



Pamela Dugan, State Director

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[West Virginia's Promise-The Alliance for Youth, AmeriCorps VISTA Project](#) is currently accepting applications from non-profit organizations, schools and state agencies to gain a VISTA resource to focus on developing, enhancing and sustaining educational programs focusing on fulfilling the [Five Promises](#) of [America's Promise](#) to strengthen and supplement efforts to eliminate and alleviate poverty, and to increase funding resources to support your programs.

Below you will find the RFP (Request for Proposal) **Due:** accepting applications ongoing.

All VISTA candidates **are required** to participate in PSO (Pre-Service Orientation) training. The projected 2016 PSO's could be in March, April, May, June, July, August, September, & November; this RFP is due to our office 10 weeks prior to PSO month. Candidates completed applications and Site recommendations are due 8 weeks prior to PSO dates. Existing Promise VISTAs that reenroll do not attend PSO.

General Information: To expand the VISTA Project each year an Administration Fee of **(\$5,000.00)** per VISTA, is requested to be paid by each Host Site along with a signed Memorandum of Understanding. Additionally, the Host Site agrees to provide office space and supplies (computer, phone, postage) travel, and other administrative cost. *If your site is not able to secure the fee contact Pam Dugan. Limited assistance is available on a case by case basis, though preference is given to sites in at-risk/distressed counties as defined by the ARC (Appalachian Regional Commission).*

If you are interested in having a VISTA member placed at your Site please let me know. You will be required to advertise, interview and select the applicant of your choice. All applicants must apply on-line at <https://my.americorps.gov/mp/member/registration.do> we do have applicants that have already applied online, which will be sent to you once your RFP has been received, reviewed & approved.

VISTA members **do not do direct service.**

Brief Description of the member's duties will include one or more of these topics:

- Getting Things Done – achieving demonstrable results in meeting Americans' educational, public safety, human and environmental needs.
- Strengthening Communities – uniting citizens from different backgrounds and bringing together diverse institutions in partnerships to transform communities in need.
- Encouraging Responsibility – strengthening the spirit of citizenship through service, education about service and understanding of communities.
- Expanding Opportunity – offering education awards in return for service and providing invaluable life and job skills to members which they will carry through the rest of their lives.

The focus areas are:

- Education
- Healthy Futures
- STEM

The [Five Promises'](#) are the framework of service

- Caring Adults
- Safe Place
- Healthy Start
- Effective Education
- Opportunities to Help Others



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Criteria:

- Age: you must be at least 18 years old
- Citizenship: you must be a U.S. Citizen, national, legal resident
- High School Diploma or GED
- Background Check: you must be fingerprinted at your pre-service orientation and have a background check completed

VISTA Benefits: Promise VISTA members receive an AmeriCorps living allowance of approximately \$11,676 for their year of service, health insurance, plus either an Education Award of \$5,775 that can be used to pay for college loans or applied towards education or End of service cash award \$1,500. All of West Virginia's Promise VISTA members are full-time, who serve a minimum of 35 hours per week on Site throughout their term of service, with 10 personal & 10 medical days. In addition, the Promise VISTA Initiative provides extensive training. Serving from home is prohibited.

Always keep in mind a Full-time yearlong members do not do direct service. VISTA members create or expand programs designed to bring individuals and communities out of poverty.

Below is a list of some of the **indirect service, capacity building and sustainability service activities full-time members can do.** These can be some of the steps for the Volunteer Assignment Description:

- Recruit Volunteers
- Train Direct Service Providers
- Public Speaking
- Develop Media kits, Press Releases
- Organize fundraising events
- Grant writing
- Organize task forces
- Conduct Outreach
- Create volunteer assignments
- Write manuals
- Training trainers
- Develop a Speakers' bureau
- Develop brochures
- Develop handbooks
- Develop train the trainers curriculum
- Develop community partnerships
- Secure partners; develop databases
- Secure funding for project staffing
- Create infrastructure
- Create evaluations tools

Please contact me if you have any questions or if you may be interested in applying to become a Host Site. I will assist you in completing the required documents.



