Defending Communities in Service VISTA Host Site Application

Thank you for your organization's interest in partnering with the National Legal Aid and Defender Association as an AmeriCorps VISTA Host Site. In the second year of this exciting project, we will offer two innovative VISTA opportunities which place national service members in Public Defender offices who recognize the importance of Community Oriented Defense and Data Driven Decision Making. Leveraging our expertise in supporting the practitioners of Public Defense, over the first three years of this program our VISTA Members and Host Sites will build over 170 processes that support strong data systems, deepen relationships with over 650 community based organizations, and conduct training for over 1300 individuals to empower communities and Public Defenders to better advocate for criminal justice reform.

Defending Communities in Service is NLADA's on-the-ground effort to engage and support Public Defense Leaders from diverse communities to take on roadblocks that prevent the effective practice of Community Oriented Public Defense across the nation. This project will organize VISTA Members and Host Sites in implementing distinct projects that will have clear, measurable impact and support long-term community change.

We recommend that you review the application questions below and prepare your responses in a Word document. This will prevent submission issues like page resets causing you to lose partially completed application content on our online application. Applications will be accepted on a rolling basis, however, we encourage applicants to submit by February 28, 2019 in order to be considered for the 2019 program year. Thank you again for your interest in becoming a member of the NLADA Defending Communities in Service network!

Host Site Eligibility Requirements

Please review all determinants of eligibility below:
- Your organization must be a Program Member of NLADA and in good standing (current on dues and any associated membership standards)
- Your organization has reviewed and will adhere to the Award Recipient Expectations detailed below
- Your organization understands the Host Site share policy detailed below and will cover this cost prior to any granted VISTA member's first day of service
- Your organization is willing and able to cover travel and accommodation costs for the Host Site Supervisor to attend (2) mandatory in-person training events detailed below
- Your Chief Defender and anticipated VISTA supervisor(s) agree to be interviewed by NLADA staff as a part of the application consideration process, tentatively scheduled to take place during the first 3 weeks of March 2019.

If your organization meets all the determinants listed above, you have met the eligibility requirements to be considered as an applicant. If your organization does not meet all the determinants listed above and would still like to be considered as an applicant, please provide an explanation as to which eligibility requirement your organization does not meet, why not, *and* why your organization should be considered despite this.

If your organization is not currently a Program Member of NLADA at the time of application and would like to request a *temporary membership waiver* in order to apply, please email e.flanagan@nlada.org.

Host Site Organization Responsibilities

We want to make certain that you are in a position to both support AmeriCorps VISTA members and ensure successful outcomes for the project. This section explains various Host Site requirements and will help us to assess your organization's capacity as a prospective Host Site.

All Host Sites will be required to pay a cost share per member awarded to cover a portion of the administrative burden that NLADA assumes in managing the national project. All cost share payments are due to NLADA not later than April 15, 2019. Cost share payments are as follows:
- For organizations with an annual budget of $0 - $600,000: $2,000 per member awarded
- For organizations with an annual budget of $600,001 - $1,500,000: $2,500 per member awarded
- For organizations with an annual budget of $1,500,001 - $2,000,000: $3,000 per member awarded
- For organizations with an annual budget of $2,000,001 - $5,000,000: $3,500 per member awarded
- For organizations with an annual budget greater than $5,000,001: $4,000 per member awarded

We understand that not every site awarded will successfully recruit and place a VISTA member and that not every VISTA placement is successfully completed. For this reason we will reimburse sites a portion of the administrative cost share as follows:
- Organizations who are unable to successfully recruit a VISTA candidate by July 22, 2019: 75% reimbursement
- Organizations who are unable to retain a VISTA member during the first 30 days of service: 50% reimbursement

All Host Sites will be required to cover the travel and accommodation cost for the Site Supervisor to attend two (2) mandatory in-person orientation/training events. These events are most likely to occur during the member recruitment period and during the sixth month of the term of service. The events will be approximately 2 days in length and sites will be expected to cover all transportation, accommodation, and food costs of the supervisor.

Additionally, a part of your role as a VISTA Host Site is to aid in the professional development of public service professionals. You will be asked in the application to submit a proposed budget detailing how you will ensure your VISTA member(s) has access to professional development opportunities during their year of service.

