



# SerVermont AmeriCorps VISTA Umbrella Project

## VISTA Assignment Description (VAD) 2018-2019



<b>VISTA Program:</b> SerVermont VISTA Umbrella Project	<b>Organization Name:</b> Central Vermont Regional Planning Commission
<b>VISTA Member:</b>	<b>Timeframe:</b> mm/yy –mm/yy 08/19 – 08/20 <b>Last Updated:</b> mm/dd/yyyy 04/09/2019

### VISTA Goal Statement

Please provide a brief summary of the goal for your VISTA project and how you aim to achieve it. **This should be no more than 600 characters.** If you would like to provide additional context for the member, you may enter it below the summary but it will not be included in the online portal.

This VISTA project will create and strengthen opportunities for people to work together to reduce the number of households experiencing poverty and increase accessibility to social and public services. The VISTA will build capacity by engaging volunteer committees and fostering partnerships in multiple program areas. Services and products resulting from VISTA efforts include: municipal action tools and resources; infrastructure inventories and analysis; enhanced volunteer systems; strengthened partnerships; municipal and community engagement tools; and funding applications.

### Assignment Priority Areas and Performance Milestones

What will the VISTA member at your organization focus on? Please choose one or more of the following performance measures and provide numerical goals.

✓	Assignment Focus Area	Objective	Programming Area and Performance Milestone
X	Capacity Building Measures	Capacity Built	<u>5</u> # organizations that receive capacity building services <u>    </u> # of organizations that report capacity building services have helped make the organization more efficient <u>5</u> # of organizations that report capacity building services have helped make the organization more effective <u>    </u> # of organizations that have received an increase in requests for their programs / services <u>20</u> # of staff and community volunteers that receive training <u>2</u> # of new systems / processes or enhancements put in place
X	Economic Opportunity	Financial Literacy	Providing <b>financial services-related</b> assistance to economically disadvantaged people to improve their <b>financial literacy</b> . <u>    </u> # of economically disadvantaged individuals receiving financial literacy services. (O1) <u>    </u> # of economically disadvantaged individuals with improved financial knowledge. (O9)
		Housing	Providing <b>housing related</b> assistance to economically disadvantage people to improve their <b>housing situation</b> . <u>    </u> # of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities. (O4) <u>    </u> # of economically disadvantaged individuals, including homeless individuals, receiving housing services. (O5) <u>    </u> # of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing. (O11)

		Employment	Providing <b>employment-related</b> assistance to economically disadvantaged people. ____ # of economically disadvantaged individuals receiving job training and other skill development services. (O2) ____ # of economically disadvantaged individuals receiving job placement services. (O3) ____ # of economically disadvantaged individuals placed in jobs. (O10)
X	Healthy Futures	Obesity and Food (Food Security)	Providing services to individuals in underserved community to gain access to <b>food resources</b> . ____ # of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations. (H10) ____ # of individuals receiving support, services, education and/or referrals to alleviate long-term hunger. (H11) ____ # of individuals that reported increased food security of themselves and their children (household food security) as a result of CNCS-supported services. (H12)
		Access to Health Care / Opioids	Providing services to individuals in underserved community to gain access to <b>preventative and primary health care services</b> . ____ # of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs. (H1) ____ # of clients to whom information on health insurance, health care access and health benefits programs is delivered. (H2) ____ # of clients enrolled in health insurance, health services, and health benefits programs. (H3) ____ # of clients participating in health education programs. (H4) ____ # of clients receiving language translation services at clinics and in emergency rooms. (H7)

