



New AmeriCorps Program Start-up Institute - *Program Continuity Planning*

Recorded on April 14, 2016



Technology Check

- Be sure to log on to the National Service Knowledge Network (<http://www.nationalservice.gov/resources/amicorps/new-amicorps-program-start-institute>) for the audio recording of today's session.
- Use the Chat Box to ask a question or make a comment at any time during the presentation.
- Please take a moment to send a greeting out to all participants on today's session via the Chat Box.

Today's Agenda



- Introduction
- Ten Elements of Program Continuity Planning
- Advice from the Field – Best Practices
- Activity
- Closing Remarks

CNCS AmeriCorps State and National



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AmeriCorps State and
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Introduction



Staff Transition Planning

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Program Continuity Planning

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Program Management Sustainability

Ten Elements of Program Continuity Planning

-  Timeline/Calendar
-  Funding
-  "Playbooks"
-  Staff Engagement
-  Technology
-  Recordkeeping
-  Performance Measurement/Reporting
-  Member Management/Support
-  Contacts/Relationships
-  Resources

Timeline/Calendar

- CNCS
- Organization
 - Program(s)
 - Subgrantee(s)
- Non-CNCS activities



\$/Funding



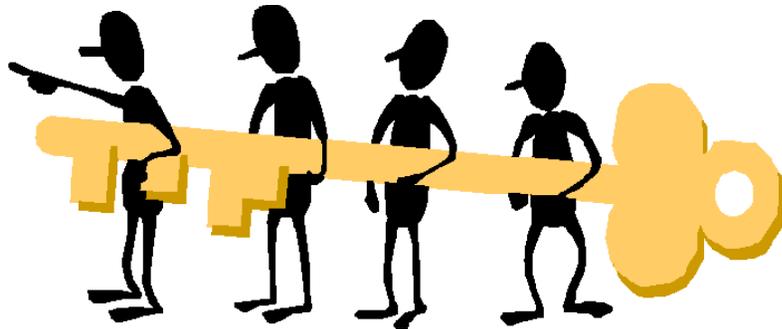
- # and types of grants
- Funding level
- Sources
- Budget period
- Match requirement
- Budgeted/actuals
- Finance staff

“Playbooks”



- Grant Application(s) and Terms & Conditions
- Policies and Procedures Manual and Written Guidance
- Transition Document

Staff Engagement



- Avoid “siloed” program management
- Ensure engaged leadership
- Employ cross-training
- Connect financial and program staff

Resources



- AmeriCorps grant terms and conditions, regulations, FAQs
- CNCS Program Officers and Grants Officers
- National service associations
- Peer mentoring
- Grantee Symposium and Regional Trainings
- New Staff/Programs Checklist
- The National Service Knowledge Network

Advice from the Field – Best Practices



Michael Ashmore
Maine Commission for
Community Service



Ashley Johnson
The Literacy Lab



Activity



- It would have been better if...
- A best practice was...

Homework

- Review *Ten Elements of Program Continuity and Program Continuity Self-Assessment*.
- Identify 1-2 of the elements and work with your staff to assess them and identify opportunities for improvement.

Summary



- Start with an up-to-date calendar/timeline.
- Integrate transition planning into daily activities and avoid “siloes” program management.
- Maintain written guides for all aspects of program management.

Q&A



What questions do you have?

Wrap Up for Today



- Resources at www.nationalservice.gov
 - Grant Terms and Conditions
 - National Service Knowledge Network
- Next Session:
 - May 12, 3:00 – 4:30 pm Eastern; Data Quality Review Best Practices

Thank you!



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