



Serve Washington

Changing Communities. Changing Lives.

Subgrantee Quarterly Update

January 26, 2017

AGENDA

10:00 am	Welcome	Robyn Harris
	Roll Call by Program	Denise Berns
	Serve WA Updates <ul style="list-style-type: none"> • Federal Budget • Engaging Elected Officials • OIG Audit 	Debbie Schuffenhauer
	CNCS Notice of Funding Opportunity (NOFO) <ul style="list-style-type: none"> • Competitive • Formula 	Robyn Harris
	Laura's Corner <ul style="list-style-type: none"> • What's the difference between research and evaluation anyway!?!? • R&E Updates 	Laura Thompson
	Telling Your Story <ul style="list-style-type: none"> • CNCS 2017 Engagement and Outreach 	Robyn Harris
	What We're Working On <ul style="list-style-type: none"> • Semi-Annual Reporting Tool • Serve Washington Website • Program Director Handbook • <u>Teleservice</u> 	Robyn Harris Denise Berns Robyn Harris Robyn Harris
	Upcoming Events <ul style="list-style-type: none"> • Leader Corps • AmeriCorps Week • Mayor/County/Tribal Day • National Volunteer Week • Leadership Forum National Service Execs • Life After AmeriCorps 	Mary Van Verst Robyn Harris Debbie Schuffenhauer Denise Berns Jenny Benson Mary Van Verst
	Life After AmeriCorps Presentation <ul style="list-style-type: none"> • Community Youth Services 	Djuna Davidson
	Fiscal Announcements <ul style="list-style-type: none"> • Invoice Packages • 13ESH Prime Grant Closeout 	Bruce Lehman Robyn Harris
	General Announcements <ul style="list-style-type: none"> • WA Legislative Session – Prohibited Activities • NSCHCs • NCCC Projects • Audits/Financial Statements 	Robyn Harris
	Program Sharing – Successes/Challenges <ul style="list-style-type: none"> • MLK Day of Service 	Program Staff
	Q&A	All
11:30 am	Adjourn	



Serve WA Updates

Federal Budget

- Continuing Resolution (CR) until April 28
- New administration's position on national service is unknown

Engaging Elected Officials

- Educate elected officials on the impact of national service (both on your program participants and beneficiaries)
- Invite elected officials to service projects and other program-sponsored events

OIG Audit

- January 30 – February 17
- Three programs have been selected for the subgrantee review



FY17 CNCS NOFO

PY17-18 Grant Awards

- Increased Living Allowance for FT (\$100)
 - \$12,630-\$24,930
- Increased Ed Award
 - \$5,815

