



AmeriCorps

VISTA Assignment Description
Training Manual for VISTA Sponsors

Updated May 2021

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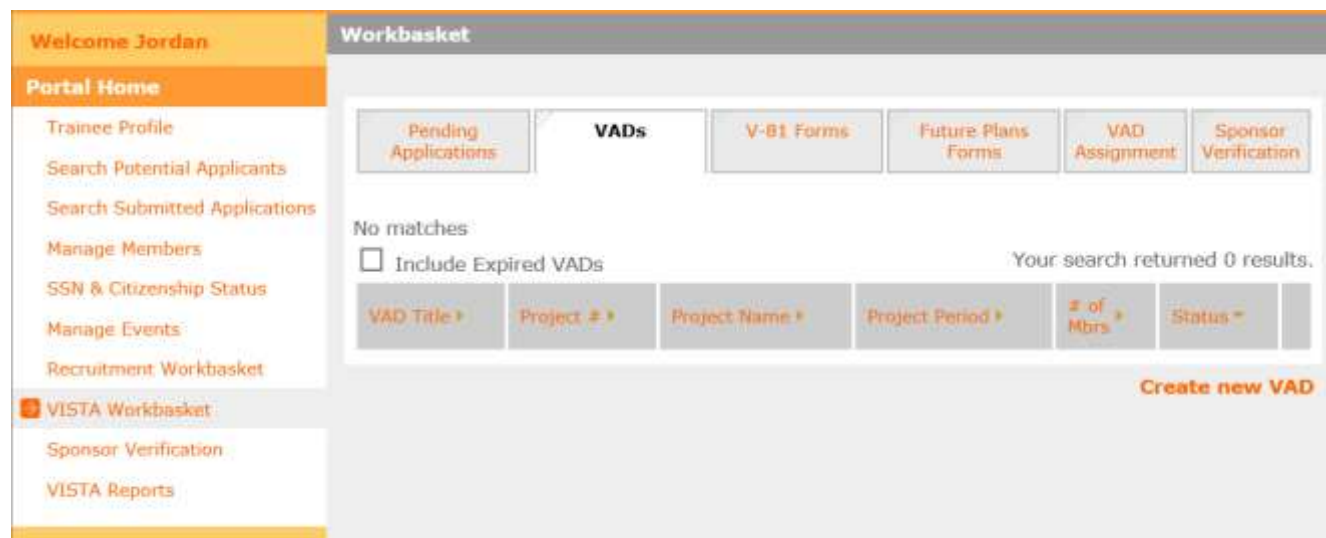
1 Summary

VISTA sponsors are asked to fill out a VISTA Assignment Description (VAD) form for each VISTA member who serves with a VISTA project. A VAD explains a project position and role assigned to a member and includes goals, objectives, and activities a member is expected to complete to satisfy project needs. Sponsors can electronically create, edit, save, and archive VADs, as well as assign VADs to new and existing VISTA members using the Grantee Portal (eGrants Phase II). Additionally, AmeriCorps Region staff electronically approve/reject VADs created and submitted by the sponsor, and VISTA members can view their VAD through their My AmeriCorps Portal account.

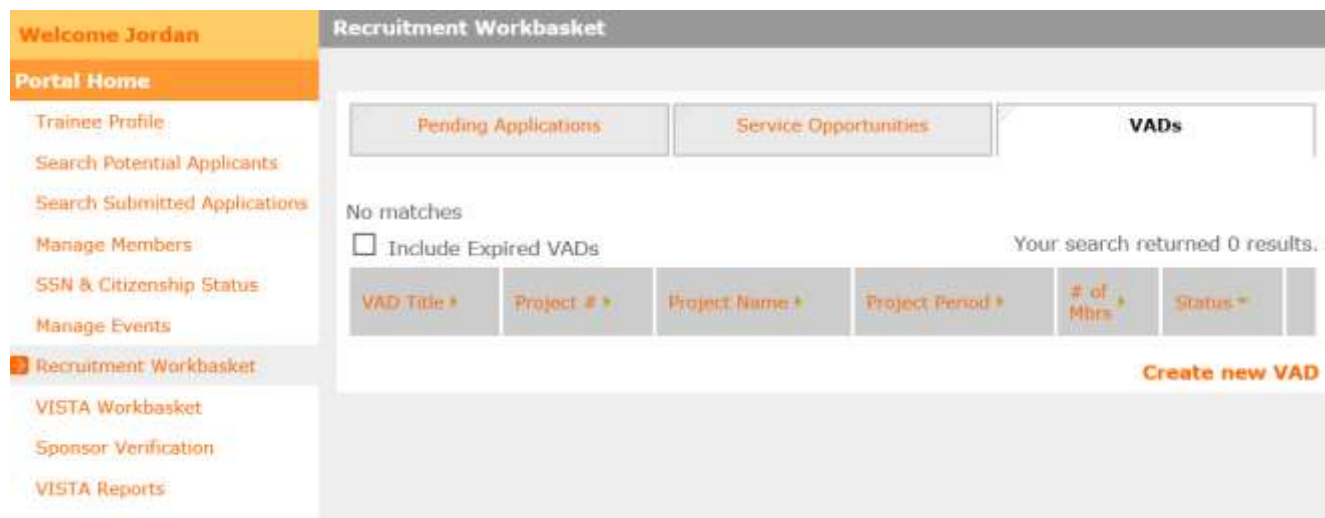
2 Instructions

2.1 Creating and Submitting a VAD

1. In the eGrants Phase II Portal, that VAD workbasket can be accessed 2 ways:
 - i. Through the VISTA Workbasket – By clicking the “VADs” tab.



