



New AmeriCorps Program Development – July 21, 2016

Access the audio for this presentation: 866-397-1430



Welcome!

New AmeriCorps Program Development



***We'll get started in just
a couple of minutes.***

***Be sure to call in:
888-906-7802,
passcode 4202404***

Technology Check



ON THE PHONE:

The phone lines will be opened for Q&A after the presenter remarks.

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.

REPLAY:

Today's presentation will be posted on the National Service Knowledge Network: www.nationalservice.gov/resources

New AmeriCorps Program Development Series

The New AmeriCorps Program Development Series is designed to help new CNCS grantees launch successful AmeriCorps programs. The 2016 series will include:

- Session 1 – July 21, 2016

CNCS Orientation, Financial Management, Criminal History Checks

- Session 2 – August 11, 2016

AmeriCorps Member and Site Management, Financial Management Systems

- Session 3 – September 22, 2016

Program Start-up and Development Grantee Panel at 2016 AmeriCorps State and National Symposium

- Session 4 – Fall, 2016

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

- ✓ Works with AmeriCorps national and tribal programs and state commissions
- ✓ On CNCS staff since 2013
- ✓ Former commission director and AmeriCorps State director

Tell Me...Who Are You?

- Please use the dialogue box to answer these questions:
 - *What is your name?*
 - *What is the name of your AmeriCorps program or state commission?*
 - *Where are you right now?*
 - *What is your favorite strategy for surviving the heat wave?*

Example

- *Barbara*
- *CNCS*
- *Baltimore, MD*
- *Head north to survive the heat wave!*

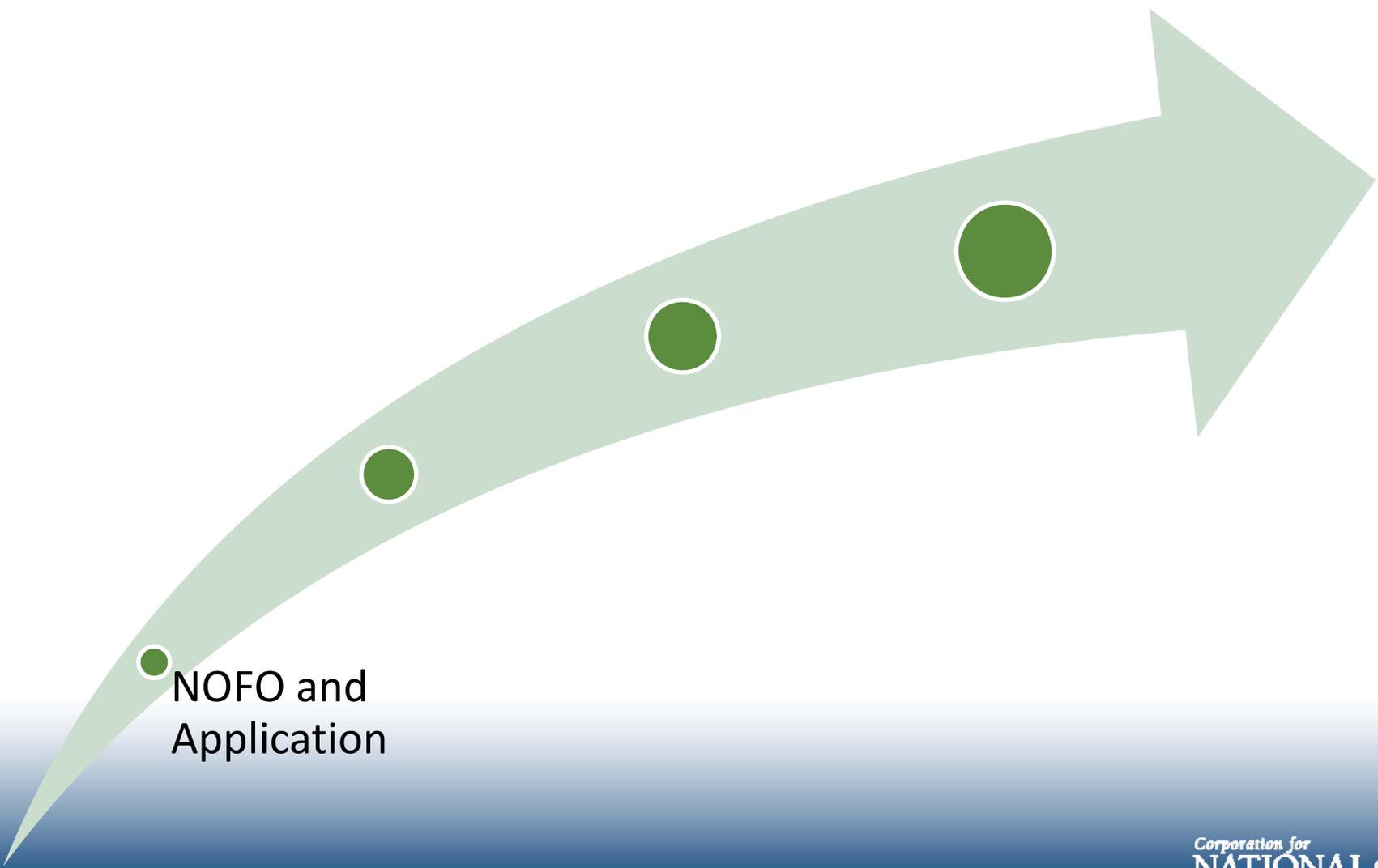
Tell Me...Who Are You?

