



AmeriCorps State and National Sustainability Planning



Important Reminder

The examples used in this e-Course are for informational purposes only and do not represent all requirements for AmeriCorps State and National grantees and AmeriCorps members.

Grantees are responsible for knowing, understanding, and complying with all federal and state laws and regulations, and, accordingly, must consult the primary sources for information related to member service activities. Tribes, national programs, and commissions should speak with the assigned CNCS Program Officer about any questions on specific member or grant-related activities.

Common References

- Corporation for National and Community Service (CNCS)
- National Service Program
- State Service Commission
- Direct Grantee
- Subgrantee

Learning Objectives

By the end of this module, you will be able to:

- Identify CNCS expectations for AmeriCorps program and commission sustainability planning
- Identify the challenges that impact sustainability
- Review examples of planned and unplanned transitions or emergencies

What is Sustainability?

Merriam-Webster defines sustainability as:
Able to last or continue for a long time

What does this mean for you?

- Maintain and grow financial resources
- Expand community impact
- Demonstrate excellence in service delivery
- Engage citizens of all kinds in service



What Does CNCS Expect?



Effective Sustainability Planning

Sustainability planning helps to address:

Program Growth

Planned Transition

Unplanned Transition

Emergency/Disaster

Common Challenges

Structure

Nature

Common Challenges

Structure

Nature

- Realities of nonprofit sector
- Various political settings:
 - Tribal programs exist within tribal government
 - Commissions exist within state government structures
 - Local programs may exist within local government structures

Common Challenges

Structure

Nature

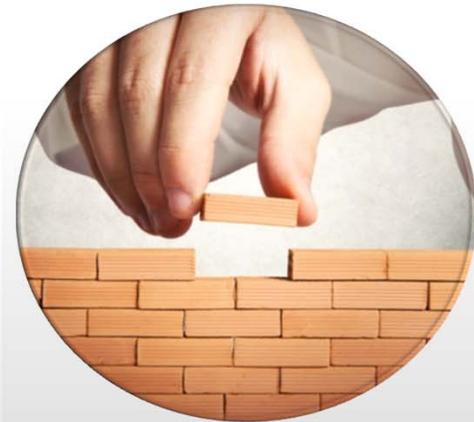
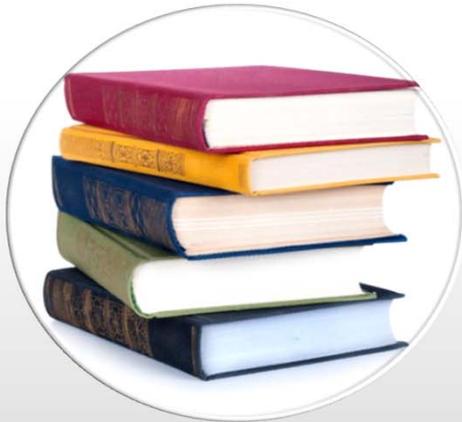
- Dispersed national network of AmeriCorps:
 - Program offices
 - Local placement sites
 - State commission offices
 - Federal funding offices
- Diverse nature of staff

Making Sustainability Work

WHAT'S
YOUR
PLAN?



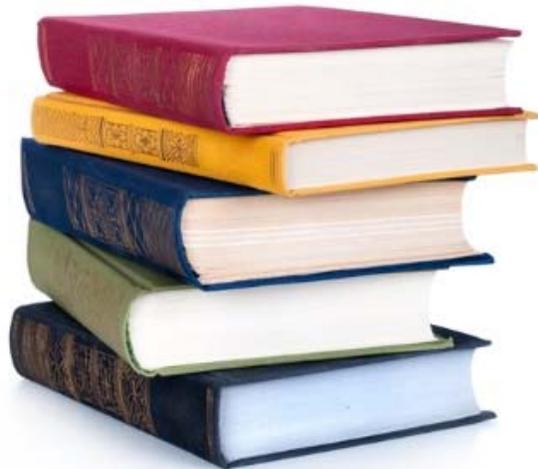
Components



Components of Sustainability Planning

Components: Play Books

Play Books Include:



- Strategic Plan
- Commission State Service Plan
- Fundraising Plan
- Operational/Annual Plan
- Internal Controls Manual
- Staff Policies and Procedures
- Calendars that include milestones and deadlines for CNCS, commission, program, government, board, etc.
- Emergency Plan
- Leadership Transition Plan

Components: Talent Management

Talent Management Includes:



- Diverse Recruitment Strategy
- Detailed Job Descriptions
- On-boarding and In-service Training
- Professional Mentoring
- Recognition for Accomplishments
- Advancement or Promotion

Components: Infrastructure

Infrastructure Includes:

- Safe and Productive Office Space
- Access to Reliable and Current Technology
- Efficient Data Collection Systems
- Comprehensive Reporting Systems
- Continued Maintenance of Organized Hard Copy and Electronic Records (current, archival)



Sustainability Planning: Examples



**Planned
Transition**

**Unplanned
Transition**

Emergency

Example: Planned Transition

In September, the founding director of a Tribal AmeriCorps Program announced that she will retire at the end of the program year.

What could the director and the program staff do to ensure a smooth executive transition?



Set the dates



Transfer knowledge



Clean up



Keep CNCS in the loop

Example: Unplanned Transition

In early February, a new Governor announced the appointments of a new Executive Director of the State Service Commission and 15 new commissioners. The appointments took effect immediately.

What could the commission staff and commission members do to promote the sustainability of the commission's funding, operations, and staff?



Maintain organized records



Prepare transition report



Keep CNCS in the loop

Example: Emergency

In late June, a large hurricane will land along the Gulf Coast, where a national AmeriCorps program is headquartered. Based on weather predictions, the national staff anticipate that their office will be off-line for at least one week.

This is the final month of their AmeriCorps program year, and the national office is responsible for hosting the member graduation ceremony on July 1.

What could the staff do to promote the sustainability of the program during this time?



Notify all members and operating sites



Protect all member service and financial records



Keep CNCS in the loop

What Next?



Assess your agency

Engage staff

Look for partnerships

Check in with CNCS

Summary

You should now be able to:

- Identify CNCS expectations for AmeriCorps program and commission sustainability planning
- Identify the challenges that impact sustainability
- Review examples of planned and unplanned transitions or emergencies

Thank You!

Congratulations!

You've successfully completed the Sustainability Planning module.