Welcome!
AmeriCorps Program Orientation

Serve DC
The Mayor's Office on Volunteerism and Partnerships

WE ARE WASHINGTON DC
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Agenda

- ❖ Introductions
- ❖ AmeriCorps Program Directory
- ❖ Overview of Serve DC, CNCS & AmeriCorps
- ❖ Program Year Calendar *(TA sessions & key deadlines)*
- ❖ Serve DC & CNCS Manual & Compliance
- ❖ Grant Agreements & Modifications
- ❖ Payment Requirements
- ❖ Grants Process & Management
- ❖ Reporting Requirements
- ❖ Serve DC Staff Roles and Expectations
- ❖ Communications
- ❖ Frequently Asked Questions (FAQ's)
- ❖ Resources

CONGRATULATIONS!

FY2019-2020 AmeriCorps Programs

- After-School All-Stars
- Center for Inspired Teaching
- City Gate
- City Year
- Higher Achievement
- Jumpstart DC
- Kid Power, Inc.
- Latin American Youth Center
- Literacy Lab
- National Reentry Network
- Reading Partners
- Relay Graduate School of Education
- Teach for America
- Teens Run DC
- Washington AIDS Partnership

Serve DC
The Mayor's Office on Volunteerism and Partnerships

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Serve DC

Serve DC, The Mayor's Office on Volunteerism and Partnership is **the District Government agency dedicated to promoting service** as a way to address critical community needs. Serve DC does the following:

- ❖ Emergency Preparedness (EP)

- ❖ Summer Youth Emergency Preparedness Academy (SYEPA)

- ❖ Donations Management

- ❖ Volunteerism and Outreach

Serve DC is also the **DC Commission on National and Community Service, one of more than 50 State Service Commissions** that administers federal Corporation for National and Community Service funds and coordinates national service initiatives in the District.

The Corporation for National & Community Service (CNCS)

- Federal grant-making agency created in 1993 by The National and Community Service Trust Act signed by President Clinton.

- Nation's largest grant maker for service and volunteering.

- Core Programs:

  - ❖ Senior Corps: Engages Americans ages 55 and older in meaningful service to the community.

  - ❖ AmeriCorps: Offers more than 75,000 opportunities a year for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

2019 AmeriCorps Funding Priorities

- **Economic Opportunity** - Increasing economic opportunities for communities by engaging opportunity youth to prepare them for the workforce.

- **Education** - Selection of one of the evidence-based interventions in three categories: School Readiness (three evidence-based interventions), K-12 success (nine evidence-based interventions), and Post-Secondary Support (one evidence-based intervention). In order to qualify for this priority, the applicants must be assessed as having Moderate or Strong evidence by the reviewers.

- **Healthy Futures** - Reducing and/or preventing prescription drug and opioid abuse.

- **Veterans and Military Families** - Positively impacting the quality of life of veterans and improving military family strength.

- **Rural intermediaries** - Organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.

- **Safer Communities** - Programs that focus on public safety, and/or partnerships between law enforcement and the community.

- **Faith-based organizations**

National Service Programs

Corporation for National and Community Service
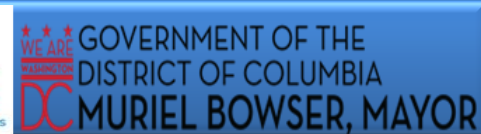## AmeriCorps

AmeriCorps VISTA

- Launched by President Johnson in 1964
- Anti-poverty capacity-building projects
- One-year, full-time service term
- Managed by CNCS State Offices

AmeriCorps NCCC

- Managed by CNCS
- Team-based and residential
- Five regional campuses
- 18-24 years old
- Ten month, full-time service team
- Traditional/FEMA Corps

AmeriCorps State/National

- Partially funded through State Service Commissions and either local/national organizations
- Full-time and less than full time positions
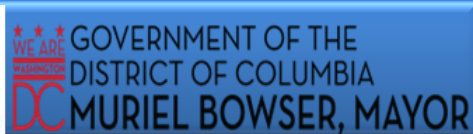- Direct service

CONGRESS

Corporation for National & Community Service (CNCS)

Serve DC

AmeriCorps Programs

AmeriCorps Members

AmeriCorps Terms and Concepts

- **AmeriCorps Program**: An organization that has received an AmeriCorps grant and operates a service program.

