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IDAHO

VISTA host site application

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AmeriCorps



Agenda

- Serve Idaho overview
- AmeriCorps overview
- Volunteers in Service to America (VISTA) overview
- VISTA host site application review
- Next steps and requirements
- Questions and answers

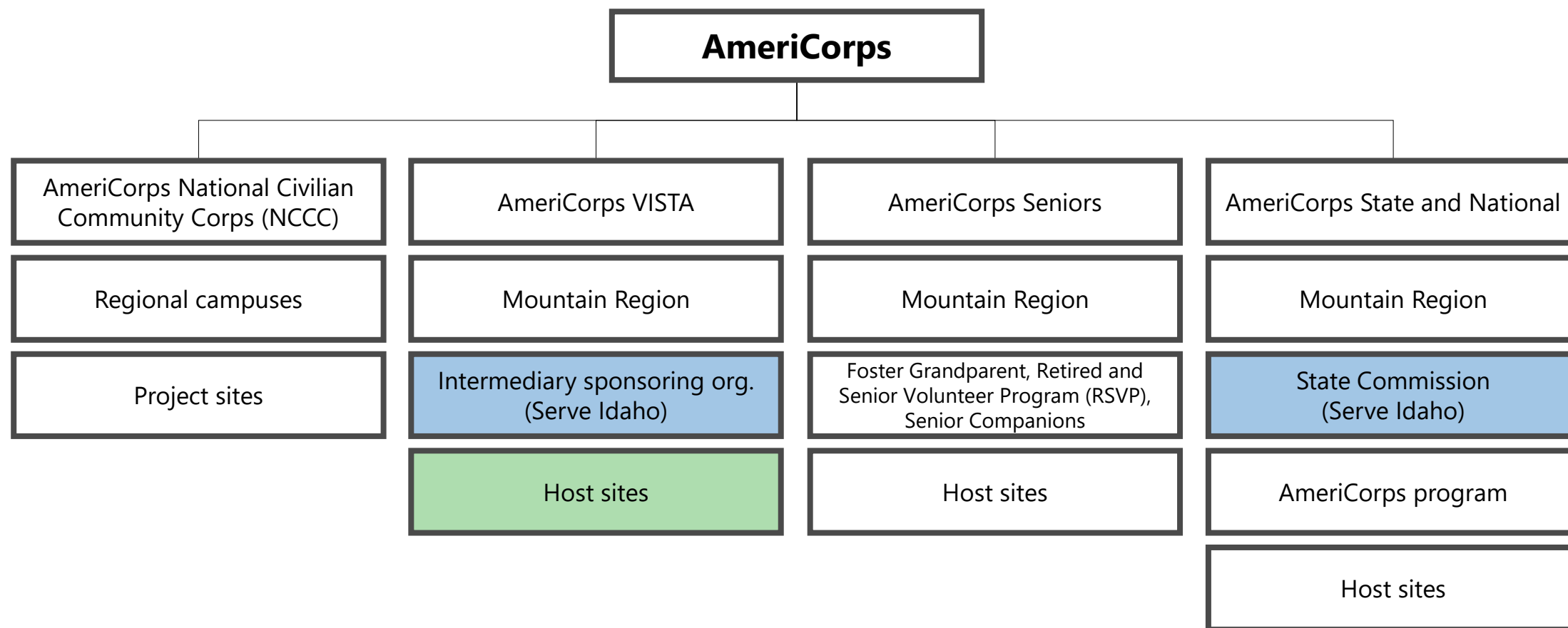


Serve Idaho

To inspire and recognize volunteers and empower communities through service and AmeriCorps to address Idaho's unmet needs.

- Administers and provides oversight of AmeriCorps State and National Grants
- Oversees AmeriCorps VISTA program
 - Customer service to host sites and volunteers
 - Screen potential Volunteers
 - Visit host sites
 - Monthly meetings with VISTA Volunteers
- Promotes volunteerism and service
 - Partners with the Idaho Nonprofit Center for Idaho Philanthropy Day
 - Partners with the Governor's Office to present Capital for a Day Idaho's Brightest Star Award
- Serve Idaho Commission

Organization chart





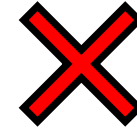
AmeriCorps terminology

Approved language



- Serve
- AmeriCorps Volunteer or volunteer
- Position or service
- Select or enroll
- Living allowance
- Service site or host site
- Disbursement period
- Education award

Discouraged language



- Work or employment
- Employee, worker, member
- Job
- Hire
- Pay, wage, paycheck, salary
- Work site or job site
- Pay period
- Scholarship



What is AmeriCorps VISTA?