- ii. Through the Recruitment Workbasket – By clicking the “VADs” tab.



2. To create a new VAD, click on the “Create a New VAD” link. The VAD creation page will appear.



3. Fill in the fields on the page (or choose an option from the available drop-down menus). An item marked with an asterisk is a required field.

Create New VAD

An asterisk (*) denotes a required field

*Select a project period: 20VSANY 01/03/2021 - 01/01/2022

*VAD Title: Eviction Prevention Coordinator

Copy from existing VAD: **copy**

* Site Name:

For Focus Area(s), select a programmatic area; **do not select** Capacity Building.

*Primary Focus Area: Economic Opportunity

Secondary Focus Area:

*Goal of the Overall VISTA Project: (750 characters max, 309 remaining)

Due to COVID, the number of pending evictions in our county is anticipated to rise by 300% over the next year. The goal of the Eviction Prevention Project is to reduce the number of evictions through rent forgiveness programs, legal counseling and creating a volunteer system to help secure alternate housing. The VISTA Coordinator will also create a Community Council to advocate for fair and affordable housing development and maintenance.

Objective of the Assignment (1000 characters max, 735 remaining)

*Objective Description:

What is the primary objective that the VISTA needs to meet for the project to be successful?

NOTE: The system may only let you enter the end date of the project and NOT the member's assignment period. However the VAD will remain active for the VISTA's entire term.

*Member Activity: (2500 characters max, 2500 remaining)

remove this activity

Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

4. To save the VAD without submitting it to the Region Office for approval, click “save.”

- i. The VAD will then appear in the workbaskets under the “VADs” tab in the “Pending” status. VADs in the Pending status can be edited and submitted to the Region Office for approval at a later time.

The screenshot shows the eGRANTS VISTA Workbasket interface. The 'VADs' tab is selected, and the status is 'Pending'. A table displays one VAD entry: 'Sample VAD 1' with project ID 09VSPCA004, project name 'Building Skills for the Economic Security of Service Workers', project period '03/25/2012 - 03/23/2013', 0 members, and a status of 'Pending'. An 'edit' button is visible next to the entry. A callout bubble points to the 'Sample VAD 1' title with the text: 'Click on the title of the VAD to view the PDF version'. A 'Create new VAD' button is located at the bottom right of the table area.

VAD Title	Project #	Project Name	Project Period	# of Mbrs	Status	
Sample VAD 1	09VSPCA004	Building Skills for the Economic Security of Service Workers	03/25/2012 - 03/23/2013	0	Pending	edit

- 5. To save and submit the VAD to the Region Office for approval, click the “Save and Submit” button.
 - i. The VAD will then appear in the workbasket under the “VADs” tab in the “Submitted” status. VADs in the Submitted status cannot be edited, but they can be deleted.

The screenshot shows the eGRANTS VISTA Workbasket interface with two VADs. The 'VADs' tab is selected, and the status is 'Submitted'. The table displays two VAD entries: 'Sample VAD 1' (Pending) and 'Sample VAD 2' (Submitted). Both have the same project ID (09VSPCA004) and project name. The 'Sample VAD 2' entry has a 'delete' button next to it. A 'Create new VAD' button is located at the bottom right of the table area.

VAD Title	Project #	Project Name	Project Period	# of Mbrs	Status	
Sample VAD 1	09VSPCA004	Building Skills for the Economic Security of Service Workers	03/25/2012 - 03/23/2013	0	Pending	edit
Sample VAD 2	09VSPCA004	Building Skills for the Economic Security of Service Workers	03/25/2012 - 03/23/2013	0	Submitted	delete

6. Once a VAD has been created, you can copy the information from the existing VAD into a new VAD that is being created. This will allow you to instantly reuse information, instead of manually re-entering information that may be used for multiple VADs. The steps for copying VAD info are as follows:

- i. Choose an existing VAD from the “Copy from Existing VAD” drop-down menu.
- ii. Click the “copy” link, and the remaining information will automatically fill into the VAD fields.
- iii. Edit the information as needed before submitting the VAD.

