
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
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
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?

NOFO and Application

GARP
How Are Program Grants Made?

- NOFO and Application
- GARP
- Notice of Grant Award
How Are Program Grants Made?

1. NOFO and Application
2. GARP
3. Notice of Grant Award
4. Program Launch
CNCS Overview

CNCS Mission:

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

[www.nationalservice.gov](http://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
Cycle of Program Development

AmeriCorps Program

Vision

Evaluation/Revision

Foundation Building

Implementation
AmeriCorps = People
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
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

NOGA

Terms & Conditions

- Criminal History Checks
- System Review and Set Up
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-americorps-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 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
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.

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SAFETY
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 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

“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.
- Funds may come from federal share, matching dollars, or a mixture.
- Fixed Amount: Any individual performing activities described in the application.
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

- 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 a sex offender, 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.
What Checks are Required?

1. National Sex Offender Public Website
2. State Checks
3. FBI Checks
National Sex Offender Search

Results

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
### National Sex Offender Search

**Results**

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](https://www.nsopw.gov/en-US/Search/Results).

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

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

<table>
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<tr>
<th>OFFENDER</th>
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<td><strong>INS CUSTODY INCARCERATED, FL 00000 UNKNOWN</strong></td>
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<td>59</td>
<td><strong>102 NEW BELL ROAD APT A4 Columbus, MS 39705 LOWNDINES Residence</strong></td>
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Incarcerated

Sex B.C.
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<td>ACRON, CLARK W</td>
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<td>LOWNDES Residential</td>
</tr>
</tbody>
</table>

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

✓ 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 a sex offender, 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.
**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
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.

1. **Which CHC component** will you use them for?
2. **Will** they use the correct source?
3. **Do they limit** data to 7 years?
4. **Do they maintain** the results?
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
What questions do you have?
Wrap Up for Today

- Resources at [www.nationalservice.gov](http://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!