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| **RedBlack ORCC Logo** | **AmeriCorps VISTA** **Full-time VISTA Host Site****Request for Proposals (RFP)****2014-2015** |
| **The ORCC Full-time VISTA Programs RFP and Resource Guides** **may be downloaded from: www.oregoncampuscompact.org.** |
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**Section I: Introduction**

**What is Oregon Campus Compact?**

Oregon Campus Compact (ORCC) is a statewide membership organization of college and university presidents who commit to providing a higher impact education through creating and expanding academic, co-curricular, and campus-wide opportunities for community service, service-learning, and civic engagement. ORCC is one of the only nonprofits representing two-year, four-year, public and private institutions of higher education and is funded by dues from member institutions, external grant awards, and in-kind support. ORCC is an affiliate of Campus Compact, the premier national higher education association dedicated to campus-based civic engagement. More information about ORCC is available at http://www.oregoncampuscompact.org/.

**What is AmeriCorps?**

AmeriCorps is a program of the Corporation for National and Community Service (CNCS), 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 Members serve in community and faith-based nonprofit 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 rise out of poverty. In total, more than 170,000 committed individuals have joined forces with 15,000 local organizations to strengthen communities and help people escape poverty across the nation. **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 and approval of Fiscal Year 2014 Federal Appropriations.**

AmeriCorps provides funds to local and national organizations and agencies committed to using national service to address critical community needs. ORCC VISTA slots are primarily addressing the CNCS priority area in education through capacity building but will also consider proposals addressing healthy futures and economic opportunity, especially if they have a strong tie to education. Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

**Anticipated RFP Questions**

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| **ANTICIPATED QUESTIONS** | **ANSWERS** |
| Is this the RFP for *both* the ORCC AmeriCorps VISTAProgram and The Retention Project AmeriCorps Program? | No, last year the reapplication for the Retention Project AmeriCorps Program was not successful. This RFP is only for the ORCC VISTA program. |
| Why is the RFP focused more on education than in the past? | ORCC has always been dedicated to expanding service and its power to improve the success of students and the health of local communities. Our current strategic plan puts a finer lens over that and is trying to focus more energy and attention across Oregon on the power of service to achieve our State education goal 40-40-20. Additionally, the new program guidance for the national VISTA program also provides a tighter focus on critical areas of need as identified in CNCS’s strategic plan. |
| Why have the cash match requirements changed from last year? | To maximize the reach of our programs and incentivize sites to align with both CNCS and ORCC strategic goals, sites’ cash match will be tiered by the strength of their proposal and the value it adds to our program evaluation and reporting. Sites with programs most closely aligned will be offered lower cash match to ensure their participation while still allowing sites that have critical community needs, outside of ORCC priorities but in line with CNCS VISTA guidelines, to receive VISTA resources. Additionally, assuming continuation of the federal VISTA program and ORCC as a VISTA program, sites that wish to provide full cash match for a VISTA position that meets all site requirements can opt out of competing for a slot and ensure their selection by paying the full cost of their members. |
| Where can I find more information about the program? | A Resource Guide that includes additional information, best practices, and helpful examples can be downloaded at www.oregoncampuscompact.org. |

**Section 2: AmeriCorps VISTA Program Overview & Requirements**

 (See program Resource Guides for more information)

|  | **AMERICORPS VISTA PROGRAM** |
| --- | --- |
| **Program** **Definition** | Oregon Campus Compact VISTA Members develop service-learning programs, build relationships and partnerships between their institution and the surrounding community, implement campus-wide service days, coordinate programs that engage students in community service, and increase the level of civic engagement on their campuses in order to alleviate poverty. Established in 2007 through a partnership with the Corporation for National and Community Service, the ORCC VISTA program enables colleges and universities to address issues facing low-income communities through high quality service-learning and community service programs that empower students to be change agents in their communities. |
| **Age Requirement** | 18 years and older |
| **Member Benefits** | ORCC VISTA Members receive a pre-tax living allowance of $11,352 (Multnomah & Washington Counties) / $11,136 (all other Oregon counties) per year. Members receive health care and life insurance benefits, and relocation allowance and childcare (if eligible).  |
| **Education Benefits** | Upon successful completion of the service term, Members are eligible to receive a $5,645 Segal AmeriCorps Education Award OR a $1,500 end-of-year stipend. Loan forbearance and interest accrual payment on qualified student loans are available. |
| **Examples of Positions, Service Projects, and Activities** | * Cultivate partnerships with community-based organizations that address the needs of low-income individuals
* Work with faculty and staff to create and coordinate service-learning courses that benefit a strategic goal of CNCS
* Plan and implement campus service days that benefit a strategic goal of CNCS
* Recruit, train, and place student volunteers to work in areas of interest to CNCS
* Provide leadership development, training, support, and reflection activities for student volunteers
* Build the capacity for campuses to create sustainable service programming and partnerships, focused on poverty alleviation
 |
| **Examples of Limitations** | Members can coordinate volunteers but not provide direct volunteer service. |
| **Prohibited Activities** | No displacement of staff, no political or religious stand during service hours. No more than 10% direct service. Members cannot hold another job while in VISTA. |
| **Letter of Intent Due** | January 31, 2014 |
| **RFP Due** | March 7, 2014 |
| **Award Notification** | April 11, 2014 |
| **Member Selection** | June 2014 |
| **PSO** | Late August 2014 |
| **Team Orientation** | September 2014 |
| **In-Service Training** | 3 times during the year. |
| **Member Starts at Site** | Late August 2014 |
| **Member Completion** | Late August 2015 |

