

# DCA VISTA Economic Development Project Application

## SECTION I: APPLICANT INFORMATION

### 1. Agency information

Name of Organization:		Phone Number:
Agency Director:		Fax Number:
Address:		E-mail address:
City:	State:	ZIP:

Project Supervisor (if different):		Position/Title:	
Address:	City:	State:	ZIP:
Phone Number:	Fax Number:	E-mail address:	

### 2. Number of VISTAs requested: \_\_\_\_\_

VISTA	Permanent location (housing & office space)	Additional communities (if any) the VISTA will serve
1		
2		
3		
4		

Can the project proceed if fewer VISTAs are available than requested?    Yes\_\_\_\_    No\_\_\_\_

### 3. Local contacts: (one for each community)

Contact Name	Community	Organization	Address	Phone Number

## DCA VISTA Economic Development Project Application

### **SECTION II: NEED IDENTIFICATION AND PROJECT DESCRIPTION**

1. What is the title of your VISTA project? Please write a brief description of the project including the project goal and the target audience served.
2. How will the VISTA project address the economic development needs of the community (or communities)? What are some of the economic development obstacles? How will the project alleviate poverty in the community (or communities)? Please state these in measurable/quantitative terms.
3. How does this project fit into the comprehensive community development strategy? (Please include a copy of each community's local development strategy, including current development activities.) How will the VISTA project help meet the goals of the comprehensive community development strategy?



## DCA VISTA Economic Development Project Application

### SECTION IV: PROJECT SUSTAINABILITY

1. How does the project build local capacity to enhance economic security and achieve economic well-being goals?

2. Do these long term goals include the use of VISTA Member(s) for multiple years? Yes  No   
In the same communities? Yes  No

3. Who will take over project responsibility once the VISTA is gone?

4. Please describe the strategies you have for the resolution of conflicts/obstacles?

## DCA VISTA Economic Development Project Application

### Section V: Project Plan

Column A AmeriCorps*VISTA Project Plan	Column B Date(s)	Column C Date(s)
<p>Identify <b>Goal</b> to which members' activities are directed for the full length of the project.</p> <p><b>Goal 1:</b> According to the Workforce Center's Annual Survey, currently only ten percent of unemployed clients in the region gain employment with the assistance of the Center. To help more clients secure jobs, AmeriCorps*VISTA members will implement a job training and readiness program to serve clients from the region. Two hundred clients will receive training in year one; three hundred clients in year two; and five hundred clients in year three.</p>	3 years	
<p><b>Activities:</b> What are the action steps needed to accomplish this goal?</p> <p>Six AmeriCorps*VISTA members will participate in the following activities to develop the job training and readiness program.</p> <ol style="list-style-type: none"> <li>1. Design and test the job readiness curriculum</li> <li>2. Recruit and train twenty community volunteers to serve as instructors.</li> <li>3. Conduct a public awareness campaign about the job-readiness program, targeting areas where clients congregate.</li> <li>4. Recruit clients to participate in one of twenty six-week job readiness programs. Four hundred clients will be recruited for the program each year.</li> <li>5. Coordinate volunteers to instruct the programs, develop partnerships with ten local service providers, and conduct a public awareness campaign to recruit participants.</li> </ol>		
<p>Identify any <b>Results</b> (outputs, intermediate outcomes, or end outcomes) related to this goal. If the result is to be measured, write "performance measure" in parentheses beside the result. For each result, identify the <b>indicator</b>, the <b>targets</b> you expect to meet, the <b>instruments(s)</b> you will use to measure this objective, and <b>how you will collect</b> the data. If you have data for this objective from prior years, report it here.</p> <p><b>Output:</b> 75 community members will be recruited and trained to serve as volunteer instructors.</p> <p><b>Output:</b> 20 community members will be recruited to participate in a public awareness campaign about the job training and readiness program.</p> <p><b>Intermediate Outcome:</b> Increased public awareness about the job training and readiness program.</p>	<p>Q1-Q4</p> <p>Q1-Q2</p>	

