



Starting Strong: 2018-19 AmeriCorps Program Orientation

Day One

July 18, 2018



Welcome!

Introductions

- Name
- Organization/Program
- *If you could do service anywhere in the world, where would you go and what would you do?*



Parking Lot

As questions arise, write it on a post-it note and we'll answer it when we return from the next break.



Introduction to National Service and ServeOhio

Connecting to a National Network

History of National Service

President Bill Clinton signs the National and Community Service Trust Act of 1993, creating the **Corporation for National and Community Service, AmeriCorps, and State Service Commissions** to expand opportunities for Americans to serve their local communities.



History of National Service

- National Service has enjoyed a long history of bi-partisan support in the United States.

PRESIDENTIAL INFLUENCE on National Service

1933
President Franklin D. Roosevelt



As part of the "New Deal," President Roosevelt created the Civilian Conservation Corps that mobilized 3 million young unemployed men over 9 years, who planted 3 billion trees and protected 84 million acres of American land.

1964
President Lyndon B. Johnson



VISTA (Volunteers in Service to America) is created by President Lyndon B. Johnson as a part of the "War on Poverty." In 50 years, well over 150,000 have served through VISTA. In addition, he launched the Foster Grandparent Program to give older adults opportunities to serve.

1989 - 90
President George H. Bush



President George H. Bush creates the Office of National Service in the White House and the Points of Light Foundation to foster volunteering in 1989.

In 1990, the National & Community Service Act is signed by the President. This authorizes grants to schools to support service-learning through Serve America. Additionally, it created Learn and Service America.

2002
President George W. Bush



After 9/11, President George W. Bush asked every American to serve for two years and created Freedom Corps and Volunteer.gov to expand opportunities. The President gave AmeriCorps by 25,000 positions and the Peace Corps to the highest level in 30 years. He created a new Citizen Corps to train Americans in disaster preparedness and Volunteers for Prosperity to mobilize skilled Americans to work on HIV/AIDS and malaria in Africa. The President also began fielding the annual Volunteering in America Census Survey that showed 65 million Americans regularly volunteer.

1961
President John F. Kennedy



Peace Corps is established by Executive Order 10924, issued by President John F. Kennedy on March 1, and later authorized by Congress in the Peace Corps Act. More than 200,000 Americans have served in the Peace Corps since 1961.

1973
President Richard M. Nixon



President Nixon signs the Domestic Volunteer Service Act (DVSA) of 1973. This expands national service opportunities for older Americans with the authorization of programs like the Retired Senior Volunteer Program (RSVP).

1993
President Bill Clinton



Inspired by a visit with City Year during his 1992 run for the U.S. presidency, President Bill Clinton established AmeriCorps through the National and Community Service Trust Act of 1993. This act also merged 3 senior-focused service programs into Senior Corps. More than 900,000 have served in AmeriCorps, VISTA and NCCC since 1994.

2009
President Barack Obama



After campaigning in support of national service, President Obama signed the Edward M. Kennedy Serve America Act to strengthen national service and expand AmeriCorps to 250,000 positions. In addition, the President created the Task Force on Expanding National Service with federal and private sector leaders to develop strategies for national service to meet national and community needs.



Corporation for National & Community Service (CNCS)

Federal agency that helps more than 5 million Americans improve the lives of their fellow citizens through service. Working hand in hand with local partners, CNCS taps the ingenuity and can-do spirit of the American people to tackle some of the most pressing challenges facing our nation.

Signature Programs:

- AmeriCorps
- Senior Corps



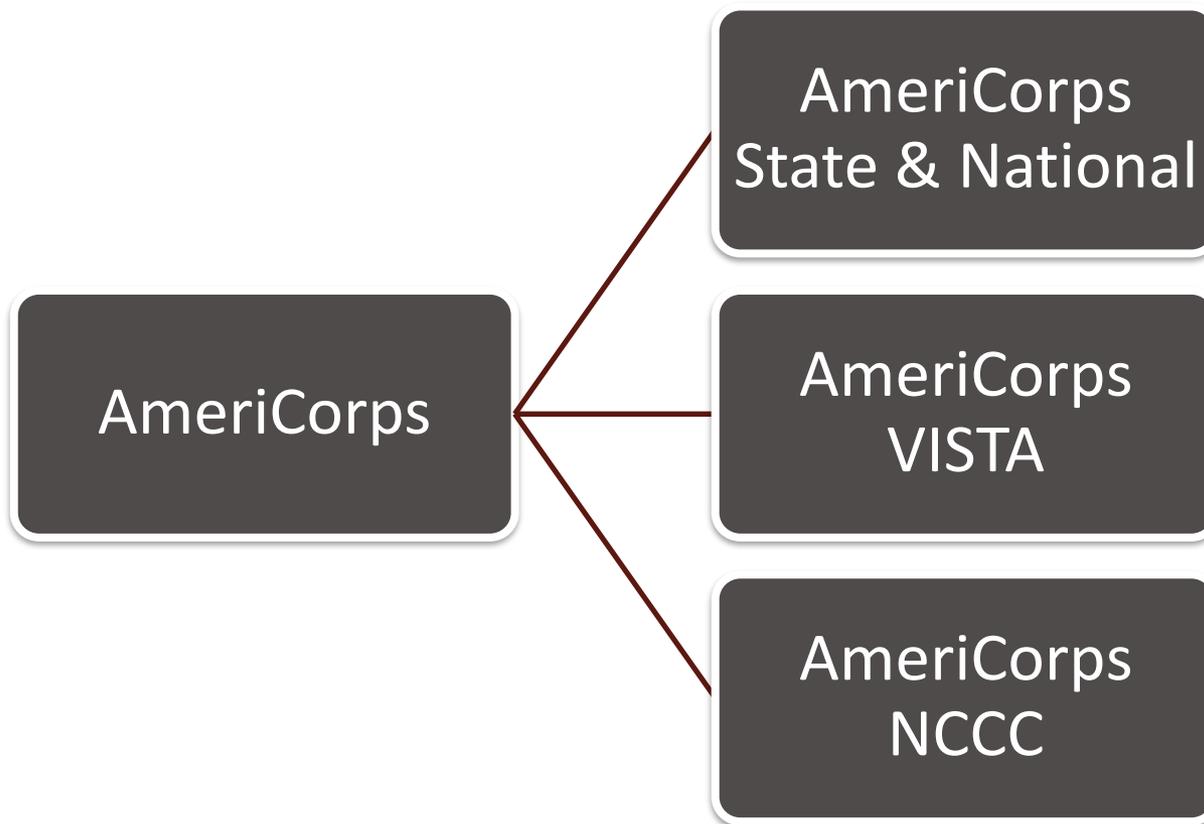


AmeriCorps

- AmeriCorps engages more than **80,000 Americans** in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.
- Since the program's founding in 1994, more than **1 million AmeriCorps members** have contributed more than **1.4 billion hours** and earned more than **\$3.3 billion in scholarships** - more than \$1 billion of which has been used to pay back student loan debt.



AmeriCorps



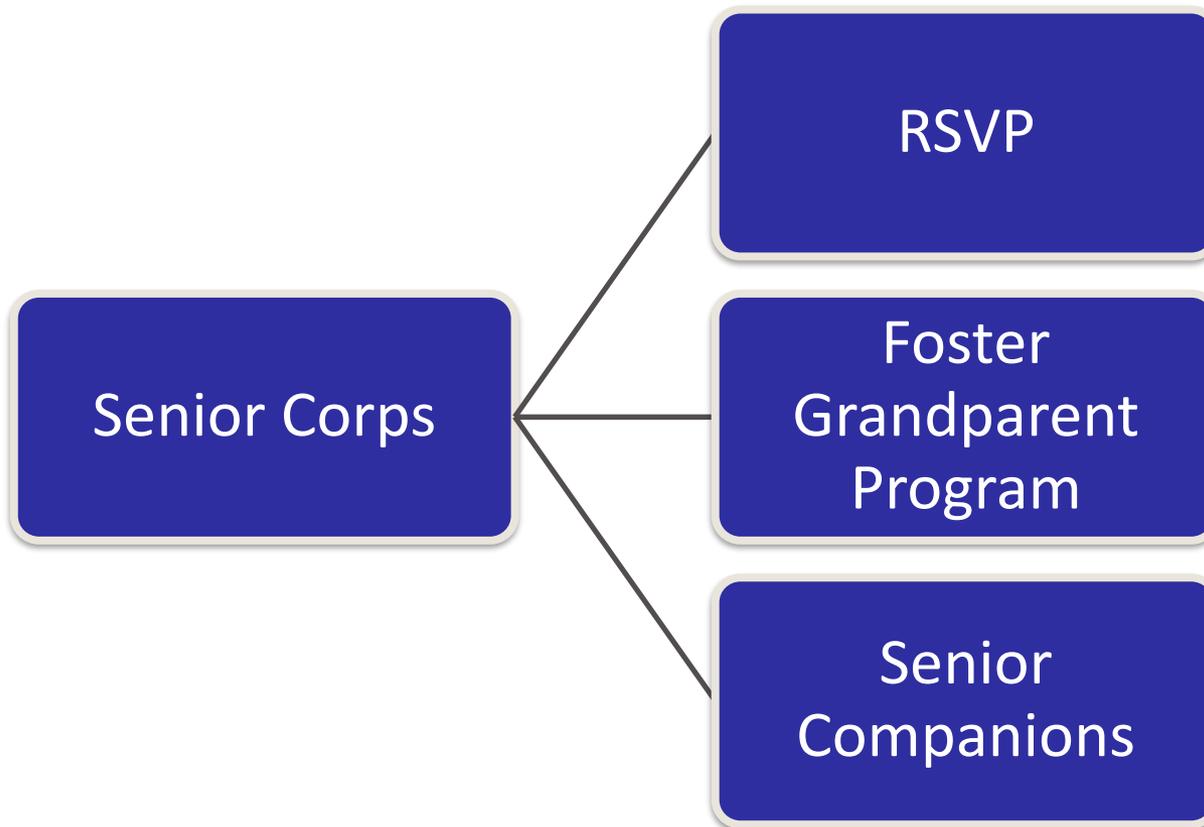


Senior Corps

- Senior Corps connects today's 55+ with the people and organizations that need them most. Volunteers are mentors, coaches or companions to people in need, or contribute their job skills and expertise to community projects and organizations.
- Conceived during John F. Kennedy's presidency, Senior Corps currently links more than 270,000 Americans to service opportunities.



Senior Corps





National Service in Ohio

- **1,300+ AmeriCorps Members**
 - Since 1994, more than **33,000 Ohio** residents have served more than **52 million** hours and have qualified for Segal AmeriCorps Education Awards totaling more than **\$105,930,000**.
- **7,100+ Senior Corps Members**
 - Foster Grandparents tutor and mentor more than **3,200** young people who have special needs.
 - Senior Companions help more than **2,100** homebound seniors and other adults maintain independence in their own homes.
 - RSVP volunteers conduct safety patrols, renovate homes, protect the environment, tutor and mentor youth, respond to natural disasters, and provide other services through more than **870** groups across Ohio.