**General Guidelines for AmeriCorps VISTA Projects & Host Sites:**

* AmeriCorps VISTA Members must be placed in a capacity-building role for the entire term of service. Proposals must demonstrate that the position provides a direct benefit valued by the community at large. Activities cannot duplicate routine functions of staff or displace paid employees.
* The project may not include administrative duties that support general organizational goals such as clerical responsibilities, answering phones, or data entry.
* 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.
* Placement sites must be able to effectively recruit, train, support, and supervise the AmeriCorps VISTA Member(s).
* Placement sites are eligible to have an AmeriCorps VISTA Member serve with their organization, in the same position, for up to three years.  Each year is meant to build upon the previous year:
	+ Year 1 – AmeriCorps VISTA Member establishes and creates a program or project
	+ Year 2 – AmeriCorps VISTA Member continues to implement project and begins 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 cash match equal to the amount of the AmeriCorps VISTA living allowance (see Section 2 for living allowance amounts).
* The placement must not include any of the prohibited activities for AmeriCorps Members (see attachment).

**Specific Guidelines for AmeriCorps VISTA:**

(See AmeriCorps VISTA Resource Guide and RFP project goals for service year for more information)

* Projects must work to break the cycle of poverty by addressing critical community needs for which there is limited funding. Projects cannot be direct service but instead must build the capacity of communities to address their own challenges.
* Projects must address one or more of the following focus areas: hunger alleviation, housing insecurity, improving financial literacy, OR disparities in access and success in education

**Eligibility**

Proposals may be submitted by a campus, group of campuses, or a partnership of a campus and a community-based organization that creatively consider community needs that would support an AmeriCorps VISTA Member project. All proposals must be sponsored by an ORCC member campus (or a campus that is eligible for membership and commits to joining membership if selected), indicated through a letter of support. While each applicant may submit more than one application, selections will be made to ensure a diversity of placement sites (location, institution type, populations served).

Priority will be given to host sites:

* not currently hosting a full-time ORCC AmeriCorps VISTA Member through another project;
* and that clearly articulate potential for significant community impact through the program.

ORCC AmeriCorps VISTA Member site placements will be determined through a competitive process for the 2014-2015 service year. If your institution might desire more than one full-time AmeriCorps VISTA Member, please indicate your interest in the Letter/Email of Intent, due **Friday, January 31, 2014**.

**Host Site Cost-Share Requirement**

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, ORCC requires all AmeriCorps VISTA host institutions to provide a cash match. This host site fee follows a common practice in Campus Compact AmeriCorps programs across the country and is strongly supported by CNCS. Participating institutions will be expected to cost-share according to the following project schedule (cost-share amounts are for the 2014-2015 service year and are subject to change each year):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Year** | **Tier 1** | **Tier 2** | **Tier 3** | **Non-Competing** |
| **Year 1**  | **$6,000** | **$7,000** | **$8,000** | **$12,000** |
| **Year 2**  | **$7,000** | **$8,000** | **$9,000** | **$12,000** |
| **Year 3**  | **$8,000** | **$9,000** | **$10,000** | **$12,000** |

**Year 4 –** Applications will be considered on a case-by-case basis. Selected Year 4 sites must be prepared to provide a program cash match equal to the amount of the AmeriCorps VISTA Member living allowance.

**Selection Criteria for all VISTA positions**

20% Supervision, training, and support of AmeriCorps VISTA Member(s)

20%  Project design and connection to the goals and activities of the program

20%  Identified community need and demonstrated partnerships

20% Strong VISTA Assignment Description OR Member Work Plan with clear activities, tasks, and timelines

20%  Clear assessment and evaluation plan measuring project impact on community and host site

**Criteria for Setting Site Cost-Share Requirements**

**Tier One:** VISTA proposals designated as tier one will demonstrate a high quality VISTA program as shown in the selection criteria and will also most closely align with CNCS and ORCC strategic plans. All sites in this tier will have clear plans for how it will be able to document it’s contribution to one of CNCS’s high-level Education outcomes. Additionally, sites may build components into it’s positions that serve veterans and their families, SIG identified K-12 schools, or work across multiple points of the education spectrum (K-12, 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 work with K-12 schools that are not SIG identified or may only focus on one portion of the education spectrum (K-12 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**: ALL non-Education focused VISTA host site application will fall into this tier. Applications need to meet all site requirements and VISTA requirements but can address any issue within CNCS’s priorities including Healthy Futures, Economic Opportunity, and Veterans & Military Families.

