



New AmeriCorps Program Start-up Institute – July 23, 2015

Access the audio recording of this presentation at

<http://www.nationalservice.gov/resources/ Americorps/new-ameriCorps-program-start-institute>



Technology Check



ON THE PHONE:

- Please mute your line during the presentation by pressing *6.
- Unmute your line for the Q&A portions of the agenda; press *6 to unmute the line.

ON SKYPE:

- Use the dialogue box on the left side of your screen to provide input or ask a question at any time during the presentation.
- There are two attachments to support this presentation: Resources for New Direct AmeriCorps Grantees and 2015 Checklist for New AmeriCorps Programs.

Start-up Institute



The New AmeriCorps Program Start-up Institute is a series of workshops that are designed to help new CNCS grantees launch successful AmeriCorps programs. The 2015 series will include:

- Session 1 – July 23, 2015

Orientation to CNCS and Basic Financial Management

- Session 2 – August 20, 2015

AmeriCorps Member and Site Management; Financial Management Systems

- Session 3 – September 16, 2015

Program Start-up Grantee Panel at 2015 AmeriCorps State and National Symposium

- Session 4 – Fall, 2015

Grantee Reporting, Site Monitoring, Member Evaluation, Branding and AmeriCorps Identity

Today's Agenda



- CNCS Overview: Barbara Ellen Reynolds
- Financial Management Introduction: Bonnie Janicki
- National Service Criminal History Checks 101: Brian Cognato
- Closing Remarks

CNCS AmeriCorps State and National

BARBARA ELLEN REYNOLDS TRAINING SPECIALIST

Barbara Ellen Reynolds is the Training Specialist for AmeriCorps State and National at the Corporation for National and Community Service. She joined the CNCS team in September 2013. In her role, Barbara works closely with CNCS staff, AmeriCorps programs, and State Service Commissions to design and deliver training and technical assistance to strengthen AmeriCorps programs and service experiences.

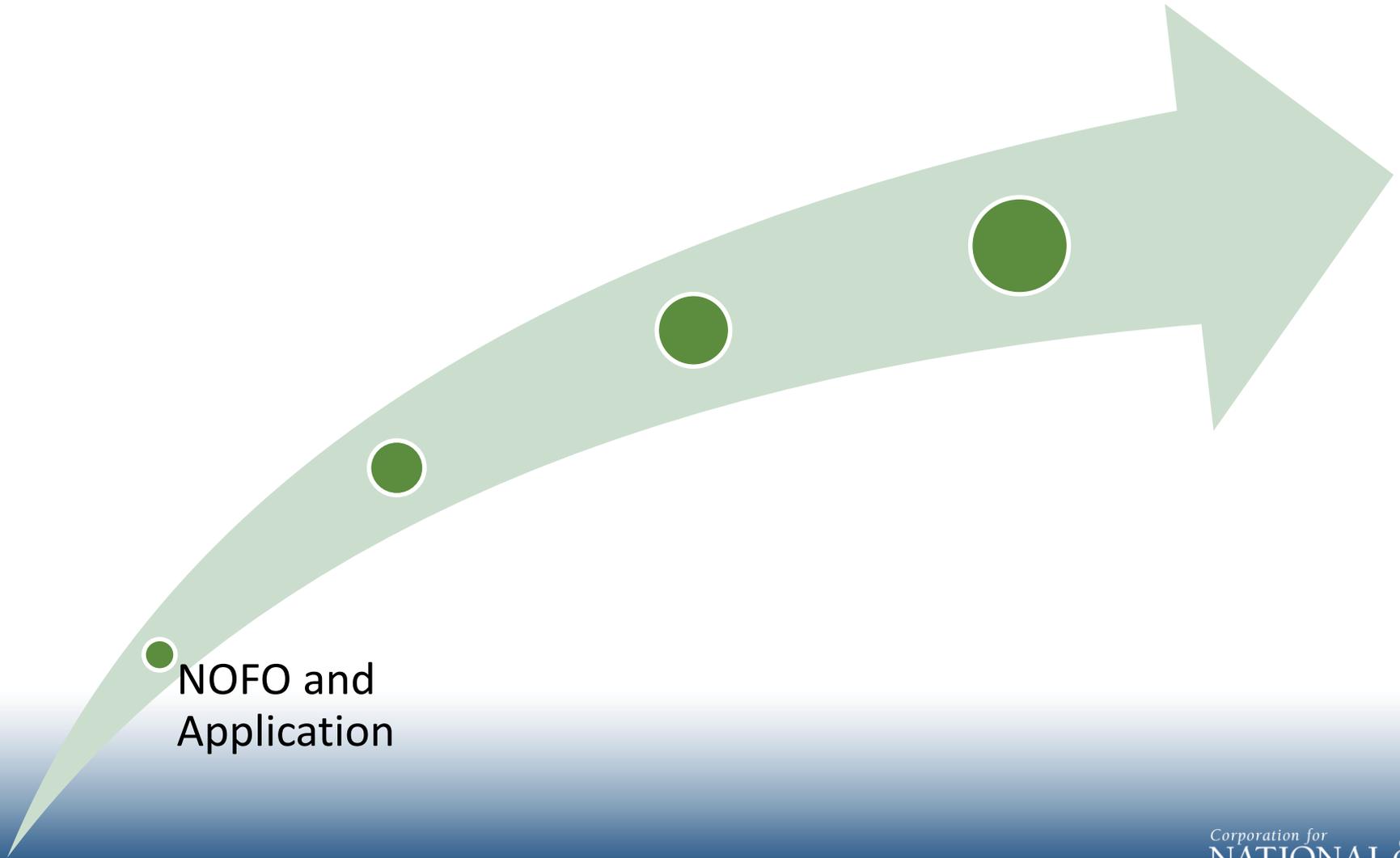
Before joining CNCS, Barbara was the Executive Director of the Maryland Governor's Office on Service and Volunteerism, the State's Service Commission, and the Director of Volunteer Maryland, a state-wide AmeriCorps program. She has a Master's in Public Administration from American University and is a proud graduate of Randolph-Macon College in Virginia.