State Service Commissions

- Each state has a State Service Commission that administers the annual grant competition that awards funding to AmeriCorps State and other community service programs
- State Service Commissions determine social needs in their states, set policy and program priorities, provide training and technical assistance, support national days of service, and promote service and volunteering.
- ServeOhio is the State Service Commission in Ohio.



ServeOhio

- Administer AmeriCorps State grant funded programs.
- Promote and encourage volunteer engagement through such initiatives as the National Days of Service.
- Recognize volunteerism through the ServeOhio Volunteer Awards.
- Convene and host the annual Ohio Conference on Service and Volunteerism.
- Develop and actively participate in partnerships that strengthen communities and expand volunteer participation throughout Ohio.



Funding Relationship





ServeOhio

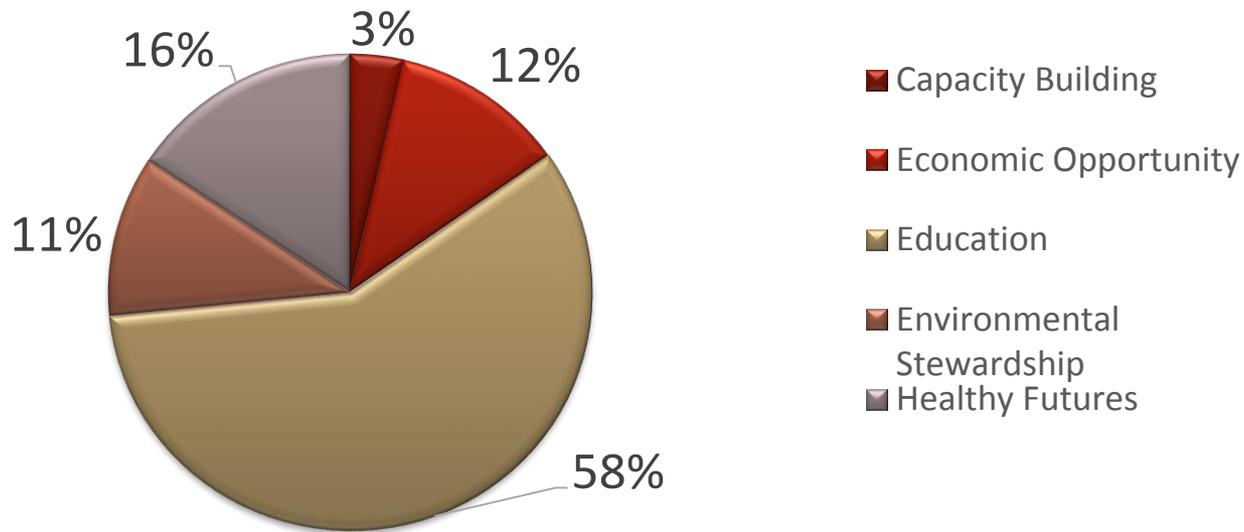
Funding



- ServeOhio's Board of Commissioners is made up of 13 appointees of the Governor and 8 state agency/legislative representatives.
 - The Board approves the annual operating budget, sets overall priorities in an annual work plan, and approves funding awarded to sub-grantees.
 - Jane Federer is the current Chair.



2018 Ohio AmeriCorps Programs



In 2018-2019, ServeOhio program funding totals **\$8,673,513** to engage **974 individuals** across **26 programs**.

AmeriCorps Lingo

The do's and don'ts of describing AmeriCorps.



<https://youtu.be/MbDcxrrnWgE>



CNCS AmeriCorps T & C

- Section II – Definitions



Esprit de Corps

- A common spirit of comradeship, enthusiasm, and devotion to the program among the members.
- The spirit of AmeriCorps emphasizes a commitment to operation as a team.
- Cooperation, mutual support; open and direct communication, a positive attitude, good humor, accountability, and compassion for those you serve.



Esprit de Corps

- Members should be enthusiastic about the AmeriCorps ideals as well as being committed to making a contribution to the community through service.



Best Practices

- Regularly meet members in-person and discuss their needs, ideas, concerns and answer their questions.
- Bring the Corps together regularly to meet as a team.
- Tie community action, projects, media events, and publications with member recognition.



Online Resources

ServeOhio Website

- [Ohio AmeriCorps Program Director Resources](#)

CNCS Website

- [National Service website](#) - Logos, branding guidance, AmeriCorps gear, and more
- [Training & Technical Assistance](#) Calendar for Grantees - updated each month and includes dates and times of AmeriCorps State and National grantee trainings
- Don't forget to [sign up](#) for CNCS newsletters!

The Knowledge Network

- [National Service Knowledge Network](#) - Online training, resources, templates, and more



More Resources

MyAmeriCorps

- [Training and technical assistance](#)

Segal Education Award

- [Information for programs and members](#)



Questions





Take a moment to think of a time when you didn't succeed...

*Success doesn't
come from
what you do
occasionally.
It comes from
what you do
consistently.*



Questions of the day...

- How do I keep my program compliant?
- What resources are available if I have questions?
- What are the elements involved in effective member and program management?
- What part do I play in Grants Management?



AVO

MONITORING





Purpose of Monitoring

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



Types of Monitoring

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



Documentation Review Programmatic

- **OnCorps-Monthly**
- **eGrants-Monthly**
- **Random member file check**



Site Visit

- **All programs will receive a monitoring visit and at least 2 site visits.**
- **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

- **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



On-Site Monitoring Programmatic

- **At least 25% of the AmeriCorps member service files are reviewed for compliance (unless program has less than 25 members, then all files 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 and potential disallowable cost.**



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-25% 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 and potential disallowable cost.**



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.**



ServeOhio
Program Self-Assessment
2015-2016

In an effort for the ~~serveohio~~ ServeOhio's Program Team to best serve your program, please complete the following self-assessment concerning your capacity to develop and support a high-quality AmeriCorps program. The assessment will highlight strengths of your program as well as areas requiring targeted support and resources. Please complete and return to [Jennifer Sanders](#).

Program Name: [Click here to enter text.](#) **Date:** [Click here to enter a date.](#)

Number of Years of AmeriCorps Funding: [Click here to enter text.](#)

Current Funding Cycle (check): Year 1 2 3

Period of Performance Start Date: [Click here to enter a date.](#)

Period of Performance End Date: [Click here to enter a date.](#)

Member Start Date: [Click here to enter a date.](#)

Member End Date: [Click here to enter a date.](#)

(**Period of Performance Start Date** can be prior to the **Member Start Date**. The **Period of Performance Start Date** and **End Date** represent the start and end date of the program year (Program Year) for administrative purposes and corresponds to the budget period. The **Member Start Date** represents the exact date the first member starts serving in AmeriCorps, determines the end date of the enrollment period for each program according to the Ohio Supplementary Terms and Conditions, 4.2 and the **Member End Date** determines the length of the member service period, (e.g. 10 to 12 months of service)

MEMBER RECRUITMENT

Describe your Member Recruitment Plan and Provide a Timeline (please address how you plan to strengthen diversity):

TRAINING

Please attach your training plan/calendar for the 2015-2016 program year. How do you identify and select training topics and facilitators?

*Form is a tool for next year
(based on previous year of
programming).*

PO Tip:
**Success in leadership is
how you cultivate the
focus on the mission.**



Non-Compliance Overview

- Non-compliance warnings are issued when a program fails to adhere to the guidelines set forth in the CNCS General and AmeriCorps Terms and Conditions as well as the Ohio AmeriCorps Supplementary Terms and Conditions
- They are used to help improve a program
- Tracked to assess risk during monitoring
- Last for one program year



SERVE OHIO
Ohio Commission on Service and Volunteerism

Non-Compliance Notification

Program Year/Date _____

Legal Applicant: _____

Program Name: _____

Non-compliance notifications in the past 12 months **Yes** **No**

Comments: _____

Action Required **Yes** **No**

Comments: _____

Non-Compliance Areas:

- OnCorps Member Enrollment Exit
- OnCorps Member Service Site Information
- OnCorps Member Timesheets
- OnCorps Performance Measurement Report
- eGrants Member Enrollment Exit
- eGrants Member Service Site Information
- eGrants Member Change of Status
- 45 days Slot Fill 6 Months Slot Fill
- 90 days Slot Re-Fill 6 Months Slot Re-Fill
- AmeriCorps Program Staff Meeting Attendance
- AmeriCorps Program Staff Changes
- AmeriCorps Program Progress Report

Created 11/15/2012

SERVE **OHIO**

Ohio Commission on Service and Volunteerism



Grants
& **On Corps 101**



www.serveohio.org

*Strengthening Ohio Communities through
AmeriCorps and volunteer engagement.*



This table lists the required tasks for programs to complete in [eGrants/My AmeriCorps](#) and [OnCorps](#) upon grant approval.

eGrants/MyAmeriCorps	OnCorps
Create Service Opportunities	Enter Program Information
Recruit and Invite Members to Apply	Create Program Director Account(s)
Accept or Reject Applications	Enter Service Site(s) – including school district
Submit Service Offers to Members	Create Site Supervisor Account(s)
Enter Operational Site Information	Select Timesheet and Create Dates
Enter Service Site(s) Information	Enroll Members by Creating Member Accounts after enrolling into eGrants
Enroll AmeriCorps Members	Input Budget from eGrants
Select Members' Primary Service Site	Enter Performance Measures
Create & Approve Member Service Changes	Submit PERs and Budget Modification(s)
Exit Members	Enter Quarterly Progress Reports
	Create & Approve Member Service Changes
	Exit Members after exiting from eGrants



eGrants Overview

- Official “Legal” documentation that members enrolled and completed service
- eGrants portal vs. my.americorps portal
- Enrollment happens when:
 - Member accepts email invite
 - Pre-enrollment flow chart
- Exits are official!



OnCorps Overview

- Track member timesheets/service hours
 - Demonstration
- Submit program reports
- Submit budget reports/requests (Lisa's territory!)
- Review member "Great Stories"



Member (CNCS) Pre-Enrollment Process

4.4 Sub-grantee must use both the OnCorps online reporting system and eGrants Portal system for member enrollment and exit.

4.4.1

Sub-grantee must enroll members first in the eGrants portal within 5 calendar days of their start date and then in the OnCorps online reporting system within 15 calendar days of their start date. Member names and service start date must match in both OnCorps and eGrants.



