



Campus Compact



VISTA
Volunteers in Service to America

Campus Compact AmeriCorps VISTA Program

Host Site Request for Proposal and Application

Proposals due March 1, 2019

ISSUED BY:

Campus Compact

Open to applicants in the following states:

Colorado, Connecticut, Illinois, Kansas, Massachusetts, Michigan,
Nebraska, Rhode Island, South Dakota, Virginia, Wisconsin, Wyoming

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. Priority Consideration for existing grantees.

Host Site Application

January 15, 2019	RFP and Host site application released
Tuesday, January 22 nd	Application Assistance – Webinar 1:00-2:30 PM EST
Wednesday, January 30 th	Application Assistance – Webinar 11:00 AM-12:30 PM EST
Friday, February 1 st	Application Assistance – Webinar 1:30-3:00 PM EST
	You must register for the application assistance session using the links above. The webinar includes a visual presentation, please login via computer.
February 1, 2019	Intent to Apply Form
March 1, 2019	Host site applications due
March 22, 2019	Host site notifications/feedback sent electronically
May 2019	Supervisor Orientation, locations TBD
June 1, 2019	MOU and host site invoice issued
July 1, 2019	MOU's, On-Site Orientation Plan, Host Site Fee invoice due
July 22, 2019	Campus Compact VISTA 2019 preferred start date: July 22, 2019 <i>Alternative start date: August 19, 2019 (with approval only)</i>

Recruitment

January 2019	Campus Compact VISTA member application opens on my.americorps.gov VISTA portal
January - May 2019	Host site recruitment screening and interviews of candidates
June 1, 2018	Deadline for host site candidate selection
July 22, 2019 August 19, 2019	2019-2020 VISTA Start Dates

Application Submission and Assistance

The application and required attachments must be submitted online at <https://ccsne.compact.org/become-a-host-site/> by March 1, 2019.

The following staff are available for questions related to this RFP:

Sharon Bassett, CCSNE VISTA Director sbassett@compact.org

Tasia Cerezo, CCSNE VISTA Program Manager tcerezo@compact.org

Marina LoCasto, Assistant Director Illinois Campus Compact mlocasto@compact.org

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I. INTRODUCTION

A. Campus Compact

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

Campus Compact is an intermediary AmeriCorps VISTA sponsor through the Massachusetts office of the Corporation for National Service (CNCS). For the 2019-2020 grant cycle, applications are invited from Campus Compact members in the states of Colorado, Connecticut, Illinois, Kansas, Massachusetts, Michigan, Nebraska, Rhode Island, South Dakota, Virginia, Wisconsin, and Wyoming.

Campus Compact members from states that are not included in this list may apply for VISTA through their Campus Compact regional network or through their state Corporation for National Service office.

Awards under the Campus Compact VISTA (CC VISTA) program are subject to appropriations and approval from the Corporation for National Service.

Campus Compact expects the 2019-2020 AmeriCorps VISTA program year under this grant to be July 22, 2019-July 21, 2020. The preferred start date for the 2019-2020 cohort is July 22, 2019 with a second start date of August 19, 2019 available with approval from the program staff.

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 2019 AmeriCorps VISTA plans to support approximately 8,000 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. 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.

VISTA members 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 also participate in direct service activities as part of a term-limited special initiative such as National Days of Service.

Prohibition Against Supplanting/Displacing Existing Workers

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](#)

II. Campus Compact VISTA Program Priorities for FY 2019

Campus Compact through the AmeriCorps VISTA program seeks to activate higher education institutions and their partners to work together to make an impact on poverty in their local communities. VISTA members will be leveraged to build capacity at higher education institutions and/or partnerships between higher education and their school and community-based non-profit partners that directly impact economically disadvantaged individuals.

Within the Corporation for National Service program priorities Campus Compact has selected priorities that are most aligned with the mission and resources of higher education: Education (PK-20 education preparation, retention and success), Economic Success (financial literacy and work force development), Healthy Futures (food security and opioid addiction prevention/recovery, Veterans and Military Families (education, food security, addiction prevention and work force development) and Environmental Stewardship (education/training on environmentally conscious practices).

