assure compliance with the AmeriCorps HOPE Program rules and regulations.

Technical Assistance: Host Sites are encouraged to seek technical assistance from AmeriCorps HOPE Program staff throughout the program year. DHS prevention staff are also available for advice and technical assistance to Host Sites upon request.

How does AmeriCorps HOPE support the Members?

Administration and Financial: DHS processes payment the Members' monthly living allowance, health insurance, worker's compensation coverage, travel expenses to AmeriCorps team events, and provides criminal background and NSOR background checks. AmeriCorps HOPE assists eligible Members to access a child care supplement, and certifies Member's completion of term of service and eligibility to receive their \$4,725 education award.

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AmeriCorps HOPE provides the following training for Members:

Required AmeriCorps HOPE team Member trainings and events	
3 days	pre-service orientation (Sept.)
4-5 days	leadership trainings (3 or 4 sessions during fall / winter / spring)
1 day	AmeriCorps Kick-off (Oct.)
1 day	professional development training / life after AmeriCorps (June)
1 day	year-end forum / commencement (July)
2 days	initiate and/or participate in at least 2 National Service Day themed projects, including MLK Day
2 to 4	site visits / project shadowing / regional meetings (throughout term)
Optional (highly recommended) AmeriCorps HOPE team Member trainings and events	
2 days	NW National Service Symposium (May)
Various	Opportunities for peer visits / joint projects with other team members within Oregon
Various	Opportunities for free trainings offered through DHS Learn / some online

Various other opportunities for relevant trainings not funded through AmeriCorps HPE will arise throughout the term. Members are encouraged to take advantage of opportunities which are relevant to their service activities or their personal and professional development / career path. Members may use AmeriCorps hours for such trainings, up to the maximum allowable hours for Member development.

AmeriCorps HOPE Member Manual: Each Member will receive a manual containing AmeriCorps and program policies, procedures, expectations, administrative and reporting forms, evaluation tools, and instructions to record and report their service, and a calendar with important dates for the service term.

Member Agreement: Each Member shall enter into a Member Agreement with AmeriCorps HOPE which outlines the responsibilities and terms and conditions of the Member's service.

Ongoing Support: AmeriCorps HOPE staff will provide technical support to assist Members in effectively completing all AmeriCorps forms and reports and compliance with Member Agreement, Program policies and procedures.

Team Leader will provide ongoing support to the Members through phone, email, electronic network page, site visits, shadowing of activities, and assistance throughout the term.

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Role and Responsibilities of AmeriCorps HOPE Members

Provide Direct Service to the Community: The Member's role is to provide direct service to people while meeting an unmet community need, in accordance with their Member Service Plan.

Member Service Plans may be amended during the course of the term of service, provided new activities fit under AmeriCorps HOPE Performance Measures. To amend the Member Service Plan, the AmeriCorps Member and Site Supervisor must agree on an appropriate activity to be added or dropped. Any amendment to the Service/Training Plan must be submitted in writing to the AmeriCorps HOPE Program Manager for approval.

Participate in AmeriCorps Meetings and Trainings: All AmeriCorps HOPE Members are required to attend the mandatory trainings described on page 16. Members will also attend trainings at their Host Sites and in the community as required and appropriate. Up to 20% of the Member's required 1,700 hours of service may be spent on training and development activities. In addition, each Member has an important role to play in supporting their fellow teammates throughout the term of service.

Complete Required Forms and Reports: Members must track data and complete a number of required forms and reports throughout the year. Some of the forms and reports will require signatures of both Site Supervisor and Member.

Participate in National Service Days: Each Member is required to develop or participate in at least TWO designated, National Service Day projects, designed around specific federal themes, one of which must be Martin L. King Jr. Day in January. Other examples include Make a Difference Day in October, Cesar Chavez Day in March, Global Youth in Service Days in April.

Leadership, Civic Engagement, and Community Service: In the communities they serve, Members play an important role in promoting civic engagement and community service by being a role model to others. All Members must be involved in recruiting, training, or supporting community volunteers to enhance and sustain local activities.

Service Reflection / Portfolio: Each Member is required to prepare and submit a portfolio as a tangible service reflection project. It is shared at the Year End Forum, when Members will give brief reflection presentations about their service. Other reflection activities, such as journaling, Symposium entries, or submitting articles for AmeriCorps network pages, are encouraged as well.