The screenshot shows the eGRANTS interface for creating or editing a VAD. On the left is a navigation menu with items like 'Welcome', 'Portal Home', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'SSN & Citizenship Status', 'Manage Events', 'Recruitment Workbasket', 'VISTA Workbasket', and 'Sponsor Verification'. The main content area is titled 'Create/Edit VISTA Assignment Description (VAD)' and contains a 'Create New VAD' section. A note states 'An asterisk (*) denotes a required field'. The form includes several fields: '*Select a project period:' with a dropdown showing '09VSPCA004 03/25/2012 - 03/23/2013'; '*VAD Title:' with a text input containing 'Sample VAD 2'; '*Copy from existing VAD:' with a dropdown menu showing '09VSPCA004: Sample VAD 1' and a 'copy' button next to it; 'Site Name:' with a text input and '(if applicable)' below it; and 'For Focus Area(s), select a programmatic area; do not select Capacity Building.' with '*Primary Focus Area:' and 'Secondary Focus Area:' dropdowns. At the bottom, there is a '*Goal of the Project:' text area with a character count '(750 characters max, 750 remaining)'.

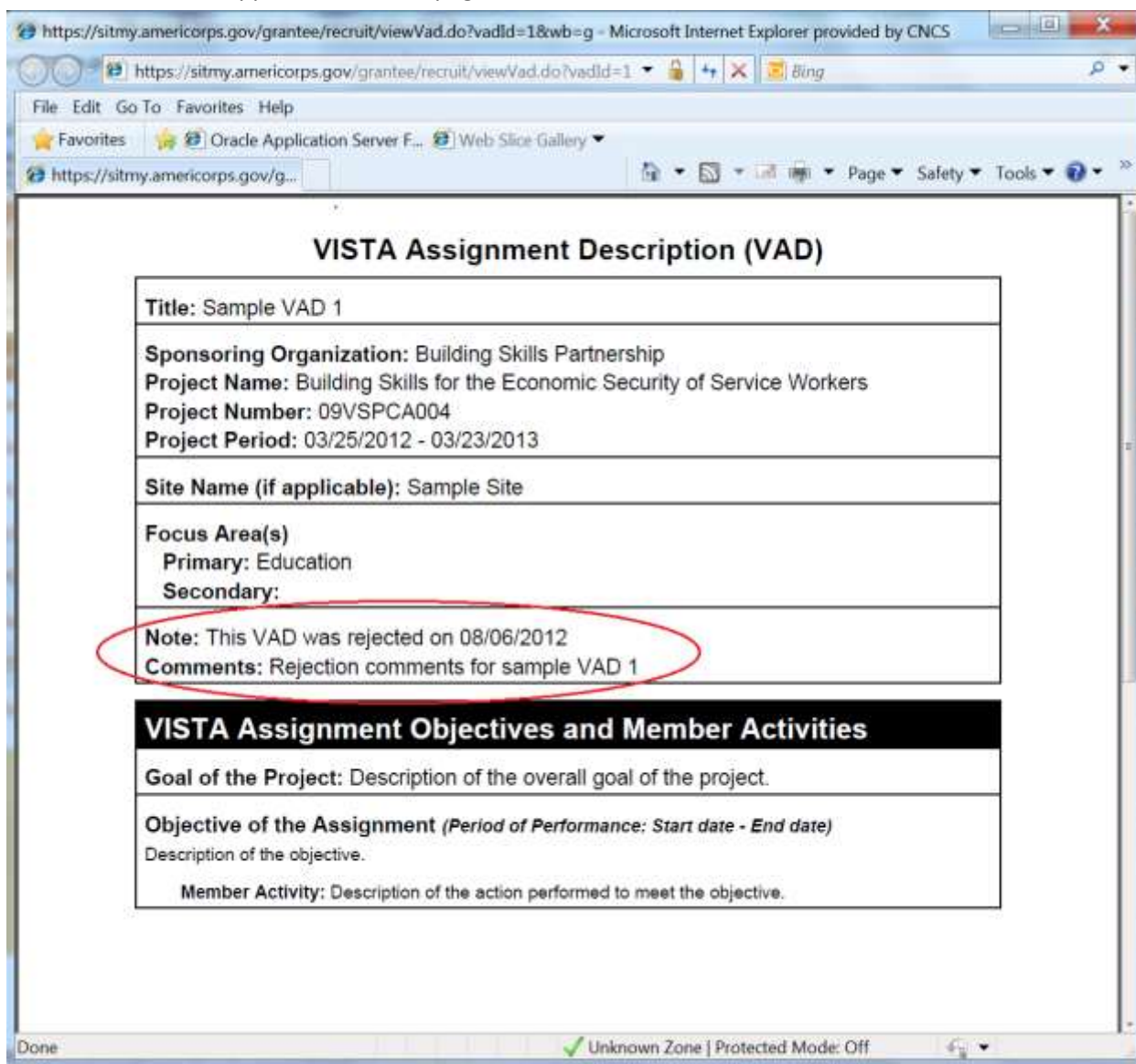
7. Once the VAD has been reviewed by the Region Office, the VAD will either be Approved or Rejected by the Region Office Staff. The VADs will still appear in the workbaskets with the updated Status.

