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**Oregon Health Authority AmeriCorps VISTA Partnership Project Host Site Application**

Updated March 2023

Table of Contents

[Application Overview/Instructions 2](#_Toc131426808)

[Eligibility 2](#_Toc131426809)

[AmeriCorps VISTA Project Guidelines 2](#_Toc131426810)

[Selection Criteria 3](#_Toc131426811)

[Timeline of Key Events in Host Site Application and Recruitment 4](#_Toc131426812)

[Program Overview 5](#_Toc131426813)

[About the Oregon Health Authority AmeriCorps VISTA Partnership Project 5](#_Toc131426814)

[About AmeriCorps VISTA 5](#_Toc131426815)

[AmeriCorps VISTA COVID-19 Information 5](#_Toc131426816)

[About AmeriCorps VISTA Members 6](#_Toc131426817)

[Prohibited Activities 6](#_Toc131426818)

[Cost Outline 7](#_Toc131426819)

[Project Plan Application (Action Required) 8](#_Toc131426820)

[Host Site Information 8](#_Toc131426821)

[Key Personnel 9](#_Toc131426822)

[Number of Positions and Funding 10](#_Toc131426823)

[Project Description 10](#_Toc131426824)

[Resources and Additional Information 15](#_Toc131426825)

[Draft VISTA Assignment Description (VAD) (required with application submission) 17](#_Toc131426826)

[Instructions and Information 17](#_Toc131426827)

[Draft VAD Template 19](#_Toc131426828)

[Draft Opportunity Listing (required with application submission) 20](#_Toc131426829)

[Instructions and Information 20](#_Toc131426830)

[Draft Opportunity Listing Template 20](#_Toc131426831)

# Application Overview/Instructions

*The Oregon Health Authority (OHA) AmeriCorps VISTA Partnership Project aims to alleviate, prevent and reduce poverty by engaging new public health professionals in a year of full-time service in major public health organizations to create or expand public health systems capacity. The project aims to reduce poverty in local communities through building sustainable county- and state-wide healthy community initiatives and taking a systems-approach to ensuring health equity, community resiliency and improved health outcomes. The project addresses primarily the AmeriCorps Healthy Futures focus areas by helping build capacity to provide services to individuals in underserved communities to gain access to preventative and primary health care services.*

**Please contact us as soon as possible by email and/or phone with your intent to apply (required for all new project proposals)!**

We want to work with you on forming your application before we submit it to AmeriCorps for final approval. We offer rolling notification of provisional approval by OHA and AmeriCorps. OHA helps revise and submit applications to AmeriCorps.

***The award of all AmeriCorps VISTA resources as well as the approval of all AmeriCorps VISTA host-sites and final project application is subject to the availability of funding from AmeriCorps and approval of Federal Appropriations***.

**The initial application will include the following. Please submit all components as a Word document.**

1. Completed Project Plan
2. Completed Draft VISTA Assignment Description (VAD)
3. Completed Draft Opportunity Listing (OL)

**Continuing host sites need to complete the full application package to ensure all relevant updates can be considered.**

**Please direct all application questions and materials to:**

Caroline Tydings, OHA VISTA Project Coordinator

Email: [Caroline.d.tydings@oha.oregon.gov](mailto:Caroline.d.tydings@oha.oregon.gov)

Phone: 503-432-7574

## Eligibility

Under the national VISTA program, public, private, or faith-based nonprofit organizations, as well as, local, state, or federal agencies can become an AmeriCorps VISTA sponsor. The OHA VISTA Partnership Project focuses on local, state and tribal public health agencies, but welcomes applications from any other organization or coalition that addresses public health.

## AmeriCorps VISTA Project Guidelines

Projects are selected based on a host site’s ability to meet the following guidelines.

**Project focus**

* Work to break the cycle of poverty by addressing critical community needs for which there is limited funding.
* Be 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.
* Address the Healthy Futures priority area or have a public health focus. Only projects that meet health needs for economically disadvantaged individuals will be considered.
* The project may not include administrative duties that support general organizational goals such as clerical responsibilities, answering phones, or data entry.

**Demonstrated community need**

* Projects must demonstrate that the position provides a direct benefit valued by the community.
* The impact of service provided to the community and organization must be measurable and fit within the goals and activities of the AmeriCorps VISTA Program.

**Project plan and VAD**

* Host sites must submit a strong VISTA Assignment Description (VAD) with clear activities, tasks, and timelines.
* 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. Justification is required and heavily scrutinized by AmeriCorps.
  + Note that beyond year 1, renewals are not automatic. Sites will be re-evaluated and must re-apply each year.
  + Note that restarting a project focus does not restart the three-year cycle.