**Non-Competing**: Sites may choose, or be asked based on availability of funding, to pay the full cost of their AmeriCorps VISTA. Non-competing sites can ensure they are able to build the necessary capacity within their community by not competing for the limited number of subsidized VISTA positions. Instead of competing for a subsidized VISTA a site can cover the full cost. For FY14 the cost of one VISTA member through ORCC is $12,000.

**ORCC Full-time AmeriCorps VISTA Programs Contact Information**

Kendra Henry: AmeriCorps VISTA Program Manager

Oregon Campus Compact

620 SW 5th Ave., Suite 800, Portland, OR 97204, Phone: 503-406-3574

Send proposals to kendra@oregoncampuscompact.org include “ORCC Full-time VISTA Proposal” in the subject line.

**Section 3: FY14 Program Guidance**

**Changes to FY14 VISTA Program**

“In the Edward M. Kennedy Serve America Act, Congress directed CNCS to focus national service in areas where service can make a major impact. CNCS is carrying out Congress’s intent by targeting agency resources in [CNCS Strategic Plan for 2011-2015](http://www.nationalservice.gov/focus-areas).” *(VISTA FY14 Program Guidance)*



Additionally, VISTA identified the focus areas, objectives, and performance measures from the strategic plan that best correspond to the mission of the VISTA program. In goal 1, CNCS expects to invest no less than 80% of VISTA resources in the following areas:

* Economic Opportunity
* Education
* Healthy Futures
* Veterans and Military Families

The reduced focus on environmental stewardship and disaster services is a key change from last year’s program. ORCC’s 3-year strategic plan calls for all VISTA placements across the state, by 2016, to align around shared objectives and outcomes in the Education goal area.

While not required this year, proposals that include the following components will be rated higher and may be eligible for reduced cash match for the VISTA placement:

* Proposals that will support or build capacity of schools that received awards from the Department of Education under the School Improvement Grants (SIG) program. These schools must be implementing one of the SIG school intervention models.
* Proposals that will support or build capacity of schools identified by Oregon Department of Education that have received approval from the federal Department of Education of its request for Elementary and Secondary Education Act flexibility, including those schools taking part in the federal interagency initiative, Together for Tomorrow.
* Proposals that effectively introduces or expands science, technology, engineering, and math education (STEM) in targeted schools.
* Proposals that recruit veterans as VISTA members, volunteers, or projects that serve veterans and military families.

In Oregon, the CNCS prioritized schools can be found [here](http://www.ode.state.or.us/data/reportcard/docs/priority-focus-model-schools---2013-14.pdf).

Appropriate activities in the Education priority area include school readiness, K-12 success, and post-secondary success.

**Theory of Change**

Given the focus of VISTA resources on capacity building as opposed to direct service, a social determinants of health framework is helpful in thinking about structuring your VISTA program. Social determinants are the conditions and circumstances in which people are born, grow, live, work and age, and are key factors in how populations 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.

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**Assessing Impact**

As campuses develop their applications they should consider which CNCS outcomes their program will report on to build the strongest program models possible. Below are the CNCS outcomes most Oregon Campus Compact programs should feed into in the Education Focus Area. If you are applying in another CNCS priority area those performance measures can be found [here](http://www.nationalservice.gov/focus-areas).

**Percent of children that demonstrated gains in school readiness.**

* ED21: Number of children that completed participation in CNCS-supported early childhood education programs.
* ED23: Number of children demonstrating gains in school readiness in terms of social and/or emotional development.
* ED24: Number of children demonstrating gains in school readiness in terms of literacy skills.
* ED25: Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.

**Percent of students served by or serving in CNCS-supported programs that demonstrated improved academic performance (including the percent meeting state proficiency levels in literacy and/or math, or whose scores on state standardized tests improved).**

* ED2: Number of students that completed participation in CNCS-supported K-12 education programs.
* ED4A: Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period.
* ED5: Number of students with improved academic performance in literacy and/or math.

**Percent of students served by CNCS-supported programs, or engaged in CNCS-supported service-learning, that demonstrated improved academic engagement.**

* ED2: Number of students that completed participation in CNCS-supported K-12 education programs.
* ED27: Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement.
* ED6: Number of youth that have improved their school attendance over the course of the CNCS-supported program's involvement with the student.

