



Serve Washington

Changing Communities. Changing Lives.

COVID-19 Member Support II

April 6, 2020

Recap – Member Support I



- Member Leave
- Alternative Service
- Teleservice
- Making-up Hours
- eGrants Suspension
- MSA extensions
- No-cost grant extensions
- CPC Exits
- CNCS COVID-19 FAQs
- Continued Pay/Benefits
- Budget Implications

March 16 Webinar:

<https://servewashington.wa.gov/programs/amicorps/subgrantee-resources/subgrantee-meeting-materials>



Goals

- Serve WA ESF Language
- General Resources We Like
- New CNCS FAQs
- Other Considerations
- Q&A
- Fixed Grant Guidance

Our goal is not to update on the virus itself, we will leave that to the experts.

#StayHomeStayHealthy

#SocialDistancing

#WashYourHands



Serve WA ESF 6

- <https://mil.wa.gov/plans> (general)
- [ESF 6](#) (page 14)

Emergency Support Function: ESF 6

Supporting Agencies	Actions	Core Capabilities
Office of Financial Management - Serve Washington Citizen Corps Program	<p>Connects teams of trained volunteers and/or AmeriCorps members to carry out a wide range of response support actions emphasizing disadvantaged communities and residents with disabilities and others with access or functional needs, including:</p> <ul style="list-style-type: none">• Canvassing and information distribution for state response actions.• Sheltering and feeding support and distribution of water, food, ice, and emergency supplies.	Mass Care Services



Mental Hygiene

SAMHSA's **Disaster Distress Helpline** provides 24/7, 365-day-a-year crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters.

Multiple languages.

<https://www.samhsa.gov/find-help/disaster-distress-helpline>



Equity

The Center for Social Innovation (C4)

Racially Equitable Responses to COVID-19

<https://c4innovates.com/racially-equitable-responses-to-covid-19/#more-119013>

Coronavirus Resources

<https://c4innovates.com/coronavirus-resources-april-2-2020/#more-119016>

- **Behavioral Health Services**
- **Opioid Use Disorder Tx Guidance**
- **Digital Recovery Supports**
- **Homeless Services**
- **Domestic Violence**
- **Self-Care**



What's the Upside?

The Upside

- 1 Your co-workers FINALLY recognize how vital volunteers are to achieving your mission!
- 2 Your organization is now motivated more than ever to expand your technological capacity & resources
- 3 You are finding new & creative ways to engage volunteers & this is re-igniting your excitement for your job
- 4 Volunteers have become more engaged & connected to your organization, one another, & to you
- 5 You have a little more uninterrupted time to work on program development & that wish list you've been keeping

 VolunteerPro

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“The Shelter-in-Place Volunteer” Masterclass by Tobi Johnson
<https://volpro.mykajabi.com/the-shelter-in-place-volunteer-replay> (replay available until April 17)



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

General Program Questions

13. What is the impact of COVID-19 on access to national service criminal history check (NSCHC) vendors Truescreen and Fieldprint, and how should programs handle Livescan location closures?

“... Initiating state and FBI checks is going one step further than getting permission to conduct an NSCHC. This could include, for example, fingerprinting, sending requests to a state repository to get checks, or having candidates fill out official forms for getting the required checks. You must be able to document how and when checks were initiated. You must have policies and procedures outlining how you initiate checks and apply them consistently. Ordering fingerprint cards or scheduling a Livescan appointment may be considered initiation of a check.”



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

General Program Questions

15. How is the requirement to accompany those for whom State and/or FBI check components are pending affected by COVID-19?

“Covid-19 has not changed the requirement to accompany those who are serving when State and/or FBI check components of the NSCHC are pending...”



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

ASN Program Specific Questions

20. Can AmeriCorps State and National members get a full Education Award if they were not able to obtain their full hours due to circumstances related to COVID-19?

It depends.

There are three situations that have different outcomes...



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

#1 - AmeriCorps State and National members that have served **less than 15 percent** of the minimum required hours for the Term of Service at time of exit. AmeriCorps State and National members who have served less than 15 percent of the minimum required hours for a Term of Service at the time they are exited are not eligible for a partial education award. Nor are these members eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).

***No Change**

***No Paperwork/eGrants Changes**



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

#2 - AmeriCorps State and National members that have served **between 15 percent and 50 percent** of the minimum required hours for the Term of Service at the time they are exited. AmeriCorps State and National members that complete between 15 and 50 percent of the minimum required hours for the Term of Service may be exited for compelling personal circumstances proportional to the number of hours they have served. They are not eligible for a full education award with a compelling personal circumstance exit related to COVID-19. 45 CFR § 2522.230(a)(2).

***Really No Change, Eligible for Pro-Rated Ed Award**

***Document CPC Exit, Complete CPC Exit as Usual in eGrants**

***Follow Standard Program Policy on CPC Exit**

(Serve WA has COVICD CPC Exit Template Online)



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

#3 - AmeriCorps State and National members that have served more than **50 percent** of the minimum required hours for the Term of Service at the time they are exited. An AmeriCorps State and National member who has completed more than 50 percent of the minimum number of hours required to successfully complete their Term of Service will be eligible to receive the full education award amount with a compelling personal circumstance exit related to COVID-19. Compelling personal circumstances are the determination of the AmeriCorps program. 45 CFR § 2522.230(a)(2).

