



# **SerVermont AmeriCorps VISTA**

## **REQUEST FOR PROPOSALS**

Program Year 2017-2018

Letter of Intent Deadline:  
February 6, 2017, 5:00 PM

Application Deadline:  
February 24, 2017, 5:00 PM

SerVermont

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[servermont.vermont.gov](http://servermont.vermont.gov)

## ABOUT SERVERMONT

SerVermont's mission is to promote, support, and recognize volunteerism and community service throughout Vermont. SerVermont administers the federally funded AmeriCorps State program, sponsors and manages an AmeriCorps VISTA program, manages volunteers in disasters, and works with other national service and local partners to address pressing challenges in Vermont through service. SerVermont was established by Executive Order 05-98 on November 30, 1993 by Governor Howard Dean. The Governor appoints up to 25 individuals to serve three year terms as members of the SerVermont Commission. Through all streams of service (AmeriCorps State, National, VISTA, and NCCC, as well as Senior Corps) CNCS supports approximately 2,900 people of all ages and backgrounds serving in Vermont at over 500 locations.

## VISTA UMBRELLA PROJECT

AmeriCorps VISTA members are made available through SerVermont by a VISTA Supervision Grant from the Corporation for National and Community Service (CNCS), the federal agency that oversees National Service, including AmeriCorps. SerVermont administers the VISTA Umbrella Project on behalf of CNCS. The statewide SerVermont VISTA project seeks to end poverty in Vermont by building capacity in organizations that address homelessness, provide educational opportunity to low-income youth, fight hunger, and provide nutrition education.

Every VISTA Project Host Site must fall within the **VISTA Programming Framework**:

- ❖ **Anti-Poverty Focus** - As previously noted, by law, the purpose of VISTA is to support efforts to fight poverty. The goal of every project must be to help individuals and communities move out of poverty, not simply make poverty more tolerable. The project should focus on long-term solutions rather than short-term services.
- ❖ **Community Empowerment** - Potential and current VISTA project sponsors must ensure that their project engages residents of the low-income community in planning, developing, implementing, and evaluating the project. The project must be responsive and relevant to the lives of the community residents, and should tap into inherent community assets, strengths, and resources.
- ❖ **Sustainable Solutions** - As originally designated in the Domestic Volunteer Service Act and reinforced in the Serve America Act, VISTA members are a short-term resource who serve to build the long-term sustainability of anti-poverty programs. All VISTA projects should be developed with a goal to phase-out the need for VISTA members and

strengthen the ability of the project to continue without them. VISTA projects typically last three years, occasionally longer. From the beginning of the project planning process, the sponsor and community must think about how to use the VISTA project to phase in other resources and systems to replace the VISTA resource.

- ❖ **Capacity Building** - Through activities such as fundraising, establishment of volunteer recruitment and management systems, community outreach, and partnership development, VISTAs help sponsors achieve lasting solutions to poverty. In order to build capacity, **VISTAs do not perform direct service**. Direct service is defined as activities that immediately address individual clients' needs and these activities are usually focused on short term goals. Ideally, VISTAs work themselves out of a job and create systems that remain long after their service ends.

Furthermore, VISTAs are prohibited from engaging in activities that would supplant the tasks of or displace paid staff, contractors, or existing volunteers. This includes activities related to the development and management of other Corporation grants and programs.

Every **VISTA Assignment Description** must be guided by one or more of the following objectives:

1. To expand the capacity of communities to develop and sustain effective programs that address various issues related to poverty (eg. housing, economic development, education)
2. To strengthen the operating systems of programs that support individuals and families facing poverty related obstacles in their lives (e.g., build volunteer systems, design data systems, institute program documentation procedures, refine program operating systems, improve the quality of services, etc.)
3. To increase financial and in-kind resources available to programs that support individuals and families facing poverty related obstacles in their lives.
4. To increase community participation in programs with a special focus on meeting the needs of individuals and families facing poverty related obstacles in their lives.
5. To increase the coordination between poverty-focused programs and other appropriate community services.
6. To increase community commitment to and involvement in programs that support individuals and families facing poverty related obstacles in their lives.