Host Site Supervisor Responsibilities

The most successful AmeriCorps VISTA project Host Sites provide direct member supervision and support to help guide AmeriCorps members through to success. As a part of this application you will be asked to identify the staff member(s) who will provide this important level of oversight as well as their role(s) within the organization. You will also be asked to describe the supervisory plan that addresses support for day-to-day activities and professional development opportunities for any VISTA members granted. This plan should include the supervisor(s) participation in the following:

- An orientation plan for any assigned VISTA member(s) to be implemented during the first week of service
- (At least) Biweekly in-person check-ins with any assigned VISTA member(s)

NLADA will issue a pre/post organizational assessment tool to all selected VISTA project sites. The tool will include information such as initial process mapping metrics, goal identification, progress towards goal completion, metrics documenting the depth and breadth of capacity building impact, sustainability prompts, and organizational satisfaction metrics. Site supervisors will also be responsible for submitting completed pre/post assessment tools to NLADA in a timely manner.

During the one year term of service, the following in-person and virtual meetings, training events, and reporting deadlines will take place:

- Site supervisors will participate in seven (7) bimonthly virtual discussions, including the completion of associated readings and assignments from April through July 2019
    - We anticipate that each session will last not more than 2 hours
- NLADA will require the site supervisor to attend an in-person orientation. Travel and accommodations will be covered by the Host Site, tentatively scheduled for mid-May through June 2019.
- NLADA will host at least one in-person training event for the site supervisor. Travel and accommodations will be covered by the Host Site. This event will most likely to occur during approximately the sixth month of the year of service.
- NLADA will host at least two (2) calls per month for site supervisors during the year of service
- Site supervisors will review brief monthly performance reports completed by the VISTA member before submission as well as more intensive quarterly project reports to NLADA

VISTA Member Roles and Responsibilities

All DCS-VISTA members will act as short-term capacity and system builders at their sites and will not engage in direct service to clients or community members as a part of their role. Upon arrival at their sites, and after initial orientation and project training, the members will fill one of two system development roles, either data systems or community partnerships. Please review the roles, goals, and outcomes that *each* member is expected to achieve by the end of their year of service. In order to successfully host a DCS-VISTA member, your organization must understand these member responsibilities and be in a position to support the member in fulfilling them.

Community Partnership VISTA Members will initiate their year of service by verifying a community map of site partners, peers, and stakeholder groups that was completed by the site supervisor. Using feedback from the site supervisor and staff they will then identify strategic opportunities to build greater partnership strength within that map. Wherever relevant, the Community Partnership VISTA will pay special attention to existing and possible opportunities to engage in partnerships that will help the site to more effectively reduce relapse and recidivism related to the opioid epidemic. Potential stakeholder partnerships may include treatment facilities, community health centers, social workers, and community outreach agencies. With oversight from site supervisors, the Community Partnership VISTA will identify and begin participating in opportunities to increase the visibility of the site in relevant community meetings or working groups. Once the Community Partnership VISTA has familiarized themselves with the theoretical (map) and actual (meetings) layout of community partners and stakeholders, they will work with site supervisors and the NLADA project director to create a site specific project timeline on filling gaps and capitalizing on opportunities in the existing map of partnership opportunities and needs. Over the course of their year of service the Community Partnership VISTA, site supervisor, and NLADA project director will refer to this timeline for guidance and to measure progress. During the final phase of their year of service the Community Partnership VISTA will create manuals, training events, and guides for site staff to encourage adoption and maintenance of new and improved community partnerships and to ensure that the progress made is sustained and built upon by the site after the year of service is completed.

All Community Partnership VISTA members will:
- Support communications efforts to build VISTA project awareness and engagement in communities
- Help NLADA and VISTA sites to expand their funding streams through the identification and production of partnership resources that would make these organizations more attractive candidates for funding
- Conduct a site assessment or verify a site assessment completed by the Host Site supervisor prior to the member's arrival
- Create a site specific project timeline based on the site assessment and the Community Partnerships project module, selected by the Host Site
- Track their activities building capacity in the priority areas defined by their sites needs assessment document through an activity log. This log will include information such as progress

towards goal completion, next steps, referrals, training suggested/provided, and partners identified or secured. This activity log must include community partnership related positive client outcomes and should result in no fewer than five (5) formalized additional organizational partnerships

