



Oregon | **Campus Compact**

Oregon Campus Compact AmeriCorps*VISTA



**Request for Proposal (RFP)
2011-2012**

*The ORCC AmeriCorps*VISTA RFP & Resource Guide
may be downloaded from:
www.oregoncampuscompact.org*

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Section I: Introduction

What is Oregon Campus Compact?

Oregon Campus Compact (ORCC) is a statewide membership organization of college and university presidents who promote the education and commitment of Oregon college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning and civic engagement. ORCC is funded by dues from member institutions, external grant awards, and in-kind support. ORCC is an affiliate of Campus Compact, the only national higher education association dedicated solely to campus-based civic engagement. More information about ORCC is available at <http://www.oregoncampuscompact.org/>.

What is AmeriCorps*VISTA?

AmeriCorps*VISTA is a full-time, national service program for individuals interested in developing lasting solutions to poverty in America. AmeriCorps*VISTA Members serve in community and faith-based nonprofit organizations, higher education institutions, local governments, and other agencies to develop and expand services and programs that help support the efforts of low-income individuals to bring themselves out of poverty.

AmeriCorps*VISTA is part of the AmeriCorps network of service programs within the Corporation for National and Community Service (CNCS). The AmeriCorps*VISTA program has been addressing the needs of impoverished communities since 1965. In total, more than 170,000 committed individuals have joined forces with 15,000 local organizations to strengthen communities and help people escape poverty across the nation.

ORCC AmeriCorps*VISTA Members serve one year (365 days). The majority of this commitment is in service through the host institution. However, AmeriCorps*VISTA Members will participate in training/development days and days of service (Martin Luther King Jr. Day, Cesar Chavez Day, Global Youth Service Day, Earth Day, etc). To become oriented to the AmeriCorps*VISTA program participants are required to attend Pre-Service Orientation (PSO) provided by CNCS in August of 2011 (exact dates TBD); their term of service begins August of 2011 and ends August of 2012 (exact dates TBD).

What is the ORCC AmeriCorps*VISTA program?

The ORCC AmeriCorps*VISTA program was created in 2006 through a partnership between ORCC and the CNCS Oregon State Office. This program was developed in response to the needs of ORCC member institutions and in recognition of the potential for institutions of higher education to further address the local needs of low-income communities.

ORCC AmeriCorps*VISTA Members act as connection builders between institutions of higher education and their surrounding communities. AmeriCorps*VISTA Members build, support, and develop the capacity for ORCC member institutions and their students to be better stewards of the community and to gain a richer and more valuable experience outside the classroom. The role of the AmeriCorps*VISTA Member is primarily to build the capacity and sustainability of the project, the community, and, ultimately, to leave programs and structures in place that no longer require staffing from an ORCC AmeriCorps*VISTA Member.

ORCC AmeriCorps*VISTA Members:

- Build mutually beneficial relationships which can lead to long-term partnerships between community-based organizations and colleges and universities
- Alleviate community poverty through the strategic management of campus resources
- Enhance the quality of campus-community service and service-learning programs

- Improve student leadership in service and increase the number of students coordinating programs and the number of students in direct service with the community

The ORCC AmeriCorps*VISTA program represents an innovative partnership between national service and higher education. The model has been replicated in numerous other Campus Compact state network offices. State Compact AmeriCorps*VISTA Members have proven to be effective in several important areas: the building of relationships with community organizations; alleviating poverty in the community; the development of a permanent position related to service; supplying the human resources and skill-based actions necessary for making service happen on campuses; connecting campuses to a broader network of service and service-related knowledge; and acting as representatives of a national service model that endorses and legitimizes community service.

What do AmeriCorps*VISTA Members do?

While direct service and capacity building activities are both integral strategies for effective national service programs, AmeriCorps*VISTA Members primarily perform capacity building activities and indirect service rather than direct service such as tutoring children, etc. Typically institutions host an AmeriCorps*VISTA project for three years. Below is a diagram of the natural progression of the types of service performed by an AmeriCorps*VISTA Member: Indirect Service, Capacity Building, and Sustainable Endeavors. These general categories were provided by CNCS and represent the progression that can be applied to AmeriCorps*VISTA positions over the lifespan of the project.



Keeping that in mind, each ORCC AmeriCorps*VISTA position should incorporate all three categories with increasing emphasis on capacity building and sustainable endeavors in Years 2 and 3. See the ORCC RFP Resource Guide for examples of potential AmeriCorps*VISTA activities and for examples of strong VISTA Member Assignment Descriptions (VMAD). These activities are provided in general terms and should be viewed as a basis for more specifically defined activities on each individual host institution.

Contingent on available funding and project performance, host institutions will be eligible to continue over a three-year project period. Fourth year applications will be considered on a case-by-case basis. Fourth year applications will need to illustrate significant community need or new programmatic focus and must be prepared to provide a cash match equal to the amount of the VISTA living stipend.

