



Campus Compact for Southern New England
AmeriCorps VISTA Program
Host Site Request for Proposal and Application

*Proposals are being accepted on a rolling basis
while slots remain available*

ISSUED BY:
Campus Compact for Southern New England

IN PARTNERSHIP WITH:
MASSACHUSETTS STATE OFFICE OF THE
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Awards contingent on final appropriations and approval by the Corporation for National and
Community Service

Host Site Application and Recruitment Timelines

Host Site Application

May-July 31, 2018	Host site applications rolling admissions as slots remain available. If you are interested in becoming a host site during the rolling admissions period, you must contact Sharon Bassett CCSNE VISTA Director sbassett@compact.org or (617) 553-5537 to establish the timeline for your submission. The application and recruitment must take place at the same time in order to meet the recruitment deadlines below.
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Recruitment: All host sites must recruit locally for VISTA candidates to fill the position. The following are the recruitment deadlines and orientation/start dates currently available:

Recruitment deadline	VISTA candidate start date
June 15, 2018	July 23 orientation/start at host site on July 25
July 20, 2018	Aug 20 orientation/start at host site on August 22
August 6, 2018	Sept 4 orientation/start at host site on September 6

Application Submission and Assistance

The application and required attachments must be submitted online at www.ccsne.compact.org. For application assistance please contact Sharon Bassett CCSNE VISTA Director sbassett@compact.org (617) 553-5537.

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I. INTRODUCTION

A. Campus Compact for Southern New England

Campus Compact for Southern New England (CCSNE) advances the public purpose of colleges and universities by deepening their ability to improve community life and educate students for civic and social responsibility.

CCSNE was established in July of 2017 when the state Campus Compact networks of Connecticut, Massachusetts, and Rhode Island merged and became housed within the national Campus Compact 501c3 organization.

CCSNE is an intermediary AmeriCorps VISTA sponsor through the Massachusetts office of the Corporation for National Service (CNCS). For the 2018-19 program year 55 AmeriCorps VISTA members including 3 VISTA leaders are expected with the possibility of expansion to 65 members. Awards under the CCSNE VISTA program are subject to appropriations and approval from the Corporation for National Service.

B. Overview of AmeriCorps VISTA

Founded in 1965, Volunteers in Service to America (VISTA) is a federal anti-poverty program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. In 1993, VISTA was incorporated into the AmeriCorps network of national service programs, housed at the Corporation for National and Community Service (CNCS).

AmeriCorps VISTA supports efforts to alleviate poverty by providing opportunities for Americans 18 years and older from a diverse range of backgrounds to dedicate a year of full-time service with a sponsoring organization to create or expand programs designed to empower individuals and communities in overcoming poverty.

While strong progress has been made in lifting Americans out of poverty since the inception of VISTA, recent data from the U.S. Census Bureau identifies nearly 41 million people still living below the poverty line in the United States.

In FY 2018 AmeriCorps VISTA plans to support approximately 7,500 full-time VISTA members who will serve with approximately 800 sponsors. They will leverage human, financial and material

resources to develop sustainable solutions to problems in low-income communities across the country. For more information about AmeriCorps VISTA ([click here](#))

C. Four Core Principles for VISTA Programming

Projects must be developed in accordance with AmeriCorps VISTA's core principles: an anti-poverty focus, community empowerment, sustainable solutions and capacity building.

1. Anti-Poverty Focus

The statutory purpose of AmeriCorps VISTA programs is to strengthen and support efforts to eliminate and alleviate poverty and address poverty-related problems in the United States. Each VISTA project should focus on empowering individuals to emerge out of poverty, not simply make poverty more tolerable. **VISTA projects focus on long-term solutions to poverty rather than short-term services.**

2. Community Empowerment

Prospective and current AmeriCorps VISTA project sponsors must engage people of the communities to be served by the project in planning, developing, implementing and evaluating the project. Each project must be responsive and relevant to the lives of community residents and should tap into inherent community assets, strengths and resources.

