



Serve Washington

Changing Communities. Changing Lives.

Subgrantee Meeting

July 11-12 2018

Welcome!

City Year

College Access Now

College Success Foundation

Communities In Schools

Community Youth Services

Cowlitz AmeriCorps Network

EarthCorps

Kitsap Community Resources

Port Angeles School District

Regional Service Corps

Spokane Service Team

United Way King County

Vet Corps

WA Conservation Corps

WA Reading Corps

WA Service Corps



Six Word Stories

For Sale:
Baby Shoes,
Never Worn



What is the Six Word Story for your
AmeriCorps program?



CNCS Updates

- Status of the Federal FY19 Budget
- CNCS Transformation and Sustainability Plan
- WA State Service Plan



Serve WA Updates



PY17-18 Contracts

- Expected Date
 - Competitive: one awarded, one on way, contracts shortly
 - Formula: hoping awarded next week, contracts by end of month
- What's In a Fully Executed Contract?
 - Serve WA Contract Agreement
 - CNCS AmeriCorps Terms and Conditions
 - CNCS General Terms and Conditions
 - Serve WA Special Terms and Conditions
 - OFM General Terms and Conditions
 - Grant Application (Narrative, Performance Measures, Budget)
 - Audit/Financial Certification Form



Terms & Conditions

- Where can I find?
 - [CNCS AmeriCorps Terms and Conditions](#)
 - [CNCS General Terms and Conditions](#)
 - [Serve WA Special Terms and Conditions](#)
 - Hardcopy with fully executed contract
- Read in full!
- Are there additional resources?
 - [Managing AmeriCorps Grants](#)
 - [Serve WA Subgrantee Resources](#)



Terms & Conditions

- **CNCS *AmeriCorps* Terms and Conditions**
 - Added - programs must advertise positions by creating Service Opportunities in eGrants/My AmeriCorps
 - Added – Pre-Enrollment process
 - Removed – ability for staff to complete member portion of enrollment/hard copy forms (no longer allowed)
 - Updated – Enrollment (final step) must be done in 5 calendar days (no longer 30)
 - Updated – Performance Reviews, mid-term and end-of-term for FT, end-of-term only for less than FT
 - Added – Three-Quarter Time Position (1200 Hours), must receive permission to use/convert to this new position
 - Updated – NSCHC E-Course must be done via Litmos



Terms & Conditions

- **Serve WA *Special* Terms and Conditions**
 - Removed - Certification of Staff/Member Eligibility
 - Updated – changed Monthly Status Report to 45-Day and 90-Day Status Report
 - 8/1 Contract Date – 9/14 45-Day Report and 10/30 90-Day Report
 - Updated – due dates for Semi-Annual Reports
 - Added – Unexpended Funds Report
- **Remember to submit MSA to your PO (10 working days prior to use) for approval!**
 - Update service dates
 - Update education award – PY18-19 \$5,920 (we think)
 - Update living allowance – PY18-19 \$13,732 (minimum)



Terms & Conditions

- Continued Priority!

NATIONAL SERVICE CRIMINAL HISTORY CHECKS

“ON TIME, EVERY TIME”

PROHIBITED ACTIVITIES

“NEVER EVER, EVER, EVER”



NSCHCs Disallowance Themes

NATIONAL SERVICE CRIMINAL HISTORY CHECKS

“ON TIME, EVERY TIME”

and

ACCURATE

- NSOPW – State Repositories Inoperable/Down
- Missing State of Residence
- Misspelled Names
- Names Don't Match Photo Identification
- Staff Overlooked
- Failed To Get Permission
- Failed To Adjudicate



PY18-19 Forms/Documents

A-19 Invoice Voucher (in lieu of Certification of Member/Staff Eligibility)