- Maintain an attendance log of staff and community volunteers who receive training. This log will include information such as number of attendees, unique number of attendees, number of hours of training provided, number of hours of attendee training provided, number of hours of unique attendee training provided, attendee training recidivism, and attendee satisfaction metrics
- Create or edit a project module manual to support project adoption and sustainability

Community Partnership VISTA Project Modules
- Community Consortium – develop or increase the activity of a community consortium to include civil and criminal legal aid providers as well as relevant community based organizations. A key directive of the Community Consortium will be to assist participants in identifying and forming partnerships that allow for collaborative funding applications.
- Partnership Network – understand existing and build new partnerships with community based organizations based on client needs and determine/execute methods for quality of partnerships to improve. The Partnership Network may be supported (site determined) by a mobile application for partnership mapping and review.

Data System VISTA Members will begin by identifying data objectives and then verifying the site needs assessment of current data collection processes and analytical tools that was completed by the site supervisor. They will follow this process by identifying current gaps and opportunities within the existing system. Wherever relevant, the Data System VISTA will pay special attention to existing and possible opportunities to collect and analyze data that will help the site reduce relapse and recidivism related to the opioid epidemic. This may include collaborating with the Community Partnership VISTA member to gather data related to specific stakeholder partnerships. With input from site supervisors and from NLADA, the Data System VISTA will then create a site specific project timeline on filling gaps and capitalizing on opportunities in the existing data systems. Over the course of their year of service the Data System VISTA, site supervisor, and NLADA project director will refer to this timeline for guidance and to measure progress. During the final phase of their year of service the Data System VISTA will create manuals, training events, and guides for site staff to encourage adoption of new and improved data systems and to ensure that the progress made is sustained and built upon by the site after the year of service is completed.

All Data System VISTA members will:
- Support communications efforts to build VISTA project awareness and engagement in communities

- Help NLADA and VISTA sites to expand their funding streams through the identification and production of data resources that would make these organizations more attractive candidates for funding
- Conduct a site assessment or verify a site assessment completed by the Host Site supervisor prior to the member's arrival
- Create a site specific project timeline based on the site assessment and the selected Data Systems project module, selected by the Host Site
- Maintain a pipeline record of new systems/business processes/enhancements put into place in an activity log. This log will include information such problem identification, solutions mapping, system development progress, as progress towards solution implementation, next steps, metrics documenting the depth and breadth of new system impact, sustainability prompts, and organizational satisfaction metrics. This pipeline should lead to no less than ten (10) new systems/business processes/enhancements being enacted with additional leads not enacted
- Create or edit a project module manual to support project adoption and sustainability

Data Systems VISTA Project Modules
- Public Defender Impact – develop or increase the capacity of the to track the impact of quality indigent defense for clients related but not limited to social service referrals, follow-up, and impact. The Public Defender Impact module may be supported (site determined) by a mobile application for referral mapping and evaluation
- Social Worker Impact – collect relevant data from client surveys, staff reports, and case files. Work with NLADA to analyze and report on impact to relevant staff and stakeholders

As a part of submitting an application to this program, your organization understands that all VISTA members' positions must directly contribute to the DCS-VISTA project performance measures as well as any and all AmeriCorps VISTA project regulations.

Project Timeline:
- February 28: Host Site application closes
- March 1-21: Host Site interviews scheduled
- March 22-31: Host Site selections made and MOUs issued
- April 1-15: Host Site MOUs and cost shares due to NLADA
- April 15-June 30: VISTA member recruitment
- May 15-June 15: Site supervisors attend NLADA retreat (2-day event)
- July 1-21: NLADA interviews with VISTA candidates scheduled
- July 22: VISTA member selections made
- August 19: VISTA member site start date
- August 19-21: VISTA member site settle in period
- August 22-26: VISTA members attend NLADA orientation

Prospective Host Site Information

Organization Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Organization Annual Budget: (select one)
- ☐ $0 - $600,000
- ☐ $600,001 - $1,500,000
- ☐ $1,500,001 - $2,000,000
- ☐ $2,000,001 - $5,000,000
- ☐ Greater than $5,000,001

Head of Organization Name: _____ Head of Organization Title: _____
Head of Organization Phone: _____ Head of Organization Email: _____

Application Contact Person Name: _____ Application Contact Person Title: _____
Application Contact Person Phone: _____ Application Contact Person Email: _____

Host Site Application

Eligibility

1. Does your organization meet all of the determinants of eligibility for this program? _____
   a. If your organization does not meet all the determinants listed above and would still like to be considered as an applicant please provide an explanation as to which eligibility your organization does not meet, why not, *and* why your organization should be considered despite this.