Orientation to the AmeriWorld

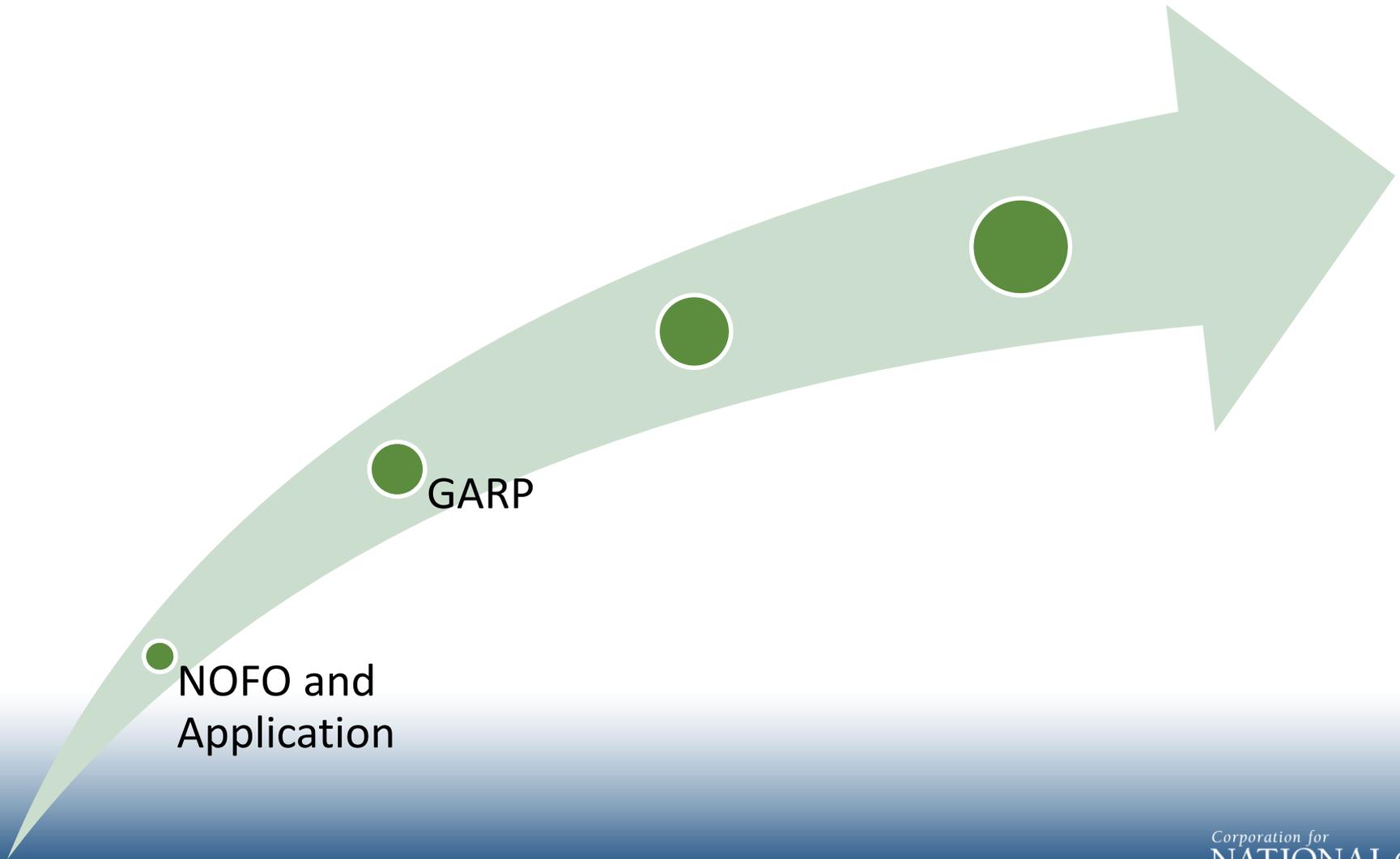
- How did we all get here today? How are AmeriCorps program grants made?
- CNCS overview
- Cycle of program development
- Next steps
- Resources to support grantees

