



Literacy Network of Greater Los Angeles is accepting proposals for community organizations to sponsor full-time Literacy* AmeriCorps members from September 2008 to August 2009.

AmeriCorps members commit to eleven months of full-time community service and receive a \$4,725 education award and other benefits in return for their service. AmeriCorps is funded through a combination of federal dollars (Corporation for National and Community Service) and local community dollars. Literacy* AmeriCorps Los Angeles is an outreach program of the Literacy Network of Greater Los Angeles.

Eligibility and Federal Obligations

Any public sector or nonprofit entity (including schools and faith-based mentoring initiatives) is eligible to apply and participate in this program.

All selected sites must comply with reporting requirements and participate in training and ongoing monitoring activities as outlined within this RFP. All selected sites must comply with federal regulations regarding AmeriCorps. As the sponsoring site, Literacy Network of Greater Los Angeles will monitor local programs to ensure they are in compliance.

Responsibilities of a Service Site

- Contribute a financial grant match of \$5,000 per full-time Literacy* AmeriCorps member.
- Designate a staff person as site supervisor who is responsible for the following: supervise and mentor the AmeriCorps member, attend site supervisor orientation and meetings, attend training during member orientation, complete member evaluations, review and sign member service logs and quarterly reports, liaison with AmeriCorps coordinator, and participate in AmeriCorps site visits once per quarter.
- Submit the in-kind match contribution report quarterly.
- Assist in targeted recruitment for AmeriCorps members at your site, if needed.
- Provide necessary space, site-specific training, supplies and supervision for the member(s) to serve effectively.
- Guarantee that member(s) can meaningfully serve for at least 37 hours per week at service site.
- Ensure that member(s) does not participate in prohibited activities.

Responsibilities of Literacy* AmeriCorps Los Angeles Coordinator:

- Provide each site with the AmeriCorps Handbook and Site agreement outlining program guidelines;
- Provide each new AmeriCorps member with pre-service orientation;
- Conduct site visits to monitor progress toward goals and compliance with AmeriCorps guidelines; and
- Provide support in member management.
- Provide quarterly in-kind support report to Literacy* AmeriCorps Los Angeles

Outline for AmeriCorps Positions

- Members must perform duties that match Literacy* AmeriCorps Los Angeles's performance measures for at least 50% of the hours spent at their service sites. These duties include recruiting and managing volunteers, teaching or tutoring adults in ABE, GED, ESL, family literacy or computer literacy, tutoring children in after-school programs, providing Story Mobile service and book distribution, lesson planning, and measuring their student's progress by AmeriCorps surveys or approved standardized tests.



- For no more than 50% of hours spent at service sites, members may perform literacy-related activities that do not directly match the AmeriCorps performance measures such as: mentoring students, performing community outreach activities on behalf of the service site, etc.
- Members may not be assigned clerical responsibilities *unless* related to their own direct instruction or coordination (i.e., maintaining their own students' files).
- Members may not write grants or participate in any fundraising activities for their service site.
- Members may not engage in any political, religious or lobbying activity.
- Members may not replace staff members or fill a position that was previously a paid staff position

Performance Measures

Each site must place the member(s) in a position that will help Literacy*AmeriCorps achieve the following objectives for the program year:

1. **Adult Learner Survey:** Members will provide instructions to adult learners. Every adult learner working with a Member must complete a Roles & Goals form at the start of tutoring and be surveyed after 25 (ABE/GED/ESL/Financial Literacy) hours of instruction and 75% of the completed surveys will score a three or higher on 70% of the questions answered.
2. **Standardized Tests:** AmeriCorps members must have access to students' records for pre and post-test assessments. Fifty percent of learners instructed by AmeriCorps members will be posted-tested. The objective for the year is for 75% of learners will show an increase/gain on a standardized test; at least 25% taking the GED to earn a GED; 50% taking the CASAS to show at least a 5-point increase.
3. **Strengthening Communities:** Members will build an enduring infrastructure of a volunteer tutoring program at each service site.
4. **Volunteer Mobilization:** Members will retain volunteers from previous program years at their service site, and recruit 10 new volunteers to serve 480 hours of community service at their site.
5. **Member Development:** Members will receive at least 140 hours of training and guided leadership activities, including personal development/life skills trainings, life after AmeriCorps training, and civic engagement trainings during the service year, provided by Literacy*AmeriCorps Los Angeles. Seventy percent of the members will report a three or higher to 75% of the questions on the end of the year member development survey. It is mandatory that members attend the Friday trainings in order to accomplish this objective.