3. Sustainable Solutions

AmeriCorps VISTA members serve as short-term resources that serve to build the long-term sustainability of anti-poverty programs. Projects should be developed with a goal to phase out the need for VISTA members within three years and have the project to continue without them.

4. Capacity-building

VISTAs create systems that remain long after their term of service ends.

VISTA projects, expand the scale, impact, and resource-leveraging ability of programs and organizations that work to eliminate poverty. VISTA members strengthen sponsors by building infrastructure, expanding community partnerships, securing long-term resources and more, as determined by local needs, with all activities focused on creating pathways out of poverty for low-income communities.

VISTAs focus on capacity-building activities. On occasion, they may perform limited direct service activities which are deemed a necessary component to completion of the VISTA's overall capacity building assignment; these activities may be written into the VISTA Assignment Description (VAD) if known at the beginning of the VISTA's term of service but is not a requirement. VISTAs may also participate in direct service activities as part of a term-limited special initiative such as National Days of Service.

VISTAs are not staff members or employees of the sponsoring organization to which they are assigned or the host site and its partners. VISTA members may not engage in activities at sponsoring organization or host site that would displace or supplant paid staff, contractors, or existing volunteers. These prohibitions against displacement and supplantation include activities related to the application and management of other Federal grants and programs (including using VISTA members to apply for Federal grant programs).

Key Legislation and Regulations

The VISTA program's governing legislation and applicable regulations are the:

- [Domestic Volunteer Service Act of 1973 \(as amended\)](#)
- [National and Community Service Act of 1990 \(as amended\)](#)
- Code of Federal Regulations, [Title 45, Chapter 25 Part 2556](#)

D. Focus on the Corporation for National Service Education Priority

As an intermediary organization, CCSNE has designated the CNCS focus area of education as its priority. This focus reflects the mission, values and strategic goals of the members of CCSNE and the strengths of Campus Compact as a national organization.

CCSNE VISTA will leverage the existing partnerships between higher education and their school and community-based non-profit partners to build high impact programs, organizational approaches and collective impact efforts focused on improving education outcomes for children and students who live in poverty.

The CNCS Education focus priorities VISTA projects that support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children. AmeriCorps VISTA programs within this priority will target new project development in communities with large concentrations of low-income students (e.g., Title 1 schools).

Projects must focus on the following objectives:

- **School readiness** for economically disadvantaged young children
- **K-12 success** in student educational and behavioral outcomes in low-achieving schools.
- **Post-Secondary access and success** for low-income students

E. About CCSNE AmeriCorps VISTA Members

CCSNE AmeriCorps VISTA members vary in age and come from a range of diverse backgrounds and experiences. Typically, CCSNE VISTA members have completed a two or four-year college degree

before volunteering for a year of service with our corps, they are not full-time students. VISTA members are not experts in any specific field but often have experience working with community-based organizations and/or have participated in college-level civic engagement. The CCSNE VISTA program is a passionate group of individuals dedicated to community development, service and making an impact on poverty.

All CCSNE VISTA members receive the following benefits:

- Living stipend of approximately \$900-1300/month (pre-tax) – determined by the cost of living in the county where the host site is located
- 10 personal and 10 sick days
- Choice between a Segal Education Award of \$5815 or \$1500 end of service payment
- Basic health coverage
- Loan deferment/forbearance (depending on the lender)
- Limited relocation assistance for moves greater than 50 miles
- Professional development and training opportunities

II. CCSNE VISTA Programmatic Priorities and Requirements

A. Building Capacity for PK-20 Education Equity

Applications to leverage a CCSNE VISTA member must focus on building the capacity of institutions of higher education, schools or non-profit organizations to address educational inequity for economically disadvantaged children, students and their families.

CCSNE VISTA members build capacity by expanding the scale, impact, and resource-leveraging ability of programs, organizations and collective impact efforts. Applicants must identify the primary level of scope for the proposed capacity building work of the VISTA:

1. Program Level

VISTA members will build capacity for programs that address the education needs of children and college students who live in poverty. These include, but are not limited to: tutoring and mentoring programs; campus peer support networks; or any in-or-out-of-school-time programming that helps improve education outcomes, makes it possible for children and students to progress in school/college, stay on grade-level, and graduate. Sample VISTA Assignment Description (VAD) activities include: create or

improve outreach, marketing and recruitment materials; enhance volunteer recruitment and management systems; write grant proposals, and identify in-kind resources to meet the designated program intervention objectives.