What are the Prohibited Activities?

Federal law and CNCS policy prohibit AmeriCorps programs and AmeriCorps Members from engaging in certain activities. AmeriCorps*VISTA Members may not perform specific activities in the course of their duties, while charging time to the AmeriCorps program, nor at the request of anyone including ORCC or the host site. Furthermore, AmeriCorps*VISTA Members and staff may not engage in conduct that would associate the national program or CNCS with prohibited activities. Host sites must become familiar with specific provisions described in CNCS’s formal regulation (45 C.F.R. 2520.30) and the grant provisions. See Prohibited Activities attachment for more information.

What is the value to a host institution?

Based on the budget ORCC submitted to CNCS, the anticipated value host institutions should expect to receive per AmeriCorps*VISTA Member requested is as follows (based on current year's figures):

QUANTITATIVE BENEFITS

AmeriCorps*VISTA Living Allowance (Multnomah & Washington counties):	\$ 10,692
AmeriCorps*VISTA Living Allowance (elsewhere in Oregon):	\$ 10,296
Education Award:	\$ 5,550
Health Coverage:	\$ 2,700
AmeriCorps*VISTA Member Training & Travel:	\$ 1,750
Relocation & Shipping Allowance: (for those who move over 50 miles to serve)	\$ 1,050
Value of Hours Served: (2,123 average hours facilitated per VISTA X \$20.85) Value based on Independent Sector figures for 2009	\$ 44,265
APPROXIMATE VALUE PER AMERICORPS*VISTA MEMBER:	\$64,561 - \$66,007

2009-2010 PROGRAM ACCOMPLISHMENTS

VOLUNTEER ENGAGEMENT

6,068	Community volunteers engaged in service
4,194	Students recruited to participate in co-curricular service events (annual goal of = 2,500 students recruited)
38,219	Hours of service facilitated

RESOURCE DEVELOPMENT

\$57,543	Cash resources raised
\$13,727	In-kind resources raised

PARTNERSHIP BUILDING

382	New community partnerships established
1,400	Existing community partnerships expanded and supported (annual goal = 100 new and existing partnerships supported and established)
1,315	Community-based organizations contacted in outreach efforts

SERVICE-LEARNING

1,437	Students participating in service-learning courses supported by ORCC VISTAs
107	Existing poverty-related service-learning courses supported
31	New poverty-related service-learning courses supported and expanded
190	Faculty supported in the development and expansion of service-learning courses (annual goal = 50 faculty supported)

QUALITATIVE BENEFITS

“I am most proud of the programs I developed. I helped expand the Alternative Spring Break trip from one trip to three, including one international trip and two mini-breaks.”

– ORCC AmeriCorps*VISTA, 08-09

“Concordia University has benefited greatly from the AmeriCorps*VISTA program. Each volunteer that we have hosted has contained a passion for using service or service-learning as the tool for creating positive social change within our Northeast Portland community. As a result of the AmeriCorps*VISTA volunteers’ ability to effectively build our institution’s capacity for service, we now have an established Office of Service Leadership, which serves as a newly created department for service-learning and leadership development at our institution. We are very proud to be a member of Oregon Campus Compact and a host of the AmeriCorps*VISTA program.”

– Scott Ferguson, ORCC AmeriCorps*VISTA supervisor, 09-10

“My service year has greatly impacted me personally. Through my service year I was able to see a new part of the country, meet new and amazing people, gain experience in higher education, learn more about volunteer management, and get a better understanding of my career goals.”

– ORCC AmeriCorps*VISTA, 09-10

What do AmeriCorps*VISTA Members receive for their service?

AmeriCorps*VISTA Members receive a taxable living allowance of \$10,296 (outside of Multnomah/Washington Counties) or \$10,692 (within Multnomah/Washington Counties) per year, basic health coverage, loan forbearance on eligible student loans and childcare (if eligible).

AmeriCorps*VISTA Members have the option to receive the Segal Education Award of \$5,550 (taxable) or a \$1,500 cash stipend (taxable) upon successful completion of their year of service. The education award can be used to cover the costs of future education or to repay qualified student loans. Beyond these benefits, AmeriCorps*VISTA Members have the opportunity to gain skills, take on leadership roles, work with many partnering agencies, build networks, and know the satisfaction of "Getting Things Done."

OTHER AMERICORPS*VISTA MEMBER BENEFITS

- Student loan forbearance on qualifying student loans
- Repayment of interest accrued during service on qualifying student loans
- Childcare benefits (for qualifying AmeriCorps*VISTA Members)
- Mileage allowance for those who move over 50 miles to serve
- FICA benefits
- Worker’s Compensation eligibility

How will ORCC AmeriCorps*VISTA Members be recruited and selected?