Aspect	AmeriCorps (State and National)	AmeriCorps VISTA
Scope	Multiple programs addressing broad community needs	One program within AmeriCorps, focused on antipoverty efforts
Service style	Often direct services	Indirect service – capacity building in partner organizations
Focus	Education, environment, public safety, health and more.	Antipoverty, sustainable community solutions
Work examples	Tutoring, habitat restoration	Grant writing, fundraising, program design and volunteer coordination
Structure	Varies, often over 1,700 service hours	One-year term, full time



Indirect versus direct service

Indirect service

- Activities that build the capacity of an organization to enhance its mission, strategy, skills, system and infrastructure
- Do not deliver service directly to the community, but strengthen organization's ability to do so
- Focus on sustainability, independence and long-term impact

Direct service

- Activities that provide an in-person, measurable benefit to an individual, group or community
- Work directly with people to address a need
- Impact is immediate and tangible for the recipients
- Often involves hands-on delivery of programs, services or support



VISTA Volunteers

Volunteers cannot

- Perform direct services
- Perform physical labor
- Displace or duplicate staff positions or duties

Volunteers are not

- Employees of your organization
- Employees of Serve Idaho
- Employees of the federal government

Volunteers are prohibited from

- Influencing legislation (lobbying)
- Engaging in partisan political activities
- Engaging in religious instruction
- Conducting voter registration

* For a full list, reference 45 CFR 2520.65.



Host site requirements

We are looking for organizations who are innovative, high-performing, outcome-driven and share the VISTA mission of empowering individuals and communities in overcoming poverty.

- Eligible organizations
 - Public organizations such as state and local government organizations, Indian Tribes, schools and nonprofit organizations.
 - Please note that eligible nonprofit organizations are not limited to those with IRS 501(c) (3) status, but rather all organizations with IRS 501(c) status that focus on antipoverty community development.
 - Organizations that focus solely on advocacy and lobbying **are not eligible**.



Host site commitments

- A VISTA host site may be considered for continuation on a year-to-year basis, depending on the availability of resources, program performance and the priorities of AmeriCorps. Typically, VISTA projects can be continued for **up to three years**.
- A site supervisor must
 - Attend an online orientation before the Volunteer starts and meet monthly with Serve Idaho for the first three months. They will then attend quarterly site supervisor meetings throughout the Volunteer's placement.
 - Complete monthly reporting and verification of the Volunteer's hours.
- Organizations must be able to **recruit, train and supervise** the Volunteer and provide necessary administrative support to complete the goals of the project.
- Financial commitment
 - It is strongly encouraged for host sites to have a \$500 emergency fund for Volunteer.
 - AmeriCorps disburses the Volunteer's biweekly living allowance of \$983.36.
 - AmeriCorps provides Segal Education Award of \$7,395 after completing their full year of service.



Volunteer commitments

- One-year, full-time service
- Swearing in webinar with AmeriCorps
- Monthly meetings with Serve Idaho
- Submit weekly timecards
- Attend Serve Idaho Conference
 - Dates: April 7-8, Boise State University



Current VISTA host sites

Idaho Veterans Chamber of Commerce

The VISTA housing navigation specialist will develop a Tiny Homes Project and establish workflows for a Home Repair Program to benefit veterans and family members. The project will focus on alleviating poverty and housing by transitioning individuals into or repairing current homes into safe, healthy, affordable housing.

YWCA Lewiston-Clarkston

The financial empowerment coordinator VISTA will research and develop a trauma-informed financial empowerment program for survivors of domestic abuse. The project will focus on alleviating poverty and financial literacy by improving attendees' financial knowledge.



Current VISTA host sites (cont.)

Anser Charter School

The community and family engagement VISTA will be researching and developing a Community School Model based on a community needs assessment. The project will be focused on alleviating poverty and K-12 success by increasing the number of students with improved academic performance.

Culture for Change Foundation

The economic development and language learning coordinator VISTA member will research and develop curriculum focused on sewing and food preparation skill building and incorporating English learning to ensure participants can enter the workforce. The project will be focused on alleviating poverty and school readiness, with participants demonstrating gains in school readiness.

The youth education and food security program coordinator VISTA will develop an after-school program focused on homework support and lead the framework and design to ensure equitable food distribution for youth from the food pantry. The project will focus on alleviating poverty and employment with attendees indicating improved job readiness.



VISTA host sites, 2026-2027

- Preference will be given to:
 - Organizations who serve impoverished, rural or otherwise underserved youth and community members
 - Programs that focus on economic opportunity, which includes financial literacy, employment and housing



Application

1. Community need
2. Project development
3. Organizational capability
4. VISTA Volunteer objective and activities
5. Volunteer benefits
6. Data collection plan/performance measures
 - a) Capacity building
 - b) Focus area
 - i. Economic opportunity
 - ii. Education
 - iii. Healthy futures



Community need

In this section, describe the unmet poverty-related community need(s) you propose to address using AmeriCorps VISTA resources.

