AmeriCorps
Washington

PY21-22 Update

July 8 – 9:30am Session

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- Any silver linings "post-pandemic"?

Sign in to enter prize drawing!!!

July 8 - today
01:30pm-02:30pm –
Program Office Hours

03:00pm-04:00pm –
Fiscal Office Hours

July 9 - tomorrow
09:00am-10:30am –
New AC Brand

11:00am-12:00pm –
Networking

(original PDF had New AC Brand ending at 11:30am and could have been perceived to overlap with Networking – that was a typo)

Welcome!

City Year Seattle

Chelan/Douglas CAC

College Possible WA

College Success Foundation

Common Threads Farm

EarthCorps

iFoster

Port Angeles School District

Safe Streets

SeaMar

Serve Tri-Cities

Spokane Service Team

United Way Bent/Frank Co

United Way King Co

Up2Us Sports WA

Vet Corps

WA Conservation Corps

WA Reading Corps

WA Service Corps

(pause for reflection)

Message from
Serve Washington
Executive Director
Amber Martin-Jahn

AmeriCorps or CNCS?

AmeriCorps is the operating name for the Corporation for National and Community Service also known as CNCS. The dba AmeriCorps is frequently seen and referenced as the primary name for the federal agency; however, much of the statue and regulations still refer to the Corporation or CNCS. AmeriCorps, AmeriCorps the Federal Agency, the Corporation, and CNCS are all interchangeable. Serve WA materials lean towards the use of AmeriCorps or AmeriCorps the Federal Agency depending on context but leaves the Corporation and CNCS when directly quoting or citing a statue/regulation.

PY21-22 Contracts

- Expected Date – MID to LATE JULY
  - Formula Fixed: awarded in eGrants, contract in process
  - Competitive(s) & Formula Reimbursable: awaiting eGrants award, contracts to immediately follow
- What's In a Fully Executed Contract?
  - Serve WA State Contract Agreement
  - AmeriCorps Terms and Conditions
  - General Grant/Cooperative Agreement Terms and Conditions
  - Serve WA Special Terms and Conditions
  - OFM General Terms and Conditions
  - Grant Application (Narrative, Performance Measures, Budget)

Terms & Conditions

- Where can I find?
  - [AmeriCorps Terms and Conditions](#)
  - [General Grant/Cooperative Agreement Terms and Conditions](#)
  - [Serve WA Special Terms and Conditions](#)
  - Hardcopy with fully executed contract

- Read in full!

- Are there additional resources?
  - [AmeriCorps New Website](#)
  - [Serve WA Subgrantee Resources](#)

Terms & Conditions

FY21 AC *General* Grant and Cooperative Agreement Terms and Conditions (new longer name)

- Added a link to COVID FAQs
  - Does this mean the FAQs will stand throughout FY21? Not necessarily.

- Moved "branding" guidance from AmeriCorps Specific T&C to these General T&C
  - Webinar session tomorrow 9am!

Terms & Conditions

FY21 *AmeriCorps* Terms and Conditions

- Continue to update enrollment language (based on ongoing evolution of those changes – nothing programs don't already know)

- Added language on treatment of time for members serving in the Armed Forces Reserves (used to be an FAQ)

- Clarified language on some approval processes (remember subs go through Commission first)

- Updated link to NSCHC annual training

- Updated due dates

  - Remember! These apply to the prime grant – Commission – subgrantee due dates are then updated in the Serve WA Special T&C

Terms & Conditions

FY21 *Serve WA Special* Terms and Conditions

- Added more concrete timelines for the annual member placement form

- Added Truescreen/Fieldprint vendor requirement (already known by subs)

- Extended monthly due date for invoice packages to 15th (previously 10th)

- Clarified what format to submit in (Excel, PDF, etc.)

