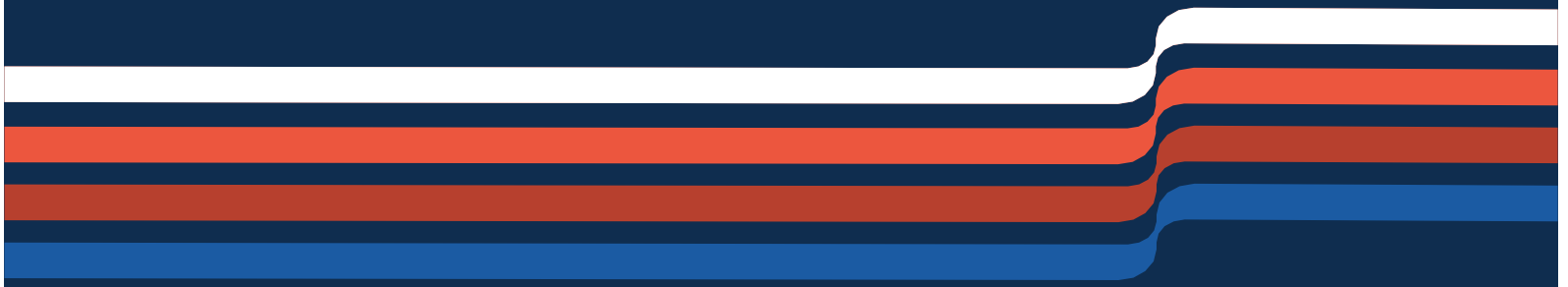




AmeriCorps



Bring out the best of America





VISTA

PROGRAM YEAR 2021-2022

AmeriCorps VISTA is a national service antipoverty initiative focusing on building capacity for organizations that address poverty related issues. The goal of a KyCC VISTA project is to have an AmeriCorps VISTA member work on specific activities that combat poverty, build capacity and lead toward organizational sustainability in Kentucky higher education institutions, schools, government agencies, and nonprofit organizations.

AREAS OF INTEREST

Education
Healthy Futures
Economic Opportunity
Environment
Veterans

Eligibility

Any Kentucky Campus Compact member institution of higher education, other educational institutions, government agencies, or other Kentucky nonprofit organizations with a 501(c)(3) status.

Program Duration

The 2021-2022 VISTA cycle will begin enrolling VISTA members into service during the late Spring and Summer of 2021. AmeriCorps VISTA members commit for one year of service with a host organization, with opportunities to re-enroll for additional service terms.

Next Steps

Please submit your completed application to VISTA@kycompact.org Applications will be processed as they are submitted. Once your application has been submitted, our team will review each section and reply if we have any questions.

- The application will be reviewed based on project sustainability and focus area.
- In general, you will be notified of your application status within three weeks of receipt. Any delays will be communicated to you.
- Each VISTA placement is required to have a VISTA Assignment Description (VAD).
- The KyCC staff will use your application to create the VAD and will review it with you to ensure alignment with your project.

Project Application Checklist

Completed VISTA application

Signed KyCC Memorandum of Agreement

Kentucky Campus Compact (KyCC) AmeriCorps VISTA Project Application

*Please submit a unique application per project. One host site can submit multiple unique VISTA project applications.

HOST AGENCY INFORMATION	VISTA PROJECT INFORMATION
Host Agency:	VISTA Project Title:
Address:	VISTA Supervisor:
City:	VISTA Supervisor Email:
*Zip + 4:	VISTA Supervisor Phone:
**EIN:	
Host Agency Leader Name:	
Host Agency Leader Email:	
Host Agency Leader Phone:	

*All applications are required to include the [USPS +4 digits](#).

**All applications are required to include your nonprofit Employer Identification Number (EIN).

PROJECT NARRATIVES

1. What year is this VISTA project with the KyCC program for 2021-2022?

<input type="checkbox"/> Year 1 CLICK HERE TO CONTINUE	<input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4+ CLICK HERE TO CONTINUE
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FIRST-YEAR VISTA PROJECT

2. Describe your organization's mission and purpose.

VISTA is a one-year opportunity to help build capacity at your organization. Using VISTA resources, the host site is expected to work toward project sustainability and be able to continue to engage and meet the needs of the community even after VISTA resources are gone.

