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New Project Directors' Orientation

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Presentation 2

Project Management

Corporation for National & Community Service

Module 2: Project Management

Agenda

- Welcome

- Your Project Management Team
- Project Operations (Sponsor)
- Project Staff
- Community Participation Group

- Introduction to Module 3: Volunteer Management and Community Outreach

CHAPTER 2: Project Operations

Sponsor Responsibilities

§ 2552.22

A sponsor is responsible for fulfilling all project management requirements necessary to accomplish the purposes of the FGP program as specified in the Act. A sponsor shall not delegate or contract these responsibilities to another entity. A sponsor shall comply with all regulations contained in this part, policies, and grant provisions prescribed by the Corporation.

Compliance Section A.1-A.6 & D

CHAPTER 2: Project Operations

Sponsor Responsibilities

It is the Sponsoring organization's responsibility to:

- Secure maximum and continuing community financial and in-kind support to operate project successfully
- Establish recordkeeping system in compliance with CNCS requirements and to ensure reports are done in timely and accurate way
- Comply with and ensure volunteer stations comply with applicable civil rights laws and regs including providing reasonable accommodations
- Community Needs assessment
- Promote the FGP program, incorporating into mission of agency
- Comply with the Notice of Grant Award, including the Certifications, Assurances and Terms and Conditions of the grant

CHAPTER 2: Project Operations

Notice of Grant Award (NGA)

Notice of Grant Award includes:

- Amount of Grant Award
- Reporting Requirements
- Terms and Conditions
- Special Conditions

To find your NGA : Locate your current grant in eGrants; Click on the "Report" menu; select Notice of Grant Award;" and click "Go."

Assurances are agreed to when submitting the grant application.

Compliance Section B.2

Project Management: Fund Raising

The sponsor is responsible for securing community financial and in-kind support to operate the project successfully. Certain government-wide requirements apply to fundraising under FGP grants.

- Senior Corps sponsors must follow all applicable OMB Cost Principle circulars:
  - OMB Circular A–21 for Educational Institutions
  - OMB Circular A–87 for State, Local, and Indian Tribal Governments
  - OMB Circular A–122 for Nonprofit Organizations

- These OMB circulars apply to grant programs across the Federal Government and do not allow fund raising costs as direct charges under the grant.

- This means that FGP project staff whose salaries and benefits are 100 percent charged as direct costs to the Federal grant may not engage in fund raising to support the sponsor organization, project costs, or indirect costs.

Project Management: Fund Raising

- Can FGP Staff raise funds for the project?
- Senior Corps Fund Raising and OMB Cost Principles
  - http://nationalserviceresources.org/sc-fund-omb-cost-principles
- Frequently Asked Questions: http://www.seniorcorps.gov/pdf/08_0118_sc_fundraising_faq.pdf

CHAPTER 4: Community Participation Group or Advisory Council

It is a requirement of FGP grantees to secure community participation in local project operation by establishing an Advisory Council or a similar organizational structure. [45 CFR 2552.24]

Council members should include community partners who are capable of helping the sponsor with fund raising and publicity, volunteers, and project beneficiaries.

Advisory Councils should help projects by:

- Raising funds and soliciting in-kind donations
- Determining priorities and needed improvements
- Conducting the Annual Assessment
- Assisting with volunteer recognition events

Corporation for NATIONAL & COMMUNITY SERVICE

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  - Social Innovation Fund (SIF)
  - CNCS
  - State Commissions
  - Community-Based Organizations

Boards and Advisory Councils

Boards and advisory councils or committees serve as impartial, objective groups separate from the sponsor and/or project director of a program. An effective board or council demonstrates knowledge, attitudes, and leadership abilities consistent with proper governance of programs that engage volunteers and members. Following are some of our most relevant resources on this topic.

- A Guideline for Revitalizing Your Advisory Council
- Advisory Council Self-Assessment
- Project Director Self-Assessment on Working with Advisory Council

Effective Practices

- Understanding the roles and responsibilities of advisory councils
- Nurturing positive relationships with an advisory council
- Utilizing ten steps to help an advisory council achieve change

Online Library Items

http://www.nationalserviceresources.org/program-financial-and-grant-management/boards-and-advisory-councils

CHAPTER 5 - Project Staff

Responsibilities of the FGP Project Director

The sponsor assigns responsibility for the project's daily management to the project director. A project director functions as a working project manager, actively involved with community organizations, FGP volunteers, and volunteer stations. The project director serves as the representative of the sponsor. The Sponsor may delegate Project Directors the authority to sign and approve official project documentation, including project reports, memoranda of understanding. The sponsor may establish procedures for internal review and approval of project director actions, in accordance with its standard policies and procedures.

[45 CFR 2552.25]

CHAPTER 5 - Project Staff

The Project Director is an employee of the Sponsoring Organization.

- Project Directors follow sponsor personnel policies.
- Fulltime Project Director, is not assigned duties unrelated to the grant
- Salary comparable to similar positions at sponsor
- Other staff as appropriate can be paid from the grant.
- A clear Job Description should be provided to the Project Director and included in documents submitted to CNCS with the grant application.
- Criminal Background Checks are required for all staff paid from the grant who were hired after April 22, 2011.