- **Grantee**: The direct recipient of grant funds.

- **Single-State**: An AmeriCorps Program operating solely within one state. This program receives an AmeriCorps grant from a State Service Commission.

- **Multi-State**: An AmeriCorps Program operating in two or more states. This program receives an AmeriCorps grant directly from CNCS.

- **Sub-grantees/Operating Sites**: The local organizations that implement the grant activities on the local level.

- **Service Locations**: The places in the community where members complete their service activities.

Grant Agreement

- Contact Information

- Award Amount

- Scope of Work

  – Reporting and Payment Schedules

- Standards of Performance

- Period of Performance

- Method of Payment

- Termination of Agreement; Suspension of Payments

- Eligible Costs

- Disallowed Costs

Allowable Costs

In general, a cost is allowable if it meets the following criteria:

- It is reasonable and necessary for the performance of the grant award.
- It conforms to the limitations and exclusions within the award as to types or amounts of costs items.
- It is consistent with the fiscal regulations of Serve DC and the DC Government.
- It is documented adequately.

Unallowable Costs

Disallowed allocations that do not comply with the grant provisions and OMB requirements; costs that have been charged or matched to the grant can be questioned or disallowed following an audit.

Most Common Unallowable Costs:

- Advertising (except for member recruitment) and Public Relations
- Bad Debts
- Contributions and Donations
- Defense of Fraud Proceedings
- Entertainment Costs
- Fines and Penalties
- Food and Beverages with the exception of grant-sponsored conferences, meetings or office functions that are a full-day and directly related to the sub-grant program
- Fundraising
- Alcohol
- Interest and Other Financial Costs
- Losses on Other Contracts
- Real Estate Property and Improvements

Modifications

All approved modifications (Programmatic and Budgetary) must be made by amendment to the Grant Agreement

Programmatic Changes

- **Formula Programs** – Must request a modification in writing to the Serve DC National Service Officer (email is acceptable). Serve DC must approve the modification before reporting in the Progress Report (please reference the 2019-2020 AmeriCorps Program Director Handbook).

- **Competitive and Fixed Programs** – Submit the modification to Serve DC for review. Final approval must be obtained by CNCS Program and Grants Officers.

Please see Terms and Conditions for AmeriCorps State and National Grants for acceptable programmatic changes.

Modifications

Budgetary Changes

As with an approved budget, a modification must provide a full explanation of associated costs including purpose, justification, and the basis of the calculations.

Who approves the budget modification?

