

## New Project Directors' Orientation Syllabus

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.

### 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.

**Resource Material is referred to in each of the 4 Modules outlined below.**

The **Senior Corps** webpage, [Managing Senior Corps Grants](http://www.nationalservice.gov/programs/senior-corps/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). (<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. Many of the suggestions 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 scheduled to be updated in 2016. Chapter 3: Performance Measures is outdated and is not included in the NPDO.

[FGP Operations Handbook](#)

[SCP Operations Handbook](#)

[RSVP Operations Handbook](#)

**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*.

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### Overview of the New Project Directors' Orientation

**OMB Circulars:**

- [OMB Circulars Website](#)
- [Uniform Guidance Resources](#)

**CNCS Website:**

[www.nationalservice.gov](http://www.nationalservice.gov)

### Module 1: Introduction to CNCS and Senior Corps

Activity	Description	Materials and Resources
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• <b>Locate the <i>Code of Federal Regulations, RSVP Operations Handbook, and Senior Corps Compliance Monitoring Document</i>.</b> You may want to bookmark or save these documents on your computer.</li> <li>• <b>Please review</b> the following sections of the <i>Operations Handbook</i>: Handbook Overview, Chapter 1.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">FGP Regulations -Part 2552</a></li> <li>• <a href="#">SCP Regulations - Part 2551</a></li> <li>• <a href="#">RSVP Regulations - Part 2553</a></li> <li>• <a href="#">Senior Corps Operations Handbook</a></li> <li>• Quality Assurance and Compliance Monitoring Site Visits Guide</li> </ul>
<b>Presentation</b>	<p><b>Key Concepts of Module 1</b></p> <ul style="list-style-type: none"> <li>• Identify key information about CNCS</li> <li>• The Mission Statement and Guiding Principles of CNCS</li> <li>• The CNCS Agency Wide priority areas</li> <li>• Understand the CNCS organization &amp; roles of CNCS State Office staff</li> <li>• Characteristics of the three Senior Corps programs</li> <li>• Know where to locate resources to help you manage your Senior Corps Project</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Strategic Plan</a></li> <li>• <a href="#">CNCS Mission and Guiding Principles</a></li> <li>• <a href="#">National Service Timeline</a></li> <li>• <a href="#">CNCS Special Initiatives</a></li> <li>• <a href="#">Managing Senior Corps Grants</a></li> </ul>
<b>Consultation</b>	Contact your Program Officer with questions you have about Module 1.	
<b>Additional Resources:</b>	This webpage is a consolidation of 2014 Senior Corps Virtual Conference materials and resources.	<a href="#">2014 Senior Corps Virtual Conference Materials</a>

## New Project Directors' Orientation Syllabus

Module 2: Project Management		
Activity	Description	Materials and Resources
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Review <i>Operations Handbook</i> Chapters 2, 4, 5</li> <li>• <i>Operations Handbooks</i>- Complete self- assessment (Appendix 10 for RSVP and 11 for FGP/SCP). Write down your questions and areas for improvement as you go through the assessment. (Omit questions: 1b, 1c, 1d.)</li> <li>• Review <i>Compliance Guide</i> Sections: A.1-7; B.3-8; D-all</li> <li>• Review the policies and procedures manual for <i>your project</i></li> <li>• Review Notice of Grant Award, Terms &amp; Conditions, and Certifications &amp; Assurances for <i>your project</i> (see instructions below)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Senior Corps Operations Handbook</a></li> <li>• Quality Assurance and Compliance Monitoring Site Visits Guide</li> <li>• <a href="#">FGP Project Self Assessment Checklist</a></li> <li>• <a href="#">SCP Project Self Assessment Checklist</a></li> <li>• <a href="#">RSVP Project Self Assessment Checklist</a></li> </ul>
<b>Presentation</b>	<p><b>Key Concepts for Module 2</b></p> <p>By the end of Module 2, you should be able to:</p> <ul style="list-style-type: none"> <li>• Identify the Project Operations roles and responsibilities of Sponsor Organization</li> <li>• Identify the roles and responsibilities of Project Staff</li> <li>• Identify the roles and responsibilities of Community Participation Group</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">FGP Sponsor Responsibilities</a></li> <li>• <a href="#">SCP Sponsor Responsibilities</a></li> <li>• <a href="#">RSVP Sponsor Responsibilities</a></li> <li>• <a href="#">Fundraising FAQ</a></li> <li>• <a href="#">Understanding the roles and responsibilities of advisory councils</a></li> <li>• <a href="#">Building an Effective Advisory Committee</a></li> <li>• <a href="#">Criminal History Check Resources</a></li> <li>• <a href="#">Application and Report Instructions</a></li> </ul>
<b>Consultation</b>	Contact your Program Officer with questions you have about Module 2.	
<b>Additional Resources:</b>	<p><b>How to view and print your Notice of Grant Award:</b></p> <ol style="list-style-type: none"> <li>1. Login to eGrants.</li> <li>2. Click on the "Awarded" link from the "My Grants/Applications" list.</li> <li>3. Locate your current grant number and application ID number from the list of awarded grants.</li> <li>4. Click the drop down arrow to the right of the "View/Print Application" field.</li> <li>5. Select the appropriate report: "Notice of Grant Award" from the list and click the "GO" button.</li> <li>6. The Notice of Grant Award (NGA) will be displayed in Adobe Acrobat Reader.</li> <li>7. Look for a link to the Terms and Conditions of the grant in the Terms of Acceptance section of the NGA.</li> <li>8. To print the report from the Adobe Acrobat Reader, click on the printer toolbar button inside Acrobat Reader.</li> </ol> <p><b>How to view and print Assurance and Certifications:</b></p> <ol style="list-style-type: none"> <li>1. Follow steps 1 through 3 above.</li> <li>2. Click the edit link.</li> <li>3. Click the "Authorize and Submit" link in the left menu.</li> <li>4. You will see the link to view/print the Assurance and Certifications.</li> </ol>	

