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 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.

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!

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 e.flanagan@nlada.org.

- Your organization must be a Program Member of NLADA and in good standing (current on dues and any associated membership standards).
- Your Chief Defender and anticipated VISTA supervisor(s) agree to be interviewed by NLADA staff as a part of the application consideration process.
- 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.

Prospective Host Site Information

In this section you will be asked to provide:

- Your organization's name and address
- Your head of organization's name and contact information
- Your application point of contact's name and contact information
- Your organization's typical office hours

Host Site Cost Share

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.

- Annual Budget of $0-600,000: $1,000 per member awarded
- Annual Budget of $600,001-$1,500,000: $2,000 per member awarded
- Annual Budget of $1,500,001-$2,000,000: $3,000 per member awarded
- Annual Budget of $2,000,001-$5,000,000: $4,000 per member awarded
- Annual Budget greater than $5,000,001: $5,000 per member awarded

1. 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 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 staff 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 VISTA members will track their activities building capacity in the priority areas defined by their sites needs assessment document through an activity log. For Community Partnership VISTAs 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.

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 staff 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 VISTA members will track their activities building capacity in the priority areas defined by their sites needs assessment document through an activity log. For Data System VISTAs this log will document a pipeline record of new systems/business processes/enhancements put into place. 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.

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All VISTA members engage in the following activities:

- 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.

Please review and select the member role(s) that you are applying to host.

- Community Partnerships VISTA member
- Data Systems VISTA member
- I am applying to host both a Community Partnerships and a Data Systems VISTA member

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

- 1
- 2

2. 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. *Note: You will be able to submit this as a separate attachment in an email to e.flanagan@nlada.org or as a narrative description in the application. If you plan to submit any attachments please include them all in one email.*

3. 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

4. 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.

5. 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.

In this section you will be asked to provide:

- The primary host site supervisor's name and contact information
- Additional supervisor's name and contact information

6. 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?

7. 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. *Note: You will be able to submit this as a separate attachment in an email to e.flanagan@nlada.org or as a narrative description in the application. If you plan to submit any attachments please include them all in one email.*

8. 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.

9. 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.

All site supervisors will be responsible for the following activities:

- 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.

10. 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. Your budget should include costs such as, but not limited to:
- Conference/Training Registration Fees
- Travel Costs
- Per Diem Costs
- Accommodation Costs
- Other Professional Development Costs

Note: You will be able to submit this as a separate attachment in an email to e.flanagan@nlada.org or as a narrative description in the application. If you plan to submit any attachments please include them all in one email.

11. 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.

12. 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?

13. What is your organization's process for screening and selecting position candidates? *Note: You will be able to submit this as a separate attachment in an email to e.flanagan@nlada.org or as a narrative description in the application. If you plan to submit any attachments please include them all in one email.*

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

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