New Project Directors' Orientation Syllabus

Revised August 2016

The New Project Directors' Orientation (NPDO) introduces new project directors to key information and resources needed to manage Senior Corps projects in compliance with Federal regulations and Senior Corps policies.

The **New Project Directors' Orientation Syllabus** is your guide to the New Project Directors' Orientation Modules, Preparation Assignments, and the supporting resource materials. Follow the directions in the Syllabus to get the greatest benefit from the Overview presentation and the Four Training Modules.

<u>Note:</u> **The references in the Syllabus** *have been updated* **to correspond to the** *2016 Senior Corps Operations Handbooks*. **You may find some information in the five presentations that reference the 2008 Handbook and appendices numbers. The outdated references in the presentations will be update as soon as possible.**

Overview of the New Project Directors' Orientation

The New Project Directors' Orientation Overview Presentation is a short power point presentation that explains the design of the Four Training Modules, and use of the resource materials and where to find them. Be sure to view the Overview Presentation before starting Module 1.

The resource material referred to in the Orientation Overview Presentation and each of the 4 Modules is outlined below.

The **Senior Corps** webpage, Managing Senior Corps Grants, is the best place to find current versions of the resource materials needed to manage your project. Links to the Federal regulations, the most current applications and report instructions are posted there. When the Syllabus refers you to documents that are found on the Managing Senior Corps Grants webpage use this link Managing Senior Corps Grants. (http://www.nationalservice.gov/programs/senior-corps/managing-senior-corps-grants)

Code of Federal Regulations (e-CFR): The Corporation for National and Community Service is found in Title 45 Subtitle B Parts 2500-2599. FGP- 2552; SCP 2551; and RSVP 2553.
- Foster Grandparent Program Regulations
- Senior Companion Program Regulations
- RSVP Program Regulations
- The Senior Corps regulations are also linked from: Managing Senior Corps Grants

Senior Corps Operations Handbooks: The Handbook provides ideas and suggestions for effective practices in operating and managing many aspects of local Senior Corps projects. It is a technical assistance document and not a compliance guide. The Handbooks refer to specific sections of the Federal regulations that govern Senior Corps, but the Handbook does not address all issues covered in the regulations. Sponsors and project directors are required to follow the Federal regulations. Sponsors and project directors with concerns or questions with respect to compliance should first consult the Federal regulations and, if necessary, contact the appropriate CNCS State Office.

The Senior Corps Operation Handbooks are posted on the Managing Senior Corps Grants webpage.

The Quality Assurance and Compliance Monitoring Site Visits Guide describes the purpose and procedures for conducting on-site compliance visits to monitor Senior Corps grants and provides a detailed protocol to be completed as part of the process. This document is also referred to as the *Monitoring Guide* or *Compliance Guide. Contact your CNCS Program Officer for a copy of the current Quality Assurance and Compliance Monitoring Site Visits Guide.*

OMB Circulars: OMB Circulars Website   Uniform Guidance Resources

CNCS Website: www.nationalservice.gov

Module 1: Introduction to CNCS and Senior Corps		
Activity	Description	Materials and Resources
Preparation	• **Locate the *Code of Federal Regulations, RSVP, FGP, or SCP Operations Handbook, Senior Corps Compliance Monitoring Document***. You may want to bookmark these documents on your computer. • **Please review** the following sections of the *Operations Handbook*: Chapter 1: Introduction and Overview	• FGP Regulations - Part 2552 • SCP Regulations - Part 2551 • RSVP Regulations - Part 2553 • Senior Corps Operations Handbooks • Quality Assurance and Compliance Monitoring Site Visits Guide
Presentation	**Key Concepts of Module 1** • Identify key information about CNCS • The Mission Statement and Guiding Principles of CNCS • The CNCS Agency Wide priority areas • Understand the CNCS organization & roles of CNCS State Office staff • Characteristics of the three Senior Corps programs • Know where to locate resources to help you manage your Senior Corps Project	• Strategic Plan • CNCS Mission and Guiding Principles • National Service Timeline • CNCS Special Initiatives • Managing Senior Corps Grants
Consultation	• Contact your Program Officer with questions you have about Module 1.	
Additional Resources:	On this webpage you will find recordings of the sessions, materials, and online courses from the 2014 Senior Corps Virtual Conference.	2014 Senior Corps Virtual Conference Materials

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Module 2: Project Management		
Activity	**Description**	**Materials and Resources**
Preparation	• Review *Operations Handbook* Chapters 2, 4, 5 • Review *Compliance Guide* Sections: A.1-7; B.3-8; D-all • Review the policies and procedures manual for *your project* • Review Notice of Grant Award, Terms & Conditions, and Certifications & Assurances for *your project* (see instructions below) • ***Note:*** *The Module 2 presentation refers to the Project Self Assessment (Appendix 10 in the 2008 versions of the Handbooks). The assessments are not included in the 2016 Handbooks. The self-assessments can be accessed from the links in the right column and maybe helpful to new project directors.*	• Senior Corps Operations Handbooks • Quality Assurance and Compliance Monitoring Site Visits Guide • FGP Project Self Assessment Checklist • SCP Project Self Assessment Checklist • RSVP Project Self Assessment Checklist o Omit questions: 1b, 1c, 1d.
Presentation	**Key Concepts for Module 2** By the end of Module 2, you should be able to: • Identify the Project Operations roles and responsibilities of Sponsor Organization • Identify the roles and responsibilities of Project Staff • Identify the roles and responsibilities of Community Participation Group	• FGP Sponsor Responsibilities • SCP Sponsor Responsibilities • RSVP Sponsor Responsibilities • Understanding the roles and responsibilities of advisory councils • Building an Effective Advisory Council • Criminal History Check Resources • Application and Report Instructions
Consultation	Contact your Program Officer with questions you have about Module 2.	