### VISTA Member Activities and Steps Checklist (Please check all that apply)

X	<b>Activity 1: PROGRAMS.</b> Develop programs that help individuals and communities alleviate poverty in their community and fall into one or more assignment focus and programming areas (job skills/internships, nutrition, food access, homelessness, housing, agriculture, affordable housing, veterans services, financial literacy). Create opportunities for Vermonters to engage in community service.	Planned Period Of Service
What is the intended impact or outcome?		Assess the type of actions municipalities take to address Vermont's energy, housing, child care, and economic development (infrastructure development) goals, and create or update documents and tools to increase the effectiveness of those actions and/or increase the number of actions taken.
X	Step 1: Research existing and past programs and service opportunities facilitated by the organization	Qtr 1-2
X	Step 2: Develop and implement ____ curriculum/a for programs Type of program(s): ____ job skills/internships; ____ nutrition; ____ agriculture; <u>X</u> affordable housing; ____ homelessness; <u>X</u> Other: <u>energy, child care, infrastructure</u>	Qtr 1-4
X	Step 3: Evaluate programs or community service opportunities	Qtr 1-3
X	Step 4: Develop tool kits or other mechanisms to ensure that programs or service activities can be implemented in the future	Qtr 1-4
X	Step 5: Train staff about how to implement programs and service opportunities	Qtr 2-4
X	<b>Activity 2: RESOURCE DEVELOPMENT.</b> Develop and Implement Resource Development Plan. This includes fundraising events and initiatives, grant research and writing, and development of in-kind resources	Planned Period Of Service

What is the intended impact or outcome?	Write grant proposals to help insure funding and resources are secured to continue program activities beyond the VISTA member's service.	
X	Step 1: Research existing and past funding streams	Qtr 1-2
	Step 2: Develop resource development plan to maintain current funding streams and develop ___ new funding streams	
X	Step 3: Conduct research for <u>3</u> grant proposal(s)	Qtr 2-4
	Step 4: Plan and implement ___ fundraising event(s)	
X	Step 5: Write <u>3</u> grant proposal(s)	Qtr 2-4
X	Step 6: Develop and implement strategies to procure <u>\$1,000</u> of in-kind donations	Qtr 2-4
X	Step 7: Procure <u>\$5,000</u> of cash Donations (from events, grants, and donors)	Qtr 2-4
	Step 8: Develop mechanisms to ensure all reporting requirements are met	
	Step 9: Develop mechanisms to ensure funding streams can be maintained and expanded after the member leaves service	
	Step 10: Train staff about maintaining funding streams	
X	<b>Activity 3: VOLUNTEER MANAGEMENT.</b> Create/enhance and/or implement system(s) that increase the organization's ability to recruit, screen, manage, and recognize volunteers or mentors	Planned Period Of Service
What is the intended impact or outcome?	Increase volunteer recruitment and retention by developing tools, resources, and trainings that increase the effectiveness, efficiency, and personal satisfaction of volunteer work.	
X	Step 1: Research organization's past and current use of volunteers and what systems and forms have been developed	Qtr 1-2
X	Step 2: Develop the following: ___ recruitment material(s); ___ application form(s); ___ screening forms(s); ___ screening process; <u>X</u> training curriculum/a; ___ volunteer/mentor position description(s); ___ database(s) for volunteer management	Qtr 1-4
X	Step 3: Develop and implement volunteer recruitment and management plan	Qtr 1-2
X	Step 4: Recruit <u>5</u> community members to serve as volunteers	Qtr 1-4
	Step 5: Screen ___ community members to serve as volunteers	
X	Step 6: Train <u>20</u> community members to serve as volunteers	Qtr 1-4
	Step 7: Manage ___ community volunteers resulting in <b>40</b> total volunteer hours benefiting the organization	
X	Step 8: Develop or implement <u>2</u> recognition events or initiatives to recognize volunteers	Qtr 2-4
X	Step 9: Develop mechanisms to ensure future replication	Qtr 3-4
X	Step 10: Train staff on how to use new system and tools	Qtr 3-4
X	<b>Activity 4: PUBLIC AND COMMUNITY RELATIONS.</b> Create or Enhance a Public and community relations	Planned Period Of Service
What is the intended impact or outcome?	Spread the word about CVRPC project and programs to increase CVRPC's ability to work cooperatively to address regional issues and to continue positioning the organization as a leader and partner. Develop targeted outreach materials.	
	Step 1: Research past public relations plans and tools	
	Step 2: Develop a public relations plan	
X	Step 3: Develop and disseminate the following public relation tools: ___ brochure(s);	Qtr 1-4

