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/americorps/new-americorps-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
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
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 “siloed” program management.
• Maintain written guides for all aspects of program management.
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!