Slide 1

Welcome to the New Project Directors' Orientation. This overview is an introduction to four training modules designed to help Senior Corps sponsors, project directors, and other staff become familiar with the information needed to manage Senior Corps projects.

Slide 2

The orientation overview will explain the New Project Directors' Orientation format and to guide participants to the resources used in the four training modules.

Slide 3

Successful Senior Corps project directors need a wide variety of expertise including project management skills, communication skills, people skills, community organizing skills, creativity. Project directors also need basic information and resources to manage a Senior Corps project in compliance with the federal rules and regulations and how to use the important materials related to the federal regulations and Senior Corps policy.

The New Project Directors' Orientation will give you the information you will need to get started.

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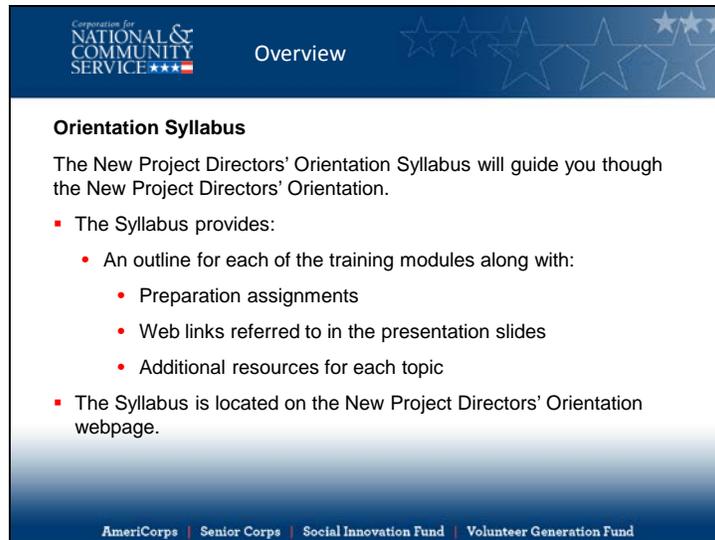
Before starting Module 1 be sure to review the New Project Directors' Orientation Syllabus. This is where you will find the preparation assignments for each modules and links to the resources referred to in the presentations.

Slide 5

The New Project Directors' Orientation curriculum will guide you through key policies and regulations that must be implemented in your project. Work with your State Office Staff to develop a schedule for completing the four training modules that make up the curriculum.

The four training modules are as follows:

The first module, Introduction to CNCS and Senior Corps will cover background, legislative, and organizational information for CNCS and the Senior Corps projects, the Strategic Plan, and resources that are available to help manage Senior Corps projects.

The second module called Project Management will cover important information including the roles of the sponsoring organization, project staff, advisory councils.

The third module is Stations and Volunteers which will review the requirements for volunteer stations and volunteers including: MOUs, volunteer enrollment, eligibility and assignments.

The fourth module, Budgets, Reports and Grants Management will cover Senior Corps budgets and fiscal rules including: managing in-kind donation, allowable costs, fund raising.

Each module has three parts: preparation, presentation, and consultation.

Preparation: There is an preparation assignment associated with each module. The assignments are designed to help you apply the information from the presentations to your project. New

project directors who complete the assignments in conjunction with the presentation better understanding the purpose of the program requirements and have a better idea of what they need to do to manage and improve their project.

Presentation: The presentations are accessible online from the Senior Corps New Project Directors' Orientation webpage. You will be able to view the presentation as your time permits. It is recommended that you set up a schedule with your state program officer and complete the presentations over a 1-2 month period.

Consultation: You will have questions as you complete the preparation assignments and view the presentations. You should schedule time with your CNCS program officer to discuss each module to be sure you understand how to implement the rules in your project.