Early Member Exits

- 4.4.2 Sub-grantee must exit members from the OnCorps online reporting system and eGrants Portal system no later than 15 calendar days after their last day of service. The only acceptable “reason for early exit” categories in OnCorps are:
- *For cause (performance, behavior issues, etc)
 - *Compelling personal circumstances
- 4.4.3 Sub-grantee must complete change of term (e.g. suspensions) in eGrants and OnCorps within 15 calendar days of their change date.
- 4.4.4 Sub-grantee must notify the AmeriCorps Program Officer by email before an early exit or suspension of a member for any reason.
- 4.7** Sub-grantee **may not** approve a compelling personal circumstance exit, which may result in a partial education award for exiting members, without first submitting a written request and documentation to ServeOhio and receiving written consent from ServeOhio prior to exiting members. [Note: Once a member is given a partial education award, the remaining portion of that education award is not available for use.] Programs must submit ServeOhio’s Compelling Personal Circumstance form to receive approval.

Lunch Time!!



Please be back by 1:15 p! Thank you!



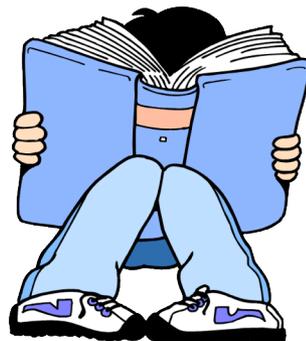
CNCS & Ohio AmeriCorps Supplementary Terms & Conditions Review 2018-2019



CNCS AmeriCorps T & C

Section III. Affiliation with AC Program

- AmeriCorps member and program identification
- Use of AmeriCorps name and logo
- [Resource: 2018 AmeriCorps Communications Guide](#)





Branding & Communication Guidance

Logos

Both ServeOhio and AmeriCorps logos must be prominently placed on the program's website and all other program outreach materials.





OSTC-1 Program Administration

- 1.3

Sub-grantee must credit ServeOhio for its support and use the name “ServeOhio, Ohio’s Commission on Service and Volunteerism,” and or current logo on communications, publications, marketing and media materials as outlined in the [ServeOhio Grant Admin Resources](#) website for the communication guide & logos

- 1.3.2

To satisfy the requirements of CNCS General Terms and Conditions III.M., when announcing the initial grant award, include the grant amount, the percentage that represents of the total grant, and the amount of non-governmental funds from the match source.



Media Outreach

- Newspapers
- Television
- Radio
- Social Media
- Newsletters and Publications
- Internet/Websites



Opportunities at the Site

- AmeriCorps Logos, Signage and Clothing/Gear* (*required**)
- Introduction of AmeriCorps to Stakeholders
 - Member Testimonials
 - Presentations
- Photo Opportunities- Take lots of pictures with gear!
 - Action shots, group shots
 - Social Media
- “AmeriCorps Member for a Day”
 - Information Packet with Statistics (*Elected official-specific, where possible*)
- Sponsor Logos on Printed Materials

SERVE OHIO

Ohio Commission on Service and Volunteerism



SERVE OHIO

Ohio Commission on Service and Volunteerism





OSTC-1 Program Administration

- 1.5

Sub-grantee must use the ServeOhio AmeriCorps Grievance Procedure (available on the ServeOhio website), which is designed to meet the CNCS requirements at [45 CFR Part 2540.230](#).

- 1.7

Sub-grantee must notify ServeOhio of program staff changes within 7 days of the change.

Training provided by ServeOhio within 30 days

- 1.9

Program Visits/Reviews

- Monitoring
- Orientation
- Other as needed or prescribed



OSTC-2

Meetings and Training Events

- Training Calendar
 - PD Meetings
 - Member Trainings/Events
 - National Days of Service
 - Ohio Conference on Service and Volunteerism
 - November 14
 - AmeriCorps and Volunteer Days/Weeks



Justice Talking

- Reading and discussion program for members featuring discussions that use short philosophical and literary texts, images, videos and news articles on the nature of justice, service, and related themes.
- Partnership with Ohio Humanities Council



Justice Talking: Positive Results

- “Recharged leadership”
- “Builds relationships among members”
- “Improved member development!”
- “Retention”
- “Improved and innovative curriculum.”



Justice Talking

Up to 3 members and new program staff ONLY.

Three regional trainings provided - attendance at one is required.

Columbus Training - October 2, 2018

- State Library of Ohio

Cleveland Training - October 12, 2018

- Strongsville Branch of the Cuyahoga County Public Library

Cincinnati Training – October 16, 2018

- Cincinnati Public Library, Main Branch

Member Profile

- Good Listener
- Articulate
- Willingness to devote extra time
- Strong facilitator to avoid dissention

Must conduct at least 4 Justice Talking discussions in the year. Great to integrate into Monthly meetings and/or days of service.



Program Management

- Overview of NSCHC Requirements, OSTC Section 3
- Program Director Calendar
- Ohio AmeriCorps Program Manual



Criminal Background Checks

2018 Terms and Conditions for AC State & National Grants

Federal Register with NSCHC Specifics

[45 CFR § § 2540.200-207](#)

General Terms: Section III. F – NSCHC
Requirements

<https://egrants.cns.gov/termsandconditions/2018GeneralTC508-20171101.pdf>

AmeriCorps Specific Terms: Section XV –
Annual Training

<https://egrants.cns.gov/termsandconditions/508Final2018ACSNProgramSpecificTC20180611.pdf>

2018 Ohio AC Supplementary Terms and Conditions

Section 3

National Service Criminal
History Check – additional
requirements in Ohio



Overview of Ohio Supplementary Terms and Conditions

Section 3 – National Service Criminal History Check (NSCHC)



3.1 – Subgrantee must complete all three elements of the CNCS NSCHC for all “covered positions”. Note this is a more stringent standard than mandated by CNCS requirements.

- 3.1.1

“Covered positions” include AmeriCorps members and all other persons who receive a wage, salary, or other compensation paid from the grant or matching funds.

- 3.1.2

The three elements that must be completed and documented as part of the NSCHC are: (1) National Sex Offender Public Website (NSOPW), (2) Ohio Bureau of Criminal Investigation (and additional state of residence, if applicable) and (3) FBI fingerprint.



- 3.1.3

Per CNCS guidance, a person applying to serve or work who is enrolled full-time in college is deemed to be residing in the state where he or she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located.

Programs may not opt to use any other basis for identifying the student's residence state, e.g., such as the student's family home. To use any other criteria to determine a college student's state-of-residence requires CNCS approval of an alternate search procedure (ASP).

The state to check does not change because a student is on semester or summer break temporarily residing elsewhere, and there is no test needed to measure duration of residence while attending school.

<https://www.nationalservice.gov/sites/default/files/documents/state-of-residence-factsheet-august-2012.pdf>

Additional consent form language: *Are you currently enrolled in school?*

3.2 – Consent for National Service Criminal History Checks and State of Residence at the time of application must be documented in the member file.

- Examples
 - On Application
 - Separate form
 - Member must indicate consent before going to complete checks





3.3 – Timing of Checks

The NSOPW check must be completed at least one day (24 hours) prior to the member start date or the date when staff time is first charged to the grant. BCI, state of residence, and FBI checks must be initiated no later than the member start date or the date when staff time is first charged to the grant. Programs must obtain and retain written consent from candidates prior to initiating the state and FBI components.

- 3.3.1 - Initiation is defined as the completion of fingerprinting. Programs must maintain written documentation of initiation.
- Examples of documentation:
 - Receipt from vendor
 - Invoice to Organization



3.4

Persons for whom BCI and FBI checks have been initiated, but results remain pending, must be accompanied when in the presence of vulnerable populations. Accompaniment means the physical presence of a person cleared for access to vulnerable populations through a valid NSCHC, professional licensure or placement site rules.



Ohio AmeriCorps Accompaniment Log

Instructions: Members and staff for whom BCI/State of Residence and FBI checks have been initiated but results remain pending must be accompanied with the assumption that the individual will be in the presence of vulnerable populations, even during orientation (Ohio AmeriCorps Supplemental Terms and Conditions OSTC 3.3). This form must be completed each day of service while results remain pending; multiple lines will be necessary on days when time is split between responsibilities, or when accompaniment is provided by different persons during the day.

The time recorded on the Accompaniment Log and the Member's OnCorps timesheet must match to be deemed accurate. Please attach OnCorps timesheets to this log. Accompaniment must continue through the date either the state (all states) or FBI results have been reviewed by the Program Director or AmeriCorps Staff (Per OSTC-3.4). **The Results Review Date below should therefore reflect the date results were reviewed.** Program Director/Supervisor signature at the bottom of this form indicates that all persons providing accompaniment were properly cleared for access to vulnerable populations. Members and Staff should sign each Accompaniment Log at the bottom as they are completed, if multiple pages are necessary. Completed Accompaniment Logs must be maintained in member/staff files as part of the grant record and are subject to compliance audit by ServeOhio and/or CNCS.

Member Name (Print) _____ Member Start Date _____ Results Reviewed Date _____

Date	Time		Location	Activity	Accompanier (Name and Title)	Accompanier (Signature)	Member Initial
	(IN)	(OUT)					

AmeriCorps Member (signature) _____ Date _____ Program Director or Supervisor(signature) _____ Date _____





Ohio AmeriCorps Accompaniment Log

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Member Name (Print) Meredith R. Pugh Member Start Date 8/1/2018 Results Reviewed Date 8/3/2018

Date	Time		Location	Activity	Accompanier (Name and Title)	Accompanier (Signature)	Member Initial
	(IN)	(OUT)					
8/1/2018	9:00a	3:00p	Rhodes 29th Fl.	Orientation	Mary Cannon Director	<i>[Signature]</i>	MP
8/2/2018	9:00a	3:00p	Rhodes 29th Fl.	Orientation	Mary Cannon Director	<i>[Signature]</i>	MP
8/3/2018	2:00p	5:00p	Service Proj. @ Statehouse	Service Project	Mary Cannon Director	<i>[Signature]</i>	MP

AmeriCorps Member (signature) *[Signature]* Date 8/3/2018 Program Director or Supervisor (signature) *[Signature]* Date 8/3/18





3.5

AmeriCorps program staff must document review of state and FBI check results. The Program Director or other AmeriCorps staff (as defined in sub-recipient's written NSCHC policy) must sign and date the printed documentation of review for cleared member results

- Sign and date directly on results page and placed in file



3.6

Effective April 1, 2017, the Corporation for National and Community Service issued the National Service Criminal History Check (NSCHC) Enforcement Guide.

The purpose of the guide is to explain how to resolve NSCHC findings that have been identified through ServeOhio's oversight and monitoring of its subgrantees.

The guide includes a matrix dictating disallowed amounts per occurrence based on risk level and mitigation factors.

Detailed information about the NSCHC requirements and resources to assist with program compliance may be found at: <http://www.nationalservice.gov/resources/criminal-history-check>



3.6.1

Self-disclosure deadlines of any NSCHC non-compliance will be determined 30 calendar days from the date of Risk Assessment distribution. Please refer to the Program Director Calendar on the ServeOhio website for the date.