- Updated all due dates for basic reporting requirements

- Reworked AmeriCorps branding section

- **Added requirement to cite AmeriCorps, Serve Washington, and the Office of Financial Management in media release agreements (template now available)**
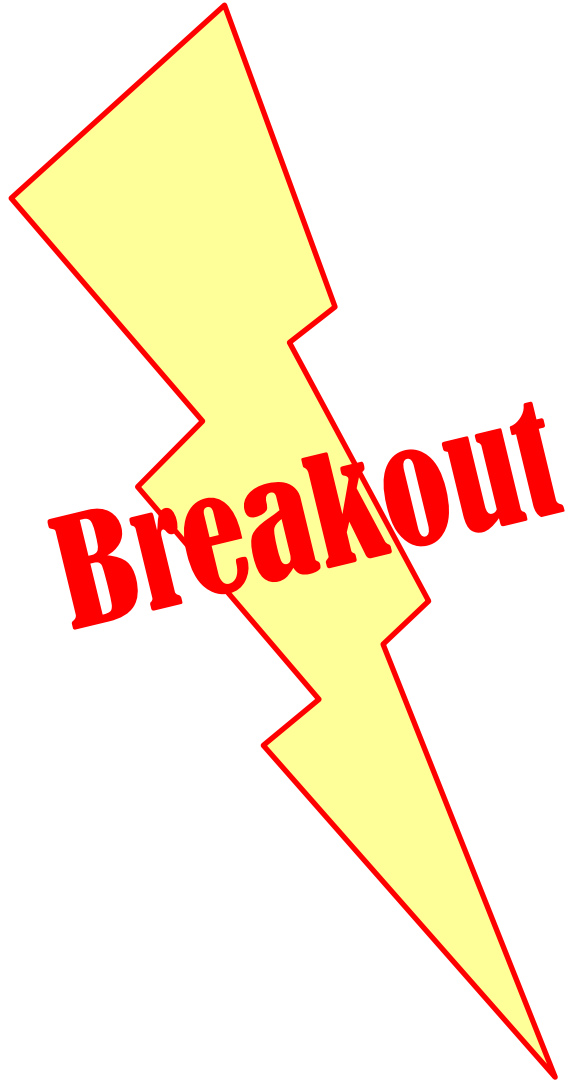
Terms & Conditions

Media Release Agreements (members & others)

- Members
  - Update Member Service Agreement and/or Release form if outside MSA
  - REQUIRED – cite "AmeriCorps, Serve Washington, and the Office of Financial Management" in agreement to ensure the same permissions as the program, legal applicant, and host site
  - Template available
  - Monitored for, may request copy when applicable
- Staff, Service Recipients, etc.
  - Begin to use, if not already
  - REQUIRED – cite "AmeriCorps, Serve Washington, and the Office of Financial Management" in agreement to ensure the same permissions as the program, legal applicant, and host site
  - Keep on file, may request copy when applicable

Breakout

Do you use the T&Cs?

When and for what?

What are some other important topics covered under AmeriCorps and Serve WA special terms and conditions?

Terms & Conditions

- **What are some other important topics covered under the CNCS *AmeriCorps* Terms and Conditions?**

  - Recruitment, Selection, Exit
  - Supervision/Support
  - Member Positions
  - Release from Service
  - Living Allowances
  - Taxes
  - Other Benefits
  - Records/Confidentiality

  - Budget Changes
  - Program Changes
  - Report Requirements (dates are for primes – sub dates in Serve WA T&C)
  - Program Income
  - Safety
  - NSCHC Training
  - Fixed Amount Grants

Terms & Conditions

- **What are some other important topics covered under the Serve WA *Special* Terms and Conditions?**

  - Staff Changes
  - Member Placement Form
  - Member Service Agreement
  - NSCHC Policy/Procedure
  - Accessing Grant Funds/Invoice Process
    - Fixed
    - Cost-Reimbursement

  - Status Reports
  - Semi-Annual Reports
    - Program
    - Fiscal
  - Records Retention
  - Monitoring
  - Events
  - Affiliation/Branding

PY21-22 Deadlines

- **Submit MSA to your PO (10 working days prior to first day of service) for approval.**
  - Update service dates
  - Update education award
  - Update living allowance
  - Update media release section (if contained in MSA) or submit separate updated form (can use Serve WA template)

- **Submit Service Project/Special Event Request to your PO (10 working days prior to first day of service) for approval.**
  - Identify three days

- **Monthly Invoice Package** – on/before 15th for previous month
- **Status Reports** – 45 day and 90 day (from contract date)
- **Service Project/Special Event Report** – within 10 days after
- **Semi Annual Reports** – April 15 and October 14

PY21-22 Living Allowance

Per AmeriCorps ARPA Guidance...

The minimum Full-Time living allowance: $16,000

"All programs that have full time members must be in compliance at the start of their program. Meeting the minimum FT living allowance is a requirement regardless of whether the agency provides the additional funding."

WA CARES FUND

Long-Term Care Insurance for WA Residents (new tax premium for employees)

- Does NOT apply to AmeriCorps members (in our opinion)
- Serve WA working on designation letter from ESD for AmeriCorps (similar to PFML designation letter)
- Premiums begin Jan 2022 (for certain employees)
- Prepare your payroll department, do NOT assess or charge premiums for AmeriCorps members

Policy Reminders – Deep Dive

- Continued Priority!
- Updated Checklists
  - AmeriCorps NSCHC P&P Checklist
  - Serve WA NSCHC Documentation Checklist
  - Serve WA Pre-Enrollment/Enrollment Checklist

NATIONAL SERVICE CRIMINAL HISTORY CHECKS

"ON TIME, EVERY TIME"

eGrants Pre-Enrollment/Enrollment

"ON TIME, EVERY TIME"

