



## **Application for Full-time Host Sites 2020-21 VISTA RFP**

**Letter of Intent Deadline: March 16th, 2020**

**Application Deadline: April 24th, 2020**

**VISTA Recruitment Starts: May 1st, 2020**

### **Equal Opportunity and Non-discrimination**

Campus Compact of Oregon and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information and veteran status in its programs or activities, including employment, admissions, and educational programs.



# Campus Compact of Oregon Host Site Request for Proposals AmeriCorps VISTA Program



*The Campus Compact of Oregon VISTA (Volunteers In Service To America) Program provides an opportunity for institutions of higher education, K12 schools, and community organizations to create, develop and strengthen initiatives that focus on improving educational inequities by breaking the cycle of poverty for traditionally underserved communities.*

<b>Timetable of Key Events</b>	
Request for Proposal Released	<b>Monday, March 2<sup>nd</sup>, 2020</b>
Letter of Intent Due (required for returning sites, recommended for new sites)	<b>Friday, March 16<sup>th</sup>, 2020</b>
Technical Assistance Calls (please RSVP)	Friday, March 20 <sup>th</sup> , 2020 at 3:15-4:15
	Friday, March 27 <sup>th</sup> , 2020 at 3:15-4:15
	Monday, April 6 <sup>th</sup> , 2020 at 3:15-4:15
VISTA Proposal Due to Campus Compact	<b>Friday, April 24<sup>th</sup> 2020 at 5:00 PM</b>
Award Notifications Date	<b>Friday, May 1<sup>st</sup>, 2020</b>
*Required Site Supervisor Training	<b>Friday, May 8<sup>th</sup>, 2020, 10:00-2:00</b>
Cost Share & MOU Due	<b>Friday, May 29<sup>th</sup>, 2020</b>
On Site Orientation and Training Plan Due to Campus Compact of Oregon	<b>Wednesday, July 22<sup>nd</sup>, 2020</b>
Mandatory: Virtual Countdown to VISTA Service webinar	<b>Tuesday, August 11<sup>th</sup>, 2020</b>
VISTA Start Date	<b>Monday, August 17<sup>th</sup>, 2020</b>

**Proposal Submission:**

Proposals must be emailed to [vista@oregoncampuscompact.org](mailto:vista@oregoncampuscompact.org) with “(insert host sit name) VISTA Proposal” in the subject line. Please submit a separate application for each position for which you are applying. Fax will not be accepted. Submission includes:

1. One complete proposal as PDF (including scanned versions of documents requiring a signature)
2. **One Word version of VISTA Assignment Description, and position description**

If your organization has never hosted a VISTA and would like more information about the program, please see <https://www.vistacampus.gov/resources/vista-101-understanding-vista-0> for further assistance.

**Additional resources available for download from:** [www.oregoncampuscompact.org](http://www.oregoncampuscompact.org)

- RFP Resource Guide
- How to Write a VISTA Assignment Description (VAD)
- Application Attachments and Templates

**AmeriCorps VISTA Programs Contact Information:**

**Carmen Brewton Denison, Co-Executive Director/Director of Community Engagement and Membership**

Campus Compact of Oregon  
620 SW 5th Ave., Suite 910, Portland, OR 97204

## Table of Contents

<b>Section 1: AmeriCorps VISTA Project Overview &amp; Requirements</b>	<b>3</b>
What is Campus Compact of Oregon?	3
What is AmeriCorps VISTA?	3
Campus Compact of Oregon Program Focus	3
Campus Compact of Oregon Theory of Change	4
Social Determinants Framework	5
What do AmeriCorps VISTAs Do?	6
Restricted VISTA Activities	6
Host Site Eligibility	6
Selection Process	6
Requirements for VISTA Host Sites	7
Application Assistance	9
Program Duration	9
Award Information	9
<b>Section 2: AmeriCorps VISTA Program Guidance</b>	<b>10</b>
Campus Compact of Oregon VISTA Program Priority Area	10
CNCS Priority Programming for FY2020	10
<b>Section 3: Submission Notification &amp; Acceptance Process</b>	<b>11</b>
Letter of Intent	11
Application Assistance Conference Call	12
Proposal Due Date & Requirements	12
Award Notification Date	12
Site Supervisor Training	12
Cost Share & MOU	12
Member Recruitment	12
<b>Section 4: Request for Proposal Application</b>	<b>13</b>
Cover Page	13
Section 1: Campus Compact of Oregon Performance Measures	14
Section 2: Proposal Narratives	17
Section 3: Required Attachments	19
Acknowledgement of AmeriCorps Prohibited Activities	20
Equity Lens 6 Outcome Areas	21
VISTA Assignment Description (VAD)	22
VISTA Member Position Description	24
Organizational Capacity Checklist	25
Campus Compact On-Site Orientation Training Best Practices	26