3.7 – The National Service Criminal History Check Training

- All recipients and subrecipients must complete CNCS NSCHC training every year. The CNCS designated e-course provides a thorough overview of the requirements. Each recipient must identify at minimum one relevant staff person to fulfill this requirement on behalf of the program. The program must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Programs should save certificates of completion from each year as part of grant record.
- For 2018, recipients and subrecipients should complete this requirement and be certified no later than thirty days after completing Starting Strong training. New staff and site supervisors who begin work after Starting Strong training should complete this requirement and be certified within the first thirty days of working within the capacity of AmeriCorps Member Management. Send the certificate to your AmeriCorps Program Officer upon completion.
- NOTE: you will need to print off or take a screenshot of the certificate before exiting the session and send the certificate to your ServeOhio Program Officer.
- <https://www.nationalservice.gov/reqCHCtraining>



Corporation for
NATIONAL &
COMMUNITY
SERVICE 

Certificate of Completion

The following individual completed the online introductory course to the
National Service Criminal History Check requirements:

Meredith Pugh

ServeOhio

Awarded: 10/31/2017

Expires: 10/31/2018

Maintain this certificate as grant record to verify that you completed the required annual training.
To stay in compliance, you must complete the next annual training before the expiration date above.
Maintain the Certification of Completion for each year that you completed the training.



3.8

If you receive an FBI result that states the person's results "May Not Meet Requirements" please follow the guidance found on the ServeOhio website regarding [RAP Sheet Guidance](#)

- Request for FBI Rapsheet form can be found on the Ohio Attorney General's website
 - <https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-Business-and-Nonprofit/Background-Check-Forms>



3.9

Programs must use the NSCHC Member File Checklist to document the NSCHC process has been completed for each member. Programs must place completed form in each member file.



National Service Criminal History Check Checklist and Member File Documentation

This form must be saved as grant record in each individual's file. This form has the ability to be completed in Microsoft Word and can be printed for your file after completion. You may also print out the form and complete it by hand. This form will be used during Monitoring Visits to ensure Member File Compliance. *All AmeriCorps members and staff in covered positions* serving in the State of Ohio must undergo all three components of the NSCHC Assessment. The updated [NSCHC Enforcement Guide](#) went into effect on April 1, 2017 and outlines changes to the Disallowance Matrix, found on page 7 of the guide.

When coding the reason for the State and FBI checks, please use the code: NCPA/VCA – Volunteer Children's Act.

Program Name:	Service Year:
Member/Staff Name:	Member/Staff Start Date:
Name of Staff Completing form:	Date form completed:

Verify identity & eligibility through:

Eligibility verification:

Birth Certificate (required for all members unless they have US Passport)

OR

US National, Resident Alien Documentation (ID #: _____)

Identity verification:

Government-issued photo ID (ID #: _____ Expiration: _____)

and social security card

OR

US Passport (ID #: Click here to enter text. Expiration: _____)

Obtained written consent from candidate to perform checks (documentation in file)

Verified state of residence at time of application. State of Residence: _____

COMPONENT 1 - National Sex Offender Public Website (NSOPW) Check

National Sex Offender Public Website Check using the <http://www.nsopr.gov> website.



Criminal Background Checks

- National Service Knowledge Network
 - <https://www.nationalservice.gov/resources>
- National Sex Offender Public Website
 - <http://nsopw.gov>
- Criminal History Check Resources
 - <https://www.nationalservice.gov/resources/criminal-history-check>
 - https://www.nationalservice.gov/sites/default/files/documents/NSCHC%20FAQs_030218_508.pdf
 - https://www.nationalservice.gov/sites/default/files/documents/Enforcement%20Guide%20for%20Staff%20and%20Grantees%2003.0_508_1.pdf



Questions





Program Director Calendar



Program Management Schedule

Service Year Activities

Summer Fall/Autumn Winter Spring

Programming Note	Month	Activity
Site visits to each program will be completed during orientation in August and September.	August 1 st to October 1 st	Service Year begins
	August 1 st	Member meetings during site visits begin
	September 30 th	Member meetings during site visits end
	TBD	National Swearing-In Day
	October 1 st till 31 st	ServeOhio to complete Risk Assessments
	November 6 th	Email Risk Assessments to Programs
	December 6 th by 12noon	Programs submit Disallowance Self Disclosure
ServeOhio will conduct an on-site monitoring visit for each program during January, February, and March.	December 6 th after 12noon (but no later than December 7 th by 5p)	ServeOhio emails On-site Monitoring Schedule
	January 8 th	On-Site Monitoring Visits begin
	March 31 st	On-Site Monitoring Visits end
	April 1 st till 30 th	Submit Disallowance Packets to CNCS
Planning and Paperwork	June 30 th to September 30 th	Service Year ends
	(beginning) July 1 st	Program Self-Assessment submitted to ServeOhio by Program Director
These dates will be determined based on the training schedule and Member start date.	TBA	Financial Surveys are due two weeks after grant notifications are released
	July 18, 2018 (9:30a-5p) AND July 19, 2018(9:30a-5 p)	Starting Strong Training <i>Vern Riffe Center 77 S. High Street, Columbus, OH 43215</i>
	August 19, 2018	All National Service Criminal History Check Training must be completed
	(ending) September 1 st	Program Self-Assessment submitted to ServeOhio by Program Director
	Periodic Expense Reports (PERs)	October 15, 2018
	January 15, 2019	Period ending December 31, 2018
	April 15, 2019	Period ending March 31, 2019



Program Management Schedule

Service Year Activities

Summer Fall/Autumn Winter Spring

July 2018							Notes:
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	(beginning) July 1 st →Program Self-Assessment submitted to ServeOhio by Program Director
8	9	10	11	12	13	14	July 18 & 19 th →Starting Strong Training <i>Vern Riffe Center, Columbus, OH</i>
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

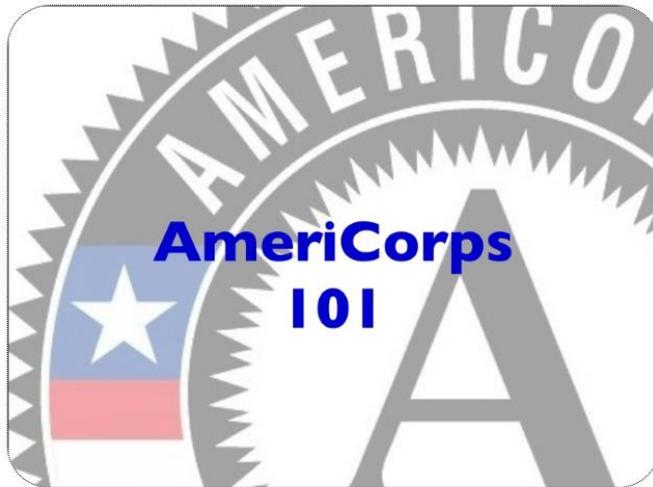
August 2018							Notes:
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	August 1 st →Service Year begins
5	6	7	8	9	10	11	August 1 st →Member mtgs during site visits begin
12	13	14	15	16	17	18	August 19 th →All National Service Criminal History Check Training must be completed
19	20	21	22	23	24	25	
26	27	28	29	30	31		

ServeOhio strengthens communities through AmeriCorps and volunteer engagement.



Ohio AmeriCorps Program Guide

Page | 1



<http://www.serve.ohio.gov/Portals/0/Ohio-AmeriCorps-Program-Guide.pdf>

SERVE **OHIO**
Ohio Commission on Service and Volunteerism

Ohio AmeriCorps Program Guide

Member Management



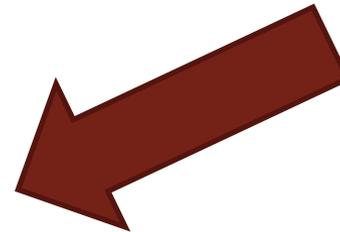


SECTION



4

OAST&C
2018-2019



Orientation Activities



- Ice Breakers
- Review Member Service Agreement
- Review Position Descriptions
- Collect remaining paperwork
- Eat lunch together





Orientation Overview

4.5.4 Orientation and training hours are service hours and should be tracked as service hours. With that being said, the first day for a member's serve term is the first day of orientation.

- Members go over service documentation
- Get to know organization/service locations
- Get to know your AmeriCorps team!
- National Service Overview
 - Connect members with broader picture of National Service and Service in Ohio
- Benefits of service
- Prohibited Activities



Member Service Documentation

- MSA/Position Description
- Publicity released signed prior to member start
- W4 form prior to member start
- Election/Decline health care prior to member start
- Election/Decline child care prior to member start



OSTC-4 AmeriCorps Member Management

4.2

Sub-grantee must require all AmeriCorps members to sign, before or on the 1st day of service, a Member Service Agreement (MSA) which includes the member position description, and meets all of the requirements of the CNCS AmeriCorps Terms and Conditions V.B.

[→MSA example←](#)



SUPERVISION AND SUPPORT

Member Service Agreements. The recipient must require that each member sign a member service agreement that includes, at a minimum, the following:

1. Member position description;
2. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
3. The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
4. Standards of conduct, as developed by the recipient or sub recipient;
5. The list of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65 (see paragraph C, below);
6. The text of 45 CFR §§ 2540.100(e)-(f), which relates to Non-duplication and Nondisplacement;

*found: <https://egrants.cns.gov/termsandconditions/Final2017AmeriCorpsTC20170413.pdf>



Requirements continued...

7. The text of 45 CFR §§ 2520.40-.45, which relates to fundraising by members;
8. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.);
9. Civil rights requirements, complaint procedures, and rights of beneficiaries;
10. Suspension and termination rules;
11. The specific circumstances under which a member may be released for cause;
12. Grievance procedures; and
13. Other requirements established by the recipient.
14. Ohio AmeriCorps Grievance procedure

The recipient should ensure that the service agreement is signed before commencement of service so that members are fully aware of their rights and responsibilities.



MSA Requirements Con't...

- Must also include Unemployment Exclusion Language (OSTC 4.2.2) with the member initials next to exclusion in MSA
- Member Service Agreements **must** be submitted in advance to ServeOhio for approval before distributing



Yep. . .more MSA requirements!

- Training for member and host site supervisors
- National Days of Service (best practice)
- Non-AmeriCorps time or private time list of prohibited Activities required in the member contract
- Host site agreements regulation



Prohibited Activities

Prohibited Activities:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials



Prohibited Activities Con't...

- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.



Prohibited Activities Con't...

- Non-duplication and Non-displacement language listed in 45 CFR §§ 2540. 100, which states:
 - Non-duplication:
 - Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
 - Non-displacement
 - An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use of such employer of a participant in a program receiving Corporation assistance.
 - An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
 - A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual



Prohibited Activities Con't...

- A participant in a program receiving Corporation assistance may not perform any services or duties or engage in any activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- A participant in a program receiving assistance under this chapter may not perform any services or duties or engage in any activities that –
 - Will supplant the hiring of employed workers; or
 - Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any –
 - Presently employed worker
 - Employee who recently resigned or was discharged
 - Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures
 - Employee who is on leave (terminal, temporary, vacation, emergency, or sick)
 - Employee who is on strike or being locked out.



