**Opioid Prevention and Education Network**

**of Michigan State University**

# **Host Site Request for Proposals**

Please note that this application, and the program itself, is subject to change based on AmeriCorps funding, policies, and procedures.

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# **Overview**

## **Opioid Prevention and Education Network of Michigan State University**

## **(OPEN-MSU)**

A core part of Michigan State University’s mission is advancing outreach, engagement, and economic development activities that are innovative, research-driven, and lead to a better quality of life for individuals and communities, at home and around the world. Michigan State University promotes models of university-community partnership in which work is driven by community-identified issues and assets.

The OPEN-MSU is a Volunteers in Service to America (VISTA) program within the AmeriCorps that aligns with both MSU’s mission and the Healthy Futures focus area of AmeriCorps VISTA programs. The goal of OPEN-MSU is to build the capacity of local efforts to create or expand opioid prevention, intervention, and treatment opportunities for low-income communities.

OPEN-MSU expects to support up to 15 health organizations and coalitions serving residents from across Michigan. Two VISTA leaders and 15 VISTA members will contribute to the goals of the project by supporting local efforts to identify service gaps, improve communication within local collaboratives and organizations, and build the capacity of these entities to address the opioid abuse crisis in partnership with a network of MSU research and policy experts.

## **AmeriCorps VISTA**

Founded in 1965, Volunteers in Service to America (VISTA) is an anti-poverty program designed to provide needed resources to nonprofit organizations and public agencies to increase their capacity to lift communities out of poverty. AmeriCorps VISTA provides opportunities for Americans 18 years or older from a diverse range of backgrounds to dedicate a year of full-time service with an organization to create or expand programs designed to empower individuals and communities in overcoming poverty.

The power of AmeriCorps VISTA is extraordinary, and brings talented, passionate people on board to create or enhance your anti-poverty program by expanding the capacity of your organization.

AmeriCorps, the federal agency for national service and volunteerism, provides opportunities for Americans to serve their country domestically, address the nation’s most pressing challenges, improve lives and communities, and strengthen civic engagement. Each year, the agency invests in grants for local nonprofit, community, tribal, and state organizations; places more than 250,000 AmeriCorps members and AmeriCorps Seniors volunteers in intensive service roles; and empowers millions more to serve as long-term, short-term, or one-time volunteers. For more information about AmeriCorps VISTA, [click here](https://www.nationalservice.gov/programs/americorps/americorps-programs/americorps-vista).

## **Activities and Roles of VISTA Members**

***VISTA Projects***

VISTA projects are intended to build capacity that is sustained after the project is complete. As such, hosting a VISTA member is not meant to be a permanent staffing solution. Organizations can serve as a host site for a VISTA member for a one-year term with an option to renew. Host sites may apply to continue their project for additional years if they can demonstrate that this will contribute to the sustainability of the project and if the site can provide the site fee.

***OPEN-MSU Program***

The purpose of this VISTA program is to build capacity of host sites to identify service gaps, improve communication within local collaboratives and organizations, and address the opioid abuse crisis in partnership with a network of MSU research and policy experts.

Specific objectives will be identified by host sites based on the site’s and community’s needs.

Potential **prevention** objectives include but are not limited to:

* Training coordination and resources for prescribers
* Working with communities to increase availability of medication drop off bins
* Reviewing programs and parameters established within Medicaid and other states to eliminate doctor/pharmacy shopping for multiple prescriptions
* Developing training materials and processes to increase public awareness on dangers of abuse, safe medication storage and disposal, and to reduce stigma of addiction

Potential **treatment** objectives include but are not limited to:

* Developing materials and processes that increased public awareness of laws that limit civil and criminal liability of administering Naloxone
* Researching and coordinating across agencies to explore limited statutory immunity for low-level offenses involved in reporting overdose and seeking medical assistance
* Researching approaches to increase access to care and insurance provisions for coverage, including for medication assisted treatment (MAT) and wraparound services
* Developing a process for training and coordinating with law enforcement officers who do not deal with narcotics regularly to better recognize and deal with addiction
* Researching barriers to diversion to treatment rather than incarceration
* Identifying trainings and processes to disseminate best practice guidelines for reducing the development of neo-natal abstinence syndrome (NAS)

