



## Pathways to Employment

Volunteers in Service to America

# 2020-2021 HOST SITE APPLICATION

## Packet A: Instructions & Requirements

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## 2020-2021 Host Site Application Packet A Instructions and Requirements

The Michigan Nonprofit Association (MNA) Pathways to Employment AmeriCorps VISTA (Volunteers In Service To America) Program provides an opportunity for nonprofit organizations, higher education institutions, and K-12 schools to create, develop and strengthen initiatives in communities with strategic community partners statewide.

**Application Available:** Monday, February 10, 2020

**Technical Assistance Call:** Monday, February 24, 2020, 1:00 – 2:00pm

**Register here:** <https://attendee.gotowebinar.com/register/2881505920750995723>

**Proposals Due:** Friday, March 6, 2020

**Grants Awarded:** Monday, April 6, 2020 (contingent upon federal grant funding)

**VISTA Recruitment deadline:** June 2020 (for August-start members)

**VISTA Year of Service:** August 2020 – August 2021

**Please read the entire packet before filling out the application.**

This packet is **Part A**, which includes all the relevant information about applying to be a host site. The second packet, **Part B**, includes the forms that are required to be completed as part of the application. You should refer to Part A while completing Part B.

### Part A:

- Host Site Requirements
- Commitment to Meet Grant Requirements
- Possible VISTA Activities
- Program Goals
- VISTA Assignment Description (VAD) Templates
- Frequently Asked Questions about Hosting an AmeriCorps VISTA Member

### Part B:

- Host Site Information Form
- Commitment to Meet Grant Requirements
- Host Site Application Narrative Questions
- Performance Measures Form
- VISTA Assignment Description (VAD) Templates
- Application Checklist

## Host Site Requirements

### What is AmeriCorps VISTA?

AmeriCorps VISTA (Volunteers in Service to America) is a full-time national service program for individuals ages 18 and older interested in developing lasting solutions to the problems of poverty in America. **AmeriCorps VISTA members address the problems of poverty by mobilizing local resources and increasing the capacity of a low-income community to solve its own problems.** AmeriCorps VISTA is part of the AmeriCorps national network of service programs within the Corporation for National and Community Service (CNCS), our funder and the federal agency that engages more than 5 million Americans in service. The AmeriCorps VISTA program has been addressing the needs of impoverished communities since 1965. See the [CNCS website](#) for more information.

### What is the MNA AmeriCorps VISTA Program?

Michigan Nonprofit Association is a statewide membership organization dedicated to serving the diverse nonprofit sector in Michigan through advocacy, training, technology services, and civic engagement. VISTAs are placed with MNA member host sites across Michigan under the direction of a host site supervisor. MNA VISTAs receive funding, support and training from a full-time Program Manager and VISTA Leaders who work out of the MNA office in Lansing. The program supports 32 VISTAs and their host site supervisors located throughout Michigan. MNA VISTA members promote and strengthen community-building initiatives focused on education and economic opportunity.

### Host Site Eligibility

Proposals **must be submitted by current members** in **good standing** with Michigan Nonprofit Association. Please contact the Program Manager if you have questions about your eligibility.

If you are not currently an MNA member, you can become one during this application process. The benefits of membership are many, including training, resources and best-practices on topics including fundraising and finance, continued education for staff, managing HR, and technology. Membership dues are based on your organization's operating budget and begin at \$80 per year. You can expect to receive more than \$4,000 in value for your membership with MNA. [Click here to learn more.](#)

### Selection Process

Host site selection is competitive, based on proposal alignment with program goals and the capacity to host a VISTA member(s). MNA is interested in pursuing host sites that are geographically diverse and represent its members. Strong proposals will focus on anti-poverty, capacity-building activities, and will prioritize impact and sustainability.

### Application Assistance

The Program Manager is available to address questions and concerns regarding the grant application process. The Program Manager will hold two technical assistance calls to explain the application.

All interested applicants are **strongly encouraged** to participate in the technical assistance call prior to submitting their application. Host site applicants that are unable to be on one of these calls should contact the Program Manager to request technical assistance with the application.

[Register here](#) for the technical assistance call on Monday, February 24, 2020 at 1:00pm.