The screenshot displays the VISTA Workbasket interface. On the left is a navigation menu with options like 'Welcome', 'Portal Home', and 'VISTA Workbasket'. The main area shows a 'Workbasket' tab with filters for 'Pending Applications', 'VADs', 'V-81 Forms', 'Future Plans Forms', 'Training', 'VAD Assignment', and 'Sponsor Verification'. Below the filters, it indicates 'Results 1 Through 2' and 'Your search returned 2 results.' A table lists two VADs:

VAD Title	Project #	Project Name	Project Period	# of Mbrs	Status	
Sample VAD 2	09VSPCA004	Building Skills for the Economic Security of Service Workers	03/25/2012 - 03/23/2013	0	Approved	
Sample VAD 1	09VSPCA004	Building Skills for the Economic Security of Service Workers	03/25/2012 - 03/23/2013	0	Rejected	edit

At the bottom right of the table area, there is a link: [Create new VAD](#).

- i. Rejected VADs can be edited and resubmitted to the Region Office for approval. You must edit the VAD before attempting to resubmit; if you do not edit the VAD prior to resubmitting, you will receive an error message.
- ii. VADs that have been rejected will include comments from the Region Office. These comments will remain on the VAD until it is resubmitted to the Region Office and either Approved or Rejected. The comments can be viewed in 2 ways:
 - a. (1) Click on the title of the VAD. The VAD will open as a PDF, and the comments will appear on the first page.

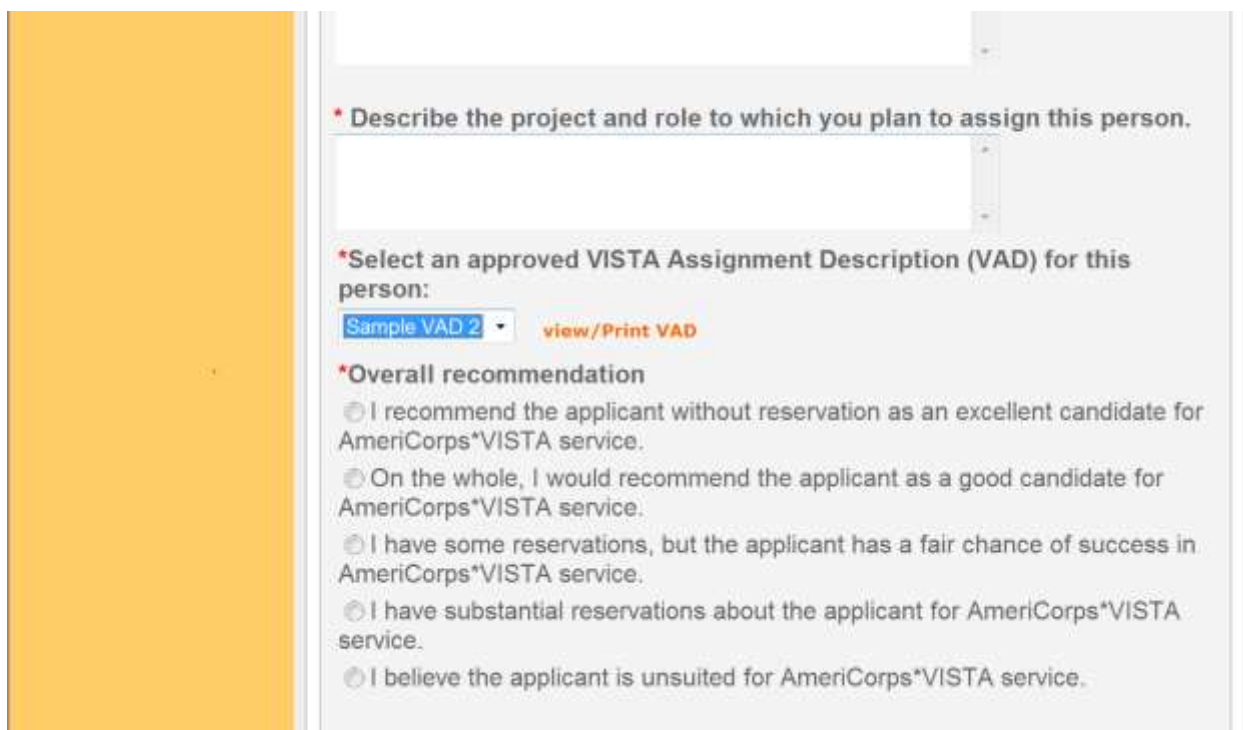


- b. Or (2) click on the “edit” link. The Edit VAD screen will appear with the comments shown at the top of the screen.

