



COLLEGE
HEALTH CORPS

MN CAMPUS
COMPACT

Host Site Request for Proposals

2018-2019

***Letter of Interest (LOI) due via email by Friday, 12/8/17, 5:00 p.m.
Full Application due Thursday, 1/25/18, 5:00 p.m.***

Please note that this application, and the program itself, is subject to change based on Corporation for National and Community Service funding, policies, and procedures.



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Timeline

Letter of Interest in Applying

December 8, 2017 (5:00 p.m.)

Informational Webinar for Applicants (*optional*)

December 19, 2017 (10 – 11 a.m.)

Full Host Site Application due

January 25, 2018 (5:00 p.m.)

(We will send you a unique link to your online application form.)

Preliminary notice of selection decisions provided to applicants

February 13, 2018

Supervisor Webinar on VISTA Member Selection
(required)

February 15, 2018 (10:00 -11 a.m.)

Sites' VISTA position descriptions due

February 28, 2018 (5:00 p.m.)

Host sites recruit, interview and select VISTA members

March 7 – May 30, 2018

All VISTAs selected and approved by MNCC & the CNCS State Office *

May 25, 2018 (5:00 p.m.)

Mandatory Pre-Service Orientation for new VISTAs*

TBD – likely last week of July

VISTAs begin their year of service *

TBD – likely first week of August

**Specific dates tentative and subject to change by CNCS*

Overview

Minnesota Campus Compact

Minnesota Campus Compact (MNCC) is a statewide coalition of colleges and universities committed to educating students and building partnerships to develop creative solutions to society's most pressing issues. MNCC is the intermediary organization between VISTA and College Health Corps host sites. We bring together two-year and four-year, public and private higher education institutions around shared goals of developing informed and active citizens and contributing to healthy, just communities and a thriving democracy. We offer professional development opportunities, facilitation, consulting, publications, grants, awards, and other types of resources that build member institutions' and community organizations' capacity for mutually beneficial partnerships. MNCC is affiliated with the national Campus Compact network, which includes more than 1,100 campuses in all 50 states.

www.mncampuscompact.org

AmeriCorps VISTA

VISTA stands for Volunteers in Service to America. VISTA was initially founded in 1964 to fight poverty in America and is a federal program. When AmeriCorps was founded in 1993, VISTA was brought under the AmeriCorps program umbrella. VISTA is distinguished from other AmeriCorps programs by its unique focus on supporting capacity-building projects that bring people out of poverty. <https://www.nationalservice.gov/programs/ameriCorps/ameriCorpsvista>

The College Health Corps VISTA program

The College Health Corps (CHC) is a program of Minnesota Campus Compact that exists to advance health equity and improve low-income Minnesotans' health through partnerships between higher education and communities. It started in 2009-10 with 5 VISTAs and has grown to 15 VISTAs in 2017-18. It has been instrumental in deepening and expanding campus and community partner efforts to increase access to health care and food on college campuses and in communities throughout the state. **VISTAs may be based at community organizations or at MNCC member campuses; in either case, they must support partnerships that engage at least one member campus.** (A list of our member campuses is available at

[http://mncampuscompact.org/who-we-are/member-campuses/.](http://mncampuscompact.org/who-we-are/member-campuses/))

Low-income Minnesotans face an array of barriers to equitable health outcomes. Clinical health care is an important part of the health equity equation, as are other social and systemic factors, including food and educational systems. The College Health Corps supports the growth of health programs that are culturally relevant and financially within reach, as well as higher education programs that make campuses more student-ready and responsive to low-income students, academically and beyond.

Activities and Roles of VISTAs

VISTA Members:

VISTA members are typically college educated, though they are not required to be, and serve full-time for one year. The Corporation for National and Community Services (CNCS) provides members with a monthly living allowance at the poverty level in their community (approximately \$475 every two weeks for all members in Minnesota) plus an end-of-service award of either \$1,800 cash or an Education Award of \$5,920, which can be used to repay qualified student loans or pay tuition or certain other educational expenses. VISTAs will begin their year of service in late July or early August (dates TBD), 2018 and serve a full 12 months.