**Host site support**

* Host sites must be able to effectively recruit, onboard, train, support, and supervise the AmeriCorps VISTA Member(s).
* Host sites must be able to provide secure and timely funding for projects. (see Cost Outline below)

For more information see the [AmeriCorps VISTA Annual Program Guidance for Current and Future Sponsors](https://www.americorps.gov/sites/default/files/document/2021_09_03_FY22%20AmeriCorps%20VISTA%20Annual%20Guidance_VISTA_0.pdf).

## Selection Criteria

* Supervision, training, and support of AmeriCorps VISTA Member(s)
* Project design and connection to the goals and activities of the program according to guidelines
* Identified community need and demonstrated partnerships
* Strong VISTA Assignment Description with clear activities, tasks, and timelines
* Clear assessment and evaluation plan measuring project impact on community and host site

# Timeline of Key Events in Host Site Application and Recruitment

|  |  |  |
| --- | --- | --- |
| **August 2023 VISTA Cohort Recruitment**  **Timeline of Key Events for Host Sites** | | |
| **Date** | **Event** | **Completed By** |
| **Part I: Project Plan Review and Approval** | | |
| **3/31/2023** | AmeriCorps Host Site Recruitment Opens | OHA and AmeriCorps |
| **4/24/2023** | Last day to submit host site application with draft VISTA Assignment Description (VAD) and Opportunity Listing **Submit drafts of applications as soon as possible so the OHA team can provide assistance and submit it for early approval from the national VISTA program.** | Host Site |
| **4/24/2023- 5/8/2023** | Time to make any needed revisions to VAD and develop OL  Member Recruitment can begin as soon as the Opportunity listing and VAD are approved by the OHA leadership team and posted to the AmeriCorps portal. Early submission is encouraged. | OHA and AmeriCorps |
| **5/1/2023** | Final OL due to OHA.  Position posted (opportunity listing) to AmeriCorps Application Website <https://my.americorps.gov> |  |
| **5/8/2023** | Final VAD due to OHA | OHA and AmeriCorps |
| **Part II: AmeriCorps Member Recruitment and Selection** | | |
| **5/1/2023** | AmeriCorps member recruitment opens  Member Recruitment can earlier if the Opportunity listing and VAD are approved by the OHA leadership team. Early submission is encouraged. | OHA and AmeriCorps |
| **7/14/2023** | Deadline for member to apply | VISTA Member |
| **7/21/2023** | Enrollment Deadline: deadline to select AmeriCorps Member in portal. | Host Site, OHA, and AmeriCorps |
| **Part III: Host Site Preparation and AmeriCorps Member Start Date** | | |
| **7/10/2023** | Submit on-site orientation and training plan (OSOT) | Host Site |
| **7/31/2023**  1:00pm-4:00pm | Attend the mandatory virtual supervisor orientation on Zoom. Please register in advance:  <https://www.zoomgov.com/meeting/register/vJIsc-isqz0rHGDxthSLf8-RllxewOxpayo>  After registering, you will receive a confirmation email containing information about joining the meeting.  If you are unable to attend this meeting, please reach out to Caroline Tydings, program coordinator. | Host Site |
| **8/14/2023** | AmeriCorps Member’s **first day** of service at host site  attend mandatory AmeriCorps webinar (note: if a member does not attend the AmeriCorps webinar, they cannot enter service) | Host Site and VISTA Member |
| **9/14/2023** | Submit member work plan | Host Site |

# Program Overview

## About the Oregon Health Authority AmeriCorps VISTA Partnership Project

The Oregon Health Authority (OHA) AmeriCorps VISTA Partnership Project aims to alleviate, prevent and reduce poverty by engaging new public health professionals in a year of full-time service in major public health organizations to create or expand public health systems capacity. The project aims to reduce poverty in local communities through building sustainable county- and state-wide healthy community initiatives and taking a systems-approach to ensuring health equity, community resiliency and improved health outcomes. The project addresses primarily the Healthy Futures AmeriCorps focus areas by helping build capacity to provide services to individuals in underserved communities to gain access to preventative and primary health care services.

The Oregon Health Authority is an AmeriCorps VISTA sponsor. An AmeriCorps VISTA Sponsor is a nonprofit organization, government agency, or Native American Tribal organization that applies for and receives an award to place AmeriCorps VISTA members, and in limited cases, receives VISTA grant funds. Sponsors design, operate, and direct the project, recruit and supervise AmeriCorps VISTA members, and provide the necessary administrative support to achieve the goals of the project. Sponsors develop and implement projects with meaningful involvement of the low-income communities to be served.

