 **Oregon Health Authority/AmeriCorps VISTA**

**Partnership Project**

Host Site Application

VISTA Project Plan

Version: 2/27/2018

# Contents

[Applicant Information 2](#_Toc448740299)

[Key personnel 2](#_Toc448740300)

[Positions and Funding 4](#_Toc448740301)

[Project Description 5](#_Toc448740302)

[Training Your Site Will Provide 8](#_Toc448740303)

[Resources Your Site Will Provide 9](#_Toc448740304)

**Note:** The award of all VISTA resources as well as the approval of all VISTA sites and final project application is subject to the availability of funding from the Corporation for National and Community Service and approval of Federal Appropriations.

## Applicant Information

### Host organization name:

Website: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What year will this be for this VISTA project (circle one)? 1st 2nd 3rd 4th 5th**

(Note this is the year of the *project* not the number of years this site has hosted VISTAs. Example, you may have just finished one 3-year project hosting VISTAs to work on accreditation, but this year are applying to start a new 3-year project hosting VISTAs to work on community engagement.)

**What other national service resources has your site received?** Please state if your site has received or currently receives any other national service resources, including AmeriCorps, Senior Corps, and the Social Innovation Fund. If you have, please state the number of years they have received those resources.

[# of years and types of national service resources previously received]

### Commitment to supervisor orientation

Supervisor orientation is essential for a successful VISTA year and required for our program’s compliance with Federal VISTA policies. It is mandatory for new site supervisors. You are welcome to bring additional staff.

Can you commit to attend this orientation?

Date: July 18, 2018 8:30 AM – 12:00 PM

Location: Portland State Office Building, 800 NE Oregon Street, Portland, OR 97232, room 450

[ ] Yes, I will attend. [ ]  No, other date requested

## Key personnel

### Contact person(s) for this application:

Name:

Title:

Email:

Mailing address:

Phone:

### VISTA Supervisor (if different from point of contact above)

Requirements: A supervisor provides regular supervision to the VISTA. This person must be available for frequent communication to meet with the VISTA to discuss projects, goals, and actions.

Title:

Address:

Phone:

Email:

|  |  |
| --- | --- |
| Is this person a full-time or part-time staff member? | [ ]  Full-Time [ ]  Part-Time [ ]  Full-time volunteer If part-time, what percent FTE does this person work: \_\_\_\_ % |
| Where does this person regularly work (excluding occasional travel)? | [ ]  Same facility as the VISTA[ ]  Telework. Hours per week: |
| How much time do you estimate this person will spend supervising the VISTA? |  |

### Organizations, Committees and Additional Project Leads:

Please list the key committees, teams, and organizations that the VISTA member would work with.

**Organization/committee:**

Contact person and title/role:

Email:

Purpose of organization:

Involvement with the VISTA:

## Positions and Funding

### Number of VISTA applying for:

|  |  |
| --- | --- |
|  | # of AmeriCorps VISTA Members |

**What type of VISTA sponsorship can you provide? (Indicate with an “X”.)**

|  |  |
| --- | --- |
|  | **Cost share**: $17,000 (Columbia, Clackamas, Multnomah, Washington and Yamhill Counties), per VISTA for the entire year. The larger amount covers the VISTA member’s subsistence allowance. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support.  |
|  | **Cost share**: $15,000 (all other counties) per VISTA for the entire year. The larger amount covers the VISTA member’s subsistence allowance. Choose this type to greatly increase your approval by OHA and the national VISTA program. Larger organizations with significant funding are expected to provide this level of support. |
|  |  |
|  | **Subsidized**: $2,850 per VISTA for the entire year. These highly competitive positions are more heavily subsidized by the national VISTA program. These positions are intended for organizations and communities with very limited resources.  |

**How secure is the above funding? (Indicate with an “X”.)**

[ ]  Secure

[ ]  Pending.

**If pending, please briefly describe:**

##

## Project Description

### Project Focus Area(s):

[ ]  Public health system improvement (such as accreditation)

[ ]  Building healthy communities

[ ]  Health care reform (including coordinated care organizations)

[ ]  Health equity

[ ]  Vulnerable populations emergency planning

[ ]  Other/special project/new initiative (please describe succinctly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How will this VISTA position support the program’s national performance measures?**

Each OHA VISTA project must support the national VISTA program’s performance measures area. Most OHA VISTA projects address the Healthy Futures objectives, which are:

* Obesity and Food (Food Resources): Improving access to nutritious food.
* Access to Health Care: Connecting economically disadvantaged individuals to preventative and primary health care services.

Projects may also address the measures related to Economic Opportunity, Education and Veterans and Military Families, which: <http://www.nationalservice.gov/resources/performance-measurement/vista>.

Instructions: Enter your description below. No more than one paragraph please. Please be explicit.

This VISTA project will support the Healthy Futures objectives by …

[Enter text here]

**The goals of the AmeriCorps VISTA project should address helping individuals and communities out of poverty rather than focusing on making poverty more tolerable. How will having a VISTA at your organization improve your organization’s ability to transition community members out of poverty?**

Instructions: Enter your description below. No more than one paragraph please. Please be explicit.