The screenshot displays the 'eGRANTS' portal interface. On the left is a navigation menu with options like 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'SSN & Citizenship Status', 'Manage Events', 'Recruitment Workbasket', 'VISTA Workbasket', and 'Sponsor Verification'. The main content area is titled 'Create/Edit VISTA Assignment Description (VAD)' and contains an 'Edit VAD' section. A red note states: 'Note: This VAD was rejected on 08/06/2012'. Below this, red comments read: 'Comments: Rejection comments for sample VAD 1'. A note explains: 'An asterisk (*) denotes a required field:'. The form fields are: 'Project Name: Building Skills for the Economic Security of Service Workers', 'Project Number: 09VSPCA004', 'Project Period: 03/25/2012 - 03/23/2013', 'VAD Title: Sample VAD 1', and 'Site Name: Sample Site (if applicable)'. A instruction says: 'For Focus Area(s), select a programmatic area; do not select Capacity Building.'. The '*Primary Focus Area:' dropdown menu is set to 'Education'.

2.2 Assigning a VAD to a Candidate

1. When filling out the Sponsor Recommendation form, all approved VADs will appear in the drop-down menu. *(If the drop-down menu is blank, there are no approved VADs for your VISTA project.)*



The screenshot shows a portion of a web form. On the left is a solid orange vertical bar. The form content is on a light gray background. It features three main sections:

- * Describe the project and role to which you plan to assign this person.** Below this heading is a large, empty white text area with a vertical scrollbar on the right.
- *Select an approved VISTA Assignment Description (VAD) for this person:** Below this heading is a blue-bordered dropdown menu currently displaying "Sample VAD 2". To the right of the dropdown is a red text link that says "view/Print VAD".
- *Overall recommendation** Below this heading are five radio button options:
 - I recommend the applicant without reservation as an excellent candidate for AmeriCorps*VISTA service.
 - On the whole, I would recommend the applicant as a good candidate for AmeriCorps*VISTA service.
 - I have some reservations, but the applicant has a fair chance of success in AmeriCorps*VISTA service.
 - I have substantial reservations about the applicant for AmeriCorps*VISTA service.
 - I believe the applicant is unsuited for AmeriCorps*VISTA service.

2. To request a VAD assignment for a candidate, choose an approved VAD from the drop-down menu when submitting the Sponsor Recommendation Form. Once the candidate selection is approved by the Region Office and the member is assigned to a project, the VAD will officially be assigned to the member.

2.3 Changing a Member's VAD Assignment/Assigning a VAD to an Existing Member

1. To change a member's VAD assignment, or to assign a VAD to an existing member, click the

The screenshot displays the VISTA Member Home interface. On the left, there is a navigation sidebar with several sections: 'Welcome', 'Portal Home', 'Manage Members', and 'Member Information'. The 'Member Information' section is expanded, showing a list of links including 'Member Home' and 'Change VAD Assignment', which is circled in red. The main content area, titled 'Member Home', displays member information for a user. The information is organized into two columns. The left column includes fields for Name, Member ID, SSN (*****1476), SSN Status (Previously Served), Citizenship Status (Previously Served), and U.S. Veteran status (N). The right column includes fields for Date of Birth (10/04/1987), Username, and E-mail (test@cns.gov). Below this, there are sections for Mailing Address and Permanent Address, both showing San Jose, CA 95117 - 4025, and Home Phone Number (408-840-9950). The Work or Other Phone Number field is partially visible at the bottom.

“Change VAD Assignment” link located in the left side bar of the member home page.

2. The “Request Member VAD Assignment Change” page appears. On this page you can view the current VAD assigned to the member (if no VAD is currently assigned, the page will specify “None Assigned”), as well as choose a new VAD assignment for the member.

Welcome

Request Member VAD Assignment Change

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- SSN & Citizenship Status
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- Sponsor Verification

Member Information

Member Home

Member Information

Name [REDACTED] Member ID [REDACTED]

Assignment Information

Start Date: 08/07/2012
End Date: 08/06/2013
Program Name: Building Skills for the Economic Security of Service Workers
Program Code: 09VSPCA004
Program Year: 2012
Current VAD: None Assigned

Select VAD to Assign to this Member:

VAD: Sample VAD 2 ▾ [view/Print VAD](#)

3. Choose a new VAD assignment from the drop-down menu, and click “submit.” This will submit the VAD assignment change request to the Region Office for approval.

4. You can view the status of the VAD assignment change requests by going to the “VAD Assignments” tab of the VISTA Workbasket. This will allow you to see submitted change requests along with their status.



- i. If a VAD assignment change request is approved by the Region Office, the VAD assignment for the member will be updated.
 - a. To view the current VAD assigned to a member (as well as any VADs previously assigned to the member for that project), refer to the VAD section on the Member Home page.

- ii. If a VAD assignment change request is rejected by the Region Office, the VAD will not be assigned to the member. Also, comments from the Region Office will be available to view.
 - a. To view the Region Office’s comments, click on the title of the requested VAD on the VAD Assignment tab. The VAD will open as a PDF and the comments will be shown on the first page.