## About AmeriCorps VISTA

Founded in 1965, Volunteers in Service to America (VISTA) is a federal anti-poverty national service program designed to provide resources to nonprofit organizations and public agencies to address poverty and poverty-related problems in the United States. In 1993, VISTA was incorporated into the AmeriCorps network of national service programs. AmeriCorps VISTA supports efforts to address poverty by providing opportunities for Americans, 18 years of age and older, from a diverse range of backgrounds, to dedicate a year of full-time service with a sponsoring organization (“sponsor”) on a project that will create or expand programs designed to empower individuals and communities in overcoming poverty.

AmeriCorps provides funds to local and national organizations and agencies committed to using national service to address critical community needs. An AmeriCorps VISTA project refers to a set of activities, as set forth in a project application, for which a federal award of VISTA resources is made. An AmeriCorps VISTA project is operated and overseen by, and the responsibility of, a sponsor. The duration of projects varies, but typically lasts for three to four years. Projects are carried out by AmeriCorps VISTA members placed at project sites.

OHA AmeriCorps VISTA slots are primarily addressing the AmeriCorps priority area of Healthy Futures through capacity building but will also consider proposals addressing the other focus areas if they have a strong tie to public health. The other AmeriCorps focus areas are: disaster services, economic opportunity, education, environmental stewardship, and veterans and military families**.** Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

## AmeriCorps VISTA COVID-19 Information

AmeriCorps VISTA members follow national AmeriCorps policies related to COVID-19 situations, see the link here for more information: <https://americorps.gov/coronavirus/americorps-vista-questions>.

**Teleservice:** AmeriCorps has determined that providing VISTA members the option to teleserve, up to and including full time, as needed, is necessary and appropriate support. Until further notice from AmeriCorps, AmeriCorps VISTA members may teleserve, up to and including full time, as needed and until it is appropriate to return to site full time. AmeriCorps VISTA members may teleserve full time and may do so immediately upon starting service, in consultation with the member’s supervisor at the VISTA project. Members should plan to relocate to the community of their host site during their service year. In carrying out such agreements, OHA and the host site must ensure the following with regards to AmeriCorps VISTA members who teleserve:

* Teleservice Capabilities: For AmeriCorps VISTA members who will be teleserving, sponsors/supervisors must ensure they have proper equipment, workspace, and capabilities to teleserve on a full-time basis.
* Orientation and Training Plans: Consistent with the Memorandum of Agreement, sponsors and host-sites are responsible for providing members with an Orientation and Training plan to ensure members get to know the organization and the community sufficiently enough to serve them well.
* Teleservice Agreements: Teleserving AmeriCorps VISTA members must have completed a teleservice agreement that has been submitted by the sponsor to the State or Regional Office. OHA will manage this process during onboarding.
* Daily Supervision: Sponsors and must also provide supervision to all assigned AmeriCorps VISTA members on a daily basis. If AmeriCorps VISTA members are placed at sites, the sponsor shall ensure that each site organization provides daily supervision and support.

## About AmeriCorps VISTA Members

**Age requirements**

AmeriCorps VISTA members must be 18 years and older. OHA and host sites can set their own age and education requirements (OHA AmeriCorps VISTA members are typically at least age 21 with bachelor’s level education).

**AmeriCorps VISTA member benefits**

* The national AmeriCorps VISTA program provides a relocation allowance, poverty level stipend paid bi-weekly, basic health benefits, post-service education award or stipend, student loan forbearance or deferment for qualified federal loans, childcare benefits and one year of noncompetitive status for federal government jobs. More can be found at the link here: <https://americorps.gov/members-volunteers/vista/benefits>
* OHA provides professional development, travel (pending COVID) and regular support
* Host sites are encouraged to provide additional benefits during the year, especially in hard to recruit areas. *Note: Host sites in the Portland metro area are required to provide transportation support in the form of TriMet passes or gas cards.*
* Upon successful completion of the service term, Members are eligible to receive a $6,495 Segal AmeriCorps Education Award OR a $1,800 end-of-year stipend. Loan forbearance and interest accrual payment on qualified student loans are available.

**AmeriCorps VISTA member selection process**

OHA provides primary recruitment and applicant vetting. Host sites select candidates to interview, participate in all interviews and make final selection of their candidate. OHA will make a formal offer and AmeriCorps officially hires member. OHA coordinates onboarding and relocation with AmeriCorps.

## 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 OHA or the host site. Furthermore, Members and staff may not engage in conduct that would associate the national program or AmeriCorps with prohibited activities. Host sites must become familiar with specific provisions described in AmeriCorps’ formal regulation and the grant provisions.

