



SERVE OHIO
Ohio Commission on Service and Volunteerism



Ohio AmeriCorps: Provisions

September 10, 2013

1:00 PM

Webinar



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Ohio Commission on Service and Volunteerism



WELCOME!

- Welcome
- Introductions
- Review Agenda



Provisions

2013 AmeriCorps Grant Provisions

- I. Changes from 2012 AmeriCorps Grant Provisions (13 items)

2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. ServeOhio requirements that supplement 2013 CNCS provisions, unless otherwise noted
- II. “In addition to...”
- III. Failure to comply with all provisions is a consideration in any future request for funding continuation



Program Administration

2013 AmeriCorps Grant Provisions

- Section III pages 2-4
- **Member Prohibited Activities-** Section IV.D.3 page 8

2013-2014 Ohio AmeriCorps Supplementary Provisions

- OSP-1 pages 1.1 through 1.7



Member Prohibited Activities

- List of prohibited Activities required in the member contract and the host site agreements regulation 45 CFR § 2520.65
- Training for member and host site supervisors
- Directly or indirectly
- Non-AmeriCorps time or private time



Logos and Acknowledgement

2013 AmeriCorps Grant Provisions

- I. Section V.G.2 – p. 5 & p. 22

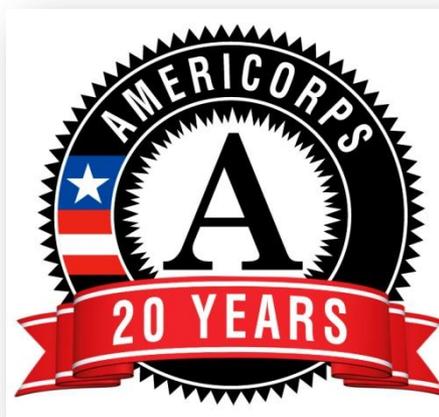
2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. Section 1.3 – p. 2
 - I. Section 1.3.1

Logos

- ServeOhio
- AmeriCorps
- Guidelines

Non-AmeriCorps staff should always ask ServeOhio permission to use ServeOhio logos.





Project Mentor

logos. Special thanks to our friends at Safelite, who made this amazing new van possible.



Over the Edge for Kids' Sake

It's a bird, it's a plane...no, it's an *Edger*??? Yes, we went *Over the Edge for Kids' Sake* on June 21, with Media/VIP Day on June 20. Thanks to all of our Edgers who committed to raise \$1,500 to secure a spot on the ropes. Thanks, too, to everyone who kept their feet on the ground and cheered them on. Our sports teams were well represented...Crash, Lou Seal, Crew Cat and Stinger all attracted a lot of attention while they descended!



visit the Camp Oty'Okwa website. Proceeds from these events will enable more children to experience Camp Oty'Okwa programs!

SPECIAL THANKS

AmeriCorps Service Members make a huge difference for the kids we serve! Our special thanks go to ServeOhio, Ohio's commission on service and volunteerism, which administers the grants that make this possible. One group of talented and dedicated AmeriCorps Service Members completed their service with Project Mentor this summer, and new Members will be joining soon. They'll be found supporting and sustaining mentoring matches and recruiting more volunteers for our programs!

QUICK LINKS



At the Site

- AmeriCorps Logos, Signage and Clothing * *(required)*
- Introduction of Stakeholders
- Testimonials
- Presentation
- Information Packet with Statistics
- Photo Opportunities
- Action and Visuals
- “AmeriCorps Member for a Day”
- Sponsor Logos on Printed Materials



Meetings and Training

2013 AmeriCorps Grant Provisions

2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. OSP 1.6, p.2 - National Days of Service
- II. OSP 2.1-2.4, p.3 – Meeting and Training



National Days of Service

- **Make A Difference Day** – October 26, 2013
- **9/11 Day** – September 11, 2013
- **Martin Luther King, Jr. Day of Service** – January 20, 2014
- **Global Youth Service Day** – April 11-13, 2014
- **AmeriCorps Week** – March or May 2014



Meetings and Trainings

- **Justice Talking** – September 25, 9AM
- **Conference** – October 22, 8:30AM
- **Winter Webinar** – January 7, 2PM
- **Spring Meeting** – April 3-4, all day



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Financial & Grants Management

To Review the Key Financial and Grants
Management Provisions for an
AmeriCorps Sub-Grant Program



Financial & Grants Management Provisions Compliance is not Optional!