This VISTA project will transition people out of poverty by …

[Enter text here]

**AmeriCorps VISTA achieves its mission by assigning members to organizations in order to expand the ability of those organizations to fight poverty. Members increase the capacity of organizations to better address the needs of the communities in which they serve. How will having an OHA VISTA member increase the capacity of your organization to better address the needs of the community?**

Instructions: Enter your description below. No more than one paragraph please. Please be explicit.

This VISTA project will increase our organization’s capacity by …

[Enter text here]

**Organizations must plan for the eventual phase out of AmeriCorps VISTA members and the absorption of their functions by other facets of the organization or community. AmeriCorps VISTA projects are encouraged to develop a long-term sustainability plan beginning the first year of the project’s existence. What specific organizational strategies do you plan to put in place to sustain the results of the project? What will be your plan for eventually transitioning away from VISTA resources?**

Instructions: Enter your description below. No more than one paragraph please. Please be explicit.

This VISTA project includes a plan for sustainability and local self-reliance by…

[Enter text here]

## Training

### Required On-Site Orientation and Training

**OHA provides:** The State of Oregon will offer several days of training for all the VISTA members shortly after they move to their sites. The training will include topics such as public health overview, professional email etiquette, conflict resolution, living on a VISTA budget, wellness at work, and current public health topics.

**Host sites must provide:** As part of the VISTA application process, site supervisors must provide on-site orientation to acquaint the VISTA with the site, staff, community, and position. The on-site orientation should consist of an orientation that begins as soon as the VISTA starts at the site. Each site is expected to offer additional trainings that will help the member gain the knowledge and skills needed to excel in their position. The topics included in on-site orientation may range from formal introductions in large-group settings to more informal discussions between the supervisor and VISTA. Examples include:

– Staff meetings – Tour of the facilities

– Staff in-service trainings – Informal introductions to staff

– Introduction to community partners – Overview of agency policies

### What additional Ongoing Development Opportunities (response required)

Providing professional development and training opportunities to VISTAs beyond the orientation is an important responsibility of the host sites. Below, please list and describe the opportunities that will potentially be available to the VISTA throughout the year. Examples of opportunities include both in-house staff development activities and outside work-related conferences. You must also provide a separate On-Site Orientation and Training Plan (OSOT) for the first 2-4 weeks of the member’s service, **due August 10**.

[List any additional development opportunities you expect to offer a VISTA here.]

## Resources

### Travel Reimbursement (information only)

The State of Oregon will be providing travel reimbursements for the VISTA member for any state-sponsored trainings and activities. The VISTA member will be responsible for filling out a request for reimbursement. Sites will be responsible for any training that a site supervisor and VISTA member agree upon that will benefit their service year. Sites will be responsible for VISTA travel to local and regional meetings, any locally-sponsored training, and any other project-related travel not sponsored by the state.

### Supplies/Equipment (response required)

Which of the following items will be available to the VISTA prior to their first day on-site? Please acknowledge and agree to this commitment by checking whether the VISTA’s access to each resource will be on an individual basis or shared.

|  |  |  |
| --- | --- | --- |
|  | Individual |  Shared Not Available |
| Dedicated office space | [ ]  | [ ]  [ ]   |
| Desk phone | [ ]  | [ ]  [ ]   |
| Mobile phone | [ ]  | [ ]  [ ]   |
| Voicemail | [ ]  | [ ]  [ ]   |
| Printer | [ ]  | [ ]  [ ]   |
| Fax machine | [ ]  | [ ]  [ ]   |
| Computer | [ ]  | [ ]  [ ]   |
| Internet access | [ ]  | [ ]  [ ]   |
| Email account | [ ]  | [ ]  [ ]   |
| Agency vehicle | [ ]  | [ ]  [ ]   |

[Enter additional information on supplies/equipment (optional).]

### Additional Recruitment Incentives and Subsistence Support

**VISTA is a poverty immersion program. Most VISTAs take home around $900 per month after taxes. Does your organization have the capacity to provide additional incentives, such as housing assistance, a transit pass, or other non-cash assistance?**

We strongly encourage sites to identify a valuable non-cash support in order to draw the best candidates and support a better quality of life for the VISTAs serving. Suggestions include transit passes, gas cards, grocery cards, health coverage, access to local clinics for reduced costs, gym passes, membership in local food cooperatives, access to food bank, professional development, low cost housing, or housing subsidy (must be paid directly to their landlord). While not required in the site application process, these additional incentives can increase the competitiveness of your site during the VISTA member recruitment process. If so, provide detailed information to determine if the incentives are allowable based on VISTA regulations.

**Portland-metro sites:** Be aware that nearly all VISTA sites provide VISTAs a monthly transit pass in order to offset the high cost of housing and ensure their site’s basic competitiveness in the market for candidates.

[Describe additional incentives/support here.]

### Other information for application reviewers (optional)

In addition to the above narratives, please share any other information about the goals and vision for the proposed project that you would like reviewers at OHA and the national VISTA program to know.

[Enter additional information here.]