



A Division of the Community and Economic
Development Office

Memorandum

To: All Interested Agencies
From: CEDO's Center for Community and Neighborhoods, City of Burlington
Date: February 3rd, 2010
Re: 2010-2011 AmeriCorps*VISTA Opportunity – Request for Proposals

CEDO's Center for Community and Neighborhoods (CCAN) invites non-profit organizations, educational institutions and city agencies interested in having a CEDO AmeriCorps*VISTA member to submit an application for the 2010-2011 service year. CCAN provides support to interested agencies in designing appropriate AmeriCorps projects. To **request an application** and for more information, please contact Beth Truzansky at btruzansky@ci.burlington.vt.us (802) 865-7178 or Laura Hale at lhale@ci.burlington.vt.us (802) 652-4230. **Applications must be submitted electronically to Beth Truzansky btruzansky@ci.burlington.vt.us by 4:00 PM Monday, March 22nd, 2010.**

CEDO's Center for Community and Neighborhoods anticipates receiving a grant from the Corporation for National and Community Service (CNCS). AmeriCorps is a network of three programs—AmeriCorps*State and National, AmeriCorps*VISTA, and AmeriCorps*National Civilian Community Corps (NCCC)—that each year support the engagement of nearly 75,000 Americans in service to meet critical needs in education, the environment, public safety, homeland security, and other areas.

About CEDO's Programs

CEDO hosts two AmeriCorps programs and in 2010 will award approximately 45 full and part-time positions to eligible applicants through a competitive process. These positions are not intended to displace staff. AmeriCorps*VISTA positions are designed to build capacity for agencies to serve our low-income people and communities. Members serve in non-profits, educational institutions, public agencies, and faith-based organizations in the greater Burlington area and occasionally in other areas of the State.

For more information on CEDO's newer AmeriCorps*State program, please go to www.cedoburlington.org. A similar site selection process is underway for sites interested in hosting these full and part-time members supporting cultural competency development of organizations.

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2010-2011 CEDO AmeriCorps*State and AmeriCorps*VISTA
Program Time Line



Monday, February 1	RFP distributed
Tuesday, February 3	Information Meeting Location: Fletcher Free Library's Community Room. Sites interested in applying to host an A*VISTA member, the information meeting will be 1:00-2:00 pm. Sites interested in applying to host an A*State member, the information meeting will be 2:30-4:00 pm.
Monday, March 22 4:00 PM	Applications are due electronically to CEDO's Center for Community and Neighborhoods
Friday, April 2	A*VISTA and AmeriCorps*State placements announced by CCAN
Friday, April 23	Host Sites submit Site Application
April	Recruitment begins VISTA Position listings posted on the AmeriCorps website Team Leaders and host sites conduct outreach
Wednesday, May 12	Mandatory Supervisor meeting for host sites 9:00-12:00, location TBD

Recruitment & Hiring

A*VISTA

Early July, date TBD	Hiring Deadline for A*VISTA members
August 11-14	A*VISTA members attend National Pre-Service Orientation in Philadelphia, PA
August 17	A*VISTA members begin service at host sites

Early September

Local AmeriCorps Orientation

AmeriCorps*State

Early August, date TBD	Hiring Deadline for AmeriCorps*State members
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Early September
dates TBD

Local AmeriCorps Orientation
AmeriCorps*State members begin service at host sites

CEDO AmeriCorps*VISTA Program
2010-2011



"We are living through one of the most fundamental shifts in history -- a change in the actual belief structure of Western Society. No economic, political, or military power can compare with the power of a change of mind. By deliberately changing their images of reality, people are changing the world"
-Willis Harman

CEDO AmeriCorps*VISTA Goals

To support low-income residents' greater access to basic services (healthcare, housing, energy and food resources)

Help build the capacity of schools and social service agencies to better serve the needs of low-income and other underserved populations

Create a community that is welcoming and provides equitable opportunities for children and youth in and out of school time. Particular focus on helping families become more involved in the schools and in their children's education.

AmeriCorps*VISTA is the national service program designed specifically to fight poverty. A*VISTA members do not provide direct services, such as tutoring adults or doing childcare. CEDO's A*VISTA program has members focus on building the organizational, administrative, and financial capacities of organizations that fight illiteracy, improve health services, foster economic development, and assist low-income communities. A*VISTAs develop programs to meet a need, write grants, and recruit and train volunteers. A*VISTA members serve with passion, commitment, and hard work to create or expand programs designed to bring individuals and communities out of poverty. In each case, the A*VISTA will strengthen an organization so it can continue to serve the needs of the community once A*VISTA support has ended. Members serve full-time for one-year terms.