2. Organizational Level

VISTA members will build capacity at the organizational level for multiple campus departments to work together successfully to address the education needs of children and college students who live in poverty. VISTA members will assess and align multiple disconnected education efforts on campus that either internally improve the ways that campus departments or centers work to support and retain college students who are at risk due to economic inequity and/or connect multiple departments that work externally with the same schools or community organizations to address the education needs of children/students who live in poverty. Sample VAD activities include, but are not limited to: developing an inventory of internal and/or external departments or centers focused on educational inequities; creating systems for tracking and measuring a diverse array of teaching, research, and institutional practices occurring within campus-community partnerships; improving evaluation and assessment efforts; and building partnerships internally or externally that improve the ability to meet the needs of economically disadvantaged children, college students, and families.

3. Systems Level/Collective Impact

VISTA members will build capacity for systems-level collective impact through multi-sector partnerships working together to address the education needs of children and students who live in poverty. Collective impact requires multi-sector involvement and leadership including educational systems, government, private industry, nonprofit organizations, and funders. Sample VAD activities include, but are not limited to: creating and conducting community-wide asset mapping and needs assessment activities; developing inventories of all campus activities that impact local schools (teacher education programs, tutoring and mentoring programs, admissions outreach etc.); facilitating connections among various community projects within the collective impact focus; enhancing communication between and among various stakeholders including the students and their families; and collecting and reporting on performance measures which hold stakeholders accountable to their common agenda.

Regardless of the scope of the proposed capacity building effort of the CCSNE VISTA, the host site proposal must be aligned with one or more of the following CNCS Education objectives:

School Readiness

Building capacity for economically disadvantaged pre-school aged children to make gains in social/emotional skills, literacy or numeracy skills (teaching, tutoring, and the provision of education readiness support services to children and families).

K-12 Success

Building capacity to support academic and behavioral outcomes of low-income students in elementary, middle and high schools (teaching, tutoring, mentoring of students, expanded learning or out of school time programs and other school improvement support).

Postsecondary Access and Success

Building capacity to prepare students for higher education and training and improve the prospects of success in postsecondary education institutions for economically disadvantaged students (programs that help students prepare for college and careers including, college counseling, tutoring, enrollment support, retention activities for first-generation and low-income students).

B. Additional Priorities

Within the stated Education focus of the CCSNE VISTA program, AmeriCorps VISTA encourages new project development where appropriate in the following specific populations and geographic areas. Projects focused on serving these populations and communities will be given the highest consideration for the investment of AmeriCorps VISTA resources.

1. STEM Programming

AmeriCorps VISTA remains committed to expanding projects focused on STEM (Science, Technology, Engineering and Mathematics) education programs that will build partnerships among STEM students faculty/staff and community partners to develop long-term solutions for bolstering the number of underrepresented students who obtain STEM degrees.

2. Vulnerable Youth

At-risk youth from low-income communities deserve the opportunity to succeed and providing them with mentors can place them on a pathway to success. Mentoring is a proven method to help vulnerable youth stay in school, enroll in college, abstain from drugs and alcohol and pursue leadership positions. AmeriCorps VISTA encourages projects that leverage community volunteers as mentors, build the capacity of mentoring organizations and replicate successful mentoring models.

3. Rural Community Development

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. CCSNE seeks host site proposals that will build capacity for addressing the education needs of children and students in rural communities.

4. Indian Country

In fiscal year 2018, VISTA aims to increase its footprint in Indian Country. 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. CCSNE seeks host site proposals that will build capacity for addressing the education needs of children and students in tribal communities.

C. Program Duration

Pending appropriations and approval from the CNCS, CCSNE expects the 2018-19 CCSNE AmeriCorps VISTA program year to be July 2018-July 31, 2019. Start dates are determined by the placement of candidates in pre-service orientation by the Corporation for National Service and extend one year from the date the VISTA member is sworn in.

