

NLADA 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. We offer innovative VISTA opportunities which place national service members in Public Defender offices who recognize the importance of Community Oriented Defense, Data Driven Decision Making, and the need for innovation and increased capacity building. 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 at least 4-6 months before they anticipate a VISTA starting to account for application review and member recruitment. Applications will be accepted based on programmatic space and funding.

Thank you again for your interest in becoming a member of the NLADA Defending Communities in Service network!

Please use the field below to submit the email address of the application point of contact for your organization. We will use this email address should we need to follow up with your organization with questions related to this application.

* Indicates required question

1. Email *

2. If your organization meets all the determinants listed below, 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 a.ladd@nlada.org. *

Check all that apply.

	My organization meets this requirement	My organization does not meet this requirement
Your organization must be a Program Member of NLADA and in good standing (current on dues and any associated membership standards).	<input type="checkbox"/>	<input type="checkbox"/>
Your Chief Defender and anticipated VISTA supervisor(s) agree to be interviewed by NLADA staff as a part of the application consideration process.	<input type="checkbox"/>	<input type="checkbox"/>

Your organization will review and adhere to the Award Recipient Expectations detailed in this application.

Your organization will review and adhere to the host site cost share policy detailed in this application and will cover this cost prior to any granted VISTA member's first day of service.

3. Explanation of eligibility requirement waiver request. Enter N/A if none. *

4. Organization Name *

5. Organization Address *

6. Head of Organization Name and Title *

7. Head of Organization Email *

8. Head of Organization Phone *

9. Application Contact Person Name and Title *

10. Application Contact Person Phone *

11. What are the typical office hours for your organization?

Check all that apply.

	Opening time	Closing time
8:00am	<input type="checkbox"/>	<input type="checkbox"/>
8:30am	<input type="checkbox"/>	<input type="checkbox"/>
9:00am	<input type="checkbox"/>	<input type="checkbox"/>
9:30am	<input type="checkbox"/>	<input type="checkbox"/>
10:00am	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm	<input type="checkbox"/>	<input type="checkbox"/>
3:30pm	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm	<input type="checkbox"/>	<input type="checkbox"/>
4:30pm	<input type="checkbox"/>	<input type="checkbox"/>
5:00pm	<input type="checkbox"/>	<input type="checkbox"/>
5:30pm	<input type="checkbox"/>	<input type="checkbox"/>
6:00pm	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

12. We want to make certain that you are in a position to both support AmeriCorps *
VISTA members and ensure successful outcomes for the project. 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 30 days after
the execution of an MOU.

Check all that apply. I understand/agree

13. 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 host site cost share as follows:

Check all that apply.

I
understand/agree

**Organizations
who are
unable to
successfully
recruit a
VISTA
candidate
within 150
days of the
execution of
an MOU will
be
reimbursed
75% of that
member's
cost share**

**Organizations
who are
unable to
retain a
VISTA
member
during the
first 30 days
of service will
be
reimbursed
50% of that
member's
cost share**

14. Host site cost shares are calibrated based on your organization's overall budget. Please select the annual budget and cost share level which describes your organization below. *

Check all that apply.

- Annual Budget of \$0-600,000: \$1,500 per member awarded
- Annual Budget of \$600,001-1,500,000: \$2,750 per member awarded
- Annual Budget of \$1,500,001-\$2,000,000: \$4,000 per member awarded
- Annual Budget of \$2,000,001-\$5,000,000: \$5,000 per member awarded
- Annual Budget greater than \$5,000,001: \$6,000 per member awarded

15. NLADA is committed to supporting defender programs regardless of available resources. If the host site cost share noted above presents an insurmountable barrier for your organization please use the space below to describe what level cost share you feel you could contribute and why your organization should be included in this program.

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 primary or significant part of their role. Upon arrival at their sites, and after initial orientation and project training, the members will fill a host site specific capacity building role. Below we have included descriptions of 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.

VISTA Members will initiate their year of service by verifying a capacity/project map that was completed by the site supervisor. Using feedback from the site supervisor and staff they will then identify strategic opportunities to build greater strength and capacity within that map. Wherever relevant, the VISTA will pay special attention to existing and possible opportunities to build capacity that will help the site to more effectively reduce relapse and recidivism related to the opioid epidemic.

Once the VISTA has familiarized themselves with the theoretical (map) and actual (meetings) layout of the host site's needs, 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. Over the course of their year of service the VISTA, site supervisor, and NLADA staff will refer to this timeline for guidance and to measure progress. During the final phase of their year of service the VISTA will create manuals, training events, and guides for site staff to encourage adoption and maintenance of the work completed and to ensure that the progress made is sustained and built upon by the site after the year of service is completed.

All VISTA members will 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, partners identified or secured, problem identification, solutions mapping, progress, and new systems/business processes or enhancements put into place.