## Program Duration

The MNA AmeriCorps VISTA program will award up to 32 VISTA positions, including 2 VISTA Leaders, for the 2020-2021 program year, contingent upon federal grant funding from CNCS. VISTA members serve at a placement for one year (365 days). Host site applicants must apply for a VISTA one year at a time and may be eligible to reapply to host a VISTA member(s) for consecutive years. The host site is required to assist the Program Manager with the VISTA member recruitment each year it is selected as a host site. The 2020-2021 program year positions will run from August 2020 – August 2021. VISTA members will attend an online orientation with CNCS (the Virtual Member Orientation) during the first five weeks of their assignment.

## Host Site Fee & Other Expenses

MNA has made a commitment to provide host sites with highly trained AmeriCorps VISTA members and provide those members with significant professional development opportunities. **MNA requires all AmeriCorps VISTA host sites to pay a host site fee.** MNA will invoice host sites for this fee before the position start date, and payment will be due by **July 31, 2020**. The host site fee is determined based on current grant requirements. The 2020-2021 host site fee has not been finalized yet, but in 2019-2020 it was **\$7,000 per member**.

Host sites are **required to provide transportation or mileage reimbursement** for on-the-job travel for the VISTA member(s) and any travel deemed mandatory by MNA, including training, events, and meetings, as indicated in the Memorandum of Understanding signed by the host site and MNA. Host sites should budget at least \$500 per member to cover these costs.

Host sites are required to provide a monthly housing benefit for VISTA member(s) at a rate that is fair for your community. This will be provided directly to a landlord, mortgage company, or leasing company on your member's behalf. If your organization does not have a process with which to do this, MNA can facilitate the distribution of funds provided by the host site to the landlord or leasing company each month. In certain circumstances, a non-cash housing benefit may be allowed upon approval from the Program Manager.

Applicants with questions related to host site fees are asked to contact the Program Manager.

## Confidential Background Information on VISTA Candidates

CNCS performs thorough criminal history checks on all AmeriCorps VISTA candidates prior to starting at their host site. CNCS is unable to provide MNA with the results from these confidential checks. However, CNCS would not allow members who fail these checks to be placed with grantee programs. If a host site or community partner were to request an additional background check on the VISTA member(s) placed there, the host site would be responsible for conducting this and absorbing the associated costs. Host sites that find this to be a financial burden should contact the Program Manager.

## Program Goals

AmeriCorps VISTA positions must align with at least one of the two program goals, Education and Economic Opportunity, and at least one of the two MNA AmeriCorps VISTA focus areas.

### Program Goal:

#### Education

##### Focus Area:

**College Access & Success:** MNA AmeriCorps VISTA members will engage in academic, enrollment, and retention support activities for economically disadvantaged K-12 students to create a college-going culture and first-generation college students to promote college success.

### Program Goal:

#### Economic Opportunity

##### Focus Area:

**Workforce Development:** MNA AmeriCorps VISTA members will engage in activities that provide, support, and/or facilitate access to workforce development resources and services intended to improve employability and, ultimately, lead to employment.

CNCS expects the VISTAs to report quarterly on their performance milestones. All data will be collected by the VISTAs reporting via Quarterly Progress Reports to MNA. VISTAs and Supervisors will be given direction on how to complete the reports at the appropriate times in the VISTA service year.

## Site Supervision

It is common and encouraged to have many individuals support the VISTA member(s) at an organization. However, the program requires that one person serve as the official on-site supervisor. This person will:

- receive all communications pertaining to the program and is ultimately responsible for meeting the requirements of the grant
- participate in:
  - a mandatory orientation for supervisors in Lansing prior to the VISTA member(s) starting
  - one mid-year workshop in Lansing
  - up to two program site visits
  - three scheduled check-in calls
  - any additional webinars/conference calls that will be scheduled by the Program Manager
- provide regular on-site supervision and check-ins with the member(s) placed in the organization and support the member to complete the program goals and objectives outlined for the year
- review, verify and approve the VISTA member(s) quarterly progress reports, monthly timesheets, and other paperwork by required deadlines
- communicate with the Program Manager about program activities and any issues or concerns related to or impacting the VISTA member(s)
- actively assist in recruiting, screening, and interviewing candidates for the VISTA position in the organization should the host site receive funding the following year.