Selection Criteria

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Position description of the members;
- Ability to adequately support member placement and activities;
- Program is aligned to achieve Literacy*AmeriCorps Performance Measures;
- Ability to strengthen the Literacy*AmeriCorps program;
- Demonstrated need for a member;
- Evidence of program sustainability beyond the project period; and
- History with the program



Literacy*AmeriCorps Fact Sheet

Literacy*AmeriCorps begins its first year in Los Angeles in September 2008. Starting as a pilot project of AmeriCorps under the Clinton Administration, the program has earned national recognition from Congress for its services. Literacy*AmeriCorps Los Angeles is funded by a federal grant from the Corporation for National and Community Service and is managed locally by the Literacy Network of Greater Los Angeles. Literacy*AmeriCorps engages men and women of all ages and backgrounds in an eleven month term of service to their community.

Literacy*AmeriCorps members serve at local community and faith-based organizations and provide direct literacy instruction and support services to adults and families. These organizations (service sites) sponsor members by providing supervision and a financial contribution each year. The financial contribution supplements the federal grant in order to provide member living allowances, health care, training and supplies.

All AmeriCorps programs are awarded grants based on their ability to meet national objectives. The three national objectives are: 1) Needs and Service Activities (direct service), 2) Strengthening Communities (volunteer management & outreach), and 3) Member Development (member training & skill-building). All objectives are measured using service site tools and AmeriCorps surveys.

As a federal program, AmeriCorps is nonpartisan and members may not engage in lobbying, advocacy, fundraising (including grant writing), religious activities, or organizing. Instead, members focus on providing direct services to those in need and increasing the volunteer capacity of their service sites. Members serve at their sites each week under the supervision of a site staff person and attend trainings off-site on the first and third Fridays of each month. Each member also designs and implements at least one community service project during their year of service.

Upon completion of 1700 hours of service (within an eleven month period) members are awarded a \$4,725 education award. This time is split between on-site and off-site activity, so that members serve at least 80% of hours at their sites and up to 20% off-site with their AmeriCorps team. Other member benefits include a living stipend, basic literacy tutor training and ongoing professional development training, health care, transportation reimbursement, and other program benefits.

Members join AmeriCorps for a variety of reasons: to give back to their communities, to learn skills for future careers, to earn money for college, and to feel part of a national service movement. Literacy*AmeriCorps seeks high-quality, committed applicants with an interest in education and service, as well as professional or volunteer experience working with diverse groups of people. Site supervisors provide a second interview to accepted applicants to ensure the best fit is found for members and sites.

For more information visit www.literacynetwork.org and click on "Literacy* AmeriCorps" link.





Proposal Application Literacy*AmeriCorps Los Angeles 2008-2009

Please provide answers to the following questions in your application. Responses to each section should be no more than one page in length. Two sided pages are fine. Potential members will be reading your application. Please create your application with the potential member audience in mind. Applications that "sell" the service site's opportunities are likely to attract more interested members.

Include the following in your proposal:

1. Cover sheet (Attachment A)



2. Narrative

- a. *Project Information* (1 page)
 - What is the organization's mission?
 - What impact does the program have on literacy and the community?
 - Discuss the program goals and objective.
- b. *Need Statement* (1 page)
 - How will an AmeriCorps member(s) enhance the project?
 - What need in the community will the member(s) address?
 - Why is an AmeriCorps member an appropriate way to address this need?
- c. *Organizational Capacity* (1 page)
 - What resources are available to a member(s) if your site was selected?
 - Who is the site supervisor?
 - What experience does the proposed site supervisor have in member management?
 - Who else will the member(s) interact with?
- d. *Program Impact* (1 page)
 - How will you ensure an AmeriCorps member(s) is able to measure student progress?
 - What performance measure will the member(s) help achieve for the AmeriCorps program?
 - Describe the lasting outcomes that will result from the member's service
 - Describe long range plans for the program and position of the member(s).
- e. *Position Description* (1 page)
 - Overview of position
 - Role and Responsibilities (please use bullets)
 - Service duties that match performance measures (at least 50% of site hours)
 - Other literacy related service duties (up to 50% of site hours)
 - Desired personal and professional qualifications of member(s)
- f. *Development of Member(s)* (1 page)
 - What will the member(s) gain from serving with this organization?
 - What training(s) will the member(s) receive?