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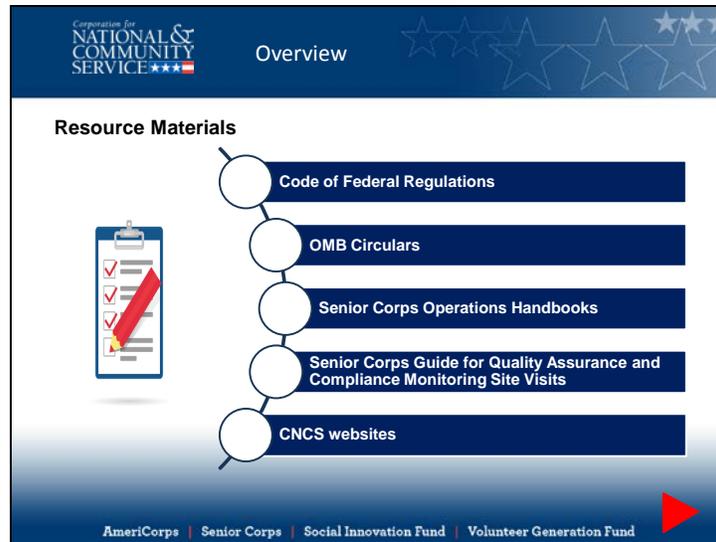
Senior Corps project directors should be familiar with Federal Code of Regulations, relevant OMB Circulars, the Senior Corps Operations Handbooks, and the Senior Corps Compliance Monitoring Guide. These are the resource documents you will use to complete the New Project Directors' Orientation curriculum and to manage your Senior Corps grant.

Let's look at each of these resources and how to access them.

First we will talk about the Code of Federal Regulations.

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The Code of Federal Regulations (CFR), is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

CFR is the source document for the requirements that govern Senior Corps grants. When Congress passes a law that affects a Senior Corps program, it is recorded in the CFR, Senior Corps projects are required to adherence to the new rule.

The electronic or eCFR is the online version of the CFR and is the best way to access the Code of Federal Regulations.

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The Corporation for National and Community Service is found in Title 45, Chapters XII and XXV. The regulations governing RSVP, for example, are in Chapter XXV, Part 2553, which is typically cited as "45 CFR 2553."

An example of a change in the law for Senior Corps is the age requirement for FGP and SCP. In 2009 Congress passed the Kennedy Serve America Act (SAA) which re-authorized and expanded National Service programs. As part of the SAA several changes were made in the Senior Corps regulations. Prior to the SAA the minimum age for Foster Grandparents and Senior Companion volunteers was 60; with the passage of the SAA the regulation was changed to 55. The age requirement change is codified in the CFR.

The Senior Corps Federal Regulations are easy to search and are written in an easy to understand question and answer format.

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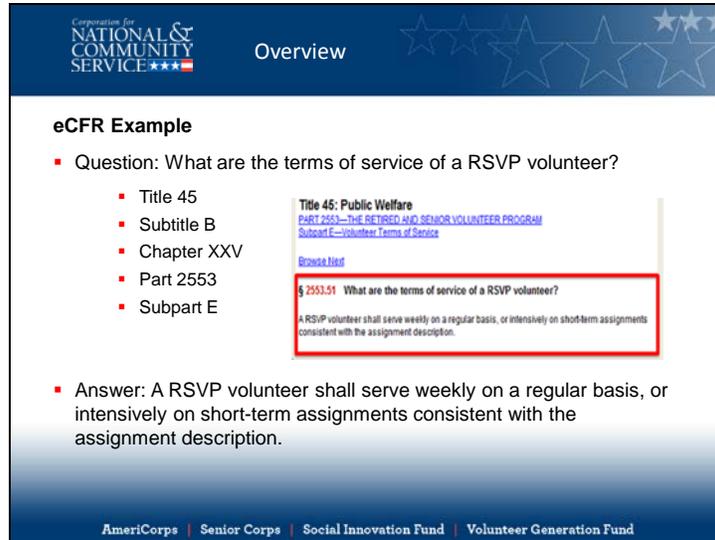
For example, if you want to know how long an RSVP volunteer is required to serve, click on 2553.51 in the RSVP regulations: "What are the terms of service of a RSVP volunteer?" Click the link to reveal the answer: "A RSVP volunteer shall serve weekly on a regular basis, or intensively on short-term assignments consistent with the assignment description."

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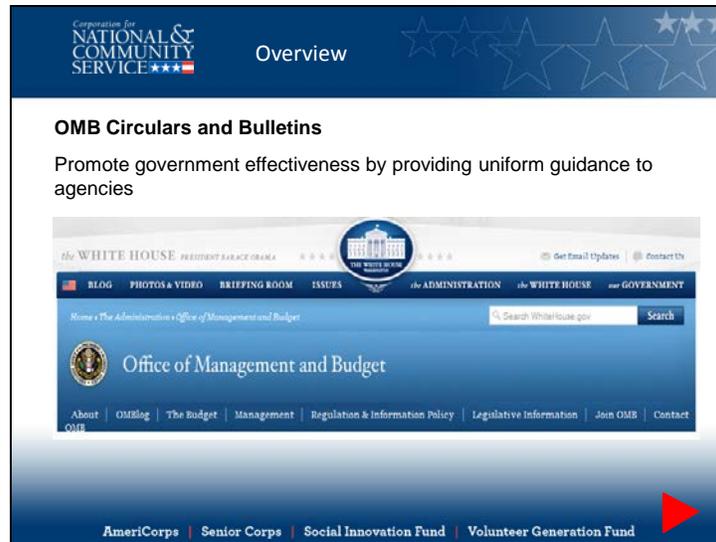
The (Office of Management and Budget) OMB's mission includes assisting the President in overseeing and evaluating the effectiveness of agency programs, policies, and procedures.