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Module 3: Managing Stations and Volunteers		
Activity	Description	Materials and Resources
<b>Preparation</b>	<ul style="list-style-type: none"> <li>Review the Recruitment and Strengthening Communities Section of your grant application.</li> <li>Review <i>Operations Handbook</i> Chapters: 6, 7, 8, 9, 12</li> <li>Compliance Document: A.5-A.33</li> <li>Review sample MOU</li> <li>Review your MOU template and your volunteer enrollment forms</li> </ul>	<ul style="list-style-type: none"> <li>Senior Corps Operations Handbooks:               <ul style="list-style-type: none"> <li><a href="#">FGP Operations Handbook</a></li> <li><a href="#">SCP Operations Handbook</a></li> <li><a href="#">RSVP Operations Handbook</a></li> </ul> </li> <li>Compliance Monitoring Guide</li> <li><a href="#">Senior Corps Application Instructions</a></li> </ul>
<b>Presentation</b>	<p><b>Key Concepts for Module 3</b></p> <ul style="list-style-type: none"> <li>Understand how Performance Measures affect project management.</li> <li>MOU and Assignments Plans are key documents for managing your project.</li> <li>Setting-up and following effective management policies and procedures will ensure you reach your PM, and ensure compliance with federal regulations.</li> <li>Understand the value of community partners and collaborations with other national service projects.</li> <li>Have a better understanding of what should be in your written policies and procedures and forms concerning station and volunteer management.</li> <li>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</li> <li>Review current MOU, assignment descriptions, enrollment forms, volunteer separation policy and cost reimbursement policies used by your program</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Common Audit Compliance Findings</a></li> <li><a href="#">Criminal History Background Check Policy</a></li> <li><a href="#">Income Eligibility Guidelines</a></li> </ul> <p><b>Sample:</b></p> <ul style="list-style-type: none"> <li><a href="#">RSVP Volunteer Assignment Descriptions</a></li> <li><a href="#">FGP Volunteer Assignment Descriptions</a></li> <li><a href="#">SCP Volunteer Assignment Descriptions</a></li> <li><a href="#">RSVP Volunteer Enrollment forms</a></li> <li><a href="#">FGP Volunteer Enrollment forms</a></li> <li><a href="#">SCP Volunteer Enrollment forms</a></li> <li><a href="#">SCP Sample Orientation and Training Plan</a></li> </ul> <p><b>Coming Soon:</b></p> <ul style="list-style-type: none"> <li>RSVP Sample Orientation and Training Plan</li> <li>FGP Sample Orientation and Training Plan</li> <li>SCP Sample Cost Reimbursement Policy</li> <li>Sample Volunteer Separation Policy</li> <li>Sample MOU</li> </ul>
<b>Additional Resources:</b>	<ul style="list-style-type: none"> <li>This webpage is a consolidation of 2014 Senior Corps Virtual Conference materials and resources.</li> <li>eGrants resources</li> <li>Reporting resources</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">2014 Senior Corps Virtual Conference Materials</a></li> <li><a href="#">eGrants - Entering Volunteer Station Rosters</a></li> <li><a href="#">Managing Senior Corps Resources</a></li> </ul>

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Module 4: Budgets, Reports, and Grant Management		
Activity	Description	Materials & Resources
<b>Preparation</b>	<ul style="list-style-type: none"> <li>Review Operations Handbook Review Chapters: 10 &amp; 11</li> <li>Review Section C of the Compliance Monitoring Guide.</li> <li>Review your project's in-kind donations form.</li> <li>Review your grant budget and budget narrative.</li> <li>Complete the Online Course: Preparing the Grant Budget for Senior Corps</li> </ul>	<ul style="list-style-type: none"> <li>Senior Corps Operations Handbooks:                             <ul style="list-style-type: none"> <li><a href="#">FGP Operations Handbook</a></li> <li><a href="#">SCP Operations Handbook</a></li> <li><a href="#">RSVP Operations Handbook</a></li> </ul> </li> <li>Compliance Monitoring Guide</li> <li><a href="#">Preparing the Grant Budget for Senior Corps</a></li> </ul>
<b>Presentation</b>	Power Point Presentation <ul style="list-style-type: none"> <li>Key elements of Senior Corps budget requirements</li> <li>Senior Corps program and financial reporting requirements</li> <li>Common compliance findings for documentation and recordkeeping</li> </ul>	Go to: <a href="#">Managing Senior Corps Grants</a> for the: <ul style="list-style-type: none"> <li>Progress Report Instructions</li> <li>PRS Instructions</li> <li>FFR Instructions</li> </ul>
<b>Consultation</b>	Contact your Program Officer with questions you have about Module 4.	
<b>Additional Resources</b>	Financial Management Resources- This webpage is a collection of training materials developed for CNCS grantees.	<a href="#">Financial Management Resources</a>