While charging time to the AmeriCorps VISTA program, accumulating service or training hours, or otherwise performing activities supported by AmeriCorps, staff and Members may not engage in the following activities (see [45 CFR § 2520.65](http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)):

* Attempting to influence legislation;
* Organizing or engaging in protests, petitions, boycotts, or strikes;
* Assisting, promoting, or deterring union organizing;
* Impairing existing contracts for services or collective bargaining agreements;
* 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;
* Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
* Providing a direct benefit to:
  + A business organized for profit;
  + A labor union;
  + A partisan political organization;
  + A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  + An organization engaged in the religious activities described in paragraph g. above, unless AmeriCorps assistance is not used to support those religious activities;
* Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
* Providing abortion services or referrals for receipt of such services; and
* Such other activities as AmeriCorps may prohibit.

AmeriCorps VISTA Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

## Cost Outline

The cost of an OHA AmeriCorps VISTA member varies by county and type of host site. Costs are primarily calculated based on the AmeriCorps VISTA living allowance rate, which varies according to the federal poverty rate in the area where members serve (For more information, see Living Allowance Rates by County at the link here: <https://americorps.gov/sites/default/files/document/FY22-County-Living-Allowance-Rates-VISTA.pdf>). AmeriCorps VISTA living allowance rates are higher in Columbia, Clackamas, Multnomah, Washington, and Yamhill Counties.

The OHA AmeriCorps VISTA Partnership Project offers 3 cost options; all options include the basic Site Support Payment (SSP) which covers program costs including but not limited to training, professional development, and program staff salary:

* **Cost share - $23,891 (Columbia, Clackamas, Multnomah, Washington, and Yamhill Counties), per member for the entire year**. The larger amount covers the member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national AmeriCorps VISTA program. Larger organizations with significant funding are expected to provide this level of support.
* **Cost share - $20,851 (all other counties) per member for the entire year**. The larger amount covers the member’s subsistence allowance and the SSP. Choose this type to greatly increase your approval by OHA and the national AmeriCorps VISTA program. Larger organizations with significant funding are expected to provide this level of support.
* **Subsidized - $3,250 per member for the entire year**. These highly competitive positions are more heavily subsidized by the national AmeriCorps VISTA program. These positions are intended for organizations and communities with very limited resources. This amount is considered the basic SSP that is described above.

# Project Plan Application (Action Required)

## Host Site Information

**Basic Information (required)**

**Host Site Name (required)**:

**Website (required)**:

**EIN (required):**

**Please specify any member age and education requirements beyond the National Requirement of 18 years.**

*The National AmeriCorps age requirement is 18 years and older. OHA and host sites can set their own age and education requirements (commonly age 21 with bachelor’s level education).*

**Age**:

**Education level**:

**What other national service resources has your site received? (required only if applicable)**

*Complete this section if your site has previously received or currently receives any other national service resources (including AmeriCorps or Senior Corps).*

**Number of years**:

**Type of national service resources received**:

**Number of years**:

**Type of national service resources received**:

**Can you commit to attend this orientation? (required)**

*Supervisor orientation is essential for a successful AmeriCorps VISTA year and required for our program’s compliance with Federal AmeriCorps policies. It is mandatory for new site supervisors. You are encouraged to invite additional staff, partners, and stakeholders.*

Date: **July 31, 2023, 1:00pm-4:00pm**

Location: <https://www.zoomgov.com/meeting/register/vJIsc-isqz0rHGDxthSLf8-RllxewOxpayo>

***Please register in advance. Please share with anyone who will be working with the Member.***

Yes, I will attend  No, other date requested

All projects must:

* Work to break the cycle of poverty by addressing critical community needs for which there is limited funding.
* Be a capacity-building role for the entire term of service.
* Primarily address the Healthy Futures AMERICORPS priority area or have a public health focus. Only projects that meet health needs for economically disadvantaged individuals will be considered.

## Key Personnel

**Contact information for this application (required)**

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**Should this person be included in VISTA recruitment emails (application review, interview panel, etc.)? Yes or No**

**VISTA Supervisor contact information (required if different from contact person listed above)**

*A supervisor provides regular supervision to the Member. This person must be available for frequent communication to meet with the Member to discuss projects, goals, and actions. Please note: this person does not have to be a manager/supervisor in their day-to-day role, but can be someone who has the maturity, skillset and availability to guide, coach and mentor the Member through their project. It will be assumed this person is the main point of contact for VISTA recruitment emails (applications, interview panel, etc.) unless otherwise communicated.*

**Name**:

**Title**:

**Email**:

**Mailing address**:

**Phone**:

**VISTA Supervisor schedule information (required)**

*A supervisor should be available to adequately provide management, training, direction, and support to the Member.*

|  |  |
| --- | --- |
| **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 Member  Telework. Hours per week: |
| **How much time do you estimate this person will spend supervising the Member?** | [Hours or percentage estimate] |