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National Service Criminal History Check Resources

Under the Serve America Act (SAA), all grantees must conduct National Service Criminal History checks on participants and program employees in AmeriCorps, Learn and Serve, Foster Grandparent, Senior Companion and any other programs funded by the Corporation under National Service laws. All employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under Corporation grants, even if the activities don't involve service with vulnerable populations, must receive the checks prior to beginning employment or service. Summer of service awards are not considered national service education awards. For the RSVP and VISTA programs, grantees are not required to conduct criminal history checks on their volunteers; however, RSVP and VISTA grantees are required to conduct criminal history checks on all employees who receive part or all of their salary from the respective program grant. Regulations have been in effect since November 2007 requiring checks on individuals in recurring contact with a vulnerable population, and expanded requirements went into effect on October 1, 2009, establishing coverage of all employees and participants, including those without contact with a vulnerable population. Since April 21, 2011, programs have been required to conduct FBI background checks on covered individuals who will have recurring contact with vulnerable populations. Due to the significant period of time between April 21, 2011 and the effective date of the regulation, the Corporation is anticipating that the final regulations will include a blanket, good cause exception, authorized by section 2540(b)(4): an otherwise covered individual who was hired by, or enrolled in, a program on, or after, April 21, 2011, and then departed the program before the effective date of this regulations, is not subject to the heightened search requirement. Guidance offered below is regularly updated:

Federal Regulations:

1. Read the Federal Register Notice of the Final Rule - published on October 5, 2012 (PDF)
2. Read the Federal Register Notice with Request for Public Comments due August 5, 2011 – published on July 6, 2011 (PDF)
3. Read the Federal Register notice – published on September 10, 2009 (PDF)

http://www.nationalserviceresources.org/national-service-criminal-history-check-resources

Project Management: The eGrants System

eGrants is an online system designed to automate the entire grants and project management process from application to closeout.

- eGrants is the system of record for CNCS grants and reports
- Do not share passwords and user names
- An individual's login is considered their electronic signature
- DO NOT use the previous Project Directors' login and update the profile for you. This action will change information on past grants and reports in the system.
- Grantee Administrator should suspend all privileges for former staff associated with the project.

Project Management: The eGrants System

Submitting Your Grant Application

The application must be submitted by a representative of the sponsor who has been authorized by its governing body to certify that all data in the application are true and correct, that the application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances submitted with the application, if the assistance is awarded.

The authorizing signature is an electronic signature that results from submitting the grant application in eGrants. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Project Management: Compliance Monitoring

Common Compliance Findings

Compliance Findings are indications of non-compliance with program requirements.

- Relevant Common Compliance Findings will be discussed in each NPDO Module.
- Questions from the Senior Corps Compliance Monitoring Guide related to Module 2:
    - Section A. 1-6. Program Requirements
    - Section B.2. Legal Verification
    - Section D. Sponsor/Staff Responsibilities
    - Section E. Volunteer/Community Support

Project Management: Compliance Findings

Common Compliance Findings for Module 2:

- Incorrect percentage of staff time charged to grant (A.3 & C.10.a)
- Time sheet does not reflect non-grant activities of staff (A.3 &C.10.a)
- Time sheet reflects budgeted rather than actual time (A.3 &C.10.a)
- Annual assessment for accomplishments and impact (A.4.a)

Module 2: Project Management - Next Steps

Preparation:

If you have not completed the first Preparation assignment, take some time to complete it.

- Review FGP Operations Handbook Chapters: 2, 4, 5
- Review Senior Corps Compliance Monitoring Guide, Sections: A.1-6; B-2; D; E
- Review the policies and procedures manual for your project
- Review your Notice of Grant Award, the Certifications, and Assurances.
- Review the Organizational Capacity and Project Management Sections of your current grant.
- Complete Self- Assessment Checklist described in the FGP Operations Handbook: Chapter 13 and found in Appendix 10. Note your questions and areas for improvement as you go through the assessment.

Consultation:

- Schedule time with your CNCS State Program Officer to discuss the second module.

Introduction to Module 3: Volunteer Management

Chapter 6: Volunteer Stations

- Volunteer Station Roles and Responsibilities
- Preparation of the Memorandum of Understanding
- Management of Volunteer Stations

Chapter 7: FGP Volunteer Assignments

- Criteria for FGP Volunteer Assignments
- Appropriate FGP Activities

Chapter 8: FGP Volunteers

- Eligibility to be Enrolled
- Selection of FGP Volunteers
- Orientation and Training of FGP Volunteers
- Service-Learning

Chapter 12: Community Partnerships & Collaboration

- Coordination with Other Corporation Programs and Community Organizations
- Public Awareness

SENIOR CORPS COMPLIANCE MONIORING GUIDE:

- Questions A.7-A.39

Preparation for Module 3: Volunteer Management

Preparation Activities:

Prior to **Presentation 3** please complete the following Preparation Activities:

- Review FGP Operations Handbook Chapters: 6, 7, 8, 9, 12
- Review Senior Corps Compliance Monitoring Guide: Section: A.9,13,15,33,36,37,39
- Review your Memorandum of Understanding template
- Review the Recruitment and Strengthening Communities Sections of your current grant.

Module 2: Web links

- Boards and Advisory Councils: http://www.nationalserviceresources.org/program-financial-and-grant-management/boards-and-advisory-councils
- National Service Criminal History Checks: http://www.nationalservice.gov/for_organizations/manage/history_checks.asp
- http://www.nationalserviceresources.org/national-service-criminal-history-check-resources
- Fundraising and cost principles: http://www.nationalserviceresources.org/sc-fund-omb-cost-principles
- Fundraising FAQ: http://www.nationalserviceresources.org/files/legacy/filemanager/download/Senior_Corps/Jan18FAQfinal.pdf
- eGrants: http://www.nationalservice.gov/egrants/index.asp
  - These resources were developed for the RSVP Grant Competition. They are also helpful for FGP and SCP Project Staff.
  - http://www.nationalserviceresources.org/online-courses/egrants-work-plan-2013-rsvp-new-applications
  - http://www.nationalserviceresources.org/videos/scvc/representing-rsvp-pms-egrants