Program Continuity 101

Ten Elements of Program Continuity

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Introductions

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Session Overview

• Ten Elements of Program Continuity Planning
• Peer Discussion – Best Practices
• Member Management and Support Activity
• Wrap-up and Q&A
10 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”

- Policies and Procedures Manual and Written Guidance
- Transition Document
Staff Engagement

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

• Know and sustain the network of relationships during transition
Resources

- AmeriCorps grant terms and conditions, regulations, FAQs
- CNCS Program Officers and Grants Officers
- National service associations
- Peer mentoring
- Grantee Symposium and Regional Trainings
- The National Service Knowledge Network
Best Practices from the Field - Peer Discussion

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Questions for discussion:

What questions do I need answered about member management/support during staff transition? What do I need to know?
Wrap-Up

- 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
Thank you!