How Did We Get Here?

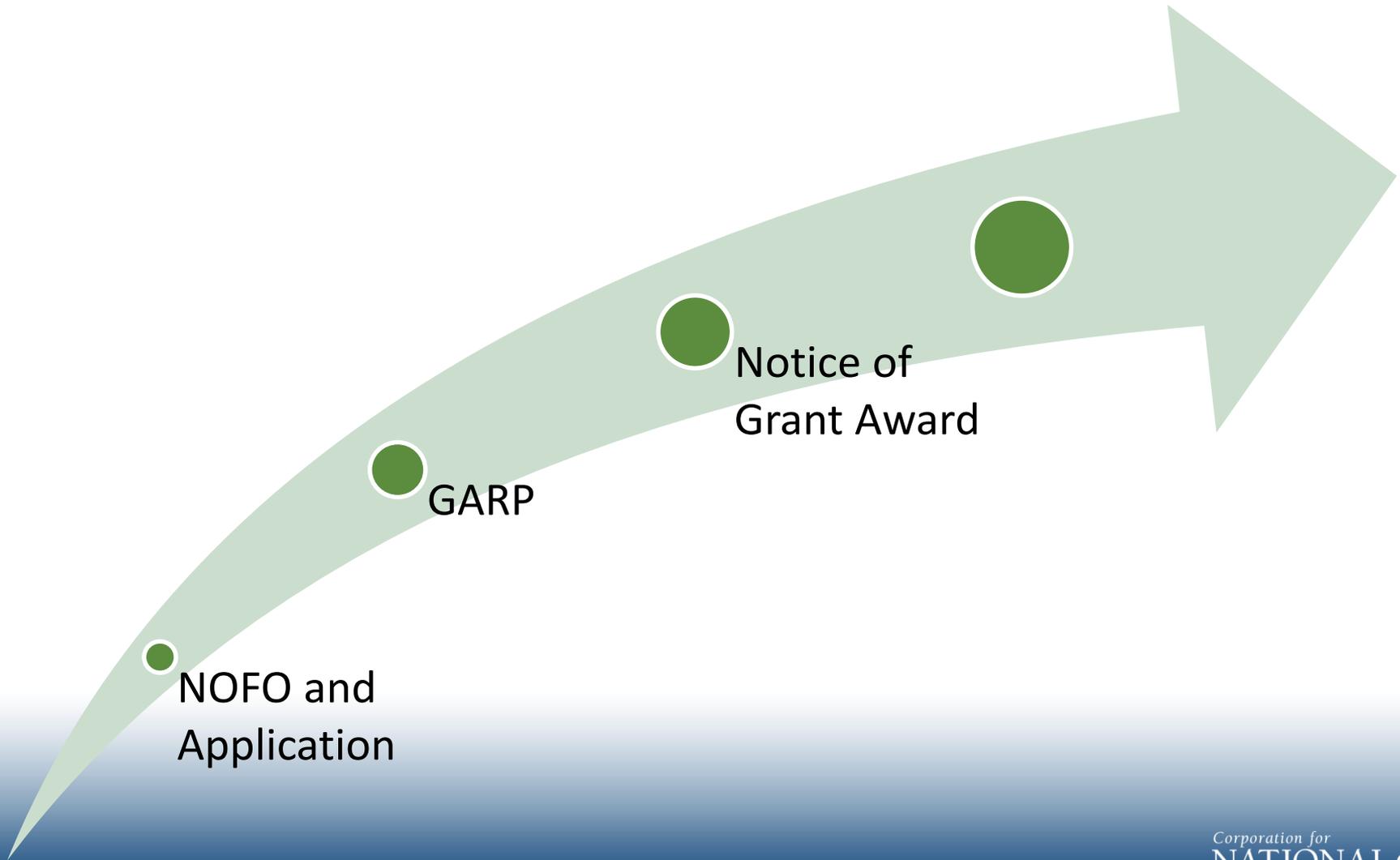


NOFO and