Host sites and their partners will leverage a VISTA member to build capacity for high impact programs, organizational approaches and collective impact efforts focused on low income individuals in one of the following areas:

A. EDUCATION

Within this priority area Campus Compact will support projects that leverage a VISTA member to

enhance access to services and resources that contribute to improved educational outcomes for economically disadvantaged children and youth. 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).

Host sites will propose to build capacity in one of the following focus areas:

- **School readiness** (programs focused on low-income children and families ages 0-PreK) tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, classroom teaching, social and emotional support
- **K-12 success:** tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, classroom teaching, opioid and drug prevention/intervention/recovery
- **Post-Secondary Education Support:** tutoring, mentoring, college-access, service learning, summer learning designed to support the post-secondary academic success of low-income college students.
- **STEM (Science, Technology, Engineering and Math)** tutoring, mentoring, other classroom support, out-of-school time programs, family engagement, service learning, summer learning, classroom teaching

B. ECONOMIC SUCCESS

Within this priority area Campus Compact will support projects that leverage a VISTA member to enhance access to services and resources that contribute to improved economic success outcomes for economically disadvantaged individuals specifically in the areas of financial literacy and workforce development:

1. Financial Literacy

Host sites will propose to build capacity for the host site and/or its partners to provide programs in financial literacy. This includes financial literacy, education, financial fraud prevention and tax preparation programs serving low-income individuals.

2. Workforce Development

Host sites will propose to leverage a VISTA member to build capacity for the host site and its partners to provide opportunities for low-income individuals to get workforce training, education, and skills that will meet the needs of employers. This includes improving or creating job skills training programs that lead to increased employment, particularly vocational education and apprenticeship programs. Interventions include: job training, job placement, GED education and other adult education.

C. HEALTHY FUTURES

Within this priority area Campus Compact will support projects that leverage a VISTA member to enhance access to services and resources that contribute to improved food security or opioid addiction prevention/intervention/recovery for economically disadvantaged individuals:

1. Food Security

Host sites will propose to leverage a VISTA member to build capacity to for programs and organizations that alleviate hunger and increase access to nutritious food for economically disadvantaged individuals. Interventions include building capacity for access, outreach, education/training, referrals, nutrition/food support. This includes food security programs located on the host site campus to serve low-income college students.

2. Opioid Addiction, Prevention and Recovery

Host sites will propose to leverage a VISTA member to build capacity for organizations or programs that are creating or expanding opioid prevention, intervention and recovery projects targeting low-income communities. Interventions include building capacity for outreach, education/training, referrals, medical services, counseling/coaching, opioid/drug interventions. This may include programs located at the host site that serve matriculated low-income students in recovery.

D. VETERANS AND MILITARY FAMILIES

Within this priority area, Campus Compact will support projects that leverage a VISTA member to build capacity for projects that focus on education, economic opportunity and healthy futures for low-income veterans and military families.

Host site applications will propose to leverage a VISTA member to build capacity for organizations or programs in one of the following areas:

- **Education:** Post-secondary education success and training for veterans and military families.
- **Economic opportunity:** workforce development, financial literacy and homelessness prevention/reduction for veterans and military families
- **Healthy Futures:** opioid prevention, intervention and recovery with veterans and military families

Interventions include building capacity for financial literacy, education, job training, job placement, GED education, other adult education, tutoring, mentoring, family involvement, service learning, summer learning, nutrition/food support, outreach, counseling/referrals counseling/coaching, opioid/drug intervention. This includes programs located at the host site in support of low-income Veterans education success at the host site.

E. ENVIRONMENTAL STEWARDSHIP

Within this priority area Campus Compact will support projects that propose to leverage a VISTA member to build capacity for education and training in environmental stewardship and/or environmentally conscious practices for low-income individuals in low-income communities. This includes education and training programs and service learning.

F. Priority Populations

Within the selected program focus, 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. 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. Campus Compact seeks host site proposals that will build capacity for addressing the needs of economically disadvantaged individuals in rural communities.

2. Indian Country *(please note this term is taken from the Federal program guidance)*

In fiscal year 2018, VISTA aims to increase its footprint in tribal areas. 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. Campus Compact seeks host site proposals that will build capacity for addressing the needs of economically disadvantaged individuals in tribal communities.