	<u>2013 CNCS AmeriCorps Grant Provisions</u>	<u>2013-2014 Ohio AmeriCorps Supplementary Provisions</u>
Responsibilities-Grant & Program Administration	Section V.A.1 – p. 18	Section 1.1, 1.1.2 – pp. 1 & 2
Subawards	Section V.A.2., NA–p. 18	Section 1.1.1 (NEW) – p.1
Notify OCSV	Section V.A.3., – p. 19	Section 1.2 – p.2
Grant Period	Section IV.K., NA – p. 18	Section 1.4 – p. 2
Budget/Fiscal Procedures		Section 4.1 – p. 5 4.2 – p. 5 (Fixed Awards – NA)
Budget/Fiscal-Equipment	Section IV.I.b., NA–p. 16	Section 4.3 – p. 6
Budget Changes Fixed Awards – NA	Section IV.I.3. & IV.I.4 – p. 16	Section 4.4, 4.4.1, 4.4.2 – p. 6
Match Requirement		Section 4.6, 4.6.1, 4.6.2 – p. 6



Financial & Grants Management Provisions Compliance is not Optional!

	<u>2013 CNCS AmeriCorps Grant Provisions</u>	<u>2013-2014 Ohio AmeriCorps Supplementary Provisions</u>
NOGA-Required Doc's		Section-4.7 – p. 6
Request for Funds		Section 4.8, 4.8.1, 4.8.2, 4.8.3 – pp. 6 & 7
Reporting Requirements Fixed Awards – NA	Section IV.J.-NA	Section 5.1, 5.2, 5.3, 5.3.1, 5.3.2 – p. 7
Failure to Report	Section V.H. – p. 22	Section 5.6 – p. 8
Audits	Section V.B.3. – p. 19	OCSV Audit Review
Financial Standards	Section V.B.1. – p. 19	OCSV Financial Monitoring Fixed Awards – NA
Member Living Allowance Distribution	Section IV.G.1. – p. 11	OCSV Guidance



Financial & Grants Management - Where To Get More Information On Requirements and Responsibilities

OMB Circulars — www.whitehouse.gov/omb; Federal standards to ensure grants are managed properly and funds spent in accordance with applicable laws and regulations.

	State & Local Governments	Educational Institutions	Nonprofit Organizations
Cost Principles	A-87	A-21	A-122
Administrative Requirements	A-102	A-110	A-110
Audit Principles	A-133	A-133	A-133



Financial & Grants Management - Where To Get More Information On Requirements and Responsibilities

- ❑ **Application Guidelines and Instructions – www.americorps.gov**
- ❑ **Corporation for National and Community Service Regulations – www.nationalservice.org**
- ❑ **National and Community Service Act of 1990 – <http://www.csc.ca.gov/aboutus/files/nca1990.pdf>**
- ❑ **Ohio Commission on Service and Volunteerism, AmeriCorps Fiscal Manual www.serveohio.org**



Financial & Grants Management - Where To Get More Information On Financial Compliance Requirements and Responsibilities

Building a High Quality AmeriCorps Program

<http://www.nationalservicerresources.org/ac-startup>

Learning Pathways for Program Start-Up

http://s3.amazonaws.com/resource_center_video/taag/program-start-up/index.html

Future Trainings

OCSV AmeriCorps Grants Officer – Lisa Tope

lisa.tope@serveohio.gov, **614.728.2920**



Potential Problems to Avoid

- Timesheets
- Lack of Written Policies and Procedures
- Lack of Appropriate Documentation
 - Expenditures
 - Match
 - In-kind
 - Accounting Records
- Financial Reporting



Financial & Grants Compliance Monitoring

To provide technical assistance, as needed, for continuous improvement, and to ensure compliance with legal, financial and grants requirements and **CNCS Provisions**:

- Provision #IV.G – Living Allowances, Other In-Service Benefits and Taxes
- Provision #IV.I – Budget and Programmatic Changes
- Provision #IV.J – Reporting Requirements
- Provision #V.B – Financial Management Standards

OCSV Financial Monitoring Consists of:

- PER Review – Quarterly
- On-Site Visit
- Desk Review
- Transaction Detail Review (12 Month Planning Grants)



Financial & Grants Management Highlights

The requirements and responsibilities selected and highlighted here are those that have particular significance because of their importance or because they often generate questions or concerns.

The highlighting of selected provisions or requirements does not diminish the sub-grantee's responsibilities for being familiar with and following all award requirements.



Notice of Grant Award (page 1)

Award Information:

- Agreement Number
- Grant Amount
- CFDA Number (94.006)
- Program Year (2013-14)
- Grant Type (Competitive, Formula, Fixed)

NEW

Project Start Date



Notice of Grant Award (page 1)

Award Description:



AmeriCorps members and Member Service Years (MSY)

FT	HT	QT	Total Slots	Total MSY
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Special Conditions

*Minimum Match Requirement

*Voluntary Cost Share (budgeted match)



Notice of Grant Award (page 2)

3. Sub-Grantee Project Year

Begins on the Project Start Date and ends upon completion of all member terms of service

- Charges to grant start on the Project Start Date
- Grant funds cover Member Service Costs the entire Project Year
- Grant funds cover all other costs the first 12 months of the Project Year



Activity Reporting Requirements

See OMB Circulars for your type of organization

Documentation of Staff Time

(see www.serveohio.org AmeriCorps Program Directors Resources Time and Attendance Report Sample)

- Signed time and attendance records must support salaries and wages charged to the grant or to matching funds for all employees regardless of position and by documented payrolls.
- Salaries and wages chargeable between this grant and other programs or functions must be supported by signed time and attendance records appropriately distributing the individual's time to the different programs or functions.



Staff Time and Attendance Records must:

- Account for the total activity of each employee and cannot account for time spent on AmeriCorps only, if less than 100%. (We recommend the report show total hours worked each day.)
- Be signed by the employee or the employee's supervisor and kept on file. (We recommend both sign.)
- Be completed after the fact.
- Be **based on actual, not budgeted** time. Organizations must show they are charging appropriate grants based on time and activity data, as opposed to charging grants based on budgeted time.
- Be prepared at least monthly, and coincide with one or more pay periods.



Documentation/Distribution of Member Time

- Sub-grantee must keep time and attendance records on all AmeriCorps members in order to document their eligibility for in-service and post-service benefits
- A living allowance is not a wage
- Not paid on an hourly basis
- Paid in regular increments, such as weekly, bi-weekly, monthly
- Payments should not fluctuate based on number of hours served in a particular time period
- **Payments can only be held if member is suspended**
- *Payments must cease when a member concludes a term of service.*



2013-2014 AmeriCorps Provisions

IV.G.1. Living Allowance Distribution

If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the grantee may not provide a lump sum payment to the member. Similarly, if a member is selected after the program's start date, the grantee must provide regular living allowance payments from the member's start date and may not increase the member's living allowance incremental payment or provide a lump sum to make up any missed payments.



Member Living Allowance Distribution OCSV Guidance

- Set up Stipend Distribution Increments

2013-14 Member Living Allowance (FT)

Example:

1 member x 12 months @ \$1,008.33/month for
a total **up to** \$12,100



Member Living Allowance Distribution OCSV Guidance

- If not written, write a policy, outlining your practice of distributing the living allowance for FT and less than FT members, including HT members serving in a FT capacity



Member Living Allowance Distribution OCSV Guidance

- Establish a policy for members who come on late or exit early. You should establish a written policy that is reasonable. For example, if a member comes on board within the first two weeks of the month, you might set policy that gives them the entire living allowance. If they start service later than that, you could prorate the amount based on the number of days (not hours) in the month they will serve. The same would hold true for the end of service. If they leave within the first two weeks of the month, their living allowance is based on the number of days in the month they served. If they serve over the 2-week cut-off, they would get the full living allowance. You can establish different cut-off points as long as they are reasonable, documented in policy, and followed consistently.