## VISTA Assignment Description (VAD)

The VISTA Assignment Description (VAD) identifies key activities for VISTA members during their service year. VISTA members utilize the VAD as a guide to complete their goal(s) for the year. VISTA members must focus on the activities outlined in their VAD in order to fulfill the goals of the Corporation for National and Community Service, the program's funder. There are two VAD templates provided in this Host Site Request for Proposals Packet. Host site applicants need to fill out the VAD template(s) for the goal(s) under which they are applying. Activities should be listed, with the steps to accomplishing each activity outlined underneath. Anticipated date(s) or month(s) the activity will be completed must also be detailed.

## Direct vs. Indirect Service

AmeriCorps VISTA members perform indirect, capacity-building service. This means that members do not perform the delivery of individual services to clients, except in very limited circumstances. Limited circumstances include situations in which (1) a brief period of direct service is necessary to understand the service elements of the sponsoring organization, (2) direct service is incidental to the time and effort in carrying out the primary responsibilities of the member assignment, or (3) direct service is necessary to train direct-service providers. As an example, a VISTA may help develop and train tutors for a teaching program, but may not tutor students directly except in the above circumstances.

## Restricted Activities (For more about these restrictions, please refer to the [VISTA Member Handbook](#).)

*The following are restrictions on the use of AmeriCorps VISTA members:*

- AmeriCorps VISTA positions may **not** supplant, replace or eliminate staff positions. VISTAs are not to be used as an administrative stopgap.
- AmeriCorps VISTA members are **not** permitted to engage in any political or lobbying activities, including voter registration drives.
- AmeriCorps VISTA members are **not** permitted to hold another job at the host site or community partner, or receive additional compensation from the agency for work performed during their service. *(AmeriCorps VISTA members can hold additional employment outside of their host site pending approval from the state office.)*
- AmeriCorps VISTA members are **not** permitted to attend class/classes if they interfere with the VISTA responsibilities. Supervisors will need to determine whether or not the class/classes will detract from commitment to the project.
- AmeriCorps VISTA members are **not** permitted to proselytize or engage in related religious activities.
- AmeriCorps VISTA members are **not** permitted to transport passengers other than those determined by the supervisory authority to be directly related to and within the scope of their official responsibilities.

## Submission Process

All application pieces should be attached to an e-mail to the Program Manager and submitted no later than **5:00 pm on Friday, March 6, 2020**. All submissions should include the subject line **2020-2021 MNA AmeriCorps VISTA Host Site Application**.

## Review Process

All host site applications will be reviewed by a committee with additional review by MNA staff. We anticipate announcing awards on Monday, April 6, 2020.

## Commitment to Meet Grant Requirements

*These requirements will also be included in the Memorandum of Understanding signed by the host site and MNA, should an AmeriCorps VISTA member(s) be placed at the respective host site.*

- The host site must pay the required Host Site Fee per member placed in the organization by Friday, July 31, 2020 and commit to reimburse each AmeriCorps VISTA member for mileage expenses and provide a monthly housing benefit.
- The host site must designate a staff person as the “site supervisor” for the AmeriCorps VISTA member(s). The site supervisor will also be the contact person for MNA VISTA program staff.
- The site supervisor must participate in a mandatory orientation for supervisors in Lansing prior to the VISTA member(s) starting, as well as participate in one mid-year workshop in Lansing.
- The site supervisor must accommodate and participate in up to two program site visits, three check-in calls, and any additional webinars/calls that will be scheduled by the Program Manager.
- The site supervisor must provide regular on-site supervision and check-ins with the AmeriCorps VISTA member(s) placed in the organization, as well as support to complete the program goals and objectives outlined in the VISTA Assignment Description.
- The site supervisor must verify and approve the AmeriCorps VISTA member(s) progress reports, timesheets, and other paperwork by required deadlines. The site supervisor will be expected to review reports for accuracy and completion prior to submission.
- The host site must support the AmeriCorps VISTA member(s) in meeting his/her mandatory training requirements. This includes participation in trainings, conferences, monthly calls/webinars and any other sessions required by the MNA AmeriCorps VISTA Program.
- The host site must provide the AmeriCorps VISTA member(s) with assistance in finding local low-cost housing (if applicable).
- The host site must provide the AmeriCorps VISTA member(s) with access to records, curricula, resources, and other program-related materials as appropriate.
- The host site must provide financial support for telephone, mailings, printing, and supplies related to local programming efforts.
- The host site must provide adequate office space, computer, internet and e-mail access, and technical support for the AmeriCorps VISTA member(s), and other support as necessary.
- The host site and site supervisor must model a positive attitude about AmeriCorps VISTA and the program’s goals and objectives.
- The host site must designate the AmeriCorps VISTA member(s) serving as an “AmeriCorps VISTA member” (not as staff, an intern, a volunteer, a service-learning coordinator, a research assistant, etc.) on all communication and media.
- The site supervisor must communicate with the Program Manager about program activities and any issues or concerns related to or impacting the AmeriCorps VISTA member(s).
- The site supervisor must actively assist in recruiting, screening, and interviewing candidates for the position in the organization should the host site receive funding the following year.
- The host site must be a member of MNA throughout the VISTA’s service year.
- The host site must agree to support and follow VISTA requirements as identified by the Corporation for National and Community Service AmeriCorps VISTA policies and procedures.