16. I have reviewed and understand the information related to NLADA VISTA role above. *

Check all that apply.

I have reviewed/understand this information

17. All VISTA members engage in the following activities. *

Check all that apply.

I
understand/agree

All VISTA members will support communications efforts to build VISTA project awareness and engagement in communities.

All VISTA members will help NLADA and VISTA sites to expand their funding streams through the identification and production of partnership and data resources that would make these organizations more attractive candidates for funding.

All VISTA members will conduct a site assessment or verify a site assessment completed by the Host Site supervisor prior to the member's arrival.

All VISTA members will create a site specific project timeline based on the site assessment and the project module, selected by the Host Site.

All VISTA members will 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.

All VISTA members will

create or edit a project module manual to support project adoption and sustainability.

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.

18. VISTA member role selection: Please review and select the member role(s) * that you are applying to host. NLADA is open to supporting sites in a variety of capacity building roles. A VISTA may serve in almost any role that is not direct service nor administrative.

Mark only one oval.

- Community Partnerships VISTA member (consistent with 2018-2019 programming)
- Data Systems VISTA member (consistent with 2018-2019 programming)
- I am applying to host both a Community Partnerships and a Data Systems VISTA member
- Other: _____

19. Based on your answer above, what is the total number of VISTA members that your organization is applying to host? *

Mark only one oval.

1

2

3

Other: _____

20. Please describe the project, challenge, or role that you would like the VISTA(s) to take on during their year of service. Your description should include activities, resources needed or developed, measurable outcomes, and should define what success at both the 6-month and 1-year point will look like. You may alternately submit a file to a.ladd@nlada.org that describes your project plans. If you intend to submit a file please note that below. You must submit either a file or a description. *

21. Please describe specifically how executing the project(s) noted above will allow your organization to achieve internal goals or strategic priorities to more holistically support communities in need. *

Community Oriented Defense

22. 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, the roadblocks that have prevented effective practices in these areas, and how participating as a VISTA host site will allow your organization to more holistically support communities in need. *

23. 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. *

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.

An additional 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 access for your VISTA member(s) to professional development opportunities during their year of service.

24. Primary host site supervisor name and title *

25. Primary host site supervisor email *

26. Primary host site supervisor phone *

27. 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? *

28. What other staff members (if any) will provide supervisory support to the VISTA member(s)? Please include names, titles, and email addresses. *

29. 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. You may alternately submit a file to a.ladd@nlada.org that describes your orientation plans. If you intend to submit a file please note that below. You must submit either a file or a description.

30. Please describe your ongoing supervision plan for (at least) biweekly in-person * check-ins with any assigned VISTA member(s) and any other supervisory support that VISTA member(s) will receive.

31. 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.

32. All site supervisors will be responsible for the following activities: *

Check all that apply.

I
understand/agree

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, NLADA will engage site supervisors

through in-person and virtual means. Within reason, participation in these ongoing events is mandatory.

Site supervisors will participate in quarterly virtual discussions, including the completion of associated readings and assignments. We anticipate that each session will not last more than 2 hours.

NLADA will require the site supervisor to attend an in-person orientation. These orientations will be scheduled to take place twice annually and supervisors will be assigned attendance at one of the two events. Travel and accommodations will be covered by the Host Site.

NLADA will schedule regular/semi-monthly

individual check
in calls with site
supervisors.
Supervisors will
be expected to
accommodate
calls as much as
possible.

Site supervisors
will review brief
monthly
performance
reports
completed by the
VISTA
member(s)
before
submission as
well as more
intensive
quarterly project
reports to
NLADA.

33. Please submit a (per member) budget using the table below to describe 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. You may alternately submit a file to a.ladd@nlada.org that describes your proposed budget. You must submit either a file or a table.

Check all that apply.

	\$0	\$1-\$100	\$101-\$200	\$201-\$300	\$300-\$400	\$400+
Conference/Training Registration Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per Diem Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Professional Development Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

34. What is the estimated total (per member) amount you plan to set aside for VISTA professional development? Please also describe any "Other Professional Development Costs" here. *

VISTA Recruitment

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.

35. How will your organization recruit AmeriCorps VISTA member(s) who have the right hard and soft skills needed for the role and who will be a good fit for your organization? *

36. What is your organization's process for screening and selecting position candidates? You may alternately submit a file to a.ladd@nlada.org that describes your screening process. If you intend to submit a file please note that below. You must submit either a file or a description. You must submit either a file or a description.

37. How will your organization ensure that any AmeriCorps VISTA member(s) recruited are equipped to succeed throughout their year of service? *

Final Host Site Application Submission

38. Does your organization understand and agree to all the host site organization responsibilities described including cost share, recruitment, and supervision? *

Mark only one oval.

Yes

No

39. 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? *

Mark only one oval.

Yes

No

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

Mark only one oval.

Yes

No

41. 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)? *

Mark only one oval.

Yes

No

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