In-kind Contributions

(see www.serveohio.org AmeriCorps Program Directors Resources In-Kind)

- Have the same documentation requirements as other expenditures.
- Documentation must be kept to support the value placed on the contribution.
- Documentation for staff hours must be clearly identified – a timesheet must be maintained that differentiates between AmeriCorps and non-AmeriCorps time, and tracks actual hours.



Ohio Commission on Service and Volunteerism AmeriCorps Reporting Periods & Due Dates Grant Year: 2013-2014

Reporting Period	Reports Due	Due Date
Grant Start – 9/30/13	PER	10/15/2013
10/1/2013 – 12/31/2013	PR PER	1/15/2014
1/1/2014 – 3/31/2014	PR PER	4/8/2014 4/15/2014
4/1/2014 – 6/30/2014	PR PER	7/15/2014
7/1/2014 – 9/30/2014	PR PER	10/8/2014 10/15/2014

PR – Progress Report PER – Periodic Expense report

Annual Grant Reconciliation due 10/15/2014



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QUESTIONS



Programmatic Compliance

2013 AmeriCorps Grant Provisions

- I. eGrants member enrollment-Section IV.C.1
- II. eGrants service locations-Section IV.C.4
- III. Section IV.D.6

2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. eGrants & OnCorps member enrollment & time keeping-OSP 3.4 through 3.6.1



Member Enrollment/Refill Policy

- Required documentation prior to enrollment
- Assigning members to service locations
- 15 day requirement for eGrants and OnCorps
- 30% refill policy
- Prorated education award



Member Timesheets

- Approval is required by the 15th of the following month
- Members are required to report on service activities
- Unless otherwise noted member hours should be approximately 40 hours a week or less
- Compliance officer completes a monthly check in OnCorps and eGrants



Criminal Background Checks

2013 AmeriCorps Grant Provisions

- I. Section IV.H.4 specified at [45 CFR § § 2540.200-207](#)

2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. OSP 3.1



Criminal Background Checks

- National Service Knowledge Network

[National Service Criminal History Checks Tutorial](#)

- National Sex Offender Public Website

<http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>



Member Documentation

- Collect all eligibility documentation **prior** to member start
 - Copy of birth certificate or passport
 - Copy of driver's license or state id
 - Copy of SS card
 - **Copy of Marriage License
 - Criminal background check FBI/BCI
 - NSOPW



Types of Monitoring

- **Documentation Review**
- **Site Visits**
- **Monitoring Visits**
- **Desk Reviews**



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Purpose

ServeOhio conducts monitoring and review activities to ensure compliance with all grant provisions as well as to provide technical assistance to program development, implementation, and evaluation.



Risk Based Monitoring Assessment

- **New operational and new planning grants are automatically assigned a level of high risk and monitored according to guidelines set forth.**
- **Program Self Assessment & Financial Management Survey are required.**
- **New programs may have limited information to provide on the Program Self Assessment Survey.**



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Documentation Review Programmatic

- **OnCorps-Monthly**
- **eGrants-Monthly**



On-Site Monitoring Programmatic

- **At least 15% of the AmeriCorps member service files are reviewed.**
- **Reporting and tracking systems are reviewed.**
- **Sampling of required documents for programs are reviewed.**
- **Discussion with members.**
- **Discussion with board members or partners.**
- **On-site visit exit discussion.**



Monitoring Follow-Up

- **Sub-grantee provided a checklist which highlights the programmatic and financial results of the review.**
- **5-30 days for correction, if there are findings.**
- **Feedback report will highlight the visit and provide any additional steps needed.**
- **Non-compliance status if not all requirements met.**



Desk Review (Programmatic)

