



The Ohio CDC Association (OCDCA) will be taking applications for the placement of AmeriCorps* VISTA Members to begin service November 2010.

Attached you will find a Request for Proposals (RFP) for the VISTA Ohio Community Revitalization Project (OVCR). Created in 1995 as a partnership between the Ohio CDC Association and the Corporation for National and Community Service, the VCR Project places AmeriCorps* VISTA Members with community development corporations throughout the state. The Ohio CDC Association's VISTA Community Revitalization Project is funded by the Corporation for National and Community Service (CNCS) and the Ohio Housing Trust Fund (OHTF). The VISTA Program helps organizations build capacity by providing VISTA Members, who work to mobilize resources, create lasting partnerships with local business and organizations, organize community events, and obtain resources. VISTA Members strive to develop long-term sustainable solutions to effectively address the poverty needs of communities.

OCDCA VISTA Members create lasting change by assisting with affordable housing development, homebuyer education, economic literacy programs, Individual Development Accounts, microenterprise, foreclosure prevention, vacant and abandoned properties, urban revitalization, and community organizing. VISTA Members also recruit volunteers, assist with grant writing, the development of databases and websites as well as conduct fundraising events. For more information on VISTA please see www.recruit.cns.gov.

To review a complete list of VISTA member benefits please go to www.americorps.gov/for_individuals/benefits.

VISTA Members serve a sponsor site full-time for one calendar year (no outside employment is allowed). **If your organization is interested in receiving funding to support a VISTA Member for one year, starting November 2010, please complete the attached proposal narrative and additional required documents and return to Brittany Porter, Membership and VISTA Manager at bporter@ohiocdc.org before 5:00pm on Monday, August 2, 2010.**

Accepted organizations will be notified by **Monday, August 16, 2010** and will then work with OCDCA to recruit a VISTA Member that has been interviewed and approved by both the sub-site and OCDCA. The VISTA Member will be selected and all necessary paperwork will be completed and turned in to OCDCA no later than **Wednesday, September 29, 2010**. Accepted

organizations will be required to send the staff person who will supervise the VISTA Member to a supervisor training (if they have not attended one before). Once recruited, VISTA Members will attend a national AmeriCorps*VISTA training in November, prior to beginning service. This is known as Pre Service Orientation or PSO. Members will be required to begin service upon return from the training. If you have any questions please contact Brittany Porter, Membership and VISTA Manager at 614-461-6392, ext. 205.

VISTA sponsoring organizations must be a **voting** member of the Ohio CDC Association. For more information on how to become an OCDCA Member please visit www.ohiocdc.org/2010MembershipBrochure.pdf or contact Brittany Porter.

Limited VISTA slots are available and some slots will be reserved for housing initiatives only. OCDCA currently has two types of VISTA slots available: Cost-Share and Standard.

Cost-Share VISTA Members specifically work on housing related activities such as developing and creating homeownership education and counseling programs, foreclosure prevention programs, home improvement and home repair programs, IDA homeownership programs, supportive housing activities, and activities to address vacant and abandoned properties. Funding for the Cost-Share VISTA Members comes from the Ohio Housing Trust Fund (OHTF).

Standard VISTA Members can focus on a range of activities including affordable housing, community economic development, IDAs, microenterprise, urban gardens, foreclosure prevention, vacant and abandoned properties and community outreach, and organizing that supports community-based development activities. **VISTA Members are not to participate in any direct service and may not replace a current employee's job function.** For more information on this please contact Brittany Porter, Membership and VISTA Manager at 614-461-6392, ext. 205.

Annual VISTA site fees are \$1,000.00 per year, per VISTA Member and will be invoiced by OCDCA quarterly. Sponsoring sites will be responsible for meeting monthly reporting and timesheet requirements. Failure to do so will result in additional fees.

VISTA members are required to have their own work space that includes a desk, computer, and phone to do their jobs. They are not permitted to work from home during their year of service.

