

# Planning Grant Curriculum and Benchmarks



## AmeriCorps State Formula Grant Federal Fiscal Year 2021 Planning Grants Project Period January-July 2022

### Important Dates

<b>Virtual Orientation</b>	<b>January 6</b>
Webinar	January 13 (Fiscal)
Webinar	January 20
Webinar	February 3
Webinar	February 17
Webinar	March 31
Webinar	April 14
Webinar	April 27*
Webinar	May 12
Webinar	May 26
<b>In-Person Regional Training Conference</b>	<b>June 1-3, Albuquerque, NM</b>
Webinar	June 9
Webinar	June 23
<b>In-Person Subgrantee Meeting</b>	<b>July 13-15, Olympia, WA</b>

Webinars are scheduled on Thursdays from 10am-12pm; approximately 1.5 hours new learning, 30 minutes general Q&A. Calendar appointments for WebEx will be sent via email.

\*Adjustments will be made as necessary, as seen on April 27 which is a Wednesday.

## January

- Virtual Orientation – Overview of AmeriCorps in WA and Introduction to AmeriCorps 101**
- Begin Locating/Reviewing/Reading AmeriCorps Guidance
  - [National and Community Service Act of 1990 as amended by the Serve America Act](#) (42 U.S.C. § 12501 et seq.)
  - [CNCS Code of Federal Regulations](#) (45 C.F.R. § 2500.1 et seq.)
  - [OMB Code of Federal Regulations](#) (2 C.F.R. § 200 et seq.)
  - [AmeriCorps Terms/Conditions for AmeriCorps State and National Grants](#)
  - [Serve Washington Special Terms/Conditions](#)
  - [Serve Washington Planning Terms/Conditions](#)
  - [Serve Washington Program Handbook](#)
- Webinar – Fiscal**
- Webinar – Theory of Change/Logic Models/Evidence**
- Begin Developing a Theory of Change and Logic Model
- Identify Evidence to support the Theory of Change Framework

## February

- Webinar – Performance Measures/Data Collection/Evaluation**
- Think about which aspects of the program are best measured annually (vs which are best measured in an evaluation or long-term research agenda)
- Review AmeriCorps Performance Measure Instructions
- Begin Developing One Aligned Performance Measure (one output, one outcome)
- Begin Developing a Data Collection Plan
- Webinar – Introduction to NOFO/RFGA, Partners, Budgeting and Fund Development**
- Identify Host Sites or process for (if applicable)
- Identify Strategic Partners (if applicable)
- Begin Budget Framework

## March

- Read Operational RFGA**
- If Applying to RFGA, TTA Webinar and Submit Operational Application**

## Deliverables

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- Theory of Change Framework and Logic Model
- Performance Measure(s) and Data Collection Plan
- Operational Grant Application (submitted in eGrants), if applicable

## Questions to Consider

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*Is there alignment between need, intervention, and intended outcome? Clear design/dosage?*

*What level of evidence supports this alignment?*

*How many AmeriCorps members will be needed? Are the member activities allowable?*

*What are the characteristics and qualifications of desired AmeriCorps members?*

*How many staff members and what roles will be supporting the program and members?*

*Are any partner agreements necessary for data collection?*

*How will members/sites be oriented to data collection?*

*What checks and balances will be needed to ensure fidelity in data collection?*

*Will you have host sites? What other partners are necessary to be successful?*

*How will you obtain the cash match necessary to operate the program?*

## April

### **Webinar (held March 31) – Member/Site Development I – Benefits/Eligibility/NSCHCs/Recruitment**

- Take the AmeriCorps eCourse on NSCHC (save certification)
- Ensure Fiscal Systems are in place to support Member Benefits
- Begin Developing Systems for Processing and Documenting Eligibility
- Begin Developing a Member Recruitment and Selection Process (if using Host Sites, also develop a Host Site Recruitment and Selection Process)

### **Webinar – Member/Site Development II – Prohibited Activities/Orientation/Training/Supervision**

- Begin Developing a Member Orientation/Training Plan (if using Host Sites, develop orientation and determine if ongoing training is necessary)
- Begin Developing a Member Supervision Plan (if using Host Sites, develop a Host Site Monitoring Plan)

- Update Budget Framework

### **Webinar – Member/Site Systems III – Position Descriptions/Member Service Agreements/Time Tracking**

## May

- Develop Member Position Description(s)
- Develop Member Service Agreement(s) (if using Host Sites, develop agreement)
- Develop Member Time Tracking System

### **Webinar – Member/Site Systems IV –**

### **Member Files/Enrollment/Exit/Slot Management/eGrants Tutorials/Member Performance Reviews**

- Develop a Checklist for Member Files
- Develop a Member Performance Review process
- Webinar – Policies/Procedures (i.e. NSCHCs/Teleservice) and Volunteer Plan**
- Begin Developing AmeriCorps Policies and Procedures (not covered by organizational policies and procedures)
- Identify Volunteer Plan (recruitment, training, support, data collection/reporting)
- Update Budget Framework

## Deliverables

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- Submit NSCHC Certification; Establish Truescreen and Fieldprint Accounts – Test a Staff Check
- Member Recruitment Plan
- Member Orientation/Training/Supervision Plan (Host Site, too, if applicable)
- Member Position Description/Member Service Agreement

## Questions to Consider

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*How will the program ensure a diverse and inclusive AmeriCorps team?*

*How will the program encourage esprit de corps among the AmeriCorps team?*

*How will the program prepare AmeriCorps members for Life After AmeriCorps?*

*If using host sites, what role will they have in member development?*

*Are position descriptions free of prohibited activities and perception of “other duties?”*

*How will the member service agreement be introduced (and signed on or before the first day of service)?*

*Is the time tracking system paper or electronic? If electronic, does it meet AmeriCorps requirements?*

*Does the program have a criminal history check policy that meets AmeriCorps requirements?*

*Will members be allowed to teleserve? Does the teleservice policy meet AmeriCorps requirements?*

*Is volunteer engagement a program component? What activities will volunteers be engaged in?*

*How does this new knowledge change the budget/match in order to run a successful program?*

## June

- Attend National Service Regional Training Conference**
- Webinar – AmeriCorps Events/Initiatives/Branding**
- Prepare for how your program will engage in National Days of Service
- Prepare for how your program will engage in National Service and Serve WA events/initiatives
- Develop a Plan for Branding (or co-branding) your program
- Webinar – Reporting, Records Retention, and Close-Out Process**
- Continue Unfinished Objectives
- Finalize Budget Framework

## July

- Attend Serve WA Annual Subgrantee Meeting** (required if funded for operational grant)
- Finalize Unfinished Objectives

## Deliverables

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- Successfully Adjudicate and Document Individuals in Truescreen and Fieldprint
- Final Invoice
- Final FFR
- Close-Out Form

## Questions to Consider

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*What “gear” will be provided to AmeriCorps member?*

*How will the program educate the community and potential service recipients on availability of services?*

*How will the program educate local leaders, state/congressional delegates, and other VIPs on the value of AmeriCorps?*

*Where will records be stored? Who will manage records retention?*

*How does this new knowledge change the budget/match in order to run a successful program?*