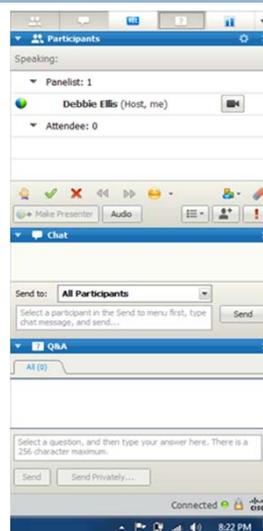


# MANAGING YOUR VISTA PROJECT

Before you go to Supervisor Orientation...  
what you need to know about Roles, Responsibilities, & Support

## Tips for Participating

- Phones are muted
- To share comments and ideas with your colleagues, use Chat (send to **All Participants**)
- To ask questions of the presenters, use Q&A
- Recording will be available after the session



# MANAGING YOUR VISTA PROJECT

Before you go to Supervisor Orientation...  
what you need to know about Roles, Responsibilities, & Support

## The Team



**Andy King**  
VISTA Training  
Specialist



**Sarah Brady**  
State Program  
Specialist, Ohio



**Endi Clark**  
Education  
Northwest



## Session Outcomes

- Describe in broad terms how your VISTA project fits into the National Service Network
- Follow communication protocol with your State Office
- Recognize VISTA project responsibilities
- Identify opportunities for member support
- Know where to go, when, and for what!
- Learn more about your Supervisor Orientation

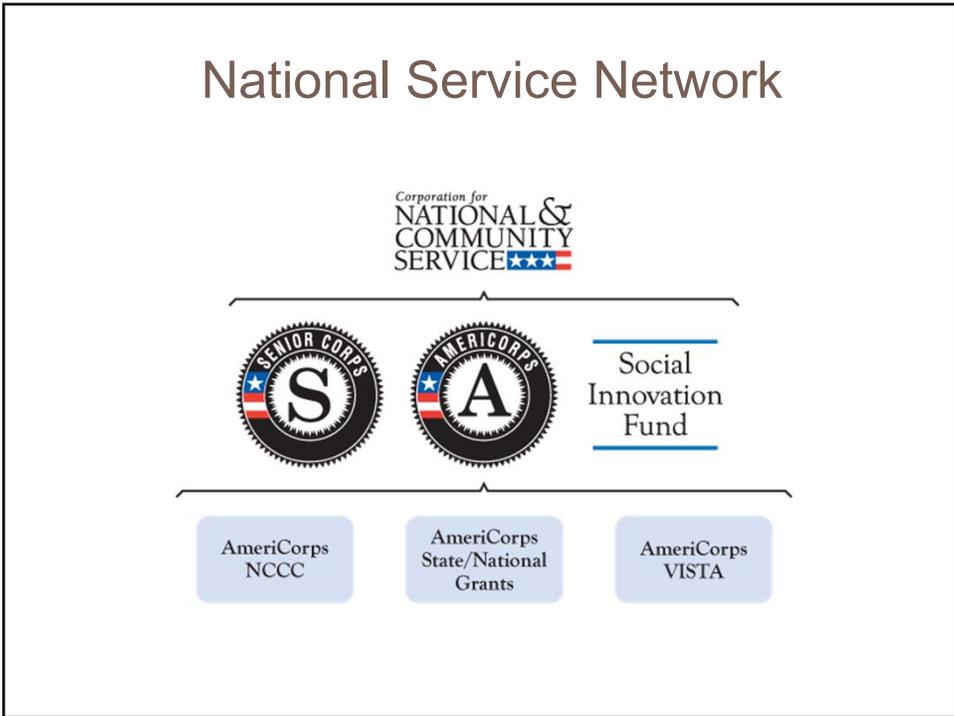


## Supervisor Training Program

- Begin with this webinar to get a grounding in roles, responsibilities and support
- Attend the 3-day Supervisor Orientation
  - August 4<sup>th</sup> – 6<sup>th</sup> in Boston
  - August 12<sup>th</sup> – 15<sup>th</sup> in Chicago
- Use the VISTA Campus for ongoing support
  - [vistacampus.gov](http://vistacampus.gov)
  - Webinars, forums, download-ables, tutorials



# THE BIG PICTURE...



## What is the Corporation State Office?

- State Office staff help develop, manage and monitor VISTA programs in their state and often in other states for large & national projects.
- Staff support your supervision of the VISTAs and intervene in emergencies or difficult situations.
- Staff are also responsible for connecting you to the resources most appropriate to meet your needs.



