



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 3<sup>rd</sup>, 2010  
**Re:** 2010-2011 AmeriCorps\*State 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\*State member to submit an application for the 2010-2011 service year. CCAN provides support to interested agencies in designing appropriate AmeriCorps projects. An information meeting will be held on Friday, February 19 from 9-10:30 am at the Fletcher Free Library. Attendance is highly encouraged. To **request an application** and for more information, please contact Beth Truzansky at [btruzansky@ci.burlington.vt.us](mailto:btruzansky@ci.burlington.vt.us) (802) 865-7178. Applications must be submitted electronically to Beth Truzansky [btruzansky@ci.burlington.vt.us](mailto:btruzansky@ci.burlington.vt.us) by 4:00 PM Monday, March 22<sup>nd</sup>, 2010.

CEDO's Center for Community and Neighborhoods anticipates receiving a grant to fund the third year of our AmeriCorps\*State program from the Corporation for National and Community Service (CNCS) through the Vermont's State Commission for National and Community Service. 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. AmeriCorps members will engage the community in addressing the rising issues of poverty, racism, and classism. These positions are not intended to displace staff. They 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 long-running AmeriCorps\*VISTA program, please go to [www.cedoburlington.org](http://www.cedoburlington.org). A similar site selection process is underway for sites interested in hosting these full-time members.

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




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Monday, February 1	RFP distributed
Tuesday, February 3	Information Meeting Location: Fletcher Free Library's Community Room. Sites interested in applying to host an <b>A*VISTA</b> member, the information meeting will be 1:00-2:00 pm. Sites interested in applying to host an <b>A*State</b> 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**

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<b>A*VISTA</b> 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
<b>AmeriCorps*State</b> Early August, date TBD	Hiring Deadline for AmeriCorps*State members
Early September dates TBD	Local AmeriCorps Orientation AmeriCorps*State members begin service at host sites

## We All Belong AmeriCorps\*State Program 2010-2011

*"I am only one,  
but still I am one.  
I cannot do everything;  
And because I cannot do everything  
I will not refuse to do the something that I can do."*  
-Edward Everett Hale



CEDO's We All Belong **AmeriCorps\*State** program envisions a more welcoming and inclusive community by removing barriers that perpetuate poverty, racism and social inequity. It is an education, outreach, and community engagement initiative that engages diverse populations in the school community and public life.

In 2010, the program is adjusting its strategy in response to the numerous requests by our members and host organizations. The message has been, "We recognize change is needed to be more welcoming and inclusive yet need help creating the road map." The We All Belong Initiative is using this next year leveraging community will and resources to make organizational change from the core.

The We All Belong Initiative is seeking organizations, schools and municipal and state departments to join a Community of Practice on Cultural Competency. Partners in this Community of Practice will receive a **technical assistance package** to support organizational change:

- AmeriCorp member(s) serving in your agency. Member service is dedicated to both mission-based work and support organization's cultural competency work
- Training for your member and organization's Cultural Competency Committee
- Access to Cultural Competency coach that can support your organization's self-assessment and strategic planning process
- Utilization of other partner agencies in the Community of Practice. This creates a ripe environment for networking, exchange of resources and best practices.

The **mission** is to provide the tools and resources for organizations to primarily build their cultural and linguistic competence so that they can provide more culturally relevant services, and then truly be more inclusive and welcoming.

The **goal** of the initiative is to increase the cultural competency of schools and organizations to serve low-income and racially/ethnically diverse groups.

### **Member Recruitment**

Our vision is to have a **diverse team** representative of our changing community so that local leaders will emerge to serve as AmeriCorps members. During their AmeriCorps service, members will develop professional skills and cultivate networks for further education, employment and service to their community.

For this reason, **recruitment** will focus locally to support the growth of our local leadership by supporting. This is an opportunity to use AmeriCorps benefits to support the very people host organizations are serving including existing volunteers, service users, and parents. Due to the unique skill set being sought of this team, CEDO will **pre-screen** applicants before being interviewed by host sites.

**AmeriCorps\*State Member Activities May Include:**

- help research and coordinate trainings and workshops on cultural competency for staff and board members
- coordinate advisory groups that represent the diversity of beneficiaries to provide input on programs, inclusion, and how best to disseminate information
- meet with different ethnic and cultural leaders to learn about most pressing needs and barriers to increased civic engagement participation
- present information about parents' rights in schools and the significance of family engagement at different cultural associations and groups
- coordinate translation of materials
- help create new programs based on feedback from beneficiaries
- research and help create new out-of-school programs that help increase student achievement
- help school district incorporate global & culturally competent curriculum
- help schools and organizations disseminate information in a linguistically competent manner

**Member Workplan**

One of the main differences with this year's program is how a member's time is allocated. Due to the increased focus on building cultural competency (cc) capacity of host sites, members will split their time between this cc work and the direct service work AmeriCorps members are known for.

When designing your member's workplan, we estimate (based on a full time member serving over 10-12 months):

at least 45% of their time should be reserved for the cultural competency work (this includes approx 3 hours/week in training, research and team projects, 12 hours supporting host site cc work).