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Promise VISTA Request For Proposal

Applications are accepted on-going, to pdugan@frontiernet.net

General Information

Sponsoring Organization:	
Director:	
Address: <i>PO Box, Street #, City, State, Zip & 4 digit zip code</i>	
County:	
Telephone:	
Email:	
Fax:	
Web Site:	
FEIN Number:	
DUNS Number:	
Project Year: 1, 2, 3	
Boards President Name & Phone	
Boards Treasurer Name & Phone	
VISTAs are required to submit reports monthly/quarterly/annual, hand written reports are not acceptable . Will your VISTA have access to a computer to complete all required reports in word ? As you are completing this application!	

Recruiting Contact Information

The contact person(s) is responsible for reviewing VISTA applications, conducting interviews, and notifying us of a final decision, reviewing & signing VISTA timesheets & reports. Please note if different from the individual who will be responsible for VISTA Supervision. It is essential that the following information be accurate and kept current with our office should there be any changes in the contact person(s).

VISTA Site Supervisor:	
Email:	
Telephone:	
Fax:	
Address:	
Cell Phone:	

Corporation for National and Community Service Focus Area(s) to Be Addressed

(Click on the box and/or underline the areas of focus; Note: in each focus area your member will be serving with a goal indirectly to fulfill/deliver the [Five Promises](#))

<input type="checkbox"/> Education	<input type="checkbox"/> STEM	<input type="checkbox"/> Healthy Futures
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Which Promise(s) does your Site project to fill through VISTA in-direct services?

Caring Adults Safe Place Healthy Start Effective Education Opportunities to Help Others



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Which of the following best describes your organization?

(Place an x next to the appropriate selection.)

Government Agency			
Federal		Private Non-profit	
State		Tribal	
Municipal		Other	
School		Describe	
County		Other:	

Executive Summary

Today's Date:	
Project Name:	West Virginia's Promise-The Alliance for Youth, <i>(insert name of your organization/school here)</i>
Project VISTA Supervisor Name: Address, include 4 digit zip extension, Phone, Email:	
(Continuation/New Site) Year of Project:	
Projected Month of VISTA placement:	
Narratives	
Provide a brief description of the proposed project, including the project goal(s) as well as an overview of the activities the requested VISTAs and will perform:	Project & Goals: VISTA Activities:
VISTA resources should be used to provide a sustainable solution to poverty, not just making poverty more tolerable. Please describe the specific anti-poverty outcomes that your proposed project will accomplish:	Anti-poverty outcomes:
Number of VISTA resources requesting:	
Estimated length of time required to complete your project:	
Briefly describe your organization mission, vision, history and beneficiaries of your organizations programs:	Mission/Vision: History: Beneficiaries:



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Need: In this section describe the unmet poverty-related community need(s) you propose to address using an AmeriCorps VISTA resource(s), answer each question below.

Future Goals of Accomplishments (State your need): Short Summary of what plans to be accomplished by the VISTA in the upcoming project year.

- Clearly state in measurable and quantifiable terms the specific poverty-related need(s) identified by the community(ies) that the VISTA project will address,
- State the number of low-income people directly affected by the problem(s).
- State how the planned program strategy (i.e., intervention) will lead to the final planned outcomes for the beneficiary community.
- The community you plan to serve, using data that is current, and specific to the community. These data should substantiate the need(s) you aim to address. Cite the data source(s).
- The specific low-income population your project intends to serve.
- If your program will operate at multiple sites, demonstrate a need in each community you propose to serve.
- Why the needs are not being met now.
- A summary of how your project will ultimately strengthen the community and bring individuals out of poverty.