Duration of Projects:

VISTA projects are intended to build capacity that is sustained after the project is complete. As such, hosting a VISTA is not meant to be a permanent staffing solution. Organizations effectively utilizing a VISTA may operate a VISTA project for three years, with an option for a fourth year. VISTA members serve one-year terms, with an option to renew. If selected, your project would likely host 3 VISTAs over 3 years.

Host sites may apply for an extension to host a VISTA for a fourth year if they can demonstrate that this will contribute to the sustainability of the project and if the site can fund some or all of the VISTA member's living allowance.

Sites that have already hosted a VISTA for three years through the CHC may also apply to host a VISTA to work on a new and clearly distinct capacity-building VISTA project, funding some or all of the VISTA member's living allowance.

College Health Corps Program Goals:

The purpose of this VISTA program is to increase low-income communities' access to

- **primary and preventative healthcare services;** (including opioid addiction programs)
- **health insurance, health care access and/or health benefits;**
- **health education;**
- **hunger alleviation programs** (community gardens, cooking classes, etc.);
- **emergency food;**
- **non-academic supports** on college campuses (housing, transportation, childcare, etc.) aimed at helping low-income students succeed; and/or
- **inclusive environments** on college and university campuses, by addressing race, racism, systems of oppression, and/or bias in higher education, aimed at helping low-income students succeed.

Activities and Roles of VISTAs, continued

Past CHC VISTA projects have:

- Formed partnerships to open a campus-based Resource and Support Center for low-income students and their families;
- Developed a hospital-based youth violence intervention program;
- Created health education programs for East African women through partnerships with dietician and physical education programs at colleges;
- Launched a social media campaign to raise awareness of breast cancer in Native women;
- Recruited college service-learning classes to work with at-risk youth to design and build a community garden, providing their school and families with fresh produce;
- Developed partnerships to open a free dental clinic for underserved individuals;
- Researched models and developed partners for mental health services in a rural immigrant community; and
- Written grant proposals and done other fundraising for programs.

CHC VISTA's Core Principles include:

- **Anti-Poverty:** VISTA projects support efforts to help individuals and communities out of poverty, not simply make poverty more tolerable. Projects should support long-term solutions rather than short-term services.
- **Health Equity:** CHC VISTA projects focus on advancing equitable health outcomes for people of all racial and cultural backgrounds in Minnesota.
- **Low-Income Student Success:** Higher education sites may focus on supporting low-income student success, as long as a portion of the project relates to directly to health. For example, VISTAs may address housing, transportation, childcare, or racism and bias on campus, if also addressing access to mental health care, healthy food, clinical care, etc.
- **Capacity Building:** We define capacity building as expanding the scale, reach, efficiency, or effectiveness of programs and organizations (e.g., developing and piloting a new volunteer program and writing a training guide, but not managing an existing volunteer program.) Activities may also leverage resources for programs and/or organizations.
- **Sustainability:** VISTAs serve as a short-term resource to help sponsor organizations develop sustainable initiatives that will outlive the VISTA. VISTAs cannot perform direct service, nor fill ongoing staffing needs.
- **Campus-Community Partnership:** CHC VISTAs engage campus-community partnerships as a strategy for advancing their project goals. These partnerships are reciprocal in nature and are recognized as valuable by both the community-based organization and campus. They may engage students, staff, and faculty with community organizations through service-learning, internships, collaborative research projects, trainings, etc. and/or engage institutional resources such as space, equipment, etc. Community organizations may provide services or resources to low-income college students and their families, train campus professionals in culturally appropriate programming, etc.
- **Asset-Based:** VISTA values the inherent strengths and resources of low-income communities and expects communities to be involved in the planning, development, and implementation of VISTA projects.

Requirements of Host Sites

MNCC provides support to VISTAs through quarterly trainings, monthly newsletters, ongoing communication via email, site visits, and coaching. Host sites provide the day-to-day supervision of members and provide additional training and evaluation support. Each host site must appoint one responsible VISTA supervisor. Supervisors have a very strong influence on the success of the VISTA's year.