OPEN-MSU host site activities could include but are not limited to:

* Coordinating local efforts to address service gaps and communication within local collaboratives
* Identifying and working with organizations and institutions not yet involved in local efforts
* Developing resources for case managers and individuals
* Collecting, analyzing, and reporting on relevant data
* Developing trainings and educational materials
* Developing and coordinating mentor programs
* Creating public outreach plans and materials
* Identifying local barriers to access for treatment or education
* Conducting a community assessment process
* Aligning existing initiatives across systems

***VISTA Members***

VISTA members are typically college educated, though they are not required to be, and serve full-time for one year. AmeriCorps provides members with an end-of-service award of either $1,800 cash or an Education Award of $7,395, which can be used to repay qualified student loans or pay tuition or certain other educational expenses. In addition to the end-of-service award, AmeriCorps provides members with a monthly living allowance at the poverty level in their community of $24,962.

VISTA members' specific responsibilities will be determined by the host organizations' needs in conjunction with OPEN-MSU program staff, and 20% of the VISTA’s time (one day/week) will be committed to professional development, resource sharing and development for organizational capacity-building, and data collection and reporting for the OPEN-MSU program.

## **Host Site Expectations and Requirements**

OPEN-MSU will provide ongoing support to VISTA members through monthly trainings, ongoing communication via email and phone, site visits, and coaching. Host sites provide day-to-day supervision of members and additional training and evaluation support. Each host site must appoint one responsible VISTA Host Site Supervisor. Supervisors have a very strong influence on the success of the VISTA members’ service year.

***Host Site Supervisor Time Commitment***

* The supervisor must be a full-time employee with time to supervise and mentor the VISTA, as well as provide regular one-to-one supervision.
* The VISTA supervisor’s responsibilities will require 10-15 hours/ month, with some months being more time-intensive than others.
* Supervisors are able to participate in one introductory webinar at the start of the project as necessary, and they are required to participate in the onboarding training with their new VISTA, monthly webinars with all OPEN-MSU staff, members, and partners, and site visits with OPEN-MSU staff each year.
* Additional optional or required meetings may be scheduled if AmeriCorps or OPEN-MSU deem them necessary.

***VISTA Recruitment and Selection***

OPEN-MSU will manage the VISTA recruitment, interview, and selection process. Host sites are responsible for providing feedback on the position description, reviewing pre-screened applications, and participating in selection committee activities as needed/available.

***Financial Contribution***

Host sites are required to offset the cost of the program by paying Michigan State University an annual VISTA financial contribution. A host site’s financial contributions might vary each year based on OPEN-MSU’s costs to operate the program and our financial contribution requirement. Due to the program’s funding design and the up-front costs associated with program administration and training, **refunds of the site fee will not be provided if the site is unable to select a VISTA member by the AmeriCorps deadline or if the host site or VISTA member chooses to terminate the member’s service at any point before or during the program year**. Other accommodations may be made at the discretion of OPEN-MSU.

**Once an AmeriCorps member is confirmed to serve with a host site, the site will be billed the site fee of $5,000**.

***In-kind Requirements***

In addition to supervision and training, host sites are required to provide their VISTA with:

* A personal workstation/desk and office supplies (if working on-site)
* Access to a computer with current software and individual internet/email account
* Technical support for computer
* A telephone with personal voicemail
* At least one professional development opportunity
* Reimbursement for local travel if necessary, in accordance with organization policies for full-time staff

## **Host Site Application Process**

In the application to become an OPEN-MSU Host Site, organizations will need to propose a project that can be completed by a VISTA member. Applications to host a VISTA will be reviewed by OPEN-MSU staff according to the following criteria:

* Project aligns with one or more OPEN-MSU program goals.
* Project is focused on organizational capacity building, not direct service or administration of ongoing programs.
* Project is focused on serving low-income populations.
* Meaningful connections to community are an integral part of the project.
* Project incorporates a cross-site community assessment.
* VISTA Assignment Description (VAD) is actionable and achievable.
* Applying organization has capacity to provide regular, high-quality supervision, professional development opportunities, adequate work space, and other supports to the VISTA member.