## Possible VISTA Member Activities

### Working with Volunteers

- Recruit and train volunteers or mentors
- Engage volunteers in VAD-related projects
- Track and monitor volunteers' hours and/or volunteers' experiences

### Monetary and In-Kind Donations

- Leverage monetary grants, donations and/or funds for VAD-related projects
- Leverage in-kind donations and/or services for VAD-related projects
- Track monies and ensure acceptable implementation of leveraged funds

### Community Partnerships

- Outreach and creation of new partnerships with community agencies
- Further expand existing community partnerships, serve as liaison with partners
- Research and disseminate information regarding community opportunities
- Maintain a network of partnerships, potential partners, and collaboratives

### National Days of Service

- Plan for National Days of Service events
- Connect with other local, state or national organizations, including other AmeriCorps members in the area

### Events, Trainings and Workshops

- Supervise an after-school program or mentoring program related to VAD goals
- Create and/or facilitate trainings (financial literacy, employability, community engagement, etc.)
- Engage in evaluation activities
- Recruit participants and/or volunteers for events, trainings and/or workshops

### Service or Service-Learning Projects

- Create, expand, supervise or manage service or service-learning projects
- Leverage funds or donations to be used towards service or service-learning projects
- Connect K-12 and higher education classrooms with community partners
- Create or expand tools or resources for service or service-learning projects
- Provide resources and information to the community
- Facilitate reflection and celebration

### Evaluation

- Create or expand evaluation tools for partners' activities
- Compile and analyze evaluation data
- Prepare evaluation reports
- Reflect on evaluations to make recommendations for improvements
- Engage in activities intended to highlight the impact of existing programs or projects

### Resources

- Build or maintain resources, including but not limited to:
  - Websites/databases
  - Newsletters/brochures/posters
  - Toolkits/information packets
  - Evaluation/tracking systems
  - Presentation/workshop materials
  - Social media/press releases

### Other

- Organize and/or attend relevant meetings to strengthen partnerships
- Connect community organizations with poverty-related information and issues
- Research similar programs, critical issues, resources, or other VAD-related subjects
- Facilitate community mapping or needs identification activities



## Performance Measures

MNA is responsible for reporting to CNCS about the progress and success of our VISTA projects through CNCS-determined performance measures. Refer to the steps below as you are filling out the **Performance Measures** section of the accompanying worksheet to establish your site's proposed performance measures. One set of performance measures includes a section for capacity-building and a section on anti-poverty work. If you are applying for more than one VISTA, they may share measures or have their own.

### **STEP ONE: SELECT ONE CAPACITY-BUILDING GOAL**

CNCS defines capacity-building as a set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also increase the ability of the program or organization to leverage resources. For example, capacity-building activities may expand services, enhance delivery of services, or generate additional resources. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.

For your site, what is your capacity goal? Sites can only select one goal. If none of these goals represents the capacity you aim to build at this site, you may create your own capacity-building goal. Choose one of the following capacity goals that best reflects your intent at this site:

- a. Scale/reach.** You aim to increase your organization's or program's ability to serve more people, serve new groups of people, or provide new or expanded types of services
- b. Effectiveness.** You aim to increase your organization's or program's ability to achieve better outcomes for beneficiaries.
- c. Efficiency.** You aim to increase your organization's or program's ability to provide improved outcomes for beneficiaries with the same level of resources or to improve or maintain consistent quality of services with fewer resources.
- d. Leveraged Resources.** You aim to increase your organization's or program's ability to generate additional resources or assets, such as funding, volunteers, in-kind support, and partnerships.
- e. Create your own.**

### **STEP TWO: SELECT SERVICE ACTIVITIES**

What is the focus of VISTA activities for this site and this capacity goal during the proposed project year? (See table below for descriptions and examples of Service Activities categories).

