

Redwood Community Action Agency's AmeriCorps*VISTA Program

AmeriCorps*VISTA Assignment Description (VAD)

Please use this form only. Do not change this format except to add activities or steps according to your program workplan and needs. Use as many pages as you need.

VISTA Project: ACCES/SCF Low-Income Energy Efficiency/Solar project	VISTA Member Name:	
Site Name: ACCES/SCF	Assignment Area: Venice, CA	Date:3/24/09

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 1: The associations have need for a person that can liaison between the member entities to assist on energy efficiency and solar projects for low-income households. This can include assisting the director in all tasks as communications, setting meetings, proposal research and writing and actual field training, follow-up and data collection.	
Expected outcome: The goal is to provide agencies with opportunities to expand services in solar to all low-income communities.	
How will the data be tracked?	
Activities: What action steps are needed to accomplish this goal? 1.Assist director with correspondence, meetings, research and reports. 2.Liason between the partners of this project including the LIESPs, the CSD, utilities, low-income communities and households, and others as financial organizations. 3.Capacity building as writing business plans 4.Data collection and interpretation 5.Final reports and conclusions	
Activity 1: Research data and information on relevant issues concerning solar, SWH etc	Activity projected completion by (quarter, 1, 2, 3 or 4): 4
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: Act as a liason for project partners	Activity projected completion by (quarter, 1, 2, 3 or 4): 4
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Build capacity by developing a business plan for Solar Hot Water installations	Activity projected completion by (quarter, 1, 2, 3 or 4): 3
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: Data collection and reporting, SWH Data logger compiling data for report to state and show cost effectiveness of SWH	Activity projected completion by (quarter, 1, 2, 3 or 4): 4
Activity 4 Comments/Summary of Accomplishments:	Actual completion

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	date: _____
Activity 5: Present plan to agencies and assist agencies in implement plan	Activity projected completion by (quarter, 1, 2, 3 or 4): 3
Activity 5 Comments/Summary of Accomplishments:	Actual completion date: _____