**Section 4: Proposal Instructions**

Complete project narratives in the template provided. Each section must not exceed 500 words. Be certain to include required attachments in addition to the narrative template (cover page, letters of support, VISTA Assignment Description (VAD)/Work Plan, position description, etc.).

New applicants need to complete all applicable sections as described. Renewal applicants, in addition to completing all applicable narrative sections, should demonstrate the progress of previous AmeriCorps VISTA Member(s) up to the point of submission throughout the narrative section. This may include information regarding increased capacity, specific ways in which poverty has been alleviated, programs developed and implemented, resources gained, personnel hired, etc. as measured by the number of community partners, more office staff, more student volunteers, larger budget, institutional planning, changes in curriculum, etc.

**Project Narrative Components for AmeriCorps VISTA – Template provided below**

1. Statement of Need

In this section of the narrative, applicants should describe the specific needs of the institution as they relate to hosting an AmeriCorps VISTA Member and alleviating community poverty. Strong proposals will provide concrete quantitative and qualitative data that highlight the community need and the specific poverty issues to be alleviated.

1. Project Goals for Service Year

This section of the narrative must be based on the ORCC AmeriCorps VISTA program goals and focus areas (see the ORCC AmeriCorps VISTA RFP Resource Guide for more information). All projects are expected to track the data for each task listed in the proposal (i.e. if the AmeriCorps VISTA will work to increase service-learning courses on campus, the site and Member must track the number of courses supported/expanded and the number of faculty with whom the Member is collaborating). Activities described will correspond to activities listed in the VISTA Assignment Description (VAD).

All ORCC AmeriCorps VISTA projects will address capacity-building initiatives in addition to **at least one** of the outlined CNCS priority areas (see the ORCC AmeriCorps VISTA RFP Resource Guide for more information). Strong proposals will address how the host site plans to track the data for each of the priority areas selected and how they plan to assess the outcomes of the project.

1. Organizational Capacity

This section of the narrative should address the host site’s ability to supervise and support an AmeriCorps VISTA Member throughout the entire term of service including the institutional capacity that exists to support the AmeriCorps VISTA position. ORCC will give preference to proposals that designate a host site supervisor who is a full-time employee of the host institution and who demonstrates a commitment to the ORCC AmeriCorps VISTA program requirements. Changes to the supervisor designated in the proposal will need to be approved by ORCC.

1. Sustainability

Institutions that utilize ORCC full-time AmeriCorps VISTA resources are expected to build a sustainable project that, after three years, no longer requires support from an AmeriCorps VISTA Member. Projects achieve sustainability in a variety of ways: through raising funds to support a paid staff person; transitioning the work of the AmeriCorps VISTA Member to other volunteers, existing staff, or students; and/or through meeting the community need outlined in the project proposal. Strong proposals will demonstrate a commitment to the sustainability of the project and a clear sustainability plan. In limited cases, a project extension beyond the three-year cycle may be possible with demonstrated continuing need.

Letters Of Support:

Strong proposals will provide evidence of institutional and community support for the project, including letters of commitment from community partner(s), administration, faculty, staff, and students.

* One letter of support from community partner identified in proposal Need Statement.
* One letter of support from a Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of the cash match.
* One letter of support from an ORCC member campus (if proposal is submitted by community partner).
* Other letters of support may be included with the proposal, as appropriate.
* OPTIONAL ADDITIONS: May include short biographies of staff, letters of support from additional key partners and stakeholders, newspaper articles, etc. May not include videotapes, books, or other large publications.
1. Recruitment & Member Orientation

ORCC and host sites will collaborate in the recruitment process. All candidates identified by ORCC member campuses, as well as those identified through ORCC’s national recruitment process will become part of the candidate pool. Final decisions in the selection of AmeriCorps VISTA Member candidates will be made by ORCC. Strong proposals will have a clear recruitment plan with a demonstrated commitment from the site supervisor to the recruitment process. Strong proposals will likewise have a comprehensive Member orientation plan.

ORCC Role:

ORCC will post a general position description to the national AmeriCorps recruitment portal. Qualified candidates identified through the portal will be interviewed by ORCC and forwarded to host sites. During this process, ORCC will ensure that all candidates have a good understanding of AmeriCorps VISTA eligibility, policies, and benefits. ORCC interview questions will be sent to host sites before recruitment begins.

Host Site Role:

Each site will manage a recruitment campaign specific to their project. ORCC encourages all sites to have potential candidates contact ORCC for additional information.

6. Attachments (limited to 12 pages)

* **Proposal Cover Page** – Template provided
* **Acknowledgment of AmeriCorps Member Prohibited Activities** – Signature page provided
* **VISTA Assignment Description (VAD)/Work Plan** – Template provided

Used as an overview of the proposed goal(s), objectives, activities, key partners, and timeframe in which each activity is to be accomplished. The Member VAD/Work Plan serves as a guide for the AmeriCorps VISTA Member for the entire term of service. Any changes to the VAD/Work Plan during the term of service must be negotiated and approved through ORCC. Examples of strong VADs/Work Plans can be found in RFP Resource Guides.