III. Host Site Eligibility and Requirements

A. Eligibility to apply to for CCSNE AmeriCorps VISTA

CCSNE VISTA members will be awarded primarily to institutions of higher education in Connecticut, Massachusetts or Rhode Island who are Campus Compact members in good standing as defined by the payment of their membership dues on or before July 1, 2017. Current non-member institutions of higher education from Connecticut, Massachusetts or Rhode Island may apply to host a CCSNE VISTA, and if selected, the institution must join the Compact through the payment of membership dues on or before July 1, 2017.

Non-profit organizations, regional consortia and K-12 schools are eligible to apply under this program and propose to leverage a VISTA member to build capacity for improved education outcomes for K-12 children or students who live in poverty. These applications will be considered when the non-member organization or school is partnered with an institution of higher education who is a member of CCSNE or who proposes to build significant capacity with an institution of higher education in order to better serve the education needs of low-income children and students.

Applications for more than one VISTA member from multiple departments of the same campus will be considered and should be submitted as separate applications.

B. Application for Renewal

Current CCSNE host sites may apply for renewal of the current partnership for up to three years following all of the guidelines in this RFP. Awards are made on an annual basis and are not guaranteed. The most competitive renewal applications will show strong plans for sustainability as well as evidence of capacity building impact.

VISTA members are short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects must be developed with the goal to phase out the need for VISTA members and for the proposed campus/community partnership to have the capacity to continue without them.

C. Recruitment

Host sites are required to conduct local recruitment for the AmeriCorps VISTA position at their site. All host sites must post the position, screen, interview candidates and submit the locally recruited candidate to CCSNE if identified. CCSNE will also interview the candidate, check references and submit the candidate for approval by the CNCS.

A webinar on recruitment will be required for all approved host sites. For more basic information about recruitment including sample job description, recruitment flyer and guidelines, visit ccsne.compact.org.

D. Supervision

Applicants must designate a person who will serve as the primary host site supervisor. This person must have the capacity to provide day-to-day supervision of the proposed VISTA. CCSNE requires that the host site supervisor be a full-time employee of the host institution. Year-round supervision is required regardless of the host institution's summer schedule, host supervisors who are faculty members on a 9 or 10-month contract must provide a plan and identify a person who will serve as the supervisor during the summer.

General Requirements of Host Sites Supervisors

- Attend supervisors orientation, Fall and mid-year grantee meetings

- Participate in VISTA recruitment, provide on-site orientation, daily direct supervision and support to the CCSNE VISTA
- Oversee the CCSNE VISTA Assignment Description (VAD)
- Meet regularly partners and the VISTA in addition to ongoing communication
- Accommodate one monitoring site visit annually
- Approve requested CCSNE VISTA leave and report on leave on a monthly basis
- Oversee completion of required paperwork, data collection and reporting
- Communicate with CCSNE in a timely manner regarding issues with assigned CCSNE VISTA, partner sites and/or program implementation.
- Ensure the attendance of CCSNE VISTA members at required training and CCSNE events
- Complete MOUA and compliance paperwork by designated deadlines

E. Required Host Site Support of the VISTA

Host sites are required to provide their assigned CCSNE AmeriCorps VISTA member with:

- Organizational ID (with campus access that includes library privileges if applicable)
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual organizational e-mail account
- Access to fax, photocopier, and printer
- A small budget for work-related travel and transportation
- Comprehensive community and organizational orientation
- Assistance in securing housing and accessing resources at the local level if necessary

Optional non-cash support: Host sites and community partners are permitted to provide additional non-cash support to CCSNE VISTA members during their year of service. Examples of non-cash support that are allowable are: providing on-campus housing or rental subsidy paid directly to the landlord, meal plans, access to the campus fitness center, public transportation passes, access to free or reduced courses, conference attendance and other professional development opportunities. Additional cash payments beyond the CCSNE VISTA living allowance by either the host site or community partner are not permitted.