	<u>1</u> website(s)/social networking sites; <u>6</u> flyer(s); ___ poster(s); ___ public service announcement(s); <u>3</u> press release(s); <u>5</u> article(s); ___ letter(s); <u>1</u> video(s); ___ newsletter(s); ___ listserve(s); ___ other: _____	
	Step 4: Develop mechanism to ensure tools can be used or revised for future use	
	Step 5: Train staff on how to use and revise tools	
	Step 6: Research current and past affiliations and community partners	
	Step 7: Develop lists and timeline for contacting organizations	
X	Step 8: Make <u>3</u> presentations to various community groups	Qtr 3-4
X	Step 9: Collaborate with partners to develop and improve programs supporting community engagement	Qtr 3-4
X	Step 10: Document collaborations and develop contact list	Qtr 3-4
X	Step 11: Inform staff about contacts so that they can be maintained after VISTA service	Qtr 3-4
X	<b>Activity 5: OPERATIONAL SYSTEMS.</b> Create or enhance AND implement and manage operational systems	Planned Period Of Service
What is the intended impact or outcome? Insure programs and projects can be replicated and expanded by documenting actions and contacts needed to continue. Create “how to” guides.		
	Step 1: Research existing and past operational systems	
X	Step 2: Develop and implement the following: ___ database(s)—not counted under other tasks; ___ evaluation(s)—not counted under other tasks; <u>X</u> systems to replicate program(s), such as tool kits or written instructions—not counted under other tasks	Qtr 3-4
	Step 3: Develop mechanisms to ensure that systems can be maintained and revised in the future	
	Step 4: Train staff on how to use operational systems	
X	<b>Activity 6: SerVermont VISTA Requirements</b> (Required for all)	Planned Period Of Service
What is the intended impact or outcome (What change should occur? e.g., more, less, improved). Members will gain skills and knowledge to help them with their service activities, as well as career development. Members will build esprit de corps and identification with A*VISTA and SerVermont VISTA Program. Members will see the connection between their daily tasks and the purpose of their service. Members will feel supported during their service year.		
X	Step 1: Complete online VMO Curriculum	Q1
X	Step 2: Write 1 Newsletter Article	Qs1-4
X	Step 3: Submit Weekly Progress Reports	Qs1-4
X	Step 4: Plan and Participate in Dr. King Day Activities	Qs1-2
X	Step 5: Participate in all required SerVermont, CNCS, and VT CNCS training and events (up to 2 days a month)	Qs1-4
X	Step 6: Meet weekly with supervisor	Qs1-4
X	Step 7: Assist in compiling information and writing reports (up to 3 times per year)	Qs1-4
X	Step 8: Develop a Legacy Manual	Q4
X	Step 9: Develop and facilitate an end-of service presentation	Q4
X	Step 10: Fill out an Exit Interview	Q4
X	Step 11: Wear AmeriCorps VISTA shirt or pin when engaged in service; identify, self as an VISTA member when actively engaged in service; and ensure that the VISTA Logo is on all documents or electronic media that the member helps create	Q1-4
X	Step 12: Follow all AmeriCorps VISTA rules	Q1-4

## Information about SerVermont the SerVermont VISTA Program, and the Service Site

### **SPONSOR**

#### **Mission:**

The SerVermont VISTA Program is sponsored by SerVermont [formerly the **Vermont Commission on National and Community Service (VT CNCS)**]. The SerVermont mission is to promote, support, and recognize volunteerism and community service throughout the state of Vermont.

#### **Activities:**

SerVermont administers funding to the state's AmeriCorps National service programs and promotes, supports, and recognizes volunteerism and community service throughout Vermont. The commission consists of 15 governor appointed citizens supported by a staff of five housed in the Secretary's Office in the Agency of Human Services.