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AmeriCorps HOPE Performance Measures for 2009-2010

At the core of each AmeriCorps program's federal grant approval is the requirement that all Member activities must fit under that AmeriCorps program's specific Performance Measures as proposed in their federal grant application.

The Corporation for National and Community Services requires AmeriCorps programs to develop Performance Measures in three specific categories:

1. Rationale and Approach: services Member will provide directly to youth or families.
2. Community Outputs and Outcomes: how the presence of the AmeriCorps program and Member adds value to the community as a whole, such as increasing community volunteerism to deliver services and sustain projects.
3. Member Support: provide increased knowledge, experience, training, networking opportunities, professional and leadership skills for people who serve in AmeriCorps.

AmeriCorps HOPE's 2009-2010 grant Performance Measures have been developed under each of the three categories, and are listed on pages 19-21.

Data and impact from Members' activities must be reported monthly by Members. The AmeriCorps HOPE reporting forms and instructions will be provided to Site Supervisors and AmeriCorps Members. Member and Site Supervisor are jointly responsible for collecting AmeriCorps HOPE evaluation surveys at the conclusion of each appropriate activity, and for tabulating, summarizing, and submitting evaluation summaries to the Program Manager.

Those data and impacts will be aggregated into periodic Progress Reports to the Corporation for National and Community Services, through the Oregon Volunteers Commission, who administers AmeriCorps programs throughout Oregon. Progress Reports must demonstrate how Members' service activities are making continuous, significant progress toward reaching the target outcomes set forth in the Performance Measures.

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Performance Measures / Member Service Plan & Training Plans

RATIONALE & APPROACH

1. Inform and Education Youth about Risk Behaviors and Healthy Options

Members will deliver evidence-based curricula presentations about healthy relationships, youth sexual health and wellness, communication, decision making, conflict resolution, drugs and alcohol, violence, and other life skills. The presentations will be given to 4,000 youth ages 10-18, in schools and community settings.

Results: 75% of youth participant surveys completed will indicate the participant gained knowledge and skills around the topics covered in the respective presentation.

2. Expanding Opportunities for Youth Enrichment

Members will use positive youth development strategies to work with 1,000 youth ages 10-18 in mentoring, leadership activities, youth advisory councils, community service projects, support groups, in schools, after-school recreation and homework groups, summer programs, and out-of-school settings such as juvenile detention, teen parent groups, and group homes.

Results: 75% of youth who complete the respective activity will indicate by post activity surveys that they had a positive experience through their participation.

3. Youth and Family Support & Services

Members will work with 1,000 youth and family members by involving them together in activities designed to build relationships, communication and life skills, family stability, and connection to school and community.

Members will provide parent education classes around youth sexual health, risk and prevention factors, or information and referral to local services.

Results: 75% of youth or family members completing the respective activity will indicate by post-activity survey their perception of increased connection among their family, or with the community or school.

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COMMUNITY OUTPUTS & OUTCOMES

1. Community Education

Members collectively will take leading roles in:

- a. Making presentations to community organizations, businesses, schools, service providers, and local government about youth and family needs and services;
- b. Planning and implementing community awareness events.
- c. Producing brochures, service directories, internet social network pages, or other information/referral resources to connect youth & families to community services

Results: 20 presentations made, 8 public awareness events, 10 information/referral resources developed

2. Volunteer Recruitment and Support

Members will be involved in recruiting, training, and/or supporting 1,000 volunteers, who will provide 10,000 hours of volunteer service in the respective counties where Members serve, in AmeriCorps Service Plan activities

Results: 90% of volunteers will indicate by post-activity interview that their volunteer experience was positive.

3. Enhancing capacity for community organization and services

Members will contribute to developing or strengthening local collaborative efforts to work toward increasing opportunities, coordination, and efficiency of local services.

Members will work with community groups to provide information and connection with AmeriCorps Service Plan activities in order to increase community investment in their long term sustainability.

Results: Communities with increased collaboration and services; Host Sites working with volunteers and community partners develop draft plans toward progressive sustainability for 2 AmeriCorps Service Plan activities by end of year 1.