ORCC AmeriCorps*VISTA Members are recruited, selected, and receive ongoing training by ORCC staff. In general, ORCC recruits two- and four-year college graduates who are committed to performing a voluntary year of national service. They come from around the country with varying backgrounds and professional goals. They are not experts in any specific field but typically all ORCC AmeriCorps*VISTA Members have significant experience in college-level community service, higher education leadership, and/or service-learning programs.

Host institutions are instrumental in the recruitment process by identifying and forwarding appropriate candidates to be matched with their own or other ORCC AmeriCorps*VISTA institutions. All candidates identified by an ORCC member institution, as well as those identified through ORCC’s national recruitment efforts, will participate in a multi-tiered selection process. Each candidate must

submit application materials and two references through the online AmeriCorps recruitment system. ORCC will provide assistance to those institutions that wish to recruit their own candidate while ORCC staff members continue to recruit nationally. AmeriCorps*VISTA host institutions will interview candidates and make recommendations for the final selection of the AmeriCorps*VISTA Member. As the official project sponsor, ORCC will retain the responsibility for interviewing, collecting application materials, and making final selection decisions.

The following scenarios are examples of how an ORCC AmeriCorps*VISTA candidate may be recruited and selected

Scenario #1:

1. ORCC posts general team position on the AmeriCorps portal (national recruitment system)
2. ORCC receives a candidate application through the AmeriCorps portal
3. ORCC interviews the candidate and determines if qualified
4. ORCC identifies “good fit” host sites and forwards the candidate’s information to potential sites
5. Host site(s) interview candidate
6. Host site selects candidate as top choice and informs ORCC
7. ORCC reviews candidate information and offers candidate AmeriCorps*VISTA position

Scenario #2:

1. Host site posts their AmeriCorps*VISTA position and manages position specific recruitment campaign
2. Host site receives resumes and cover letters from several candidates
3. Host site interviews candidates and identifies their top choice
4. Host site forwards top choice candidate information to ORCC
5. ORCC contacts and conducts interview
6. ORCC offers candidate AmeriCorps*VISTA position

Section II: Overview and Requirements

General Guidelines:

1. AmeriCorps*VISTA Members must be placed in a capacity-building role for the entire term of service. Proposals must demonstrate that the position provides a direct benefit valued by the community at large. Activities cannot duplicate routine functions of staff or displace paid employees.
2. Projects must address a significant poverty-related community need for which there is limited funding.
3. The project may not include direct service or administrative duties that support general organizational goals such as clerical responsibilities, answering phones, or data entry.
4. The impact of service provided to the community and campus must be measurable.
5. Placement sites must be able to effectively recruit, train, support, and supervise the AmeriCorps*VISTA Member(s).
6. Placement sites are eligible to have an AmeriCorps*VISTA Member serve with their organization, in the same position, for up to three years. Each year is meant to build upon the previous year:
Year 1 – AmeriCorps*VISTA Member establishes and creates a program or project
Year 2 – AmeriCorps*VISTA Member continues to implement project and begins to create structure for sustainability
Year 3 – AmeriCorps*VISTA Member focuses on making the project sustainable
Year 4 proposals will be considered on a case-by-case basis and must address a significant community need or new project focus. In addition to approval by ORCC, all Year 4 proposals must be reviewed and approved by the CNCS Oregon State Office. Year 4 proposals must be prepared to provide a program cash match equal to the amount of the AmeriCorps*VISTA living stipend.
7. The placement must not include any of the prohibited activities for AmeriCorps*VISTA Members (see attachment).

Host Institution Responsibilities:

1. An AmeriCorps*VISTA Member's site supervisor will provide a site-specific orientation, familiarizing the AmeriCorps*VISTA with office staff, campus resources, community partners, and all other orientation materials necessary for the AmeriCorps*VISTA Member's success in his/her role at each placement site
2. Site supervisors will schedule at least one hour each week to meet with the AmeriCorps*VISTA Member, in addition to daily check-ins
3. If your institution is selected, site supervisors are required to attend a site supervisor orientation on **Tuesday, March 29, 2011** (location TBD). Please mark your calendar now! In addition, ORCC requires other meetings, reporting, site visits, conference calls, etc.
4. The institution will complete all required progress reports
5. ORCC requests that each site set aside at least \$150.00 for Member training and professional development activities outside of ORCC training requirements
6. Site supervisors will assist the AmeriCorps*VISTA Member in identifying opportunities to meet professional development goals through their service and support the AmeriCorps*VISTA Member's participation in ORCC meetings and trainings
7. Each site will be required to reimburse AmeriCorps*VISTA Members for their service-related travel expenses (ORCC will reimburse AmeriCorps*VISTA Member travel related to required ORCC trainings)

8. Each site is required to provide the AmeriCorps*VISTA Member with the tools necessary to accomplish their service (i.e. desk space, computer, internet access, phone, and access to copier, fax, printer, and office supplies)
9. Each site is responsible for the supervisor's transportation costs associated with ORCC required trainings
10. As a result of new provisions set forth by CNCS, AmeriCorps site supervisors may be required to pass a background check in order to be approved to host a VISTA Member for the 2011-2012 service year.