* **AmeriCorps VISTA Member Position Description** – Template provided

Used to describe the project during the recruitment process and throughout the term of service. Position descriptions should be ready for publication. Examples provided in RFP Resource Guides.

* **Organizational Capacity Checklist** – Checklist provided
* **On-Site Orientation & Training (OSOT) Best Practices List** – List/template provided
* **One Letter of Support from Community Partner in Campus/Community Need** – Provided by applicant
* **One Letter of Support from a Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of cash match** – Provided by applicant
* **One Letter of Support from an ORCC member campus** (if proposal is submitted by community partner)
* **VISTA Supervisor resume, including contact information**

**Section 5: Submission, Notification & Acceptance Process**

**Application Calendar & Instructions**

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| **Friday, January 31, 2014 before 5:00pm**.  | **Letter/Email of Intent**Send a short email or letter of your intent to apply. Please also specify:* Preferred date of application assistance conference call (see below)
* Number of AmeriCorps VISTA Members that your institution will request
* Preferred due date of cash match (if May 2, 2014 poses a significant challenge). Cash matches must be received by ORCC no later than Friday, July 25, 2014
 |
| **CHOOSE ONE:*** **Tuesday, February 4, 2014 at 10:00am**
* **Thursday, February 14, 2014 at 11:00am**
* **Wednesday, February 19, 2014 at 2:00pm**

**CALL DETAILS (FOR ALL CALL OPTIONS):****Dial 605-475-4700****Enter Access Code 421222, then #** | **Application Assistance Conference Call**Application assistance sessions for ORCC AmeriCorps VISTA programs will be held in a conference call format. All applicants are required to participate in one of the technical assistance conference calls. ORCC will be available to address specific applicant questions, as needed. Please don’t hesitate to contact ORCC should you have any questions regarding our full-time VISTA program or this RFP. |
| **Friday, March 7, 2014 at 5:00pm**  | **Proposal Due Date & Requirements**Electronic copies of proposals must be received by 5:00pm on Friday, March 7, 2014. Please submit:* A Word version of narratives and required attachments
* Scanned versions of documents requiring a signature (i.e. letters of support, proposal cover page, prohibited activities, etc.)

Please submit a separate application for each position for which you are applying. Faxes will not be accepted. |
| **Friday, April 11, 2014** | **Award Notification Date**Proposal award decisions may be contingent upon the applicant providing additional information or making revisions. |
| **Friday, April 18, 2014** | **Site Supervisor Training**If your institution is selected as a host site, site supervisors are required to attend a site supervisor orientation. Please mark your calendar now!  |
| **Friday, May 2, 2014** | **Cash Match & MOU Due Date**Placement sites that fail to pay the cash match 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 date of the cash match poses a significant challenge for your institution, please contact the ORCC VISTA Program Manager. |
| **Monday, May 5, 2014** | **Member Recruitment Launch**ORCC will launch national recruitment efforts for the 2014-2015 Full-time AmeriCorps VISTA teams. After notification of selection as a host site for the 2014-2015 service year, applicants will work with ORCC to recruit Members before the program recruitment deadline. |
| **Friday, June 20, 2014** | **Member Recruitment Deadline** |

**Proposal Cover Page**

**DUE Friday, March 7, 2014**

Institution:

Site Supervisor:

Title/Department:

Mailing Address:

City/State/Zip/County:

Phone:

E-mail:

**WE ARE APPLYING FOR THE FOLLOWING:**

      # of AmeriCorps VISTA Members

**WE UNDERSTAND THAT:**

[ ]  We are required to provide a cash match as outlined in the RFP.

The cash match is: [ ]  Secure [ ]  Pending

[ ]  Our institution is responsible for covering host site project operating expenses (such as supervision, local travel, site-specific training, at least $150.00 for AmeriCorps VISTA Member professional development, phone, office supplies, business cards, etc.) above the required cash match.

**WE ARE SUBMITTING THE FOLLOWING:**

[ ]  Completed Proposal Cover Page

[ ]  Completed application narrative in provided template

[ ]  Acknowledgment of the AmeriCorps Prohibited Activities

[ ]  VISTA Assignment Description/Work Plan

[ ]  AmeriCorps VISTA Member Position Description

[ ]  Organizational Capacity Checklist

[ ]  On-Site Orientation & Training (OSOT) Best Practices List

[ ]  A letter of support from community partner identified in Campus/Community Need section

[ ]  A letter of support from a Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of cash match

[ ]  One copy of proposal submitted electronically (Word version of narrative and required attachments, and scanned versions of documents requiring a signature, i.e. letters of support, proposal cover page, prohibited activities, etc.)