Need:

Future Goals of Accomplishments:

Strengthening Communities: Describe how your VISTA aims to complement or expand current efforts in the community to address the need(s) described. Your response should encompass the following:

- Describe current activities your organization and other organizations are undertaking to address the problems identified in your need statement.
- Describe how the proposed project will complement this work.
- Describe how the new or enhanced programming created by your project will address the needs of the community and bring individuals and, ultimately, the community out of poverty.
- How will you involve the community to ensure the sustainability of the proposed project? Include a description of how the project will be designed to build long-term sustainability in an organization or program to ensure it continues after VISTA resources end.
- A discussion of how this approach will change over time as the VISTA(s) implements the project and build capacity.

Strengthening Communities:

Organizational Capacity: Detail your organization's capacity to manage a VISTA member, including information that addresses the following issues:

- What is your organization's experience/capacity to manage the proposed project including previous experience working with community volunteers and/or national service participants?
- Will your organization be able to provide the member with office space, computer/internet access, phone access, supplies, etc. in order to meet their VAD?
- What other resources (cash and in-kind) are available to support the project?
- What community partners will be engaged with the project and what will be their roles or contribution?
- If your agency is currently receiving other CNCS resources, specify which program and the number



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of members or national service participants. Also identify your intended plan for using the various CNCS resources to enhance the VISTA activities if applicable.

- If your organization has previously had an AmeriCorps member(s), please include a brief description of their assigned activities.
- Describe how you will manage and supervise the VISTA member(s).
- Explain how the VISTA member will be reimbursed for any service-related mileage or project-related expenses. What will be the mileage reimbursement rate?
- Describe you plans to assist the VISTA with housing. Please include any other relevant information regarding VISTA support expenses.
- Is your organization able to provide a (\$5,000) Admin Fee per VISTA resource?
- Briefly describe your organization's plan to provide day to day supervision, oversight and training to your member(s). Include the direct supervisor's name and title. Also include a brief description of the on-site orientation (OSOT) for your member(s).

Organizational Capacity:

Project Management: Describe your plan for providing daily supervision to the VISTA member(s) assigned to your Site. Include the following information:

- Name of the supervisor(s), indicating whether supervision will be a part- or full-time responsibility
- Is the site supervisor committed to meeting with the site VISTA at least once every week for 30 minutes for supervision, direction, work plan development, quarterly reporting progress and feedback?
- Strategies you aim to ensure members are prepared for their assignments and the ongoing support you will provide
- Plans for monitoring member(s)' progress in meeting the duties listed in their VISTA Assignment Description (VAD) relative to the project plan.

Also the Project Management narrative must address community involvement and assessment of performance, and address project sites and collaboration with other CNCS programs.

- Community involvement –Describe how you will ensure that the low-income community has input in your VISTAs roles, execution of the project, and ongoing support.

CNCS programs - describe how you will collaborate with other national service programs (RSVP, Senior Companions, Foster Grandparents, or AmeriCorps State/National)

Project Management:

Recruitment and Development: describe the following:

- Your organization's methods for recruiting qualified candidates.
- The skills your VISTA should bring to the position(s) to have a successful year?
- How your organization would provide reasonable accommodations to VISTAs with disabilities.
- The service-related transportation needs of the position. Service-related transportation is travel outside of the member's daily commute. Is it necessary for the candidate to have a privately owned vehicle or is the position accessible via public transit or does the position require use of an agency vehicle? How far might the VISTA travel on a monthly basis for service-related commitments? What is your organizations' reimbursement process for service-related travel?
- Whether your organization has the capacity to provide additional incentives, such as housing assistance. If so, provide detailed information to determine if the incentives are allowable based on VISTA regulations.



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- The plan for on-site orientation of VISTA member(s) to your organization and the community within the first month of service. Describe any training opportunities, technical assistance, and conferences that would be available to members throughout their service. West Virginia's Promise has an OSO you may opt to use, please make a note here if you wish to have a copy.

Recruitment and Development:

Summary of Accomplishments (Renewals only): Short Summary of what has been accomplished by the VISTA in the previous project year. Has your organization hosted an AmeriCorps*VISTA in the past, or currently?

