



# AmeriCorps Washington

Serve Washington  
Subgrantees' Meeting  
July 7-9, 2021  
Virtual Gathering

## Objectives

Subgrantees will:

- increase their understanding of program administration and compliance issues to effectively administer high quality national service programs; and
- develop relationships within the national service network and identify resources to aid their work.

### July 7 - Wednesday

#### AM Session *(required for new programs, optional for any others)*

##### [WebEx Link](#)

08:30 am – 12:00 pm	<b>Serve WA PY21-22</b> <b>New Program/Staff Orientation</b> <ul style="list-style-type: none"> <li>• New Program Checklist</li> <li>• Introduction to Program Handbook               <ul style="list-style-type: none"> <li>○ Laws/Regulations/Terms</li> <li>○ Training/Events/Special Initiatives</li> <li>○ Program Systems</li> <li>○ Member Systems</li> <li>○ Compliance</li> </ul> </li> <li>• Common Pitfalls</li> <li>• Performance Management</li> </ul>	Robyn Harris (P) Jenny Benson (H)
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#### PM Session *(required for new cost-reimbursement, optional for any others)*

##### [WebEx Link](#)

01:30 pm – 03:00 pm	<b>Serve WA PY21-22</b> <b>Cost-Reimbursement Fiscal Orientation</b> <ul style="list-style-type: none"> <li>• Cost-Reimbursement Grants ONLY</li> <li>• Overview of 2 CFR 200 – Uniform Guide</li> <li>• Invoicing and Reimbursement Process</li> </ul>	Thomas Darnell (P) Robyn Harris (H)
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#### PM Session *(required for new fixed-amount, optional for any others)*

##### [WebEx Link](#)

03:30 pm – 04:30 pm	<b>Serve WA PY21-22</b> <b>Fixed-Amount Fiscal Orientation</b> <ul style="list-style-type: none"> <li>• Fixed-Amount Grants ONLY</li> <li>• Invoicing and Reimbursement Process</li> </ul>	Thomas Darnell (P) Robyn Harris (H)
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## July 8 – Thursday

### AM Session *(required for all primary program staff, optional for others)*

#### [WebEx Link](#)

09:30 am – 11:30 am	<b>Serve WA PY21-22 Updates &amp; Grant Requirements</b> <ul style="list-style-type: none"><li>• ASN Grant Terms &amp; Conditions</li><li>• Serve WA Special Terms &amp; Conditions</li><li>• Required Forms and Documents</li><li>• NSCHCs</li><li>• Enrollment</li><li>• Other Reminders &amp; Updates</li></ul>	Robyn Harris (P) Jenny Benson (H)
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### PM Session *(optional)*

#### [WebEx Link](#)

01:30 pm – 02:30 pm	<b>Program Office Hours</b> <ul style="list-style-type: none"><li>• No Presentation</li><li>• Serve Washington Staff will be available for general Q&amp;A</li></ul>	Robyn Harris Jenny Benson Mary Van Verst Lou Thompson
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### PM Session *(optional)*

#### [WebEx Link](#)

03:00 pm – 04:00 pm	<b>Fiscal Office Hours</b> <ul style="list-style-type: none"><li>• No Presentation</li><li>• Serve Washington Staff will be available for general Q&amp;A</li></ul>	Thomas Darnell
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## July 9 - Friday

### AM Session *(highly encouraged)*

#### [WebEx Link](#)

09:00 am – 10:30 am	<b>New AmeriCorps Brand</b> <ul style="list-style-type: none"><li>• ASN Terms &amp; Conditions</li><li>• AmeriCorps Branding Guidance</li><li>• Serve WA Guidance</li></ul>	Jenny Benson (P) Robyn Harris (H)
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### AM Session *(optional)*

#### [Zoom Link](#)

11:00 am – 12:00 pm	<b>Serve WA Portfolio – Networking Hour</b> <ul style="list-style-type: none"><li>• Come meet your peers!</li><li>• Small group, breakout rooms</li><li>• Question prompts (if desired)</li></ul>	Lou Thompson
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