Application

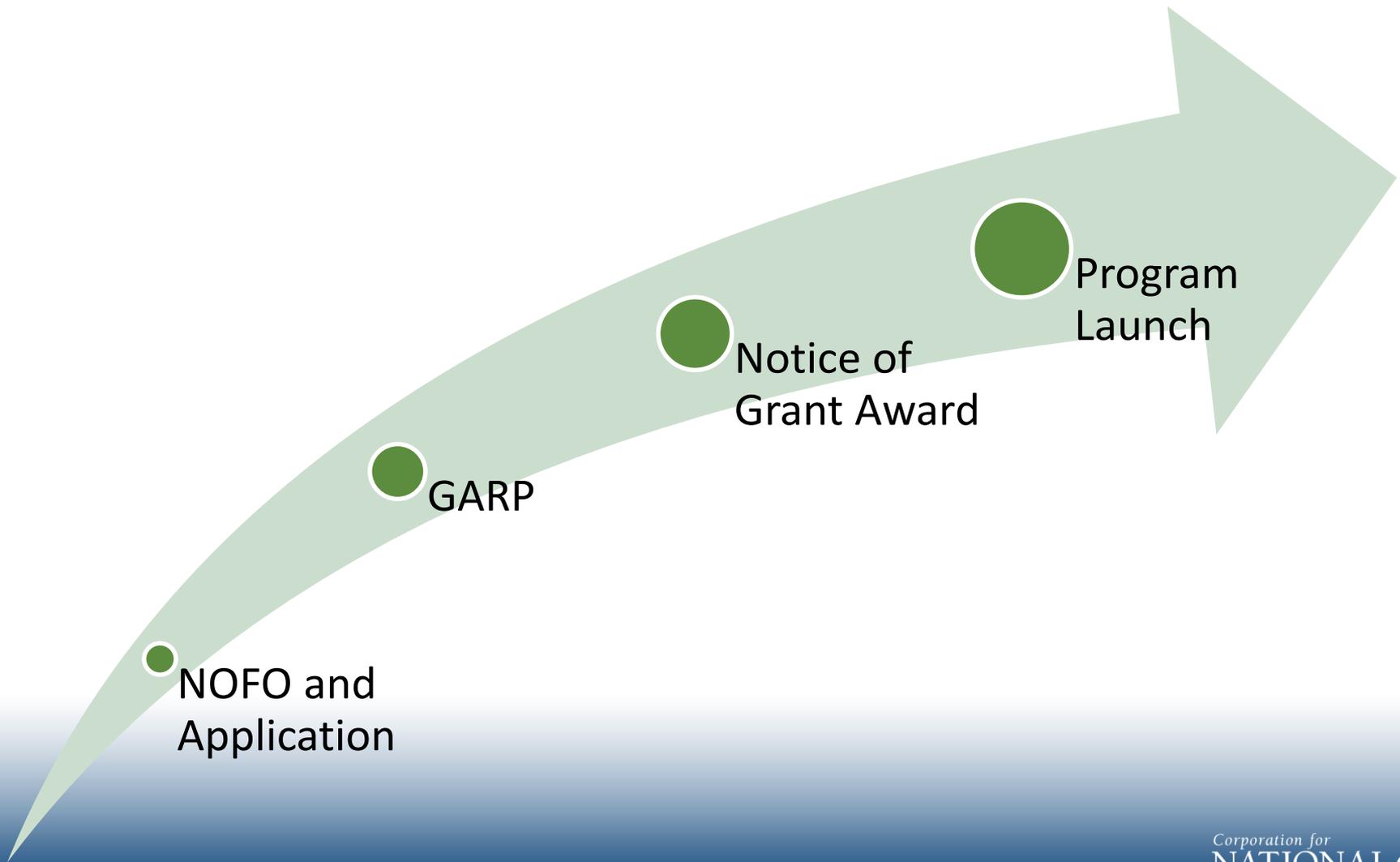
How Are Program Grants Made?