**Organizations, Committees and Additional Project Leads (required)**

*Please list the key committees, teams, and organizations that the Member would work with.*

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

**Organization/committee**:

**Contact person and title/role**:

**Email**:

**Purpose of organization**:

**Involvement with the Member**:

## Number of Positions and Funding

**Number of AmeriCorps VISTA Members (required)**

|  |  |
| --- | --- |
|  | # of AmeriCorps VISTA Members applying for |

**What type of VISTA sponsorship can you provide? (required)**

*Check one.*

**Cost share - $23,891 (Columbia, Clackamas, Multnomah, Washington, and Yamhill Counties), per for the entire year**. The larger amount covers the member’s subsistence allowance and the SSP. 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 - $20,851 (all other counties) per member for the entire year**. The larger amount covers the member’s subsistence allowance and the SSP. 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 - $3,250 per member 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. This amount is considered the Site Support Payment (SSP) and covers program costs including but not limited to training, professional development and program staff salary.

**How secure is the above funding? (required)**

*Check one.*

Secure

Pending

[If pending, please give more details here.]

## Project Description

**VISTA projects generally have two main conceptual components: (1) to build the capacity of programs and organizations that (2) help individuals and communities out of poverty.**

**Project Focus Area(s) (required)**

*Check at least one.*

COVID-19 pandemic

Public health system improvement (such as accreditation/reaccreditation)

Building healthy communities (chronic disease prevention, Medical Reserve Corps, wellness initiatives)

Food security

Health equity

Vulnerable populations emergency planning

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

**How will this AmeriCorps position support the program’s national performance measures? (required)**

Each OHA AmeriCorps VISTA project must support the national VISTA program’s performance measures area for Healthy Futures:

* Access to Health Care: Connecting economically disadvantaged individuals to primary and preventative health care through public health system improvement (quality improvement, accreditation); health equity; building healthy communities; COVID response and recovery; population-specific interventions; or special public health projects.

*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]

**How will having an AmeriCorps VISTA member at your organization improve your organization’s ability to transition community members out of poverty? (required)**

*The goals of the AmeriCorps VISTA project should address helping individuals and communities out of poverty rather than focusing on making poverty more tolerable.*

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

This VISTA project will transition people out of poverty or break the cycle of poverty by…

[Enter text here]

**How will having an OHA AmeriCorps VISTA member increase the capacity of your organization to better address the needs of the community? (required)**

*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.*

*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]

**We need to understand what capacity-building aspects you have in mind for this project. AmeriCorps 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.* (required)**

**For this project, what is your capacity building goal? Choose one of the following capacity goals that best reflects your intent at this site (please only select one):**

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.

Effectiveness: You aim to increase your organization’s or program’s ability to achieve better outcomes for beneficiaries.

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.

Leveraged resources: You aim to increase your organization’s or program’s ability to generate additional resources of asssets, such as funding, volunteers, in-kind support, and partnerships.

**What are some of the anticipated service activities for this project? This will help you write the VISTA Assignment Description in the next section as well as ensure we report our performance measures appropriately to AmeriCorps. Select all that apply. VISTA projects are not limited to the service activities below, but should include at least one. (required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Select all that apply** | **Service Activity** | **Description** | **Examples of VISTA Activities** |
|  | Community Assessment | Environmental scan of community context and need | – Help design a community assessment plan – Help complete a survey of neighborhood or a report of need/recommendations based on findings – Help incorporate into program service delivery – Help update community assessment to monitor the most pressing community challenges |
|  | Community awareness and engagement | Expand community knowledge and support of the program effort | – Help complete a public relations media plan – Help conduct community outreach or organizing meetings – Help develop presentations, newspaper articles and PSAs |
|  | Expand/strengthen partnerships/networks | 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 | – Identify potential collaborators and plan informational meetings – Help improve communication about community projects among partner organizations – Help establish intra-organization systems (e.g., linked database, common forms) – Help develop commitments among collaborators to the project and formalize partnerships, e.g., MOUs, budgets |
|  | Financial resources | Develop/expand a diversified funding stream | – Develop fundraising plan – Recruit fundraising committee – Help establish fundraising unit – Identify resources for fundraising – Help develop capital campaign or approach donors – Draft and submit proposals – Plan ongoing fundraising |
|  | Material development | Improvement or expansion of materials that support programming (e.g., toolkits, curricula, worksheets) | – Assess current materials – Develop or modify materials to strengthen programming – Develop and/or training materials – Develop manuals – Train staff in the use of newly developed materials |
|  | Outreach | Participant recruitment | – Develop an outreach plan for target beneficiaries/ participants – Help ensure program is relevant to potential participants – Develop/improve presentations, communication tools and methods of conducting outreach to potential participants |
|  | Performance measurement | Assessing results of program offerings | – Help develop or improve a performance management system for the anti-poverty programming – Help train staff to use performance management system routinely to continually improve measures – Help staff use findings from performance measurement efforts to inform improvements of existing and new program offerings |
|  | Program development and delivery | Improvement or expansion | – Help expand existing program or develop new program design – Help implementation of new/expanded program |
|  | Technology use | Develop systems for organizational effectiveness | – Develop, pilot, revise database (volunteer, client) or internal or external knowledge management system – Develop social media tools – Pilot new tools – Train staff to do updates and maintain database or knowledge management system – Develop ongoing staff/volunteer/community technology resource |
|  | Volunteer recruitment and management system | Establish or expand pool of volunteers to assist with service delivery | – Help organization and other stakeholders recognize need for and use of volunteers – Help clarify volunteer roles – Develop volunteer generation plan – Develop partnerships for recruiting volunteers – Develop volunteer unit, volunteer manual/training/curriculum – Recruit/manage volunteers – Develop/pilot volunteer training – Develop volunteer intake/tracking/recognition system – Train staff to manage volunteer plan – Resource plan for ongoing support of systems (recognition, training, supervision) |