Select one Service Activity category that applies to the VISTAs during this project year at this site for the specific Capacity Goal you identified above. If none of the Service Activity categories listed represents the activities of VISTAs, you may create your own Service Activity category. Briefly describe the VISTA activities related to this category. The table below lists examples of VISTA activities for each Service Activity category.

Service Activity	Description	Examples of VISTA activities
<b>Community Assessment</b>	Environmental scan of community context and need.	<ul style="list-style-type: none"> <li>• Help design a community assessment plan</li> <li>• Help complete a survey of neighborhood or a report of need/recommendations based on findings</li> <li>• Help incorporate into program service delivery</li> <li>• Help update community assessment to monitor the most pressing community challenges.</li> </ul>
<b>Community awareness and engagement</b>	Expand community knowledge and support of the program effort.	<ul style="list-style-type: none"> <li>• Help complete a public relations media plan</li> <li>• Help conduct community outreach or organizing meetings</li> <li>• Help develop presentations, newspaper articles and PSAs</li> </ul>
<b>Expand/strengthen partnerships/networks</b>	Initiate efforts with other organizations, for example, through applying jointly for funding, collaborating on programming or referrals, sharing staff and resources, developing training and materials that are shared.	<ul style="list-style-type: none"> <li>• Identify potential collaborators and plan informational meetings</li> <li>• Help improve communication about community projects among partner organizations</li> <li>• Help establish intra-organization systems (e.g. linked database, common forms)</li> <li>• Help develop commitments among collaborators to the project and formalize partnerships, e.g. MOUs, budgets</li> </ul>
<b>Financial resources</b>	Develop/expand a diversified funding stream.	<ul style="list-style-type: none"> <li>• Develop fundraising plan</li> <li>• Recruit fundraising committee</li> <li>• Help establish fundraising unit</li> <li>• Identify resources for fundraising</li> <li>• Help develop capital campaign or approach donors</li> <li>• Draft and submit proposals</li> <li>• Plan ongoing fundraising</li> </ul>
<b>Material development</b>	Improvement or expansion of materials that support programming (e.g., toolkits, curricula, worksheets)	<ul style="list-style-type: none"> <li>• Assess current materials</li> <li>• Develop or modify materials to strengthen programming</li> <li>• Develop and/or training materials</li> <li>• Develop manuals</li> <li>• Train staff in the use of newly developed materials</li> </ul>
<b>Outreach</b>	Participant recruitment.	<ul style="list-style-type: none"> <li>• Develop an outreach plan for target beneficiaries/participants</li> </ul>

		<ul style="list-style-type: none"> <li>• Help ensure program is relevant to potential participants</li> <li>• Develop/improve presentations, communication tools and methods of conducting outreach to potential participants</li> </ul>
<b>Performance measurement</b>	Assessing results of program offerings.	<ul style="list-style-type: none"> <li>• Help develop or improve a performance management system for the anti-poverty programming</li> <li>• Help train staff to use performance management system routinely to continually improve measures</li> <li>• Help staff use findings from performance measurement efforts to inform improvements of existing and new program offerings</li> </ul>
<b>Program development and delivery</b>	Improvement or expansion.	<ul style="list-style-type: none"> <li>• Help expand existing program or develop new program design</li> <li>• Help implementation of new/expanded program</li> </ul>
<b>Technology use</b>	Develop systems for organizational effectiveness.	<ul style="list-style-type: none"> <li>• Develop, pilot, revise database (volunteer, client) or internal or external knowledge management system</li> <li>• Develop social media tools</li> <li>• Pilot new tools</li> <li>• Train staff to do updates and maintain database or knowledge management system</li> <li>• Develop on-going staff/volunteer/community technology resource</li> </ul>
<b>Volunteer recruitment and management system</b>	Establish or expand pool of volunteers to assist with service delivery.	<ul style="list-style-type: none"> <li>• Help organization and other stakeholders recognize need for and use of volunteers</li> <li>• Help clarify volunteer roles</li> <li>• Develop volunteer generation plan</li> <li>• Develop partnerships for recruiting volunteers</li> <li>• Develop volunteer unit, volunteer manual/training/curriculum</li> <li>• Recruit/manage volunteers</li> <li>• Develop/pilot volunteer training</li> </ul>

		<ul style="list-style-type: none"> <li>• Develop volunteer intake/tracking/recognition system</li> <li>• Train staff to manage volunteer plan</li> <li>• Resource plan for ongoing support of systems (recognition, training, supervision)</li> </ul>
Create Your Own		

**STEP THREE: SELECT AT LEAST ONE CAPACITY-BUILDING OUTPUT AND AT LEAST ONE OUTCOME**

Select one capacity-building output and one outcome that best reflects the results of VISTA capacity-building activities at this site for this project year. You will collect and report data for each Output and Outcome you selected in accordance with the definitions and protocols identified for that measure. Each performance measure is linked to its own CNCS webpage.