Member Positions

4.6 CNCS AmeriCorps Terms and Conditions VI. B. and C. regarding changes in member terms of service and program member positions are hereby replaced with this Section OSTC 4.6.

4.6.1 Sub-grantee may not change the number of full-time member positions, or the distribution between full-time and less than full-time member positions, without first making a written request to ServeOhio and receiving prior written consent of ServeOhio.

4.6.2 Sub-grantee may not change the status of an enrolled member from full-time to less than full-time or vice versa, without prior written consent from ServeOhio.

4.6.3 If all member positions have been filled, sub-grantee may refill any slot vacated by a member who completed less than 30% of his/her term and who did not receive a pro-rated education award. Full-time and half-time member positions may be refilled only during the first 90 days of the period of performance. The same slot may not be refilled more than once.

Any exceptions to this enrollment requirement, including enrollment periods for less than half-time member positions, must receive prior written approval from ServeOhio.



Member Timesheets

4.5

- All member timesheets must be approved via OnCorps by the 15th of each month, in which the member has completed that pay period for all applicable timesheets. The AmeriCorps Program Officer will then verify all timesheets on the 20th of each month. Programs may submit requests to have alternate dates and must get approval from the AmeriCorps Program Officer.
- Unless otherwise noted member hours should be (roughly) 40 hours per week for full time members
- AmeriCorps Program Officer completes a monthly check in OnCorps and eGrants



Teleservice (4.5.3)

While it is unlikely that AmeriCorps Members' regular service activities have service opportunities that lend themselves to teleservice, it is important that programs choosing to include an element of teleservice have a policy in place to guide members and their activities. Teleservice is appropriate only when the activities can be meaningfully supervised and the hours verified independently. If a program determines that teleservice is appropriate in unique situations and for a small number of service hours, it must establish a policy that addresses the following:

1. Written Authorization of teleservice in advance to ServeOhio
2. Expectations of communication requirements between supervisors and teleserving members
3. Mitigation of the increased risk of time and attendance abuse
4. Appropriate supervision including validation of the activities to be performed, and
5. Verification of hours claimed.

Programs should be aware that their Directors and Site Supervisors may be subject to legal sanctions for erroneously certifying that AmeriCorps Members have valid service hours for time claimed in teleservice. In addition, there are legal and financial penalties for knowingly submitting false claims to the government.



4.3

The Member Service Enrollment Period defines the period during which AmeriCorps members may be enrolled. For each project, the enrollment period starts concurrent with the first day of service by an AmeriCorps member.

- 4.3.1

Full-time may be enrolled only during the first 45 days of the Member Service Enrollment Period. Any exceptions to this enrollment requirement, including enrollment periods for less than full-time member positions, please submit a request to ServeOhio Program Officer. Approval will or will not be given based on submitted information.

- 4.3.2

Half-time members must have at least 6 months to serve, unless sub-grantee receives prior written approval from ServeOhio for half-time members to serve in a full-time capacity.



Member (CNCS) Pre-Enrollment Process

4.4 Sub-grantee must use both the OnCorps online reporting system and eGrants Portal system for member enrollment and exit.

4.4.1

Sub-grantee must enroll members first in the eGrants portal within 5 calendar days of their start date and then in the OnCorps online reporting system within 15 calendar days of their start date. Member names and service start date must match in both OnCorps and eGrants.



Early Member Exits

- 4.4.2 Sub-grantee must exit members from the OnCorps online reporting system and eGrants Portal system no later than 15 calendar days after their last day of service. The only acceptable “reason for early exit” categories in OnCorps are:
- *For cause (performance, behavior issues, etc)
 - *Compelling personal circumstances
- 4.4.3 Sub-grantee must complete change of term (e.g. suspensions) in eGrants and OnCorps within 15 calendar days of their change date.
- 4.4.4 Sub-grantee must notify the AmeriCorps Program Officer by email before an early exit or suspension of a member for any reason.
- 4.7** Sub-grantee **may not** approve a compelling personal circumstance exit, which may result in a partial education award for exiting members, without first submitting a written request and documentation to ServeOhio and receiving written consent from ServeOhio prior to exiting members. [Note: Once a member is given a partial education award, the remaining portion of that education award is not available for use.] Programs must submit ServeOhio’s Compelling Personal Circumstance form to receive approval.



Member Benefits → OSTC 4.9

- Living Stipend
- Health Insurance
- Child Care (<https://americorpschildcare.com/>)
 - CNCS AC T&C: VIII
- Education Award
 - Education Award Guidebook →
[Ohio AmeriCorps Program Guide](#), pps 187-200
- Schools matching the Ed. Award
- Forbearance and Interest Accrual
- Professional Development
- MAP (or access to EAP)

Member Evaluation and Performance Review



**“There’s nothing about your performance that you need to change ...
other than everything.”**



Member Evaluation and Performance Review

Ohio AmeriCorps Program Guide, ppgs 66-67

Eligibility for a Second Term

A participant will only be eligible to serve a second or additional term of service if that individual has received satisfactory performance review(s) for any previous term(s) of service in accordance with the requirements of paragraph (d) of this section. Mere eligibility for a second or further term of service in no way guarantees a participant's selection or placement.

Participant Performance Review

For the purposes of determining a participant's eligibility for a second or additional term of service and/or for an AmeriCorps education award, each AmeriCorps program will evaluate the performance of a participant mid-term and upon completion of the term of service. The assessment requirements are described below.



Member Evaluation and Performance Review

Ohio AmeriCorps Program Guide, ppgs 66-67

Mid-Term and Final (End-of-Term Evaluation)

The minimum requirements for mid-term and final evaluation are to assess the following:

1. Whether the participant has completed the required number of hours described in paragraph (a) of this section;
2. Whether the participant has satisfactorily completed assignments; and
3. Whether the participant has met any other performance criteria which had been clearly communicated both orally and in writing at the beginning of the term of service.

Programs may determine the format and contents of their evaluation to meet their needs and the needs of their Members as long as the minimum requirements are in place.

Compliance:

Full-time, three-quarter full time, and half-time Members must have both a mid- and end-of-term evaluation.

Less-than-half-time Members are only required to have an end-of-term

Programs shall maintain written documentation that the Member received the mid-term and/or final evaluation as described in the regulations.



Members Don't Receive...

- Unemployment
- Bonus and gifts
- Hours accrued holidays-unless actually serving
- Serving from home
- Lump sum payout
- No federal status
- School closings/vacation (CNCS AC T&C: V.A.)



Key Take-Aways: Program Staff

- Timesheet management
- Member hours served per week/keeping track of progress of hours
- Corrective action for members being behind on hours (suspensions, AWOL, or excessive absences)
- Performing service as assigned



Key Take-Aways: Members

- My AmeriCorps functions and OnCorps timesheets & reporting
- Awareness of education award, living stipend, health insurance/child care (if applicable), forbearance and interest accrual on qualified loans
- Prohibited activities
- Program expectations



AmeriCorps 101

Video tutorial for member orientation and staff training

- Use Mozilla or IE, does not work in Chrome.





Questions





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Columbus, Ohio 43215

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Jennifer.Sanders@serveohio.gov | www.serveohio.org

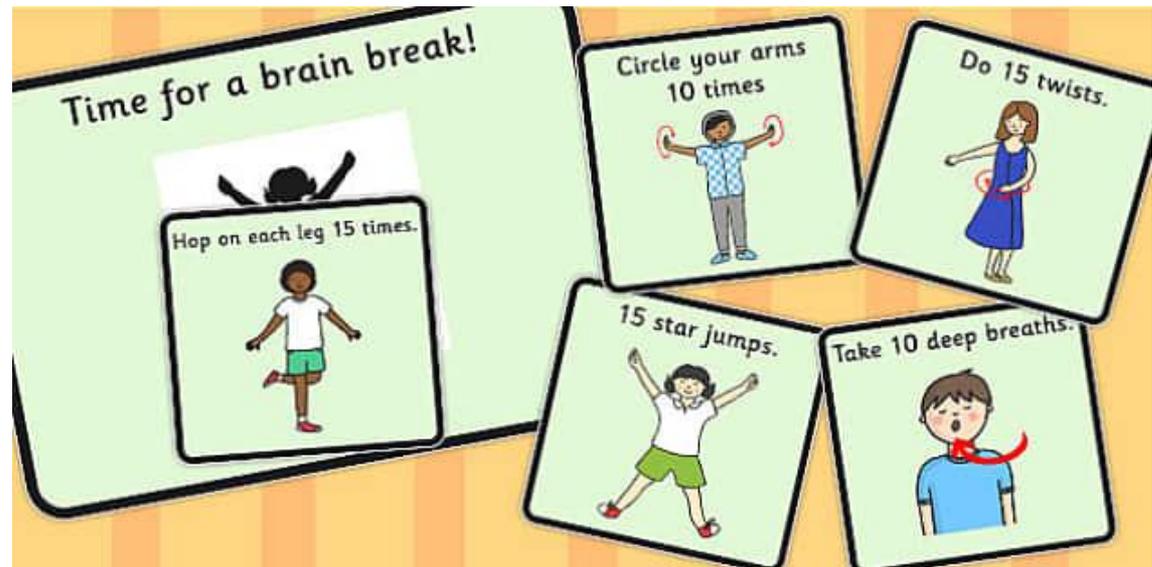


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Meredith.Pugh@serveohio.gov | www.serveohio.org

15-minute break!



Performance Measures and Grantee Progress Reports (GPR)

(a.k.a. Mary Cannon's favorite topic)



(Please hold your applause!)



READ and follow the instructions

GPR At-A-Glance

[Ohio AmeriCorps GPR Requirements](#)



Homework

- *Read* CNCS 2018 General Grant and Cooperative Agreement Terms and Conditions
- *Read* the CNCS 2018 Terms and Conditions for AmeriCorps State and National Grants
- *Read* ServeOhio 2018 Ohio Supplementary Terms and Conditions



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 - 614-995-5269



Questions





Final Thoughts or Questions?

Thank you!



Enjoy your evening!

**See you at 9:30 am
tomorrow morning!**



Starting Strong: 2018-2019 AmeriCorps Program Orientation

Day Two

July 19, 2018



WELCOME!



Housekeeping Items & Program Role Call!!



Continuous Improvement: Findings and Action Steps

*Common elements between SRG
program staff interviews and
program staff regional meetings.*



Communication & Staff Interaction

Focus on consistency and transparency of messaging.

Apply policy, guidance to situation at hand; jointly explore alternatives, options and win-win resolutions.



Technical Assistance & Training

Elevate meeting content; incorporate daily, working guidance into compliance and policy discussions; provide professional development content to build skills.

Build and support program connections

Increase member development infrastructure.



Organizational Relationships & Leadership

ServeOhio must communicate directly with organizational and site leadership to thank them for their support and demonstrate the value/impact of AmeriCorps to their organization.