- **Your turn!**
 - *What is your name?*
 - *What is the name of your AmeriCorps program or state commission?*
 - *Where are you right now?*
 - *What is your favorite strategy for surviving the heat wave?*

Orientation to the AmeriWorld

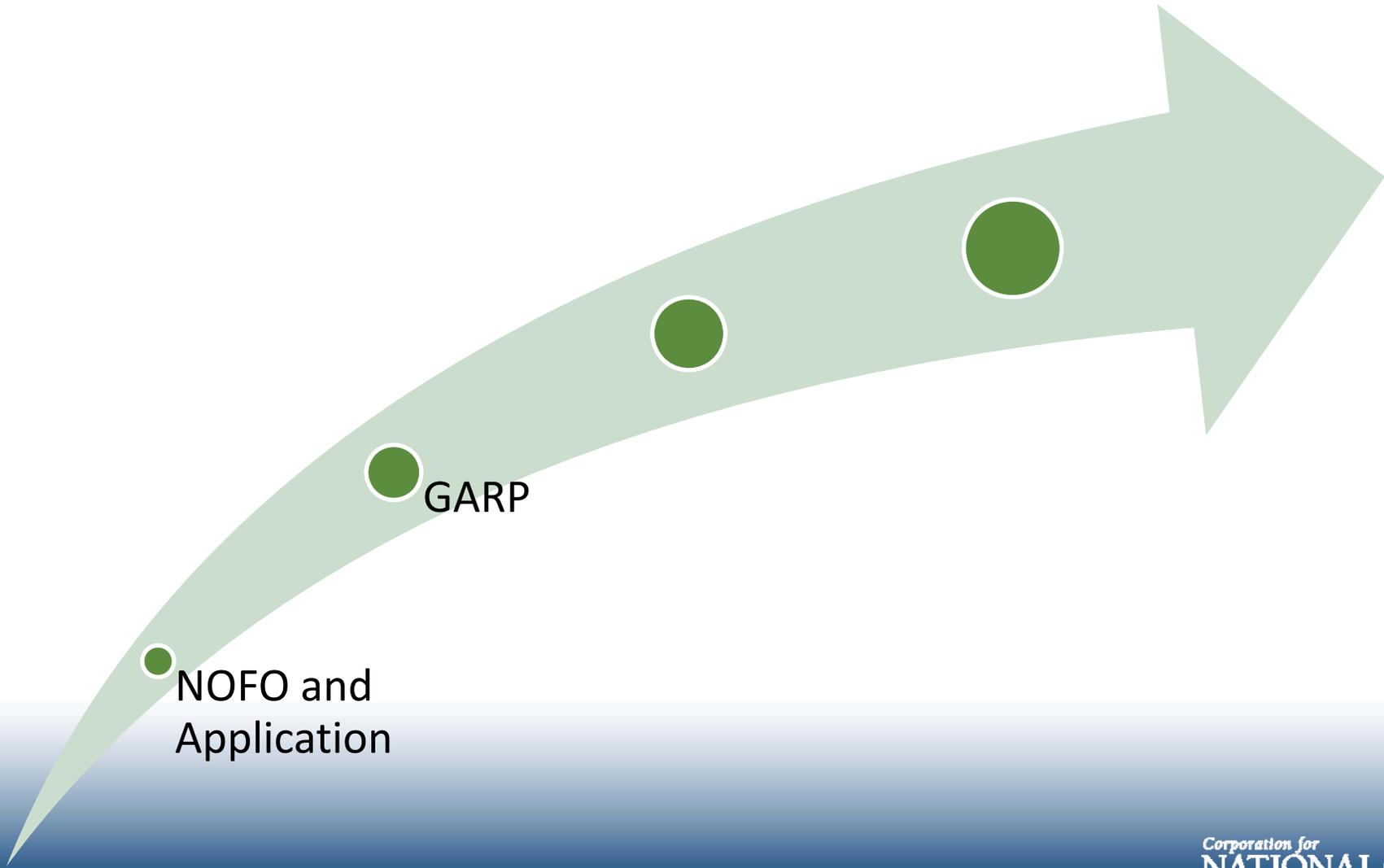
- How did we all get here today? How are AmeriCorps program grants made?
- CNCS overview
- Cycle of program development
- Next steps
- Resources to support grantees

How Did We Get Here?