# DCA VISTA Economic Development Project Application

## Section V: Project Plan

Column A Goals and Objectives	Column B Date(s)	Column C
<p><i>Output: (PERFORMANCE MEASURE):</i> Participants will complete job training and readiness program.</p> <p><i>Indicator:</i> Number of participants who complete the training program (per year)</p> <p><i>Target:</i> Four hundred people complete training program each year.</p> <p><i>Instrument:</i> VISTA member will collect attendance roster, which will be entered into a participant database maintained at the project site.</p>	Q2-Q4	
<p><i>Intermediate Outcome (PERFORMANCE MEASURE):</i> Clients who complete job training and readiness program (program graduates) demonstrate improved job-readiness skills.</p> <p><i>Indicator:</i> Percentage of program graduates who improve in public speaking, interviewing, and resume writing.</p> <p><i>Target: Year One:</i> Seventy-five percent of the program graduates improve in public speaking, interviewing and resume writing.</p> <p><i>Instrument:</i> Jobs Readiness Skills Survey (pre-test/post test), administered to training graduates by VISTA members.</p>	Q2-Q4	
<p><i>End Outcome (PERFORMANCE MEASURE):</i> The employment rate will be higher for program graduates than for clients who do not participate in the program.</p> <p><i>Indicator:</i> Percentages of program graduates and non-participants who obtain employment.</p> <p><i>Target:</i> The employment rate will be at least ten percent higher for program graduates compared to non-participants.</p> <p><i>Instrument:</i> Employment data, collected by Workforce Center.</p>	Q4	

**DCA VISTA Economic Development Project Application**  
**Section V: Project Plan**

Column A AmeriCorps*VISTA Project Plan	Column B Date(s)	Column C Date(s)
Identify <b>Goal</b> to which members' activities are directed for the full length of the project.		
<b>Activities:</b> What are the action steps needed to accomplish this goal?		
Identify any <b>Results (outputs, intermediate outcomes, or end outcomes)</b> related to this goal. If the result is to be measured, write “ <b>performance measure</b> ” in parentheses beside the result. For each result, identify the <b>indicator</b> , the <b>targets</b> you expect to meet, the <b>instruments(s)</b> you will use to measure this objective, and <b>how you will collect</b> the data. If you have data for this objective from prior years, report it here.		

**DCA VISTA Economic Development Project Application**  
**Section V: Project Plan**

Column A Goals and Objectives	Column B Date(s)	Column C
<p><i>(continued)</i></p> <p>Identify any <b>Results (outputs, intermediate outcomes, or end outcomes)</b> related to this goal. If the result is to be measured, write “<b>performance measure</b>” in parentheses beside the result. For each result, identify the <b>indicator</b>, the <b>targets</b> you expect to meet, the <b>instruments(s)</b> you will use to measure this objective, and <b>how you will collect</b> the data. If you have data for this objective from prior years, report it here.</p>		

**DCA VISTA Economic Development Project Application**  
**Section V: Project Plan**

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Identify any <b>Results (outputs, intermediate outcomes, or end outcomes)</b> related to this goal. If the result is to be measured, write “ <b>performance measure</b> ” in parentheses beside the result. For each result, identify the <b>indicator</b> , the <b>targets</b> you expect to meet, the <b>instruments(s)</b> you will use to measure this objective, and <b>how you will collect</b> the data. If you have data for this objective from prior years, report it here.		

**DCA VISTA Economic Development Project Application**  
**Section V: Project Plan**

Column A Goals and Objectives	Column B Date(s)	Column C
<p><i>(continued)</i></p> <p>Identify any <b>Results (outputs, intermediate outcomes, or end outcomes)</b> related to this goal. If the result is to be measured, write “<b>performance measure</b>” in parentheses beside the result. For each result, identify the <b>indicator</b>, the <b>targets</b> you expect to meet, the <b>instruments(s)</b> you will use to measure this objective, and <b>how you will collect</b> the data. If you have data for this objective from prior years, report it here.</p>		

## DCA VISTA Economic Development Project Application

### SECTION VI: VISTA MEMBER INFORMATION

1. How will the VISTA Member(s) be recruited? If you are going to use outside recruits, please answer questions 2-4; if not, please go on to question 5.

Locally

Outside

Both

2. If the VISTA Member(s) will be recruited from outside the community, will you be able to provide housing at minimal or no cost? Please specify how.

3. If recruited from outside the community, what are your plan(s) for working with the community(ies) to ease the VISTA Member(s) transition and help ensure that each community accepts and feels comfortable with that VISTA?

4. List requested VISTA Member skills and qualifications.

Required:

Preferred:

5. Indicate any factors the Corporation for National Service should be aware of when assigning disabled VISTA Members to this project, such as availability of transportation and housing, accessibility of facilities, etc. Indicate whether services to be provided are accessible to the disabled members of the community.