3. How will your organization benefit from having an AmeriCorps VISTA member in 2021-2022?

4. Please describe the goal of the VISTA project for the 2021-2022 cycle. *This section will be included in your VISTA Assignment Description (VAD).* **(Maximum 750 characters allowed)**

5. In one paragraph describe how this project will alleviate poverty and/or work with low-income communities. *(Please note: This section will be included in your VISTA Assignment Description (VAD)).*

6. List a minimum of 3 objectives (no more than 5) on how the VISTA project will reach the goal statement listed above:

Note: Each objective and member activity must show how the project will be building capacity, addressing poverty, and working toward sustainability at your organization.

Sample: Strengthen LKLP's presence in the surrounding community by establishing new partnerships with existing human service community organizations, and identifying and connecting with key community leaders.

1.

2.

3.

4.

7. For each objective above, list a minimum of 3 activities the VISTA member will complete to achieve the objective. *Feel free to add additional rows and columns or attach a sheet if you need more than what is provided below. *

Objective 1: Member Activities <i>Sample: Using best research practice, identify and create a list of potential human service community organizations that LKLP can partner with.</i>	Objective 2: Member Activities	Objective 3: Member Activities
1.	1.	1.
2.	2.	2.
3.	3.	3.

[CLICK HERE TO CONTINUE TO THE VISTA RECRUITMENT SECTION](#)



VISTA PROJECT CONTINUATION

VISTA is a one-year opportunity to help build capacity at your organization. Using VISTA resources, the host site is expected to work toward project sustainability and be able to continue to engage and meet the needs of the community even after VISTA resources are gone.

All VISTA projects are expected to progress year to year with the project being sustainable ~~from~~ without VISTA resources after about 3 years. Each year, the VISTA project is assessed on capacity building and sustainability through the goals, objectives, member activities and performance measures reached.

1. Having read the above section, describe the continuation goal of this VISTA project for the 2021-2022 cycle.

Please note: This section will be included in your VISTA Assignment Description (VAD).

2. In one sentence describe how this project will alleviate poverty. (Please note: This section will be included in your VISTA Assignment Description, VAD).

3. Briefly describe how this project is different from the previous year(s)?

4. List a minimum of 3 objectives (no more than 5) on how the VISTA project will reach the goal statement listed above:

1.
2.
3.
4.
5.

5. For each objective above, list a minimum of 3 activities the VISTA member will complete to achieve the objective.

*Feel free to add additional rows and columns or attach a sheet if you have more than what is provided below

Objective 1: Member Activities	Objective 2: Member Activities	Objective 3: Member Activities
1	1.	1.
2	2.	2.
3.	3.	3.

VISTA RECRUITMENT

The following questions are to assist the KyCC program in recruiting for your project. Each section of this recruitment page will be used by the KyCC recruiter to create a recruitment flyer. Please note that many VISTA candidates range from no professional experience to having experience and/or a college degree.

1. What **basic qualifications** do you seek for this VISTA project? (i.e. education, skills, etc.)

2. What **preferred qualifications** do you seek in applicants for this VISTA project? (i.e. education, skills, etc.)

3. Are there any training and/or professional development opportunities that will be made available to the AmeriCorps VISTA member during their term of service? If so, explain.

4. Are there any additional benefits your organization can offer to the selected AmeriCorps VISTA candidate? (i.e. reduced cost housing, mileage reimbursement, meal plans, etc.) ****As a reminder, VISTA members ARE NOT PERMITTED to receive additional cash directly from their host site. This supplemental benefit can be in the form of a gift card, direct payment to the landlord, etc. Contact KyCC Director Wilson Mejia at 859-572-5667 or wilson.mejia@kycompact.org if you have additional questions.***

5. How many VISTAs are you requesting for this VISTA project? (Note: There is a Participation Fee per VISTA member per service term billed upon completion of the MOA, see section II of Memorandum of Agreement.)