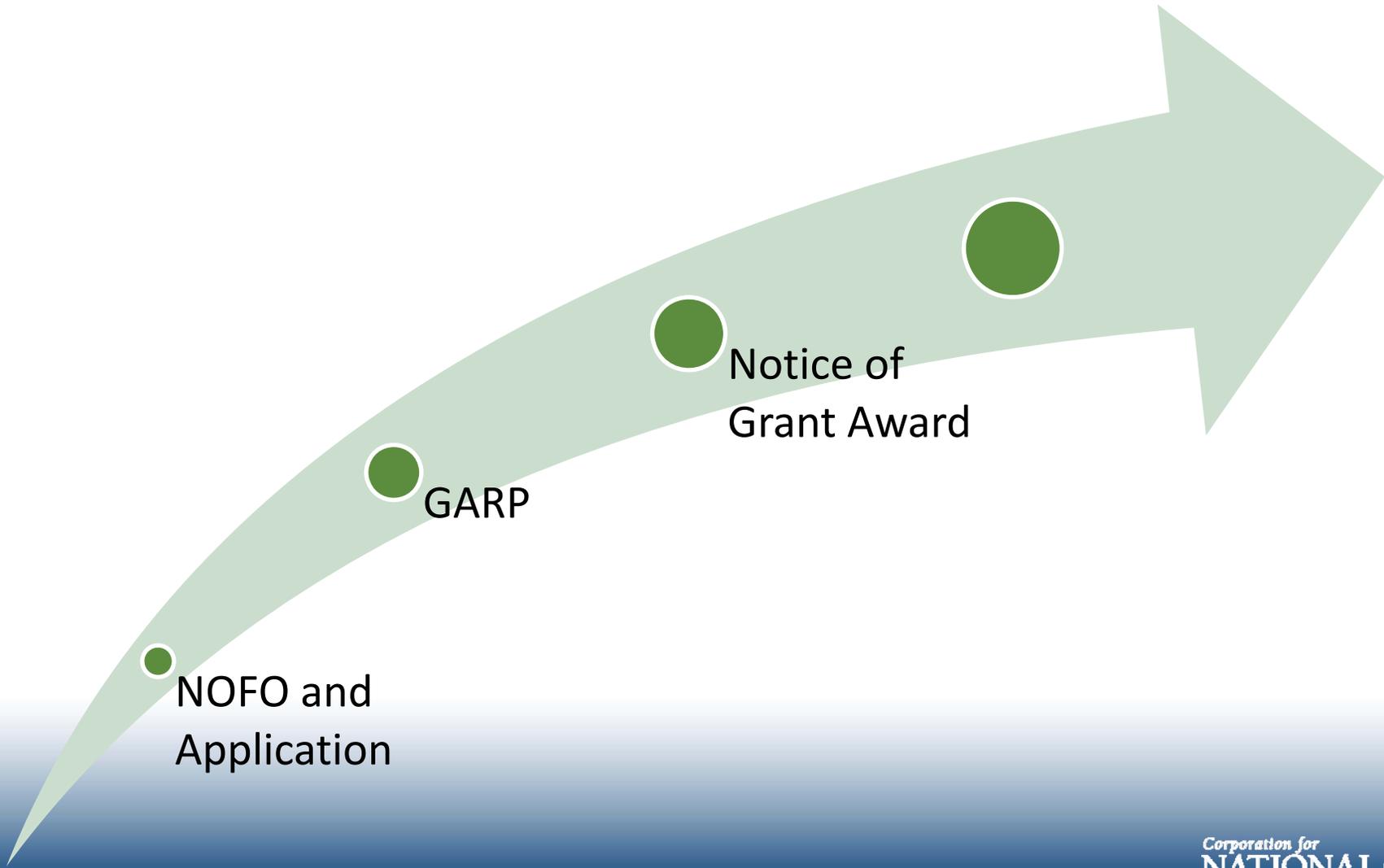


NOFO and Application

How Are Program Grants Made?



How Are Program Grants Made?



How Are Program Grants Made?

NOFO and Application

GARP

Notice of Grant Award

Program Launch

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:

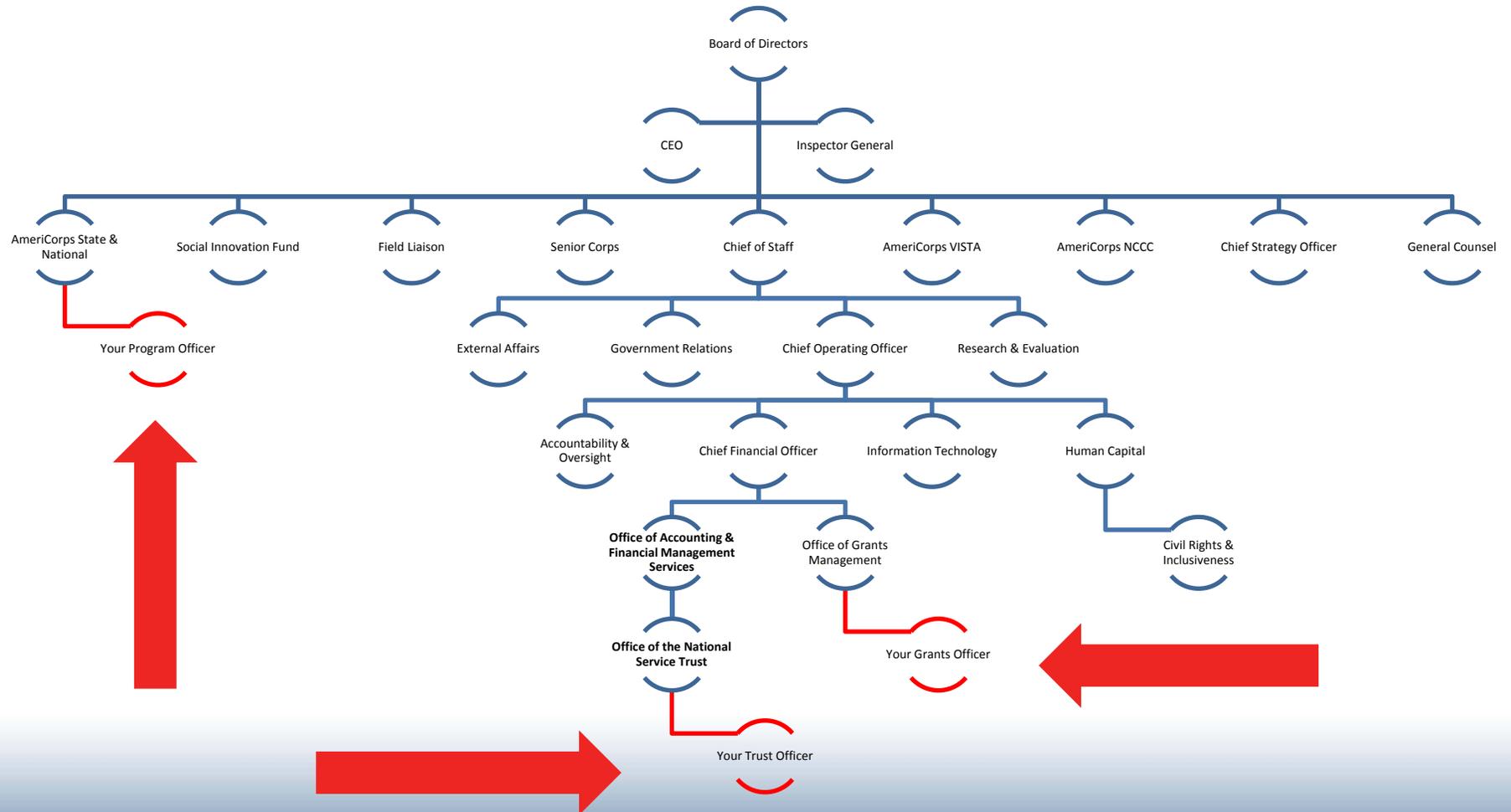
- National or multi-state programs
- Programs managed by Indian Tribes
- Programs managed by US Territories
- Programs funded in states without a commission