OMB Circulars and Bulletins are major tools used by the Executive Office of the President to exercise managerial and policy direction over Federal agencies. Circulars and Bulletins promote government effectiveness by providing uniform guidance to agencies. They provide policy guidance or processes over a broad range of subjects, ranging from detailed instructions on preparing agency budget requests to principles for determining allowable research costs at universities.

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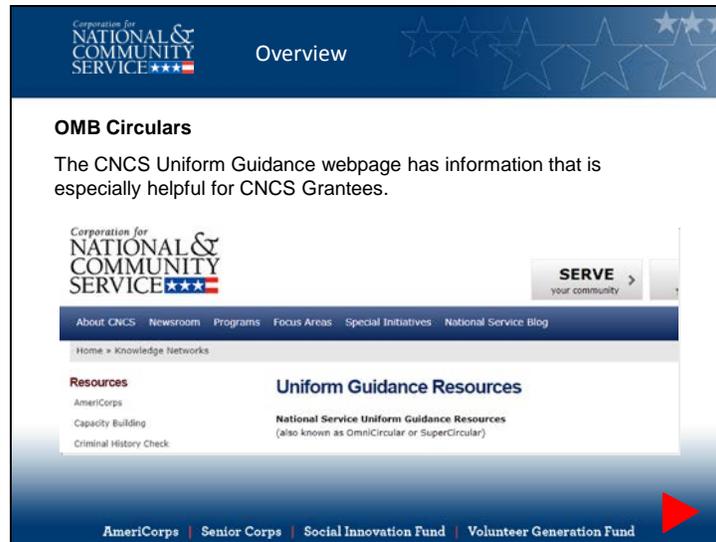
The Uniform Guidance (also known and the Omnicircular or Supercircular) streamlines a number of circulars into one document. Senior Corps grants awarded in and after 2015 must following the rules outlined in the Uniform Guidance. CNCS has a webpage devoted to the Uniform Guidance as an easy reference for grantees.

The accounting department in your sponsoring agency is likely familiar with OMB Circulars. As a Project Director you want to be aware of the rules affecting your program such as, allowable cost, and timekeeping requirements. The OMB Circular rules are federal requirements and must be followed by all CNCS programs.

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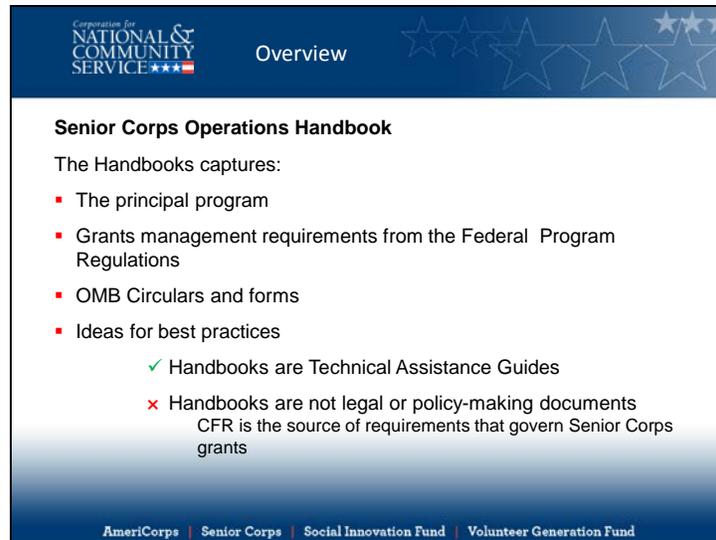There is an Operations Handbook for each of Senior Corps Programs. The Handbook was developed for the use of sponsors of Senior Corps projects, including: Executive Directors or their designees, Project Directors and other project staff, Community Advisory Group Members, and others involved in managing local projects.