Project Assessment

ORCC AmeriCorps*VISTA positions will address the following program focus:

NOTE: Totals are goals for the entire ORCC AmeriCorps*VISTA team.

Goal: ORCC AmeriCorps*VISTA Members will increase the capacity of university and college campuses in Oregon to address poverty through service

Outputs:

- By the end of the service year, ORCC AmeriCorps*VISTA Members will recruit and support 2,500 students in service activities that address community poverty
- By the end of the service year, ORCC AmeriCorps*VISTA Members will assist 50 faculty in the creation of service-learning courses that address community poverty
- By the end of the service year, ORCC AmeriCorps*VISTA Members will establish and strengthen 100 campus-community partnerships with agencies that address community poverty

Intermediate Outcomes:

- Community partners will express an increased capacity to address community needs
- Students will express a commitment to further service
- Students will express greater interaction with faculty in service-learning courses

End Outcomes:

- Students will serve in their community at least once per year after graduation
- Service-learning courses will improve the likelihood of students successfully completing their college careers

Each AmeriCorps*VISTA Member will submit regular (five) progress reports outlining advancement towards goals and objectives, and each site supervisor will collaborate with the Member to submit a mid-year and end of service Member evaluation form.

Eligibility

Proposals must be submitted by not-for-profit institutions of higher education that are members of ORCC. While each institution may submit more than one application, selections will be made to ensure a diversity of placement sites (location, institution type, etc). Should positions remain available, a campus, group of campuses, or a partnership of a campus and a community-based organization may creatively consider community needs that would support an additional AmeriCorps*VISTA Member.

If your institution might desire more than one ORCC AmeriCorps*VISTA, please indicate your interest in the Letter/Email of Intent, due **Friday, December 10, 2010**.

Host Site Cost-Share Requirement

In order to continue our commitment to providing member institutions with highly trained AmeriCorps*VISTA Members and to providing those Members with significant professional development opportunities, ORCC requires all AmeriCorps*VISTA host institutions to provide a cash match. This host institution fee follows a common practice in Campus Compact AmeriCorps*VISTA programs across the country, and is strongly supported by CNCS.

ORCC will invoice host institutions for this fee due **Friday, April 15, 2011** (unless another agreed upon date is determined). Placement sites that fail to pay the cash match by the due date may be subject to reallocation of the AmeriCorps*VISTA Member. Participating institutions will be expected to cost-share according to the following schedule (cost share amounts are for the 2011-2012 service year and are subject to change each year):

Year 1 – \$7,000

Year 2 – \$7,500

Year 3 – \$8,000

Year 4 – Applications will be considered on a case-by-case basis. Year 4 proposals must be approved by the Oregon State Office of CNCS and selected Year 4 sites must be prepared to provide a program cash match equal to the amount of the AmeriCorps*VISTA living stipend.

Project Duration

Members serve a full year, 365 days from the end of Pre-Service Orientation (PSO). ORCC will be utilizing August 2011 PSO dates. ORCC AmeriCorps*VISTA Members' terms of service begin August 2011 and ends August 2012 (exact dates TBD).

Award Information

AmeriCorps*VISTA site placements will be determined through a competitive process for the 2011-2012 service year.

Section III: Application Instructions

Original applications must be typed in 12 point font, double-spaced, single sided with one inch margins. Project narratives must not exceed 10 pages (does not include cover page, letters of support, VISTA Member Assignment Description, position description, or other required attachments).

Cover Page

Please complete the cover page found at the back of this document (also available in Word format).

Position Description

Use the attached template to provide a clear and concise position description. This will be used to describe your project during the recruitment process and throughout. Position descriptions should be ready for publication and include the name of your institution, the Member's position title, a summary of the position, the major responsibilities/activities, and the required skills and abilities necessary to accomplish the goals of the position (examples provided in ORCC RFP Resource Guide).

Project Narrative (not to exceed 10 pages – not including required attachments)

The project narrative must be organized into the five sections outlined below. New applicants need to complete all sections as described.

Renewal applicants should demonstrate the progress of previous AmeriCorps*VISTA(s) up to the point of submission throughout the narrative section. This may include information regarding increased capacity, specific ways in which poverty has been alleviated, resources, personnel, etc. as measured by the number of community partners, more office staff, more student volunteers, larger budget, institutional planning, changes in curriculum, etc.