F. Host Site Fee

CCSNE is responsible for cost-sharing one quarter of the cost of living allowances for VISTA members. All host sites pay a “host site fee” to CCSNE which is comprised of an equal share of both the living allowance cost-share obligation and the training, travel and member support costs for the program. For the 2018-19 program year, the host site fee is anticipated to be in the \$7000- \$8000 range. The actual host site fee will be calculated once the total number of host sites is determined.

All host site fees are non-refundable.

Host sites and identified partners are welcome to share the cost of the host site fee.

CCSNE AmeriCorps VISTA host sites will be invoiced for the host site fee on June 1, 2018 and it will be due July 1, 2018 before the program begins.

IV. Role of CCSNE

As the intermediary sponsor CCSNE serves as the principal investigator for the grant program and provides program staff and VISTA leaders in direct support of host sites and VISTA members:

Grant Administration

- Write the Federal grant application, negotiate the award and partner with the State Corporation for National Service Office,
- Issue the RFP, conduct application assistance, review proposals, make grant decisions, provide feedback to host site applicants
- Issue awards, issue MOU's and invoices,
- Complete required programmatic and financial grant reports,
- Conduct site visits in support of program implementation
- Conduct monitoring visits to ensure compliance with the federal application, procedures and reporting
- Onboard VISTA members and pay the VISTA living allowance and travel reimbursements
- Track VISTA members attendance and use of leave time
- Support host site supervisors by phone, email and on-site as needed

Training, Networking and Program Support

- Convene host site supervisors annually for supervisor orientation
- Convene VISTA members and host sites bi-annually for grantee meetings
- Connect VISTA members and host sites to additional training opportunities and resources available through Campus Compact and the state CNCS offices in CT, MA, RI as well as through the state National Service Commissions

Recruitment

- Oversee recruitment for all host sites
- Provide training for host site supervisors on recruitment
- Recruit candidates from the national pool for host sites
- Review candidate applications, conduct interviews, check references, write sponsor evaluations of candidates and submit candidates to the CNCS for approval

VISTA Member Support

- Provide relocation support to incoming CCSNE VISTA members
- Conduct three residential retreats annually for VISTA members for orientation, training information sharing and reflection
- Conduct needs assessment for professional development and provide optional training opportunities to corps members
- Provide support to CCSNE VISTA members by phone, email and on-site as needed

V. Performance Measures and Reporting Requirements

The CNCS' Performance Measurement framework provides a common focal point for CNCS' work across all programs and initiatives. Every CNCS Program and sponsored project contributes to the Agency-Wide Priority Measures to demonstrate the impact of CNCS funding the communities being served. Performance measures are determined by the CNCS priority area selected by the sponsoring project. All projects funded in the Campus Compact for Southern New England AmeriCorps VISTA Project are united under the CNCS education priority.

The CNCS education priority focuses on building capacity for projects that support and/or facilitate access to services and resources that contribute to improved educational outcomes/for economically disadvantaged children and students. Within the education priority projects must identify one of the following primary focus area based on the age of youth served and the anti-poverty goals of the project. Projects will only be required to report on the performance measures selected under their primary focus area.

Primary Focus Area:

- **School Readiness:** Support economically disadvantaged young children
- **K-12 Success:** Improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools
- **Post-Secondary Access and Success:** Support economically disadvantaged students prepare for success in post-secondary educational institutions.

Reporting requirements for the CCSNE VISTA program consist of the following:

1. Narrative reports: submitted twice yearly
2. Data Collection
3. Evaluation of selected capacity building impact assessment measures

Host sites may utilize the CCSNE AmeriCorps VISTA to design and develop data collection and evaluation as well as to design and implement continuous improvement practices. It is critical that the host site be able to measure the effectiveness of its' programming and it is also critical that the host site measure the effectiveness of the capacity building effort.

Proposals must include evidence that there is a plan in place to collect necessary data, describe data collection methods, and target outputs that will result from the capacity building effort.

VI. Application Instructions

A. Due date and Notification Date

The application for CCSNE is completed online at our website: please [click here](#) to be taken directly to the application. During the rolling admission period from February-May 2018, applications will be accepted as slots remain available. It is strongly recommended that you contact Sharon Bassett CCSNE VISTA Director (617) 553-5537 sbassett@compact.org to discuss the timeline for your submission.