[ ]  One Letter of Support from an ORCC member campus (if proposal is submitted by community partner)

[ ]  Site Supervisor’s resume with contact information

|  |  |
| --- | --- |
| Site Supervisor Name & Title: |  |
|  |  |
|  |  |
| Signature: | Date: |
|  |  |
|  |  |
| Authorized Representative Name & Title: |  |
| *(e.g. Dean, Chief Academic Officer, Student Affairs Officer, Vice President, President)* |
|  |  |
|  |  |
| Signature: | Date: |

**Project Narrative**

STATEMENT OF NEED AND OBJECTIVES & ACTIVITIES

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| **STATEMENT OF NEED** |
| Prompt Questions:* Describe the community outside your institution and give examples of identified community needs to be addressed by the ORCC AmeriCorps VISTA Member’s work. Explain how this project will address and ameliorate issues of poverty in your community.
* Please demonstrate why an ORCC AmeriCorps VISTA position is an appropriate way to address these needs and how hosting an ORCC AmeriCorps VISTA will help to directly alleviate poverty in your community. This may include mission, history, and beneficiaries.
* Identify at least one community partner with whom you will be involved during the course of the project. The community partner(s) must be actively involved in developing the proposed project and committed to working with the applicant institution to achieve the goals of the project. The community partner identified in this section must also provide a letter of support for the project (see Attachments).
 | Applicant Response:       |
| **OBJECTIVES & ACTIVITIES**Host sites should be prepared to track all activities. Selected activities should correspond to VAD. |
| **ORCC AmeriCorps VISTA Program Activities (check *all* that apply)** |
| [ ]  Recruit, manage, and support students and community volunteers[ ]  Support faculty to create and implement service-learning courses addressing poverty[ ]  Develop community partnerships and support capacity-building efforts of partners[ ]  Implement effective volunteer management practices[ ]  Train students, staff, and/or community volunteers[ ]  Complete community assessment identifying goals and recommendations[ ]  Build new systems and business processes (technology, performance management, training, etc.) or enhancements[ ]  Leverage cash resources[ ]  Leverage in-kind resourcesOther (please list) *
 |
| **CNCS Priority Areas (check *at least* one and indicate numbers)** |
| [ ]  K-12 EDUCATION (tutoring, mentoring, and service learning)Required measures include:      Number of students that completed participation in CNCS-supported K-12 education programs.      Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement. |
| [ ]  ECONOMIC OPPORTUNITY (housing security and financial literacy)Required measures include:      Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.      Number of economically disadvantaged individuals receiving financial literacy services.      Number of economically disadvantaged individuals with improved financial knowledge. |
| [ ]  HEALTHY FUTURES (food security and long-term hunger alleviation)Required measures include:      Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.      Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.      Number of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services.      Number of clients participating in health education programs. |
| Prompt Questions:* + - Describe the goal(s) and activities of the position as they relate to the ORCC AmeriCorps VISTA program goals and focus areas.
		- Describe how your project will help to build the capacity of the community.
 | Applicant Response:       |

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| **ORGANIZATIONAL CAPACITY** |
| Prompt Questions:* + Describe the institutional capacity that exists to support the AmeriCorps VISTA position.
	+ Describe the roles and responsibilities of the key individuals or groups involved.
	+ Indicate how the institution will assist the VISTA Member to subsist on the AmeriCorps living allowance.
 | Applicant Response:       |
| **SUSTAINABILITY** |
| Prompt Questions:* + Describe how the site will work toward the sustainability of the proposed project. What are the lasting outcomes that will result from the infrastructure development and capacity-building activities?
	+ Describe long-range institutional plans for the areas in which the AmeriCorps VISTA Member will work.
 | Applicant Response:       |
| **MEMBER RECRUITMENT** |
| Prompt Questions:* Describe how your institution plans to recruit for the AmeriCorps VISTA position including where you will advertise, who will be involved in recruitment, populations targeted, etc.
* Describe how ORCC can support you in your recruitment efforts and strengthen your recruitment plan.
 | Applicant Response:       |
| **ATTACHMENTS** |
| REQUIRED ATTACHMENTS (templates provided)[ ]  Proposal Cover Page[ ]  Acknowledgment of AmeriCorps Member Prohibited Activities[ ]  VISTA Assignment Description/Work Plan[ ]  AmeriCorps VISTA Member Position Description[ ]  Organizational Capacity Checklist[ ]  Member On-Site Orientation & Training Best Practices List [ ]  One Letter Of Support from Community Partner (no template)[ ]  One Letter Of Support from Campus that verifies the commitment of cash match (no template)[ ]  One Letter of Support from an ORCC member campus (if proposal is submitted by community partner, no template)[ ]  Site Supervisor resume, including contact informationOPTIONAL ATTACHMENTS* May include short biographies of staff, letters of support from additional key partners and stakeholders, newspaper articles, etc.
* May not include videotapes, books, or other large publications.
 |

**Acknowledgement of AmeriCorps Prohibited Activities**

AmeriCorps VISTA Members may not perform specific activities in the course of their duties, while charging time to the AmeriCorps program, nor at the request of anyone including ORCC or the host site. Furthermore, Members and staff may not engage in conduct that would associate the national program or the Corporation for National and Community Service (CNCS) with prohibited activities. Host sites must become familiar with specific provisions described in CNCS’s formal regulation and the grant provisions.