1. Campus/Community Need

Describe the specific needs of your institution for community partnership building, curricular and co-curricular service programming, and student leadership. Please demonstrate why an ORCC AmeriCorps*VISTA position is an appropriate way to address these needs and how hosting an ORCC AmeriCorps*VISTA will help to directly alleviate poverty in your community. This may include mission, history, and beneficiaries.

Describe the community outside your institution and give examples of identified community needs to be addressed by the ORCC AmeriCorps*VISTA Member's work. Explain how this project will address and ameliorate issues of poverty in your community.

All applicants must identify at least one community partner with whom they will be involved during the course of the project. The community partner(s) must be actively involved in developing the proposed project and committed to working with the applicant institution to achieve the goals of the project. The community partner identified in this section must also provide a letter of support for the project (see section IV. Sustainability).

2. Plan for Service Year

This section of the narrative must be based on the ORCC AmeriCorps*VISTA program goals (please see Program Assessment section on p. 9) and include the following sections:

I. Objectives and Activities

- Describe the goal(s) and activities of the position as they relate to the ORCC AmeriCorps*VISTA program goals
- Detail the proposed service activities and the intended result of those activities

- Denote with whom the AmeriCorps*VISTA will be working on the specified activities

II. Evaluation Plan

- Describe how you intend to evaluate the community impact for each goal you address
- Describe how you intend to evaluate the impact on the institution for each goal you address

Evaluation should be of measurable impacts and include outputs, intermediate outcomes, and end outcomes.

- Outputs are measures of the number and amount of services delivered, beneficiaries reached, or goods produced. (Examples: # of community events held, # of community volunteers recruited, # of participants, or # of services delivered)
- Intermediate Outcomes are immediate changes or benefits experienced by service recipients or communities. (Examples: skills, knowledge, awareness, attitudes, satisfaction)
- End Outcomes are significant and lasting changes or benefits experienced by service recipients or communities. (Examples: Increases in retention, earnings, literacy, graduation)

Capacity building projects should be able to tie their outputs and intermediate outcomes specifically to AmeriCorps*VISTA Member activities. These projects' end outcomes should be related to the larger community level impacts on individuals in poverty. Projects must demonstrate the logical relationship between their capacity-building efforts and the end outcomes described.

III. Orientation Plan (please see the ORCC RFP Resource Guide for sample)

- Provide a detailed On-Site Orientation and Training (OSOT) plan for the AmeriCorps*VISTA's first month of service
- Include specific examples of how you will orient the AmeriCorps*VISTA to the placement site, their workspace, other staff members, and host site constituents
- Include specific examples of how you will orient the AmeriCorps*VISTA to the community in which they will be serving. Please consider key partners, community entry, and cultural awareness
- Describe the tasks that the AmeriCorps*VISTA will accomplish in the first month of service and how these tasks will help orient them to the site and their project

IV. VISTA Member Assignment Description (template provided in attachments)

- In the spaces provided, fill in the proposed goal(s), objectives, activities, and the timeframe in which each activity is to be accomplished

The VISTA Member Assignment Description (VMAD) serves as a guide for the ORCC AmeriCorps*VISTA for the entire service year. Any changes to the VMAD must be negotiated and approved through ORCC throughout the project year. Examples of strong VMADs can be found in the ORCC RFP Resource Guide

3. Organizational Capacity

Describe the roles and responsibilities of the key individuals or groups involved (faculty, host site staff, community partners, and students). In addition, please complete the organizational capacity checklist attachment and include the checklist with the proposal.

Describe the institutional capacity that exists to support the AmeriCorps*VISTA position. In particular, describe the supervisory and reporting relationship and institutional support provided to the ORCC AmeriCorps*VISTA.

For satisfactory job performance and to ensure that each Member has access to the tools necessary to perform their service activities, ORCC requires that host sites provide each Member with all of the following amenities):

- Designated on-site supervisor
- Courtesy faculty/staff appointment (access to faculty/staff amenities: i.e. office keys, access to university vehicles, access to shared computer files, etc.)
- College ID with library privileges
- College business cards
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual college e-mail account
- Access to fax, photocopier, and printer
- Comprehensive community and host site orientation

Though not all colleges have residential living, whenever possible ORCC strongly encourages applicants to provide housing or housing subsidy and/or a meal plan for the AmeriCorps*VISTA Member. This may become a required level of assistance in the future for all host sites. This provision allows ORCC to recruit nationally for positions and assimilates the AmeriCorps*VISTA into the daily life of the community. Nonresidential campuses and host sites not providing on-site housing should provide information on how they will assist the AmeriCorps*VISTA in locating affordable housing.