 1 member **2 members** **3 or more members**

6. Which date would you like to reserve a spot for your VISTA member to start service?

 March 15, 2021 * (Recruited by 2/19)
 April 12, 2021* (Recruited by 03/19)
 May 10, 2021* (Recruited by 04/16)
 June 7, 2021 * (Recruited by 5/14)
 July 6, 2021* (Recruited by 6/11)
 July 19, 2021* (Recruited by 6/24)
 August 2, 2021* (Recruited by 7/9)

**These dates are determined based on the VISTA program's required Virtual Member Orientation (VMO) schedule. KyCC will notify you if there are changes to the dates above*

PERFORMANCE MEASURES

CAPACITY BUILDING

Capacity Building Outputs are one of the ways that VISTA members improve the ability of the organization at which they serve. Please choose one output performance measure, below, by filling in the target number in the corresponding box. All VISTA projects have the same capacity building outcome. Please fill in the corresponding box with your target number.

These output and outcome measures below are the targets you will be expected to report.

Note: Outcomes are defined as the overall end goal of the project, and outputs describe the actions or resources that will contribute to achieve the outcomes. For example, if an after-school program wants to increase the academic performance of the students attending their programs (outcome), their actions and resources will be devoted to sufficiently serve K-12 students (output).

OUTPUTS - Please choose one output measure from the three listed below. Provide a target number for the output in the box at the right.	Target Numbers: <i>Use only whole numbers</i>
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 in-kind resources leveraged.	
OUTCOME - As a result of the output measurement you chose above, you will need to measure the impact of those activities through the following capacity building outcome.	Target Numbers: <i>Use only whole numbers</i>
G3-3.10A: Number of organizations that increase their efficiency, effectiveness, and/or program reach.	
Describe your tracking methods for your capacity building OUTPUT/OUTCOME pair you indicated above	

ANTI-POVERTY PERFORMANCE MEASURES

CLICK ON ONE [Antipoverty Performance Measure](#) from the options below.

- [Economic Opportunity](#)
- [Education](#)
- [Healthy Future](#)
- [Veterans and Military Families](#)
- [Environmental Stewardship](#)

NOTE: We understand that some Host Agencies address poverty in more than one focus area. For reporting purposes, host sites should **CHOOSE ONLY ONE Antipoverty Output/Outcome in ONE Focus Area**. Indicate your selection by listing the target number and describing your tracking method.

ECONOMIC OPPORTUNITY

FINANCIAL LITERACY - output	Target Numbers: <i>Use only whole numbers</i>
O1A: Number of individuals served	
FINANCIAL LITERACY - outcomes	Target Numbers: <i>Use only whole numbers</i>
O9: Individuals with improved financial knowledge	
O19: Dollar value of tax returns generated	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above	

HOUSING - output	Target Numbers: <i>Use only whole numbers</i>
O1A: Number of individuals served	
O4: Number of housing units developed or repaired	
HOUSING - outcomes	Target Numbers: <i>Use only whole numbers</i>
O11: Number of individuals transitioned into safe, healthy, affordable housing	
O20: Number of safe, healthy, affordable housing units made available	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above	

EMPLOYMENT - output	Target Numbers: <i>Use only whole numbers</i>
O1A: Number of individuals served	
EMPLOYMENT - outcomes	Target Numbers: <i>Use only whole numbers</i>
O10: Number of individuals who secure employment	
O21: Number of individuals with improved job readiness	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above	

[CLICK HERE TO PROCEED TO NEXT SECTION](#)

EDUCATION

SCHOOL READINESS - output	Target Numbers: <i>Use only whole numbers</i>
ED1A: <u>Number of individuals served</u>	
SCHOOL READINESS - outcomes	Target Numbers: <i>Use only whole numbers</i>
ED23: Number of children demonstrating gains in school readiness	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

K-12 SUCCESS - output	Target Numbers: <i>Use only whole numbers</i>
ED1A: <u>Number of individuals served</u>	
K-12 SUCCESS - outcomes	Target Numbers: <i>Use only whole numbers</i>
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)	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

