

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: Prosperity 4 All, Colusa-Glenn-Trinity Community Action Part.	VISTA Member Name:	
Site Name: Glenn County HRA	Assignment Area: Willows, CA Colusa, Glenn & Trinity Co.	Date: 2/6/09

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 1: Update the 10 Year Dos Rios Homeless Continuum of Care Plan	8/2009- 7/2010
Expected outcome: To move low-income homeless individuals to permanent housing over the plan life; ensure CoC compliance to ensure maintenance of transitional 52 bed capacity and increase future capacity by 5 beds to meet homeless census data within the continuum	
How will the data be tracked? Meeting Agenda/Minutes, Plans, Partner Agreements	
Activities: What action steps are needed to accomplish this goal? <ol style="list-style-type: none"> Review current plans(one for ea county and the region) and identify areas for update/revision based on HUD CoC requirements Assist CoC steering committee to create and carry out work plan to assist with updates Record system for future updates to plan documents Incorporate updates into CoC plans and present for approval Create presentation and outreach material which support the continuum plan 	8/2009- 10/2009 10/2009- 7/2010 10/2009- 7/2010 2/2010- 7/2010 5/2010- 7/2010
Activity 1: Review current plans(one for ea county and the region) and identify areas for update/revision based on HUD CoC requirements Step 1: Attend Dos Rios local and regional meetings Step 2: Research and review HUD CoC requirements, Dos Rios history and plans Step 3: Identify components of the plans to be updated	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 1
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: Assist CoC steering committee to create and carry out work plan to assist with updates Step 1: Meet with steering committee representatives to communicate plan needs Step 2: Assist steering committee to develop & implement a work plan with timeline Step 3: Develop materials to assist teams to complete/gather updated data	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 2
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: Record system for future updates to plan documents Step 1: Develop a binder and electronic file for all materials created and gathered Step 2: Record the process followed and best practices for future plan updates Step 3: Share findings with Steering Committee	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 3
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: Incorporate updates into CoC plans and present for approval Step 1: Populate county and regional plans with updated and gathered data/info Step 2: Add additional components as required Step 3: Submit plan to steering committee for input, revise and approval	Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 3

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Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 5: <i>Create presentation and outreach material which support the continuum plan</i> Step 1: Assist CoC outreach committee to create outreach materials Step 2: Assist with CoC outreach in cooperation with local committees	Activity projected completion by (quarter, 1, 2, 3 or 4): <u>4</u>
Activity 5 Comments/Summary of Accomplishments:	Actual completion date: _____

VISTA Member Activities, Plan and Steps	Planned Period of Work
Goal 2: Increase the Prosperity 4 All Council Membership and Functionality	8/2009- 7/2010
Expected outcome: To move 250 low-income individuals toward improved prosperity; 6 new partnerships developed	
How will the data be tracked? Meeting Agenda/Minutes, Work Plans, Partner Agreements	
Activities: What action steps are needed to accomplish this goal? 6. <i>Research P4A project scope</i> 7. <i>Support Prosperity 4 All (P4A) Council meetings-subsection of Dos Rios CoC</i> 8. <i>Develop and implement annual and 3 year P4A work plan to address food security, financial literacy, VITA regional policy and asset development</i> 9. <i>Develop Memorandum of Understanding and documents to record partnerships</i>	8/2009- 10/2009 8/2009- 7/2010 8/2009- 7/2010 5/2010- 7/2010
Activity 1: <i>Research P4A project scope</i> Step 1: Review P4A application Step 2: Meet with key partners working on VITA and Food Security Step 3: Research VITA, IDA, CSD Asset Grant, Assets for Independence RFP, IRS VITA RFP and food security fundamentals	Activity projected completion by (quarter, 1, 2, 3 or 4): <u>1</u>
Activity 1 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 2: <i>Support Prosperity 4 All (P4A) Council meetings-subsection of Dos Rios CoC</i> Step 1: Develop P4A agendas Step 2: Co-facilitate P4A discussion & record meeting action Step 3: Outreach to community and partners to encourage participation	Activity projected completion by (quarter, 1, 2, 3 or 4): <u>4</u>
Activity 2 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 3: <i>Develop and implement annual and 3 year P4A goals & work plans to address food security, financial literacy, VITA regional policy and asset development</i> Step 1: Assist council to develop and update annual and 3year goals & work plans Step 2: Assist with implementation activities defined in the work plans Step 3: Record the process followed and best practices for future council function	Activity projected completion by (quarter, 1, 2, 3 or 4): <u>4</u>
Activity 3 Comments/Summary of Accomplishments:	Actual completion date: _____
Activity 4: <i>Develop Memorandum of Understanding and documents to record partnerships</i> Step 1: Assist council to identify need to develop agreements to record partnership Step 2: Produce documents as necessary to reflect such agreements	Activity projected completion by (quarter, 1, 2, 3 or 4): <u>4</u>
Activity 4 Comments/Summary of Accomplishments:	Actual completion date: _____

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VISTA Member Activities, Plan and Steps		Planned Period of Work
Goal 3: Develop Regional Household Economic Prosperity Project		8/2009- 7/2010
Expected outcome: Move low-income individuals toward prosperity; 10 volunteers recruited, 10 new donors, 50 low-income educated about financial literacy; 6 new partnerships developed		
How will the data be tracked? Project Models, Procedures, Partner Agreements, # Volunteers, Resources		
Activities: What action steps are needed to accomplish this goal? <i>10. Research P4A project scope</i> <i>11. Develop & Implement Volunteer and Donor Outreach Campaign</i> <i>12. Develop & Implement Financial Literacy & Asset Development Outreach Campaign</i>		8/2009- 10/2009 10/2009- 7/2010 10/2009- 7/2010
Activity 1: <i>Research P4A project scope</i> Step 1: Review P4A application Step 2: Meet with key partners working on VITA and Food Security Step 3: Research VITA, IDA, CSD Asset Grant, Assets for Independence RFP, IRS VITA RFP & financial literacy		Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 1
Activity 1 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 2: <i>Develop Volunteer and Donor Outreach Campaign</i> Step 1: Work with each county to inventory opportunities and priorities for volunteers and donors Step 2: Develop campaign plan to outreach to reach target audiences to meet goals Step 3: Work with county to implement plan to increase volunteers & donors		Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4
Activity 2 Comments/Summary of Accomplishments:		Actual completion date: _____
Activity 3: <i>Develop Financial Literacy & Asset Development Outreach Campaign</i> Step 1: Work with each county to inventory resources and priorities for promotion of financial literacy and asset development Step 2: Develop campaign plan to outreach to reach target audiences to meet goals Step 3: Identify new partnerships & resources to promote improved economic well-being Step 4: Implement first steps to increase awareness for promotion of financial literacy and asset development		Activity projected completion by (quarter, 1, 2, 3 or 4): _____ 4
Activity 3 Comments/Summary of Accomplishments:		Actual completion date: _____