Supervisor Time Commitment

- The supervisor in most cases must be a full-time employee with time to supervise and mentor the VISTA, including providing weekly one-to-one supervision.
- The VISTA supervisor's responsibilities will require 10-15 hours/ month, with some times of year being more time-intensive than others. The busiest times of year will be February, March, May, and August. These correspond to the VISTA recruitment, selection, and onboarding timeline.
- Supervisors are expected to participate in one full-day in-person training in August in the Twin Cities with their new VISTA, two webinars in the winter and spring, and two site visits with MNCC staff.
- Additional optional or required meetings may be scheduled if CNCS or MNCC deem them necessary.

In addition to supervision and training of the VISTA, the following are important requirements of host sites and their designated supervisors:

VISTA Recruitment and Selection

MNCC supports the VISTA recruitment, interview, and selection process by providing relevant materials and templates, and by posting each host site's position on the AmeriCorps website. Host sites are responsible for the other aspects of recruitment, including writing the position description, publicizing the position, reviewing applications, and interviewing and selecting candidates. This process allows sites to identify VISTAs based on the skills, traits, and experiences they consider most important for their specific position, organization, and community. Based on the tentative schedule provided by CNCS, sites will need to select a final VISTA candidate and notify MNCC no later than May 25, 2018; the final approval of the candidate's acceptance as a VISTA will then be made by MNCC and CNCS staff. Any site that does not have a VISTA selected and paperwork completed by the final deadline established by CNCS will lose its VISTA slot for the 2017-18 program year and will prevent that slot from being given to another site.

Financial Contribution

Host sites are required to help offset the cost of the CHC program by paying Minnesota Campus Compact an annual VISTA financial contribution. For 2018-2019, the financial contribution is \$4,500. This amount may change from year to year based on the cost of operating the program. These funds are used toward VISTA project expenses.

Requirements of Host Sites, continued

New Project Cycles and Living Allowance Cost Sharing

Sites that have already hosted a VISTA for three years through the CHC may apply to host a VISTA to work on a new and clearly distinct capacity-building VISTA project. In such cases, the site should complete the new host site application, rather than the renewal. These sites are also expected to pay the financial contribution and cover the cost of most, if not all, of the VISTA member's living allowance in the second program cycle. (Approximately \$12,311.)

Payment Timing

Both campus and community partners may contribute toward the financial contribution (and cost share, if applicable) payment. A \$2,250 non-refundable deposit is due upon selection as a host site in February. The remaining \$2,250 of the financial contribution is due when the VISTA begins service in July. The financial contribution is non-refundable if the site is unable to select a VISTA by the CNCS deadline or if the host site or VISTA chooses to terminate the VISTA's service at any point before or during the program year.

In-kind Requirements

In addition to supervision and training, host sites are required to provide their VISTA with:

- ✓ a personal workstation/desk and office supplies
- ✓ access to a computer with current software and an individual internet account
- ✓ technical support for computer
- ✓ a telephone with personal voicemail
- ✓ at least one professional development opportunity
- ✓ reimbursement for local travel necessary for the position
- ✓ parking permit or bus pass if necessary
- ✓ optional, but encouraged: Sites may choose to provide a housing subsidy. Funds must be paid directly to a landlord, not to the VISTA. Grocery store and gas cards are also allowed.

CNCS provides VISTAs with approx. \$472 every two weeks (pre-tax) as a living allowance. This living allowance plus the VISTA's educational award, health benefit, FICA, background checks, and expenses related to the VISTA's pre-service orientation and College Health Corps cohort trainings are paid directly by CNCS and MNCC. Sites able to provide additional support, such as a \$100/month housing subsidy, may have an advantage in recruiting candidates and make VISTA service more feasible for people from a wider variety of backgrounds and financial circumstances.