While charging time to the AmeriCorps VISTA program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and Members may not engage in the following activities ([see 45 CFR § 2520.65](http://www.americorps.gov/help/2011_Provisions/%21SSL%21/WebHelp/iv._d._member_supervision_and_support.htm)):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the  outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy  for or against political parties, political platforms, political candidates, proposed  legislation, or elected officials;
7. 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;
8. Providing a direct benefit to—
9. A business organized for profit;
10. A labor union;
11. A partisan political organization;
12. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
13. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;
14. Conducting a voter registration drive or using CNCS funds to conduct a voter  registration drive;
15. Providing abortion services or referrals for receipt of such services; and
16. Such other activities as CNCS may prohibit.

**AmeriCorps VISTA Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above**. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

I acknowledge that I have read and agree to comply with restrictions of the AmeriCorps prohibited activities

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| Site Supervisor Signature: | Date: |

**VISTA Assignment Description (VAD) Template**

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| **Title:**   |
| **Sponsoring Organization:**  Oregon Campus Compact**Project Name:**  **Project Number:**  ORCC will insert our FY14 grant number**Project Period:**  mm/dd/yyy – mm/dd/yyyy  |
| **Site Name (if applicable):** |
| **Focus Area(s)****Primary:**  **Secondary:**  |
| **Note:***If your VAD is not accepted, the State Office will note the reason(s) why here.* |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**   |
| **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)***First objective of this assignment, written in a sentence or two. **Member Activities:**1. First activity that will contribute to accomplishing the first objective.
	1. Smaller element that’s part of the first activity.
	2. Another element of the activity.
2. Activity 2.
	1.

**Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)***Second objective that this VISTA is to accomplish.**Member Activities:**1. First activity.
2. Second activity.
	1. Sub-activity.
3. Third activity
 |
|  |

[ ]  Yes, the AmeriCorps VISTA Member may participate in an alternative break or other overnight trip

(if yes, include the alternative break or other overnight trip as a separate activity in the VAD/Work Plan)

[ ]  No, the AmeriCorps VISTA Member will not participate in an alternative break or other overnight trip.

**AmeriCorps VISTA Member Position Description**

**Host Site Name:**

**Department:**

**Location:**

**Position Title:**

**Summary of Position:**

**Essential Responsibilities/Activities:**

*

**Marginal Responsibilities:**

*

**AmeriCorps VISTA Member Responsibilities:**

* Attend all ORCC AmeriCorps VISTA required trainings and events
* Complete and submit all ORCC AmeriCorps VISTA required progress reports, timesheets, and other paperwork

**Required Qualifications:**

* Bachelors degree
* At least 18 years of age
* A U.S. citizen, U.S. national, or lawful permanent resident
* Able to serve full-time for 365 days
* Ability to pass a criminal history background check

**Preferred Qualifications:**

* Higher education leadership experience and/or mentoring program participation
* Proficient in all Microsoft Office software
* Project management experience
* Event coordination experience

**AmeriCorps VISTA Member Benefits:**

* A living allowance for the term of service, dispersed monthly
* An education award of $5,675
* Health benefits
* Loan forbearance and interest accrual payment on qualified student loans
* Child care (if eligible)
* Low-cost life insurance (optional)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums

**Site Specific Benefits:**

* +

**Organizational Capacity Checklist**

**Overall Site Support**

For satisfactory Member performance and to ensure that each Member has access to the tools necessary to perform their service activities, ORCC **requires** that host sites provide each Member with the following (please acknowledge that the site will provide **all** of the following amenities by checking the boxes below):

[ ]  Designated on-site supervisor

[ ]  Courtesy faculty/staff appointment (or access to faculty/staff amenities: i.e. office keys, access to university vehicles, access to shared computer files, college ID with library privileges, etc.)

[ ]  Individual college/organization email account

[ ]  Organization business cards, identifying the member as an “Oregon Campus Compact AmeriCorps VISTA”

[ ]  Secure office/desk space with office supplies

[ ]  Daily access to phone and private voicemail

[ ]  Daily access to computer with Internet

[ ]  Access to fax, photocopier, and printer

[ ]  Comprehensive community and host site orientation

[ ]   Recognition that an AmeriCorps VISTA serves at the host site as demonstrated by placement of the AmeriCorps VISTA logo on at least program websites but preferably department and college/university main pages.