Work or Other Phone Number: 408-975-0850

[edit member info](#)

Service Information

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
VISTA - AmeriCorps VISTA	Building Skills Partnership	Los Angeles, CA	08/07/2012	08/06/2013	view
STATE - AmeriCorps State	City of Sacramento - START	Sacramento, CA	09/18/2010	06/21/2011	

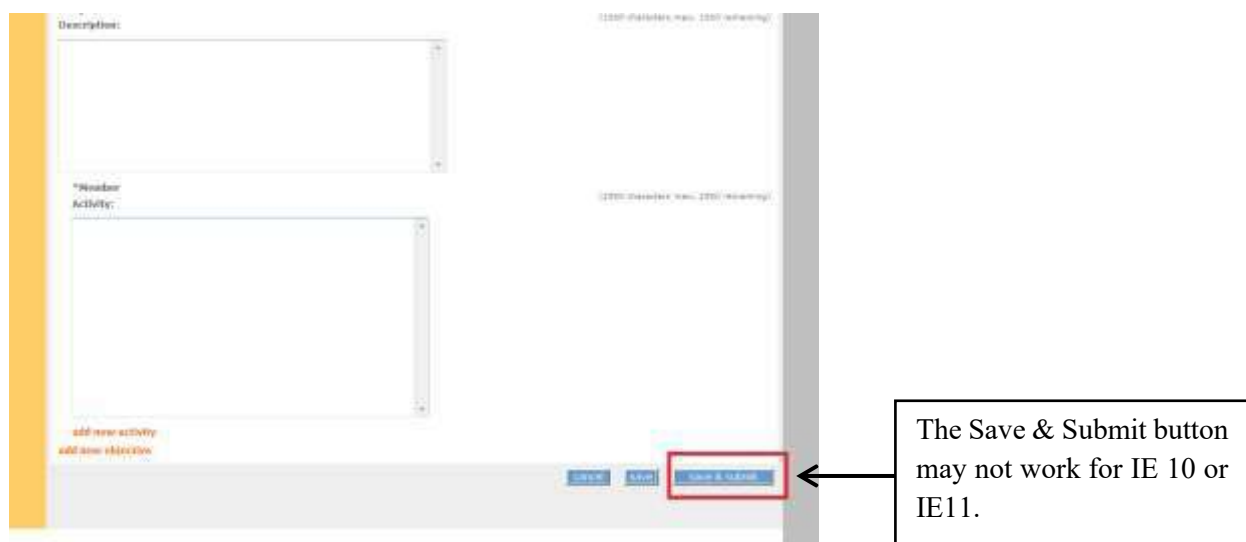
VISTA Assignment Descriptions (VADs)

<u>VAD Title</u>	<u>Program</u>	<u>Start Date</u>	<u>End Date</u>
Sample VAD 2	Building Skills for the Economic Security of Service Workers	08/07/2012	08/06/2013

2.4 Workarounds for Issues in Saving & Submitting a VAD in eGrants

Summary: Some users may have an issue with the creation of a VAD in eGrants due to the version of the browser that is being used. It is recommended that users always use Internet Explorer (IE) when working in an AmeriCorps application as that is the compatible browser. However, we have found that the “Save and Submit” button on the “Create VAD” screen in eGrants (below) may not work when a user is on Internet Explorer Version 10 or above, and it may not work on other browsers such as Safari, Firefox etc. This prevents Sponsors from creating VADs for their projects.

“Save and Submit” button on Create VAD Page:



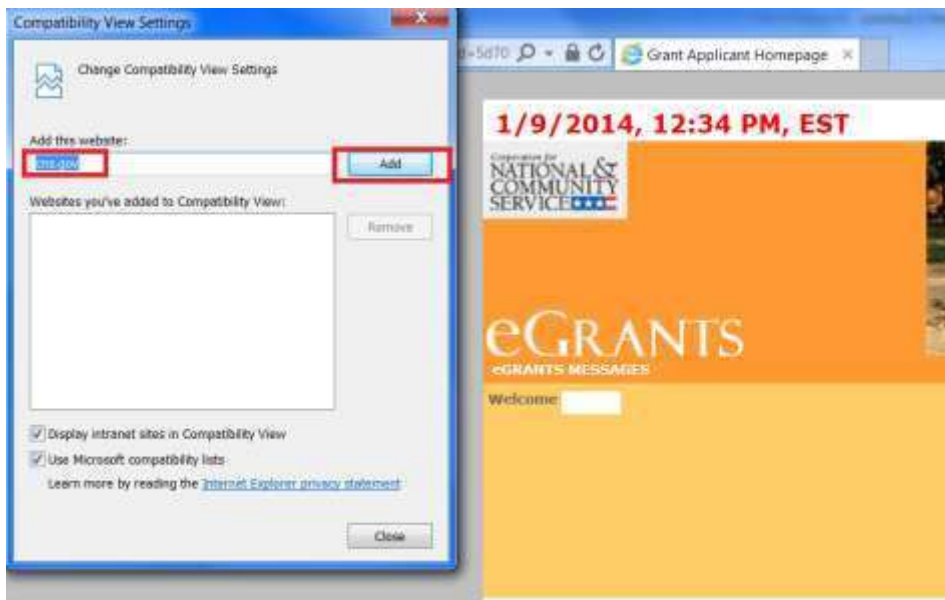
Two workarounds for this issue are described in this document. Please use the corresponding workaround depending on which version of Internet Explorer you are using (v11 or v10).