# Section 1: AmeriCorps VISTA Program Overview & Requirements

## What is Campus Compact of Oregon?

Campus Compact of Oregon is a membership organization composed of higher education, K12 schools, and community organizations. We envision a world in which all students having access to inclusive and equitable learning environments where their individual needs are met. We do this by convening, connecting, and collaborating across our diverse statewide network. Campus Compact promotes positive change within our VISTA sites—institutions and local communities—by advancing racial justice and equity, collaborative learning, and partnership. More information about Campus Compact of Oregon is available at <http://www.oregoncampuscompact.org/>.

In 2007, Campus Compact of Oregon was selected by the Corporation for National and Community Service (**referred to herein as CNCS**) to be a VISTA intermediary organization. As an intermediary, we place service participants, or VISTA members, with other organizations and institutions, referred to as “host sites.” In this role, Campus Compact is able to help various host sites gain access to infrastructure support and national service resources, thereby assisting these organizations to better meet needs in their communities. Campus Compact helps build the capacity of higher education, K12 schools, and community organizations to expand and improve services, foster collaboration among organizations, recruit volunteers, and engage community members as partners in creating sustainable solutions to local problems.

## What is AmeriCorps VISTA?

AmeriCorps is a national service program supported and administered by CNCS which is an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps is made up of three main programs: AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps NCCC (National Civilian Community Corps). AmeriCorps VISTA (Volunteers in Service to America) is a full-time national service program for civic-minded individuals interested in developing lasting solutions to the problems of poverty in America.

AmeriCorps VISTA Members serve in community organizations, higher education institutions, local governments, and other agencies to develop and expand services and programs that help support the efforts of low-income individuals to transition out of poverty. All VISTA projects must demonstrate four key principles: 1) Anti-poverty Focus, 2) Capacity Building, 3) Sustainability, and 4) Community Empowerment. The purpose of VISTA is to build capacity of non-profit organizations and communities to help bring individuals, and with them, communities as a whole, out of poverty. Projects should be responsive and relevant to the lives of community residents and engage them in project planning and evaluation. Activities should focus on building capacity of organizations or communities, rather than providing direct service to individuals. As short-term resources designed to create long-term solutions, VISTA must focus on sustainable improvements that will last beyond the VISTA term. Host site applicants should keep these key principles in mind as they consider their plans for a VISTA’s service.

The award of all VISTA resources as well as the approval of all VISTA sites and final project application is subject to the availability of funding from the Corporation for National and Community Service, approval of fiscal year 2020 federal appropriation, and approval by the Corporation for National and Community Service.

## Campus Compact of Oregon Program Focus

Campus Compact of Oregon VISTA members are committed to developing equitable community-engaged programming that increases educational access and success for economically disadvantaged students, especially for students of color and students who are the first their family to attend college. Using an equity lens, VISTAs build capacity for college campuses and organizations to increase access to educational resources and alleviate poverty based on community identified issue areas. Campus Compact of Oregon

VISTA members fight poverty by building community partnerships, recruiting volunteers to support programming, and creating, expanding, or enhancing education programs.