POST-SECONDARY SUCCESS - output	Target Numbers: <i>Use only whole numbers</i>
ED1A: Number of individuals served	
POST-SECONDARY SUCCESS - outcomes	Target Numbers: <i>Use only whole numbers</i>
ED11: Number of individuals earning a post-secondary degree or technical certification	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

[CLICK HERE TO PROCEED TO NEXT SECTION](#)

HEALTHY FUTURES

OBESITY & FOOD - output	Target Numbers: <i>Use only whole numbers</i>
H4A: Number of individuals served	
H10A: Number of pounds of food provided (No related outcome)	
OBESITY & FOOD - outcomes	Target Numbers: <i>Use only whole numbers</i>
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	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

ACCESS TO CARE - output	Target Numbers: <i>Use only whole numbers</i>
H4A: Number of individuals served	
ACCESS TO CARE - outcomes	Target Numbers: <i>Use only whole numbers</i>
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	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

[**CLICK HERE TO PROCEED TO NEXT SECTION**](#)

VETERANS AND MILITARY FAMILIES

VETERANS & FAMILIES SERVED - output	Target Numbers: <i>Use only whole numbers</i>
V1: Number of veterans served	
V7A: Number of active military members and/or military family members served	
V8: Number of veteran family members served	
VETERANS & FAMILIES SERVED - outcomes	Target Numbers: <i>Use only whole numbers</i>
O9: Individuals with improved financial knowledge	
O10: Number of individuals who secure employment	
O11: Number of individuals transitioned into safe, healthy, affordable housing	
O11: Number of individuals transitioned into safe, healthy, affordable housing	
O21: Number of individuals with improved job readiness	
ED11: Number of individuals earning a post-secondary degree or technical certification	
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	
H20: Number of individuals with improved access to medical care	
Describe your tracking methods for your OUTPUT/OUTCOME pair you selected above:	

[CLICK HERE TO PROCEED TO NEXT SECTION](#)

ENVIRONMENTAL STEWARDSHIP

AT-RISK ECOSYSTEMS - output	Target Numbers: <i>Use only whole numbers</i>
EN3: Number of individuals receiving education or training in environmental and/or practices environmentally-conscious practices	
AT-RISK ECOSYSTEMS - outcomes	Target Numbers: <i>Use only whole numbers</i>
EN3.1: Number of individuals with increased knowledge of environmental stewardship and/or environmentally-conscious practices	
EN3.2: Number of individuals reporting a change in behavior or intention to change behavior to better protect the environment	

[CLICK HERE TO PROCEED TO NEXT SECTION](#)



2021-2022
Memorandum of Agreement

between
Kentucky Campus Compact
90 Campbell Drive, CA 270
Highland Heights, KY 41099
and
Host Agency

Host Site Address

The purpose of this Memorandum of Agreement (MOA) is to delineate the terms, conditions and responsibilities regarding the participation of the Host Site in the Kentucky Campus Compact VISTA (Volunteers in Service to America) program funded by the AmeriCorps.

This document defines the responsibilities of **Kentucky Campus Compact** as the Project Sponsor and the host site listed at the beginning of the document with respect to the assignment of AmeriCorps VISTA member(s). Community needs and project-related KyCCs are outlined in Host Site Application and VISTA Assignment Description documents. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between AmeriCorps and **Kentucky Campus Compact**, and federal laws and regulations and AmeriCorps policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Agreement (MOA).

I. DURATION

Host applications are awarded for one year at a time with the hope that a site would have a VISTA project for 3 years depending on federal funding and performance. The service term for any individual VISTA is for one (1) year beginning with the first day of the Virtual Member Orientation. VISTA members receive ten (10) days of personal leave and ten (10) days of sick leave.

The duration of this agreement shall be concurrent with the terms of service for any and all VISTA members beginning service at the Host Site in 2021 and 2022.

II. PARTICIPATION FEE

Participation Fee	
<u>KyCC member institution</u>	<u>Non-member Institution/Community organization</u>
\$7,000/per VISTA	\$9,000/per VISTA

As a VISTA Sponsor Organization, KyCC is granted VISTA slots at an affordable/modest participation rate. A Participation Fee is compulsory of each partner organization in order to fulfill all staffing, recruitment, compliance, management, support and training needs. The full dollar value of placing an AmeriCorps VISTA member is approximately \$32,000/year which includes living allowance, Education Award and health care, as well as member support, program administration, training, and service-related travel costs.