#### **SerVermont VISTA Umbrella Program:**

VT CNCS VISTA Umbrella Program places VISTA members at community organizations, state agencies, and municipalities throughout Vermont that help alleviate poverty and improve the lives of Vermonters. Most sites hosting a VISTA member promote or actively engage individuals and families in job and life skills programs; employment, agricultural and food initiatives, affordable housing and homelessness initiatives, and veteran services. A\*VISTA members build the capacity of organizations in some or all of the following ways: **(1)** Develop programs (e.g., writing curricula, implementing pilot programs, evaluating, and creating systems for replication) that help individuals gain essential skills, knowledge, and attitudes; **(2)** Identify and secure cash and in-kind resources needed to help ensure sustainability of vital programs; **(3)** Recruit, train, and manage community volunteers; **(4)** Develop public relation tools (e.g., websites, social networking sites, public service announcements, press releases) to spread the word about programs, events, and opportunities; **(5)** Educate community stakeholders (e.g., individuals, civic groups, businesses, about issues and program, create opportunities for the stakeholders to actively participate in strengthening in programs, and collaborate with community stakeholders to address community-wide issues; and **(6)** Establish or improve operational systems (e.g., databases, volunteer recruitment processes, public relations plans) that become part of ongoing operations.

#### **Low Income Population Served:**

**SerVermont:** SerVermont promotes, supports, and recognizes volunteerism on all levels. A majority of the service that is given by Americorps members and volunteers is provided to individuals and families whose household income falls below the poverty level. **SerVermont VISTA Program:** SerVermont VISTA Program places members at organizations that help reduce and eliminate the effects poverty has on Vermonters. The vast majority of individuals served are from lower-income household situations.

#### **How A\*VISTA service complements mission and activities:**

SerVermont VISTA members help organizations build their capacity to provide and promote high-quality opportunities and programs for low-income individuals and families through a variety of approaches. Many of the poverty alleviation programs supported by members are in early developmental stages, and the service of the VISTA members is crucial to their success. All partner sites have requested members to help them create and expand poverty alleviation initiatives which serve as many individuals and families as possible. VISTA members enhance systems that support the programs offered by the organizations. They develop new programs to further the organizations' missions, as well as procure resources to ensure sustainability. They create or enhance databases and other office systems; develop and implement public relations plans; create volunteer recruitment strategies and management processes; and facilitate relationships within the community.

## SERVICE SITE:

**Mission:** The Central Vermont Regional Planning Commission (CVRPC) assists its member municipalities in providing effective local government and works cooperatively with them to address regional issues.

**Activities of Organization:** CVRPC leverages the power of people working together. Through a combination of environmental and economic planning strategies, we foster a community environment that provides for the needs of both residents and our natural surroundings, today and for generations to come. We act as “connectors” to move ideas to action. Working with towns, cities, non-profit organizations, and state agencies, we strengthen public policy and cultivate actions that increase food access, provide affordable housing opportunities, increase social connectedness, support community health, increase public transit ridership, support walkable communities, and foster development and maintenance of public infrastructure.

**Low Income Population Served:** Residents of the 23 municipalities in our regions, to include those living at or below 185% of the Federal Poverty level.

**How A\*VISTA member's service will build permanent infrastructure which alleviates poverty within the organization:** Increasing the number of municipal volunteers working to implement energy programs locally. Developing an orientation and training program for Bus Buddy participants on public transit to increase access to Opioid treatment programs and community services. Developing a Central Vermont Housing Guide to encourage use and development of affordable housing and its associated services. Developing a tool box to support local work and regional energy implementation. Working with partners to develop a housing and child care action idea guides and presenting these guides in multiple venues. Assessing actual mobile wireless and broadband service in the region and working with municipalities and other partners to increase access in underserved areas. Complete inventories of path, sidewalk, water and wastewater infrastructure and develop a “state of the region's infrastructure” report.

**How the A\*VISTA member's service will help people who are low-income people and alleviate poverty:**

The VISTA member's service will implement programs that aid in the reduction of expenses related to energy, transportation and housing in turn alleviating poverty.

**Geographic Area:** Central Vermont (all of Washington County, 3 municipalities in Orange County)