### **Campus Compact of Oregon Theory of Change**

Given the focus of VISTA resources on capacity building as opposed to direct service, a social determinant of health framework is helpful in developing the structure of your VISTA program. Social determinants are the conditions and circumstances in which individual are born, grow, live, work and age, and are key factors in how groups of people experience equity or inequity. Examples include: housing, transportation, education, dignity and respect, social supports/networks, health care, race/ethnicity, wealth and income development, and public safety, to name a few. Thinking about how to improve the conditions at their roots will help identify important actions and projects that move “upstream”, meaning from direct service to capacity building. Below is a graphic model of the difference between direct service (downstream) and capacity building (upstream) activities.

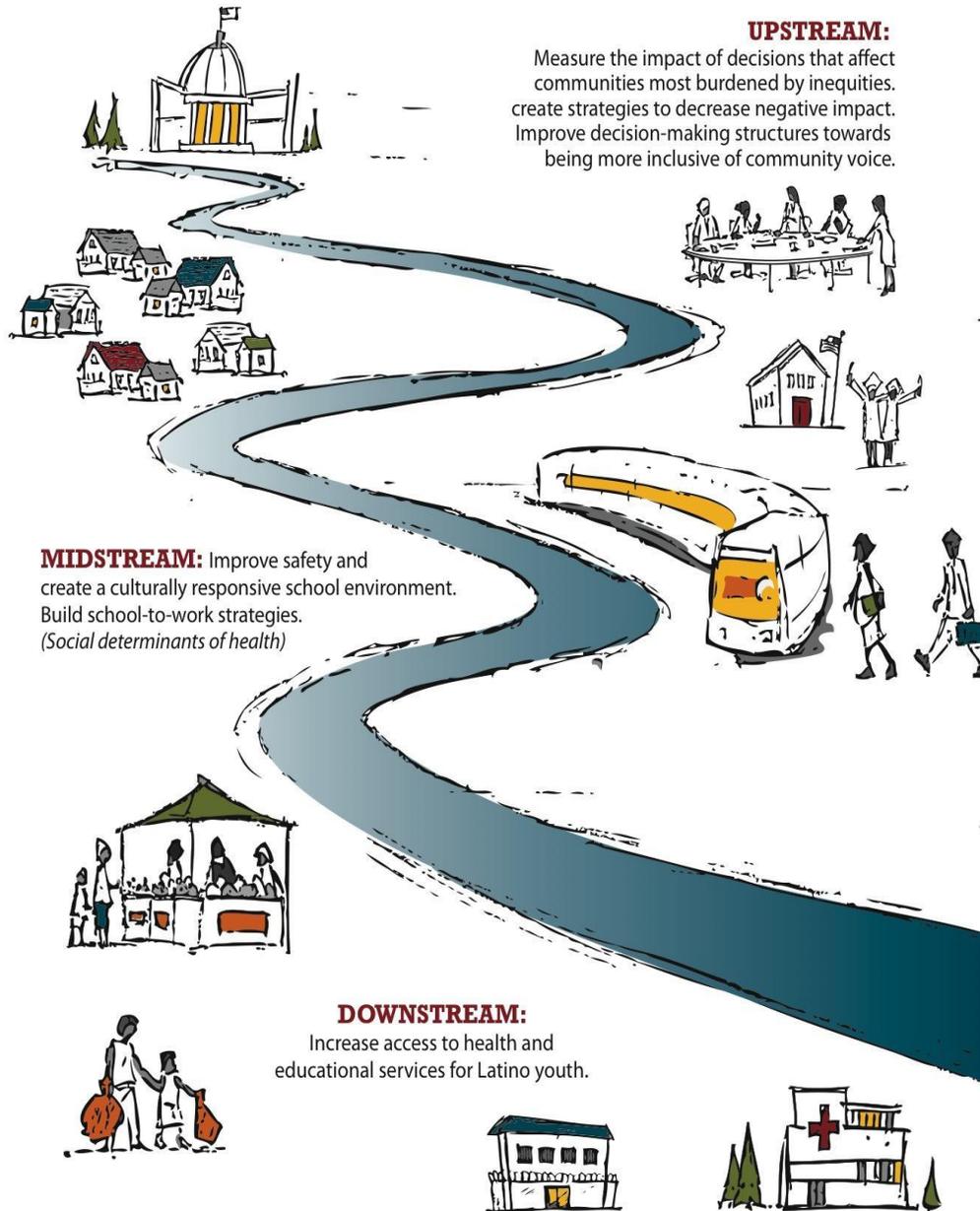
Across almost all aspects of the social determinants of health (housing, education, access to care, transportation, wealth and income, etc.), communities of color face additional barriers and poorer outcomes than do community members from the dominant culture. These inequities are unjust and preventable. Campus Compact of Oregon believes a focus on racial justice and equity is a key upstream leverage point. Organizations working to build their capacity to better serve communities of color will make significant progress in improving the lives of all people, especially people of color and economically disadvantaged community members.