| SerVermont AmeriCorps VISTA Priority Areas |                            |   |
|--|----------------------------|---|
| Focus Area                                 | Objective                  | Programming Area  |
| Economic Opportunity                       | Financial Literacy         | Providing financial services-related assistance to economically disadvantaged people to improve their financial literacy.   |
|  | Housing                    | Providing housing-related assistance to economically disadvantaged people to improve their housing situation.   |
|  | Employment                 | Providing employment-related assistance to economically disadvantaged people.   |
| Healthy Futures                            | Obesity and Food Resources | Providing services to individuals in underserved communities to gain access to food resources   |
|  | Access to Health Care      | Providing services to individuals in underserved community to gain access to preventative and primary health care services.   |
| Veterans & Military Families               | Veterans Served            | Providing services to low-income veterans, veterans' family members, family members of active duty military, and military service members.  |
| Education                                  | School Readiness           | Providing services for children living in poverty to make gains in school readiness in terms of social and/or emotional development, in terms of literacy skills, and in terms of numeracy (math) skills. |
|  | K-12 Success               | Providing services to students living in poverty to improve academic performance and engagement.  |
|  | Post-Secondary Success     | Providing services to students living in poverty to increase enrollment in a post-secondary institution, or to receive a vocational or technical certificate.   |

**SINGLE POINT OF CONTACT**

SerVermont’s single point of contact for this competition is Robyn Baylor, VISTA Program Director. Robyn can be reached at (802) 760-8208 and/or [robyn.baylor@vermont.gov](mailto:robyn.baylor@vermont.gov)

**REQUEST FOR PROPOSALS**

SerVermont announces the availability of AmeriCorps VISTA members for new or existing host sites through a state competition for the 2017-2018 AmeriCorps VISTA program year. SerVermont administers an annual Request for Proposals (RFP) process to determine where AmeriCorps VISTA members will be placed in the upcoming program year.

Any eligible applicant seeking to apply for an AmeriCorps VISTA member(s) through the SerVermont VISTA Umbrella Project must respond to this RFP and all related deadlines.

### **ELIGIBLE APPLICANTS**

Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within Vermont (e.g., cities, counties); labor organizations; partnerships and consortia; and Tribes.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this RFP, and related CNCS documents. Organizations described in section 501 (c)(4) of the Internal Revenue code of 1986, that engage in lobbying activities are not eligible to apply.

### **SCOPE OF SERVICES**

Successful applicants will be expected to host an AmeriCorps as proposed in compliance with all applicable rules and regulations at both the federal and state level.

SerVermont AmeriCorps VISTA Host Sites must:

- a) Pay a cost-share and training and technical assistance fee to SerVermont. First year sites pay \$6,000 and the amount increases by \$1,000 each year not to exceed \$8,000.
- b) Read, maintain copies of, and follow the law, regulations, and policies governing the AmeriCorps\*VISTA program of the Corporation as stated in the VISTA Supervisor's Manual (provided by The Corporation at <http://vistacampus.org/>, or by the State upon request) and follow all policies instituted by the State.
- c) Develop an acceptable VISTA Assignment Description (VAD) for the AmeriCorps\*VISTA member on the form provided by the State for approval prior to assignment of an AmeriCorps\*VISTA member. The VAD will set forth the activities and tasks that the member will focus on during service. To add tasks or alter the VAD, the Project Site will need to get written permission from the State. (See also 2.w.)
- d) Facilitate AmeriCorps\*VISTA member selection by disseminating advertisements to local media, interviewing prospective applicants, contacting applicant references, selecting appropriate applicant, and ensuring that a complete AmeriCorps\*VISTA application is received by the State by the required date.
- e) Select a Site Supervisor for approval by the State; ensure that the Site Supervisor, prior

to assuming supervisory duties, attends an orientation facilitated by the State; ensure that the Site Supervisor selects an appropriate designee to perform required duties if the Site Supervisor is not available; and inform the State immediately if the Site Supervisor changes and make sure that the new Site Supervisor attends the required supervisor orientation. The Site Supervisor MUST be a paid staff member and the person who directly supervises the A\*VISTA member.

- f) Make every reasonable effort to ensure that the health and safety of the AmeriCorps\*VISTA member is protected during the performance of the VISTA member's assigned duties. Project Site shall not assign or require the AmeriCorps\*VISTA member to perform duties which would jeopardize the VISTA member's safety or cause the VISTA member to sustain injuries.
- g) Provide day-to-day supervision of the activities of the AmeriCorps\*VISTA member.
- h) Ensure that the Site Supervisor meets with the AmeriCorps\*VISTA member for a one-hour supervision meetings at least weekly, to give direction and support, solicit input, and inquire about the general well-being of the AmeriCorps\*VISTA.
- i) Ensure that AmeriCorps\*VISTA member completely fills out required weekly timesheets and **ensure that the weekly timesheets are submitted and approved on time.** Site Supervisor shall keep copies of all timesheets at the site. Site Supervisor shall track member use of personal leave [ten (10) days annually] and medical leave [ten (10) days annually].
- j) Provide mileage reimbursement and/or public transportation costs to the AmeriCorps\*VISTA member for service related activities (e.g., off-site travel to service related meetings events, as well as training sessions, meetings, events, etc. sponsored by the Corporation, or the State) as well as cover approved travel related expenses.
- k) Ensure that the AmeriCorps\*VISTA member participates in all training sessions required by the State, the Corporation, and SerVermont. This includes allowing the AmeriCorps\*VISTA member time off from the Project Site and ensuring that the AmeriCorps\*VISTA member has transportation to and from the training. If an AmeriCorps\*VISTA member misses a required training, meeting, or event, the Project Site may be responsible for reimbursing the State or the Corporation,
- l) Ensure the successful retention of the VISTA throughout the program year by

communicating timely notifications to SerVermont in the event of any grievances or challenges faced at the host-site. Additionally, the host site will not make any job offer or encourage partner agencies to make any job offer to a current VISTA that would interfere with successful completion of their service term.

