



CITY OF ST. PAUL - AMERICORPS VISTA HOST SITE

Request for Proposals

OFFICE OF MAYOR MELVIN CARTER

The Office of Mayor Melvin Carter, in partnership with the Corporation for National and Community Service, is seeking proposals from organizations interested in hosting an AmeriCorps VISTA member for the 2019-20 program year.

This program is focused on working with communities to build the capacity of and access to high-quality early learning programs targeting children aged birth to three and their families, as a part of the City of Saint Paul's Life Long Learning initiatives.

AmeriCorps VISTA members perform indirect services at their host sites that are designed to create systemic changes in Saint Paul.



City of St. Paul VISTA Program Goals

- Support service members to create community-informed solutions to increase access to high quality birth to three programming.
- Create space for these birth to three oriented programs and organizations to collaborate and share resources, networks and best practices.
- Build a cohesive network made up of the public-school district, city agencies, early child learning facilities, and nonprofits that works together to preempt the opportunity gap through offering accessible holistic programming to Saint Paul's youngest residents.
- Promote and celebrate National Service in Saint Paul.
- Recruit VISTA members from the communities in which they serve and create a cohort that is representative of the many types of diversity of our city.
- Work within a cultural humility framework.

AmeriCorps VISTA (Volunteers in Service to America) is a member of the AmeriCorps family of national service programs, administered by the Corporation for National and Community Service (CNCS). VISTA members are charged with helping bring individuals and communities out of poverty by performing 'indirect service' that increases the capacity of their host organizations to create systemic change. VISTA members are provided with a modest living allowance and health benefits to support their full-time, full-year commitment to service.



Eligibility

Host sites must be able to direct the project, supervise the VISTA member, and provide necessary administrative support. The goals and objectives of the project must be clearly defined and measurable results must be demonstrated.

Host sites must comply with and/or provide the following:

- An annual, non-refundable \$5,000 cost-share payment to the Saint Paul VISTA Program for each VISTA member hosted
- Recruitment and selection of their own VISTA applicants, with support and approval from the Saint Paul VISTA Program.
- Participation in Saint Paul VISTA Program Supervisor Training, Project Plan development and on-going training.
- A designated supervisor who will provide daily supervision to the VISTA member. This person must be available for frequent communication and to meet with the VISTA regularly to discuss projects, goals and activities.
- Completion of monthly reports and semi-annual member performance evaluations.
- A comfortable work environment, including, but not limited to, office space and access to email, phone, and a computer.
- Meaningful work for the VISTA member in accordance with the Project Plan.
- Support for a VISTA member's professional development.
- Active planning for sustaining the project's goals, strategies and impact beyond the VISTA partnership.
- Reimbursement to a VISTA member for service-related travel expenses.
- A signed letter of commitment and Memorandum of Understanding, bearing the signatures of the VISTA Supervisor as well as the host organization's Chair of the Board of Directors, Executive Director or highest governing authority.



Proposals

Round 1 - Proposal and Narrative

VISTA projects typically have a 3-year project period. The proposal and narrative give you the opportunity to shape your VISTA project, document the potential impact that a VISTA member will have on your organization and the Saint Paul community, and discuss how your organization will utilize the VISTA resource. Please refer to the attached application starting on page 6. Notifications for sites making it to the final stage of the selection process will go out on a rolling basis by **February 4, 2019**. Those organizations will be asked to submit a Project Plan.

Round 2 - Project Plan

The Project Plan outlines the goals and objectives for the 3-year VISTA project, and is a working document that should guide your VISTA member and the parallel work of your organization. An extensive packet of information to guide the development of a Project Plan will be provided to selected sites. This is an important piece of the proposal process and VISTA Program staff will work with prospective VISTA host sites to create a Project Plan.

Submission Timeline

Application proposal materials must be completed and submitted electronically to the Saint Paul VISTA Program on or before **January 15, 2019**. Sites selected as finalists for VISTA placement will be asked to submit a Project Plan by **March 4, 2019**. Proposal materials should be submitted to:

Camille Tinnin
Saint Paul VISTA Program
Office of Mayor Melvin Carter, City of Saint Paul
Camille.tinnin@ci.stpaul.mn.us; 651-266-8517



Timeline

The City of Saint Paul VISTA Program operates on an August-August term.

