AmeriCorps|Florida VISTA Network
Project FAQ's

Project Host Site Applications for the AmeriCorps|Florida VISTA Network (A|FVN) are now available for new and <u>renewing</u> Project Host Sites for the 2021-22 program year! A|FVN provides higher education institutions and community-based organizations the opportunity to host a full-time AmeriCorps member. <u>Project Host Site Applications are due by 5pm EST on Friday, May 7, 2021.</u> If you have any questions about the application process, please review the FAQs and/or contact A|FVN program staff at 850-644-1881 or amitas@fsu.edu.

<u>FAQs:</u>

Q: Who can apply to become an A|FVN Project Host Site?

A|FVN member colleges and universities as well as community-based organizations, in partnership with an A|FVN member institution, are invited to apply. All VISTA host sites must be a public sector organization, or a private organization designated as non-profit by the IRS.

Q: My institution/organization currently hosts an A|FVN AmeriCorps member. Do we need complete the 2021-22 Project Host Site Application?

Yes, <u>all</u> institutions, whether applying for the first time or renewing for the 2021-22 project year, must complete the Project Host Site Application to ensure that projects are moving towards sustainability and focus on A|FVN and CNCS/VISTA programming priorities and performance measures.

Q: What is the timeline for the application process?

March 26, 2021	Release Notice of Project Host Site Application & Webinar Information
April 1, 2021 @ 10:00-11:15am EST	Technical Assistance Webinar
April 6, 2021 @ 3-4:15pm EST	Technical Assistance Webinar
April 14,2021 @ 1-2:15pm EST	Technical Assistance Webinar
April 26, 2021 @ 3-4:15pm EST	Technical Assistance Webinar
May 7, 2021	**Project Host Site Applications Due by 5pm EST**
May 14, 2021	Notification of results. Approved Project Host Sites will receive an award letter, cost-share and sub-grantee commitment documentation.
May 28, 2021	Cost-share and sub-grantee commitment documentation and requested application revisions are due back to *A|FVN*
June 4, 2021	Cost-share invoices will be sent
June 30, 2021	Project Participation Fee due
June/July TBD	Required Site Supervisor training(s)
July 18, 2021	2021-22 grant/project cycle beings

Q: How do I register for a Technical Assistance Webinar?

Choose one & click to register.

- o [April 1, 2021, 10:00-11:15am EST](#)

- o [April 6, 2021, 3-4:15pm EST](#)

- o [April 14, 2021, 1-2:15pm EST](#)

- o [April 26, 2021 @ 3-4:15pm EST](#)

An additional Technical Assistance Webinar may be scheduled if needed, contact A|FVN *program staff.*

Participation in a Technical Assistance Webinar is a part of the application process for new and renewing sites. *Project Host Applications submitted by institutions that do not participate may not be considered by* A|FVN *for approval.* Note: It is only necessary to participate in <u>one</u> of the webinar sessions offered. Content covered on each webinar will be similar.

How does my institution benefit from participating as a Project Host Site?

- Your institution gets an opportunity (subject to available CNCS funding, training dates, and A|FVN criteria for recruitment) to recruit a full-time AmeriCorps member(s) whose service connects educators, students, and community partners to improve education and address societal needs through campus-community partnerships, applied civic education, and engaged citizenship. Students learn from being engaged in meaningful service opportunities.
- Your institution is taking an active role to engage local partners to find solutions to build the capacity of low-income communities to address poverty.
- Your institution gets the opportunity to provide an AmeriCorps member meaningful professional development and experience.

Q: What benefits do AmeriCorps VISTA members receive?

AmeriCorps members receive an annual living allowance of approximately $13,500, a healthcare benefit option, a post-service [AmeriCorps Education Award](#) of $6,345 or a cash stipend of $1,800 upon completion of a year of service. A complete overview of AmeriCorps member benefits is available on the [VISTA Campus website](#).

Q: What guidance and support does A|FVN and CNCS provide?

A|FVN and the CNCS provide the following:

- Virtual Member Orientation (VMO) for AmeriCorps members.
- Provide AmeriCorps member(s) In Service Training on ongoing professional development, when possible.
- Oversight and coordination of the Program through the Program Coordinator and AmeriCorps Leader.
- Site visits when appropriate to provide technical assistance.
- Other technical assistance as needed to Project Host Sites and AmeriCorps members.
- Assistance with recruitment and selection of AmeriCorps members.
- CNCS manages AmeriCorps member payroll and healthcare options.

Q: What funds and support does the Project Host Site need to provide?

- Reimbursement to AmeriCorps for any project-related expenses including travel.

- A dedicated workspace, computer, phone line, email, parking, etc.
- Additional support such as housing or housing assistance, opportunities for professional development, recreation pass for on-campus fitness facilities, etc. These items are not required, but are encouraged as they drastically increase the number and quality of AmeriCorps applicants.
- Project Participation Fee (non-Federal funds) to A|FVN, as outlined in Project Host Application/RFP. Estimated to be $5,500 per VISTA member position during the 2021-22 fiscal year. The Project Participation Fee covers match requirements to CNCS as well as administrative and training expenses for the project. This fee is non-refundable. Payment for the 2021-22 Project Participation Fee will be due to A|FVN on or near 06/30/2021.

Q: How does A|FVN review and approve Project Host Site Applications?

Review Process: Project Host Site Applications are evaluated by A|FVN in part using the criteria outlined on the Reviewer's Score Sheet provided as part of the Resource Guide. Project Host Site Applications receiving an average score of 70 or below may be excluded from consideration. To ensure that VISTA resources are placed in as many communities as possible, A|FVN gives consideration to approving Project Host Site Applications from campuses in the Florida College System, the State University System of Florida, as well as colleges and universities from the independent sector. Consideration is also given to applications from community-based organizations that partner with a college or university.

Q: What if my VISTA project has been in existence for longer than three years, can I apply for a fourth year or more?

Year four of a project is evaluated on a case- by-case basis. If you are submitting an application for year four of a project, please seek prior approval from A|FVN. Sites that have had projects for four years or longer should not submit an application for an additional year for the same project. Host sites in this scenario are encouraged to submit an application for a new three-year project with a new goal. Please contact *A|FVN* if you are unsure which category you fall into.

Q: How can I best utilize an AmeriCorps VISTA member?

An AmeriCorps member is best utilized to enable a campus to address a need(s) within the community that would otherwise not be addressed because the institution lacks time, resources, energy or structural conduciveness. Once the need has been identified the host site can structure the VISTA Assignment Description in a way that builds capacity and ensures sustainability at the conclusion of the three-year VISTA project.

Q: What resources are available to help complete the 2021 Project Host Application?

You are strongly encouraged to review the Resource Guide for programming guidance, a sample VISTA Assignment Description, Reviewer's Score Sheet, and additional program policies. Also, review the draft Memorandum of Understanding for detailed terms and conditions. Contact A|FVN at any time for additional technical assistance.