- m) Provide materials and office supplies related to the performance of the member's assignment and provide adequate working space to permit the AmeriCorps\*VISTA member to perform his/her assigned duties outlined in the Site's most current VAD approved by the State and the Corporation.
- n) Keep at least a five hundred dollars (\$500) per member emergency fund for situations such as travel funds for emergency leave and living allowance advancement if AmeriCorps\*VISTA member's check is delayed.
- o) Notify the State immediately regarding unscheduled departure of the AmeriCorps\*VISTA member from the site and unscheduled changes of status and condition of the AmeriCorps\*VISTA member, such as arrest, hospitalization, and absence without leave. Notify the State if the member will be away from the site for more than five consecutive business days for any reason, including attending conferences or using personal leave.
- p) Allow the AmeriCorps\*VISTA member to participate in local emergency disaster relief efforts if needed. The Project Site will need to release the member from service at the site if the member's assistance in an emergency disaster relief effort is requested by SerVermont or the Corporation for National and Community Service. If none of those entities has requested member participation, then the Project Site will need to get permission from the State before allowing a member to participate in disaster relief.
- q) Allow and encourage the AmeriCorps\*VISTA member to participate in Dr. Martin Luther King, Jr. Holiday activities; and encourage members to participate in other Days of Service (e.g., Green Up Day, National Volunteer Week, and Make A Difference Day) should activities be organized in the communities where the AmeriCorps\*VISTA member is in service.
- r) Assist in reviewing performance of the AmeriCorps\*VISTA member when requested by the State and/or the Corporation.

- s) Maintain such records and accounts, and make such reports and investigations concerning matters involving the AmeriCorps\*VISTA member and the project as the Corporation or State may require. The Project Site agrees to retain such records as the Corporation or State may require for a period of **three (3) years** after completion or termination of the project, or longer if required for administrative proceedings and/or litigation purposes, and to provide access to such records to the Corporation and/or State for the purposes of litigation, audit, or examination. Records should include timesheets; mileage reimbursement; number of volunteers recruited and number of hours served; names of donors, items donated, value; names of grantors, amounts of grants; and other relevant documents related to AmeriCorps\*VISTA member service.
- t) Ensure that the Site Supervisor prepares, with input from the AmeriCorps\*VISTA member, all **required** reports and submits complete reports, including all required documentation, to State on time.
- u) If providing a housing subsidy, child care subsidy, or any other subsidy on behalf of the member, inform the State of the amount, frequency of payment, and to whom the payment is made; ensure that the payment is NOT made to the member, but directly to the landowner or child care provider; inform the member that the subsidy might increase the amount of reportable income for tax purposes; and ensure that the site follows all laws, regulations, and policies of the U.S. Internal Revenue Service and the State of Vermont.
- v) Ensure that the service of the member does not deviate from the most current, approved VISTA Assignment Description (VAD). If changes to the VAD are needed, contact the State who will review proposed changes and make a determination if those changes fit within rules and regulations of AmeriCorps\*VISTA and the objectives and regulations of the State. (See also 2.b.)
- w) Ensure that the Site Supervisor conducts an orientation for the A\*VISTA member, pursuant to the written On- Site Orientation plan, and pertaining to the current VAD during the first weeks of service.
- x) Ensure that the member does not receive any cash benefit from the site. Members receive a living allowance, based on the poverty level, from CNCS.
- y) Inform the State if member enrolls or plans to enroll in any class, and ensure that the



member understands that obligations to service supersede class requirements. VISTA Members who wish to take classes must receive approval from the Corporation and State prior to doing so.

- z) All notices and communications required to be given to the State by the Project Site, except as otherwise specifically provided, shall be directed to SerVermont A\*VISTA Program, c/o SerVermont, 109 State Street, 5<sup>th</sup> Floor, Montpelier, VT 05609-4801.
- aa) Notify the State at least sixty (60) days prior to completion of service if the Project Site and Member intend to extend the term of the VISTA member's service beyond twelve (12) full months.