***BIG Change, Eligible for Full Ed Award**

***YES Paperwork Changes, YES eGrants Process Different**

(Serve WA will be adding templates for this online.)



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

ASN Program Specific Questions

21. What process will grantees use to exit those members who have served more than 50 percent of the minimum required hours for a Term of Service?

This is a two-part process:

- *Exit of the member and*
- *Document the difference between the served hours and the hours entered on the exit form.*



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

ASN Program Specific Questions

21. What process will grantees use to exit those members who have served more than 50 percent of the minimum required hours for a Term of Service?

Part 1 (read in full online)

In eGrants:

- *List the minimum number of hours for the corresponding slot type that would normally be needed to receive full award (1700, 1200, 900, etc.)*
- *However, use the exit status of “Eligible for Partial Award” (CPC exit)*



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

ASN Program Specific Questions

21. What process will grantees use to exit those members who have served more than 50 percent of the minimum required hours for a Term of Service?

Part 2 (read in full online)

Outside of eGrants:

- *Note in each member file the difference between the actual served hours and the hours entered in eGrants (Serve WA will publish a template for this)*
- *Track and report to Serve WA all members exited this way (Serve WA will publish a template for this – due at year-end)*



Other Considerations

- Recommend any zero hour timesheets have a note/stamp re: “COVID19 exception”
- If continuing to pay members during zero hour pay periods or under eGrants suspension, recommend grant record/memo to file re: “ok to pay under COVID19” and cite CNCS ASN FAQ #9
- In general if deploying a CNCS FAQ a grant file memo is recommended (especially if it differs from program policy)
- Document, document, document
- Watch the maximum living allowance \$27,984 (programs extending service or increasing member taxable income)
- Ask your legal re: liability insurance when teleserving/performing alternate service



Other Considerations

- Really important to have a teleservice policy for COVID19 if you didn't have a policy prior
- Share pictures! Response or general – use social distancing in pic.
- To recruit or not recruit!?! RECRUIT!
- We've heard word that CNCS may request a situation report – stay tuned.
- Thinking about a no-cost grant extension? Soft decision deadline June 1. Serve WA will circle back.
- Serve WA will host some upcoming member activities – Civic Reflection and Self-Care – stay tuned



Other Considerations

- We are monitoring:
 - Match relief for cost-reimbursement grants
 - Training/Fundraising limitations
 - Ceasing Accompaniment ASP

In the meantime, the following STILL APPLY:

Statutory Match Requirements (24%+, check your grant)

Member Training Cap 20%

Member Fundraising Cap 10%

NSCHCs Complete and Adjudicated BEFORE Service/Employment



Closing



Questions?

Anything to share?

Keep in touch with your PO!

...Fixed Amount Grants Stay w/ Us...



CNCS FAQs

Full list: <https://www.nationalservice.gov/coronavirus>

ASN Program Specific Questions

23. How will CNCS determine the amount of funds a program may retain for an awarded full-cost, fixed-amount grant?

Per Section 3514(c) of the CARES Act, CNCS has determined that grantees with full-cost, fixed-amount grants whose program operations have been disrupted by COVID-19 may retain the amount of awarded funds based on the total MSY value of regular enrolled member service positions multiplied by the awarded cost per MSY up to the amount of award funds as stated on the Notice of Grant Award.



Fixed Grant Steps

- What Serve WA will do.
 - Reimburse for all enrolled members at the full grant award cost/msy.
 - Enrolled members must serve at least one hour. (Any exited members with zero hours will not receive funding.)
 - Full grant awarded cost/msy is based on slot type, as it always has, FT, TQT, HT, RHT, QT, MT.
 - This will apply to active members, suspended members and exited members.
 - Hours of these members do not matter. Status on roster does not matter.
 - Total *still* cannot exceed total original award. Reconciliation will occur in the final contract month.
 - Determine new monthly flat rate based on enrollment to date.
 - Project total award minus payments to date.
 - New total divided by total months left on the contract.
 - Equals new monthly flat rate.
 - Determine new monthly rate for any future enrollments. Some programs may still be processing enrollments.
 - Separate from flat rate. Different line on invoice.
 - Slot type rate divided by total months of slot type.
 - Equals monthly rate per new member.
 - *The same as the old method.*
 - Manually adjust March payouts (submitted by April 10).
 - If a higher cost/msy is allowed, the field will be notified and Serve WA will adjust calculations.
 - Provide subgrantees with grant memo of this change – “due to COVID-19 disruption in program operations.”



Fixed Grant Steps

- What subgrantees need to do.
 - Continue to submit monthly invoice packages with all components (including rosters).
 - Adjust to new monthly flat rate provided by Serve WA beginning April invoices (submitted by May 10).
 - Alert PO/GO if new enrollments occur (you will then have your base flat rate and a new monthly rate for those members).
 - Maintain accurate timesheets of actual hours served regardless of this temporary change in how funds are calculated.
 - Continue to follow OMB Cost Principles regarding spending.
 - Program/Fiscal work together to assess stability of program operations under this new provision.
 - Notify Serve WA PO/GO of any substantial staff changes.
 - Questions? Email PO/GO.