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NOTE: Member Support category Performance Measures are included here for your information, and will result from a successful term. **NO SERVICE PLANS** are required for these Performance Measures:

MEMBER SUPPORT

1. Training and Professional Development

Members will participate in the following training and development events

Through AmeriCorps HOPE:

- 3 days AmeriCorps orientation, 3 days leadership/development trainings
- 1 day statewide AmeriCorps Kick-off
- 2 National Service Day themed projects
- Prepare a professional Portfolio
- Give presentation about their service term at program's Year-End Forum

Through each Host Site to their respective Member:

- Orientation to Host Site organization, staff, community, partners, schools, local government, and local media;
- Training to enable Member to deliver all specific Service Plan activities.

Members will participate in at least 1 additional training, professional or leadership development opportunity of their choice.

Results: In their year-end Member performance evaluation, Site Supervisors will indicate that Member was successful in completing Service Plan projects and their observation that Member increased their professional and leadership skills.

2. Ongoing Member Support

All Members who complete term of service will receive the following ongoing support: Weekly guidance and scheduling meetings with Site Supervisor, who has attended annual AmeriCorps HOPE Site Supervisor training;

AmeriCorps HOPE Member Manual and Member Agreement

2 site visits and ongoing communication with Team Leader

Results: All Site Supervisors attend training; all Members received above.

3. Personalizing experience to increase Member satisfaction

Site Supervisor will encourage Member's input in their Service Plan activities, and Member will be allowed flexibility in use of their optional member development hours.

Results: 100% of Members completing term of service will indicate on year-end evaluation that the opportunities for input and flexibility contributed to a satisfying and valuable AmeriCorps experience, and increased their commitment to long term civic involvement.

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The success of the AmeriCorps HOPE program is closely linked to the capacity of each Host Site to contribute toward meeting the AmeriCorps HOPE grant Performance Measures. To that end, each Member Service Plan activity must fit within one of the program's Performance Measures. It is *critical* that **all activities** which Member will perform throughout the term of service **are included in the Member Service Plan**. Data from Member's activities must be reported each month, using tools provided by Program.

Preparing Your Member Service Plans and Training Plans

It is highly recommended that Site Supervisor be involved in preparation of Application, Service Plan and Training Plan, to ensure a high degree of continuity between Host Site's intended plan and its subsequent implementation with the Member.

Draft a slate of direct service activities that are feasible for a full-time AmeriCorps Member to accomplish within 1,360 direct service hours (up to 340 hours are used for training and development). Make sure your service activities are achievable and provide quantifiable results, e.g., presentations to 600 youth using *Project Alert* drug/alcohol prevention curriculum.

Member Service Plans must contain **3 to 5** activities under Rationale and Approach, and **3 to 5** activities under Community Outputs and Outcomes, one of which must include Volunteer Recruitment and Support.

1. Determine a preliminary projection of when, where, and to whom each specific activity will be provided.
If the majority of activities are school year based, what activities will the AmeriCorps Member do during summer months to fulfill their full-time hours?
2. Determine the resources needed to deliver each activity. Secure commitment for those resources now to assure that the activity can be delivered as projected. Determine who service recipients will be, & how to recruit them.
3. Determine which Performance Measure each proposed Member Service Plan activity would best fit under. (Do NOT list one activity under more than one performance measure, even if there appears to be some crossover benefit.)
4. Then prepare Member Service Plan, using forms provided. Describe ALL activities your Member will perform which fit under the respective Performance Measure listed on the form. Submit a separate Service Plan and Training Plan for each Member requested. *See Suggested List of Activities and Member Service Plan example.*
5. Prepare Training Plan, using forms provided, to correspond with each completed Member Service Plan sheet. *See Training Plan example.*

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Host Site Selection

Host Site Selection Criteria

The Host Site selection process consists of two tiers:

TIER 1: A Host Site Application Review Committee will review Applications, Member Service Plan and Training Plan worksheets, comparing their content and quality to others submitted, and make recommendations using the following criteria:

Rationale and Approach and proposed Member Service Plan:

1. Narrative and Service Plan contains detailed, appropriate, clearly defined activities demonstrating how they will contribute toward meeting the AmeriCorps HOPE Performance Measures, how they will enhance the capacity of the community or Host Site to provide service which will meet a significant unmet need.
2. Narrative describes who was involved and how the unmet need in the community to be served was identified.