Examples of AmeriCorps*VISTA service can be:

- * recruit, train and manage volunteers to work with newly resettled refugees
- *set up mentoring program to support low-income families achieve financial goals to get out of poverty
- *expand programs to help low-income families access food, health and other nutrition programs
- *support fundraising efforts through grant writing, solicitation of in-kind and cash donations

Cost:

Burlington uses a cost-share formula to support our AmeriCorps placements. As a community we agree to share the cost of AmeriCorps members with the Corporation for National and Community Service (CNCS). The cost-share helps cover the living allowance, training costs and some benefits. The cost-share per member for 2010-2011 will be:

	first year project or site	second year project or site	third year project or site
AmeriCorps*VISTA Member	\$6,000	\$9,000	\$12,000

CEDO has a very limited amount of scholarship funds. These funds are available through a competitive process to support a reduction of the cost-share fee for those agencies unable to pay in full. If you anticipate needing a cost-share reduction please state in your application how much you anticipate being able to pay and explain your circumstances.

"Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world."

—Harriet Tubman



Site Selection Guidelines

All sites wishing to participate in the CEDO AmeriCorps Programs must:

Be an organization whose mission is in keeping with the goals of the CEDO AmeriCorps programs. Be able to demonstrate the need and connection of work to low-income people and communities

Be able to provide a **cost-share** for each member. See the above cost-share table.

Be able to provide supervision and support to members, including weekly supervision meetings, mid-year and end-of-year performance reviews and reports, an availability to offer guidance, feedback, and support to members.

Commit to sending members to all trainings, meetings, and events sponsored by CCAN, the Vermont Commission on National and Community Service, and the Corporation for National and Community Service (CCAN training commitments will average about 1-2 days a month)

Commit to sending the site supervisor or another program representative to all statewide or regional meetings sponsored by CCAN and be available for up to two (2) site visits by CCAN staff per year

Provide members with a desk, phone, and computer. Provide members with site-specific training, tools, and transportation/mileage needed to successfully perform their service assignments

Make reasonable accommodations for members who have disabilities (e.g. mobility, sight, mental health), pursuant to the Americans with Disabilities Act

Articulate the extent to which A*VISTA work is focused on building organizational capacity

Make an effort to hire and support an emerging leader that may represent diverse race or socio-economic backgrounds.

Further consideration in site selection will include:

Ability of site to address changing priorities, emphases, or objectives of the grant

Ability to clearly demonstrate outcome-based measures and projects

Sustainability plan for post AmeriCorps project and activities

Past performance of host agency if you have previously hosted an AmeriCorps member



What is AmeriCorps*VISTA?

AmeriCorps is a network of three programs—AmeriCorps*State and National, AmeriCorps*VISTA, and AmeriCorps*National Civilian Community Corps (NCCC)—that each year support the engagement of nearly 75,000 Americans in service to meet critical needs in education, the environment, public safety, homeland security, and other areas. AmeriCorps*VISTA is the national service program designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965 and incorporated into the AmeriCorps network of programs in 1993. About 6,500 A*VISTAs are placed each year in more than 1,200 projects in low-income communities around the country. A*VISTA has been on the front lines in the fight against poverty in America for more than 40 years. For more information about AmeriCorps programs nationally, go to <http://www.americorps.gov>.

AmeriCorps in Vermont

Vermont’s State Commission for National and Community Service coordinates a variety of AmeriCorps programs ranging from emergency assistance to broader social and educational initiatives. There are nine AmeriCorps*State programs and three AmeriCorps*VISTA programs serving Vermont. For more information about Vermont’s AmeriCorps programs, go to <http://www.state.vt.us/cncs>.

CEDO’s AmeriCorps*VISTA program has been running since 1993 supporting capacity building efforts in non-profits and municipalities across the region. CEDO also runs an AmeriCorps*State team which is a sister program to A*VISTA designed to do direct service in the community. AmeriCorps members, unlike A*VISTA, can serve part-time and have another job. CEDO’s A*VISTA program currently has 20 members, though has grown as large as 50 in previous years.

Term of Service and Member Benefits

Benefits for the AmeriCorps*VISTA

Each AmeriCorps*VISTA member makes a year long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. Members serve from August 2010 through August 2011. A*VISTA members cannot have a second job or be in school. They may take up to one class per semester.

Time Commitment	Service Commitment	Living Allowance	End of Year Benefits
Full time for 1 year	40 hours/week at site with no other work or school commitments	\$11,235	\$5,350 Education Award or \$1,500 Cash Stipend

In return for their service, A*VISTA members receive a modest living allowance and health benefits during their service. Professional development training is available throughout their service and is tailored to fit needs of the AmeriCorps team. A*VISTA members have the option of receiving a \$5,350 Segal AmeriCorps Education Award that they can use to pay towards future college expenses or to pay back qualified student loans or a \$1,500 cash stipend after completing their year of service.

Recruitment

Recruitment is conducted both locally and nationally with a focus to support the growth of our local leadership. Some of the best AmeriCorps*VISTA members are current volunteers, clients, parents, board members or rising leaders from demographic groups in which your organization hopes to engage.