Program Evaluation

Host sites will report bi-monthly on progress towards the College Health Corps program goals (listed below), as appropriate to their specific local priorities and activities. Sites are also asked to send a link to an online survey created by MNCC to any students serving with the VISTA's projects, including volunteers, interns, service learners, field education students, etc., to capture student impact. In addition to completing written evaluation forms designed to capture community impact through both quantitative information and compelling stories, host sites will participate in two site visits during the program year. MNCC in turn reports on program outputs and outcomes to the CNCS state office.

Host Site Eligibility and Selection Criteria

Applications to host a VISTA will be reviewed by the MNCC staff, the CHC Advisory Council, and the Minnesota office of CNCS according to the following criteria:

- Project aligns with one or more CHC program goal.
- Project is focused on capacity building, not direct service or administration of ongoing programs.
- Project is focused on serving low-income populations.
- Campus-community partnership activities are an integral part of the project.
- VISTA Assignment Description (VAD) is actionable and achievable.
- VAD includes a plan to collect data on outputs and outcomes.
- Applying organization has capacity to provide regular, high-quality supervision, professional development opportunities, adequate work space, and other supports to the VISTA member.

Additional considerations:

- Host sites must be public agencies or 501c3 nonprofits.
- We strive for geographic distribution of projects throughout Minnesota.
- Sites must be able to make the required financial contribution.
- Returning sites must demonstrate success in hosting a VISTA in past years, if applicable.
- Only those higher education institutions that belong to Minnesota Campus Compact (MNCC) are eligible to host a CHC VISTA. For community-based applicants, the designated campus partner must be an MNCC member.

If an interested, accredited higher education institution is not included on the current [list of Minnesota Campus Compact members](#), it may join MNCC when it or the partner applies for a CHC VISTA. With questions about membership, please contact Sinda Nichols at 612-436-2080 or sinda@mncampuscompact.org.

Letter of Interest Instructions

A brief letter of interest (LOI) is required of interested applicants. The LOI should briefly (on one page) describe the potential host site's interest in hosting a VISTA in 2018-2019, the project(s) that the site envisions the VISTA taking on, and how campus-community partnership will contribute to the proposed work. If you are a college site, provide the name and contact information for at least one of the involved community partners; if you are a community site, provide the name and contact information for the higher education partner.

We will respond with an invitation to submit a full application and/or questions to clarify the proposed project's alignment with the CHC VISTA program. **Those invited to apply will receive a unique link to an online application form.**

The letter of interest is due in electronic form by 5:00 p.m. on Friday, December 8, 2017.

Email letter to Sinda Nichols at: sinda@mncampuscompact.org

Application Instructions

****NEW THIS YEAR** Applications must be completed via online form, not word document.**

After we review your letter of interest for your project, if it seems like a good fit for a VISTA, we'll send you a unique link to the application. Only applications that apply online and follow the instructions below will be reviewed. Applications and attachments must be fully completed. *If the online application is a barrier to you, please let us know in your LOI. We can create alternate modes of applying.*

Applications must be submitted electronically via unique link by 5:00 p.m. on January 25, 2018.

Please ask questions during the preparation of your application. We want to help.

Contact: Sinda Nichols sinda@mncampuscompact.org, 612-436-2080.

Your Application Must Include the Following:

- Application Narratives
- Project Goals
- VISTA Assignment Description (VAD)
- Attachments (**New host site/ new projects only**)
 - A letter of commitment from the organization's board of directors (or an appropriate campus administrator)
 - Affirmation of partnership letter from the MNCC member campus (if applicant is community organization) or the community organization (if applicant is a member campus). This letter may be written by whomever serves as the campus/organization point of contact for this partnership.
 - The potential supervisor's resume and job description.

New Host Site Narrative Prompts:

(Responses to be submitted via online application. Questions provided here for your convenience.)

Executive Summary *(Maximum 3,500 characters, including spaces)*

Please describe how a College Health Corps VISTA's capacity building contributions could make a difference in your organization and community. Describe the proposed focal projects.

1. Overview and History of Your Organization *(Maximum 2,000 characters, including spaces)*

Briefly describe the history of the organization, including your mission, goals, and key programs. Please be clear about how your organization serves low-income people.