B. Narrative Instructions

1. Title Page (complete the required information in the online form)

2. Executive Summary Statement (2000 characters)

Provide a clear and concise overview of the proposal to host a CCSNE VISTA member, the anti-poverty education focus, goals and the specific capacity building goals for the VISTA position. **The executive summary will be used to describe your partnership in written materials, in CCSNE VISTA recruitment and on the CCSNE website.**

3. Need Statement (4000 characters)

In this section clearly describe the unmet poverty-related education needs you propose to address using a CCSNE VISTA and how the planned capacity building strategy will lead to the final intended outcomes for the beneficiary community. Include the following:

- Identify the specific low-income community to be served using current data that is objective and specific to that community. The data should substantiate the need you aim to address. Cite the data source(s).
- Provide an explanation as to why the needs are unmet
- Explain how the proposed CCSNE VISTA project is aligned with the PK-20 Education priorities defined in the CCSNE VISTA host site program guidance.
- Summarize how the intended capacity building work of the CCSNE VISTA will contribute to improved education outcomes for children/students who live in poverty and their families over a three-year period.
- Include any evidence that suggests your approach will be successful. Evidence should include past performance, results from credible research or results from a similar

successful program. Evidence should provide the basis for decisions about the design, frequency and intensity of the proposed intervention.

- Renewal applicants must specifically address the current need as it relates to the proposed program year (2 or 3) and explain how the need has changed as a result of the existing VISTA support.

4. Capacity Building for K-20 Education Success

- Goals/Outcomes (4000 characters)
 - Describe the specific goals and outcomes of the proposed position including the expected impact of the capacity building effort?
 - Describe how leveraging a CCSNE AmeriCorps VISTA will result in increased capacity to meet the educational needs of children/students in underperforming schools and low-income communities.
- History & Partners (4000 characters)
 - Describe the history of this work on your campus/community, and with any of current or proposed partners.
 - Explain how and why the partner(s) were selected if applicable
 - Explain how the partnering organization(s) and/or service beneficiaries were involved in designing the proposed scope of work and their ongoing role during the proposed project.
 - Detail the primary departments on campus that the proposed CCSNE VISTA will need to connect with? What other departments need to know about this partnership and its goals?
- Campus Connections/Alignment (4000 characters)
 - How does the CCSNE VISTA host site proposal align with existing civic engagement/community engagement/service learning initiatives or Campus Compact Civic Action Plan (if completed) on the campus and with the community?
 - If this proposal is being initiated by a department that is not located within the existing civic engagement/service programs on campus, describe how you will share information and collaborate with the current campus community engagement efforts.
- Continuous Improvement Plan and Sustainability (4000 characters)
 - Describe how your approach to improving education outcomes for low-income children/students will change over time as the work-plan is implemented. What process will be used to identify progress and make changes as needed?
 - If you are submitting a renewal proposal, detail how the program design and/or partnership have refined its approach based on outcomes from the current year.

- Describe a plan for long-term sustainability of the partnership and its programs at its increased capacity after the service is completed.

5. Organizational Capacity

- Organizational capacity statement (2000 characters)
 - Describe the capacity of your department/campus or organization to successfully host a CCSNE VISTA member in collaboration with your proposed partners including providing the required member support.
 - Describe how you will manage the project and supervise the CCSNE VISTA member;
 - Describe the roles of the key staff who will be involved;
 - Indicate the source of the required host site fee and whether some or all of the partners will contribute to the cost.
 - Describe the experience of your department/organization/partnership in operating anti-poverty programming to benefit the unmet educational needs of children, students and their families.
- Minimum requirements certification
Complete the online certification indicating the required host site support will be provided.
- Additional non-cash support
Please select any non-cash support your host site will provide to the VISTA member from the list provided. Examples of allowable non-cash support include: housing (on or off-campus), meal plans, fitness center passes, public transportation passes, access to free or reduced courses, conference attendance and other professional development opportunities.