**Housing, Meal Plan, and other Assistance**

Though not all colleges have residential living, whenever possible ORCC strongly encourages host sites to provide housing or a housing subsidy, a meal plan, and/or subsidy of a personal expense (cell phone, internet, heat, water, etc.) for the AmeriCorps VISTA Member. This provision allows ORCC to recruit nationally for positions and assimilates the AmeriCorps VISTA Member into the daily life of the community. These fringe benefits are not subject to federal income tax withholding: <http://www.irs.gov/publications/p15b/ar02.html#en_US_2012_publink1000193638>.

The host site is able to (please check all that apply):

[ ]  Provide housing

[ ]  Provide a housing subsidy

[ ]  Offer the Member a meal plan

[ ]  Pay/Subsidize a personal expense (cell phone, internet, heat, water, etc.)

[ ]  Offer another benefit (please describe):

[ ]  The host site is a nonresidential campus and/or is not able to offer housing support to the AmeriCorps VISTA Member. Please see the proposal narrative for a description of how we will assist the AmeriCorps VISTA Member in locating affordable housing.

**AmeriCorps VISTA Member Travel and Transportation Support**

For this position the AmeriCorps VISTA Member (please check all that apply):

[ ]  Should have a valid driver’s license

[ ]  Should have access to a personal vehicle for service-related travel (Member’s may not transport clients)

[ ]  Should be willing and able to drive a site-owned vehicle for service-related travel (client transportation acceptable)

[ ]  Will only utilize public transportation for any service-related travel

[ ]  Other:

**ORCC On-Site Orientation & Training Best Practices List**

On-Site Orientation and Training (OSOT) should be completed in the **first month** of the AmeriCorps VISTA Member’s service. The following worksheet is provided to assist site supervisors in planning an effective OSOT. Please review the OSOT best practices listed below and respond to the prompt question at the end of the worksheet.

**BEFORE THE AMERICORPS VISTA MEMBER ARRIVES:**

* Explain role of AmeriCorps VISTA Member to other staff
* Inform partners and other departments about the Member and what this means for them
* Order Member business cards
* Contact Member. Provide housing resources, directions to office, and expectations for first day

**FIRST DAY:**

* Introduce AmeriCorps VISTA Member to other staff
* Provide a tour of the campus
* Introduce the VAD/Work Plan to the AmeriCorps VISTA Member
* Share what previous Member’s have worked on, if applicable
* Set up email, voicemail, get college ID, complete necessary paperwork, etc.
* Instruct Member on use of phone, fax, copier, mail process, ordering office supplies, etc.
* Get AmeriCorps VISTA Member keys to access campus office/building and school building

**WEEK ONE:**

Discuss common expectations and agreements for a working relationship including, but not limited to:

* The supervisor’s other roles and responsibilities
* The supervisor’s management style
* The AmeriCorps VISTA Member’s learning style
* A clear understanding of the lines of communication between Member and supervisor
* A clear understanding of the support provided to the Member
* Introduction to the chain of command for the organization
* Establish a weekly meeting time

Discuss professional behavior expectations and office policies, to include, but not limited to:

* AmeriCorps VISTA Member’s schedule: hours in the office, arrival/departure time
* Office attire

**WEEK ONE CONTINUED:**

* Attendance expectations: who to call if sick, what to do if running late, etc.
* Office behavior: what is appropriate, what is not
* Employee policies: computer use, working with the media, etc.
* Mileage reimbursement procedure

Provide Member with the culture and mission of the institution, to include, but not limited to:

* History
* Mission
* How the institution functions
* The institution’s role in the community
* Introductions to staff, faculty, and administrators

Provide Member with an introduction to the campus/community, to include, but not limited to:

* The socio-economic and political structure
* The physical boundaries of the service area
* How the AmeriCorps VISTA project will impact the campus/community
* Tour of community and introductions to key community partners
* Potential resources that can help achieve project goals

**WEEKS TWO – FOUR**

Allow the AmeriCorps VISTA Member to learn about their project and develop their skills. This may include:

* Professional development training
* An office/campus/community scavenger hunt
* Signing up for appropriate listservs
* Project-related research
* Sitting in on a service-learning class

**OTHER POSSIBLE OSOT ACTIVITIES:**

* Get AmeriCorps VISTA Member approved to drive organization vehicles
* Familiarize member with office and campus emergency protocols

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| --- | --- |
| Prompt Questions:* Describe your On-Site Orientation and Training (OSOT) plan for the AmeriCorps VISTA Member’s first month of service, as well as the tasks that the AmeriCorps VISTA Member will accomplish in the first month of service and how these tasks will help orient them to the site and their project.
 | Applicant Response:       |