2. Alignment with College Health Corps Program Goals *(Maximum 2,000 characters, including spaces)*

How does your proposed project address one or more of the program's goals through capacity building? (See list on page 4.) Please be clear about how your proposed VISTA project will serve low-income people.

3. Campus-Community Partnerships *(Maximum 2,000 characters, including spaces)*

Describe the ways in which your site will develop or enhance at least one specific, meaningful, long-term campus-community partnership related to the proposed VISTA activities. Please list at least one primary contact (name, phone, email) at your partner campus/organization.

4. Supervision and Support of the VISTA *(Maximum 2,000 characters, including spaces)*

Describe how and by whom the VISTA will be supervised. How will the supervisor and host site contribute to a successful year for the VISTA (i.e., frequency and consistency of meetings, coaching, etc.)? What professional and/or educational opportunities will be offered? Are you able to provide any additional support, such as a housing subsidy (see other allowable types of support on page 7)?

5. Sustainability *(Maximum 2,000 characters, including spaces)*

VISTA projects are intended to build capacity that is sustained after the project is complete. How will your proposed project outlive the 3-year VISTA cycle? *(If you are applying for a new three-year project and have already hosted a CHC VISTA in the past, please clearly state whether and how much of the VISTA's living allowance your site is prepared to provide in addition to required financial contribution. The VISTA annual living allowance is approximately \$12,311)*

Renewing Host Site Narrative Prompts:

(Responses to be submitted via online application. Questions provided here for your convenience.)

Executive Summary *(Maximum 3,500 characters, including spaces)*

Please describe how a College Health Corps VISTA's capacity building contributions could make a difference in your organization and community. Describe the proposed focal projects for the next year.

1. Past Accomplishments *(Maximum 2,000 characters, including spaces)*

What are the previous years' VISTA project accomplishments? What did your organization accomplish with a VISTA member that it wouldn't have otherwise?

2. Overcoming Past Challenges *(Maximum 2,000 characters, including spaces)*

If there were challenges related to past VISTAs, how will you actively address or prevent future problems?

3. Alignment with College Health Corps Program Goals *(Maximum 2,000 characters, including spaces)*

How does your proposed project address one or more of the program's goals through capacity building? (See list on page 4.) Please be clear about how your proposed VISTA project will serve low-income people.

4. Campus-Community Partnerships *(Maximum 2,000 characters, including spaces)*

A) Tell us how your VISTA project has successfully leveraged campus-community partnerships since the inception of the project. B) Please list at least one primary contact (name, phone, email) at your partner campus/organization. C) Describe the ways in which your VISTA project will continue to build and engage in meaningful, long-term campus-community partnerships to support the College Health Corps goals.

5. Supervision and Support of the CHC VISTA *(Maximum 2,000 characters, including spaces)*

Describe how and by whom the VISTA will be supervised. How will the supervisor and host site contribute to a successful year for the VISTA? What professional and/or educational opportunities will be offered? Are you able to provide any additional support, such as a housing subsidy (see other allowable types of support on page 7)?

6. Sustainability *(Maximum 2,000 characters, including spaces)*

What strategies or systems were used to ensure the past VISTA's work was sustained beyond their year? What additional strategies for sustainability will be implemented this coming year? Please note which year in the three-year VISTA cycle you are applying for. *If you are applying for a fourth year extension or a renewal of a second project cycle, please state whether and how much of the VISTA's living allowance your site is prepared provide, in addition to the \$4,500 required financial contribution. The VISTA annual living allowance is approximately \$12,311.*

Project Goals

The 2018-2019 College Health Corps goals reflect the Corporation for National and Community Service's performance measures for the national VISTA program. [Definitions are available here](#) (<https://www.nationalservice.gov/resources/performance-measurement/vista>). We're happy to discuss the specifics of your program. Contact Sinda at sinda@mncampuscompact.org or 612-436-2080. The VISTA may help the supervisor in reporting on the site's progress toward indicated goals. When in doubt, make conservative projections that you are confident of attaining.