*****Please note: If you are interested in being considered for a VISTA Member through OCDCA's program for the 2010-2011 member year you MUST to respond to the RFP. This includes sites with current VISTA Members who would like their current member to extend their service.**

Timeline

Monday, August 2, 2010, 5pm

Requests for all summer 2010 VISTA
Members due to Ohio CDC Association

Monday, August 16, 2010

Awarded sites will be notified

Wednesday, September 29, 2010

Selection must be made, and all Paperwork
due to OCDCA

November 2010

Pre Service Orientation Training

November 2010

VISTA Members begins service

Proposal Narrative

- 1. Background Narrative:** Please provide a brief narrative with a mission statement, brief organization history, and current programs.
- 2. Project Design, Monitoring and Evaluation:** Please describe in detail the objectives a VISTA Member will meet during their year of service. Include the tasks that are necessary to achieve the objectives, the training that will be provided by the organization, and the skills that a VISTA Member must have to successfully complete these objectives. Design should place an emphasis on capacity building, measurable outcomes, contact with community members, volunteer recruitment, grant seeking, and other interactive activities. Partners should avoid focusing solely on data collection, research, and clerical office duties.
- 3. Organization Capacity:** Please describe the supervision that will be provided to the VISTA Member, including a resume of the VISTA Supervisor. In addition, please describe how the VISTA's success will be evaluated. VISTAs are required to report directly to a full-time person (unless given notification from OCDCA).
- 4. Organizations Experience Working with Volunteers:** Please describe your organization's experience working with volunteers, recruitment, job assignment, and recognition. Please include both your success and challenges in this area.
- 5. Recruitment Timeline:** Please include a timeline for recruiting and hiring a VISTA Member. Recruited Members must be selected and approved by OCDCA no later than September 29, 2010.

Project Identification and Analysis

Please Check Yes or No in response to the following questions.

Yes No

1. Organization has been a site previously with OCDCA.
 - a. If you answered yes, for how many years?
 - b. If you answered yes, have you ever been delinquent on any VISTA dues?
 - c. If you answered yes, have you ever had a VISTA leave their term early?
2. Organization is currently a VISTA site with OCDCA.
3. Organization would like to apply for a Standard VISTA Member.
(full range of activities are described on page 2)
4. Organization would like to apply for a Cost-Share VISTA Member.
(full range of activities are described on page 2)

*****Please provide as much information as possible when answering the following questions.**

1. If you have been a AmeriCorps*VISTA site previously, please describe your experience with VISTA.
2. Describe how the AmeriCorps*VISTA program fits into the overall mission of your organization.
3. Describe how the AmeriCorps*VISTA program will develop new partnerships and utilize community volunteers for your organization.
4. VISTA Members are required to report monthly on Measurable Outcomes during their project year. Please describe how the VISTA Member and VISTA Supervisor will determine if this goal is being met.

Project Management and Support

1. Do you currently receive any resources from the Corporation for National and Community Service?

2. Will there be any major changes in your funding level over the next 12 months? If yes, please explain.

3. Describe the on-the-job transportation needs of the VISTA Member and your plans for meeting those needs.

	Miles	Reimbursement Rate	Estimated Cost (Miles* Cents Per Mile)
Estimated # of miles of local training per year for travel			
Estimated miles to/from the OCDCA Annual Conference in September. A location for the 2011 conference has not yet been set.			
Estimated # of round trip miles for travel to training sessions for members			
Total			

4. How will your VISTA Member be reimbursed for their on-the-job transportation expenses?

5. Are 51% or more of the persons on your Board of Directors members of the low-income community? If not, please describe how your agency has developed or will develop and Advisory Committee for the AmeriCorps*VISTA program, which consists of members of low-income community served by the proposed AmeriCorps*VISTA program. Please include a list of your current Board Members.

6. How will your organization ensure the success of the VISTA Members, i.e. training, emergency funds, assistance with housing, etc. Specifically, describe the training you/your agency will provide.

7. Describe how your organization will recruit a qualified VISTA Member to serve on this project. (Newspaper ad, existing clients, posting openings at local universities, etc.)

8. Describe plans for daily supervision of a VISTA Member. How many hours will the supervisor spend working with the member? How will members be held accountable? How often will supervisors and members meet? How will the required minimum three (3) hours of mentoring be met each week?