- Formula and Competitive Programs:
    - A program is allowed to modify its budget **without CNCS approval** if the Serve DC National Service Officer is notified of the budget modification in writing and if the modification meets the following criteria:
        - Does not change the total Federal (CNCS) share or grantee share; and
        - Modifies a budget line item by less than 10% of the total budget.
    - A program **must have CNCS approval** for the following:
        - Modify a budget line item by more than 10% of the total budget;
        - Pay overtime;
        - Purchase of equipment over $5,000 using grant funds, unless specified in the approved application budget.
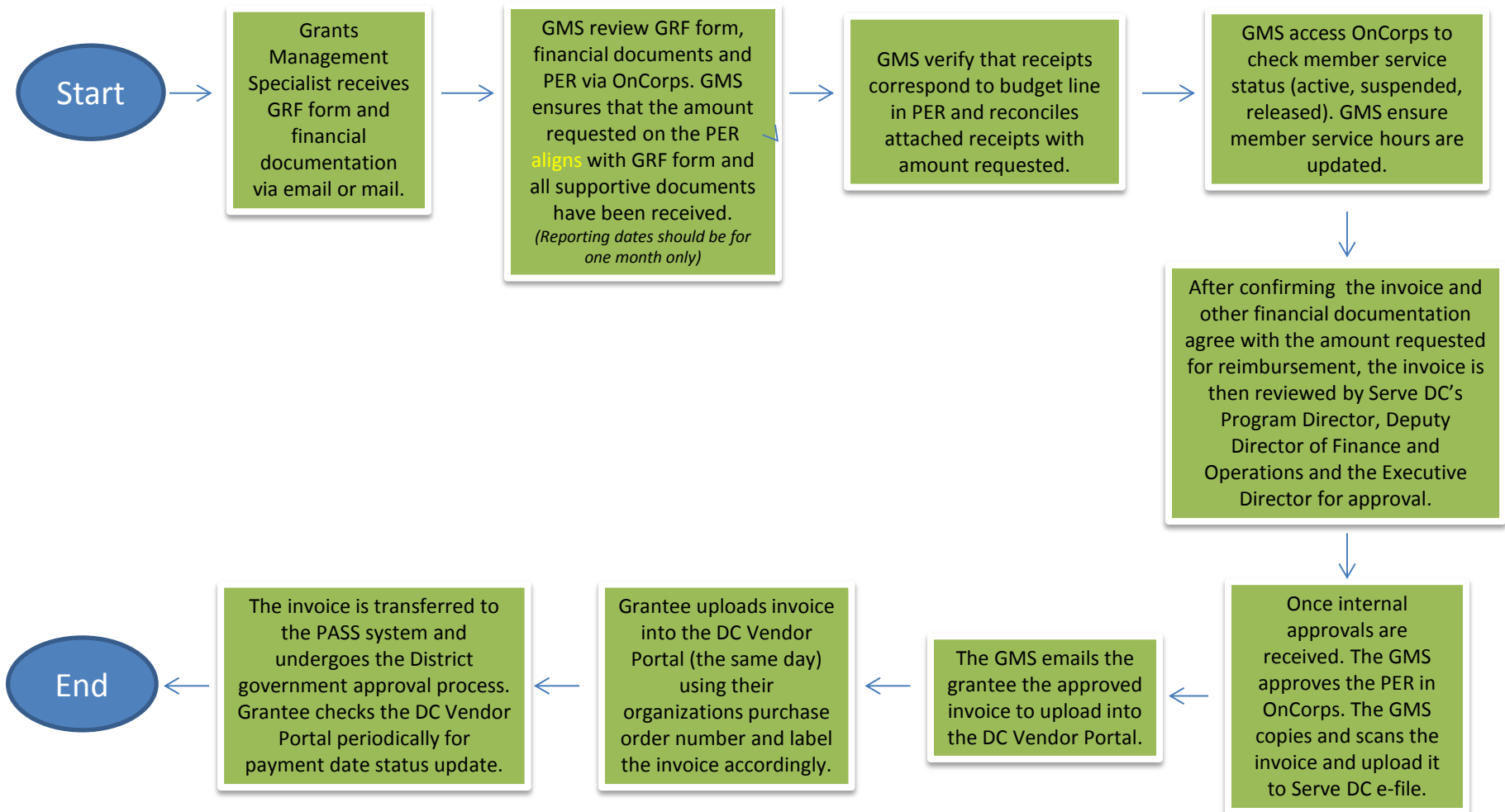
Modifications

Budgetary Changes, cont.

- Programs may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10% of the total budget

- Fixed Amount Programs:
    - Programs with Fixed Amount awards are not subject to the budget modification requirements listed in the previous slide.

Please see Terms and Conditions for AmeriCorps State and National Grants for budgetary change requirements.

Reimbursement Process

Start → Grants Management Specialist receives GRF form and financial documentation via email or mail.

→ GMS review GRF form, financial documents and PER via OnCorps. GMS ensures that the amount requested on the PER aligns with GRF form and all supportive documents have been received.
(Reporting dates should be for one month only)

→ GMS verify that receipts correspond to budget line in PER and reconciles attached receipts with amount requested.