## DCA VISTA Economic Development Project Application

### **SECTION VII: SPONSOR SUPPORT AND INVOLVEMENT**

1. Who will be the project supervisor? **Attach a Résumé.**
2. Where will the VISTA Member(s) office space be located (specifically)? What types of tools will be provided for them? (phone, fax, computer, etc.)
3. What type of technical assistance, training, and support can be provided by your organization?
4. If the VISTA Member is located or spends most of his/her time in a community other than the one where their project supervisor is located, what will be the role of the local contacts (day to day supervisor/ support person/ community mentor)?

## DCA VISTA Economic Development Project Application

5. Please list the total funds necessary to support VISTA travel, training, and project maintenance and identify the funds secured both from your organization and other agencies.

Budget Item	Total Funds Needed	Amount Secured **	Source of Funds
Travel	\$	\$	
Training	\$	\$	
Phone/Fax	\$	\$	
Postage	\$	\$	
Copying	\$	\$	
Equipment	\$	\$	
Office Supplies	\$	\$	
Other	\$	\$	

\*\* If the amount currently secured is less than what you believe will be needed for the duration of the project, please explain your plans for obtaining sufficient funding as a part of question 6.

6. What are the goals/plans for seeking additional training and financial support (ex. travel money) for the VISTA Member(s) as well as securing additional resources to support the project?

### SECTION VIII: EXTERNAL SUPPORT AND COLLABORATION

1. Provide resolutions or letters of support from all local, regional, municipal (city and borough) governing bodies and land owning entities which need to be involved in this project or will be affected by it. In addition, describe any other ways in which this project will be supported by these entities.

2. What other community programs will this project work with? What are your plans for collaborating with other regional or statewide organizations and/or programs?

# DCA VISTA Economic Development Project Application

## SIGNATURE

The project application must be signed by both the agency director or other duly authorized representative of the sponsoring agency and the project supervisor (if different).

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Agency Director

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Date

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Project Supervisor

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Date

# DCA VISTA Economic Development Project Application

## ASSURANCES—NON-CONSTRUCTION PROGRAMS (OMB Approval No. 0348-0040)

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. § § 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C §§ 276a and 276a-7), the Copeland Act (40 U.S.C § 276c and 18 U.S.C. § § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction

# DCA VISTA Economic Development Project Application

## CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING

Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant and review the instructions included in the regulations. Signing this form complies with certification requirements under “Government-wide Debarment and Suspension (Nonprocurement)” and “Government-wide Requirements for Drug-Free Workplace (Grants)” (under 45 CFR Part 1229), and “New Restrictions on Lobbying (under 45 CFR Part 1230).The certification(s) shall be treated as material representation of fact upon which reliance will be placed when the Corporation determines to award the covered transaction, grant, or cooperative agreement.

### A. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 1229, for prospective participants in primary covered transactions, as defined at 45 CFR Part 1229, Sections 1229.105 and 1229.110—

1. The applicant certifies that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State, or local government entity with commission of any of the offenses enumerated in paragraph 1(b) of this certification;
  - (d) Have not, within a three-year period preceding this application, had one or more public transactions (Federal, State, or local) terminated for cause or default; and
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### B. DRUG-FREEWORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 1229, Subpart F, for grantees, as defined at 45 CFR Part 1229, Sections 1229.605 and 1229.610—

1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will:
  - (a) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establish an on-going drug-free awareness program to inform employees about---
    - (1)The dangers of drug abuse in the workplace;
    - (2)The grantee’s policy of maintaining a drug-free workplace;
    - (3)Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - (c) Make it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a);
  - (d) Notify employees in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, the employee will---
    - (1)Abide by the terms of the statement; and
    - (2)Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than five calendar days after the conviction;
  - (e) Notify the cognizant Corporation Grants Officer within ten calendar days after receiving notice of such conviction under subparagraph (d)(2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee’s position and the identification number(s) of each affected grant;
  - (f) Take one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted---
    - (1)Take appropriate personnel action against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2)Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Make a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs 1(a) through 1(f).

# DCA VISTA Economic Development Project Application

## CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING (CONT.)

### (C) LOBBYING

As required by Section 1352, Title 31 of the U. S. Code, and implemented at 45 CFR Part 1230, for organizations entering into a grant or cooperative agreement over \$100,000, as defined at 45 CFR Part 1230, Sections 1230.105 and 1230.110, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body's authorization for me to sign this certification as official representative is on file in the applicant's office.)

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Date

Corporation Form 424E-G (4/94)