**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 AmeriCorps VISTA resources? (required)**

*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.*

*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 Information**

* **OHA provides**: The State of Oregon/Oregon Health Authority will offer several days of training for all OHA AmeriCorps VISTA members during their first month of service. The training will include topics such as public health overview, professional email etiquette, conflict resolution, living on an AmeriCorps budget, wellness at work, cultural competency, and current public health topics.
* **Host sites must provide**: As part of the member application process, site supervisors must provide on-site/virtual orientation to acquaint the member with the site, staff, community, and position. The orientation should consist of an orientation that begins as soon as the member 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. An on-site orientating and training plan (OSOT) is required by AmeriCorps and is due after project approval (see below for more information). The topics included in orientation may range from formal introductions in large-group settings to more informal discussions between the supervisor and member. Examples include:
  + Staff meetings
  + Staff in-service trainings
  + Introduction to community partners
  + Tour of the facilities
  + Informal introductions to staff
  + Overview of agency policies
* *If your project is approved*, you must submit an On-site Orientation and Training plan (OSOT) 30 days before the first day of service. The primary purpose is to introduce the member to your organization, the community and the goals and operation of the AmeriCorps VISTA project. It should also provide the member with the basic skills and knowledge they will need to get started on the project. The OSOT is due to OHA **July 10, 2023.**You will receive access to templates and more information upon project approval.

**What additional Ongoing Development Opportunities? (optional)**

*Providing professional development and training opportunities to members 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 member throughout the year. Examples of opportunities includeh in-house staff development activities, outside work-related conferences, and available PD funds to support the member.*

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

## Resources and Additional Information

**Travel Reimbursement Information**

Pending safety and travel restrictions due to the COVID-19 pandemic, the State of Oregon provides travel reimbursements for the Member for any state-sponsored trainings and activities. The Member will be responsible for filling out a request for reimbursement. Sites will be responsible for any training that a site supervisor and AmeriCorps member agree upon that will benefit their service year. Sites will be responsible for member travel to local and regional meetings, any locally sponsored training, and any other project-related travel not sponsored by the state.

**COVID-19 Vaccine (response required)**

Members are expected to comply with the COVID-19 vaccination policy established by their grantee, sponsor, or subsite. Please indicate below if your organization will be requiring volunteers/contractors/AmeriCorps members to be vaccinated so that we can communicate expectations during the recruitment process.

|  |  |
| --- | --- |
| Yes | No |
|  |  |

**Supplies and Equipment (response required)**

*Which of the following items will be available to the member prior to their first day on-site? Please acknowledge and agree to this commitment by checking whether the member’s access to each resource will be on an individual basis or shared. Please ensure that your organization is prepared to set up necessary supplies and equipment for the member in a timely manner. Sites should consider additional incentives such as internet and electricity subsidies, internet hot spot, office supplies like pens, notebooks, whiteboard/dry erase, etc. Use page 13 to comment on how the member should expect to work (remotely, in office, or hybrid).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Individual | Shared | Not Available/Not applicable |
| Dedicated office space (if applicable) |  |  |  |
| Desk phone (if applicable) |  |  |  |
| Mobile/cell phone |  |  |  |
| Voicemail |  |  |  |
| Printer |  |  |  |
| Fax machine |  |  |  |
| Computer |  |  |  |
| Internet access |  |  |  |
| Email account |  |  |  |
| Agency vehicle |  |  |  |

**Additional Recruitment Incentives and Subsistence Support (optional but recommended)**

*AmeriCorps VISTA is a poverty immersion program. Most members take home around $1000-$1200 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 members 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 utility or housing subsidy (must be paid directly to their leaseholder, agency, or utility company). While not required in the site application process, these additional incentives can increase the competitiveness of your site during the member recruitment process. If so, provide detailed information to determine if the incentives are allowable based on AmeriCorps VISTA regulations.*

*\*\*Portland-metro sites are* ***required*** *to provide members a monthly TriMet 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.]