→ GMS access OnCorps to check member service status (active, suspended, released). GMS ensure member service hours are updated.

→ After confirming the invoice and other financial documentation agree with the amount requested for reimbursement, the invoice is then reviewed by Serve DC's Program Director, Deputy Director of Finance and Operations and the Executive Director for approval.

→ Once internal approvals are received. The GMS approves the PER in OnCorps. The GMS copies and scans the invoice and upload it to Serve DC e-file.

→ The GMS emails the grantee the approved invoice to upload into the DC Vendor Portal.

→ Grantee uploads invoice into the DC Vendor Portal (the same day) using their organizations purchase order number and label the invoice accordingly.

→ The invoice is transferred to the PASS system and undergoes the District government approval process. Grantee checks the DC Vendor Portal periodically for payment date status update.

→ **End**

Viewing Your AmeriCorps State/National Grant

- ✓ Grant Periods are typically three-year cycles.
- ✓ Grants awarded for up to one year at a time, based on performance and, if funds are available, continued funding requests must be submitted annually.
- ✓ Members and Personnel budgeted in the grant (both CNCS & match) must be cleared for NSOPW, State, and FBI before begin service.
- ✓ Serve DC/State Commissions have separate grant terms and requirements from CNCS.
- ✓ eGrants
- ✓ OnCorps

- ✓ Program narrative
- ✓ Performance measures:
  - Aligned measure for primary service activity
- ✓ Program Budget:
  - Including Budget Narrative
- ✓ My AmeriCorps portal:
  - Member enrollment and exiting (30 day compliance)
  - Service site listing
  - Manage slots
- ✓ My AmeriCorps tutorials:

  http://www.nationalservice.gov/resources/americorps/myamericorps-support-americorps-state-commissions-and-sub-grantees-egrants-0

AmeriCorps Member Benefits

Benefits vary by Program and Service Sites

Child Care Benefit (Full-Time Members)

Living Allowance and Health Insurance
- ❖ **Full-Time State/National Members, VISTA's, NCCC (required)**
- ❖ **Less Than Full-Time State/National Members (optional)**

Education Award (National Service Trust)

Loan forbearance if qualified

Member Enrollment & CHC Verification

- Verify SSN validity and citizenship eligibility automatically or by hand in eGrants when member accepts invitation.

- Before AmeriCorps member's first day of service:
  - Complete NSOPW
  - Complete State (s)/FBI background checks
  - Verify these steps are completed in eGrants

- Certify member enrollment no later than **8th** calendar day from member's start

CHC Verification

> **Three types of checks:**
>
> - NSOPW (National Sex Offender Registry/Website)
>
>   - State check(s)
>
>   - FBI check

Who Must be Checked?

- All AmeriCorps members must undergo checks

- "Covered Staff" must also undergo checks:

  - All staff listed on your AmeriCorps grant budget.

  - Includes those funded by match, listed as in-kind, or at sub-sites or national offices.
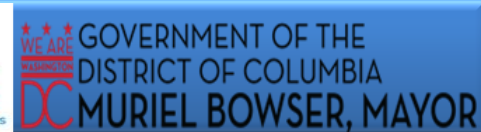
  - Percentage on grant does not matter.

Documented Accompaniment

No members will be accompanied pending their State Check(s) or FBI check

An employee or representative of a placement site **may not** provide accompaniment if that member is not cleared.

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CHC Verification

Without Recurring Access:

- Nationwide name-based check of the NSOPW, AND
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; OR
- A fingerprint-based FBI check.

With Recurring Access:

- A nationwide name-based check of the NSOPW,
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; AND
- A fingerprint-based FBI check.