ORCC will give preference to proposals that designate a host site supervisor who is a full-time employee of the host institution. Host site supervisors must be available to:

- Attend a supervisors' orientation on **Tuesday, March 29, 2011**
- Attend a mid-year meeting
- Accommodate one short (approx. one hour) and one long (approx. four hours) site visit
- Review and sign AmeriCorps*VISTA Member required ORCC progress reports
- Participate in a mid-year and end of term evaluation of the AmeriCorps*VISTA Member

With few exceptions, ORCC strongly recommends that one person per institution serve as the on-site supervisor. Any changes to the supervisor designated in the proposal will need to be approved by ORCC.

AmeriCorps*VISTA Travel and Transportation Support:

For Members relocating more than 50 miles to serve, the Oregon State Office of CNCS must authorize (in writing) that the member may drive a personal vehicle for assignment-related purposes, before members receive relocation transportation reimbursement. When necessary, ORCC will work with host sites to request such authorization. If a candidate relocates using a privately owned vehicle and the car is not authorized for use on the project by CNCS, the candidate will receive the flat rate relocation allowance or the federal mileage reimbursement rate, whichever is less. For more information, please visit <http://www.nationalservice.gov/help/vistahandbook/chapter7.html>. To assist ORCC in effectively managing member relocation assistance requests, please indicate the method(s) of transportation that the VISTA Member will most likely utilize during their term of service using the organizational capacity checklist attachment.

4. Sustainability

Organizations that utilize the AmeriCorps*VISTA resource are expected to build a sustainable project that, after three years, no longer requires staffing from an AmeriCorps*VISTA Member. Projects achieve sustainability in a variety of ways: through raising funds to support a paid staff person; transitioning the work of the AmeriCorps*VISTA to other volunteers, existing staff, or students; and/or through meeting the community need outlined in the project proposal.

Describe how the site will work toward the sustainability of the proposed project. What are the lasting outcomes that will result from the infrastructure development and capacity building activities?

Describe long-range institutional plans for the areas in which the ORCC AmeriCorps*VISTA will work.

Letters of Support

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

- One letter of support from community partner identified in section I. Community Need
- One letter of support from a Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of the cash match

Other letters of support may be included with the proposal as appropriate.

5. Recruitment

ORCC and host sites will collaborate in the recruitment process. All candidates identified by ORCC member campuses as well as those identified through ORCC's national recruitment process will become part of the candidate pool. Final decisions in the selection of AmeriCorps*VISTA candidates will be made by ORCC.

ORCC Role: ORCC will post a general position description to the national AmeriCorps recruitment portal. All candidates identified through the portal will be forwarded to host sites that are a good fit with candidate interests, skills, project, populations served, etc. ORCC will interview all candidates to ensure that they have a good understanding of AmeriCorps*VISTA. ORCC interview questions will be sent to host sites before recruitment begins.

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

Please describe how your institution plans to recruit for the ORCC AmeriCorps*VISTA position, include where you will advertise, who will be involved in recruitment, populations targeted, etc. Describe how ORCC can support you in your recruitment efforts and augment your recruitment plan.

6. Attachments (limited to 10 pages)

Required

- Proposal Cover Page (p. 17, available in Word)
- Acknowledgment of AmeriCorps*VISTA Prohibited Activities (p. 18, available in Word)
- VISTA Member Assignment Description (template attached – p. 19, available in Word)
- Detailed position description (template attached – p. 20, available in Word)
- Organizational capacity checklist (checklist attached – p. 21, available in Word)
- One letter of support from community partner identified in Section III: Community Need
- One letter of support from a Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of cash match

Optional

- May include short biographies of staff, letters of support from additional key partners and stakeholders, newspaper articles, etc. May not include videotapes, books, or other large publications.

Selection Criteria

25% Supervision, training, and support of VISTA Members

25% Project design and connection to the mission of AmeriCorps*VISTA to eliminate poverty in communities

25% Identified community need and demonstrated partnerships

25% Clear assessment and evaluation plan measuring project impact on community and host site

Section IV: Submission, Notification & Acceptance Process

Letter/Email of Intent

Please send a short email or letter of your intent to apply by:

- **Friday, December 10, 2010.**

Please specify:

- Preferred date of application assistance conference call (see below)
- Number of AmeriCorps*VISTA Members that your institution will request
- Preferred due date of cash match (if April 15th date will pose a significant challenge)

Application Assistance

Application assistance sessions for the ORCC AmeriCorps*VISTA program will be held in a conference call format. All applicants are required to participate in one of the following technical assistance conference calls:

- **Thursday, January 13, 10:00 am**
- **Wednesday, January 26, 2:00 pm**

Please specify your preferred participation date in the letter/email of intent. In addition to the technical support conference calls, ORCC will be available to address specific applicant questions, as needed.

Proposal Requirements

Original applications must be typed in 12 point font, double-spaced, with one inch margins. Project narratives must not exceed 10 pages. The project narrative page limit does not include required attachments.