3. Memorandum of Understanding (Attachment B)



4. Site Service Plan (Attachment C)

Please attach a detailed service plan outlining the expected AmeriCorps member's responsibilities, timelines for assuming those responsibilities, and measurements. The service plan should reflect the Performance Measure Duties, other Literacy-Related Duties, and Member Development.

- Performance Measure Activities (at least 50% of time)
 - teaching or tutoring ABE/GED, ESL, family literacy, computer literacy, after-school programs, Story Mobile service
 - lesson planning and measuring student progress
 - recruiting and managing volunteers
 - Other Literacy-Related Activities (up to 50% of time)
 - mentoring students, performing community outreach activities on behalf of the service site, etc.
 - Member Development
 - Any literacy or professional development training that prepares the AmeriCorps member for service or contributes to lifelong learning.
- A sample plan follows the application

Proposal Checklist

- Application Cover Page (1 page)
- Narrative (6 pages)
 - Project Information
 - Need Statement
 - Organizational Capacity
 - Program Impact
 - Position Description
 - Development of Member
- Memorandum of Understanding (1 page)
- Service Site Plan (1 page)

Please remember

- Total application should be no more than nine pages long.
- Please submit a separate application if you are applying for more than one member for a different position.
- Send one original and one electronic version (via email: tarry.kang@literacynetwork.org) to:

Literacy*AmeriCorps Los Angeles
Literacy Network of Greater Los Angeles
202 West 1st Street
Los Angeles, CA 90012

Both the original proposal and the electronic version must be received in the Literacy*AmeriCorps Los Angeles office no later than 5:00 p.m., Friday, September 5, 2008. (Extensions will not be granted. However, please notify me that you are interested in submitting so that I may assist you through the application process.)

If you would like an electronic version of this application, please email tarry.kang@literacynetwork.org.

If you have any questions, please contact Tarry Kang, Director of Volunteer Services, at (213) 237-4350 or via e-mail at tarry.kang@literacynetwork.org



Literacy* AmeriCorps Los Angeles

Attachment A

Service Site Application Cover Page

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Web Address: _____

Contacts:

Principal Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Fiscal Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Executive Director: _____

Phone: _____ Fax: _____ E-mail: _____

AmeriCorps Project Specifics:

Project Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Site Supervisor: _____

Phone: _____ Fax: _____ E-mail: _____

Number of Members Applying For: _____

Position Title: _____

Suggested Member(s) Service Schedule: _____

Performance Measure Member(s) Would Achieve: _____

Short Executive Summary (short description of program – This information will be used during interviews to inform members about your site.) Limit to five lines, single space, 12 pt. Font.

Printed name of person completing application

Signature of person completing application

Date



Attachment B

Memorandum of Understanding

Please read & sign below:

I have read and understand the Proposal Application for Literacy*AmeriCorps.

I understand that a site visit (for new sites) and former member evaluations (for current sites) will be considered with my application during the review process.

I understand that submitting this proposal does not obligate me to enter into a contract with Literacy* AmeriCorps, even if I am awarded AmeriCorps member placement

I understand that if my agency is selected as a sponsor service site:

- I will be asked to assist with recruitment for AmeriCorps positions at my site
- I will be asked to contribute an organizational financial match of \$5,000 per year per member
- I will be asked to provide quarterly in-kind support forms and complete other required reporting as detailed in the Performance Measures of the application
- I understand that a Literacy AmeriCorps member will be utilized only as tutors and in the literacy development and academic support to learners on site and not for general administrative or programmatic purposes
- I will maintain in strict confidence and not disclose to any other person, entity or organization, all personal and confidential information provided to your service site by the Literacy Network or by any person participating in the Literacy Network's Literacy AmeriCorps program; provided, that your service site may disclose any confidential information to the extent required by applicable law and the service site agrees that where feasible the service site shall first notify the Literacy Network and any individual whose information that such disclosure is being made so that the Literacy Network and individual, as applicable, may seek protective orders regarding such disclosures.