Mitigation Levels

Mitigation Rating:	None recurring access to vulnerable populations:	Recurring access to vulnerable populations:
Substantial	On-time NSOPW AND at least one of these, even if late: • State check • FBI check	All of these: • Performed accompaniment • On-time NSOPW • On-time State Check or FBI check
Moderate	Late NSOPW AND at least of one of these, even if late: • State check • FBI check	Either: • On-time NSOPW and late state check or late FBI check • Performed accompaniment and on-time state check or FBI check
Low	None of the above	

CNCS Disallowance Determination

NSCHC Risk-Based Disallowance

Overall % of noncompliant individuals:		Self-Reporting:	Standard Disallowance:
Disallowance for each individual with:	Mitigation Level	↓	↓
	Substantial	$250	$500
	Moderate	$500	$1000
	Low	$750	$1500

ALL MEMBERS MUST COMPLETE:

- Exit interview
- Member evaluation
- Member exit form

Keep in mind:

- Member exit date coincides with the final date of service on the time sheet
- Member's total hours on timesheets and in time log matches exit form

TERMS OF SERVICE

The total MSYs a program requests depends on the number and type of slots/AmeriCorps member positions included in a particular program design.

Full Time	Half Time
Reduced Half Time	**Quarter Time**

Minimum Time

- Education Award

- Pro-rated Education Award

- <u>Completing hours AND completing the term of service</u>

- For all exits, you must indicate in eGrants if you would recommend member for another term of service

Compliance!

100% Compliance

for

100% of AmeriCorps Programs!

AmeriCorps Monitoring Systems

- Recruitment

- Selection

- Eligibility and Enrollment for Members

- Tracking Member Hours

- Exiting Members

- Developing and Implementing Member Training

- Member Supervision

- Tracking, Recording and Reporting Progress

- Site Partner Management

- Continuous Improvement

- Financial Management Systems

- Documentation of Matching Funds

- Reimbursement

What we are looking for...

- ❖ **Eligibility & Enrollment Documentation**
  - –Change in Status
  - – Exit *(in eGrants within 30 days)*
- ❖ **Background Check**
  - –Compliance
- ❖ **Member Contract** *(signed on or before the enrollment date)*
  - –Member Benefits
- ❖ **All timesheets** *(signed by member and supervisor)*
- ❖ **Member Performance Reviews**
  - –Mid-Term & End-of-Term Evaluations
- ❖ **Financial Management**
  - –Policies & Procedures
  - –Audit Information
  - –**Federal Financial Reports (FFRs) & Periodic Expense Reports (PERs)**
  - –Match Requirements
- ❖ **Data Collection**
  - –Tracking
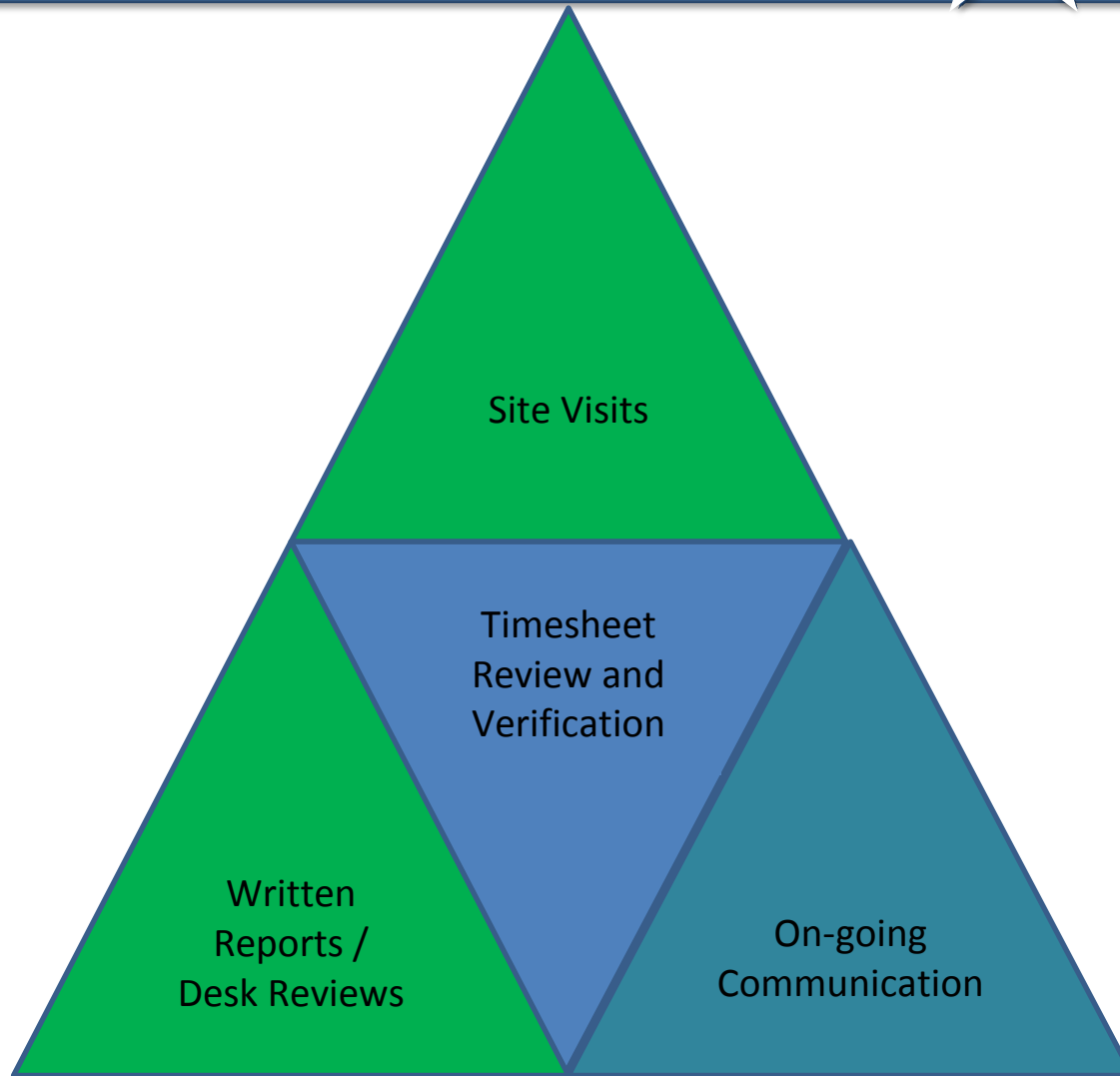
Risk Assessment