## Social Determinants Framework

When developing your VISTA project, please review the social determinants framework.

# SOCIAL DETERMINANTS FRAMEWORK (River Model)

The following graphic illustrates another way to visualize the continuum of upstream, midstream, and downstream actions needed to eliminate the root causes of inequities, with a few sample strategies provided.



**Prohibited Activity:**

**Political/ Policy Advocacy**

**VISTA SERVICE:**

**Capacity Building**

**Volunteer Management**

**Develop Community**

**Fundraise**

**Prohibited Activity:**

**Direct Service**

## What do AmeriCorps VISTAs Do?

Each VISTA member makes a yearlong, full-time commitment to serve on a specific project at an institution of higher education, K12 school, or community organization. VISTA members **do not provide direct services**, such as tutoring children. Instead, they focus their efforts on building the organizational, administrative, and financial capacity of organizations that fight illiteracy, increase educational access and success, and otherwise assist low-income communities. VISTAs develop programs to meet community needs, write grants, build sustainable partnerships, and recruit and train volunteers.

## Restricted VISTA Activities

- Displacement of Employed Workers: AmeriCorps VISTA members are prohibited from performing activities or duties that would otherwise be carried out by employed workers, or would supplant the hiring of, or result in the displacement of, employed workers, or would impair existing contracts for service
- Administrative Duties: Unless needed for specific VISTA service activities, the project may not include administrative duties that support general organizational goals such as clerical responsibilities, answering phones, or data entry. If needed, the general duties should be very limited. For example, a VISTAs entire VAD should not comprise of data entry as that is not a sustainable activity. They can create the database, and test it by doing some limited data entry but once created and fine-tuned, the activity is turned over to a staff person to finish the data entry and maintain.
- Direct Service: Projects cannot be direct service but instead must build the capacity of communities to address their own challenges.
- Prohibited Activities: Please see attachments for full list.

## Host Site Eligibility

Proposals must be submitted by an institution of higher education, K12 school, community organization, or a partnership of any of these institutions. If an application is submitted from a non-Campus Compact Member, they must commit to joining membership if selected.

Placement sites are eligible to apply for an AmeriCorps VISTA Member to serve with their organization, in the same position, for up to three years. Each year is meant to build upon the previous year and focus on building sustainability for the program:

- Year 1 – AmeriCorps VISTA Member establishes and creates a program or project and begins to create structure for sustainability
- Year 2 – AmeriCorps VISTA Member continues to implement project and continues to create structure for sustainability
- Year 3 – AmeriCorps VISTA Member focuses on making the project sustainable
- Year 4 – proposals will be considered on a case-by-case basis and must address a significant community need or new project focus. Year 4 proposals must be prepared to provide a program cost share equal to the amount of the AmeriCorps VISTA living allowance (\$14,000)

## Selection Process

Host site selection is based on proposal alignment with program goals and institutional capacity to host a VISTA. Submitting an application does not guarantee a VISTA placement.

While each applicant may submit more than one application, selections will be made to ensure a diversity of placement sites (location, institution/organizational type, populations served). Priority will be given to host sites:

- Who aren't currently hosting an AmeriCorps VISTA Member through another project;
- That clearly articulate potential for significant community impact through the program;
- Located in geographic areas not currently well served by Campus Compact and/or AmeriCorps;
- That have a clear evaluation plan to track community impact.