How Are Program Grants Made?



How Are Program Grants Made?



CNCS Overview



CNCS Mission:

to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

www.nationalservice.gov

Types of AmeriCorps State and National Prime Grantees

1. State Service Commissions

2. Direct Programs:

- National or multi-state programs
- Programs managed by Indian Tribes
- Programs managed by US Territories
- Programs funded in states without a commission

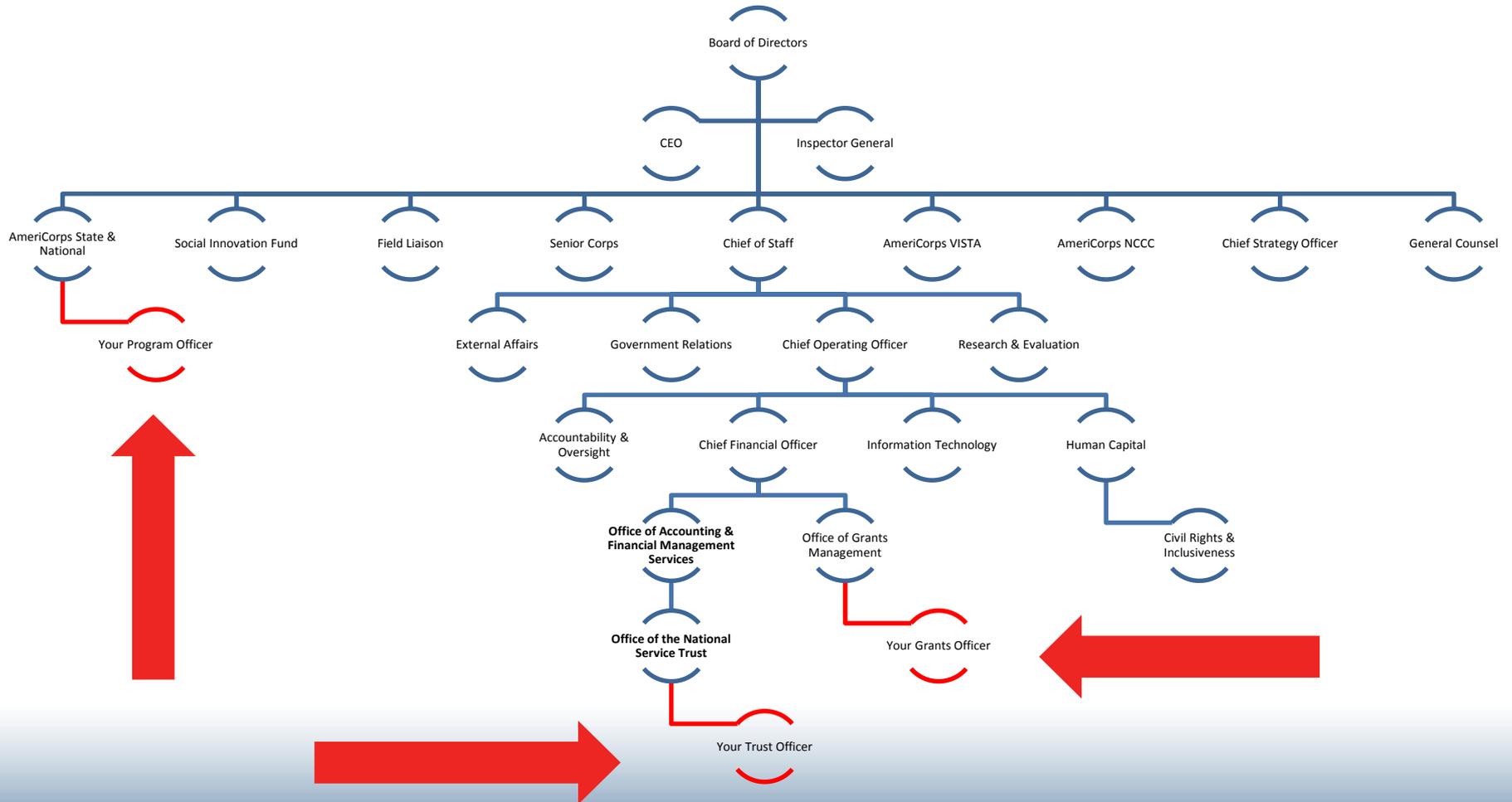
CNCS Staff Contacts



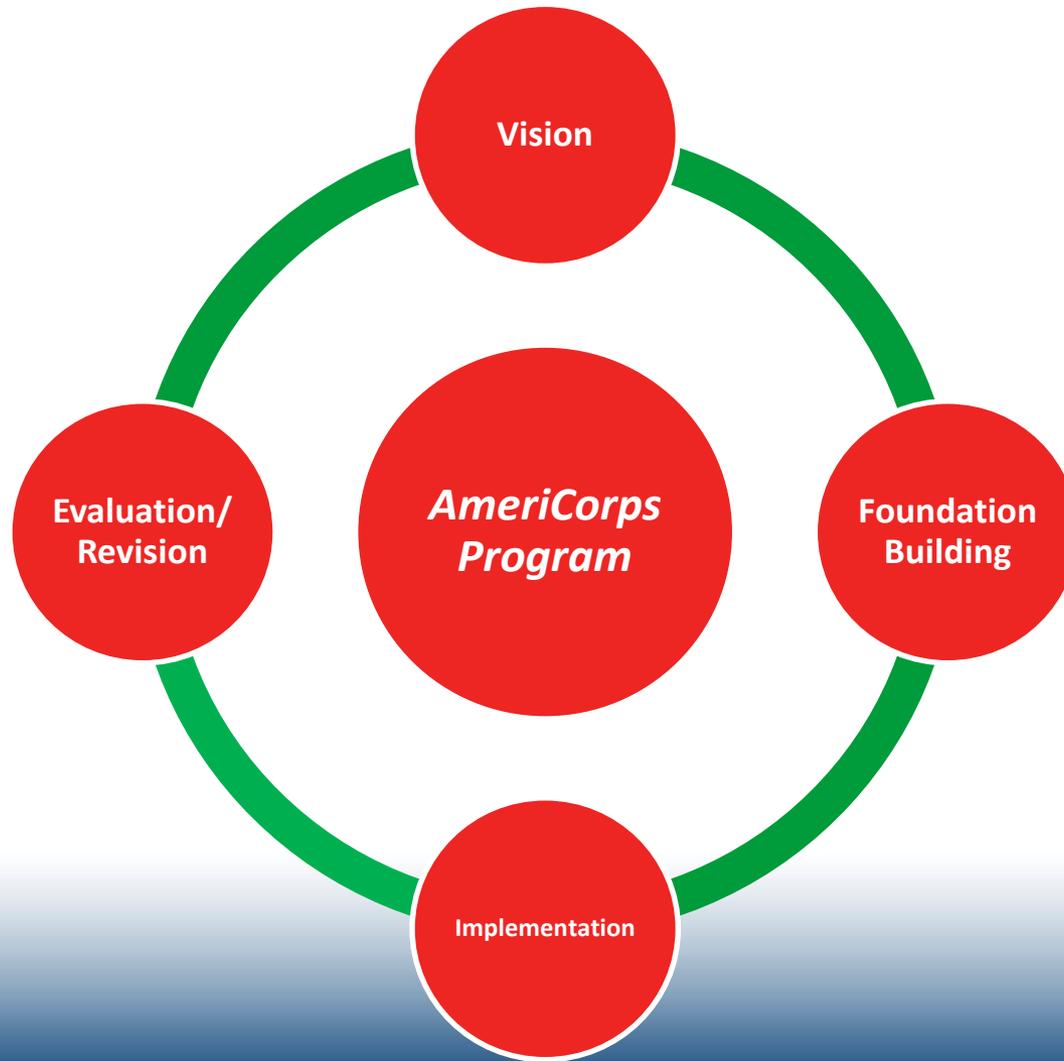
All prime grantees have three key points of contact at CNCS:

- Program Officer (PO)
- Grants Officer (GO)
- National Service Trust Officer

CNCS Basic Organizational Chart



Cycle of Program Development



AmeriCorps = People



Review



Welcome to the AmeriWorld!
How AmeriCorps Program Grants Are Made
CNCS Structure and Grantee Contacts
AmeriCorps State and National Prime Grantees
Cycle of AmeriCorps Program Development
AmeriCorps = People

AmeriLingo



Program Resources



- ✓ **Tutorials**
- ✓ **Sample Materials**
- ✓ **Recorded Webinars**

www.nationalservice.gov/resources

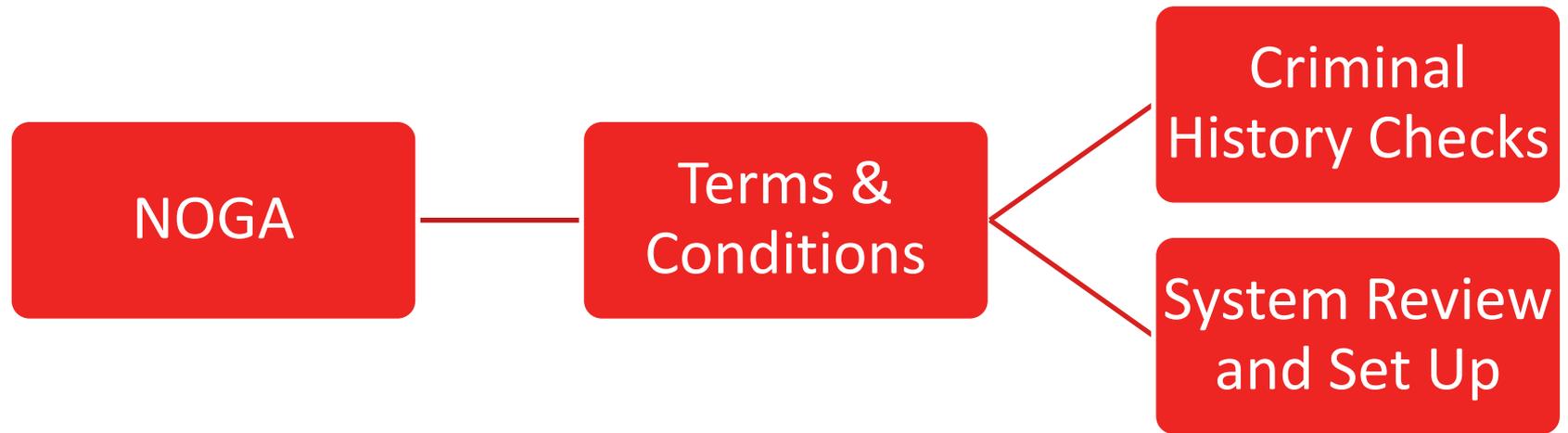


BONNIE JANICKI **SENIOR GRANTS OFFICER**



Bonnie Janicki is a Senior Grants Officer for Grant Operations at the Corporation for National & Community Service, Office of Grants Management. Currently she manages a team of grants officers responsible for the day-to-day grants management of a diverse portfolio of programs that includes AmeriCorps State and National, Social Innovation Funds, Martin Luther King, and many others. Bonnie began her federal service with the Corporation in 1994 and continues to enjoy her work.