### **PERFORMANCE STANDARDS**

Meet the scope of services for performance as a VISTA host site and meet the objectives and goals as outlined in the host site application and VISTA Assignment Description.

### **METHOD OF AWARD AND EVALUATION CRITERIA**

The process for selecting sites is as non-competitive and collaborative as possible, while also ensuring that our member slots are filled, and members are recruited in a timely manner.

SerVermont's goal is to place VISTAs where they are most needed while considering:

1. **Capacity:** placing members at sites that have the capacity to recruit, train, and supervise members with a high level of effectiveness
2. **Geographic Distribution:** placing members throughout the state in concentrations that mirror population and poverty based need concentrations
3. **Impact:** placing members at sites where the efforts of their service will make a positive impact in the community by alleviating poverty
4. **Priority Areas:** Sites which most directly and relevantly address the current priority areas will be more likely to receive VISTA member(s). Current priority areas are listed below.
5. **Performance Measurement:** Sites are REQUIRED to measure the impact of their VISTA member in accordance with CNCS policies. Sites which do not have the capacity to measure their member's progress will not be granted a VISTA member. All sites will be accountable for meeting their measures, and documenting progress in the manner which VISTA **requires** for that measure. **This will require additional time to administer.**

## APPLICATION

The application should follow all application instructions, and provide reviewers with a clear and compelling understanding of the proposed VISTA assignment, the need in the community and at the organization, and recent and relevant data at the national, state, and local level that support the need and the VISTA assignment. Reviewers should be able to envision what AmeriCorps VISTA members will be doing daily in program delivery, and what the overall goals and outcomes are for the program. Applications should propose activity under **at least one** of the Focus Areas as outlined in the instructions.

### Attachments to Include with New Application

*\*It is not necessary to include these attachments if you are a returning site unless there have been changes in staff/board membership that should be updated for our records.\**

- Job Description of Site Supervisor
- Resume or C.V. of Site Supervisor
- Letter of Support from Board or Advisory Committee. Must support placing a member at the site and paying the cost share. This letter should be current and signed by an authorized representative.
- List of Board of Directors. Must be current, dated, and contain board member's affiliation.

Please see Application Instructions on the SerVermont website for full details.

## INTENT TO APPLY

Applicants are **required** to submit Letters of Intent for an AmeriCorps VISTA to SerVermont via email to Robyn Baylor at [robyn.baylor@vermont.gov](mailto:robyn.baylor@vermont.gov). Only applicants that have submitted a letter of intent by the deadline will be considered for funding.

Letters of Intent can be brief. They should include the number of AmeriCorps VISTA slots you intend to apply for, the geographic region that will be served by the VISTA, and the focus area and objective(s) the position will address.

## PRE BID MEETING / TECHNICAL ASSISTANCE

Technical assistance regarding the application will be available to organizations which have submitted letters of intent from February 13 to February 23. There will also be an optional, but strongly encouraged webinar held on **Thursday, February 16 at 2pm** to provide a general overview of the application process and the program.

### SUBMISSION OF APPLICATION

Applications are due to SerVermont by **February 24, 2017, 5pm EST**. They must be submitted via email to Robyn Baylor at [robyn.baylor@vermont.gov](mailto:robyn.baylor@vermont.gov).

Applications submitted after the deadline will not be considered for funding.

### MINIMUM INSURANCE REQUIREMENTS

All applicants must meet the minimum insurance requirements required by the state, as outlined in state Attachment C: Standard State Provisions for Contracts and Grants, revised July 1, 2016. A link to Attachment C can be found on SerVermont’s website:

<http://servermont.vermont.gov/content/funding-opportunities>

### APPLICATION AND RECRUITMENT TIMELINE

| Important Dates                             |                                |
|---|--------------------------------|
| <b>Letter of Intent Deadline</b>            | February 6, 2017               |
| <b>Technical Assistance Webinar</b>         | February 16, 2017 at 2pm       |
| <b>Site Application Deadline</b>            | February 24, 2017              |
| <b>Sites Notified of Selection</b>          | March 3, 2017                  |
| <b>Required Webinar for All Supervisors</b> | March 9, 2017                  |
| <b>Recruitment Forms Due</b>                | March 16, 2017                 |
| <b>VISTA Assignment Descriptions Due</b>    | March 30, 2017                 |
| <b>Ongoing Recruitment</b>                  | April – June                   |
| <b>Recruitment Deadline</b>                 | June 30, 2017                  |
| <b>Supervisor Orientation</b>               | Week of July 10 (Tentative)    |
| <b>Pre-Service Orientation</b>              | Early August (Exact dates TBA) |
| <b>First Day of Service for VISTAs</b>      | TBA                            |
| <b>VISTA Orientation</b>                    | Week of August 24 (Tentative)  |