**CNCS recruitment and Pre-Service Orientation dates are subject to change, which can affect member pre-enrollment, Saint Paul VISTA Program Orientation dates and VISTA members' first day on-site.*

January 15, 2019	Application proposals due
February 4, 2019	Finalists asked to submit a Project Plan
March 4, 2019	Finalist's Project Plans due
March 15, 2019	Notification of Selected Host Sites
March 19, 2019	New VISTA Supervisor Training
April- early June, 2019	VISTA member recruitment
Early June, 2019	Final candidates selected and VISTA pre-enrollment paperwork due
June 21, 2019	On-Site Orientation and Training Plans due
July 15, 2019	Memorandums of Understanding signed and returned
August 5-7, 2019	VISTA members attend City of Saint Paul VISTA Program Orientation
August 8, 2019	VISTA members begin service at their sites



The Application

Section I: Organization Information

Organization Name:

Address:

City, State, Zip

Phone:

Web Address:

Executive Director Name, Title:

ED Email Address:

ED Phone:

List the staff person who will act as the VISTA Supervisor. Please Attach a Resume and Position Description for the VISTA Supervisor to your application.

VISTA Supervisor Name, Title:

Email Address:

Phone:

Does this individual work full time at your organization?

**If the proposed supervisor is not full time, please list the name and title of another staff member who will be available to support the VISTA as necessary:*



Section II: VISTA Application Information

Application Type (select one):

- Private Non-Profit
- Local Affiliation of a National Organization
- K-12 School (indicate public, charter, or private)
- College or University
- Faith-Based Organization
- Local Government
- State Government
- Federal Government
- Tribal Government
- State Association
- Community Action Agency
- Other, Please Specify:

How many VISTA members is your organization requesting in this proposal?

Note: Most City of Saint Paul VISTA Projects receive one VISTA member per year.

Does your organization currently host any National Service members, or has it in the past? If yes, please list the number of members in each stream (i.e AmeriCorps, Senior Corps, Promise Fellow, VISTA, etc.), the dates of service, and a brief description of their projects.

Do you plan to apply for other CNCS resources in 2019? If yes, please provide information on these potential resources and a brief description of the associated projects.



Section III: Narrative

1. Please describe your organization's mission, the tie to the birth to three focus and the ways that your program(s) serve low-income communities in Saint Paul.
2. Identify and discuss the specific community need(s) your VISTA project will address. Use current statistical data, citing sources where possible, and include information on the number of low-income people directly affected. Include information on the population(s) served by your organization and your proposed VISTA project.
3. Describe your organization's goals and strategies for improving its services to the community. How did you determine that these goals and strategies were well suited to your organization and the population you serve? What challenges currently hinder your ability to realize these goals?
4. How does your proposed VISTA project align with the aforementioned selection criteria? How does the project align with, support and further the missions and goals of your organization, the City of Saint Paul's life long learning initiatives, the Saint Paul VISTA Program and AmeriCorps VISTA (the Corporation for National and Community Service)?
5. How will your proposed VISTA project support and facilitate access to and participation in high-quality early learning and wellness programs and services for Saint Paul children from birth-three? Where appropriate, please include information on how you will measure and quantify the results of your VISTA project and the evidence of positive impact (include project goals and outcomes).

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Section III: Narrative

6. VISTAs work to build capacity within their assigned organizations. The systems and partnerships developed by VISTA members should lead to sustainable changes within organizations and communities. Describe steps your organization will take to ensure the sustainability of the VISTA project, both from year-to-year and beyond the 3-year VISTA Project Plan. How will your VISTA project's achievements and community impact outlive your partnership with the Saint Paul VISTA Program?

7. Describe specifically how your site will ensure that a VISTA member is successfully welcomed, supervised and supported throughout their year(s) of service. Include plans for on-site orientation, training/professional development opportunities, integration with staff and successful supervision.

8. Describe the qualifications, availability and management style of the VISTA Supervisor, as well as the physical environment your organization will provide for the VISTA member. How much time will the Supervisor spend with the VISTA member on a daily/weekly/monthly basis?

**Please remember to attach a resume and position description for the VISTA Supervisor to your application.*