**You are considered a “Returning Partner” if the direct supervisor and the service site will be the same as in 2022**

**APPLICANT INFORMATION**

- **RESOURCE AVAILABILITY**
- **ORGANIZATIONAL CAPACITY + INTERN BENEFIT**
- **REFLECTIONS + ADJUSTMENTS**
- **PROCESS + TIMELINE**

**ADDITIONAL DOCUMENTS:**
- If applying for more than one position, with different supervisors, then submit separate applications for each position.

**GUIDELINES:**
- VetsWork RFP Guidelines is a separate document that offers detailed information about our program, and gives tips and examples for completing this document.

**FINANCIAL CONTRIBUTION**

MAI requires a cash match per 1700 hour Intern:
- **$29,003** (Oregon & Washington)
- **$29,503** (All other states - to cover travel expenses)

**This is a base cost and does not account for additional housing stipends, training funds, etc. that are often provided by the partner organization.**

**SUBMISSION**

- Due by **July 8, 2022 (5pm PST)**
- Email Proposals in **Word** Document format
- Direct all questions and proposals to:
  
  **AARON STANTON**  
  MAI Program Director  
  253-653-4231  
  Aaron@mtadamsinstitute.org

**APPLICANT INFORMATION**
PRIMARY APPLICANT INFORMATION

Organization Name:  
Organization Address:  
Primary Applicant Name:  
Applicant Title:  
Applicant Email:  
Applicant Phone:  

SITE SUPERVISOR INFORMATION (IF DIFFERENT THAN PRIMARY APPLICANT)

Supervisor Name:  
Supervisor Title:  
Supervisor Email:  
Supervisor Phone:  

RESOURCE AVAILABILITY INFORMATION

1. How many VetsWork: Environment Interns are you applying for? ____

2. Which of the following resources will be available to your Intern? (check all that apply)
   - [ ] Telephone with voicemail/cell phone
   - [ ] Agency/Organizational Vehicle
   - [ ] Training/Development funds
   - [ ] Workstation
   - [ ] Work Gear: Boots, PPE, Outerwear
   - [ ] Agency/Organizational email account

3. Please mark all that apply:
   - [ ] Housing provided for free
   - [ ] Housing stipend is provided
   - [ ] Housing is shared room bunkhousing
   - [ ] Housing options for partners/family available
   - [ ] No Smoking
   - [ ] No alcohol
   - [ ] Internet
   - [ ] Housing provided at a cost to Intern
   - [ ] No housing is provided
   - [ ] No pets
   - [ ] Mixed Gender
   - [ ] No firearms
   - [ ] On-site laundry
   - [ ] Cable/satellite TV
   - [ ] Other Restrictions:

4. Please mark the item below that best describes your current fiscal capacity to support a VetsWork Intern:
   - [ ] Funding is secured and we are ready to host an intern
   - [ ] Funds have been designated, but are awaiting formal budget processes. Funds will be secured by: (Date) ____
   - [ ] We are committed to hosting an intern, but funds have not been approved at this point. A formal decision is expected by (Date) ____
   - [ ] Unsure
ORGANIZATIONAL CAPACITY + INTERN BENEFIT

1. Does the proposed VetsWork AmeriCorps position displace a current or former staff position?

2. How will you communicate the unique roles and responsibilities of your Intern to staff and the communities you serve?

3. Is funding available to support training/certification opportunities?

4. Are there likely to be hiring opportunities related to this position within your unit, agency or professional network? Please explain.

5. Will there be opportunities for your intern to gain experience with other program or resource areas outside of their specific role? Please briefly explain.

REFLECTIONS + ADJUSTMENTS

CRITICAL COMMUNICATION
Based on your experience with your intern(s) in the past year(s), what additional information should we be communicating to applicants in the recruitment, screening, interview and selection process in order to set them up for greater success?

SUPPORTS
What additional supports/processes do you intend to incorporate this year to enhance the experience for your intern?

What additional supports/processes do you recommend MAI include this year to enhance the experience for your intern?

PROCESS + TIMELINE

SELECTION PROCESS

- REVIEW: Staff reviews all RFPs for new and returning partners
- REVISIONS: Proposal acceptance may be contingent upon applicant revisions
- FUNDING: Selected projects are pending MAI’s continued funding

PROPOSAL TIMELINE

<p>| RFP RELEASED | May 27, 2022 |</p>
<table>
<thead>
<tr>
<th><strong>PROPOSALS DUE</strong></th>
<th>July 8, 2022 (by 5pm PST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICANTS NOTIFIED</strong></td>
<td>August 1, 2022 (on or before)</td>
</tr>
<tr>
<td><strong>RECRUITMENT OVERVIEW CONFERENCE CALL</strong></td>
<td>October, 2022 - Time TBD</td>
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<tr>
<td>Required Site Supervisor participation</td>
<td></td>
</tr>
<tr>
<td><strong>1ST SITE SUPERVISOR ORIENTATION</strong></td>
<td>December, 2022 - Time TBD</td>
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<tr>
<td>Required Site Supervisor participation</td>
<td></td>
</tr>
<tr>
<td><strong>2ND SITE SUPERVISOR ORIENTATION</strong></td>
<td>January, 2023 - Time TBD</td>
</tr>
<tr>
<td>Required Site Supervisor participation</td>
<td></td>
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<tr>
<td><strong>SUPERVISOR/INTERN ORIENTATION</strong></td>
<td>Alaska &amp; PNW Region - Feb 10, 2023 (Corbett, OR)</td>
</tr>
<tr>
<td>Required Site Supervisor attendance</td>
<td>Central &amp; SE Region – March 10, 2023 (Location TBD)</td>
</tr>
<tr>
<td><strong>INTERN TERM OF SERVICE</strong></td>
<td>Alaska &amp; PNW Region – Feb 6 - Dec 15, 2023</td>
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<tr>
<td></td>
<td>Central and SE Region – Mar 6, 2023 – Jan 12, 2024.</td>
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