Your narrative should encompass the following:

- Details on the community where your VISTA Volunteer will serve
- A description of the community need(s) you plan to address
 - Support the need with data
- Why needs are not currently being met
- How the project aligns with priorities of alleviating poverty and your focus area
- How your project will ultimately strengthen the community and bring individuals out of poverty



Project development

In this section, describe how your VISTA project aims to complement or expand current efforts in the community to address the need(s) described.

Your narrative should encompass the following:

- Your organization's current experience in addressing the community need
 - Provide examples of past work in this area
- How your program beneficiaries have been or will be involved as contributors in advising project development and implementation throughout the life of the project
- Two to three goals of the VISTA project with the intended outcomes for the project
- How the VISTA Volunteer will record institutional knowledge throughout their service to ensure project sustainability after VISTA resources end



Organizational capability

Detail your organization's capacity to manage a federal national service program.

Your narrative should encompass the following:

- Experience your organization has in utilizing federal, state, local or foundation grants
- Experience your organization has in collecting and reporting data specific to grant requirements
- Who will provide supervision to your VISTA Volunteer?
- How the VISTA Volunteer will be supported during their term of service
- Your plan for volunteer recruitment



Volunteer objectives and activities

Describe what the VISTA Volunteer will be doing to support your project, build capacity in your organization and help alleviate poverty in the target community.

Your narrative should encompass the following:

- Connect the work your VISTA will perform to the project's goals and outcomes described in the community needs and project development sections.
- Describe what the VISTA Volunteer will do (use active verbs: develop, implement, evaluate, etc.)
- Ensure activities do not include staff duties or prohibited activities.
- Describe how the VISTA Volunteer's activities will help build your organization's capacity.



Service activities

Indicate the service activities, from the list below, that your AmeriCorps VISTA Volunteer will engage in:

- Community assessment
- Community awareness and engagement
- Expand/strengthen partnerships/networks
- Financial resources
- Material development
- Outreach
- Performance measurement
- Program development and delivery
- Technology use
- Volunteer recruitment and management system



SMART goals

Describe how the VISTA Volunteer's efforts or actions are intended to accomplish one or two of the projects' goals and make sure to utilize SMART formatting.

- Specific: Concrete, detailed, well-defined
- Measurable: Numbers, quantity, comparison
- Achievable: Feasible, actionable
- Relevant: Meaningful for the project
- Time-bound: A defined timeline



SMART goal examples

- Within 12 months, the VISTA Volunteer will complete a community needs assessment with participation from at least 60% of Anser Charter School families and 75% of staff, producing a final report summarizing identified needs and recommended interventions.
- Within 10 months, the VISTA Volunteer will create and launch a volunteer engagement system and secure at least 10 committed volunteers, ensuring the program's sustainability after the service year ends.



Volunteer benefits

Describe what volunteer benefits and support you will provide to volunteers during their service year.

Your narrative should encompass the following:

- How you will ensure a meaningful service experience for the VISTA Volunteer
 - What professional and/or education training opportunities will you provide the VISTA volunteer?
 - How will you integrate the VISTA Volunteer into your organization and community?
- Any additional benefits your organization will provide
 - Rental assistance
 - Bus pass
 - Grocery or gas cards
 - Digital usage reimbursement (internet/cell phone)



Data collection plan/performance measures

In this section, please describe how you plan on collecting program data and reporting on your performance measures.

- Briefly describe your performance measure data collection plan
- Select a strategic plan objective
- Select your output
 - List numeric goal
 - Describe the process will you use to collect your output data
 - If applicable, include the names of departments/people who will be included in this process
- Select your outcome
 - List numeric goal
 - What process will you use to collect your outcome data
 - If applicable, include the names of departments/people who will be included in this process



Capacity building performance measures

Capacity building strategic plan objective	Section rules: outputs	Section rules: outcomes (if applicable)	Intervention
Capacity building and leverage	G3-3.4: Number of organizations that received capacity building services G3-3.1A: Number of Community volunteers recruited or managed G3-3.16A: Dollar value of cash or any kind of resources leveraged	G3-3.10A: Number of organizations that increase their efficiency, effectiveness and/or program reach	Volunteer management, training, resource development, systems development, donations management



Capacity building outputs

All AmeriCorps VISTA host sites are required to identify and report on one of the following:

- **Scale/reach**
 - You aim to increase your organization 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 or program's ability to achieve better outcomes for beneficiaries.
- **Efficiency**
 - You aim to increase your organization 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 or program's ability to generate additional resources or assets, such as funding, volunteers, in-kind support and partnerships.