Additional Resources:	**How to view and print your Notice of Grant Award**:
	    1. Login to eGrants.
	    2. Click on the "Awarded" link from the "My Grants/Applications" list.
	    3. Locate your current grant number and application ID number from the list of awarded grants.
	    4. Click the drop down arrow to the right of the "View/Print Application" field.
	    5. Select the appropriate report: "Notice of Grant Award" from the list and click the "GO" button.
	    6. The Notice of Grant Award (NGA) will be displayed in Adobe Acrobat Reader.
	    7. Look for a link to the Terms and Conditions of the grant in the Terms of Acceptance section of the NGA.
	    8. To print the report from the Adobe Acrobat Reader, click on the printer toolbar button inside Acrobat Reader.
	How to view and print Assurance and Certifications:
	    1. Login to eGrants.
	    2. Click on the "Awarded" link from the "My Grants/Applications" list.
	    3. Locate your current grant number and application ID number from the list of awarded grants.
	    4. Click the edit link
	    5. Click the "Authorize and Submit" link in the left menu
	    6. You will see the link to view/print the Assurance and Certifications

	Module 3: Managing Stations and Volunteers	
Activity	Description	Materials and Resources

Preparation	• Review the *Recruitment and Strengthening Communities* section of your grant application.
	• Review *Operations Handbook* Chapters: 3, 6, 7, 8, 9, 12
	• Compliance Document: A.5-A.33
	• Review sample MOU in the Handbook Appendices
	• Review your MOU template and your volunteer enrollment forms
		• Go to: Managing Senior Corps Grants for the:
		    • Senior Corps Operations Handbooks
		    • Senior Corps Application Instructions
		• Compliance Monitoring Guide

Presentation	**Key Concepts for Module 3** • Understand how Performance Measures affect project management. • MOU and Assignments Plans are key documents for managing your project. • Setting-up and following effective management policies and procedures will ensure you reach your PM, and ensure compliance with federal regulations. • Understand the value of community partners and collaborations with other national service projects. • Understand what should be in your written policies and procedures and forms concerning station and volunteer management. • Review the narratives in your approved grant application and used them as a guide for working with stations and volunteers to reach your performance measure and to recruit and retain volunteers • Review your current MOU, assignment descriptions, enrollment forms, volunteer separation policy and cost reimbursement policies used by your program	• Common Audit Compliance Findings • Criminal History Background Check Policy • Income Eligibility Guidelines • SCP Sample Orientation and Training Plan **Sample Forms:** • Go to the Handbook Appendices on the Managing Senior Corps Grants webpage to find the following sample forms: • Appendix 4: RSVP Assignment Descriptions • Appendix 2: RSVP Enrollment forms • Appendix 1: RSVP MOU • Appendix 22: FGP Assignment Descriptions • Appendix 14: FGP Enrollment form • Appendix 13: FGP MOU • Appendix 22: SCP Assignment Descriptions • Appendix 14: SCP Enrollment forms • Appendix 13: SCP MOU
Additional Resources:	• On this webpage you will find recordings of the sessions, materials, and online courses from the 2014 Senior Corps Virtual Conference. • eGrants resources • Reporting resources	• 2014 SC Virtual Conference Materials • eGrants - Entering Volunteer Station Rosters • Go to the Handbook Appendices on the Managing Senior Corps Grants webpage to find the *Quick Reference Chart for Reports & Due Dates* Appendix 18: RSVP Appendix 7: FGP and SCP

Module 4: Budgets, Reports, and Grant Management		
Activity	**Description**	**Materials & Resources**
Preparation	• Review Operations Handbook Review Chapters: 10 & 11 • Review Section C of the Compliance Monitoring Guide. • Review your project's in-kind donations form. • Review your grant budget and budget narrative. • Complete the Online Course: Preparing the Grant Budget for Senior Corps	• Senior Corps Operations Handbooks • Compliance Monitoring Guide
Presentation	Power Point Presentation • Key elements of Senior Corps budget requirements • Senior Corps program and financial reporting requirements • Common compliance findings for documentation and recordkeeping	Go to: Managing Senior Corps Grants for the: • Progress Report Instructions • PRS Instructions • FFR Instructions
Consultation	• Contact your Program Officer with questions you have about Module 4.	
Additional Resources	Financial Management Resources- This webpage is a collection of training materials developed for CNCS grantees.	Financial Management Resources Go to the Handbook Appendices on the Managing Senior Corps Grants webpage to find the *Quick Reference Chart for Reports & Due Date*s Appendix 18: RSVP Appendix 7: FGP and SCP