6. Project Management

- Supervision (2000 characters)
 - Describe the plan for daily supervision of the CCSNE VISTA member.
 - Describe the plan for coordinating supervision with partner sites if applicable.
 - Describe the anticipated plan for sharing the CCSNE VISTA work time with partners if applicable.
 - Describe the plan for on-going communication and support between the Supervisor(s) and the CCSNE VISTA member.
 - Describe the plan for monitoring the CCSNE VISTA member's progress in meeting the goals and objectives of the VISTA Assignment Description (VAD)
 - Describe the overall plan for ensuring that the CCSNE member is provided a thorough orientation to the host site, partners and community.

- Community involvement (2000 characters)
Describe how your proposed project will ensure that the low-income community being served has input into the project plan, the execution of the project and ongoing support.
- Data collection/impact assessment/Performance Measures (4000 characters)
 - Using the on-line form, select the performance measures that are aligned with the capacity building work of the VISTA in one of the three areas CNCS Education priority areas: school readiness, school success, college access and success. Provide a target output number for each performance measure selected.
- Provide narrative (4000 characters) that describes the following:
 - Details about the measurement tools that will be used for performance measurement for example: pre/post surveys, aggregation of attendance data, aggregate standardized testing scores of participants, aggregate homework completion data
 - A plan for data collection and tracking
 - A description of how you will work with partners to collect data and assess impact of the capacity building effort.
- Collaboration with other CNCS programs (2000 characters)
If there is another national service program operating at the same host site, describe how you will collaborate with them to maximize the impact of Federal resources being leveraged at the host site. If this is not applicable enter N/A.

7. Recruitment and Member Development

- Recruitment (2800 characters)
 - How will the host site recruit for the proposed VISTA position?
 - What skills are most needed for the CCSNE VISTA to be successful?
 - What are the service-related transportation needs of the proposed VISTA position? Is public transit available? Will the VISTA member need to be a licensed driver? Will the VISTA member need access to a personal vehicle?
 - If currently hosting a VISTA member, does the current member have plans to serve for another year?
 - How will the partnership provide reasonable accommodations to meet the needs of qualified persons with disabilities wishing to serve as a CCSNE VISTA?
- Member Development (2000 words)
Describe potential training and professional development opportunities available to the CCSNE VISTA at your host site

8. Performance Measures and Data Collection Plan (2000 characters)

To complete this section, select the primary focus area of your new or renewal project in the drop-down menu. The performance measures associated with the primary focus area you have designated will appear below. Please take the time to carefully review each performance measure, its description and strategies for measurement. Working with your stakeholders and project advisory board, determine which performance measures are relevant to the anti-poverty goals of your project and that your institution or organization has the capacity to measure. You are not required to select and report on each performance measure under the primary focus area you have designated for your project.

Once you have determined which performance measures align with the goals and objectives of your project, you must assign a target for each measure. Targets are the estimated number of youth you hope to reach through the capacity building efforts of the AmeriCorps VISTA member during this grant period. You should consider the scope and stage of your project when setting targets for each selected performance measure. Please set realistic and attainable targets for your project. The readers prefer to see targets that have been set based on the reality of the project scope and goals rather than the aspirational or perceived potential of the project.

Once you have set your targets for each selected performance measures, you must outline the plan for collecting data and assess impact of each selected performance measure in the narrative section below.

C. Required Attachments

The following are required attachments:

1. Letters of Support

- i. Letter of support from the senior administrator in charge of the division/organization where the CCSNE VISTA will be hosted detailing knowledge of the proposal, how the goals of the project are aligned with the organizational mission and vision and a statement of the resource commitment of the campus to support the CCSNE VISTA placement. This letter should also detail how the proposed partnership aligns with existing civic engagement efforts on the campus (if applicable).
- ii. Letter of support from the proposed partner (if applicable) reflecting the commitment and mutual investment in the partnership and its capacity building goals

2. **Job Description**

Include a one-page job description for the proposed CCSNE VISTA position.

3. **Volunteer Assignment Description**

Complete the Volunteer Assignment Description (VAD) using the VAD template