

PART II. PROJECT NARRATIVE

Executive Summary

Provide a brief narrative of your proposed AmeriCorps*VISTA project, including population to be served, issue areas, history of your organization's activities in these issue areas, and the type of service activities you expect the AmeriCorps*VISTA members to accomplish.

Redwood Community Action Agency has provided energy, telecommunications and lead hazard control services for Humboldt County's low-income residents for the past twenty-six and eleven years respectively.

Community based education, outreach and service delivery is at the core of all of RCAA's energy, telecommunications and environmental services. The VISTA project would focus on expanding the Division's existing education, outreach and service delivery capabilities. This would be achieved through the development of systems for tracking, organizing and evaluating efforts in addition to the creation of outreach strategies and materials.

In addition, the VISTA member would be researching potential sources of funding to support these activities and submitting applications, as applicable.

Needs and Activities

1. State in measurable and quantifiable terms the specific poverty-related need(s) identified by the community(ies) that the AmeriCorps*VISTA project will address, including the number of low-income people directly affected by the problem(s).

Humboldt County has approximately 1,500 low-income households that qualify for services but reaching the target communities is not always easy or possible. The energy, telecommunications and lead services are focused upon specific target populations within the low-income community which increases the challenge and cost of providing services. These populations include:

- ✓ Seniors;
- ✓ Disabled;
- ✓ Families with small children under the age of 6 years – lead;
- ✓ Families with small children;
- ✓ Limited English speaking communities;
- ✓ American Indians;
- ✓ Farmworkers;
- ✓ Clients in remote communities.

Strengthening Communities

1. Describe how the new infrastructure or organizational capacity created by your project will bring individuals and, ultimately, the community out of poverty.

Increasing the efficiency of the services will allow RCAA to serve more households and to provide them with the tools and services necessary to reduce their dependency upon governmental services. The ultimate goal will be to provide education services that will foster self-sufficiency.

2. How will you involve the community to ensure the sustainability of the proposed project?

Community input in the form of client feedback will guide education and outreach efforts.

3. How, if at all, will you collaborate with other national service programs (AmeriCorps, Senior Corps, RSVP, NCC) in order to support the proposed project?

The project will ensure that services are made available to approximately 1,500 low-income households throughout Humboldt County including other AmeriCorps*VISTA and AmeriCorps members and that the infrastructure developed during the project will be maintained.

The VISTA member's position would be directly involved in developing the infrastructure and potential funding sources to support the ongoing delivery of these services.

VISTA Assignment Description

1. List the tasks and activities AmeriCorps*VISTA member(s) and Leader(s) must perform to implement the strategies described in the project plan(s). These tasks and activities should logically relate to the overall project goals and activities you propose in Part III, Project plan for AmeriCorps*VISTA Project Applicants. This section will include more detail on the actual service activities, and should not include direct service activities. Create as many different assignment descriptions as needed for the project.
 - Become knowable of the Energy Services Division, client profiles and demographics and funding sources.
 - Research, develop and produce education materials low-income households.
 - Develop and submit a monthly Management By Objectives (MBO) plan
 - Research potential funding sources
 - Produce database of potential funding sources and application criteria
 - Assist with the development and submission of grant proposals
 - Conduct a public awareness campaign
2. List the recommended skills and qualifications that an AmeriCorps*VISTA member or Leader should have to successfully complete the project plan.

Recommended skills and qualifications include:

- ✓ Computer skills - development of spreadsheets, data entry, WORD, graphics, researching via the internet, email
- ✓ Good written and verbal communications
- ✓ Ability to create and prepare PowerPoint and brochures/flyers
- ✓ Strong organizational skills
- ✓ Basic math proficiency
- ✓ Ability to speak publicly, if necessary
- ✓ Experience coordinating a project or group of volunteers
- ✓ Ability to write and speak Spanish proficiently is desired but not required

Project Management

1. Describe plans for daily supervision of AmeriCorps*VISTA members. Specify if supervision will be a full-time or part-time responsibility.

The Project Director will provide daily supervision of the member in the afternoon hours but will be available at all times via the phone. At times when the Supervisor is out of town, an Acting Manager will provide supervision.

Organizational Capacity

1. Describe current activities your organization and other organizations are undertaking to address the problems identified in your need statement. Describe how the proposed project will complement this work.

RCAA has provided energy, telecommunications and lead hazard control services for the past twenty-six and eleven years respectively. We are the sole provider of these services for Humboldt County's low-income residents. The VISTA project is designed to support services by providing an analysis of the current infrastructure and to support services by building capacity and enhancing services.

2. Describe the accessibility of services provided to members of the community with disabilities. Is your organization able to accommodate AmeriCorps*VISTA members with disabilities?

The Energy Services Division is housed in a 1907 Victorian with steps leading into the building and inside the building that are not accessible or advisable for persons with physical disabilities that impact their ability to go up and down stairs.

At this time, the Energy Services Division is where the position is to be located and we would not be able to accommodate someone with the above mentioned limitations if they were to work on site.