3. Areas of Concentrated Poverty

Concentrated poverty is defined as census tracts or counties with poverty rates at or above 20%. These can be rural or urban areas, and the projects can be located in or serve the high poverty areas. A persistent poverty level of 20% or greater for 30 years or more is considered persistent poverty and should be noted in the application. Please use the [USDA concentrated poverty mapping tool](#) for help identifying these areas.

About Campus Compact AmeriCorps VISTA Members

Campus Compact AmeriCorps VISTA members vary in age and come from a range of diverse backgrounds and experiences. Typically, CC 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 CC VISTA program is a passionate cohort of individuals dedicated to community development, service and making an impact on poverty.

All CC VISTA members receive the following benefits:

- Living allowance 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 \$5,815 or \$1,800 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 while in-service

III. Host Site Eligibility and Requirements

A. Eligibility to apply to for Campus Compact AmeriCorps VISTA

Campus Compact VISTA members will be awarded primarily to institutions of higher education from the states of Colorado, Connecticut, Illinois, Kansas, Massachusetts, Michigan, Nebraska, Rhode Island, South Dakota, Virginia, Wisconsin, Wyoming who are Campus Compact members in good standing as defined by the payment of their membership dues on or before July 1, 2019. Current non-member institutions of higher education from these states may apply to host a Campus Compact VISTA, and if selected, the institution must join the Compact through the payment of membership dues on or before July 1, 2019.

Non-profit organizations, regional consortia and K-12 schools are eligible to apply under this program and propose to leverage a VISTA member. 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 Campus Compact or who proposes to build significant capacity with an institution of higher education in order to better serve the needs of low-income individuals.

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

VISTA member by the same department are submitted as one application with separate VISTA Assignment Descriptions (VAD) for each proposed position.

B. Application for Renewal

Current Campus Compact VISTA host sites may apply for renewal of the current grant for up to three years following all of the guidelines in this RFP. **Renewal applications will be prioritized in the review process.** Awards are made on an annual basis and are not guaranteed. Renewal applicants must address the progress they have made under the original plan and detail the goals and objectives for the renewal year based on lessons learned from the current year. 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. VISTA Member 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 Campus Compact once identified. Campus Compact will also interview the candidate, check references and nominate the candidate for approval by the CNCS.

A webinar on recruitment will be required for all approved host sites and basic information about recruitment including sample job description, recruitment flyer and guidelines will be provided.

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. Campus Compact 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

- Recruit a VISTA member to serve at the host site
- Provide on-site orientation and training at the beginning of service
- Provide daily direct supervision and support to the VISTA
- Oversee the VISTA Assignment Description (VAD) implementation

- Meet regularly with identified partners and the assigned VISTA in addition to ongoing communication
- Attend supervisor's orientation, fall and mid-year grantee meetings
- Accommodate site visits and/or monitoring visits from Campus Compact VISTA staff
- Approve VISTA electronic timesheets on a weekly basis along with sick and personal leave requests
- Oversee completion of required paperwork, data collection and reporting
- Communicate with Campus Compact in a timely manner regarding issues with the assigned VISTA, partner sites and/or program implementation.
- Ensure the attendance of VISTA members at required training and events
- Complete MOU and compliance paperwork by designated deadlines

E. Required Host Site Support of the VISTA

Host sites are required to provide their assigned 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 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

Host sites and community partners are permitted to provide additional non-cash support to the Campus Compact VISTA during their year of service. Examples of allowable non-cash support are:

- 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 VISTA living allowance by either the host site or community partner are not permitted.

F. VISTA Assignment Description (VAD)

The VISTA Assignment Description or VAD details the activities VISTA members perform during their year of service. A strong VAD is the foundation on which the VISTA member experience is

built. The VAD:

- Provides a broad outline of what a VISTA will work on during the year of service. Similar to a position description, it's valuable in recruiting members and as the basis of a detailed work plan.
- Breaks down the objectives identified in the host site application into a realistic set of activities to reach those objectives.
- Is written yearly, per assignment. A unique VAD is required for each VISTA member each year.
- Can be adapted as the project evolves and the unique strengths of the VISTA become apparent with approval of Campus Compact and the CNCS.