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What will you find in the Operations Handbooks?
-A guide to technical assistance and other resources to support an effective project.
-The Handbooks capture in one place the principal program and grants management requirements taken from
- Program Regulations
- Government-wide grants management requirements
- OMB-approved forms (Grant Application, Progress Reports, etc.).
- In the handbooks you will find suggestions, ideas, and effective practices for managing and operating local projects. These suggestions are based on the experience and ideas of Senior Corps project directors and staff of the Corporation for National and Community Service.

What the Operations Handbook is NOT
- Not a legal or policy-making document.
- The Code of Federal Regulations is the source of the requirements that govern Senior Corps grants.

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The Senior Corps Guide for Quality Assurance and Compliance Monitoring Site Visits; commonly called "the Monitoring Guide" is the document used by CNCS staff to help determine if a sponsor is managing the grant project in compliance with Federal Regulations and the Terms and Conditions of the grant. The Compliance Monitoring Guide is used in NPDO to help to new Project Directors' focus on the key questions that measure how well the project is implementing the Senior Corps regulations and policies.

Periodically CNCS program officers schedule on-site Compliance Monitoring visits with each Senior Corps project in their state. The compliance monitoring portion of the visit is like an open book exam. CNCS state staff send the grantee the complete monitoring document 30 days in advance of the visit. Files and procedures will be reviewed during the visit to ensure the project is in compliance with the federal regulations. Site visits, meetings with sponsor staff, volunteers, and advisory council members are also included in Compliance Monitoring visits.

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The Overview presentation has introduced you to the New Project Directors' Orientation curriculum, the New Project Directors' Orientation Syllabus, and resource documents.

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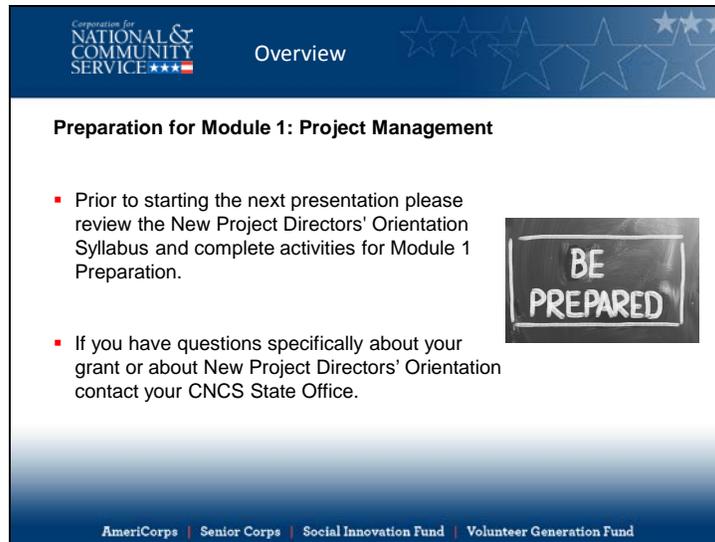
Now that you've come to end of the Overview of the New Project Directors' Orientation, you are ready to start Module 1. Please review the New Project Directors' Orientation Syllabus and complete activities for Module 1 Preparation.

If you have questions specifically about your grant or about New Project Directors' Orientation contact your CNCS State Office.
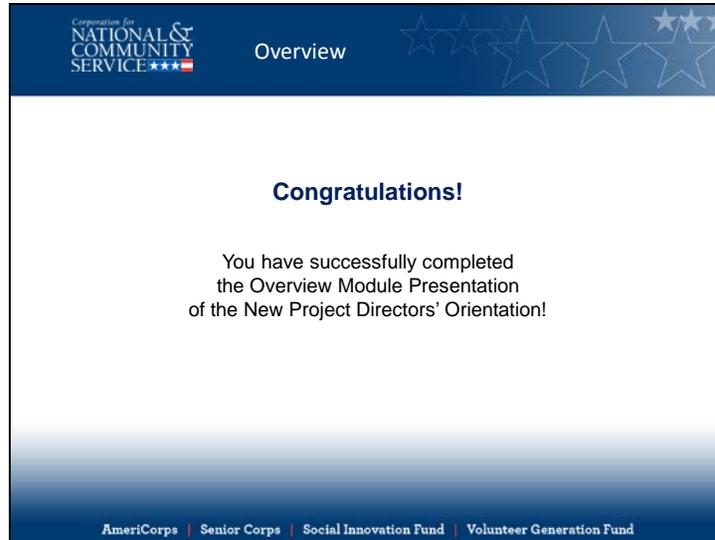
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Congratulations! You've successfully completed the Overview Module Presentation of the New Project Director's Orientation! Thank you for your participation.