9. Describe your organization's experience working with volunteers within the last year?

10. Please describe how your organization would handle a personality conflict with a VISTA Member.

11. What specific steps will your organization do to ensure a positive experience for both the VISTA Member and the site?

12. How will your organization recognize the accomplishments of the VISTA Member?

Needed Attachments:

- Copy of Supervisor's Resume
- List of Current Board Members
- Completed AmeriCorps* VISTA Project Description**
- Agency/Organization's Articles of Incorporation
- Completed VISTA Assignment Description**
 - This should be quantitative and include each task you would expect a VISTA Member to work on during their year of service. The goals should come from Ohio CDC Association AmeriCorps*VISTA Goals 2010-2011 which can be seen in the addendum. You may use as many goals as necessary.
- Completed On-Site Orientation Form**

**Blank form is included in the addendum.

AmeriCorps*VISTA Project Description

(Should your site be selected, the answer to these questions will be used by OCDCA to assist you in recruiting you VISTA Member.)

Organization Name:

Your organization's VISTA Supervisor Contact:

In what metropolitan or rural area will you have members?

Give a brief 2 line description of the program. (200 Characters or less)

Enter your program description. (2000 characters or less)

Do you require your own application?

Minimum age:

Desired education level:

Skills you would like your member to possess:

Does this project have any language requirements/preferences?

In 1000 characters or less, what will your AmeriCorps*VISTA member do? (This is the description that applicants will see first.)

Ohio CDC Association AmeriCorps*VISTA Goals 2010-2011

1. Build the capacity of CDC's to increase the stability of neighborhoods with concentrations of vacant and foreclosed properties.
2. Build the capacity of CDC's to increase sustainable development and land reutilization.
3. Build the capacity of CDC's to develop affordable housing.
4. Build the capacity of CDC's to help low-income individuals develop and preserve assets and increase financial literacy.

AmeriCorps*VISTA Assignment Description (VAD)

VISTA Project:	VISTA Member Name:
Site Name:	Assignment Area:
Date:	

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal (from VISTA Project Plan):	
Activity 1: Step 1: Step 2: Step 3:	
Activity 1 Comments/Summary of Accomplishments:	Activity 1 Completed (date): _____
Activity 2: Step 1: Step 2: Step 3:	
Activity 2 Comments/Summary of Accomplishments:	Activity 2 Completed (date): _____
Activity 3: Step 1: Step 2: Step 3:	
Activity 3 Comments/Summary of Accomplishments:	Activity 3 Completed (date): _____
Activity 4: Step 1: Step 2: Step 3:	
Activity 4 Comments/Summary of Accomplishments:	Activity 4 Completed (date): _____

AMERICORPS*VISTA ON-SITE ORIENTATION PLAN

Name and address of Sponsoring Organization: _____

Name of Contact Person: _____

Telephone: _____ Fax: _____

E-mail: _____ Dates of Training: _____

AMERICORPS*VISTA OSO GUIDELINES

Following AmeriCorps*VISTA Pre-Service Orientation, each AmeriCorps*VISTA volunteer will receive on-site orientation with the sponsoring organization. The orientation will be one of the first planned activities with the AmeriCorps*VISTA(s) and should occur within the first week the AmeriCorps*VISTA(s) is assigned to the project. Your organization may have an orientation already in place for new employees. If so, you are encouraged to involve the AmeriCorps*VISTA(s) in this orientation, and to build upon it to achieve the goals of AmeriCorps*VISTA on-site orientation. You should make as many copies as you will need. Following training, each AmeriCorps*VISTA volunteer should know the following:

- Mission, background, and purpose of the sponsoring organization.
- Background of the community, and identification of community leaders, especially those involved in the AmeriCorps*VISTA project.
- Information about the low-income population served by the project.
- Purpose of the AmeriCorps*VISTA project and the relationship between the sponsoring agency and the community served.
- Potential resources (funds, materials, people) that can be applied to help achieve project goals.
- Supervisory and support structure for the volunteers, i.e., expectations regarding attendance, reporting, accountability, workplace rules and so on.
- Clarification of individual work plans and how the VISTA member's progress in achieving work plan objectives will be assessed.

Please give AmeriCorps*VISTA members an opportunity to evaluate the training at the end of the On-Site Orientation.