Renewal applications (those from current host sites) will also be considered based on completed results from the previous year's application and the host site's completion of requirements stated in the previous year's MOU. This includes but is not limited to timely submission of complete timesheets; timely submission of reporting for progress reports; timely return of MOUs and other correspondence; consistency in day-to-day supervisory duties including providing feedback to VISTA(s); and commitment and consistency in providing VISTA(s) with amenities such as local mileage, parking, and professional development opportunities.

The Corporation for National and Community Service (CNCS) will provide the final approval of all sites. The approved project will be reflected in the VISTA Assignment Description, or the VAD. Each VISTA member will be provided with a VAD when they begin service, and are only required to do activities outlined in the VAD, which is ostensibly an agreement between CNCS, Campus Compact of Oregon, and the host site.

### **Requirements for VISTA Host Sites**

- 1. Project Development:** Projects must work to break the cycle of poverty by addressing critical community needs and improving K-college educational equity for economically disadvantaged students, especially students of color and students who are the first in their family to go to college. AmeriCorps VISTA Members must be placed in a capacity-building role for the entire term of service. Activities cannot duplicate routine functions of staff or displace paid employees. The impact of service provided to the community and campus must be measurable and fit within the goals and activities of the AmeriCorps VISTA Program.
- 2. Member Support:** All Host Sites will recruit; provide an on-site orientation training (OSOT); provide AmeriCorps VISTA member(s) with a defined service space; active day – to – day supervision; assign service that meets the specific goals of the project described in the VISTA(s) Assignment Description (VAD); evaluate performance; approve time records and requests for time off; and document and address performance problems. In addition to the cost share, organizations must set aside \$150 for the VISTA's professional development and cover the expense of all service-related travel. The Campus Compact VISTA Program requires supervisors to meet with their VISTA at least one time per week for one hour and encourages host sites to provide assistance with local resources (food, housing, transportation).
- 3. Records and Reporting:** All Host Sites must maintain thorough and complete programmatic records to be shared with Campus Compact of Oregon and CNCS if requested. Campus Compact is responsible for biweekly attendance reporting and quarterly progress reporting to CNCS. Host Site records include but are not limited to documentation of VISTA member attendance, services provided through a site-specific tracking document, and results and evidence of VISTA professional development and training.
- 4. Recruitment:** Campus Compact and host sites will collaborate in the recruitment process. Host sites are expected to begin recruiting for VISTA Members in May 2020. Each site will manage a recruitment campaign specific to their project, including site-specific qualifications for the site's ideal VISTA member. At the same time, Campus Compact will recruit through the national AmeriCorps recruitment portal and organizational networks. Qualified candidates will be interviewed by Campus Compact and forwarded to host sites. All candidates identified by VISTA host sites, as well as those identified through our national recruitment process will become part of the candidate pool. CNCS, with input from Campus Compact of Oregon, will make final decisions in the selection of AmeriCorps VISTA Member candidates with host site input. \*Please respond to recruitment related communications promptly.
- 5. Additional Site Benefits:** Sites are not required to provide any additional site benefits, beyond the \$150 professional development fund and covering service-related travel costs, but are strongly encouraged to identify benefits that can help VISTAs serve on a poverty-level living allowance.

Sites that do provide housing, food, transportation, or other basic needs support will find it easier to recruit and retain AmeriCorps VISTA. Please note that no direct payments can be provided to the VISTA members. To ensure compliance with VISTA policy, discuss with the VISTA Program Manager specific guidelines if you wish to provide additional site benefits.