23							
24	DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE
25	9/10/2017	CNCS Grant # 16ESHW001 Fixed Amount					
26		ServeWA Grant # K2184					
27		Time Period: August 1-31, 2017					
28		Total Award of <u>\$384,900</u> for program divided by <u>30</u> members divided by <u>12</u> months equals			\$1,069.17		
29		Number of Active Full Time Members	30		\$1,069.17	\$32,075.10	
30							
31							
32	By submission of this invoice, I certify that eligibility and national service criminal history checks were timely and compliant for staff and AmeriCorps members. Member roster attached.					Total Amount	\$32,075.10
33	PREPARED BY	TELEPHONE NUMBER	DATE	AGENCY APPROVAL		DATE	
34							
35							



PY18-19 Forms/Documents

Status Reports

- **45-Day and 90-Day (in lieu of monthly reports and quarterly compliance checks)**
 - Recruitment and Retention
 - use ONLY eGrants/My AmeriCorps Portal by selecting “S&N Reports”
 - expectations; Fill 100%, Retain 85%, if not, include explanation and improvement plan
 - expectations; Enroll in 5 days, Exit in 30 days, if not, include explanation and improvement plan
 - Successes/Challenges
 - Technical Assistance Needs
 - Performance Measures
 - 45-Day Report; describe data tracking process and submit tools
 - 90-Day Report; describe progress toward meeting measures
 - Great Story
 - succinct, quantitative/qualitative data, submit separate photo



PY18-19 Forms/Documents

Semi-Annual Progress Reports

- No major changes; but use latest version sent

Monitoring

- Ensure Service Opportunities are being used
- Ensure Pre-Enrollment is compliant, including members are completing pre-enrollment electronically
- Review Host-Site Agreements

Handbook

- Updated links for PY18-19 and reflective of all changes described
- Posted materials on subgrantee resource page



Questions?



OIG Audit Themes

- Timesheets
 - Sign/Approve AFTER completion of hours/end of service period (don't project, even the last day)
 - Watch for “nonexistent days/dates” (there is no April 31, for example)
 - Watch for evening/weekend/holiday hours, bulk hours, and ensure documentation of approved hours if outside position description
- Teleservice
 - In general, OIG is not a fan of teleservice
 - If allowing, be sure to have a compliant policy/procedure in place, follow consistently, and keep as grant record for proof



OIG Audit Themes

- AmeriCorps Program Identity (*you are not an AmeriCorps program if...*)
 - *You pay an hourly wage...* AmeriCorps members receive a living allowance, paid in equal installments, and not tied to hours
 - *You co-enroll in AmeriCorps as an added bonus to employment or another program...* AmeriCorps members need to know they are applying to AmeriCorps
 - *You don't provide AmeriCorps orientation and training...* AmeriCorps programs are required to provide pre-service orientation and ongoing training and ongoing supervision, including training on Prohibited Activities, for all members
 - *Your host-sites don't identify as AmeriCorps...* AmeriCorps programs must help host-sites assimilate



Questions?



Enrollment Process

- Pre-Enrollment (*before member start date*)
 - Program selects/invites applicant
 - Applicant accepts by completing electronic enrollment info
 - Applicant info sent to SSA
 - Automatically verified OR
 - Manually verified by submission of documents
 - Program certifies criminal history check verification & saves
 - Program completes placement info
 - *if SS and Citizenship is not verified, do not let the member start service
 - *if NSCHCs have not be completed/certified, do not let the member start service
- Enrollment (*within 5 calendar days of member start date*)
 - Program completes final step by clicking “enroll member”



Enrollment Process

- Putting the Puzzle Together...

Member Start Date in eGrants

MATCHES

Member Start Date on Timesheet

...if these don't align, Member Hours Disallowed

Timely Enrollment Is Imperative!



Day 1 – Working Lunch

How will your program successfully implement the new enrollment policy changes?

What has changed in your internal staff process?

What has changed in your requests of applicants?

Have you set deadlines for each step?

Have you considered a check and balance system to ensure accuracy?

Have you dedicated staff time for the final enrollment step within 5 calendar days of members starting service?



Day 2 – Working Lunch

What was your biggest take-away from the training on Trauma-Informed Care?

How does Trauma-Informed Care apply to your AmeriCorps program?

What changes might you make after learning about Trauma-Informed Care?

