

## VISTA Assignment Description (VAD) Template

<b>Title:</b> 2019 Strategic Planning VISTA
<b>Sponsoring Organization:</b> NLADA <b>Project Name:</b> National Legal Aid & Defender Association II <b>Project Number:</b> <b>Project Period:</b> 09/30/2018 - 09/28/2019
<b>Site Name (if applicable):</b> NLADA- Washington, DC
<b>Focus Area(s)</b> <b>Primary:</b> Capacity Building <b>Secondary:</b> Other
<b>Note:</b> <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

### VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The goal of this project is to build capacity within NLADA to determine if there *is* are effective national service interventions that would improve individual and community outcomes in the Civil and Criminal Justice Systems in the areas of Court Fines and Fees, the Opioid Epidemic, and Tribal Defense Structures. During the service year, VISTAs will map current works in their assigned area, connect with key stakeholders, develop recommendations for potential interventions, and document their progress to assess sustainability.

#### **Objective of the Assignment (04/15/2019 - 04/14/2020)**

During the service year VISTAs will map current activity in their assigned area, connect with key stakeholders, develop recommendations for potential interventions, and document their progress to assess sustainability. VISTAs will establish documentation and replication practices that will assist NLADA in investigating new work areas. This will include tracking progress and dialogue on key national issues, identifying and building relationships with system stakeholders, and creating tools and documents to be utilized internally and by external parties.

#### **Member Activities:**

1. **Research and Mapping:** VISTAs will research and map past and present programs, organizations, stakeholders, policies, and practices related to their assigned area. This will include the review of materials provided by NLADA as well as independent and supervised research.
2. **Stakeholder Relationships:** In an effort to ensure that any recommended interventions are based on community needs and feedback, the VISTAs will develop relationships with identified stakeholders including but not limited to civil legal aid practitioners, criminal justice practitioners, client advocates, national service members, legislative experts, and academic experts. These relationships will serve to inform and guide the development of any potential national service programming in the VISTAs' assigned area.
3. **Recommendation Development:** After mapping past and existing work in their assigned area and developing relationships with and receiving input from stakeholders the VISTAs will develop descriptive materials for various stakeholder groups, internal and external, to define and promote any intervention project design recommendations.
4. **Sustainability Planning:** Based on their mapping, feedback, and recommendation activities the VISTAs will create desk manuals documenting the year-long programmatic cycle for

possible future implementation, replication, and expansion.

5. NLADA Program Participation: The VISTAs will respond to regular, likely monthly, storytelling prompts and metrics reports including but not limited to video blogs, written entries, partner interviews, and collected data submission.
6. The VISTAs will be responsible for participating in assigned activities related to national service events and conferences including but not limited to: MLK Day of Service, AmeriCorps Week, September 11th National Day of Service and Remembrance, and National Service Recognition day.
7. The VISTAs will be responsible for participating in assigned activities related to NLADA events and conferences including but not limited to: Public Defense Day, the Anniversary of *Gideon v. Wainwright*, NLADA's Holistic Summer Conference Series, NLADA's Annual Dinner, and NLADA's Annual Conference.
8. This role may include other national service related activities as assigned.

### **Objective of the Assignment (04/15/2019 - 07/14/2019)**

Research and Mapping: VISTAs will research and map past and current programs, organizations, stakeholders, policies, and practices related to their assigned area. This will include the review of materials provided by NLADA as well as independent and supervised research.

#### **Member Activities:**

1. Map past and current programs and organizations related to or working within the VISTAs' assigned area.
2. Create a list or directory of individual stakeholders or assets related to the VISTAs' assigned area.
3. Establish an understanding of past, current, and proposed future policies and legislation related to the VISTAs' assigned area.
4. Create print and video material supporting overall program outreach and marketing.
5. Participate in any assigned web-based and in-person training sessions.
6. Respond to regular, likely monthly, storytelling prompts and metrics reports including but not limited to video blogs, written entries, partner interviews, and collected data submission.

### **Objective of the Assignment (07/15/2019 - 10/14/2019)**

Stakeholder Relationships: In an effort to ensure that any recommended interventions are based on community needs and feedback the VISTAs will develop relationships with identified stakeholders including but not limited to civil legal aid practitioners, criminal justice practitioners, client advocates, national service members, legislative experts, and academic experts. These relationships will serve to inform and guide the development of any potential national service programming in the VISTAs' assigned area.

#### **Member Activities:**

1. The VISTAs will initiate relationships with key stakeholders relevant to their assigned area. They will do this with the support of NLADA staff, members of NLADA's Board and Councils, and other identified experts or advisers.
2. The VISTAs will engage in ongoing and genial communications with identified stakeholders to solicit feedback and increase the VISTAs understanding of their assigned area and its application in communities across the country. This includes developing a training plan for collective impact programming series, including monthly sessions or tools.

3. As the stakeholder relationships develop, the VISTAs will solicit guidance from the field on the need for and direction of potential national service programming related to the VISTAs' assigned area.
4. Create print and video material supporting overall program outreach and marketing.
5. Participate in any assigned web-based and in-person training sessions.
6. Respond to regular, likely monthly, storytelling prompts and metrics reports including but not limited to video blogs, written entries, partner interviews, and collected data submission.

### **Objective of the Assignment (10/15/2019 – 01/14/2020)**

Develop Recommendations: After mapping past and existing work in their assigned area and developing relationships with and receiving input from stakeholders, the VISTAs will develop descriptive materials for various stakeholder groups, internal and external, to define and promote any intervention project design recommendations.

#### **Member Activities:**

1. The VISTAs will develop descriptive materials for various stakeholder groups, internal and external, that define their findings to date.
2. In partnership with NLADA staff, members of NLADA's Board and Councils, and external stakeholders, the VISTAs will develop prioritized recommendations for potential future national service programming in their assigned area.
3. The VISTAs will develop descriptive materials for various stakeholder groups, internal and external, that promote intervention project design recommendations.
4. Create print and video material supporting overall program outreach and marketing.
5. Participate in any assigned web-based and in-person training sessions.
6. Respond to regular, likely monthly, storytelling prompts and metrics reports including but not limited to video blogs, written entries, partner interviews, and collected data submission.

### **Objective of the Assignment (01/15/2020 – 04/14/2020)**

Sustainability Planning: Based on their mapping, feedback, and recommendation activities, the VISTAs will create desk manuals documenting the year-long programmatic cycle for possible future implementation, replication, and expansion. This objective will be the culmination of the VISTA members' year of service and will bring together self-directed activities and collaborative efforts into a replicable manual.

#### **Member Activities:**

1. The VISTAs will conclude all mapping, stakeholder development, and program recommendation activities.
2. The VISTAs will provide individualized feedback to NLADA on their experiences within the program for the purpose of continual internal national service program improvement.
3. If applicable, the VISTAs will create a proposed 2020-2021 programmatic timeline, monitoring and evaluation plan, and summary of evidence that defines the need for any proposed national service interventions in their assigned area.
4. Create print and video material supporting overall program outreach and marketing.
5. Participate in any assigned web-based and in-person training sessions.
6. Respond to regular, likely monthly, storytelling prompts and metrics reports including but not limited to video blogs, written entries, partner interviews, and collected data

submission.