Explore strategies to reduce the burden of AmeriCorps grant administration.



General Challenges & Suggestions

Investigate innovative statewide and local strategies to improve member experience; explore increasing member benefits; strategies to help program increase member living allowance.

Appreciate the recruitment challenge; work to build broad regional/state partnerships to foster innovative solutions.

Let program staff and members lead the dialogue on innovation.

Secure less restrictive funding and/or reallocate existing resources to support innovation.



Current Action Steps

- ***Adding Third AmeriCorps Program Officer***
 - *Reducing portfolio size*
 - *Revisiting and increasing technical assistance strategies*
 - *Adjusting grant and program management responsibilities*

- ***Examining ServeOhio Grant/Program Management Protocols***
 - *Engaging outside expertise*
 - *Review of current policies, procedures and staff roles*
 - *Revisions based on recommendations focused on maintaining compliance with consideration of the following:*
 - *reducing administrative burden;*
 - *increasing efficient and consistent expenditure of resources;*
 - *redefining staff roles and responsibilities to improve program support;*
 - *enhancing program resiliency and building a better member experience.*



Current Action Steps

- *Building and supporting program staff cohorts based on issue areas, common performance measures, staff tenure, etc.*
- *Communication to service site leadership/program partners acknowledging their support of AmeriCorps, highlighting program impact, importance of member support, etc.*
- *Establishment of LeaderCorps to provide a member voice on issues related to recruitment, promotion, member development, member support, etc.*



Federal Updates/CNCS

CNCS Transformation & Sustainability Plan

- *Strengthen core business functions*
- *Strengthen and align grants management and monitoring to improve efficiencies and maximize effectiveness*
- *Prioritize evidence-based interventions*
- *Simplify and streamline the application process*
- *Simplify the CNCS brand*
- *Align CNCS workforces and workplaces to better serve our customers, meet evolving needs and ensure efficient use of taxpayer dollars*



Current Federal Budget Status

- *CNCS not included in President's FY 2019 budget request.*
- *Two-year budget deal that raises mandatory spending caps for FY 2018 and FY 2019; \$165 billion increase for defense and \$131 billion increase for non-defense.*
- *For FY 2018, CNCS received increases in AmeriCorps (+\$26 million to \$412,010,000); State Commission Grants (+\$1 million to \$17,538,000); Commission Investment Fund (+\$1 million to \$8,500,000); Volunteer Generation Fund (+\$1.6 million to \$5,400,000).*
- *Increases to ServeOhio: State Commission Grant (+\$22,264 to \$431,643); AmeriCorps Formula Allocation (+\$266,497 to \$4,434,868); Commission Investment Fund (TBD); Volunteer Generation Fund (TBD).*
- *The Senate and House Appropriation Committees just completed their FY 2019 mark-ups and both maintained consistent, level funding for CNCS. Still ahead are full chamber votes, conference committee to work out differences and presidential approval. The new federal fiscal year begins 10/1; a Continuing Resolution is likely.*



Telling Our Story

- *Education of elected officials at the local level is the key to the survival of AmeriCorps.*
- *Connect with your representatives – federal and state; and your local officials – mayors and county commissioners.*
- *Email, social media, office visits, site visits, service projects, events, etc.*
- *Connecting with staff is as important as connecting with the elected official.*



Telling Our Story

- *Consistent Messaging*
 - *Detail the impact of AmeriCorps service in the local community.*
 - *Demonstrate how AmeriCorps Members extend the mission of your organization; illustrate what you would not be able to accomplish without AmeriCorps.*
 - *Show the member development side of the equation – how AmeriCorps service provides professional development to strengthen individual employment opportunities.*
 - *Connect the dots between the AmeriCorps program, your organization, ServeOhio and CNCS.*

- *Let us help! ServeOhio is always available to support your outreach efforts.*



2018-2019 Finance & Grants Management for Ohio AmeriCorps Subgrantees

Key Concepts: What you need to know regarding the financial grants management and compliance requirements of operating an Ohio AmeriCorps subgrant.



Elements of Grants Management





Regulations and Requirements

- *Award recipients must read, understand, implement & comply with all of the Rules, Regulations and Requirements of Federal and AmeriCorps funds, once you accept Federal money.*

Compliance is not optional!

- Consequences for non-compliance vary depending on the nature and severity of the non-compliance. For example, late reporting may result in a loss of funding or failure to document costs may result in having to repay the government or jail time.



Governing Authorities

Legislative and Regulatory Authorities

- National and Community Service Act of 1990, as amended by the Kennedy Serve America Act
- Domestic Volunteer Service Act of 1973, as amended by the Kennedy Serve America Act
- Kennedy Serve America Act 2009
- Federal Grant and Cooperative Agreement Act, 31 USC 6301-6308; and
- CNCS' implanting regulations in 45 CFR Chapter XII and/or XXV.

Other Applicable Terms and Conditions

- Uniform Guidance – 2 CFR Part 200 and 2205
- CNCS 2018 Grant and Cooperative Agreement Terms (General), effective 11/1/2017 and 2018 AmeriCorps State and National Grants Terms and Conditions
- 2018-2019 Ohio AmeriCorps Supplementary Terms and Conditions
- Applicable statutes, executive orders, regulations and policies governing the award (see CNCS General Terms and Conditions for all Governing Authorities)
- Your Agency Policies and Procedures

Award recipients must read, understand, implement & comply with all authorities, etc.



2018-2019 Ohio AmeriCorps Supplementary Terms & Conditions – OSTC-5 and OSTC-6

OSTC – 5: Budget and Fiscal Procedures

OSTC – 6: Reporting Requirements – (financial)
OSTC-6.1 – 6.4.6 and 6.8

(Note: OSTC-6 replaces Section X.I. of the CNCS
AmeriCorps Terms and Conditions)

Note: the OSTC do not replace the CNCS General and AmeriCorps Terms and Conditions, unless noted



Ohio Supplementary Terms & Conditions

Terminology/Acronyms

ServeOhio aka OCSV, the Commission, (Ohio Commission on Service and Volunteerism) issues your Organization (subgrantee) a

NOGA (Notice of Grant Award), and

OSTC (Ohio AmeriCorps Supplementary Terms & Conditions), Terms and Conditions

CNCS aka Corporation for National & Community Service, the Corporation

Note: the OSTC are in addition to the CNCS General and AmeriCorps Terms and Conditions, unless noted



Ohio Supplementary Terms & Conditions

OSTC-5.6 & OSTC-5.8.3

OSTC-5.6 lists three (3) items you must submit to fully execute your award and before you can request funds.

OSTC-5.8.3 – Subgrantees that don't meet the Federal single audit threshold must submit their annual elective audit to ServeOhio. Submit to: lisa.tope@serveohio.gov (electronic submission is acceptable)

Note: State of Ohio supplier #, see <http://www.supplier.obm.ohio.gov> if you need to update existing supplier account information



OnCorps online reporting system used for all financial reporting, replaces CNCS AC Terms X.I (OSTC 6.1)

Set Notifications to receive emails and/or home page notifications from OCSV when financial reports are approved or returned.

- 1) Login, then on the menu bar, go to
- 2) Tools
- 3) Administrative Tools
- 4) Email Notifications On/Off

Or Select a Notification on your homepage



Ohio Supplementary Terms & Conditions OSTC-6.3 & 6.4

Now that I'm set up in OnCorps and have my Notifications set, what's next?

- 1) Submit Approved eGrants Budget in OnCorps (OSTC-6.3) within 15 days of receiving the NOGA
- 2) Submit Periodic Expense Reports in OnCorps (OSTC-6.4) (Fixed Amount Grants-NA; (OSTC-6.4.5)



OnCorps online reporting system used for all financial reporting, unless otherwise noted (OSTC 6.2)

Basic “rules” for all Reports:

Review reports before submission to ensure accuracy

Submit in OnCorps (unless otherwise noted) and Submit on-time

Late reports are recorded for consideration in grant renewal process

Extension Requests must be submitted two days in advance of due date (email) (OSTC-6.7)



Financial Reporting Periods & Due Dates

Periodic Expense Report (PER)

Grant Year: 2018-2019

Reporting Period	Due Date
Grant Start – 9/30/18	10/15/2018
10/1/2018 – 12/31/2018	1/15/2019
1/1/2019 – 3/31/2019	4/15/2019
4/1/2019 – 6/30/2019	7/15/2019
7/1/2019 – 9/30/2019	10/15/2019
<u>Reports Outside OnCorps</u>	
Use of Other Federal Funds	October 2018 (OSTC-6.4.6)
Unused Funds Estimate	TBD



Periodic Expense Report (PER)

- Required Quarterly (see AmeriCorps Reporting Periods & Due Dates for schedule), but may be submitted monthly, if requesting funds (OSTC-6.4.2)
- Shows federal and match expenditures according to budget category, by line item
- Shows match percentage being met on subgrantee spending, including match on OCSV administrative share (subgrantee's enter OCSV's 2% in PER)
- Show's 100% of grant expenditures and is part of grant payment process

Notes

- ✓ Submit one (1) PER at the due date - do not submit prior month PERs on the date the required PER is due. This delays the approval process of the required reports for the entire portfolio.
- ✓ When selecting the reporting period, select the end date of the reporting period, not the month in which the report is submitted.
- ✓ Include OCSV admin – (*OSTC 6.4.3*)



Budget Changes (OSTC 5.4)

- Submit Budget Modification Request (in OnCorps) for changes exceeding 10% of total budget (federal and match shares)
- Changes under 10% may not require budget modification; approved budget lines may be over/under spent as necessary
- **EXCEPTION:** if adding costs to a budget line or category that had \$0 in the Approved Budget, a budget modification is required regardless of the amount for all programs. In addition, for competitive funded programs, changes must be approved by CNCS via grant amendment.



How do I Request Funds from the Grant?



Ohio Supplementary Terms & Conditions

OSTC-5.7.2

- Standard subgrantees (everyone except Fixed Amount) must submit payment requests in OnCorps, using the Request for Funds(RFF) – Payment Calculator box located in the Periodic Expense Report. No other form is needed or accepted.

State of Ohio agencies must also submit an ISTV in OAKS.