Yes _____ No _____

Summary of Accomplishments (Renewals only):

Output:

Progress to date:

Output:

Progress to date:

Plan for Sustainability (Continuations and New): Be sure to address how the results of the VISTA Project will be sustained beyond the VISTA's term. If you have additional comments about sustainability that are not reflected in the project plan, please include them in the box below.

Sustainability:

Site Assurances: Please provide the answers to the questions below and submit all the documents required (highlighted in yellow):

- If a VISTA is placed with your project, the site supervisor is expected to attend required Supervisor training provided by the Corporation for the National and Community Service through the Charleston office, schedule will be provided when available. At this time trainings are through webinars and conference calls. Do you agree to attend trainings via traveling or electronically?
- Site Supervisors are encouraged and VISTA members will be required to attend State Trainings/Events. All the dates and locations for 2015 trainings/events are yet to be determined, but will be provided once available. **It is encouraged and essential that your VISTA attend.** Please type a **statement of assurance** that the site supervisor for the project (or their designee) will make an effort to attend and will allow, encourage and send their VISTA member to training/events.
- Submit a **letter of support/commitment** from your agency's board of directors indicating
 - Support for the VISTA position, understanding of \$5,000 administration fee, & understanding of the VISTA role,
 - The organization's commitment to assuring a successful VISTA placement and overseeing all VISTA reports are submitted through email in word documents, as well as printed, signed and mailed.
 - Support for working toward the goals, objectives and end outcomes of the proposed project.
 - A list of board members and/or advisory council members
 - Assurance of safety statement
 - 5013c document

Site Assurances:



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VAD (VISTA Assignment Description) is a detailed description of the activities assigned to the VISTA member. Describe what activities in detail your VISTA member will do to accomplish the goals. (this will be added in the Steps section) Page 8-9 is a copy of the Volunteer Description Assignment (VAD). The **red print cannot be changed**. Please **add Steps** to fulfilling each Milestone that fit your organization. Your VISTA member does not have to serve towards both of the goals in **red**; you may select one or both that fit your needs.

Volunteer Assignment Description

Please insert VAD Title Below: Include the word "VISTA", describe VISTA role (VISTA Outreach Coordinator, VISTA Volunteer Manager, VISTA Volunteer Recruiter, etc.)

VAD Title:			
VISTA Project: West Virginia's Promise		VISTA Member Name:	
Site Name:	Assignment Area:	Date:	
VISTA Member Activities and Steps Checklist			Planned Period of Work
Goal Statement 1: West Virginia's Promise-The Alliance for youth VISTAs will focus on developing/promoting the Five Promises in (insert your County here) by increasing the capacity building services and moving people out of poverty through community volunteers recruited, trained, and delivering and implementing the Five Promises to at-risk and low income children and youth in programs such as educational outreach programs, events and initiatives.			
Milestone 1: Increase, enhance, expand or develop programs to provide four of the 5 Promises. Indicator: How many programs are providing four of the five Promises? Step 1: Step 2:			
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:			Milestone 1 Completed (date): _____
Milestone 2: Provide four of the five Promises to 25 new children and youth. Indicator: Number of new beneficiaries (children & youth) receiving 4 or the 5 Promises? Step 1: Step 2:			
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:			Milestone 2 Completed (date): _____
Milestone 3: Recruit 10 new community volunteers. Indicator: Number of community volunteers recruited? Indicator: How many hours of service are contributed by community volunteers? Step 1: Step 2:			
Milestone 3 Summary of Activities/Progress/Accomplishments/Results:			Milestone 3 Completed