CNCS Staff Contacts

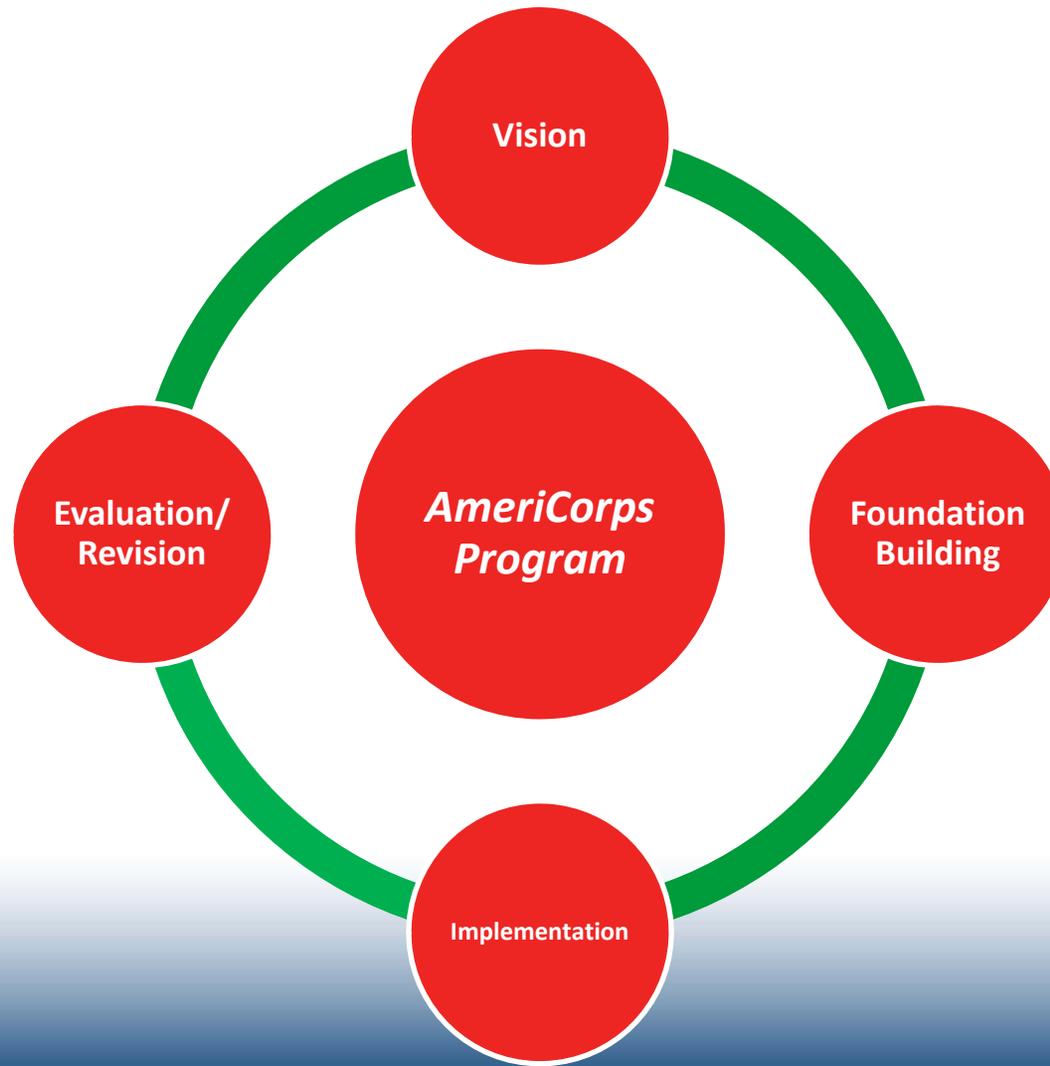
All prime grantees have three key points of contact at CNCS:

- 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

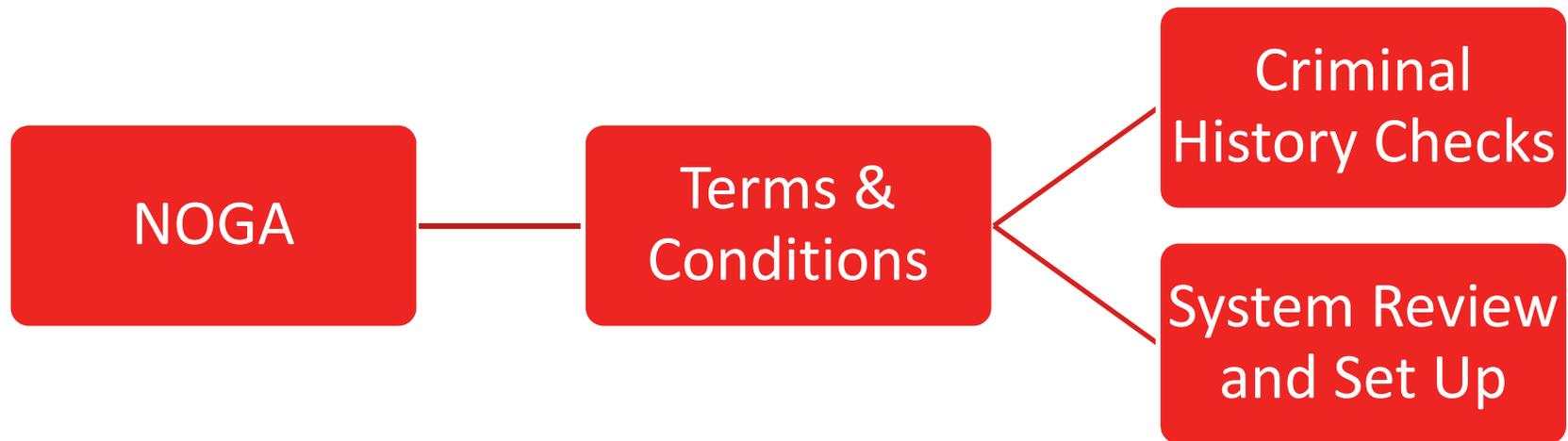
CNCS Office of Grants Management



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>

CNCS Office of Grants 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 program operations and grants management, and PeacePlayers International, an NGO that builds peace among youth worldwide through sports. He graduated from the University of Maryland in College Park and has an M.P.A. from the Trachtenberg School at George Washington University.