NSCHCs

May 1, 2021 New Rule

- Information provided throughout last year; check out the [April 22](#) presentation for reminders.
- General highlights:
  - Complete and adjudicate NSCHC *before* work/service
  - Complete for AmeriCorps Members (18+)
  - Complete for Staff identified on Cost-Reimbursement Grant
  - Complete *all three components* for everyone
    - NSOPW
    - State of Service (WA), State of Residence (if not WA)
    - FBI
  - Staff!!! If you were hired prior to May 1 and do not have all three components, must come into compliance by Nov 1 (don't wait) – this includes direct staff billed to CNCS share or match

NSCHCs

FieldPrint Evolution of e-Adjudication

- New Training on the [AmeriCorps NSCHC](#) website
- Two Modules (same screen)
  - myFingerprints
  - myFitnessDetermination

  (if your account does not have both modules, email customerservice@myfieldprint.com)

NSCHCs

FieldPrint myFingerprints & myFitnessDetermination

- FIRST! View myFitnessDetermination (oddly, this is lower on the module page)
  - Look for "clear" vs. "not clear" (same as past)
  - Entering the module will create a date stamp
  - No action, read-only module
- SECOND! View myFingerprints (oddly, this is the first module on the page)
  - Find grantee adjudication drop-down box
  - Select "pass" or "fail"
 - Note "not clear" doesn't always mean "fail"

NSCHCs

FieldPrint myFingerprints & myFitnessDetermination

- THIRD! The "date" field for the pass/fail determination is under construction and will not be available until late summer…without this function final adjudication must remain outside the system…(same as past)

- Take a screen shot, PDF, something and sign/date in the interim (AmeriCorps recommends the myFingerprints page with the pass/fail determination)

Breakout
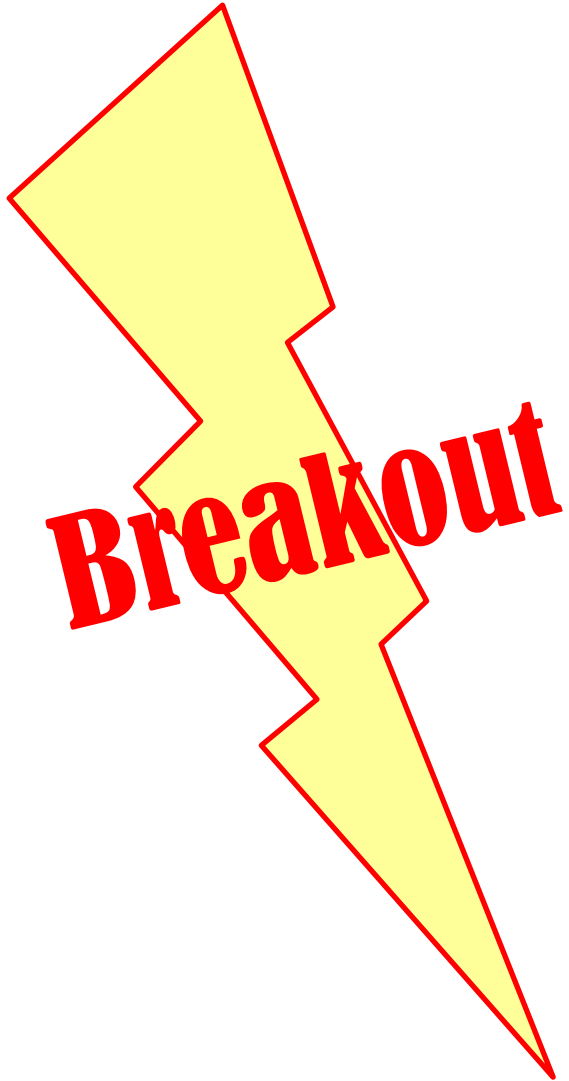
In WA you must use vendors Truescreen and Fieldprint...

What are some common lessons learned with these vendor systems?

What are some common pitfalls with these vendor systems?

Truescreen Pitfalls

- **What are some common mistakes (human error) with Truescreen?**

  - Timely! Initiate and Adjudicate BEFORE!

  - Use correct Grant Number (i.e. 19ESHWA0010001)

  - Request correct NSOPW + Washington in menu

  - Request correct out-of-state in text box (if applicable)

  - Name is spelled EXACTLY as on ID

  - ID verification in system – review and complete

  - Adjudication in system – review and complete

RUN Truescreen CNCS Monitoring Report Tool!

Fieldprint Pitfalls

- **What are some common mistakes (human error) with Fieldprint?**

  - Location

  - Timely! Initiate and Adjudicate BEFORE!