If none of the Outputs in the list represents the outputs at this site, you may create your own Output/Outcome.

**Outputs**

[G3-3.1](#). Number of community volunteers recruited by CNCS-supported organizations or National Service Participants.

[G3-3.2](#). Number of community volunteers managed by CNCS-supported organizations or National Service Participants.

[G3-3.4](#). Number of organizations that received capacity-building services from CNCS-supported organizations or national service participants.

[G3-3.5](#). Number of staff and community volunteers that received training (of one or more types) as a result of capacity-building services from CNCS-supported organizations or national service participants.

[G3-3.6](#). Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants.

[G3-3.7](#). Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants.

[G3-3.8](#). Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants.

## Outcomes

[G3-3.3](#). Number of organizations implementing three or more effective volunteer management practices as a result of capacity-building services provided by CNCS-supported organizations or national service participants.

[G3-3.9](#). Number of organizations reporting that capacity-building services provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient.

[G3-3.10](#). Number organizations reporting that capacity-building services provided by CNCS-supported organizations or national service participants have helped to make the organization more effective.

[G3-3.11](#). Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity-building services.

[G3-3.13](#). Number of additional activities completed and/or program outputs produced by the program as a result of capacity-building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

[G3-3.14](#). Number of organizations that have experienced an increase in requests for their programs and services as a results of capacity-building services provided by CNCS-supported organizations or national service participants.

[G3-3.15](#). Number of additional types of services offered by organizations as a results of capacity-building services provided by CNCS-supported organizations or national service participants in the focus areas.

[G3-3.16](#). Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants.

[G3-3.17](#). Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants.

[G3-3.18](#). Number of new beneficiaries that received services as a result of capacity-building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

[G3-3.19](#). Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity-building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

If none of the Outputs in the list represents the outputs at this site, you may create your own Output/Outcome.

## **STEP FOUR: ANTI-POVERTY FOCUS AREAS**

Enter information about how the organization or program helps individuals and communities out of poverty. Enter only the anti-poverty programming aspects that specifically relate to the project site and the capacity-building activities you identified previously.

You will identify: (1) an anti-poverty output; (2) an anti-poverty outcome; and (3) an anti-poverty program strategy/intervention. You must select one anti-poverty output and one anti-poverty outcome. You must describe the intervention for both.

### **Available Anti-Poverty Focus Areas: Education and Economic Opportunity**

**Education:** AmeriCorps VISTA will give priority to projects that support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children. AmeriCorps VISTA will target new project development in communities with Title I schools, particularly those with School Improvement Grants from the U.S. Department of Education.

#### *Education Outputs/Outcomes*

- Post-Secondary Access and Success Outputs
  - Number of students who start in a CNCS-supported education program. (ED1)
  - Number of students that completed participation in CNCS-supported K-12 education programs. (ED2)
  - Number of disadvantaged youth/mentor matches that were sustained by the CNCS-supported program for at least the required time period. (ED4A)
- Aligned Post-Secondary Access and Success Outcomes
  - Number of students graduating from high school on time with a diploma (ED9)
  - Number of student entering post-secondary institutions (ED10)
  - Number of students earning a post-secondary degree (ED11)
- You may also create your own output and outcome.

**Economic Opportunity:** AmeriCorps VISTA's commitment to ending poverty requires focusing on project sponsors that provide opportunities to low-income individuals to get training, education and skills that will meet the needs of employers. In FY 2020, VISTA will continue to give priority to projects that support and/or facilitate access to services and resources that contribute to the improved economic well-being and financial security of economically disadvantaged people.

#### *Economic Opportunity Outputs*

- Employment Output
  - Number of economically disadvantaged individuals receiving job training and other skill development services. (O2)
  - Number of economically disadvantaged individuals receiving job placement services. (O3)
- Aligned Employment Outcome
  - Number of economically disadvantaged individuals placed in jobs (O10)
- You may also create your own output and outcome.