Criminal History Checks

- Why Are These Requirements Important?
- What Are They?
- Alternatives and Vendors
- Next Steps > **Required eCourse**
- Q&A

Terms and Conditions

**2016 GENERAL GRANT AND COOPERATIVE AGREEMENT
TERMS AND CONDITIONS
Effective December 1, 2015**

These Corporation for National & Community Service (CNCS) General Grant and Cooperative Agreement Terms and Conditions (General Terms and Conditions) are binding on the recipient. By accepting funds under this award, the recipient agrees to comply with, and include in all awards and subawards, these General Terms and Conditions, the program-specific terms and conditions, all applicable Federal statutes, regulations and guidelines, and any amendments thereto. The recipient agrees to operate the funded program in accordance with the approved application and budget, supporting documents, and other representations made in support of the approved application. The term recipient is used to connote either recipient or subrecipient, as appropriate, throughout these General Terms and Conditions.

TABLE OF CONTENTS

I. GOVERNING AUTHORITIES	2
A. Legislative And Regulatory Authority	2
B. Other Applicable Terms And Conditions.....	2
C. Order Of Precedence	2
II. GENERAL TERMS AND CONDITIONS	3
A. Responsibilities Under Award Administration	3
B. Financial Management Standards	4
C. Changes In Budget Or Key Personnel.....	5
D. Prohibited Program Activities.....	5
E. National Service Criminal History Check Requirements	5
F. The Office Of Inspector General.....	6
G. Reporting Of Fraud, Waste, And Abuse	6
H. Whistleblower Protection.....	7
I. Liability And Safety Issues	8
J. Award Monitoring.....	8
K. Non-Discrimination Public Notice And Records Compliance	8
L. Award Products	9
M. Suspension Or Termination Of Award.....	10
N. Trafficking In Persons	10
O. Central Contractor Registration (CCR) And Universal Identifier Requirements (Required Provision Under 2 CFR § 25.220).....	111
P. Transparency Act Requirements (For Grants And Cooperative Agreements of \$25,000 or More).....	133
Q. Conflict Of Interest.....	155
R. Award Term And Condition For Recipient Integrity And Performance Matters (Required Provision Under 2 CFR § 200.210(B)(iii) For Grants And Cooperative Agreements Of \$500,000 Or More	156
16III. ATTACHMENT	188





SAFETY

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Why Do CHCs Matter?



Safety



Taxpayer \$



The Law



Time Sensitive



Consequences



Requirements in Brief

- Applies to individuals receiving a salary, stipend, living allowance or education award from a CNCS-funded program (covered positions).
- Individuals convicted of murder, that are required to be registered as sex offenders, that don't consent to the process, or that provide a false statement in the process cannot serve in a covered position.
- All covered positions require a search of the National Sex Offender Public Website (NSOPW) and EITHER state OR FBI checks.
- Those with recurring access to vulnerable populations require a search of the NSOPW, state AND FBI checks.
- Checks must either be completed or initiated before the start of work or service.

Covered Positions

“Covered Position”

Any position receiving a salary, stipend, living allowance and/or education award from a CNCS-funded grant.

- All individuals in a “covered position” are subject to NSCHC requirements.
- Includes program/grantee staff and members.
- Funds may come from federal share, matching dollars, or a mixture.
- Fixed Amount: Any individual performing activities described in the application
- Contractors and Indirect Costs: No

Covered Positions

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- All individuals in a “covered position” are subject to CHC requirements.
- Includes program/grantee staff.
- Funds may come from federal matching dollars, or a mixture.
- Fixed Amount: A fixed amount for performing activities described in the application.

On Budget!

Who Cannot Work or Serve?

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

Anyone who makes a **false statement** in connection with the check.

Anyone required to be listed on a **sex offender** registry

Anyone convicted of **murder**

Requirements in Brief

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What Checks are Required?



1. National Sex Offender Public Website



2. State Checks



3. FBI Checks

NSPOW.gov

United States Department of Justice | 3 Ways to Take a Screenshot

THE U.S. DEPARTMENT OF JUSTICE
NSOPW

SMART Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

HOME ABOUT SEARCH EDUCATION & PREVENTION REGISTRY SITES FAQ

WELCOME TO THE **Dru Sjodin National Sex Offender Public Website**

National Sex Offender Quick Search *

Enter a first name and last name; then press Search.

FIRST :

LAST :

SEARCH > OR No Cookies

* Registries for all 50 states, the District of Columbia, U.S. territories, and Indian Country.

NSOPW FAQs

-- Select One -- >

Public Registry Sites

-- Select One --

EDUCATION & PREVENTION

Share Your Child's Secrets

Keep some secrets, even if

EDUCATION & PREVENTION

Protect Your Child

Educate everyone

The Dru Sjodin Story

National Sex Offender Search

Results

[print view](#) [create new search](#)

0 records from a national search including all states, territories and Indian Country for First Name like **brian**, Last Name like **cognato**. To view a list of the jurisdictions included in this search, [click here](#).

Search performed 3/2/2016 10:48 AM EST

[Victim Services](#) | [AMBER Alert](#) | [Privacy Policy](#) | [Legal Policies and Disclaimers](#)
[U.S. Department of Justice](#) | [Office of Justice Programs](#) | [SMART Office](#) | [Contact Us](#)
[English](#) | [Español](#)

National Sex Offender Search

Results

[print view](#) [create new search](#)

578 records from a national search including all states, territories and Indian Country for First Name like John, Last Name like Doe. To view a list of the jurisdictions included in this search, [click here](#).