TERM OF THE MOU:

The parties to this MOU agree that the terms of this MOU are effective on September 19, 2008 and will continue in effect until August 31, 2009 or upon termination of the MOU by one of the parties, whichever is sooner. Any modification of this agreement must be requested in writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties to the MOU. Any party may cancel the MOU or agreement at anytime for cause, or may cancel without cause on a 30-day written notice.

AMENDMENT OR TERMINATION OF AGREEMENT:

This MOU may be amended or terminated by either party by providing 30 day's prior written notice to the other party.

INSURANCE:

Both parties shall have in place, insurance coverage limits throughout the term of the MOU: Comprehensive bodily injury including death and property damage liability insurance with a combined single limit of not less



than one million dollars (\$1,000,000) per occurrence. The service site shall provide the Literacy Network with evidence that the volunteers shall be additional insureds under the service site's liability insurance policy.

ASSIGNMENT:

This MOU may not be assigned or otherwise transferred, in whole or in part, by either organization without prior written consent of the other.

NON-DISCRIMINATION:

Both parties hereby certify that in performing work or providing services on behalf of The Literacy Network's Volunteer for Literacy Program, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the Government Code. Both parties shall comply with applicable federal and California anti-discrimination laws and agree to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

BOARD AUTHORIZATION:

The effectiveness of this MOU is expressly conditional upon approval by both parties' Board of Trustees/Directors, if applicable.

AUTHORITY OF SIGNATORY:

Each individual executing this MOU represents and warrants that he/she is duly authorized to execute and deliver this MOU (i.e. Executive Director, C.E.O., or other authorized representative) on behalf of the organization and that this MOU is binding upon each party in accordance with its covenants, terms and conditions.

The parties hereto have executed this MOU the day and year first written below.

Name of Site Supervisor

Signature of Site Supervisor

Date

Name of Program Director

Signature of Program Director

Date



Attachment C

Service Site Plan

Please use the following example to create your own chart. You may list as many or as few activities as the position needs.

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities					
Other Activities					
Member Development					
				TOTAL %	100 %

A sample plan follows



SAMPLE SERVICE PLAN

The following is a SAMPLE service plan intended to show how to create a plan for AmeriCorps member service. The activity should be specific in detailing the number of students and the number of classes per week. The timeline should reflect when the activity begins, the measure should suggest how progress is accounted for, training should reflect training provided by your site, and the percentage of time should indicate how much of the member's service is spent on the activity. This is only a SAMPLE and is not meant to suggest preference for certain AmeriCorps member activities. NOTE: AmeriCorps will provide basic tutor training but you should also list ways to ensure that the AmeriCorps member is prepared to follow the service plan.

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities	Teach ESL literacy class to 5-10 students two times weekly	09/22-08/21	90% of students will demonstrate increased skills based on AmeriCorps learner survey and BEST test	ESL tutor training; ongoing mentoring	30%
	Tutor 5 GED students weekly	09/22-08/21	90% of students will demonstrate increased skills; 75% will pass some GED tests; 20% will earn a GED	GED test and assessment training	20%
	Recruit 5-10 new volunteers each quarter, arrange orientation, coordinate and monitor volunteer hours	09/22-08/21	5-10 new volunteers recruited each quarter; increase list of potential business/corporate volunteer partners	How to conduct a volunteer orientation	20%
Other Activities	Create student and volunteer newsletter	01/05-08/05	3 newsletters produced involving students and volunteers	Computer skills as needed	10%
	Teach one 30-minute basic computer literacy skills class per week.	12/04-08/05	75% of participants will report increased computer skills based on site's satisfaction survey	Computer/graphics skills as needed	10%
Member Development	Receive ongoing tutor/teacher training and mentoring in ESL and GED from site staff and external trainers	ongoing	Member will become better equipped to teach/tutor and show more skills as noted by supervisor in evaluations	N/A	5%
	Receive newsletter/computer training; volunteer management training; presentation skills	Ongoing	Member will become more adept at volunteer recruitment techniques and computer layout skills	N/A	5%
				TOTAL %	100%