

## **Description of Change to VISTA Application and Justification**

The Corporation seeks to modify its current AmeriCorps\*VISTA Project Application & Instructions to enhance the VISTA Assignment Description (VAD). Currently the application asks for a broad description of VISTA activities, but does not provide for assignment descriptions specific to individual VISTAs. By requiring separate VADs for each VISTA assignment, the Corporation can better prepare VISTAs to serve and ensure that activities are appropriately linked to the Project Plan.

The application instructions will be revised to simplify the current narrative which describes VISTAs assignments and will add instructions and provide guidance for sponsors to prepare and submit individual VADs only when VISTA members are selected for their project.

This change only applies to pages 11-12, Section F of the AmeriCorps\*VISTA Project Application. See below for more information.

### **LANGUAGE CURRENTLY APPROVED BY OMB**

#### **F. VISTA Assignment Description**

1. List the tasks and activities AmeriCorps\*VISTA member(s) and Leader(s) must perform to implement the strategies described in the project plan(s). These tasks and activities should logically relate to the overall project goals and activities you propose in Part III, Project plan for AmeriCorps\*VISTA Project Applicants. This section will include more detail on the actual service activities, and should not include direct service activities. Create as many different assignment descriptions as needed for the project.
2. List the recommended skills and qualifications that an AmeriCorps\*VISTA member or Leader should have to successfully complete the project plan.

#### *Helpful Hints:*

When completing this section, keep in mind that AmeriCorps\*VISTA members fulfill a one-year, full-time term of service. Members may serve up to three terms of service, at the discretion of the Corporation.

The AmeriCorps\*VISTA assignment description is used to recruit and inform potential members about specific assignments. Members assigned to the project will use the assignment description as their principal guidance for day-to-day activities designed to achieve the outcomes of the project plan.

Will all positions involve the same activities and tasks? Will the activities and tasks change during each year of the multi-year project?

In determining what skills are recommended, you may want to address whether members will be required to have proficient knowledge of English, Spanish, or any other language.

*Sample Assignment Description:*

The Member tasks and activities for Year 1 will include:

1. Producing outreach materials for volunteer recruitment;
2. Recruiting and screening volunteers;
3. Meeting with local business owners to solicit assistance in designing job-readiness training sites;
4. Setting up teachers' referral system to select youth candidates for the program; and,
5. Researching and developing funding resources to ensure project sustainability.

Recommended skills and qualifications include:

1. An interest in working on the problem of employment for low-income youth;
2. Excellent writing skills;
3. Experience coordinating a project or group of volunteers;
4. An educator, counselor, or individual who has experience with youth programs is desirable; and,
5. Proficiency in Spanish and/or experience in English as a Second Language tutoring.

## **PROPOSED LANGUAGE FOR OMB APPROVAL (to replace the section above)**

### **F. VISTA Assignment Description (VAD)**

To be submitted with the project application

1. List the general tasks and activities AmeriCorps\*VISTA member(s) and Leader(s) will perform to implement the strategies described in the project plan(s). These tasks and activities should logically relate to the overall project goals and activities you propose in Part III, Project plan for AmeriCorps\*VISTA Project Applicants. This section will include more detail on the actual service activities, and should not include direct service activities.

To be submitted upon selection of Individual VISTAs

2. For each unique VISTA assignment, describe the specific goals required of the VISTA. For guidance on how to develop an effective VAD please talk with your State Office.

*Helpful Hint:*

When completing this section, keep in mind that AmeriCorps\*VISTA members fulfill a one-year, full-time term of service. Members may serve up to three terms of service, at the discretion of the Corporation.