

Planning Grants Curriculum and Benchmarks



AmeriCorps State Formula Grant Federal Fiscal Year 2022 Planning Grants Project Period August 2022-July 2023

Important Dates

Virtual Orientation	August 4
Webinar	August 11 (Fiscal)
Webinar	August 18
Webinar	September 1
Webinar	October 6
Webinar	November 3
Webinar	December 1
Webinar	January 5
Webinar	February 2
In-Person Regional Training Conference	Spring, Three-Day, Pacific Region
Webinar	March 2
Webinar	April 6
Webinar	May 4
Webinar	June 1
In-Person Subgrantee Meeting	July 12-13, Two-Day, Olympia

Webinars are scheduled on Thursdays from 10am-12pm; approximately 1.5 hours new learning, and 30 minutes general Q&A. Calendar appointments for Zoom will be sent via email. The curriculum is purposefully designed with the most robust content and intensive schedule up front and gradually declines as the quarters move on to ensure applicable time, attention, and probability for completion.

Quarter 1 – August-October

August

- Virtual Orientation** – General 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/Evidence**
- Begin Developing a Theory of Change
- Identify Evidence to support the Theory of Change Framework

September

- Webinar – Logic Model/Performance Measures/Data Collection**
- Begin Developing a Logic Model
- Review AmeriCorps Performance Measure Instructions
- Begin Developing One Aligned Performance Measure (one output, one outcome)
- Begin Developing a Data Collection Plan

October

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

Quarter 1 – Deliverables

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

Quarter 1 – Questions to Consider

*Is there alignment between need, intervention, and intended outcome? Clear design/dosage?
What level of evidence supports this alignment?
Which aspects of your program are best measured annually?
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 partner agreements necessary for data collection? How will members 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?*

Quarter 2 – November-January

November

- Webinar – 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)
- Update Budget Framework

December

- 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

January

- Webinar – Member/Site Systems III – Position Descriptions/Member Agreements/Time Tracking**
- Develop Member Position Description(s)
- Develop Member Service Agreement(s) (if using Host Sites, develop agreement)
- Develop Member Time Tracking System
- Update Budget Framework

Quarter 2 – Deliverables

- 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
- Timesheet/Time Tracking Tools

Quarter 2 – Questions to Consider

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?

Quarter 3 – February-April

February

- 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
- Update Budget Framework

March

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

April

- Attend National Service Regional Training Conference** (Sometime in Spring, TBD)
- 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
- Update Budget Framework

Quarter 3 – Deliverables

- Successfully Adjudicate and Document Individuals in Truescreen and Fieldprint
- Submit NSCHC Policy & Procedure
- Operational Grant Application (submitted in eGrants), if applicable

Quarter 3 – Questions to Consider

*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?
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?*

Quarter 4 – May-July

May

- Webinar – Revisit Theory of Change/Logic Model/Program Evaluation**
- Continue Unfinished Objectives
- Update Budget Framework

June

- Webinar – Reporting, Records Retention, 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

Quarter 4 – Deliverables

- Final Invoice
- Final FFR
- Close-Out Form

Quarter 4 – Questions to Consider

Which aspects of your program are best measured in a program evaluation or long-term research agenda?

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