- Advance payment request allowed for initial start up costs (OSTC 6.4.3)
- A grant payment will be made, with each PER submission

Note: PERs and RFFs are required quarterly, but may be submitted monthly (once every 30 days)



Ohio Supplementary Terms & Conditions OSTC-5.7.1

Fixed Amount subgrantees submit request for funds (RFF-FA) via email (signed and scanned) to my attention @ lisa.tope@serveohio.gov

RFF-FAs are required quarterly, but may be submitted monthly (once every 30 days) by email; see www.serveohio.org for form

Since 2017-18, in addition to submitting the signed RFF-FA electronically, Fixed Amount subgrantees submit a copy of the completed eGrants Drawdown Calculations and Amounts Report



***OCSV Sub-Grantee Payment Process**

Sub-grantee: Submits PER and Request for Funds (RFF) (in OnCorps) complete the RFF-Payment Calculator box (PCB) or Fixed Amount subgrantee submits RFF-FA by email

AmeriCorps Grants Officer: Reviews payment requests, Approves payment, Updates internal spreadsheet, Verifies funds available on PO, Enters request (creates voucher) in state accounting system,

Director, Finance & Operations: Reviews voucher, Verifies encumbered funds for grants, Authorizes payment, Request funds from HHS, Creates deposit (EFT) in state accounting system

State Budget/Management Office: Processes payment, EFT direct deposited to appropriate bank account, For information on How to Access Your Grant Payment, see: <http://www.serveohio.org/professional-development/program-director-resources/grants-and-financial-management/>

***The entire process, from receipt of processable request to issuance of EFT generally takes four weeks or less.**



What else do I need to know for operating my program?

Member Living Allowance (aka Stipend)

Members only receive a stipend while they are serving.

CNCS AmeriCorps T&C VIII.A.

If a member serves 1700 hours but is permitted to conclude a term of service before the originally agreed upon date, **the program may not provide a “lump sum”** payment to the member.

Similarly, if a member enrolls after the program’s start date, the program 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.

See ServeOhio Financial Management Resources for links at: <http://www.serveohio.org/Americorps/AmeriCorps-Program-Director-Resources/Financial-Management-Resources>.



Member Living Allowance Guidance

- 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 the member start date or the 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.**



How do I set up a Member Stipend Distribution Schedule?

Subgrantee:

- 1) Determine the length of your member service terms (e.g., 12 months)
- 2) Determine the number of stipend payments to distribute over length of the member service term (e.g., 26) – Note: the member service term may differ from the length of your program.
- 3) Determine the amount (increment) of each payment (divide the total stipend by the number of payments)

Note: 2018-19 minimum stipend for FT-\$13,732

Tip: set up your member stipend payments to coincide with your agency payroll system already in place.



Member Living Allowance Distribution

Example

- 1) Length of member service term – 12 months
- 2) Number of stipend payments – 26 pays biweekly
- 3) Stipend increment – $\$13,732/26=\528.15 (FT)

1 FT member x 26 pays@ \$528.15/each pay for a total **up to** \$13,732

Distribution amount for any member starting after the first distribution is \$528.15 (unless you prorate).



Member Living Allowance Distribution

- **Under no circumstance is the subgrantee allowed to recalculate the member stipend distribution amount for members starting late or ending early**
- **Recalculating the distribution amount for members starting late to “catch them up” to the total paid to date is not allowed**
- **Recalculating the distribution amount “to payout” the remaining stipend for a member allowed to exit early is not allowed**



Member Living Allowance Distribution

OCSV Guidance

Establish a written policy that's reasonable & followed consistently:

- Outlining your practice of distributing the living allowance for FT and less than FT members, including HT members serving in a FT capacity; and
- For members who come on late or exit early. For example, if members are paid on a monthly basis and 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.



FT Member Stipend Payment Distribution – EXAMPLE

Program X has a 12-month tutoring program beginning 8/1/18 and ending 7/31/19. The corps consists of all FT members, serving 12 months. Member stipend payments are set up and distributed over the length of the program/member service term in equal increments across 26 pays.

Program X enrolls 15 of its 20 members on 8/1/18. If they end on-time as scheduled, they will receive their entire stipend.

FT members may be enrolled up to 45 days after the program start date. Program X enrolls the other 5 members on 9/1/18. Their stipend payments will be set up in the same equal increments as the other full-time members who started 8/1/18. *If* they are allowed to serve *after* the program end date of 7/31 (for a full 12 months), they may receive the entire stipend. If they cannot serve after the program end date, they will receive the amount of stipend for the period they serve (i.e., 11/12th of stipend vs. 12/12th as they started 1 month after the program start date).



HT Member Stipend Payment Distribution – EXAMPLE

Using the program example above, if the program enrolls Half-time members starting at the beginning of the program (8/1), serving for 12 months, their stipend payments will be distributed evenly over 26 pays. ($\$7278/26=\279.92). If they start 9/1, see above example for distribution.

Half-time members may start up to 6 months after the program start date and serve in a full-time capacity (with prior approval from OCSV). If so, their stipend will be divided evenly over the 6-month period. Instead of 26 pays, they may receive 13 ($\$7278/13=\559.84) Note: Same Slot Type Members can have different start/end dates (ex. Aug-Jan and Feb-July each 13 payments).

In all cases the member contract should be written to reflect members actual start/end dates and how the stipend will be distributed. Also the distribution amount of the stipend payment should be set up accordingly in the accounting system.



What else do I need to know about managing Federal funds?

Common Audit Findings (Financial Highlights):

- Staff Time and Attendance
- Match, including In-kind Match Documentation
- Internal Controls
- Expenditures and Reconciliation

See ServeOhio Financial Management Resources for links at: <http://www.serveohio.org/AmeriCorps/AmeriCorps-Program-Director-Resources/Financial-Management-Resources>.



CNCS Common OIG Audit Findings

Staff Time and Attendance

- Staff allocating time to more than one grant are not keeping timesheets that show actual time spent on each grant.
- Subgrantees claim salaries based on budgeted amounts instead of actual after-the-fact time reported on timesheets.

Consequence: if not documented properly; may be disallowed

Remedy:

- Periodically conduct your own timesheet review or audit
- Ensure you have a system of internal controls on timekeeping in line with Uniform Guidance 2 CFR 200.430(i)

NOTE: state and local government agencies see 2 CFR 200.430 (x)(5) for substitute systems; IHEs see 2 CFR 200.430 (h) for additional information.



CNCS Common OIG Audit Findings

Documentation of Staff Time

OCSV Guidance: ServeOhio expects programs to use timesheets or Personnel Activity Reports to track staff time (CNCS and/or Match). Any alternate mechanism must be approved by OCSV. (Also see 2 CFR 200.430(i).) Timesheets/PARS must:

- Show total hours worked each day; and show the distribution of salaries and wages chargeable between this grant and other programs or functions, if the employee is less than 100% on the grant.
- Be signed/dated by the employee and the employee's supervisor and kept on file.
- Be completed after the fact; based on actual, not budgeted time.
- Be prepared at least monthly, and coincide with one or more pay periods.
- Be supported by a system of internal control which provides reasonable assurance the charges are accurate, allowable and properly allocated.
- Be incorporated into the official records of the organization.

(For sample forms, see: <http://www.nationalservice.gov/resources/financial-management/staff-timesheets-requirements-and-issues>)



CNCS Common OIG Audit Findings: Match

Subgrantee claims match that is not sufficiently supported

Examples:

- Not met
- Undocumented or insufficient, e.g., in-kind time
- Unallowable – subgrantee claims match for an activity that doesn't appear in the approved budget
- Unreasonable – subgrantee claims match that is excessive
- Uses unauthorized Federal funds (Note: Other Federal funds may be used with permission of other Federal funder)

Consequence: if not documented properly; may result in disallowance of some federal funds because match requirements are not met

Remedy:

- Make sure claimed match is reasonable and included in the budget, and supports approved activities. Request budget modification if necessary.
- Record all claimed match in accounting journals.
- Make sure claimed match is appropriate and supporting documentation is maintained.

see <http://www.nationalservice.gov/resources/financial-management/match-documenting-cash-and-kind>



CNCS Common OIG Audit Findings: Match In-kind Contributions

- Have the same documentation requirements as other (cash) expenditures.
- Documentation must be kept to support the value placed on the contribution.
- Documentation for staff hours, including host site supervisor in-kind hours is same as for paid staff, i.e., must be explicitly identified – a timesheet or PAR must be maintained that differentiates between AmeriCorps and non-AmeriCorps time, and track actual, not budgeted hours.

Consequence: if not documented properly or is insufficient; may result in disallowance of some federal funds because match requirements are not met

Remedy:

- Create a form on which 3rd party donors can record in-kind support.
- For in-kind staff time – maintain a timesheet and/or PAR that shows total time and differentiates between AmeriCorps and non-AmeriCorps time, and tracks actual hours.

see <http://www.nationalservice.gov/resources/financial-management/match-documenting-cash-and-kind>



CNCS Common OIG Audit Findings

Internal Controls

Inadequate internal controls – Subgrantees financial management system cannot identify federal costs and expenditures by award or year.

Consequence: if you cannot clearly identify costs in alignment with the grant award; may result in significant errors in allocating costs to proper awards and the inability to reconcile GLs with required financial reports.

Remedy:

- Develop and implement a system of internal controls in accordance with 2 CFR 200.302 and 202.303
- Include an adequate review process for financial reports and budgets that includes a system to follow upon identified problems to ensure resolution.
- Ensure costs are being properly accounted for and charged to the correct federal award.
- Keep a clear audit trail that properly documents and records all expenses.
- Ensure staff have been trained on internal control requirements and procedures.

Etc.



CNCS Common OIG Audit Findings

Expenditures and Reconciliation

Subgrantees are not reconciling expenditures in their accounting system/GL to amounts claimed on the PER

Consequence

Auditors question the difference between amounts on the PER and what the accounting system demonstrates are expended

Remedy:

- Develop and implement written procedures to conduct scheduled reconciliation between the PER and the accounting system.
- Review and reconcile budget to actual expenditures for accuracy prior to report submission.
- Maintain a copy of the reconciliation report.



Accounting System Requirements

- Be able to document and verify all costs – grant and match, cash and in-kind.
- Record in-kind as revenue and expense.
- Account for each award/grant separately.
- Record financial transactions by budget line item and program year.
- Distinguish between federal and non-federal funds.
- Distinguish between direct and indirect costs.
- Provide management with financial reports at both the summary or detailed levels that will compare budget to actual amounts.
- Correlate financial reports submitted to OCSV directly to accounting information and supporting documents.



Financial management systems include

- Adequate practices that address regulatory requirements
- Written policies and procedures
- Documentation of expenses
- Cash management systems
- An efficient accounting system
- Budget controls
- Time and activity documentation
- Documentation of matching requirements and in-kind contributions
- Timely, complete and accurate reporting
- Internal controls

Remember: Document, Document, Document!!!



How does ServeOhio Ensure Subgrantee Compliance with OIG Financial Findings and Grant Requirements?

Financial Monitoring Strategy (includes feedback to subgrantee)

- ✓ Risk Based Assessment (Pre/Post Award)*
- ✓ Financial Management Survey
- ✓ Periodic Expense Report (PER) – Quarterly
- ✓ Audits
- On-Site Visit (all new operational; continuing based on Risk Assessment)
- Desk Review
- Transaction Detail Review (Planning Grants and continuing programs not receiving an on-site visit)

*New this year, submit member stipend distribution schedule



Ohio Supplementary Terms & Conditions OSTC-5.4.3

Member Service Incentives, Rewards and Recognition dollars may not be used to purchase gift cards. Total per member per year, \$30

See the Program Administration Resources @ <http://www.serveohio.org/AmeriCorps/AmeriCorps-Program-Director-Resources/Program-Management-Resources>, under Resources for AmeriCorps Program Directors.