Community Outputs and Outcomes:

3. Narrative provides quality plan to involve and promote Member and service activities in community and how AmeriCorps Member will benefit community.
4. Narrative provides detailed plan to assist Member in recruiting, training, supporting volunteers toward extending reach of service plan activities and working toward their sustainability.
5. Narrative provides a vision for sustainability of Service Plan activities.

Member Support:

6. Narrative provides detailed description for Member's professional development.
7. Narrative describes Host Site appreciation and support for AmeriCorps team events.
8. Narrative describes a well thought plan for Member recognition.

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TIER 2: Final selection of Host Sites is a DHS staff role, which, in addition to the review committee's input, considers other factors, including the following:

1. Application complies with requirements of this Invitation for Applications.
2. Host Site meets eligibility requirements.
3. Service Plans and Training Plans follow the instructions and content as described.
4. Diversity of geographic locations of Host Sites in overall program.
5. Creating a balanced AmeriCorps HOPE portfolio.
6. Diversity of services to be provided in overall statewide Program to meet AmeriCorps HOPE Performance Measures.
7. Number and types of clients to be served in overall program.
8. For current or past Host Sites submitting applications, consideration will include:
 - a. Host Site's past administrative support, supervision, training, resources, and physical office space; Member's attendance of mandatory team events; and
 - b. past and current Members' experience at the site, and
 - c. timely submission of grant match, Member's and Host Site's reports, evaluation data, and timely responses to Program communication, and meeting deadlines.

DHS and AmeriCorps HOPE reserve the right to extend the deadline and/or re-open the Invitation for Applications to serve as Host Site for AmeriCorps Member if a sufficient number of viable Applications are not received by May 14, 2009.

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Application Submission Guidelines

Use this checklist to ensure all required components of the Application are included in your Host Site Application package.

Format:

Abstract and Narrative must:

- ___ be typed using 12 pt. Times New Roman font
- ___ use margins: 1" left, .5 top, .5 bottom, and .5 right
- ___ leave one space between each question and answer
- ___ be single spaced
- ___ have pages numbered
- ___ not exceed a total of five (5) pages
- ___ be printed single sided on 3-hole punched white paper

Member Service Plan forms and Training Plan forms are prepared in MSWord 2003 in table format. Just click in each box and start typing; boxes will expand as you type.

Submit one (1) unbound original and eight (8) unbound copies of the following:

- ___ Applicant Information, pages 1-2
- ___ Certifications and Assurances, pages 3-6 (original signed by legal Applicant)
- ___ Abstract of Member's position, 250 word limit, followed by Narrative questions and answers, no more than 5 pages combined
- ___ Member Service Plan worksheets using forms provided, according to instructions and examples (see Attachments A B, C, and D)
- ___ Training Plan worksheets corresponding to each Member Service Plan sheet on forms provided

Under a separate clip, submit **ONLY ONE** copy of the following:

- ___ Host Site's Drug Free Workplace policy
- ___ Host Site's Non-Discrimination policy
- ___ IRS determination of 501c3 status, if applicable
- ___ Authorization to perform National Sex Offender Registry check on Site Supervisor
- ___ Certification of Applicant that organization has conducted a criminal records check on Site Supervisor which revealed no criminal history record (on letterhead, signed by Applicant's authorized agent)

Do NOT submit anything which is not listed above (such as agency brochures, accomplishment reports, financial statements, letters of support). They will be discarded.

Applications not following above format, or which are late, incomplete, faxed, or emailed, will NOT be considered.

Invitation for Application to serve as AmeriCorps Host Site organization

Applications may be mailed or dropped off.

Deadline for receipt in DHS office is 4:00 p.m. on May 14, 2009.

MAIL TO: Tina McCollum, AmeriCorps HOPE Program Manager
OR Department of Human Services
500 Summer Street NE, #E48
Salem, OR 97301

OR, drop off in Salem to:

Main Floor Receptionist, E48
500 Summer St. NE
Attn: Tina McCollum

Who do I call if I have questions?

AmeriCorps HOPE staff are available to answer questions and provide technical assistance during the application process, through May 13, 2009. Please contact program staff if you need a hard copy of the Host Site Application documents mailed to you, or if you need the package in an alternative format.

Tina McCollum, Program Manager

Phone: 503-945-6906
Email: tina.mccollum@dhs.state.or.us

Dyana Kohler, Program Assistant

Phone: 503-945-7041
Email: dyana.kohler@dhs.state.or.us



DHS 3252 (04/09)