## Support from Your State Office

- Technical assistance (conference calls, webinars, etc.) regarding eGrants, recruitment, training & program registration, performance measures, adjusting project plans....
- Compliance monitoring of the project
- Support of the supervision of VISTAs



## Reporting Relationships

### Communication chain:

- 1) VISTA member goes to immediate supervisor first
  - Intermediary if applicable
- 2) CNCS State Office if program-related
- 3) VISTA Headquarters if not resolved



## State Office Specialist



**Sarah Brady**  
State Program Specialist,  
Ohio



# ROLES & RESPONSIBILITIES

Project & Member Management

## Sponsor Responsibilities

### **Project Management:**

- Monitor progress and collect data in relation to your performance measures
- Report through PPR & VPRS
- Ensure VISTAs know our expectations, including the amount of living allowances



## Sponsor Responsibilities *cont'd*

### **Member Management:**

- Orientation and Training
- Administrative support (space, supplies, equipment)
- Supervision (guidance, support, coaching)
- Monitor attendance and use of leave days
- Service-related transportation (not commuting)
- Sponsor Verification Form
- Emergency Funds Advance, if required



## Sponsor Responsibilities *cont'd*

### **Recognize members as VISTAs and AmeriCorps as a funder/supporter on:**

- your website, blogs and social media
- in print and broadcast publicity
- on member business cards
- at public meetings and conferences



## VISTAs and Housing

- Some VISTAs are permitted to relocate prior to PSO & starting service
- Know your VISTAs status (already secured housing or arriving directly from PSO)
- Advise VISTAs on safe areas to live
- Ask Board, staff, community for housing leads
- Offer temporary housing if possible during the search
- Allow them time for the search & settling in



## On-Site Orientation & Training (OSOT)

- Submit OSOT plan well before the VISTA's arrival
- Implement when the VISTA arrives on-site
- The more support and more comprehensive the OSOT, the shorter the learning curve



## Q and A



## MEMBER TERMS, CONDITIONS, BENEFITS

Support & Enforcement as a Supervisor

## Addressing Member Issues

- Prohibited Actions: policies related to employment, political activity, criminal activity, religious activity, education, time & attendance
- Early terminations
- Removal from project
- Nepotism



## VMSU & Benefits

The **VISTA Member Support Unit (VMSU)**, contacted through the National Service Hotline, manages the VISTAs' service benefits.

**800-942-2677**

A sponsor may contact the VMSU in support of a VISTA, though it should be unnecessary. (Project issues should be referred to your State Office.)



## VMSU Support Areas

### End of Service Benefits

- Education Award
- Interest Accrual
- Forbearance Requests
- Stipend

### Travel

- Reimbursements
- Emergency

### Service Letters

- Currently Serving
- Verification of Service
- Income Disregard

### Benefits

- Child Care
- Health Benefits Plan

### Forms

- W-4, Direct Deposit, Life Insurance



## Living Allowance

- “Standard” VISTAs are paid directly by VISTA HQ through direct deposit
  - Direct deposit and all related forms are available via <https://my.americorps.gov>
- “Standard” VISTAs contact the VMSU about:
  - W-2 and 1099 forms
  - Deductions
- Program grant VISTAs’ “payroll” is managed by the grantee, including tax reporting (W-2 and 1099)



## Healthcare

- AmeriCorps offers a “limited” health care plan
- The Plan is
  - designed to reduce out-of-pocket costs
  - free for VISTA members
  - individual coverage (dependents are not covered)
  - not full major medical coverage
  - administered by Seven Corners, Inc
- Resources – [www.vistacampus.gov/healthcare](http://www.vistacampus.gov/healthcare)



## Healthcare and the ACA

- Does not meet minimum criteria of the ACA (Minimal Essential Coverage – MEC)
- Additional Coverage Options
  - Family – through parents, a spouse or partner
  - Insurance through the Marketplace
  - Medicare, Medicaid, Tri Care
- Exemptions
- Recruitment Messaging



## Helping Your VISTA

What can you do as a VISTA sponsor to support your VISTA member?

