

VETSWORK: ENVIRONMENT

2023 RETURNING PARTNER APPLICATION

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

PROPOSAL CHECKLIST

APPLICATION:

- [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: Click here to enter text.
Organization Address: Click here to enter text.
Primary Applicant Name: Click here to enter text.
Applicant Title: Click here to enter text.
Applicant Email: Click here to enter text.
Applicant Phone: Click here to enter text.
SITE SUPERVISOR INFORMATION (IF DIFFERENT THAN PRIMARY APPLICANT)
Supervisor Name: Click here to enter text.
Supervisor Title: Click here to enter text.
Supervisor Email: Click here to enter text.
Supervisor Phone: Click here to enter text.

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)

<input type="checkbox"/> Telephone with voicemail/cell phone	<input type="checkbox"/> Workstation
<input type="checkbox"/> Agency/Organizational Vehicle	<input type="checkbox"/> Work Gear: Boots, PPE, Outerwear
<input type="checkbox"/> Training/Development funds	<input type="checkbox"/> Agency/Organizational email account

3. Please mark all that apply:

<input type="checkbox"/> Housing provided for free	<input type="checkbox"/> Housing provided at a cost to Intern
<input type="checkbox"/> Housing stipend is provided	<input type="checkbox"/> No housing is provided
<input type="checkbox"/> Housing is shared room bunkhousing	<input type="checkbox"/> No pets
<input type="checkbox"/> Housing options for partners/family available	<input type="checkbox"/> Mixed Gender
<input type="checkbox"/> No Smoking	<input type="checkbox"/> No firearms
<input type="checkbox"/> No alcohol	<input type="checkbox"/> On-site laundry
<input type="checkbox"/> Internet	<input type="checkbox"/> Cable/satellite TV
<input type="checkbox"/> 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

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

RFP RELEASED

May 27, 2022

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