**Additional information for application reviewers (response required)**

*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 AmeriCorps VISTA program to know. Please comment on if the member will be working remotely, in the office, or a combination.*

[Enter additional information here.]

# Draft VISTA Assignment Description (VAD) (required with application submission)

## Instructions and Information

**About the VAD**

A VISTA Assignment Description, or VAD, details the activities an AmeriCorps VISTA member will perform during their year of service. Think of it like a job description but keep in mind that AmeriCorps is not a job, it is a year of service. The VAD is the document that AmeriCorps) reviews and, if approved, retains to track the status and development of VISTA projects. It is provided to members to guide their progress throughout the year and present quantitative and qualitative measures for performance evaluation. It short, it is the most important part of your application.

The audience for the VAD is the federal government (AmeriCorps), the AmeriCorps VISTA applicant, and OHA. Please remain concise, formal and professional. Sentences must be complete, direct and short. Avoid the passive voice. Check spelling for correctness and avoid acronyms and jargon.

**Goals Section**

The goal section of the VAD is the same for every OHA AmeriCorps VISTA: The OHA AmeriCorps VISTA project aims to reduce poverty in local communities through building sustainable county-wide wellness initiatives and taking a systems-approach to creating healthy communities. The project aims for health equity, access to care, and community resiliency for economically disadvantaged residents of Oregon.

**Objectives**

Objectives articulate what the member will achieve during the assignment. There should be multiple objectives on a VAD and each objective should bridge the goal statement and member activities in 2-3 sentences. Objectives should include: what will be achieved, dates for completion (be as specific as possible - monthly, quarterly, etc.), how it relates to poverty, and bridge the goal statement with the member activities. Specific date ranges are helpful for project check ins, milestones and accountability purposes.

**Activities**

Activities follow the objectives and specifically identify what the member will be doing. They help give the member ownership of the project. Each activity sentence should begin with active verbs. Activities should be clear and specific and should avoid too much detail and limited use of acronyms and jargon.

AmeriCorps VISTA projects are not permitted to be purely administrative or support. The word “work” or any of its conjugates should never be used in the verb form to describe the member’s activities. The member cannot ‘work’ on a goal because members don’t perform work, they perform service. A member may not be referred to as a worker, intern, employee, staff member, or similar. AmeriCorps VISTA members must be referred to as AmeriCorps member or volunteer.

**Prohibited activities**

Refer to prohibited activities above or see [VISTA member prohibited activities](https://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf).

|  |  |  |
| --- | --- | --- |
|  | **Examples of Inappropriate words or phrases** | **Examples of Appropriate words or phrases** |
| **When referring to a task** | Work, lobby, manage | Create, develop, expand, broaden, establish |
| **When referring to VISTA** | Worker, employee, intern, staff member | AmeriCorps VISTA member, AmeriCorps member, volunteer, member |

**Example VAD Objectives**

Use the following objectives and member activities as a reference when completing the draft VAD below. Please contact Danielle Brown (contact information above) if you have questions! There are resources for writing VADs available at <https://www.oregon.gov/oha/PH/PREPAREDNESS/SERV-OR/Pages/Vistahostavista.aspx>.

|  |
| --- |
| **Objective of the Assignment *(Period of Performance: 10/2023 - 3/2024)***  Develop a variety of outreach methods that will be used to gather information from EOCCO members and other people living in poverty about how COVID-19 has impacted their lives, as well as their suggestions about how Lake County, Lake Health District, and other entities can better support them in future crises. The member will work with local and regional partners to determine the most effective outreach methods and ensure each method is implemented.  **Member Activity:**   1. Identify barriers to EOCCO member involvement with EOCCO outreach coordinator and Lake County Local Community Advisory Council (LCAC) members. 2. With the outreach coordinator and LCAC, brainstorm creative methods to overcome these hurdles. 3. With the outreach coordinator and LCAC, incorporate ideas from brainstorming sessions to determine outreach methods that will most effectively reach EOCCO members and convince them that answering the questions will provide valuable information that will be used in preparedness planning. 4. Implement the various outreach methods (e.g. post surveys online, develop script for phone interviews, mail surveys, etc.) 5. Recruit LCAC volunteers to assist with outreach efforts. |