   _____
   _____

2. Does your organization understand and agree to all the Host Site organization responsibilities as described? _____

3. Does your organization agree to fulfill all reporting and evaluation obligations throughout the term of service as well as engage with NLADA staff regularly to ensure success, including attending all mandatory meetings and trainings? _____

4. Does your organization understand and agree to all the Host Site supervisor responsibilities as described? _____

5. Does your organization understand and agree to all the VISTA member roles and responsibilities as described? _____

6. Does your organization understand that failure to achieve desired project outcomes may result in poor standing with NLADA and the Corporation for National and Community Service (CNCS)? _____

Community Oriented Defense

1. This project is designed to help Public Defender offices who recognize the importance of Community Oriented Defense practices and data driven decision making. Please share the ways in which your office currently adheres to these practices.
   _____
   _____

2. In addition to supporting Public Defender offices who support Community Oriented Defense practices, one goal of this project is to help these same offices to overcome roadblocks that prevent effective practices in this area. Please share the roadblocks that your organization currently face that prevent you from effectively implementing Community Oriented Defense practices or data driven decision making.
   _____
   _____

3. NLADA understands that supporting clients through Community Oriented Defense practices can have wide reaching positive outcomes for clients, and for communities. Please share a positive client story from your organization detailing how Community Oriented Defense practices supported an expected or unexpected positive result.
   _____
   _____

4. Please describe how participating as a VISTA Host Site will allow your organization to more holistically support communities in need.
   _____
   _____

5. Please describe any key partnerships that will help your AmeriCorps VISTA member(s) to achieve project success in the area of Community Partnerships and/or in Data Systems.

_____

_____

VISTA Supervision

1. Please identify the staff member(s) who will act as the VISTA site supervisor as well as their role(s) within the organization.
   a. Site Supervisor Name: _____
   b. Site Supervisor Title, Role: _____
   c. Site Supervisor Contact Information: _____

2. Each DCS-VISTA member and site will leverage the power of community collaboration and of data to achieve long-term and sustainable change. Therefore it is critical that host organizations support their members in all projects and project modules in order to achieve our ambitious yet realistic goals. How will your organization recruit your AmeriCorps VISTA member(s) and ensure that they are equipped to succeed?

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_____

3. If your site is chosen, the site supervisor will be required to participate in (at least) biweekly in-person check-ins with an assigned VISTA member(s). How will you ensure that the site supervisor will be able to add this responsibility to their workload?

_____

_____

4. Please submit a VISTA member orientation plan or schedule that includes, but is not limited to, activities such as court watching and debrief, staff introductions, key partner introductions, and community history/context.

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_____

5. Please describe supervision a plan that addresses support for day-to-day activities and professional development opportunities for any VISTA members granted.

_____

_____

6. Please submit a budget using the provided guide on how you will ensure access to professional development opportunities for any assigned VISTA member(s). NLADA recommends that Host Site organizations plan to set aside $750/member for this purpose.

Category	Description	Amount Budgeted
Conference/Training Registration Fees		
Travel Costs		
Per Diem Costs		
Accommodation Costs		
Other:		
Other:		

Member Selection

1. Please select which category of DCS-VISTA you are interested in applying to host: (select one)
   - ☐ One (1) Community Partnership VISTA member for a 12-month term of service
   - ☐ One (1) Data System VISTA member for a 12-month term of service
   - ☐ One (1) Community Partnership VISTA member and one (1) Data System VISTA member for concurrent 12-month terms of service

2. For any Community Partnership VISTA Member that you are applying to host, please identify which project module you are interested in executing: (select one)
   - ☐ Community Consortium Project Module
   - ☐ Partnerships Network Project Module

3. Please describe specifically how executing this project module will allow your organization to achieve internal goals or strategic priorities to more holistically support communities in need.
   _____
   _____

4. For any Data System VISTA Member that you are applying to host, please identify which project module you are interested in executing: (select one)

☐ Public Defender Impact Project Module

☐ Social Worker Impact Project Module

5. Please describe specifically how executing this project module will allow your organization to achieve internal goals or strategic priorities to more holistically support communities in need.

_____

_____