Workaround for Internet Explorer v11

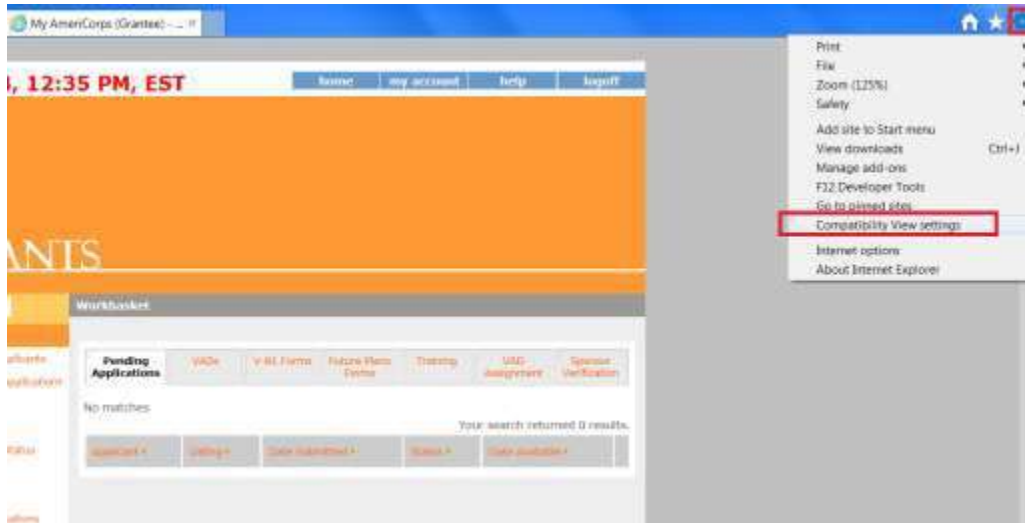
1. Go to your **eGrants homepage** and log in.
2. Click on the “Gear” symbol in the upper right-hand corner of the screen.
3. Click on “Compatibility Settings.”



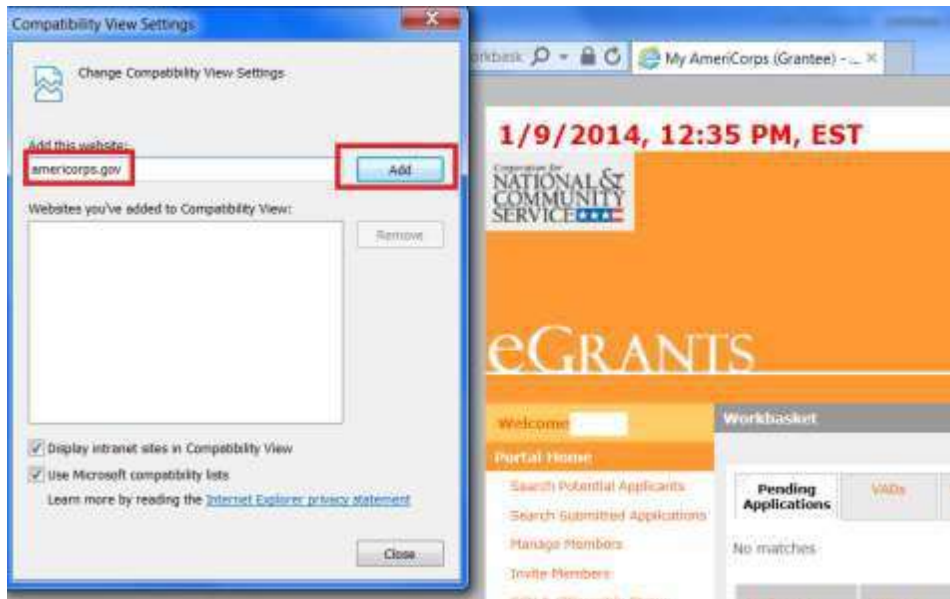
4. The URL for the page will be populated.
5. Click “Add” then close the window.



6. Click on **“Portal Home”** in the eGrants Application.
7. Click on the **“Gear”** symbol in the upper right-hand corner of the screen.
8. Click on **“Compatibility Settings.”**



