

February 12, 2014

Julie Tindall

400 South Orange Avenue

P.O. Box 4990

Orlando, Florida 32802-4990

RE: Instructions for FY14 AmeriCorps*VISTA Project Renewal: 12VSSFL001

Dear Julie:

The City of Orlando is invited to submit a continuation application in eGrants for your AmeriCorps*VISTA Project for another year of sponsorship. The following information and attached instructions must be adhered to ensure a quality proposal. Incomplete applications will be returned for rework.

Grant/Project #:	12VSSFL001
Number of VISTA slots:	Standard: 10 Leader: 1
Orange County Living Allowance:	\$946/mo.*

** For living allowances in other counties, please contact the Florida State Office*

Application Due Date:	April 12, 2014
Project Start and End Dates:	04/20/2014 – 05/02/2015

Support Funds:
funding)

\$15,000 (pending availability of

The Florida State Office will review your continuation application for adherence to VISTA project guidelines and the Florida State Office's annual plan for project development. Please note the VISTA application process has changed. When you renew your VISTA project in eGrants, you will be using a new version of the VISTA Application and new screens in eGrants. The new VISTA Application and instructions for submitting your renewal application is available on the CNCS website at: <http://www.nationalservice.gov/programs/americorps/americorps-vista/sponsor-vista-project>.

I have attached a copy of the new 2014 VISTA Application, for your convenience. Instructions for submitting your continuation application begin on page 28. Please note that several changes have been made in eGrants to accommodate the new application instructions. We recommend you familiarize yourself with the new screens as soon as possible, to ensure the application is submitted by the April 12, 2014 due date. If you would like to schedule a call to discuss the new application requirements, please contact me, your State Program Specialist, at bmetayer@cns.gov or (407) 648-6495.

A copy of the 2014 The AmeriCorps VISTA Program Guidance is also attached. The Program Guidance directs the development of new VISTA projects and outlines the national programming priorities for the VISTA program for the fiscal year. All new VISTA projects developed in FY 2014 must follow this guidance. Prospective VISTA sponsors should read the entire document, while **current sponsors may wish to review the sections that have changed from last year, as noted in Section II.**

In FY 2014, new applicants and renewal applicants will identify in their application at least one Goal 3 Capacity Building Output and at least one Goal 3 Capacity Building Outcome that best reflect their capacity building activities. In accordance with the definitions and protocols identified for that measure, see the VISTA-specific section of the CNCS Performance Measurements webpage, which is located at: <https://www.nationalservicerresources.gov/npm/vista>.

Criteria for determining approval/disapproval of project continuation will be based on a review of the following:

- Previous year's accomplishments, which must be included in the continuation proposal
- Long-range plans, especially regarding project sustainability, which must be discussed in the continuation proposal
- Establishment of a VISTA Advisory Group
- Project progress reports, monitoring reports, biweekly sponsor verification forms, and feedback from AmeriCorps*VISTA members to ensure the project is making substantial progress in meeting goals and objectives
- Level of resource mobilization, including volunteers recruited, from the previous year, as well as plans for the coming year
- Level of recruitment and retention of AmeriCorps*VISTA members

The Florida State Office will render a decision to continue the project in accordance with the following conditions:

- VISTA resources are available.
- The proposed project fits with one or more of the Corporation's strategic initiatives or VISTA programming priorities.
- The project has made progress toward achieving capacity-building and self-sufficiency goals.
- The project has performed well in meeting its goals and objectives.
- The project has complied with provisions contained in the Memorandum of Agreement and other applicable guidelines and regulations.
- The project has complied with all corrective actions outlined in the most current compliance monitoring feedback letter provided to sponsor.

From your HOME page before you start your continuation request click on My Account and update your organizations information, if necessary. **You must enter your nine digit zip code number.** This is the only way the Congressional Districts will appear on your application and the information is crucial to CNCS and our intergovernmental relations. Contact your local U.S. Post Office if you are unsure of your 4-digit zip code extension.

Please note that eGrants does not allow grantees to submit attachments electronically at this time. All paper attachments as outlined on page 29 of the application instructions must arrive in the Florida CNCS State Office by **April 12, 2014**.

If you have questions about the content of your continuation request, please contact me, your State Program Specialist, at bmetayer@cns.gov or (407) 648-6495. **If you experience problems using eGrants, contact the National Service Hotline at 800-942-2677 or via email at <https://questions.nationalservice.gov/app/ask>.**

Sincerely,

Betsheell Louis

State Program Specialist

CNCS Florida State Office

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