Please submit an original application (with ink signatures), one additional hardcopy, and an electronic copy (please provide a version in Word) must be received at the ORCC office by:

- **Friday, February 18, 2011 at 5:00PM**

Please do not place applications in folders or binders. If you are submitting an application for more than one position, please include the requested copies for each individual position.

Applications

Please don't hesitate to contact ORCC should you have any questions regarding the ORCC AmeriCorps*VISTA Program or this application.

Contact Information

Signe Bishop
Program Coordinator
Oregon Campus Compact
AmeriCorps*VISTA
signe@oregoncampuscompact.org
Phone: 503-725-8139

MAILING ADDRESS
Oregon Campus Compact
PO Box 751
Portland, OR 97207

PHYSICAL ADDRESS
(for drop off or FedEx delivery)
633 SW Montgomery
Room 210
Portland, OR 97201

EMAIL
signe@oregoncampuscompact.org
Subject: VISTA Project Proposal

FAXES WILL NOT BE ACCEPTED

Notification Date

Notification of application status will be made on or about:

- **Tuesday, March 15, 2011**

Acceptance Process

Acceptance of proposals may be contingent upon the applicant providing additional information or making revisions.

If your institution is selected, site supervisors are required to attend a site supervisor orientation.

Please mark your calendar now!

- **Tuesday, March 29, 2011**

The cash match, payable to ORCC, and the signed Memorandum of Understanding (MOU) will be due on or before:

- **Friday, April 15, 2011** (unless another date is agreed upon in advance)

Placement sites that fail to pay the cash match by the due date may be subject to reallocation of the AmeriCorps*VISTA Member. If the due date of the cash match poses a significant challenge for your institution, please contact the Program Coordinator.

Once selected as a host site, applicants will work with ORCC to recruit Members by:

- **Friday, June 24, 2011**

Members will begin serving at their host site in August of 2011. Service will end in August of 2012.

Proposal Cover Page

ORCC AmeriCorps*VISTA 2011-2012
DUE **5:00 PM on Friday, February 18, 2011**

Institution:

Site Supervisor:

Title/Department:

Mailing Address:

City/State/Zip:

Phone:

E-mail:

- We are able to provide a cash match as outlined in the RFP.
- I understand that our institution is responsible for covering host site project operating expenses (such as supervision, fingerprinting, local travel, site-specific training, at least \$150.00 for VISTA professional development, phone, office supplies, etc.) above the required cash match.

WE ARE SUBMITTING THE FOLLOWING:

- Completed cover sheet
- Narrative of 10 pages maximum, 12 pt font (not including cover sheet or required attachments)
- Acknowledgment of the AmeriCorps*VISTA Prohibited Activities
- VISTA Member Assignment Description (VMAD)
- Detailed position description
- A letter of support from community partner identified in section I. Community Need
- A letter of support from Dean, Chief Academic Officer, Student Affairs Officer, or Vice President (with copy sent to President) that verifies the commitment of cash match
- One original and one paper copy of proposal
- One copy of your proposal submitted electronically (please include a Word version)

Site Supervisor Signature:

Date:

Authorized Representative Name & Title:

(e.g. Dean, Chief Academic Officer, Student Affairs Officer, Vice President, President)

Signature:

Date:

Prohibited Activities

AmeriCorps*VISTA Members may not perform specific activities in the course of their duties, while charging time to the AmeriCorps program, nor at the request of anyone including ORCC or the host site. Furthermore, Members and staff may not engage in conduct that would associate the national program or the Corporation for National and Community Service (CNCS) with prohibited activities. Host sites must become familiar with specific provisions described in CNCS's formal regulation (45 C.F.R. 2520.30) and the grant provisions.

- Performing services or duties that have been performed by or were assigned to any:
 - Presently employed worker;
 - Employee who recently resigned or was discharged;
 - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
 - Employee who is on strike or is being locked out.
- At no time should a Member be hired to perform any work for the project station even if it is unrelated to the Member's service. Should a project station offer a full time job to a Member during his or her service year, the project station will be responsible for the full cash match as per the contract (Memorandum of Understanding).
- AmeriCorps*VISTA Member stipends cannot be supplemented nor modified monetarily.
- Participating in efforts to influence legislation, including state or local ballot initiatives, or lobbying for your program;
- Organizing a letter-writing campaign to congress;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Voter registration drives;
- Organizing or participating in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engage in religious instruction; conduct worship services; provide instruction as part of a program that includes mandatory religious instruction or worship; construct or operate facilities devoted to religious instruction or worship; maintain facilities primarily or inherently devoted to religious instruction or worship; or engage in any form of religious proselytization; or
- Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or, in general, an organization engaged in the religious activities described in the preceding bullet.

AmeriCorps Members, like other private citizens, may participate in the above listed activities on their own time, at their own expense, and at their own initiative. However, AmeriCorps Members may not wear AmeriCorps t-shirts or other service gear in such instances. For more information, refer to the AmeriCorps*VISTA Member Handbook provided to each AmeriCorps*VISTA Member at their Pre-Service Orientation, and available at: <http://www.americorps.gov/help/vistahandbook/chapter1.html>.