- 6. Cost Share Requirements:** In order to continue our commitment to providing host sites with highly trained AmeriCorps VISTA Members and to provide those Members with significant professional development opportunities, Campus Compact of Oregon requires all AmeriCorps VISTA host sites to submit a Cost Share. This Cost Share follows a common practice in Campus Compact AmeriCorps programs across the country. Participating institutions will be expected to cost share according to the following project schedule (cost share amounts are for the 2020-2021 service year and are subject to change each year):

Project Year	Tier 1	Tier 2	Tier 3
Year 1	\$7,000	\$8,000	\$9,000
Year 2	\$8,000	\$9,000	\$10,000
Year 3	\$9,000	\$10,000	\$11,000
Year 4 (4 <sup>th</sup> year VISTA placements are rare but occasionally can be approved by CNCS if extenuating circumstances made it difficult to achieve sustainability in 3 years.	\$14,000	\$14,000	\$14,000

Tier One: VISTA proposals designated as tier one will demonstrate a high-quality VISTA project as shown in the selection criteria and will also most closely align with CNCS and Campus Compact of Oregon strategic plan. All sites in this tier will have clear plans for how it will be able to document and evaluate its contribution to one of CNCS's high-level Education outcomes. Additionally, sites may build components into its positions that serve veterans and their families, School Improvement Grant (SIG) identified K-12 schools, or partner across multiple points of the education spectrum (K12 schools, community college, four year institutions).

Tier Two: Tier Two proposals will have a focus on education outcomes or a critical root cause of education inequities but may not have as robust an evaluation or assessment component as Tier One proposals. Tier Two proposals may partner with K12 schools that are not SIG identified or may only focus on one portion of the education spectrum (K12 only with no clear program component connected to higher education or internal college peer-to-peer programs which do not connect with other portions of the spectrum).

Tier Three: The VISTA host site application loosely falls under the Education performance area for CNCS but does not address any of the CNCS priority areas and does not have strong evaluation or performance measurement capacity.

- 7. Local Travel/Mileage and Parking Reimbursement Requirements:** Host Site will pay local mileage reimbursement to VISTA member for all service related travel required for position. If paid parking space is required for the VISTA, the Host Site must pay for this cost. Host sites must document their ability and commitment to providing these funds.
- 8. Criminal Background Checks:** The Corporation for National and Public Service (CNCS) will conduct a National Sex Offender Public Website check, State of Oregon check. Please note that

Campus Compact, sites, and member will work together to conduct the FBI fingerprint check on all VISTA members. Fingerprints must be submitted to the CNCS office via Campus Compact within two weeks of the VISTA start dates. Failing to do so will result in the immediate termination of service. Additionally, if sites require members to complete more extensive background checks for their institution the cost of those checks must be paid for by the host site.

9. **Mandatory Supervisor Trainings:** All selected host sites must designate a Supervisor for their VISTA member(s) and participate in 2 in-person trainings and one webinar conducted by Campus Compact of Oregon to ensure host sites are equipped to satisfy their VISTA obligations. The Supervisors Training for host sites receiving AmeriCorps VISTA members will take place on **April 24, 2020**, and is a mandatory requirement of partnership with Campus Compact of Oregon's AmeriCorps programs. *The training will reiterate policies; support supervisors in creating an OSOT plan, and go over requirements. A second in-person training will occur at December In-Service Training and will bring supervisors and members together to train on non-violent communication, conflict management, and racial justice and equity.*
10. **Cooperation:** All host sites are required to actively participate in the project through attendance at mandatory trainings, meetings, fall check-ins, site visits, and cooperation with Campus Compact staff regarding certifying accuracy and completeness of data.
11. **Campus Compact Membership:** All host sites must be a Campus Member or Associate Member to receive a Campus Compact of Oregon VISTA Member. Non-members must commit to joining membership, if selected. Membership dues cover September to August of each year.

Campus Member: Campus membership includes two-year, four-year, public and private institutions of higher education. FTE for community colleges is only for degree enrolled students.  
Campus Membership Cost Structure:

Total Student FTE	Annual Membership Dues
0 – 500	\$2,279
501 – 3000	\$3,284
3,001 – 7,000	\$5,248
7,001 – 13,000	\$6,298
13,001+	\$6,917

Associate Member: Associate Membership includes community organizations, K12 schools, and public agencies. Associate Membership Cost Structure (FTE does not include volunteers or service members):

Staff FTE	Annual Membership Dues
1-9	\$250
10-49	\$500
50-99	\$750
100+	\$1,000

### **Application Assistance**

The Campus Compact of Oregon Co-Executive Director//Director of Community Engagement and Membership, Carmen Brewton-Denison, is available to answer questions and concerns regarding the grant application process at any time. Please schedule an appointment via email at [carmen@oregoncampuscompact.org](mailto:carmen@oregoncampuscompact.org).

### **Program Duration**

Applicants must apply for a VISTA one year at a time and will be eligible to re-apply to host a VISTA member for up to three consecutive years. If selected as a host site, your VISTA will serve from August 2020 to August 2021 depending on availability of slots and VISTA members.

### **Award Information**

Campus Compact of Oregon VISTA positions are contingent upon final approval from the Corporation for National and Community Service (CNCS). Proposed projects may be subject to adjustment to better align with CNCS requirements. Campus Compact is invested in the success of our members, partners, and the collaborations we seek to cultivate through VISTA projects; the VISTA team will work with you to ensure that your organization is set up for success in the early stages of project development.

## **Section 2: FY20 AmeriCorps VISTA Program Guidance**

The Edward M. Kennedy Serve America Act directs CNCS to focus national service in areas where it can have a major impact. CNCS is fulfilling congressional instructions by targeting agency resources in the [CNCS Strategic Plan](#). The CNCS Strategic Plan and AmeriCorps VISTA's statutory mandate to focus on eliminating poverty guide this year's priorities.

In FY 2020, AmeriCorps VISTA seeks proposals from organizations with an interest in helping organizations build their capacity—or that of their programs—to more effectively use information to implement programs that address poverty. Depending on the organization's need and capacity in this area, this initiative would involve placing VISTA members with organizations to address capacity around Performance Measurement, Evaluation, or Performance Management.

### **Campus Compact of Oregon VISTA Program Priority Area**

Campus Compact of Oregon's strategic focus requires all VISTA placements across the state to align around shared objectives and outcomes in the Education goal area. Campus Compact of Oregon seeks projects that support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged students; especially for students of color and students who are the first in their family to go to college. Sites with a specific focus on equity and racial justice are highly encouraged to apply.

As proposals are developed, consider which CNCS outcomes the VISTA project will report on to build the strongest program models possible. Please review the [Program Guidance for CNCS Performance Measures](#) that align with Campus Compact's strategic focus on education.

All VISTA Projects should focus on one of the following objectives:

- School readiness for economically disadvantaged young children
- K12 success in student educational and behavioral outcomes in low-achieving schools
- Post-secondary success

VISTA projects that include the following components will be given priority consideration.

- Projects focused on **STEM** (Science, Technology, Engineering, and Mathematics) education programs that will build partnerships between STEM students, faculty/staff, and community partners to develop long-term solutions for bolstering the number of underrepresented students who obtain STEM degrees.

**CNCS Priority Populations and Regions for FY 2020**

Within the education focus area described above, AmeriCorps VISTA and Campus Compact of Oregon encourages new project development where appropriate in the following specific programming areas. Projects focused in these three areas will be given the highest consideration for investments of AmeriCorps VISTA resources:

- Rural Communities
- Native Communities and Reservations
- Areas of Concentrated Poverty

Rural Communities

VISTA seeks a balanced portfolio of urban and rural programming. More than 35% of those living in rural counties live in high-poverty areas, and 85% of persistent poverty counties are in rural America. VISTA will continue to invest resources to create economic opportunity in rural communities.

Native Communities and Reservations

VISTA aims to increase its footprint in Native communities and reservations. According to the Census Bureau, Native Americans have the highest poverty rates in the country, and reservations are some of the poorest locations in the United States.

Areas of Concentrated Poverty

Additionally, priority will be given to projects that serve areas of concentrated poverty. This is defined as Census tracts or counties with poverty rates at or above 20 percent. These can be rural or urban areas, and the projects can be located in or serve the high-poverty areas. Special consideration should be given to persistent poverty areas – those that have had a poverty level of 20 percent or higher for 30 years or more. To assist in targeting these areas, USDA has developed a concentrated poverty mapping tool that provides a way to identify them easily.