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	(date): _____
Goal Statement 2: VISTA members will increase funding through grants, cash and in-kind resources to move people out of poverty (<i>insert County here</i>) by supporting development and expansion of programs delivering the Five Promises to more at-risk and low-income children/youth.	
Milestone 1: VISTA members will develop \$1,000 of cash resources; grants, fundraisers, to sustain and develop programs. Indicator: Dollar value of cash resource developed by member? Step 1: Step 2:	
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:	Milestone 1 Completed (date): _____
Milestone 2: VISTA members will develop \$1,000 of in-kind donations to sustain and develop programs. Indicator: Dollar value of in-kind donations received Step 1: Step 2:	
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:	Milestone 2 Completed (date): _____
Milestone 3: VISTA members will track and report on the results of funds gained. Indicator: Number of programs, events, items developed by funding resources? Step 1: Step 2:	
Milestone 3: Summary of Activities/Progress/Accomplishments/Results:	Milestone 3 Completed (date): _____



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Project Name: West Virginia's Promise-The Alliance for Youth, *(insert your Site here)*

Year of Project: Focus Area(s) addressed Education STEM, Healthy Futures

Community Need, Goal, and Performance Milestones: <i>Service Category: Education, Health Futures, GED/Dropouts,</i>	Date(s)	Project Reporting
<p><i>Community Need: Children who receive at least four of the Five Promises are much more likely than those who experience only one or zero Promises to succeed academically, socially and civically. Over 3,000 students dropped out of school in 2009. It has been proven when a child receives 4 out of 5 Promises they are more likely to stay in school, get a job and be a productive citizen. They are more likely to avoid violence, contribute to their communities and achieve high grades in school. By focusing on promoting the Five Promises of America's Promise's and developing early warning systems to identify students early who are at-risk of dropping out of high school we will decrease the dropout rates.</i></p>		
<p><i>Goal Statement 1: West Virginia's Promise-The Alliance for youth VISTAs will focus on developing/promoting the Five Promises by increasing the capacity building services and moving people out of poverty through community volunteers recruited, trained, and delivering and implementing the Five Promises to at-risk and low income children and youth in programs such as educational outreach programs, events and initiatives.</i></p>		
<p><i>Milestone 1: Increase, enhance, expand or develop programs to provide four of the 5 Promises. Indicator: How many programs are providing four of the five Promises? How Measured: Activity Log/reports</i></p>		
<p><i>Milestone 2: Provide four of the five Promises to 25 new children and youth. Indicator: Number of new beneficiaries (children & youth) receiving 4 or the 5 Promises? How Measured: Activity Log/reports</i></p>		
<p><i>Milestone 3: Recruit 10 new community volunteers. Indicator: Number of community volunteers recruited? Indicator: How many hours of service are contributed by community volunteers? How Measured: Activity Log/reports</i></p>		
Community Need, Goal, and Performance Milestones: <i>Service Category: Non-profit Resource Development (Cash or In-kind)</i>	Date(s)	Project Reporting
<p><i>Community Need: Increasing funding will assist in sustaining the youth serving organizations to be available for the children, youth and families in the counties where VISTA members are placed, allowing for organizations to offer Five Promise driven program to more children and youth. 23% of West Virginia children are in poverty. The average of children in poverty within the counties of our host sites is 21%. Some counties are very high at 23% -</i></p>		



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<p>28%. Single families homes is an indicator of low-income and poverty. From 23% to 27% of families are single home families in the counties where VISTA member are or being recruited. The average graduation rates of youth in counties where VISTA members are placed vary from 81.73 to 88.30.</p>		
<p>Goal Statement 2: VISTA members will increase funding through grants, cash and in-kind resources to move people out of poverty by supporting development and expansion of programs delivering the Five Promises to more at-risk and low-income children/youth.</p>		
<p>Milestone 1: VISTA members will develop \$1,000 of cash resources; grants, fundraisers, to sustain and develop programs. Indicator: Dollar value of cash resource developed by member? How Measured: Activity Log/reports</p>		
<p>Milestone 2: VISTA members will develop \$1,000 of in-kind donations to sustain and develop programs. Indicator: Dollar value of in-kind donations received How Measured: Activity Log/reports</p>		
<p>Milestone 3: VISTA members will track and report on the results of funds gained. Indicator: Number of programs, events, items developed by funding resources? How Measured: Activity Log/reports</p>		