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

Site Supervisor Signature:

Date:

Oregon Campus Compact

VISTA Member Assignment Description (VMAD)

Host Site Name

Goal: ORCC AmeriCorps*VISTA Members will increase the capacity of university and college campuses in Oregon to address poverty through service.			
ACTIVITIES	STEPS TO COMPLETE ACTIVITIES	EXPECTED OUTCOMES	TIMELINE
<i>EXAMPLE: Coordinate campus-wide service day for Make a Difference Day.</i>	<ol style="list-style-type: none"> 1. <i>Create student planning committee, create timeline, and delegate tasks</i> 2. <i>Contact community partners to set up service projects throughout community</i> 3. <i>Promote event through press releases and posters, recruit and recognize volunteers</i> 4. <i>Evaluate success of event and create handbook for future service days</i> 	<ol style="list-style-type: none"> 1. <i>200 students will participate in the service day and will be more inclined to volunteer again</i> 2. <i>Community partners will report increased satisfaction with the partnership with the school</i> 3. <i>Infrastructure will be created so that students can coordinate the service day in future years</i> 	<i>Aug 2011 – Oct. 2011</i>
Activity 1:	1.	1.	
Activity 2:	1.	1.	
Activity 3:	1.	1.	
Activity 4:	1.	1.	
Activity 5:	1.	1.	

Yes, the VISTA Member may participate in an alternative break (overnight) trip.

No, the VISTA Member will not participate in an alternative break (overnight) trip.



ORCC AmeriCorps*VISTA Position Description

Host Site Name:

Department:

Location:

Position Title: , Oregon Campus Compact AmeriCorps*VISTA

Summary of Position:

Essential Responsibilities/Activities:

•

Marginal Responsibilities:

•

ORCC AmeriCorps*VISTA Responsibilities:

- Attend all ORCC required trainings and events
- Complete and submit all required ORCC and AmeriCorps*VISTA progress reports

Required Qualifications:

- Associates or Bachelors degree
- At least 17 years of age
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for one year (365 days)
- Ability to pass a criminal history background check

Preferred Qualifications:

- Higher education leadership experience
- Proficient in all Microsoft Office software
- Project management experience
- Event coordination experience

AmeriCorps*VISTA Benefits:

- A living allowance, dispersed bi-weekly
- An education award of \$5,550 OR a stipend of \$1,500 upon successful completion of service
- Health care
- Relocation allowance if moving more than 50 miles to serve
- Loan forbearance on qualified student loans
- Interest accrual payment on qualified student loans
- Child care (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Non-competitive eligibility for federal government service (for one year after service)

Site Specific Benefits:

•

Organizational Capacity Checklist

Overall Site Support

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

- Designated on-site supervisor
- Courtesy faculty/staff appointment (access to faculty/staff amenities: i.e. office keys, access to university vehicles, access to shared computer files, etc.)
- College ID with library privileges
- College business cards
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual college e-mail account
- Access to fax, photocopier, and printer
- Comprehensive community and host site orientation

Housing, Meal Plan, and other Assistance

Though not all colleges have residential living, whenever possible ORCC strongly encourages host sites to provide housing or housing subsidy, a meal plan, and/or subsidy of a personal expense (cell phone, internet, heat, water, etc) for the AmeriCorps*VISTA Member. This provision allows ORCC to recruit nationally for positions and assimilates the VISTA into the daily life of the community.

The Host Site is able to (please check all that apply):

- Provide housing
- Provide a housing subsidy
- Offer the Member a meal plan
- Pay/Subsidize a personal expense (cell phone, internet, heat, water, etc.)
- Offer another benefit (please describe):

- The Host Site is a nonresidential campus and/or is not able to offer housing support to the VISTA. Please see the proposal narrative for a description of how we will assist the AmeriCorps*VISTA in locating affordable housing.

AmeriCorps*VISTA Travel and Transportation Support

For Members relocating more than 50 miles to serve, the Oregon State Office of CNCS must authorize that the member may drive a car for service-related purposes before the member receives relocation transportation reimbursement. When necessary, ORCC will work with host sites to request such authorization. If a candidate relocates using a privately owned vehicle and the car is not authorized for use on the project by CNCS, the candidate will receive the flat rate relocation allowance or the federal mileage reimbursement rate, whichever is less. For more information, please visit <http://www.nationalservice.gov/help/vistahandbook/chapter7.html>.

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

- Should have a valid driver's license
- Should have access to a personal vehicle for service-related travel
- Should be willing and able to drive a site-owned vehicle for service-related travel
- Will only utilize public transportation for any service-related travel
- Other: