



## Request for Proposals

### **INTRODUCTION:**

Families in Transition (FIT) VISTA (Volunteers in Service to America) Program is now accepting proposals from nonprofit and government agencies that wish to become a “service site” for our 2018-2019 (July – July) VISTA volunteers. AmeriCorps VISTA members spend one year working in full-time service to address the needs of low-income communities. At each service site, VISTAs focus on building permanent infrastructure in organizations to help them more effectively bring individuals and communities out of poverty. Service sites must be able to direct a project with goals and objectives clearly defined and directed toward alleviating the problems of low-income communities; the project’s scope must also meet the regulations of the AmeriCorps VISTA Program. Additionally, service sites must offer full-time supervision and all necessary administrative support to AmeriCorps VISTAs. Because VISTAs work to build permanent capacity at service sites, programs put into place by VISTA volunteers should be sustainable even after their service year is completed.

### **ELIGIBLE APPLICANTS:**

- Public, private, or faith based nonprofit organizations
- Local, state, or federal agencies

### **ELIGIBLE COMMUNITIES:**

Organizations working anywhere within the State of New Hampshire are eligible to apply.

### **EXPECTATIONS:**

**Service sites must fulfill the following requirements before recruitment for a VISTA can begin:**

1. Complete the Service Site Project Proposal by Friday March 23, 2018
2. If selected as a 2018-2019 FIT VISTA Service Site, the following items must be completed by Friday April 20, 2018.
  - a. Memorandum of Understanding (MOU) between FIT, as the sponsoring agency, and the service site.
  - b. Cost share payment of \$5250.00 to FIT toward the cost of sponsoring a VISTA member.
  - c. Submit a final version of the VISTA Assignment Description (VAD) with projected Performance Measures.
3. All service site supervisors must attend the mandatory supervisor training prior to the beginning of recruitment season, tentatively scheduled to occur on Wednesday, April 11, 2018.

4. The Families in Transition VISTA Program requires that VISTA members have a full time staff person as their service site supervisor. The supervisor must meet with the VISTA weekly to discuss their progress and expected work.
5. At a minimum, service sites must provide the following for each VISTA:
  - a. Adequate work space (office, desk, chair, etc)
  - b. Full time staff member to supervise VISTA
  - c. Daily access to each of the following:
    - i. Computer
    - ii. Fax machine
    - iii. Phone
    - iv. Internet

#### **HOW TO APPLY:**

Submit a proposal to Julie Lynch at Families in Transition by 5:00pm on Friday, March 23, 2018. **Proposals received after this deadline will not be considered.**

Proposals can be submitted electronically by email to: [\*\*fitvista@fitnh.org\*\*](mailto:fitvista@fitnh.org)

OR

by hard copy delivered to:

**Families in Transition, Attn: Julie Lynch, Manager of Volunteers & FIT  
VISTA Program, 122 Market Street, Manchester, NH 03101**

Families in Transition & the New Hampshire State office of the Corporation for National & Community Service (CNCS) will review the proposals and notify service sites of their selection by Friday, April 6, 2018. While proposals are reviewed through a joint effort of FIT and CNCS, the final decision regarding which applications are chosen is made by CNCS.

#### **REQUIRED ELEMENTS FOR PROPOSALS:**

Interested applicants should complete the following Project Proposal Template to concisely provide the following information about the organization and proposed project.

**Please Note:** If you're interested in an editable Service Site Project Plan Template, please contact us at [\*\*fitvista@fitnh.org\*\*](mailto:fitvista@fitnh.org) .

# Service Site Project Plan Template 2018-2019

## **Directions:**

All service sites are required to complete this project plan for each VISTA member requested. This plan reflects what the VISTA member will be addressing to help alleviate poverty, the goals that the VISTA member will strive to achieve, and how the VISTA member's progress towards those goals will be measured.

## **Please Note:**

- 1) Please use this template to complete your project plan. Project plans that do not use this template will not be considered. You may include additional sections and graphics, but the original sections need to be clearly visible.
- 2) When entering your Target Numbers, please use whole numbers. Percentages are not compatible with our records.
- 3) This project plan will translate into the VISTA Assignment Description (VAD) where you will break down each goal into measurable results, action steps, and timelines for the VISTA's service year. The VAD template will be sent to all approved service sites.
- 4) Both the Project Plan and VAD will need to be approved by the Families in Transition VISTA Program and the CNCS state office prior to the start of recruitment for your VISTA member.

## **Attachments:**

- Please include the following attachments with your project plan proposal.
- Organizational chart of the applicant organization
  - Board of Directors List or Governing Body List (if applicable)
  - Copy of Project Supervisor's job description and current resume
  - Most recent audited financial statement

## 1) General Information

Organization Name	
Address	
City	
State	
Zip Code	
Organization EIN	

How many previous VISTA members has your site hosted through the FIT VISTA Program?

How many years has your site participated in the FIT VISTA Program?

How many VISTA members are you requesting to work on your project?

All VISTA members are required to have a full-time supervisor assigned to them. The supervisor will oversee the project, meet regularly with the VISTA member, and communicate with the FIT VISTA Program. The FIT VISTA Program must be informed of a change in supervisor.

Supervisor Name	
Supervisor E-mail	
Supervisor Contact Phone	
Full Time Employee?	

Will your VISTA member(s) have access to the following materials?

Y/N	Materials
	Computer
	Desk
	Internet
	Fax Machine
	Telephone
	Printer/Copier/Scanner
	Company-Issued Email Address

Are there any special conditions about your project site that we should be aware of?

## 2) Community Need

Please describe the current and unmet poverty-related community need you propose to address using AmeriCorps VISTA resources. Include any data that are current and specific to the community, as well as the specific low-income population served.

### **3) VISTA Project Impact**

Please describe the impact/difference the VISTA project will have in addressing the community need identified above (goal statement). How will the planned project address the need? Include any evidence that suggests your approach will be successful.

#### 4) Focus and Priority Areas

Focus Areas are a set of six core issue areas identified by CNCS, within which all AmeriCorps projects must be focused. AmeriCorps VISTA members work on projects within the four Focus Areas that address poverty. These Focus Areas are divided further into specialized Priority Areas that address specific issues pertinent to low income populations.

**Which Priority Areas will the VISTA member be working within to address poverty? Please check all that apply.**

<b>Education</b>	
	School Readiness
	K-12 Success
	Post-Secondary Success

<b>Economic Opportunity</b>	
	Housing
	Financial Literacy
	Employment

<b>Healthy Futures</b>	
	Food Resources
	Access to Health Care

<b>Veterans and Military Families</b>	
	Economic Opportunity
	Education
	Healthy Futures

## 5) Priority Area Target Numbers

Each Priority Area includes a set of standardized performance indicators that help measure the impact of the VISTA member’s service. These numbers help set clear goals for your VISTA project and connect the VISTA member’s activities to your organization’s work.

For the Priority Areas you selected in the *Focus and Priority Areas* section, look at the accompanying performance indicators below and decide which ones could be associated with your VISTA project. All of the indicators should measure **new economically disadvantaged individuals (EDI)** that benefited from the VISTA member’s capacity building project and were not served before the VISTA member started service.

**For your selected indicators, enter the Target Number that you would like your VISTA project to achieve.** Please keep the target realistic so that you do not set an impossible goal. If an indicator is important to your VISTA project, but your organization has no way to measure it, list the Target Number as 0. You will be asked to identify how the VISTA member will measure selected performance indicators in the *Measurement Tools* section.

Focus Area	Target Number	Priority Area
Education		<b>School Readiness</b>
		Children starting in an early education program
		Children completing an early education program
		Children demonstrating social or emotional development
		Children demonstrating improved literacy skills
		Children demonstrating improved math skills
		<b>K-12 Success</b>
		Students starting in an education program
		Students completing an education program
		Students matched with a mentor
		Students with improved academic attitude
		Students with improved academic behavior
		Students with improved academic performance (literacy/math)
		<b>Post-Secondary Success</b>
		Students starting in an education program
		Students completing an education program
		Students acquiring a GED
		Students graduating from high school on time with a diploma
		Students entering post-secondary institutions
		Students earning a post-secondary degree



<b>Focus Area</b>	<b>Target Number</b>	<b>Priority Area</b>
<b>Economic Opportunity</b>	<b>Housing</b>	
		EDI receiving housing services
		EDI transitioned into safe, healthy, affordable housing
		Housing units made available for EDI
	<b>Financial Literacy</b>	
		EDI receiving financial literacy services
		EDI with improved financial knowledge
	<b>Employment</b>	
		EDI receiving job training or skill development services
		EDI receiving job placement services
		EDI placed in jobs
<b>Healthy Futures</b>	<b>Food Resources</b>	
		EDI receiving emergency food
		EDI receiving help to alleviate long-term hunger
		EDI reporting increased food security
	<b>Access to Health Care</b>	
		EDI receiving health care information
		EDI enrolled in health care programs
		EDI enrolled in health education programs
<b>Veterans &amp; Military Families</b>	<b>Veterans &amp; Military Families</b>	
		Veterans that received assistance
		Veterans' family members that received assistance
		Active duty military service members that received assistance
		Family members of active duty military service members that received assistance

If your VISTA project is designed to produce results not covered by the performance indicators listed above, please list and explain them here:

## 6) Capacity Goal

Capacity building is defined 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. For example, capacity-building activities may expand services, enhance delivery of services, or generate additional resources. VISTA projects generally fall within the four Capacity Goals.

### A) Scale/Reach

The VISTA member will increase the program's ability to serve more people, serve new groups of people, or provide new or expanded types of services.

### B) Effectiveness

The VISTA member will increase the program's ability to achieve better outcomes for beneficiaries.

### C) Efficiency

The VISTA member will increase the 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.

### D) Leveraged Resources

The VISTA member will increase the program's ability to generate additional resources or assets, such as funding, volunteers, in-kind support, and partnerships.

**Which of the above capacity goals will your VISTA project pursue?** While your organization may benefit in all of the categories, please only choose one to classify your VISTA project.

## 7) Capacity Building Performance Measures

Capacity Building Performance Measures are a set of measurements that track the VISTA member's regular activities. These numbers set concrete goals and connect the VISTA member's service to the Priority Area Target Numbers.

Please read through the list below and select the performance measures that encompass the VISTA member's planned activities. **Each measure should be directly linked to the VISTA member's service**, not to the general work of your organization or program.

**Next to the selected measures, please enter the Target Number that you would like the VISTA member to achieve.** Please keep the target realistic so that you do not assign an impossible task. You will be asked to identify how the VISTA member will record their progress in the *Measurement Tools* section.

Target Number	Capacity Building Performance Measure
	Community volunteers recruited by VISTA Member
	Community volunteers managed by VISTA Member
	Hours of service contributed by community volunteers who were recruited by the VISTA member
	Hours of service contributed by community volunteers who were managed by the VISTA member
	Staff and community volunteers that received training
	Organizations implementing three or more effective volunteer management practices
	Organizations receiving capacity building services
	Organizations that completed a community assessment identifying goals and recommendations
	Organizations reporting increased efficiency
	Organizations reporting increased effectiveness
	New systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes
	Additional activities completed or outcomes produced
	Organizations that have experienced an increase in requests for their programs and services
	Additional types of services offered by organizations
	Dollar value of cash resources leveraged by the VISTA member
	Dollar value of in-kind resources leveraged by the VISTA member

If your VISTA project includes tasks or responsibilities not covered by the performance measures listed above, please list and explain them here:

## 8) Measurement Tools

FIT VISTAs are asked to record their progress towards assigned Target Numbers in their monthly reports. What tools or systems will the VISTA member use to measure progress?

*For example, if you chose recruiting, training, and managing volunteers as Capacity Building Performance Measures, how will the VISTA member measure their progress towards the Target Numbers? Will they use a spreadsheet, volunteer management system, or other tool to monitor volunteer information and activity? Will they have direct access to the data that they need or will they have to ask for assistance? Does your organization track these measures monthly or on a different timetable?*

Please list each of the Priority Area performance indicators and Capacity Building Performance Measures you selected above and explain what tools the VISTA member will use to assess their progress. If multiple figures share the same tool, you may group them together. Your answers need not be lengthy so long as they are precise.

## 9) Recruitment and Development of VISTA Member

What strategies you will use to recruit a qualified VISTA member?

Please list of the recommended skills and qualifications that a VISTA member should have to successfully complete the project:

Will the VISTA member be required to travel? (If yes, please note that the service site is responsible for reimbursement for this expense.)

How will you orientate the new VISTA member to the organization and the community?

Will there be any training and/or technical assistance that will be available to VISTA member(s)?

***For questions or further information, please contact:***

Julie Lynch, Manager of Volunteers & FIT VISTA Program

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