  - Begin to use grantee adjudication by viewing fitness determination in myFitnessDetermination and then selecting pass/fail in myFingerprints

  - Adjudication out of system (no timestamp yet) – continue to sign/date until electronic adjudication fully launches end of summer

NSCHCs Cost-Disallowance

NATIONAL SERVICE CRIMINAL HISTORY CHECKS
"ON TIME, EVERY TIME"
and
ACCURATE

When using Truescreen/Fieldprint…what noncompliance will cost me?

- **Late**
- **Failure to request NSOPW**
- **Failure to request accurate State of Service/State of Residence**
- **Misspelled Names/Names Don't Match Gov't Identification**
- **Staff Overlooked**
- **Failed to Adjudicate**
- **Failed to Document**

NSCHCs Record Retention

- **Remember!**
  - WA has higher retention requirements than the feds (3 years)
    - WA Prime 6 years
    - WA Subgrantee 6-9 years
    - We tell you.
  - Truescreen retention of 7 years.
    - Might be long enough. Risk it?
    - Keep PDF/Hard Copy each year?
    - Make PDF/Hard Copy during year 7 if needed?
  - Fieldprint retention of *many* years, but wipes PII after 3-7 years.
    - Not long enough. Don't risk it!
    - Have to adjudicate outside system anyway.
    - Keep PDF/Hard Copy each year.

NSCHCs Resources

- **Serve WA Handbook**
  - Pages 26+ https://servewashington.wa.gov/programs/americorps/subgrantee-resources
- **CNCS Knowledge Network**
  - Main Page https://americorps.gov/grantees-sponsors/history-check
  - Required Annual Training
  - Training Opportunities
  - Federal Regulations
  - Guidance/FAQs
  - Using Truescreen and Fieldprint
  - Compliance/Enforcement
  - …and much more!

Enrollment

- **Remember**
  - Ensure pre-work on selection, eligibility and NSCHC is done prior to starting system
  - Give yourself and applicants plenty of time to work through all the steps (about two weeks)
  - Watch for auto verification of eligibility, and/or respond to manual verification requests
  - The NSCHC "check boxes" are now a "date field" (date can be the date final adjudication was done or the date you are in the system to certify, but must be before start date)
  - Now have 8 days to hit the final enrollment button
  - Applicants now have non-binary gender options and prefer not to say options
  - Use the Serve WA Pre-Enroll/Enrollment checklist to ensure accuracy

Pre-Enroll/Enroll Pitfalls

- **What are some common mistakes (human error) with enrollment?**

  - Poking applicants to complete their portion
  - Programs forgetting to certify NSCHC date field
  - Watching auto verification of eligibility (and submitting to CNCS when returned for manual verification)
  - Watching for "enrollment button" to be active
  - Allowing members to start/collect hours before pre-enrollment is complete
  - Forgetting to complete final enrollment button once members start (within 8 days)

Serve Washington's Commitment to DEI

- Our work continues (personal, interpersonal, institutional, systemic);

- Our work with AmeriCorps continues;

- Our work with Subgrantees and Partners continues;

- Our work with AmeriCorps Members continues;

- Our work has no finish line.

Member Data/Demographics

WHAT?

- Collecting information from enrolled members (all applicants if possible)
- Examples of the data we want to collect
- Polling questions

Member Data/Demographics

WHY?

To support further equity work

Data could be used to:
- examine trends
- identify results that indicate bias
- identify gaps in outreach and support
- make improvements to our processes

Member Data/Demographics

WHEN? HOW?

- Goal to start this upcoming program year
- Through collaboration with YOU!
- Considering an advisory group of members

Serve Washington's 2022 TTA Survey Open Now!

- https://www.surveymonkey.com/r/ServeWA_TTA_Survey

- Cross sector training and technical assistance plan for calendar year 2022

- We want to hear your requests...related to AmeriCorps or otherwise

Closing

- <u>Swearing-In Ceremony</u>: Virtual Experience, Time TBD
  - October 22, 2021

- <u>PY21-22 Quarterly Webinars</u>: Thursdays, 10-11:30am
  - October 28, 2021
  - January 27, 2022
  - April 28, 2022

- <u>PY22-23 Subgrantee Meeting</u>: Wed/Thurs/Fri, Full Days
  - July 13-15, 2022
  - Olympia
  - *tentative*

Questions

Serve WA AmeriCorps Team:

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- Mary Van Verst (PO) mary.vanverst@ofm.wa.gov
- Katharine Swilley (PO) katharine.swilley@ofm.wa.gov
- Thomas Darnell (FGO) thomas.darnell@ofm.wa.gov
- Lou Thompson (PMA) lou.thompson@ofm.wa.gov

"Office Hours"
Today
1:30 pm
3:00 pm