Performed annually with the Risk Assessment Form

Audit and Grant History

Organizational and Staff Capacity

Program Management

Financial Management

Other Risk Factors

Risk Assessment level is sent to program over the winter

Programs identified as low, medium, or high risk

Reporting systems need to...

- Demonstrate evidence of the data that was reported on the most recent progress report

- Demonstrate the program is on track for collecting data and reporting and meeting stated objectives

- Dedicate responsibility for your data collection

Reporting Requirements

Report Type:	Reporting Period	*Due Date*	Submission Format
Periodic Expense Reports (PER)	**Monthly** *(beginning on first day and ending on last day of month)*	Last day of the next month	OnCorps; Mail with GRF
Grantee Request for Funds (GRF)	**Monthly** *(beginning on first day and ending on last day of month)*	Last day of the next month	Excel, Mail original with PER
Volunteer Generation Fund Report (VGF)	**Quarterly**	The 15th of the month following reporting period	Email and OnCorps
Progress Report (semiannually)	*July/August/September 1, 2019 – November 30, 2019*	December 15, 2019	OnCorps
Progress Report (semiannually)	*December 1, 2019 – June 30, 2020*	July 31, 2020	OnCorps
Federal Financial Report (FFR)	*August 1, 2019 – January 31, 2020*	February 28, 2020	OnCorps
Federal Financial Report (FFR)	*February 1, 2020 – July 31, 2020*	August 30, 2020	OnCorps

Semiannual Progress Reports

When:

- Beginning of Year – **Due: December 15, 2019**
  (July/August/September 1, 2019 – November 30, 2019)

- End of Year – **Due: July 31, 2020**
  (December 1, 2019 – June 30, 2020)

What to Include:

- Include data and qualitative information

- Electronic submission with character limits

- Describe progress if a measure is not yet met

- Contact Grants Manager if want to change performance measure

Completing Progress / Final Reports

➢ Locate copy of **grant agreement**

➢ Summarize **grant progress** to date

➢ Give update on **measurable results**

  • Report exact number achieved to date

➢ Give update on **intermediate milestones**

➢ Summarize **successes and challenges**

➢ Include **financial statements**

➢ Include **optional attachments** *(evaluation results)*

➢ Include **actual grant expenses**

Performance Measures

Performance Measures: required for programs, tracked and reported on a bi-annual basis. Focus on the primary service activity and describe impact on the beneficiaries of the service.

- ➲ AmeriCorps performance measures consist of **outputs** (amount of people served, products created, or programs developed) and **outcomes** (changes or benefits experienced by service recipients).

- ➲ Applicants must select from CNCS created National Performance Measures if their program design aligns with the outcomes or they may create their own performances measures.

Performance Measures

All Programs:

- Set up systems to collect & report data
    - What is your theory for change? "Dosage" that represents success
    - Select test or instrument that best fits your service model
    - Maintain a consistent schedule and system for collecting and storing data

- Contact your Grants Manager for Technical Assistance
    - It's what we're here for!
    - We can help you: Review logic models, current measures and discuss possible changes to improve impact

- Online Technical Assistance Available for National Performance Measures
    - http://www.nationalservice.gov/resources/performance-measurement/training-resources#collection

Data Collection

What type of data meets your evaluation needs?

- **Existing data** (i.e., secondary data)
  - Internal program data (e.g., participant records, program logs, performance measurement data)

- **External datasets / administrative data** (e.g., student records, test scores, medical records, test scores, Census data, unemployment insurance claims)

- **New data** (i.e., primary data)
  - Data from surveys, assessments, interviews, and observations

Data Collection

What type of data?

Quantitative data
- Numerical information that can be counted, quantified, and mathematically analyzed (e.g., test scores, ratings)
- Quantitative data are systematically collected, recorded, and analyzed

Qualitative data
- Narrative information that describes the study subject(s) and context (e.g., transcripts of interviews and focus groups, field notes from observation of certain activities)
- Qualitative data are systematically collected, recorded, and analyzed

Individual anecdotes and testimonials are not qualitative data unless systematically collected, recorded, and analyzed

What Cannot be done with AmeriCorps

Prohibited Activities: Activities that staff, members, and volunteers <u>may not </u>engage in while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS

| Political Activity and Advocacy | Religious Activity | Benefitting For-Profit Entities | Voter Registration | Abortion Services |

Role of the Serve DC National Service Officer

The Serve DC National Service Officer promotes and amplify national service/AmeriCorps to external stakeholders, partners and communication mediums. Successfully complete all projects outlined in approved AmeriCorps grant applications *(Competitive, Formula, Days of Service, Commission Support, etc.)*. Ensure compliance with the Corporation for National and Community Service administrative standards and grants regulations.

Examples of Specific National Service Officer Duties:

- Financial management

- Personnel management (staff)

- Strategic and operational planning and implementation

- Oversight, monitoring, evaluating, and reporting (staff, programs, AmeriCorps members)

Role of the Serve DC AmeriCorps Program Manager

The Serve DC Grants Manager can help commissions manage the communications and requests from multiple Serve DC and CNCS officials. The Grants Manager is the primary point of contact at Serve DC.

These are the key elements of the Grants Manager's job:
- Portfolio formula management, including TTA
- Grant process support

In this capacity, the Grants Manager:

- Monitors sub-grantee performance such as Portal compliance and progress on approved performance measures;

- Reviews and clarifies Grantee Progress Reports;

- Connects sub-grantees with resources and opportunities to support their work; and

- Helps troubleshoot grant or program issues.

How Do We Work Together?