Financial Management



Terms and Conditions



Issued by CNCS

Guiding Principles

General

Program and Financial

Grantee and Subgrantee

System Set Up and Review

Efficient Accounting System

Distinguish between:

- grant vs. non-grant related expenditures
- CNCS vs. grantee share
- direct and indirect costs
- program years
- budget categories

All costs charged to the grant must be supported by clear documentation

Financial Management Resources

✓ **Terms and Conditions**

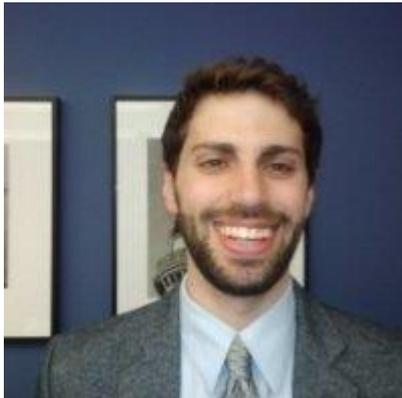
✓ **Regulations**

<http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>

✓ **Trainings**

<http://www.nationalservice.gov/resources/financial-management>

BRIAN COGNATO GRANTS MANAGEMENT SPECIALIST



Brian Cognato joined CNCS in February 2015 as a Grants Management Specialist on the Criminal History Checks team. Prior to joining CNCS, he worked at the U.S. Agency for International Development (USAID), where he focused on strategy development, program operations, and grants management in a small program office, and PeacePlayers International, an NGO that builds peace among youth worldwide through sports. A graduate of the University of Maryland in College Park, he is currently pursuing an M.P.A. at the Trachtenberg School at George Washington University.

Who Cannot Work or Serve? (45 CFR 2540.200-207)

Anyone who **refuses** to undergo the check is ineligible.

Anyone who makes a **false statement** in connection with a program's inquiry concerning their individual's criminal history is ineligible.

Anyone listed, or required to be listed, on a **sex offender** registry is ineligible.
(November 23, 2007)

Anyone convicted of **murder** as defined and described in 18 U.S.C. § 1111 is ineligible.*
(October 1, 2009)

Why Do CHCs Matter?



Safety



Taxpayer
\$



The Law



Time
Sensitive



Your Responsibilities: The Three D's of CHCs



1. **DO** the right checks.



2. Do them by the
right **DATE**.



3. **DOCUMENT** your
actions.

What Checks are Required?



1. National Sex Offender
Public Website



2. State Checks



3. FBI Checks

Accompaniment



Alternatives and Special Cases

- Possible to submit Alternative Search Procedures (ASPs) and requests for FBI exemptions
- “Blanket ASPs”
- Visit CNCS website for more information
- Discuss with PO

Blanket ASPs as of March 2015 address the following situations:

Organizations that receive clearance letters from partners, in lieu of actual results

Unreadable fingerprints

Prohibited by State law from sharing or maintaining results

Use of Departmental Orders checks when State Repository denies request for check

Using a vendor for NSOPW results

Vendors and HR Departments

It is the **grantee's** duty to ensure that its vendor or HR Department complies with NSCHC requirements.

Which CHC **component** will you use them for?

Will they use the **correct source**?

Do they **limit data** to 7 years?

Do they maintain the **results**?

Criminal History Check Resources

- ✓ **Guidelines**
- ✓ **Trainings**
- ✓ **FAQs**

<http://www.nationalservice.gov/resources/criminal-history-check>

Where to Start?



- Review Details: See “Components” on Knowledge Network
- Identify Covered Positions: Who’s In the Budget?
- Review Policies and Procedures: See “Procedures Review” on Knowledge Network
- Initiate Process: See “Steps Checklist” and “Documentation Checklist” on Knowledge Network

Q&A



- What questions do you have?

Wrap Up for Today



- Resources at www.nationalservice.gov
 - Grant Terms and Conditions
 - AmeriCorps Page on the Knowledge Network
 - Branding and AmeriCorps Identity Resources
- Next New Program Start-up Institute Session
 - August 20, 3:00 – 4:30 pm Eastern

Thank You!