## Draft VAD Template

*Use the below template to complete a draft VAD for your AmeriCorps VISTA project. Complete all sections with red font. After your project is approved by OHA, you will receive requests for additional edits before the final VAD is submitted for AmeriCorps approval.*

|  |
| --- |
| **VISTA Title:** Title for VISTA (*example: Healthy Futures Coordinator VISTA)* |
| **Sponsoring Organization:** State of Oregon-OHA-Public Health Division  **Project Name:** Oregon Public Health Partnership |
| **Site Name:** Host Site Name |
| **Focus Area(s)**  **Primary:** Healthy Futures (required for all OHA VISTA Partnership Projects)  **Secondary (optional):**  Disaster services  Economic opportunity  Education  Environmental Stewardship  Veteran and Military Families |

|  |
| --- |
| **Goal of the Project (same for all OHA VISTA sites):** The OHA AmeriCorps VISTA project aims to reduce poverty in local communities through building sustainable county-wide wellness initiatives and taking a systems-approach to creating healthy communities. The project aims for health equity, access to care, and community resiliency for economically disadvantaged residents of Oregon. |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |
| **Objective of the Assignment *(Period of Performance: mm/yyyy - mm/yyyy)***  [State objective here]  **Member Activity:** |

## Draft Opportunity Listing (required with application submission)

## Instructions and Information

The opportunity listing is the text that OHA and AmeriCorps will utilize to advertise the position on the national database of AmeriCorps positions and is what applicants will be viewing when applying for the position. The position description is often the first encounter an applicant will have with your organization. It is essential that the position description is clear, honest and compelling so that you can recruit a good match. ***Please follow the designated character count (which includes spaces).***

## Draft Opportunity Listing Template

Please complete the following information:  
**Host organization name**

**AmeriCorps VISTA Member Job Title (60 characters or less)**

*Example: “Health Equity VISTA”. Must be 60 characters or less.*

**Program Description Summary (200 characters or less)**

*Give a brief two (2) line description of the program following the template below. The entire program description summary must be 200 characters or less.*

Join Oregon’s statewide public health AmeriCorps team to build healthy communities and your career! Lead [SUMMARY] in ­­­­­­­[CITY].

**Additional incentives to advertise during recruitment (optional but recommended; from page 14 of project plan)**

[Describe additional incentives/support here.]

**Member Duties (1000 characters or less)**

*What will the AmeriCorps VISTA member do? Use* ***plain language*** *with limited jargon. Audience includes non-public health reviewers and applicants with limited public health experience. Be concise and use numbered or bulleted lists of key objectives/projects that also appear in the VISTA Assignment Description. You may also include desired skills and qualifications in this section such as required language and desired soft and/or hard skills. Positions are listed on the AmeriCorps website at the link here:* [*https://my.americorps.gov*](https://my.americorps.gov)*.*

*Please note the eligibility requirements for AmeriCorps VISTA is 18 years or older, pass a national service criminal history check, and hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (ie Green Card), and persons legally residing within a state which includes refugee, asylee, temporary protected status throughout VISTA service, and holding DACA status. The Oregon Health Authority AmeriCorps VISTA Partnership Project prefers candidates hold a minimum of a bachelor’s degree however we recognize that higher education is a privilege and will substitute relevant work experience.*

***Member duties must be 1000 characters or less.***

|  |
| --- |
| [INSERT MEMBER DUTIES HERE] |

**Program Description**

*Explain who you are, what you do, who you serve. Explain how it alleviates poverty and serves low-income community members. Use plain language with limited jargon and spell out acronyms. Audience includes non-public health reviewers and applicants with limited public health experience. Be sure to Include the joys of living in your town. Include what skills and traits applicants should have to understand if they are the best match for the position; consider stating what a successful candidate brings. (Follow the template below. The first and last paragraph are included in all OHA position listings).*

***Entire program description must be 2000 characters or less including the required text about the OHA VISTA program.***

|  |
| --- |
| This position joins the Oregon Health Authority’s statewide AmeriCorps VISTA team. In addition to activities at your individual site, each member receives additional orientation, training throughout the year, team retreats and meetings, and the support of the team leaders and project director based at the state public health agency. For more information about the Oregon Health Authority AmeriCorps Project, please visit: <http://healthoregon.org/vista>. Selections are made on a rolling basis and early applications are strongly encouraged.  [INSERT YOUR PROGRAM DESCRIPTION HERE]  With the innovative public health work happening in Oregon, [NAME OF CITY] is a wonderful place to explore a future in public health. |