COMMUNICATION IS KEY

> Primary contact is your Grants Manager (GM)

- Alert us to staff/AmeriCorps changes

- Always copy your GM on emails sent to other Serve DC/CNCS staff

- An immediate heads up on any unexpected developments (for example, a member grievance of notice of investigation from the Office of Inspector General)

- Whenever possible and as appropriate, engage your GM in events, service projects, trainings, etc.

- Your GM will contact you at least monthly

- Maintain a schedule of monthly check-in calls with your GM

- Share good news!

- Let us know when things are not going as planned

Communication
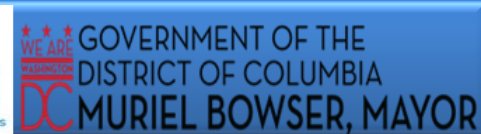
- We provide a response to grantee reports within 60 days of receiving the report. In the response, we acknowledge and comment briefly on the substance of the work.

- We respond to grantee email or phone inquires within one business day (or send a notification that the Serve DC staff member contacted is out of the office).

Types of communication with your GM:

- Online/database contact information
- Phone
- Email
- In-person

Sample Serve DC AmeriCorps Calendar

● Quarterly Program Director Meeting

☺ Monthly call with Grants Manager: exact date and time will vary

★ AmeriCorps Staff Development Webinar: Topics and dates vary

SEPTEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 ☺	11	12	13	14
15	16	17	18	19 ●	20	21
22	23	24	25 ★	26	27	28
29	30					

Serve with Serve DC

Seasons of Service Days

- Martin Luther King, Jr. Day of Service; January

- Global Youth Service Day; April

- DCPS Beautification Day

- Mandela Day of Service; July

- September 11 National Day of Service and Remembrance

- World AIDS Day; December

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Serve DC Online

Serve DC prides itself on its robust, responsive social media presence, including:

- Facebook: @ServeDC

- Twitter: @dc_serve

- Instagram: @servedc

- Volunteer Opportunities: http://weareservedc.eventbrite.com

Frequently Asked Questions

Q: Can AmeriCorps members and staff be accompanied before they begin work or start service?
A: No, AmeriCorps members and staff person may not begin work or start service without first having cleared the NSOPW + State Check(s)+ FBI check.

**Q:** When do I need to request a no-cost extension?
A: A no-cost extension allows a program to continue its grant activities beyond the grant timeline in order to complete programmatic outcomes and complete use of grant funds. No additional funding is provided.

Q: Can you give me an example of what kind of program challenges we would document in a progress report?
A: Member recruitment and retention; Volunteer recruitment; Performance measures

Q: What if I have unexpended funds at the end of my program year?
A: Similar to no-cost extension funds, carry-over funds are unexpended funds that are used beyond the grant year contract. Carry-over fund requests are submitted by the commission to the CNCS Office of Grants Management and approved by the state commission's Grants Officer.
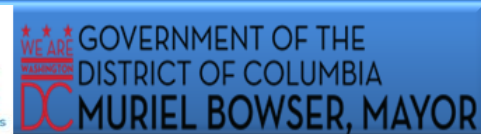
Resources

Sign up for CNCS email list:
www.nationalservice.gov; **"Sign up to stay informed!"**

Managing AmeriCorps Grants:
www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants

Grant Terms and Conditions:
www.nationalservice.gov/resources/financial-managment/terms-conditions-and-certifications-assurances-cncs-grants

GPR Resources:
www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants/americorps-state-and-national-grantee-process

AmeriCorps State and National Knowledge Network:
www.nationalservice.gov/resources/americorps

Serve DC's Team

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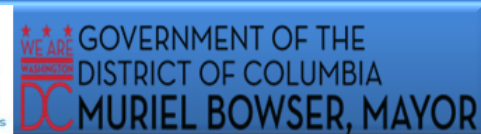
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If you have questions, please contact Serve DC via email or phone at these addresses / numbers!

Thank you!

Have a successful program year!

Evaluation Session

Please share feedback on today's orientation webinar:
https://www.surveymonkey.com/r/3DG5CX9

The presentation will be posted on the
Serve DC website

Thank you for your participation, please complete the session evaluation!