Focus areas

- **Economic opportunity**
 - Financial literacy
 - Employment
 - Housing
- **Education**
 - School readiness
 - K-12 success
 - Post high school education support
- **Healthy futures**
 - Obesity and food
 - Access to care
- **Select output goal**
 - List numeric goal
 - What process will you use to collect output data?
Describe how you will collect this data.
 - If applicable, include the names of departments or people included in this process.
- **Select outcome goal**
 - List numeric goal
 - What process will you use to collect outcome data?
 - If applicable, include the names of departments or people included in this process.



Economic opportunity performance measures

Economic opportunity strategic plan objective	Section rules: outputs	Section rules: outcomes	Intervention
Financial literacy	Q1A: Number of individuals served	09: Number of individuals with improved financial knowledge 019A: Dollar value of tax returns generated	Financial literacy education, prevention, tax preparation
Housing	Q1A: Number of individuals served	011: Number of individuals transitioned into safe, healthy, affordable housing units made available	Housing unit development, housing unit repair, house placement/assistance
-	04: Number of housing units developed or repaired	020: Number of safe, healthy, affordable housing units made available	Housing unit development, housing unit repair
Employment	Q1A: Number of individuals served	010: Number of individuals who secure employment 021: Number of individuals with improved job readiness	Job training, job placement, GED education, other, adult education



Education performance measures

Education strategic plan objective	Section rules: outputs	Section rules: outcomes	Intervention
School readiness	ED1A: Number of individuals served	ED23A: Number of children demonstrating gains in school readiness	Tutoring, mentoring, other classroom support, out-of-school time, family involvement, service learning, summer learning, classroom teaching, opioid/drug intervention
K-12 success	ED1A: Number of individuals served	ED5A: Number of students with improved academic performance ED9: Number of students graduating from high school on time ED10: Number of students enrolling in post-secondary education/training ED27C: Number of students with improved academic engagement or social-emotional skills ED6: Number of students with increased attendance ED7A: Number of students with decreased disciplinary incidents (referrals, suspensions/expulsions, criminal or gang involvement)	Tutoring, mentoring, other classroom support, out-of-school time, family involvement, service learning, summer learning, classroom teaching, opioid/drug intervention
Post high school education support	ED1A: Number of individuals served	ED11: Number of individuals earning a post-secondary degree or technical certification	Tutoring, mentoring, family involvement, service learning, summer learning



Healthy future performance measures

Healthy future strategic plan objective	Section rules: outputs	Section rules: outcomes	Intervention
Obesity and food	H4A: Number of individuals served	H12: Number of individuals who report increased food security H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health	Outreach, education/training, referrals, medical services, nutrition/food support, physical activities, counseling/coaching, opioid/drug intervention
-	H10A: Number of pounds of food provided	N/A	Nutrition/food support
Access to care	H4A: Number of individuals served	H17: Number of individuals with increased health knowledge H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health H19: Number of individuals with improved health H20: Number of individuals with improved access to medical care	Outreach, education/training, referrals, counseling/coaching, opioid/drug intervention, disability inclusion



VISTA best practices

- Be clear and concise
- Spell out acronyms
- Include evidence that supports your need
- Ensure all questions are addressed
- Explain how the volunteer will help your organization



VISTA application timeline

Phase I – site selections

Due dates	Activity
Oct. 13	VISTA application opens
Oct. 30	Intent to Apply, due by 4 p.m. MT
Oct. 19 and 26 Nov. 2, 9 and 16	Office hours: Noon MT (optional)
Nov. 27	VISTA host site application, due to Serve Idaho by 4 p.m. MT
Nov. 30	Applications sent to reviewers
Dec. 14-18	Grant application review process (GARP) application review
Dec. 18	Clarification letters sent to applicants
Jan. 8	Clarification responses, due by 4 p.m. MT
Jan. 6 or 7	Full Serve Idaho Commission VISTA host site approval
Jan. 13	Notification of site selection and memorandum of agreement (MOA) provided to host sites

VISTA application timeline

Phase II – project launch

Due dates	Activity
Jan. 13	Serve Idaho inputs grants into eGrants platform
Jan. 20	Required virtual host site training, 10 a.m. MT *Develop your VISTA assignment description (VAD), service opportunity listing (SOL) and on-site orientation and training (OSOT)
Feb. 1	VAD and SOL due to Serve Idaho
Feb. 15	MOA sent to Serve Idaho, due by 4 p.m. MT
March 1	OSOT due to Serve Idaho – April start date
April 1	OSOT due to Serve Idaho – May start date
Jan. 25 – March 12	Recruitment for an April start date
Jan. 25 – April 9	Recruitment for a May start date

Thank you. Any questions?

Need more information?

- Contact: **Allie Moser, grants/contract officer**
 - Email: allie.moser@labor.idaho.gov
 - 208-696-2473