**Note:** At this step in the process, you should have identified four measures for your VISTA position – two outputs, one related to capacity building and one related to education or economic opportunity; and two outcomes, one related to capacity building and one related to education or economic opportunity. Next you will describe how you plan to track these four identified measures.

### **STEP FIVE: ENTER DATA COLLECTION INFORMATION**

Enter information for all Capacity-Building and Anti-Poverty Output and Outcome measures you identified. For each output and outcome measure, indicate a Method for collecting the data and then enter an Instrument Description (i.e., a description of the Method/Instrument that will be used to collect the data).

Add the Target Number you expect to reach for the project year. If you created your own Capacity-Building or Anti-Poverty Output or Outcome measure, please indicate the corresponding Unit of Measure.

For measures you selected from the list, you will collect data for future reports. The data collected for a specific measure must be consistent with the definitions and protocols identified for that measure, as identified on the CNCS Performance Measurements webpage (<http://www.nationalservice.gov/resources/performance-measurement/vista>).

### **VISTA Assignment Description (VAD) Templates**

The following pages include a template for each VISTA member’s workplan. This is used as the basic “job description” for each VISTA during their service year. We have structured it in this format to mirror how it looks within the CNCS system.

A note about creating the VISTA Assignment Descriptions (VADs): Provide a summary of the key objectives for each VISTA assignment and the activities the full-time VISTA(s) will perform to implement the proposed project. Be as specific as possible. Please note that VISTA members serve for an entire year; therefore, the activities should be sufficient to enable a member to fulfill a one-year, full-time commitment. The tasks and activities should logically align with the project goals you propose in the Performance Measures and the Needs sections. Each VISTA needs to have their own VAD.

#### **DO NOT USE THE FOLLOWING WORDS OR PHRASES**

1. Other duties as assigned
2. Work, job, or employment (use “serve” instead; since VISTAs are not employees)
3. Assist (describe the specific tasks instead)
4. Manage (describe the specific responsibilities instead)
5. Supervise (describe the specific responsibilities instead)

“Planned Period of Work” means how long it will take the VISTA to complete this activity. For some assignments, it’s the full year. For others, it’s quarters. For others, it’s just 1-2 months. This will help the VISTA conceptualize, prioritize, and track the success of their assignments.

## Template 1: College Access & Success

Project Year (1, 2, 3, 4, or 5) \_\_\_\_\_

<b>VISTA Project:</b> Michigan Nonprofit Association	<b>VISTA Member Name:</b> TBD
<b>Site Name:</b>	<b>Program Goal:</b> Education
<b>Date:</b> August 2020– August 2021	

VISTA Member Activities and Steps Checklist	Planned Period of Work
<b>College Access &amp; Success: MNA AmeriCorps VISTA members will engage in academic, enrollment, and retention support activities for economically disadvantaged K-12 students to create a college-going culture and first-generation college students to promote college success.</b>	
<b>Activity 1:</b> Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b> _____
<b>Activity 2:</b> Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	<b>Activity 2 Completed (date):</b> _____
<b>Activity 3:</b> Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	<b>Activity 3 Completed (date):</b> _____
<b>Activity 4:</b> Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	<b>Activity 4 Completed (date):</b> _____



**Template 2: Workforce Development**  
**Project Year (1, 2, 3, 4, or 5) \_\_\_\_\_**

<b>VISTA Project:</b> Michigan Nonprofit Association	<b>VISTA Member Name:</b> TBD
<b>Site Name:</b>	<b>Program Goal:</b> Economic Opportunity
<b>Date:</b> August 2020 – August 2021	

<b>VISTA Member Activities and Steps Checklist</b>	<b>Planned Period of Work</b>
<b>Workforce Development: MNA AmeriCorps VISTA members will engage in or activities that provide, support and/or facilitate access to workforce development resources and services intended to improve employability, and ultimately, lead to employment.</b>	
<b>Activity 1:</b> Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	<b>Activity 1 Completed (date):</b> _____
<b>Activity 2:</b> Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	<b>Activity 2 Completed (date):</b> _____
<b>Activity 3:</b> Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	<b>Activity 3 Completed (date):</b> _____
<b>Activity 4:</b> Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	<b>Activity 4 Completed (date):</b> _____

## **MNA VISTA Host Site Frequently Asked Questions**

### **What costs does the VISTA grant cover?**

MNA and the Corporation for National and Community Service (CNCS) will provide training, the AmeriCorps VISTA's monthly living stipend, the end of service education award of \$5,920 (or \$1,800 cash stipend, an option given to each VISTA), a health benefit coverage, child-care costs (if eligible), up to \$500 of emergency money with approval from MNA and CNCS, and moving allowances for relocation to serve.