***Eligibility Requirements***

* Host sites must be public agencies or 501c3 nonprofits.
* Sites must be able to make the required financial contribution.
* We strive for geographic distribution of projects throughout Michigan.
* We prioritize projects that have strong community engagement and input into the creation and implementation of the project.

## **Application Instructions**

Applications must be completed and submitted electronically via email to the OPEN-MSU Project Manager, Rose Henderson. If you need assistance, a member of program staff will be happy to help you.

Contact: Rose Henderson, [hende286@msu.edu](mailto:hende286@msu.edu)

***Your Application Must Include the Following:***

* Application Narrative
* Application Form
* VISTA Assignment Description (VAD)
* Proof of non-profit status
* A letter of commitment from the organization’s board of directors (or an appropriate administrator)
* The proposed supervisor’s resume and job description

# **Application Narrative**

1. **Overview and History of Your Organization *(Maximum 250 words)***

Briefly describe the history of the organization, including your mission, goals, and key programs. Please be clear about how your organization serves low-income people.

1. **Description of Proposed Project and Alignment with OPEN-MSU Objectives and Activities** 
   1. **Describe your proposed project and how this project will support prevention or intervention objectives in your community.**

*(Maximum 300 words)*

Potential prevention objectives include but are not limited to:

* Training coordination and resources for prescribers
* Working with communities to increase availability of medication drop off bins
* Reviewing programs and parameters established within Medicaid and other states to eliminate doctor/pharmacy shopping for multiple prescriptions
* Developing training materials and processes to increase public awareness on dangers of abuse, medication storage and disposal, and to reduce stigma of addiction

Potential treatment objectives include but are not limited to:

* Developing materials and processes that increased public awareness of laws that limit civil and criminal liability of administering Naloxone
* Researching and coordinating across agencies to explore limited statutory immunity for low-level offenses involved in reporting overdose and seeking medical assistance
* Researching approaches to increase access to care and insurance provisions for coverage, including for medication assisted treatment (MAT) and wraparound services
* Developing a process for training and coordinating with law enforcement officers who do not deal with narcotics regularly to better recognize and deal with addiction
* Researching barriers to diversion to treatment rather than incarceration
* Identifying trainings and processes to disseminate best practice guidelines for reducing the development of neo-natal abstinence syndrome (NAS)
  1. **How will include your project include one or more of OPEN-MSU’s activities? How will the selected activities build the capacity of your organization?**

*(Maximum 300 words)*

Potential OPEN-MSU activities include:

* + - Coordinating local efforts to address service gaps and communication within local collaboratives
    - Identifying and working with organizations and institutions not yet involved in local efforts
    - Developing resources for case managers and program administrators
    - Collecting, analyzing, and reporting on relevant data
    - Developing trainings and educational materials for service providers
    - Developing and coordinating mentor programs
    - Creating public outreach plans and materials
    - Identifying local barriers to access for treatment or education
    - Conducting a community assessment process
    - Aligning existing initiatives across systems
  1. **Discuss how your proposed VISTA project will influence the lives of low-income people in the communities you serve.**

*(Maximum 150 words)*

**3. Supervision and Support of the VISTA** *(Maximum 250 words)*

Describe how and by whom the VISTA will be supervised. How will the supervisor and your organization contribute to a successful year for the VISTA (i.e., frequency and consistency of meetings, coaching, etc.)? Are you able to provide any additional support, such as a housing subsidy (see other allowable types of support on page 7)?

**OPEN-MSU Application Form**

|  |  |  |
| --- | --- | --- |
| **Organization:** | | |
| **Department:** | | |
| **EIN #** | | |
|  | | |
| **Organization Lead (CEO, Director, etc)** | | |
| **Name:** | | |
| **Email:** | | |
| **Street Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Main Phone:** | | |
| **Assigned Site Supervisor:** | | |
| **Title:** | | |
| **Job Description of Site Supervisor:** | | |
| **Site Supervisor Main Contact Number:** | | |
| **Site Supervisor Email:** | | |
| **Site Supervisor Employment Status** | **☐ Full time ☐ Part Time** | |

If the VISTA will be working closely and/or sharing an office with staff other than the supervisor, please provide the name (s) of the staff and explain in which capacity in which the VISTA member will work with them.