Search performed 3/2/2016 10:54 AM EST

California: The jurisdiction's service is temporarily unavailable. Please try again later.

OFFENDER	AGE	ADDRESS
 ABRAHAM	38	INS CUSTODY INCARCERATED, FL 0000 UNKNOWN <i>Residential</i>
 ACROBARK W	59	102 NEW BELL ROAD APT A4 Columbus, MS 39705 LOWNDES <i>Residence</i>

*Incarcerated
B.C.*

*Sex
B.C.*

National Sex Offender Search

Results

[print view](#) [create new search](#)

578 records from a national search including all states, territories and Indian Country for First Name like **John**, Last Name like **Doe**. To view a list of the jurisdictions included in this search, [click here](#).

Search performed 3/2/2016 10:54 AM EST

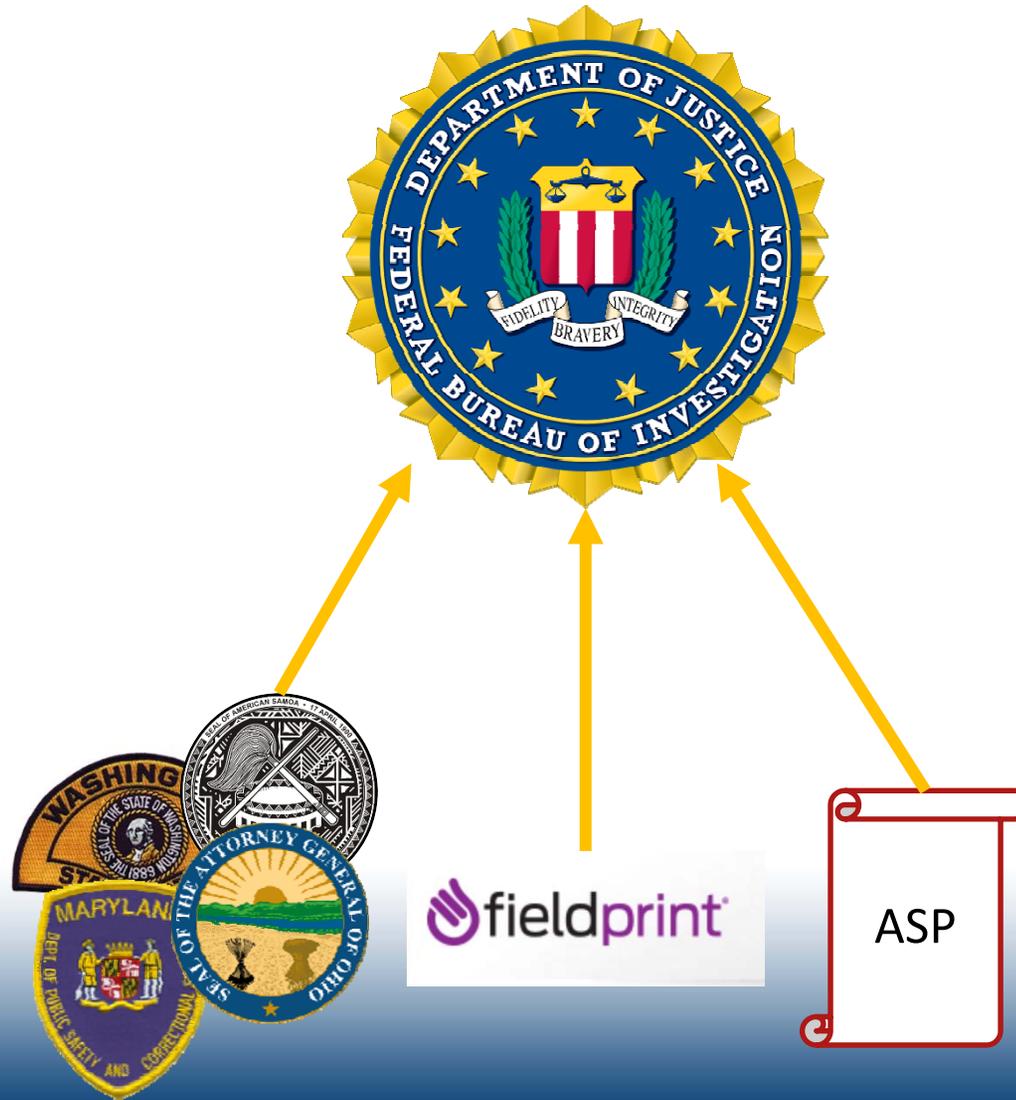
California: The jurisdiction's service is temporarily unavailable. Please try again later.