- **A Desk Review may be conducted as a follow-up to an On-site Monitoring Review the previous year in which there were findings, as a result of scoring in the 'medium' risk category, or if periodic documentation reviews indicate some administrative issues.**
- **A Desk Review involves the same documentation review as an On-site Monitoring Review-15% of member file documentation, sampling of required documents, and review of reporting and tracking systems.**
- **Monitoring Follow-up of a Desk Review will follow the same steps as an On-site Monitoring Review-**
- **Sub-grantee will be provided a checklist that highlights the results of the review.**
- **5-30 days for correction, if there are findings.**
- **Non-compliance status if not all requirements met.**



Site Visit

- **All programs will receive a monitoring visit and may receive a site visit.**
- **Purpose is to provide technical assistance, strengthen relationships and ensure progress towards goals.**
- **Meeting with program director/coordinator, visit to host site, interaction with AmeriCorps member(s) and/or service recipients.**



Site Visit

- **Follow-up letter will be provided within 30 days and include the following:**
 - Program successes
 - Program challenges
 - Reflection on member direct service activities
 - Non-compliance issues



AmeriCorps Member Management

2013 AmeriCorps Grant Provisions

- Section IV.C-H pages 6-15

2013-2014 Ohio AmeriCorps Supplemental Provisions

- OSP- 1.1.2 page 2
- OSP- 1.5 page 2
- OSP 3 in it's entirety with the exception of 3.1, 3.4-3.6 discussed in Criminal Background Checks and Compliance



Member Management

- Train members on My AmeriCorps functions and OnCorps timesheets & reporting
- Train members on education award, living stipend, forbearance and interest accrual on qualified loans
- Train member on prohibited activities
- Program expectations



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Validation

- SSN Validation Process
- Citizenship Validation



Member Documentation

- Member contract signed prior to member start
- Publicity released signed prior to member start
- W4 form prior to member start
- Election/Decline health care prior to member start



Inclusion

2013 AmeriCorps Grant Provisions

- I. IV. C (3), p. 6 “Reasonable Accommodation.”
- II. [FAQ: “Reasonable Accommodation”](#)

2013-2014 Ohio AmeriCorps Supplementary Provisions



Intentional Service Inclusion

- The active, intentional engagement of people with disabilities as members and volunteers in all levels of National and Community Service.
- Partners: AmeriCorps programs across Ohio and ServeOhio, Ohio Rehabilitation Services Commission, The Ohio State University Nisonger Center, Easter Seals and other disability organizations in Ohio.



Accommodations

- Effective accommodations remove a workplace barrier and provide equal opportunity to:
 - apply for a position
 - perform the essential functions of a position
 - to gain equal access to a benefit or privilege of employment



Accommodation Process

- Accommodations can include:
 - Modifying work schedules
 - Reassigning marginal job duties
 - Linking members/volunteers with disabilities with “natural supports”
 - Software programs such as screen readers
 - Making existing facilities accessible to persons with disabilities



Encourage Disclosure

- Express acceptance of *and* enthusiasm for differences
 - Participate in awareness training and education
 - Use “Inclusion Statements” on all program materials
- Sample: *“Program ABC is committed to the inclusion of members and volunteers with all levels of ability. Anyone who may need an accommodation based on the impact of a disability should contact Mr. Accommodation at [phone/TTY, email address] privately to discuss your specific needs.”*



Recruitment

- Ohio Partners
- CNCS: [Civil Rights / Equal Opportunity Requirements](#)
- NSIP: [How Do I Recruit People with Disabilities to My Program?](#)



Performance Measurements: Tracking and Reporting Progress

2013 AmeriCorps Grant Provisions

- I. No changes

2013-2014 Ohio AmeriCorps Supplementary Provisions

- I. OSP 5.4, 5.5. 5.6; Page 7-8
- II. OSP 6.3; Page 8



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Final Thoughts?

Thank you!



Resources

- [AmeriCorps Discussion Forum](http://www.nationalserviceresources.org/ameriCorps)
{www.nationalserviceresources.org/ameriCorps}
- [National Service Knowledge Network](http://nationalserviceresources.org)
{nationalserviceresources.org}
- [Ohio AmeriCorps Program Director Resources](http://www.serveohio.org/professional-development)
{www.serveohio.org/professional-development}