**Section 3: Submission, Notification & Acceptance Process**

Due Date	Host Site Applicant Requirement
<u>March 15<sup>th</sup> 2020</u>	<p><b>Letter of Intent</b>            Send a short email or letter of your intent to apply to Co-Executive Director//Director of Community Engagement and Membership, Carmen Brewton-Denison at <a href="mailto:vista@oregoncampuscompact.org">vista@oregoncampuscompact.org</a>.</p> <p>Please also specify:</p> <ul style="list-style-type: none"> <li>• Site contact person during application process (including name, position, email and phone number)</li> <li>• Preferred date of application assistance conference call (see below)</li> <li>• Number of AmeriCorps VISTA Members requested</li> </ul>

	<ul style="list-style-type: none"> <li>• Quick summary of VISTA activities (1-2 sentences)</li> <li>• Preferred due date of Cost Share (if May 31, 2020 poses a significant challenge). Cost Shares must be received no later than August 2<sup>nd</sup>, 2020.</li> </ul>
<p>Friday, March 20<sup>th</sup>, 2020 at 3:15-4:15 PM</p> <p>Friday, March 27<sup>th</sup>, 2020 at 3:15-4:15 PM</p> <p>Monday, April 6<sup>th</sup>, 2020 at 3:15-4:15 PM</p>	<p><b>Application Assistance Conference Call</b></p> <p>All applicants are REQUIRED to participate in one of the technical assistance conference calls. Application assistance sessions will be held in a conference call/webinar format. Campus Compact of Oregon will be available to address specific applicant questions, as needed. Please don't hesitate to contact Campus Compact should you have any questions regarding our VISTA program or this RFP.</p> <p>*If none of these dates work, you may request access to a pre-recorded session.</p>
<p><b>Friday, April 24<sup>th</sup> 2020 at 5:00 PM</b></p>	<p><b>Proposal Due Date &amp; Requirements</b></p> <p>Proposals must be emailed to <a href="mailto:vista@oregoncampuscompact.org">vista@oregoncampuscompact.org</a> with "<i>host site name</i>-VISTA Proposal" in the subject line. Please submit a separate application for each position for which you are applying. Fax will not be accepted. Submission includes:</p> <ol style="list-style-type: none"> <li>1. One complete proposal as PDF (including scanned versions of documents requiring a signature) AND</li> <li>2. <b><u>One Word versions of the VISTA Assignment Description (VAD) and position description for Campus Compact's recruitment support efforts</u></b></li> </ol>
<p><b>May 1<sup>st</sup>, 2020</b></p>	<p><b>Award Notification Date</b></p> <p>Site Selection may be contingent upon the applicant providing additional information or making revisions and all placements are contingent upon CNCS approval and available funding.</p>
<p><b>Friday May 8<sup>th</sup>, 2020, at 10:00 AM-2:00 PM</b></p>	<p><b>Site Supervisor Training</b></p> <p>Each site supervisor is REQUIRED to attend the orientation. There will be an in-person and webinar option for supervisors.</p> <p>*Webinars are intended to accommodate the needs of rural sites and site supervisors</p>
<p>May 11<sup>th</sup>, 2020</p>	<p><b>Member Recruitment Launch</b></p> <p>Campus Compact of Oregon and all sites will launch national recruitment efforts for the 2020-21 AmeriCorps VISTA team (pending approval from CNCS).</p>
<p><b>May 29<sup>th</sup>, 2020</b></p>	<p><b>Cost Share &amp; MOU Due Date</b></p> <p>Placement sites that fail to pay the cost share and return the signed Memorandum of Understanding (MOU) by the due date may be subject to reallocation of the AmeriCorps VISTA Member position. If the due</p>

	date of the Cost Share poses a significant challenge for your institution, please contact the VISTA Program Manager.
July 20 <sup>th</sup> , 2020	<b>Member Recruitment Deadline</b> (Selection and paperwork complete)
AUGUST 11 <sup>th</sup> , 2020	Virtual Countdown to VISTA Service Webinar (Mandatory)
August 17 <sup>th</sup> , 2020	<b>Member Begins at Host Site</b>