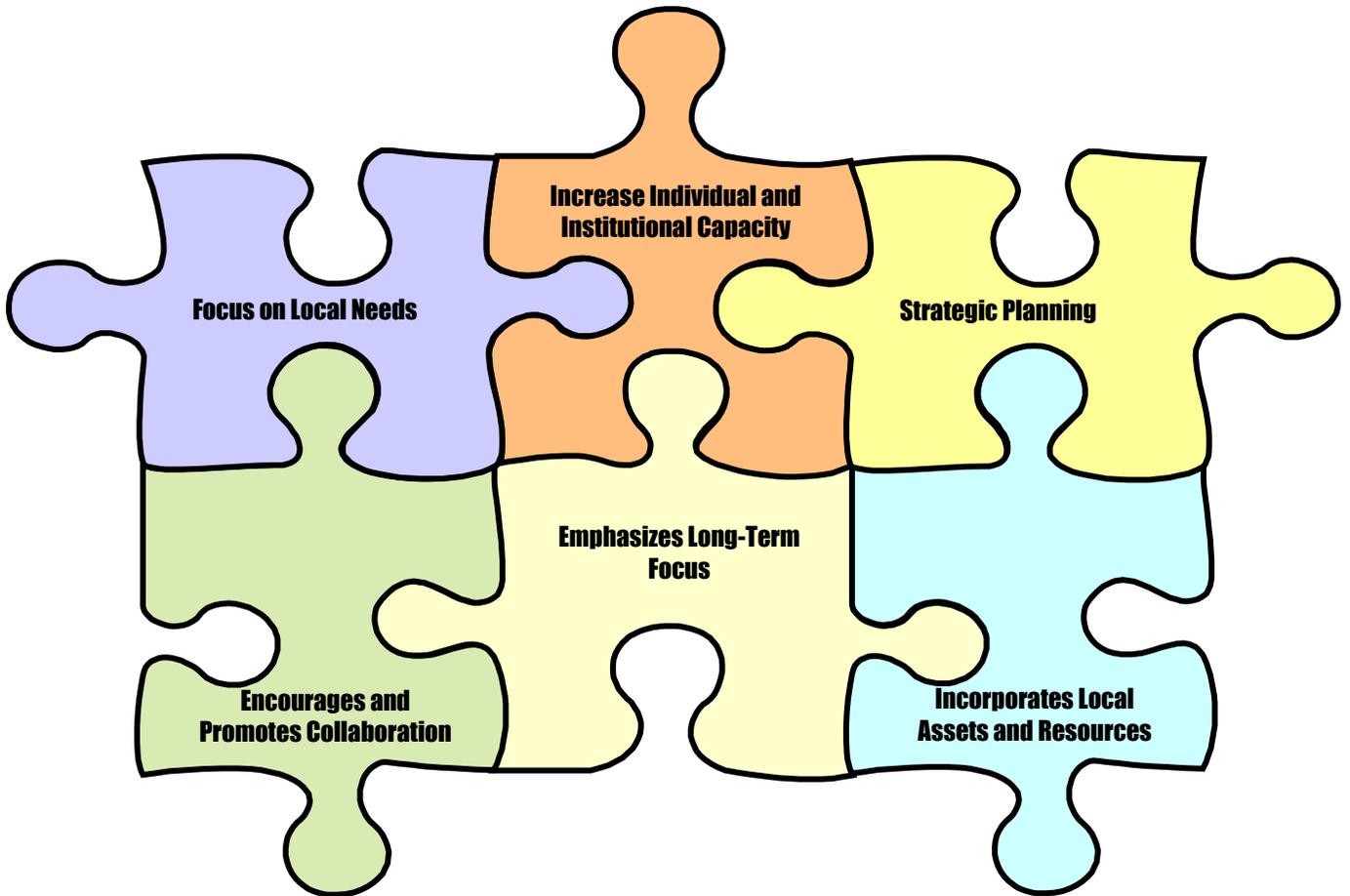


**PROJECT SUSTAINABILITY ASSESSMENT CHECKLIST  
TO PROMOTE SUSTAINABLE VISTA PROJECTS**



Created by VISTA Leaders at:

**AmeriCorps\* VISTA Leaders Workshop**  
Atlanta, Georgia  
August 24-27, 2004

Key Sustainable Element: Focus on Local Needs

**Assessment Checklist**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| ★ Have we assessed the community's critical needs?<br><i>If not, how can we meet this criterion?</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Are there pre-existing efforts to address the needs?<br><i>If not, how can we meet this criterion?</i>                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Will the efforts and community participation be effective, on-going and lasting?<br><i>If not, how can we meet this criterion?</i>           | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Is the community involved in measuring the successes and failures of the project?<br><i>If not, how can we meet this criterion?</i>          | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Are the community leaders involved with the direction/decisions/promotion of your project?<br><i>If not, how can we meet this criterion?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |

VISTA Leaders Contributed to this Checklist:

Denise Goitia, Nicole Hollinsworth, Meghan Eagleson, Francena Brown and Paul Sibley

Key Sustainable Element: **Increase Individual and Institutional Capacity**

**Assessment Checklist**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| ★ Has a baseline been taken for future comparison?<br><i>If not, how can we meet this criterion?</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Can the Institution generate funds and human resources to continue the project?<br><i>If not, how can we meet this criterion?</i>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Does the project goal fit into the individual/institutional vision and mission?<br><i>If not, how can we meet this criterion?</i>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Are VISTA resources sufficient to support or initiate an individual/institutional capacity building project?<br><i>If not, how can we meet this criterion?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |
| ★ Is there a plan in place to provide support and training for individual/institution?<br><i>If not, how can we meet this criterion?</i>                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>  |                          |                          |

VISTA Leaders Contributed to this Checklist:  
Rich Sanders, Joan Stroebel, Chris Coppol, Dan Schackman and Dustin Gonzalez

Key Sustainable Element: Strategic Planning

**Assessment Checklist**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| <p>★ Has the goal been specifically identified?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>                           | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Can the resources needed be generated on an ongoing basis?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>           | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Are the community partners involved in the planning process?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>         | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Is there community ownership of the strategic plan?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Do we have a process for evaluation and revision in a timely manner?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |

VISTA Leaders Contributed to this Checklist:  
  
Sean Fears, John Redfern and Diane LaHaie

Key Sustainable Element: Encourages and Promotes Collaboration

**Assessment Checklist**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| ★ Does the project meet the community needs?<br><i>If not, how can we meet this criterion?</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>   |                          |                          |
| ★ Is the community willing to collaborate?<br><i>If not, how can we meet this criterion?</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>   |                          |                          |
| ★ Can the goal be reached within the VISTA's term?<br><i>If not, how can we meet this criterion?</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>   |                          |                          |
| ★ Can performance measurements be made to encourage further collaboration?<br><i>If not, how can we meet this criterion?</i>                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>   |                          |                          |
| ★ Is there a system in place that can be used for the community to eliminate duplication of services?<br><i>If not, how can we meet this criterion?</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| <hr/> <hr/> <hr/>   |                          |                          |

VISTA Leaders Contributed to this Checklist:  
Eva Alvarez, Lindsey Mueller, Marlice D. Donis, Ruben Marquez and John Martinez

Key Sustainable Element: Emphasizes Long-Term Focus

**Assessment Checklist**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <p>★ Does your current attention to the project also include thinking about the future of the project?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Do we have a plan for including the community in the long-range planning of the project?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Do we have resources that will last long-term?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Do we have an assessment tool in place that will measure the long-term performance of the project over the next (3, 5, 10 years)?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Do you have a system to record project information for long-term use?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>   | <input type="checkbox"/> | <input type="checkbox"/> |

VISTA Leaders Contributed to this Checklist:  
Theresa Boettner, Mary McCarty and Katy O/Connell

Key Sustainable Element: **Incorporates Local Assets and Resources**

**Assessment Checklist**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <p>★ Has your project performed a comprehensive asset/resource mapping of your community?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Are local organizations and businesses aware of your project benefits to the community as well as of project needs?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Is your program collaborating with similar programs in the area (if they exist)?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Are clients/beneficiaries of this project actively participating in its development and implementation?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>             | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>★ Are the resources and assets available in your community being efficiently utilized to meet program needs?<br/><i>If not, how can we meet this criterion?</i></p> <hr/> <hr/> <hr/>          | <input type="checkbox"/> | <input type="checkbox"/> |

VISTA Leaders Contributed to this Checklist:  
Stephanie Smith, Morgan McKinney, Stephanie Bentley and Sue Harris