55% of their time in other (approx 22 hours/week) of other direct service work.

**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. Due to the nature of A\*VISTA and AmeriCorps\*State funding, the cost-share amounts vary according each grants' match requirements.

The cost-share per full-time member for 2010-2011 will be:

	Amount	Details
Cash match	\$6,000	Billed quarterly Can be federal dollars ONLY if the Federal Agency approves the use of funds granted be used as match for an AmeriCorps grant
In-kind match	\$2,000	Documentation collected demonstrating value of supervision time

CEDO has a 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:**

Establish a Committee on Cultural Competence composed of (at minimum) an Exec. or Asst. Executive Director, Member of the Board and your AmeriCorps member. This committee will be the vision-keepers of the organization's cultural competence journey.

Commitment by members of this committee to join the Community of Practice includes: quarterly trainings, quarterly site visits with Coach/AC Staff, in person and on-line networking and information sharing. Estimated time commitment by each member: 4-6 hours/month (note: some of this may be time already spent on board/staff development and other strategic planning already in progress)

Commitment of cost-share match including \$6,000 and value of \$2,000 in-kind supervision time (per full time AC member).

Provide workstation for AmeriCorps members including desk, computer, phone and access to other essential office equipment. Provide members with site-specific training, tools, and transportation/mileage needed to successfully perform their service assignments.

Be an organization whose mission is in keeping with the goal of the CEDO We All Belong AmeriCorps program.

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

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).

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

### **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

*"We often assume that learning 'has a beginning and an end; that it is best separated from the rest of our activities; and that it is the result of teaching.' But how would things look if we took a different track?"* –Etienne Wenger

### Definitions and Resources

Briefly, **cultural competence** is a developmental process, not a final result, which evolves over an extended period. Both individuals and organizations are at various levels of awareness, knowledge and skills along the cultural competence continuum. (adapted from Cross, Isaacs and Dennis, 1989). The Center for Cultural Competence, at Georgetown University states the following:

**Cultural competence** requires that organizations:

A) have a defined set of values and principles, and demonstrate behaviors, attitudes, policies and structures that enable them to work effectively cross-culturally.

B) have the capacity to (1) value diversity, (2) conduct self-assessment, (3) manage the dynamics of difference, (4) acquire and institutionalize cultural knowledge and (5) adapt to diversity and the cultural contexts of the communities they serve.

C) incorporate the above in all aspects of policy making, administration, practice, service delivery and involve systematically consumers, key stakeholders and communities.

**Resource:** National Center for Cultural Competence at Georgetown University:  
<http://www11.georgetown.edu/research/gucchd/nccc/>

**Community of Practice:** Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly. (Wenger circa 2007)

**Resource:** [http://www.infed.org/biblio/communities\\_of\\_practice.htm](http://www.infed.org/biblio/communities_of_practice.htm)

### **Deciding Whether to Join**

We recognize this program calls for significant contribution of time and financial match. Why make commitment to cultural competency?

To be more competitive for funders. There is a growing emphasis on community and consumer participation among grant makers and other entities that fund health, mental health, social service and related research programs.

Enhanced consumer and community partnerships

To meet legislative, regulatory and accreditation mandates.

To decrease the likelihood of liability claims.

To create an improved work environment

Positioning Burlington to be more nimble and responsive

**CEDO's We All Belong  
AmeriCorps\*State Program  
Member Fact Sheet**



**What is AmeriCorps\*State?**

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. Since 1994, nearly 500,000 AmeriCorps members have served with thousands of nonprofit organizations, public agencies, and faith-based organizations nationwide. Nationally, members tutor and mentor youth, build affordable housing, clean parks and streams, and recruit, train, and manage community volunteers. AmeriCorps members do direct service to address critical needs in communities all across America. 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>.

Many in the community are familiar with CEDO's AmeriCorps\*VISTA program, running since 1993 supporting capacity building efforts in non-profits and municipalities across the region. AmeriCorps\*State 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. CCAN manages both the We All Belong AmeriCorps\*State team as well as a team of 20 AmeriCorps\* VISTA members.

**Term of Service and Member Benefits**

AmeriCorps\*State positions can be designed for members to commit full or part-time: this can be completed in a year or less. These members will support the CEDO AmeriCorps goals serving in the schools and community non-profit partners. Members may begin serving as early as September 2010 and serve through August 2011. AmeriCorps\*State members may have another job or be in school.

<b>Time Commitment</b>	<b>Service Hours</b>	<b>Living Allowance</b>	<b>Education Award</b>
Full time	1,700 hours	\$11,400	\$5,350
Half time	900 hours	\$6,035	\$2,836

In return for their service, AmeriCorps members receive an AmeriCorps Education Award up to \$5,350 that they can use to pay for college or to pay back qualified student loans. AmeriCorps members are also provided extensive personal and professional development training throughout their term of service. Other benefits include health coverage (full time only), and childcare for those eligible. For more information on member benefits, please go to [www.cedoburlington.org](http://www.cedoburlington.org).