Organizational Capacity Building

*In the application online you will be asked to select **one or more** of the following outputs and outcomes. **You will be asked to provide projected numbers for each output and outcome selected.***

Outputs – Set a goal number of:

- **community volunteers** recruited by VISTA or by projects supported by VISTA's capacity building.
- **hours of service** contributed by above described community volunteers.
- **staff and/or community volunteers who receive training** supported by VISTA's service.

Outcomes – Set a goal number of:

- **new activities** to be completed and/or program outputs produced by the VISTA. (e.g., number of community outreach meetings coordinated, communications tools developed, manuals written, trainings piloted, etc.)
- **new or enhanced systems** to be put in place as a result of VISTA activities. (e.g., volunteer management system, patient outreach/engagement system, evaluation or data collection system)
- **additional types of services** offered by organization as a result of VISTA activities. (e.g., new type of patient service or educational program now being offered)

Individuals Served

*In the application itself you will be able to select **one or more** of the following outputs relevant to your project. The outcomes are optional, but strongly encouraged. **You will be asked to provide projected numbers of people (primarily low-income) served through projects supported by the VISTA's capacity-building efforts.***

Outputs – Set a goal number of low-income people who:

- **receive information** on health insurance, health care access, or health benefits programs via VISTA-supported projects;
- **enroll** in health insurance, health services, and health benefits programs;
- **access preventive or primary health care services** through VISTA-supported projects;
- **participate in health education programs** through VISTA –supported projects;
- **receive support/services/education/referrals** to alleviate long-term hunger via VISTA –supported projects;
- **receive emergency food** through VISTA –supported projects;
- **access non-academic supports** on college campuses (housing, transportation, childcare, etc.); and/or
- **are impacted by programming to create inclusive environments** on college and university campuses.

Outcomes (optional, but strongly encouraged) – Set a goal number or percent of participants who report increased food security or health knowledge, changes in health behavior, improved academic outcomes, or other tailored indicators of change.

VISTA Assignment Description (VAD) Instructions

The purpose of the VAD is to articulate the specific objectives and activities of the proposed VISTA project for this coming year, and only this one coming year. If selected, this document will be used throughout the year to help MNCC, the site supervisor, and the VISTA identify priorities and monitor progress. A copy of the VAD is provided to the VISTA member when they begin service.

The VAD is composed of 3 parts:

- **Goal of the Project:** This describes your VISTA project’s overarching goal.
- **Objectives:** Objectives are based on the goals outlined in the application. Objectives should be measurable. Often, a solid VAD has 3-5 objectives.
- **Activities:** Activities are the specific tasks that the VISTA would need to carry out to achieve the objectives. There will likely be several activities per objective.

Please be as concrete and realistic as possible in writing the VAD. You may increase or decrease the number of objectives and activities in the template, as needed. The template is linked to in the application itself and available for download here: <http://mncampuscompact.org/wp-content/uploads/sites/30/2017/09/VAD-Template-2018-19.docx>

Examples of Appropriate VISTA Activities

Okay: Indirect Service Activities	Better: Capacity Building Activities	Best: Sustainable Activities
Recruit a site’s volunteers	Develop forms, volunteer assignments	Develop volunteer management system and procedural guide
Train direct service providers	Write training curriculum or manual; train trainers	Develop training manual and train-the-trainer curriculum
Coordinate pilot project	Develop procedures, systems, or replication manual to sustain project	Develop funds for staff or recruit volunteers to run program
Write press releases	Develop press kits, media database	Secure media partners
Organize fundraising events	Grant writing, develop database	Secure development staffing
Organize task forces & develop coalitions	Develop leadership structure of task force or coalition	Create infrastructure of long-term community partners
Conduct outreach	Design brochures, posters	Develop volunteers to perform outreach
Conduct evaluation	Design evaluation tools	Train staff to integrate evaluation into existing activities

We are happy to answer any questions about creating the VAD, including providing examples. Contact Sinda Nichols at sinda@mncampuscompact.org with questions.