MCNW VISTA Program Proposal Cover Page

Organization:

EIN #:

Site Supervisor Name:

Title/Department:

Physical Address:

Mailing Address:

Phone & E-mail:

Project Focus Area

Please check at least one:

☐ Financial Literacy, Micro-enterprise, & Asset Development

☐ Workforce Development (Job training/placement)

☐ Affordable Housing & Homeless Services

☐ Disaster Services (Preparedness, Mitigation, Recovery)

CHECKLIST

The following must be completed and submitted with your application:

☐ Cover Page (this document)

☐ Narrative Responses

☐ VISTA Assignment Description (VAD)

☐ VISTA Position Description

☐ Signed Acknowledgement of Prohibited Activities

☐ Resume of staff member who will act as Site Supervisor to the VISTA member

☐ A letter from your organization's board that supports the application for a VISTA. If you are a public entity and do not have a board, please contact MCNW

☐ Copy of your organization's most recent 990

SITE SUPERVISION INFORMATION

A VISTA site supervisor should be available to adequately provide management, training, direction, and support to the VISTA member.

Is the site supervisor 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 the site supervisor regularly work (excluding occasional travel)?

☐ Same facility as VISTA   ☐ Other location   ☐ Telework

How much time do you estimate the site supervisor will spend supervising the VISTA?

Hours or percentage estimate: [   ]

Can the site supervisor commit to attend this training? (required)
Date: Thursday, February 6th, 2020
Location: Mercy Corps Northwest, 43 SW Naito Pkwy, Portland, OR 97204

☐ Yes, I will attend   ☐ No, other date requested

COST SHARE PAYMENT

VISTA sites are required to provide cost share payment to Mercy Corps Northwest for their VISTA member between $7,500-$9,000. The final amount billed to sites will depend on the number of VISTA projects enrolled, but will fall within the $7,500-$9,000 range. We cannot provide a firm cost share amount until we have filled sites for the service term. The amount is billed in two installments, one prior to the VISTA member's start date and one 6 months into the VISTA's year of service. More details in the Host Site Eligibility and Requirements section above.

How secure is the funding your organization has to cover the VISTA cost share payment?

☐ Fully secured   ☐ Pending

If pending, please provide more details here:
[   ]

VISTA Project Narrative

1. Provide an Executive Summary of your project (not to exceed 4 sentences).

2. State in measurable and quantifiable terms the specific poverty-related need(s) the VISTA project will address, including the number of low-income people directly affected by the problem (s). Use current and local statistical data, citing the source wherever possible, to substantiate the problem.

3. How have you identified the specific need in the community for this VISTA member project? How has the community participated in assessing the need for the project?

4. Please select *at least* <u>one</u> output and <u>one</u> outcome from the following lists of performance measures that you plan to pursue for your project. You may select more than one from each column, and your selections should match the outputs and outcomes you hope your project will achieve in the community. You will be required to track and report these measures to Mercy Corps Northwest. (More guidance on measuring these outputs/outcomes and data collection will be provided during the training process).

Outputs

- ☐ Number of individuals receiving financial literacy services
- ☐ Number of individuals receiving job training and other skill development
- ☐ Number of individuals receiving housing services
- ☐ Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger
- ☐ Number of individuals receiving disaster preparedness, response, recovery, and/or mitigation services

Outcomes

- ☐ Number of individuals with improved financial knowledge
- ☐ Number of individuals with improved job readiness
- ☐ Number of individuals who secure employment
- ☐ Number of individuals transitioned into safe, healthy, affordable housing
- ☐ Number of individuals who report increased food security
- ☐ Number of individuals who report increased disaster readiness

5. Please explain how you plan to track and measure the outputs and outcomes you selected above. Are the systems already in place to track them or will they need to be developed? How will you implement these provisions to collect the needed data? How will these outputs and outcomes help reduce poverty?

6. Provide a succinct timeline/overview, with dates by which you will achieve your project goals. Specify in which quarter the goals will be met.

7. Describe your organizational capacity (including number of staff and FTE equivalents), detail your standard work schedule, and indicate whether or not you have an HR department and basic administrative procedures and policies documented in the form of an HR or employee manual. If you are an organization of 3.0 FTE or fewer, explain how you will provide adequate oversight to the member and ensure that he or she is generally accompanied by staff at the office during service hours.

8. Who will be the VISTA member member's daily supervisor? If applicable, are there other staff who will work closely with the VISTA on a regular basis? Briefly describe the supervisor's managerial experience and roles of other staff in supporting the VISTA.

9. Describe how the daily supervisor will devote at least five hours per week to supporting the VISTA member in his/her efforts. What activities will they work on together?

10. Please describe your organizations safety policies and procedures and how you will ensure the VISTA members safety at your site.

11. Describe how your organization's plans to budget for the cost of the VISTA member.

12. Which of the following supplies/equipment items will be available to the VISTA on 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. Please ensure that your organization is prepared to set up necessary supplies and equipment for the VISTA members in a timely manner.

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

13. Additional Recruitment Incentives and Supplemental Support (optional but recommended). *VISTA is a poverty immersion program. Most VISTAs take home around $900-$1000 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 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, food boxes/CSA shares, 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. Please provide detailed information about supplemental support your site will provide your VISTA to determine if the incentives are allowable based on VISTA regulations.

More details on allowable support can be found under the "Supplemental Benefits from Sponsor and Site" heading on the CNCS site here.

*__**Portland Metro sites are required to 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**__*

14. What is your transportation reimbursement plan for service-related activities? Is your organization prepared to compensate the VISTA member for travel incurred due to service-related activities in the form of a bus pass or reimbursement for mileage incurred on personal vehicles, access to company vehicles, etc.?

15. Describe current activities that your organization, other organizations in your field, and other organizations with which you partner, are undertaking to address the problem(s) identified in your need statement. How will the proposed project will complement this work?

16. Describe, with specific strategies, how you will recruit a qualified VISTA member to serve on this project. What marketing and outreach activities will you implement? What challenges do you anticipate in recruiting qualified members? *(Placement sites will receive some assistance from MCNW but will be ultimately responsible for recruiting a member to serve at their organization.)*

17. Briefly describe plans for orienting the member to your organization and the community. Describe any training opportunities and technical assistance that will be available to the member throughout the service year.

18. VISTA projects may only serve low-income persons. Working in a low income community is not sufficient. For example, even if a VISTA is placed at a school that serves free or reduced meals to 85% of its students, the VISTA may only build capacity for programming that serves those 85% of students who are receiving free or reduced meals. Host sites must develop ways for VISTAs to exclusively serve low income persons. What specific measures will your organization implement to be sure that VISTA members are only serving low income persons?

19. How will you ensure the sustainability of the work accomplished by the VISTA member once the VISTA member's term of service is completed? What will be your plan for eventually transitioning away from VISTA resources? (This should be reflected also in the VAD, i.e., VISTA will create policies and procedures manual for future staff to use.)

20. CNCS checks its records to see if your organization has hosted a VISTA at any point in the past. If your organization has, CNCS reviews what the VISTA undertook, if the project was successful, and the quality of the member's experience. If you have hosted a VISTA before, what did they do? Was the member successful? How was your experience?

21. Anything else you would like to share to support your application for a VISTA member?