Competitive

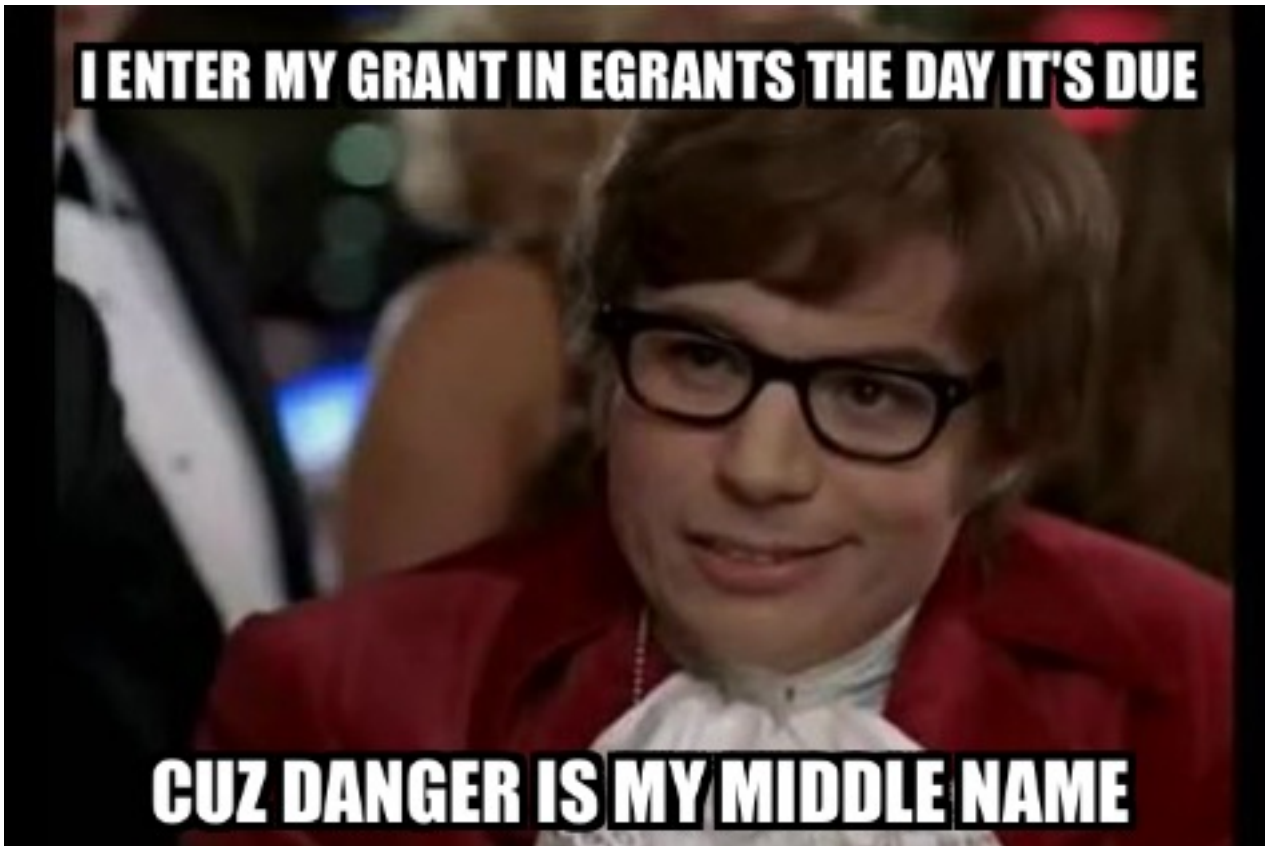
- Serve WA Successfully Submitted
- Programs Notified
- Tentative CNCS Clarification Periods Released
- CNCS Award Announcements Mid-May

Formula

- March 6 – RFGA Released (Continuations ONLY!)
- March 13 @ 9:30am – Mandatory TTA via WebEx
- March 31 – Applications Due



I ENTER MY GRANT IN EGRANTS THE DAY IT'S DUE



CUZ DANGER IS MY MIDDLE NAME



Laura's Corner

- **General updates**
 - Continuing visits
 - Check-ins on Program Improvement Plans (PIPs)
- **Research versus Program Evaluation**
 - **Research** = intends to add to a body of knowledge; test a hypothesis
 - **Evaluation** = intends to gather information to determine if a specific program is meeting anticipated standards/goals
 - Purpose is to guide a specific program's quality development and delivery
 - Not testing a hypothesis or developing a theory
 - Intent is to share results with those involved with the program/project



What does CNCS mean by “evidence”?

Evidence is information from performance measurement results or evaluation/research findings that inform your understanding of why **the intervention** you have selected will result in the change identified as the outcome.



Telling Your Story

NEW!

[CNCS Public Engagement, Outreach, and Education Plan for 2017](#)

- We are deploying resources to more than 11,000 schools to help students who need assistance to stay on track and in school, as well as learn healthy habits.
- We are supporting veteran families during deployment and are helping veterans and their families transition to civilian life.
- We are among the first to show up for a disaster and the last to leave.
- We are helping more people gain the resources they need to reduce and end homelessness across the nation.
- We are improving access to our nation's parks and public lands.
- And, as a result of their service, individuals are earning money for college and valuable workplace skills.

Check out monthly themes, monthly hashtags.

Universal hashtag: #AmeriCorpsWorks



What We're Working On

Semi-Annual Reporting Tool

- Member Positions
 - New space for totals and averages; helpful for programs with multiple position types.
- MSY Distribution
 - Removed! CNCS now only collects at time of application.
- Member Recruitment and Retention
 - How did Members hear of AC?
 - Why did Members join AC?
 - Why did Members stay and complete AC?
 - Optional for programs that collect this information.

(New template will be sent; DUE April 10)



What We're Working On

NEW Serve Washington Website!

- <http://servewashington.wa.gov/>
- FB & Twitter feeds on home page
- Multiple ways to find current AmeriCorps programs in Washington - you can search [by county](#), by [program name](#), or by [focus area](#). Please review your program descriptions/contact information and provide any edits to Denise.
- You can now [search our site](#).
- An expanded section of [resources for subgrantees](#).
- A [new calendar](#) featuring all of our events, days of service and more.
- Feedback is welcomed!