|  |  |
| --- | --- |
| **Name** | **Capacity** |
|  |  |
|  |  |
|  |  |
|  |  |

As a VISTA site you are responsible for supplying your VISTA member(s) with duties that will sustain them for a 37-40 hour per week scheduled for a year. What hours and days of the week will your VSITA be required to serve?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours** |  |  |  |  |  |  |  |

**Organizational Acknowledgments**

As a partner host site, you will be asked to agree to participate in the program for at least 1 year. **This includes providing an annual cost share of $5,000.** **Due to the program’s funding design and the up-front costs associated with program administration and training, refunds of the cost share will not be provided if the site is unable to select a VISTA member by the AmeriCorps deadline or if the host site or VISTA member chooses to terminate the member’s service at any point before or during the program year.** Other accommodations may be made at the discretion of OPEN-MSU.

I, **(organization lead)** agree to commit **(organization name)** to participate in the program for at least 1 year and provide the required site fee.

**Please check the boxes below indicating your agreement to do the following:**

**☐** Provide the VISTA member with a dedicated and appropriate office space by the start of service. Indicate if each key resource will be provided on an individual or shared basis:

|  |  |  |
| --- | --- | --- |
|  | Individual | Shared |
| Dedicated Office Space |  |  |
| Telephone |  |  |
| Voicemail |  |  |
| Printer |  | N/A |
| Computer |  |  |
| Internet Access |  |  |
| Email Account |  | N/A |

**☐** Provide the VISTA member with a site orientation prior to the OPEN-MSU orientation.

**☐** Provide support in the form of a site supervisor and ensure that person will have the necessary time to fulfill the role. The selected site supervisor will have time dedicated to:

**☐** Participate in the recruitment and selection process of VISTA member(s)

**☐** Attend monthly OPEN-MSU conference calls

**☐**  Meet weekly with VISTA member(s) to review progress on duties and tasks

**☐** Ensure the designated site supervisor attends the OPEN-MSU orientation

**☐** Work collaboratively with OPEN-MSU to communicate and address any problems that may arise

**☐** Provide site fee by start of service or designated date.

**Organizations, Stakeholders, and Committees**

Below, please list the committees, teams, and organizations within your community that you work with to address the opioid crisis.

Duplicate this page as many times as necessary to include all appropriate organizations and committees.

|  |  |
| --- | --- |
| **Organization/Committee:** | |
| Contact Person and Title: | |
| Phone: | Email: |
| Purpose of your partnership with this organization/committee: | |
| **Organization/Committee:** | |
| Contact Person and Title: | |
| Phone: | Email: |
| Purpose of your partnership with this organization/committee: | |
| **Organization/Committee:** | |
| Contact Person and Title: | |
| Phone: | Email: |
| Purpose of your partnership with this organization/committee: | |
| **Organization/Committee:** | |
| Contact Person and Title: | |
| Phone: | Email: |
| Purpose of your partnership with this organization/committee: | |

**The signature(s) below indicates that all the above information is true and correct to the best of my knowledge.**

**Printed Name of Authorizing Agent**

**Signature of Authorizing Agent**

**Title**

**Date**

**Printed Name of Authorizing Agent**

**Signature of Authorizing Agent**

**Title**

**Date**

**VISTA Assignment Description (VAD) Template**

|  |
| --- |
| **Title:** |
| **Sponsoring Organization: Michigan State University**  **Project Name: MSU VISTA State Opioid Project**  **Project Number: 19VSNMI005**  **Project Period:** |
| **Site Name (if applicable):** |
| **Focus Area(s)**  **Primary: Healthy Futures**  **Secondary:** |

|  |
| --- |
| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:** |
| **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)***  **First objective of this assignment, written in a sentence or two.**  **Member Activities:**   1. **First activity that will contribute to accomplishing the first objective.**     1. **Smaller element that’s part of the first activity.**    2. **Another element of the activity.** 2. **Activity 2.**   **Objective of the Assignment (*mm/dd/yyyy – mm/dd/yyyy)***  **Second objective that this VISTA is to accomplish.**  **Member Activities:**   1. **First activity.** 2. **Second activity.**    1. **Sub-activity.** 3. **Third activity** |