This commitment includes a nonrefundable administrative fee of \$1,000 which must be paid within thirty days of invoice. This administrative fee is assessed on all KyCC partners and helps to cover costs associated with administration of the KyCC VISTA project.

VISTA host site Participation Fee payment options:

- An invoice will be sent once the MOU is signed.
- The participation fee is due within thirty days of the first invoice. If the invoice is still not paid before the member's start date, the member will not be able to begin service.
- A host site can request an alternative payment plan that consists of two half payments of the overall participation fee for a VISTA.
 - The first payment would be due thirty days after the invoice is received. The second payment would be due no later than the end of VISTA's third month of service.
- KyCC holds the right to accept or deny any request for alternative cost share payments.
- Host sites are not allowed to use sources of federal funding for this fee, unless this MOA is accompanied by a letter or email of permission from the federal agency stating explicit permission to do so.

Reimbursement Policy:

Reimbursement opportunities are available at a prorated scale:

- The first quarter of participation fee and the \$1,000 administrative fee is not refundable.
- If the VISTA completes 25-50% of service, half of the remaining participation fee will be refunded.
- If the VISTA completes 50-75% of service, one quarter of the participation fee will be refunded.
- If the VISTA completes 75-100% of service, none of the participation fee will be refunded.

Service completed	Refundable amount KyCC Member	Refundable Amount Non-member/Community Organization
25-50%	\$3,000	\$4,000
50-75%	\$1,500	\$2,000
75-100%	\$0	\$0

III. COMMITMENT TO DIVERSITY, EQUITY, INCLUSION

“On your idealism and on your success rests much of our hope for the final elimination of poverty in our American life.”

President Lyndon B. Johnson 1964

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.”

Martin Luther King Jr., 1963

Kentucky Campus is committed to continue the moral fight against poverty that President Lyndon B. Johnson entrusted the first AmeriCorps VISTA class in 1964. Our commitment to diversity, equity, and inclusion celebrates multiple approaches and viewpoints. We believe that diversity leads of innovation, and having a culture of inclusivity is at our core. As a staff, we understand that poverty is a complex social problem that transcends race, religion, gender, physical ability, sex orientation, and nationality. Because of the complexity and detrimental reach of poverty, we believe that grounding our work in diversity, equity, and inclusion would give us the best chance of co-creating a more just and equitable society, where the lack of access to healthy foods, affordable housing, and a good affordable education are rare occurrences, and where the overall well-being of our communities is abundant and eternal.

Kentucky Campus Compact has taking the proactive approach of engaging with our AmeriCorps members to further explore how race, social class, gender has shaped our understanding of poverty. By engaging in monthly dialogues with our VISTAs, we hope to minimize any misconceptions and biases and encourage empathy, collaboration, and solidarity.

Furthermore, through our monthly VISTA newsletter we provide essential resources (readings, TED Talks, and Podcasts) on topics related to diversity, equity, and inclusion.

In conclusion, we strongly recommend to all of our Host-Agencies to continue these conversations with their VISTA members at their placement sites, and to also allow the VISTA members to fully participate in the dialogues led by our office. Our office understand that these are difficult conversations, however, our staff is well equipped to provide any trainings and helpful tools to successfully support your VISTA.