OFFENDER	AGE	ADDRESS
 ABRAN, JAIME	38	INS CUSTODY INCARCERATED, FL 0000 UNKNOWN <i>Residential</i>
 ACRON, CLARK W	59	102 NEW BELL ROAD APT A4 Columbus, MS 39705 LOWNDES <i>Residence</i>

State Checks



FBI Checks



Levels of Access

Recurring Access to Vulnerable Populations

- NSOPW
- State Checks
- AND FBI Check

No/Episodic Access

- NSOPW
- State Checks OR FBI Check

Vulnerable Populations



Children 17 and under



Individuals 60 and Over



Individuals with Disabilities

Levels of Access

Recurring Access (45 CFR 2510.20):

The ability on more than one occasion to approach, observe, or communicate with an individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.

Requirements in Brief

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- Checks must either be completed or initiated before the start of work or service.

Timing



Timing



Complete NSOPW before start of work or service



Initiate state checks no later than first day of work or service



Initiate FBI checks no later than first day of work or service.

Accompaniment



Accompaniment



Criminal History Checks

- Why Are These Requirements Important?
- What Are They?
- Alternatives and Vendors
- Next Steps > **Required eCourse**
- Q&A

Alternatives and Special Cases

- Possible to request Alternative Search Procedures (ASPs) and exemptions
- “Pre-Approved ASPs”
- Visit CNCS website for more information
- Discuss with PO

Pre-Approved ASPs as of July 2016 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

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?

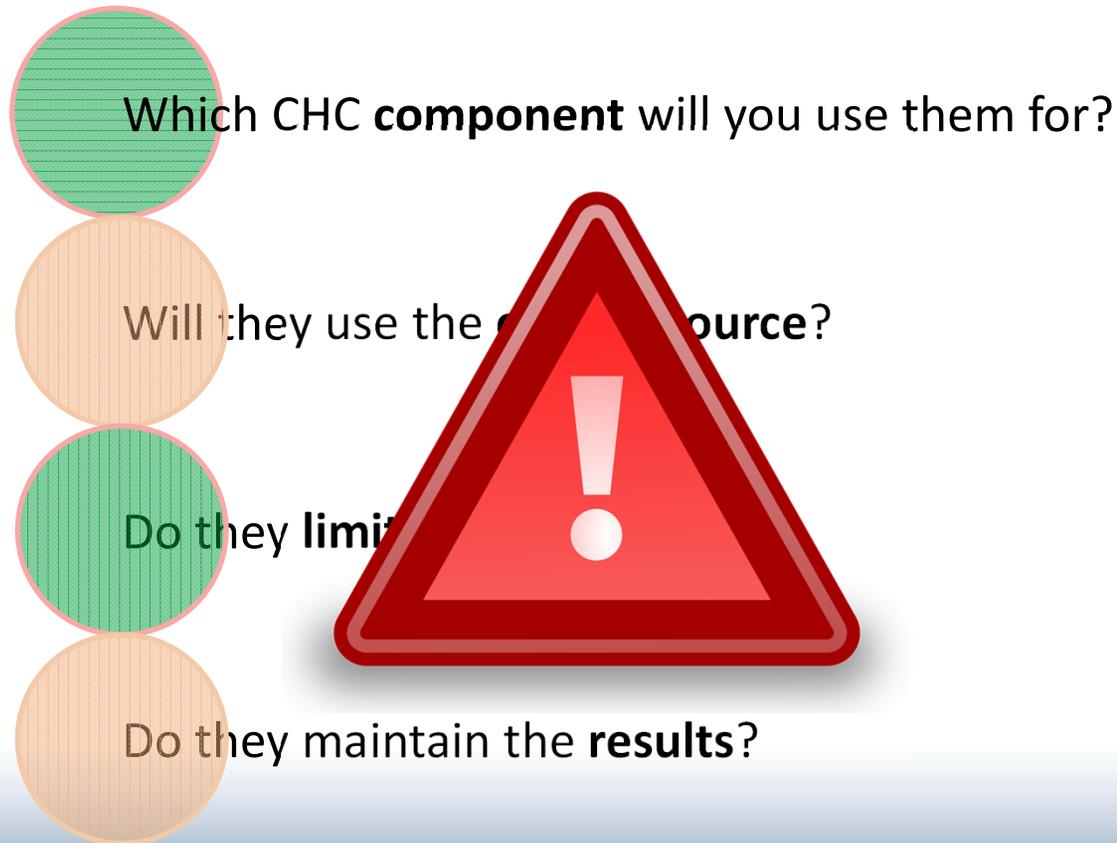
Will they use the **correct source**?

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

Do they maintain the **results**?

Vendors and HR Departments

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



Next Steps

- Review the resources on the Knowledge Network:
<http://www.nationalservice.gov/resources/criminal-history-check>
- Take the required eCourse
- Conduct at least one complete check on an individual
- Chat with your Program Officer about any questions
- Stay on-time, every time!



SAFETY

www.nationalservice

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 AmeriCorps Program Development Webinar
 - August 11, 3:00 – 4:30 pm Eastern

Thank You!



AmeriCorps | Senior Corps | Social Innovation Fund | Volunteer Generation Fund

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★