- Housing
- Food/gifts
- Clothing/Promotional items (agency logo apparel)
- Health insurance
- Provide ongoing training

*Be fair and equitable in support to all VISTAs serving with you*



## VISTA Leaders

**VISTA Leaders have already served one year or more.**

- Leaders help:
  - Recruit
  - Mentor
  - Train
  - **coordinate report writing**
  - generally support teams of at least six VISTAs serving projects
- They can guide in data collection & interpret data (but not perform the reporting)



## Q and A



## REPORTING

## Sponsor Verification

- Bi-weekly e-mail notification
- Completed in eGrants
- See “AmeriCorps VISTA Supervisors Manual” on the VISTA Campus for detailed instructions



## Project Reporting

- **Project Progress Report:** Submitted in eGrants, the PPR reflects the accomplishments (milestones) of the overall project, not the VISTAs’ tasks in their VADs.
  - Supervisor’ s Narrative
  - Member(s)’ Narratives
- **Additionally,** a sampling of press coverage, newsletters, curriculum in hardcopy or email is sent to the State Office
  - Links, attachments, and images are not supported through eGrants



## Reporting Periods (PPR)

- First year projects report quarterly
- Second and third year projects may report semi-annually, at the discretion of the State Office
- Confirm your reporting periods and due dates with your state office

<b>Project Period Covered:</b>	<b>Date Report is Due:</b>
▶ Oct. 1 – Dec. 31	January 30
▶ Jan. 1 – Mar. 31	April 30
▶ April 1 – June 30	July 30
▶ July 1 – Sept. 30	October 30



## VISTA Progress Report Supplement (VPRS)

- The VPRS, submitted through eGrants, is an annual supplement to the PPR.
- The data are aggregated and reported externally—the VPRS is not used to assess project progress performance.
- The VPRS asks for performance information that CNCS tracks from all Corporation programs.



## VISTA Progress Report Supplement (VPRS)

**VPRS** reports on CNCS Performance Measures  
in Capacity Building Activities

**Capacity Building is defined as** a set of activities that expand the *scale, reach, efficiency, or effectiveness* of programs & organizations.



## VPRS Measures in Brief

- # community volunteers recruited and/or managed
- # organizations implementing 3 or more effective volunteer management practices
- # staff & community volunteers received training
- # organizations completed community assessment



## VPRS Measures in Brief

- # hours of service contributed by community volunteers
- # organizations more effective, additional activities, new systems or processes
- Dollar value of cash/in-kind resource leveraged



## VPRS Reporting

- Annual report due October 31st for the previous fiscal year (Oct. 1 – Sep. 30)
- Confer with your State Office to determine what data you will collect & report
- Establish tracking tools to collect the data



## Reporting Recap

- PPR:
  - Quarterly and perhaps later semi-annually
  - Reports on the accomplishments of the overall project
- VPRS:
  - Annually
  - Reports on CNCS Performance Measures



## Informal Communications

In addition to quarterly reports, we encourage you to communicate with your Corporation State Office:

- Email (snippets of accomplishments, member activities are helpful)
- Individual state page on VISTA Campus
- Phone



## Monitoring & Compliance Visits

### Site visits

- Conducted by State Office staff (occasionally HQ)
- May be informational, to provide technical assistance, or for monitoring

### Compliance Monitoring visits

- Scheduled in advance
- Interviews with project staff, VISTAs, advisory council members, and community
- Review of documentation & procedures
- A letter outlining conclusions is shared after



## Q and A



## NEXT STEPS

Training and Resources

### Going to Orientation

Your Supervisor Orientation will be held:

- August 4 – 6 in Boston
- OR
- August 12 – 14 in Chicago



## To do and bring

- VISTACampus.gov:
- Welcome Packet
  - TCB
  - Laptop or tablet
  - VAD
  - OSOT

## Contacts and Resources

VISTA Campus  
[vistacampus.gov](http://vistacampus.gov)