### **What costs do the host sites need to cover?**

The host site must provide the annual host site fee to MNA for each VISTA. Additionally, the host site must reimburse the VISTA for any travel expenses incurred due to requirements from the host site or MNA. MNA requires a commitment of at least \$500 be allocated for travel fees. The host site must provide an additional housing benefit in support of the member, to be paid directly to the landlord or housing company, based on what is fair for your community. This significantly increases the ability to find high quality candidates for your site. The host site must also provide the VISTA with any items that other staff would receive such as a computer, phone line, desk, name tags, business cards, parking passes, shirts, etc.

Host site fees are not finalized for 2020-2021 yet, but were \$7,000 per member for the 2019-2020 program year. Applicants with questions related to host site fees are asked to contact the Program Manager.

### **Why are host sites responsible for providing transportation or mileage reimbursement?**

Reimbursing mileage is one way that the host site can demonstrate its commitment to sharing the support cost of the member. MNA satisfies all of the other AmeriCorps VISTA operating requirements including the living stipends, health coverage, education award, trainings, support, etc.

### **Can a host site be awarded more than one VISTA member per year?**

Yes. There is no limit to the number of VISTAs a host site can receive at one time, but this is contingent on federal funding and the outcome of the application review process. Host site diversity and alignment with program goals is important to the MNA VISTA Program, and will be taken into account when considering applications for more than one VISTA member per year.

### **How can I best utilize my VISTA?**

A VISTA should be used to fill a need of an organization and community that would otherwise not be accomplished due to lack of time or resources. VISTAs should focus on capacity-building activities rather than direct service. Each host site's VISTA Assignment Description (VAD) should outline ways the VISTA(s) can address the need at the host site while meeting the goals outlined in the MNA VISTA Program Goals. Refer to the "Possible VISTA Member Activities" and the "Program Goals" in this packet for more guidance.

**Can I use a VISTA to replace a staff member?**

No. VISTA positions may not supplant, replace or eliminate staff positions. They are not to be used as an administrative stopgap.

**What happens if my VISTA doesn't finish the entire year?**

The host site will not be penalized in any way; however, you will not be eligible to apply for another VISTA until the next MNA recruitment cycle. The host site *may* be eligible to receive a prorated refund of their cost share depending on how many months of service the VISTA has completed and other factors; exact amounts will be reflected in the MOU, which is signed by the host site supervisor and MNA.

**What am I expected to do as the VISTA supervisor?**

As the VISTA supervisor, you will be expected to attend all supervisor workshops and meetings, accommodate program site visits and calls, and conduct regular check-ins with your AmeriCorps VISTA member. You will be expected to give regular feedback to the Program Manager. You are expected to give regular supervision, guidance and feedback to the VISTA. You will be expected to look for opportunities to encourage professional development and personal growth for your VISTA. You are required to assist MNA with the recruitment process. For more information, refer to the section on Site Supervision in the Instructions and Requirements section of the RFP packet.

**Will I get guidance throughout the year about the VISTA program?**

Yes. The Program Manager will be available throughout the VISTA program year to answer questions, and provide resources and guidance to the Site Supervisor. Additionally, an orientation and a mid-year training provided by MNA are required for Site Supervisors.

**Does the VISTA need to be placed in a specific area of the organization?**

No. MNA will accept VISTA applications from any area in a member organization. MNA VISTAs must focus on one of the goals outlined under Program Goals in the Instructions and Requirements section of the RFP Packet.

**How many hours per week does an MNA AmeriCorps VISTA serve?**

An MNA AmeriCorps VISTA position is a full-time, twelve-month commitment without regard for regular business hours. AmeriCorps VISTA service is unique in that it involves a full immersion in the project and community. It is not a 9 to 5 job. Each host site may require different hours, which may include evening and weekend responsibilities. Regardless, VISTAs are expected to serve a minimum of 37.5 hours weekly and to be available for the needs of the community and project at all times.

**Contact Information**

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