Program Director Handbook

- General updates to links
- NSCHC Section needs updates to Litmos, Out-of-State repository resources
- Will be posted shortly!



What We're Working On

Teleservice (serving remotely)

- In general, members should be providing service directly to the people, community, and/or environment in which they serve. Teleservice should be rare, if ever. *Reasonable accommodation related to a disability excluded.*
- Determine if program will allow requests for teleservice (in rare cases).
- If yes, develop program policy/procedure based on CNCS guidance.
- If no, be sure not make special allowances.
- Either way, educate members and service sites of program decision.



Upcoming Events

- General Calendar (new website location)
 - <http://servewashington.wa.gov/calendar>
- Leader Corps
 - February 15-16 and May 10-11 – Lacey Community Center
- AmeriCorps Week
 - March 4-11
 - March 9 – AmeriCorps Day in Olympia – Capitol Rotunda
- Mayor/County/Tribal Day
 - April 4
- Volunteer Week
 - April 23-29
 - April 11 - Governor Awards and Mariner's Salute to Volunteers – Olympia and Seattle
- Leadership Forum for National Service Executives
 - June 12-16 – UW Seattle
- Life After AmeriCorps
 - Varies by program



Life After AmeriCorps

Examples from the field...

Community Youth Services

Djuna Davidson

(example agenda and member reflection activity will be sent)



Fiscal Announcements - AGAIN

- Invoice Packages – Accessing \$\$\$
 - please refer to Special Terms and Conditions for full instructions
- FIXED AMOUNT GRANTS

An invoice package is **due on or before the 10th** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher; 2) a current Member Roster from My AmeriCorps Portal; and 3) a Certification of Staff and Member Eligibility Form (for any month in which new staff are hired or new member enrollments occur). Submit the **entire invoice package** by email to your Program Officer and OFM Fiscal Grants Officer. Any documents requiring signature shall be a scanned original.

- Sign and Date!



Fiscal Announcements - AGAIN

- Invoice Packages – Accessing \$\$\$
 - please refer to Special Terms and Conditions for full instructions
- COST REIMBURSEMENT GRANTS

An invoice package is **due on or before the 10th** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher; 2) a Periodic Expense Report; 3) a Program Income Report; 4) a current Member Roster from My AmeriCorps Portal; and 5) a Certification of Staff and Member Eligibility Form (for any month in which new staff are hired or new member enrollments occur). Submit the **entire invoice package** by email to your Program Officer and OFM Fiscal Grants Officer. Any documents requiring signature shall be a scanned original.

- Sign and Date!



Fiscal Announcements

- Serve WA Closing Prime Grant 13ESHWA001
- Affects Competitive Fixed Amount Subgrantees
- Watch for the following requests from staff:
 - Closeout Form (inventory and equipment)
 - Handful of members with Ed Award Status “on Hold” (programs may need to help resolve)
- All Subgrantees
 - At year-end watch for the Ed Award Status “on Hold” (the quicker we know, the quicker a resolution can be obtained for the member)
 - As Serve WA closes prime grants, we will issue new guidance on records retention



General Announcements

- **WA Legislative Session In – Please Remind Members of Prohibited Activities**
 - Let's see what the Program Handbook says!?!
 - <http://servewashington.wa.gov/>
- **NSCHCs**
 - NEW CNCS NSCHC State by State Guide
 - Don't forget criminal history checks for HT, QT, and/or MT
 - “On Time, Every Time”
- **NCCC**
 - Know of a short-term local project in need of AmeriCorps support? NCCC is looking for projects.
 - Projects especially desired in Eastern WA.
 - <https://www.nationalservice.gov/programs/amerikorps/amerikorps-programs/amerikorps-nccc/sponsor-amerikorps-nccc-team>



General Announcements

- When does my organization submit its Single Audit or Financial Statements to Serve Washington?

TWO times a year!

- Upon contracting: the legal applicant receives a certification form with contract materials and must return this form filled out and with the organizations most recent single audit or financial statements attached.
- Upon completing a new fiscal review: based upon the legal applicants fiscal year, immediately submit the new single audit or financial statement to Serve Washington.

(If you are not responsible for this, please notify those that are.)



Closing

- Successes/Challenges? MLK Day!
- Questions?

- Next Call: April 27 @ 10am
 - send topics of interest to robyn.harris@ofm.wa.gov