The VAD is submitted during the host site application process using the template provided.

Effective VADs include the following elements:

1. **Project Goal Statement:** The VAD begins by stating the overall goal of the project (as opposed to the goal of the VISTA position). This statement is equivalent to how you would describe the VISTA assignment to the applicant/member.
2. **Objectives:** Articulate what the VISTA will achieve through the assignment in order to reach the project's capacity building and anti-poverty goal. Include multiple objectives that link the overall project goal and the VISTA member's activities. Include a period of performance with a clear beginning and end for each objective. Be specific, rather than using the entire service year as period of performance.
3. **Member Activities:** Identify the specific activities the VISTA will carry out to achieve the objectives. Activities that include the desired outcome or deliverable are most informative and effective. Avoid vague statements, such as the VISTA "will assist with..." Activity statements should be specific enough that someone unfamiliar with the project can understand the expectations of the VISTA.

All VAD's are reviewed by Campus Compact and submitted to the Corporation for National Service for approval.

G. Host Site Fee

Campus Compact 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 Campus Compact 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 2019-2020 program year, the host site fee is anticipated to be \$7500 in Massachusetts, Connecticut and Rhode Island and \$6000 in Illinois and the other eligible states in this application. The actual host site fee will be calculated once the total number of host sites are determined.

All host site fees are non-refundable.

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

Campus Compact AmeriCorps VISTA host sites fees are due July 1, 2019 before the program begins and the VISTA arrives to the host site.

IV. Role of Campus Compact

As the intermediary sponsor, Campus Compact 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
- Complete payroll paperwork and process VISTA biweekly living allowance and expense 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 as well as through the state National Service Commissions

Recruitment

- Recruit candidates through the AmeriCorps portal, Service Year and other national outreach
- Provide training and support for host site supervisors on recruitment
- Screen candidates from the national pool and make them available 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 VISTA members
- Conduct training and residential retreats annually for VISTA members for orientation, professional development, information sharing and reflection
- Conduct needs assessment for professional development and provide optional training opportunities to corps members
- Provide support to VISTA members by phone, email and on-site as needed

V. Performance Measures and Reporting Requirements

AmeriCorps VISTA projects have two (2) main conceptual components (1) build capacity of programs or organizations that are intended to (2) help individuals and communities out of poverty. The anti-poverty component is the reason resources are awarded to an organization while the capacity building measures are how the anti-poverty work is accomplished.

Campus Compact host site applicants must report on performance for both the capacity building component and the anti-poverty component of the proposed project. The performance measures selected in the online application become the basis for future progress reporting.

Capacity building: For each site that will benefit directly from the capacity building efforts of the VISTA, the host site must specify the capacity building goal they hope to reach at the site. Applicants must select at least one capacity building output that they will track/collect data on and at least one capacity building outcome that they will measure. All applicants must also detail how they will collect the required data for the outputs and measure the outcomes specified in the application process.

Anti-poverty: Host site applicants also provide information about how the organization or program will ultimately help individuals and communities out of poverty. The host site identifies the anti-poverty focus area and specifies (1) anti-poverty output, (2) anti-poverty outcome, and (3) an anti-poverty program intervention strategy.

Campus Compact requires host sites to submit narrative reports and data twice yearly and the submitted data is aggregated into one report for the entire program and submitted to the Corporation for National Service.

Host sites may include objectives and activities in the VAD for the 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.

VI. Application Instructions

A. Due date and Notification Date

The application for Campus Compact VISTA is completed online at our website: please [click here](#) to be taken directly to the application. Applications must be completed and submitted online **by March 1, 2019**. Notification of application status will be made on or about March 22, 2019.