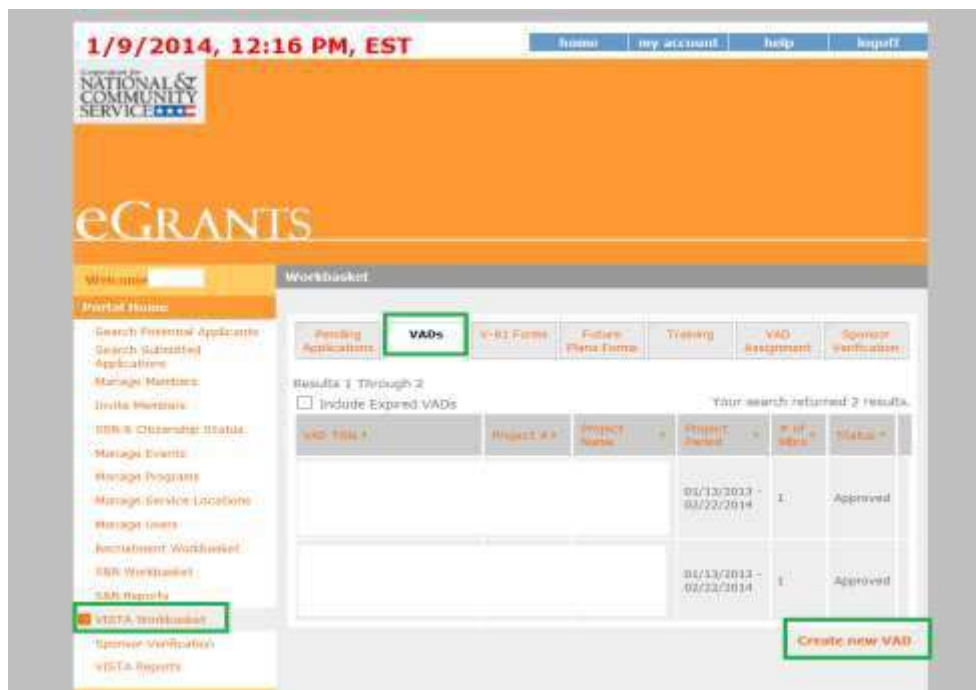
9. The URL for the page will be populated (**americorps.gov**).



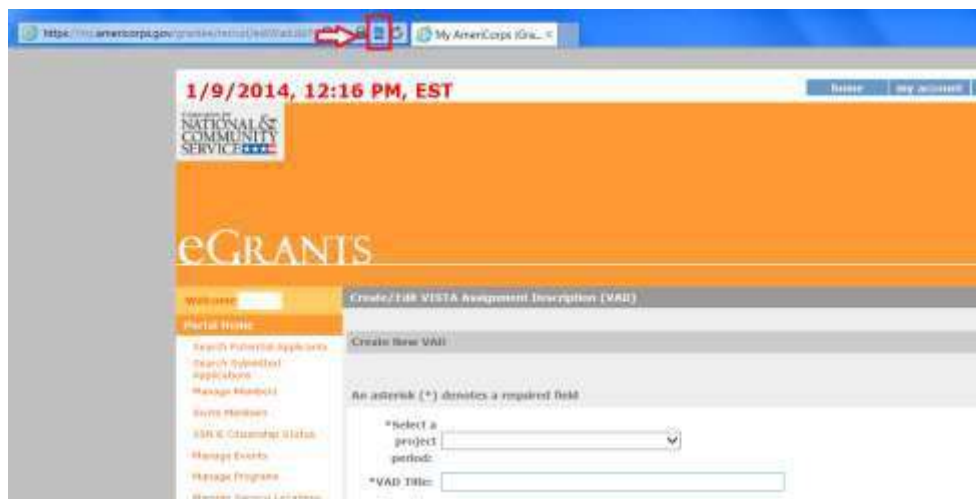
10. Click **“Add”** then close the window.

Workaround for Sponsors using Internet Explorer v10

1. Go to your eGrants homepage and log in.
2. Click on the following links: Portal Home→VISTA Workbasket →VADs tab.
3. Click the “Create New VAD” link.



4. Click the “Broken page” icon at the top of the screen in the address bar.
5. Enter VAD information and then click Save & Submit.



https://sitmy.americorps.gov/grantee/recruit/viewVadAssig.do?vadAssigId=4 - Microsoft Internet Explorer provided by...

https://sitmy.americorps.gov/grantee/recruit/viewVadAssig...

File Edit Go To Favorites Help

Oracle Application Server F... Web Slice Gallery

https://sitmy.americorps.gov/g...

VISTA Assignment Description (VAD)

AmeriCorps VISTA: JESUS O SALAZAR	
Member ID: 893881	Effective Dates: 08/07/2012 - 08/06/2013
Note: This assignment was rejected on 08/06/2012	
Comments: Rejection comments for this VAD assignment change request	
Title: Sample VAD 2	
Sponsoring Organization: Building Skills Partnership	
Project Name: Building Skills for the Economic Security of Service Workers	
Project Number: 09VSPCA004	
Project Period: 03/25/2012 - 03/23/2013	
Site Name (if applicable): Sample Site	
Focus Area(s)	
Primary: Education	
Secondary:	

VISTA Assignment Objectives and Member Activities

Goal of the Project: Description of the overall goal of the project.
Objective of the Assignment (<i>Period of Performance: Start date - End date</i>) Description of the objective.
Member Activity: Description of the action performed to meet the objective.

Done ✓ Unknown Zone | Protected Mode: Off