IV. RESPONSIBILITIES

As the Project Sponsor, The Kentucky Campus Compact (KyCC) is responsible for the following:

- Ensuring progress toward the mission, goals, and objectives written in the project plan
- Promoting the service of the VISTA member and the related work of the Host Site
- Creating a Volunteer Assignment Description (VAD) in collaboration with the Host Site, for each VISTA describing the nature of the VISTA member's service at the Host Site
- Providing training and technical assistance to VISTA members and site supervisors
- Serving as the liaison to AmeriCorps, ensuring compliance with regulations and VISTA members' receipt of appropriate benefits
- Submitting reports and documentation to AmeriCorps, including bi-weekly verification of VISTA's full-time service
- Ensuring and documenting that all site supervisors have read, understand and agree to follow the terms and conditions set forth in this document

As the Host Agency, you are responsible for the following:

- Actively recruiting and selecting an individual to serve as a VISTA member for your service site, in collaboration with the KyCC Recruiter.
- Abiding by policies and provisions set forth in the AmeriCorps VISTA supervisor manual and VISTA handbook
- Allowing members to participate in local emergency disaster relief efforts if needed and in national service days (e.g. Make a Difference Day, Martin Luther King Holiday, Native American Youth Service Day, National Youth Service Day)
- Designating a site supervisor to oversee the VISTA member and serve as the primary site liaison to KyCC
- Ensuring that the VISTA member submits accurate service hours, vacation time/personal time (10 days), and sick time (10 days) recorded in the required OnCorps Reports platform/website.
- Ensuring progress toward the mission, goals, and objectives written in the VISTA's Volunteer Assignment Description
- Providing the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service, and within 30 days after the VISTA start date
- Ensuring site supervisor participation in any training events given by KyCC (includes webinars) and timely responses to requests and communication from the KyCC/KYCC VISTA staff.
- Ensure that proper communication is shared with the program director and KyCC staff regarding any issues associated with the performance of their VISTA member.
- Meeting weekly with the VISTA member to discuss work progress, goals, difficulties, and accomplishments
- Notifying KyCC of any proposed changes in the approved VAD and/or issues or concerns with VISTA
- Providing on-going supervision, training, and support to the VISTA member related to the goals of your project
- Providing the VISTA with travel expectations and mileage reimbursement for VISTA service-related travel
- Providing the VISTA with professional development opportunities and/or conference expense coverage
- Providing the necessary resources for the VISTA member to accomplish project KyCCs, including computer/work space

As the program participants, VISTA members are responsible for the following:

- Abiding by policies and provisions set forth in the AmeriCorps VISTA member handbook
- Attending all required trainings and events
- Completing additional assignments deemed necessary by KyCC
- Completing and participating in all evaluation requirements identified by KyCC Meeting regularly with site supervisor to discuss work progress, goals, difficulties, and accomplishments
- Participate in a required by-monthly one-on-one with KyCC VISTA Leader
- Performing responsibilities identified in the VAD
- Submitting all reports mandated by the program coordinator and/or the VISTA Leader

V. PROHIBITED ACTIVITIES

The Host Agency and the VISTA member understand that under no circumstances may the VISTA member participate in the following activities:

- Any project or activity where the involvement of the VISTA member will result in the displacement of employed workers or impair existing contracts for services
- Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
- Completing VISTA-related work from the VISTA's residence except when granted explicit permission from AmeriCorps in accordance to the teleservice policy (all KYCC VISTAs are require to complete the teleservice policy)
- Direct or indirect attempts to influence passage or defeat of legislation or proposals as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
- Enrolling in college courses, unless approved first by the site supervisor, KyCC VISTA director, and the Regional Office of AmeriCorps in accordance with VISTA guidelines
- Participating in labor or anti-labor organization or related activities as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps
- Participating in partisan and nonpartisan political activities, including voter registration as a part of their AmeriCorps VISTA duties or while in any way representing AmeriCorps in accordance with the Hatch Act
- Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their AmeriCorps VISTA duties

VI. ENDORSEMENTS

- ✓ This statement certifies that our location is physically accessible to persons with physical and mental impairments or disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973.

Authorized Official of Host Agency Signature

Date

- ✓ This statement certifies that the host site organization's status is non-profit, a public agency, and/or a private non-profit organization, and therefore eligible to participate in KyCC VISTA.

Signature of Authorized Official of Host Agency

Date

- ✓ After reading all of the items documented above, please sign below to demonstrate that you understand and agree to the terms, conditions, and responsibilities for participation in the KyCC Initiative.

Authorized Official of Host Agency Signature

Date

Kentucky Campus Compact AmeriCorps VISTA Program Director Signature

Date