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 Campus Compact VISTA member. Explain why you are leveraging a VISTA member, the anti-poverty focus and specific capacity building goals for the VISTA position and who will benefit from the project. **The executive summary will be used to describe your partnership in written materials, in Campus Compact VISTA recruitment and on the Campus Compact website.**

The following template is completed in the online application:

[Host site name]'s mission is [mission statement]. The proposed VISTA project aligns with the [choose one CNCS focus area] focus area. The VISTA project will seek to [enter goals], and expects to benefit [enter number and type of low-income beneficiaries]. The VISTA member(s) will contribute to the capacity building goals of the project by performing activities such as [enter activities] over the course of [enter expected length of the project]

3. Need Statement (4000 characters)

In this section clearly describe, BOTH, the unmet poverty-related education needs you propose to address using a VISTA and why there is a need to leverage a VISTA member to build this capacity to address this need. 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 why a VISTA member is being leveraged to help build the capacity to meet the identified need.
- Provide a summary of how your project will ultimately strengthen the community and bring individuals out of poverty. This should include a description of how the planned program strategy (i.e.: intervention) will build capacity to address the poverty-related need and lead to the planned anti-poverty outcomes.
- 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 would provide the basis for decisions about the design, frequency and intensity of the proposed intervention.

4. Strengthening Communities

In this section, describe how your VISTA project aims to complement or expand current efforts in the community to address the need(s) described. Your response must encompass the following:

- Goals/Outcomes (4000 characters)
 - Describe the specific goals and outcomes of the proposed position – what will the VISTA do and what will be the result?
 - Clearly explain how leveraging a Campus Compact 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 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 Campus Compact 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 individuals will change over time as the work-plan is implemented. What process will be used to identify progress and make changes as needed?
 - 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 (narrative 2000 characters)**
 - Describe the capacity of your department/campus or organization to successfully host a Campus Compact VISTA member in collaboration with your proposed partners including providing the required member support.
 - Describe your experience operating anti-poverty programming in the identified areas of activity. Provide examples.
 - Describe the roles of the key staff and community partners 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.
- **Minimum requirements certification (online form)**
 - Complete the online certification indicating the required host site support will be provided.
- **Additional non-cash support (complete drop-down menu)**

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 – complete all four narrative sections**

- **Supervision (narrative 2000 characters)**
 - Name the person who will be the VISTA supervisor and indicate whether the individual will have full-time or part-time responsibility for supervision
 - Describe the plan for daily supervision of the VISTA member.
 - Describe the plan for coordinating supervision with partner sites if applicable.
 - Describe the anticipated plan for sharing the VISTA work time with partners if

applicable.

- Describe the plan for on-going communication and support between the host site Supervisor(s) and the VISTA member.
 - Describe the plan for monitoring the VISTA member's progress in meeting the goals and objectives of the VISTA Assignment Description (VAD).
 - Describe the overall plan for ensuring that the VISTA member is provided a thorough orientation to the host site, partners and community.
- **Community involvement** (narrative 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.
 - **Collaboration with other CNCS programs** (narrative 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 (narrative 2000 characters)

In this section please address the following:

- How will the host site recruit for the proposed VISTA position?
- What skills are most needed for the 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?
- How will the host site and/or partner will provide reasonable accommodations to meet the needs of qualified persons with disabilities wishing to serve as an AmeriCorps VISTA.
- Describe potential training and professional development opportunities available to the Campus Compact VISTA at your host site and/or partner site.

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

To complete this section, select the primary focus area of your 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 output for each measure. Targets are the estimated number of low-income individuals 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. Performance measure guidance can be found by clicking [here](#).

- **Assessment of Project Performance** (narrative 4000 characters)
Describe your plans for assessing progress toward achieving your selected project projected outputs and outcomes. Include details regarding measurement tools to be used (e.g., surveys, databases, etc.) data tracking, collection and aggregation.
If applicable include a description of how you will work with partners to collect data and collectively assess impact of the capacity building effort.

C. Required Attachments

The following are required attachments:

1. Letters of Support

- a. Letter of support from the senior higher education administrator in charge of the division/organization where the Campus Compact 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 host site to support the VISTA placement. This letter should also detail how the proposed partnership aligns with existing civic engagement efforts on the campus (if applicable). If the applicant is a non-profit organization this letter would come from the Executive Director or Board Chair. If the applicant is a school this letter would come from the Principal or Superintendent.
- b. 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 VISTA position.

3. VISTA Assignment Description

Complete the VISTA Assignment Description (VAD) using the [VAD template](#) provided and referring to the RFP page 13.