Annual Grant Reconciliation

- Ohio AmeriCorps grants are reconciled yearly, notification generally takes place last quarter of grant
- Any unused grant funds revert to ServeOhio
- In addition to the final PER, an Aggregate Financial Report is required, which must be signed by an official with legal authority to bind the organization (see 2 CFR 200.415)
- Statement of Interest Earned, Residual Tangible Assets Inventory, Audit Requirement Form, GPR if required



Annual Grant Reconciliation

- Final PER – subgrantee match **must** meet statutory match requirement and voluntary cost share, as stated in the Notice of Grant Award, **and** compliance on ServeOhio’s administrative share. (OSTC-5.3)

Note: OCSV sets its match w/CNCS based on aggregate subgrantee match

What if I can't meet my match? Let us know ASAP
OSTC-5.3.1 and OSTC-5.3.2



Annual Grant Reconciliation

What if I have members who need to complete their terms of service?

No Cost Member Extension- see NOGA, Article 2

- Subgrantee will request a no-cost member extension for members who need to complete their terms of service after the period of performance end date (member stipend & benefits only) and/or service time
- Request 30 days prior to approved Period of Performance end date
- ServeOhio amends NOGA



Whew, that's a lot of information!
Any other financial/grants management
info I need to know?



Financial Management Resources

CNCS Knowledge Networks@ (<https://www.nationalservice.gov/resources/financial-management>)

Organizations need to handle funds wisely. This may include developing written policies and procedures, internal controls, and budget controls. Corporation grantees will also need to be familiar with documenting in-kind donations, time and activity reporting, generally accepted accounting principles (GAAP), Corporation regulations, and OMB regulations such as 2 CFR 200. Following are some of our most relevant resources related to this topic.

New Resource

[Uniform Guidance Updated FAQs \(as of July 2017\)](#)

*Required Online Courses

- National Service Criminal History Check (NSCHC) [eCourse](#) - **(Required of all CNCS Grantees, annually)**
- Key Concepts of Financial and Grants Management** [eCourse](#) - **(Required of new-to-CNCS grantees prior to award and others, when needed. Recommended for all CNCS Grantees, annually)**

*NOTE: The **Key Concepts of Financial Management (for CNCS Grantees)** course is under revision. The current content may not reference the most recent grants management regulations, such as 2 CFR Part 200 – the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.*

The person or persons who will have primary responsibility for program management and those who will have primary responsibility for financial management must all take the course.



Grants Financial Management Resources

Where To Get More Information

OMB Uniform Guidance at 2 CFR 200 and 2205

Federal standards to ensure grants are managed properly and funds spent in accordance with applicable laws and regulations

- **2 CFR Part 200** – http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- **2 CFR Part 2205** – <http://www.ecfr.gov/cgi-bin/text-idx?SID=f7425ef67312ab84da9e76ed5d79dff7&node=pt2.1.2205&rgn=div5>
- **CNCS National Service Uniform Guidance Resources**
<http://www.nationalservice.gov/resources/uniform-guidance>
- **Uniform Guidance FAQs** – <https://cfo.gov/wp-content/uploads/2014/08/2014-08-29-Frequently-Asked-Questions.pdf> Uniform Guidance Updated FAQs (as of July 2017)
- **Uniform Guidance Crosswalk from Final Guidance to Existing Guidance**
<https://obamawhitehouse.archives.gov/sites/default/files/omb/fedreg/2013/uniform-guidance-crosswalk-to-predominate-source-existing-guidance.pdf>



Grants Financial Management Resources

Where To Get More Information

- Corporation for National and Community Service Regulations
<http://www.nationalservice.gov/about/open-government-initiative/policies-and-procedures>
- CNCS 2018 General Grant and Cooperative Agreement Terms and Conditions and AmeriCorps Specific T&C
<http://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>
- Ohio AmeriCorps Supplementary Terms & Conditions 2018-2019
www.serveohio.org
- AmeriCorps Fiscal Manual, ServeOhio, Ohio's Commission on Service and Volunteerism, Resources for Program Directors, Financial Grants Management
www.serveohio.org
- Future Trainings
- ServeOhio AmeriCorps Grants Officer – Lisa Tope
lisa.tope@serveohio.gov 614.728.2920



Questions



Lunch Time!!



Please be back by 1:15 pm! Thank you!



CNCS & Ohio AmeriCorps Supplementary Terms & Conditions Highlights! 2018-2019



CNCS T & C Highlights

- READ both the CNCS General and AmeriCorps Grant Terms and Conditions
- Section I – changes from 2017
- Member Listings in MyAmeriCorps
- Pre-Enrollment



OSTC Highlights

Section 1 - Program Administration



Section 1 Highlights

- 1.7 – notify staff changes within 7 days & New Program Staff Orientation to happen within 30 days
- 1.9 – Monitoring defined



Section 2 – Meetings & Training Events



Section 2 Highlights

- 2.4 – Justice Talking Training
- 2.5 – LeaderCorps & Training Calendar
- Regional Training, dates TBD
 - North Central: Minnesota
 - Atlantic/South: Pennsylvania
 - Pacific/Southwest: Idaho



Section 3 – National Service Criminal History Check



Section 3 Highlights

- 3.1.1 – Update language for staff oversight and NSCHC
- 3.2 – Consent for NSCHC must be documented in member file
- 3.3 – NSOPW must be completed one day (24 hours) prior to the member start date and must be one complete check (no piecemeal)
- 3.4 – updated Accompaniment form with spot for member initial every day and clarified instructions. Found on Website (has June 2018 at bottom)
- 3.5 – Sign and review - Agency staff (based on policy)
- 3.6.1 – Self disclosure deadlines on website
- 3.8 – reworded “May Not Meet Requirements” language with links to website
- 3.9 – Programs must use NSCHC Member File checklist and place in each member/staff file
 - Two versions on website now! Print & Fill-in



Section 4 – AmeriCorps Member Management



Section 4 Highlights

- 4.1 – verification of eligibility: not required to keep copies unless required to send in documents → must keep copies
- 4.2.2 – initial unemployment clause
- 4.2.3 – Drug Free Workplace language
- 4.4.1 – 5 day pre-enrollment guidelines
- 4.5.4 – orientation hours = service hours
- 4.7 – CPC exits + form
- 4.9 – member benefits for FT members



Section 5 – Budget and Fiscal Procedures



Section 5 Highlights

- Review slides in Financial Section above



Section 6 – Reporting Requirements



Section 6 Highlights

- 6.4 – PER dates
- See Financial Section above for updates
- 6.6 – GPR dates



Section 7 – Program Effectiveness and Evaluation



Section 7 Highlights

- No Changes!!!!
- Keep an eye out for email with Google form to complete requesting your feedback!



Member File Activity



Member File Activity!

- Three groups (yellow, blue and green folders)
- 20 minutes to find the errors on each document (if any)
- Determine what is the correct course of action to fix the issue

(NOTE: the answer is not always call Meredith or Jennifer 😊)

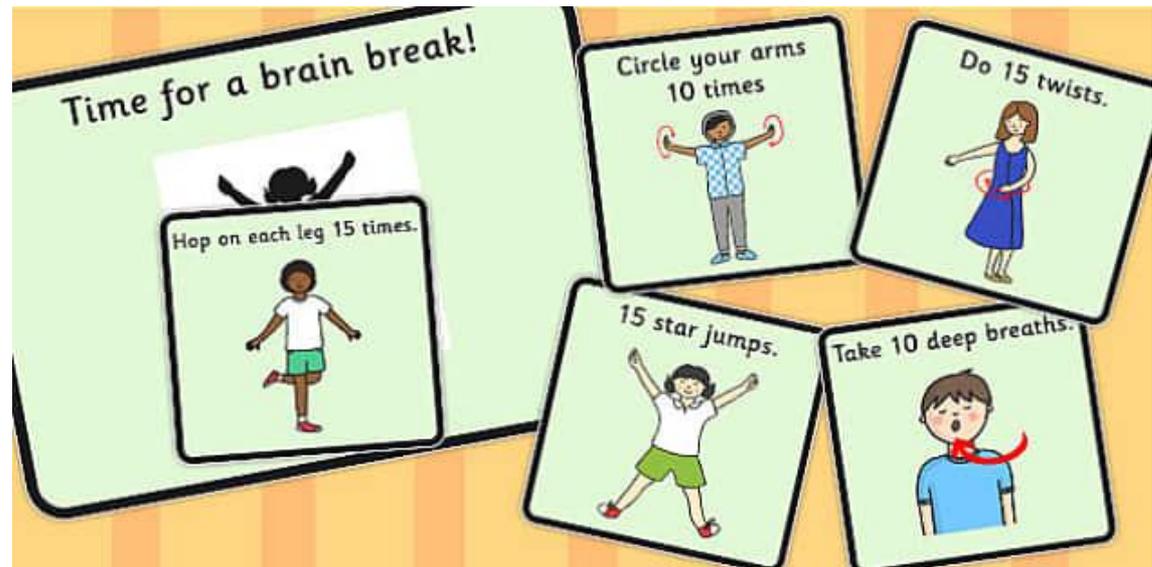
- Be prepared to report out your findings



Member File Review Reminders

- From the moment you hire an AmeriCorps member, you should be checking files regularly until **December 6th** – self disclosure of non-compliance issues ends
- Per OSTC 3.8, the ServeOhio NSCHC Checklist must be present in every member file (NSCHC checklist and Member File guidance – one form now!)
- Files containing Personally Identifying Information (PII) must be securely locked
 - **Definition:** Personally Identifiable Information (PII)—Any information that can be used directly or in combination with other information to identify a particular individual. Examples include names, Social Security numbers, addresses, phone numbers, driver’s license numbers, financial account information, physical characteristics or biometrics, etc.

15-minute break!



Group Discussion





Grantee Progress Reports (GPR)

- Performance Measures into OnCorps
 - 30 days after program start or by to **Sept. 28**
- Quarter 1 (Q1) Report due January 15
- [Grantee Progress Reporting Requirements](#)



GPR Highlights

- Remember –
 - OnCorps is a cumulative system - quarterly data should be NEW data
 - Depending on your program’s design, it may be appropriate to not report on every output and/or outcome in each quarter, particularly for “completion measures.”
 - Make sure the quarterly report dates do NOT overlap and match the GPR reporting timeframes in the instructions
 - Use the Explanation narrative section for details

Final Thoughts or Questions





Contact Information

- Mary Cannon, Director of AmeriCorps
 - mary.cannon@serveohio.gov
 - 614-728-5177
- Meredith Pugh, AmeriCorps Program Officer
 - meredith.pugh@serveohio.gov
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Thank you!