

Planning Grants Curriculum and Benchmarks



AmeriCorps State Formula Grant Federal Fiscal Year 2020

Important Dates

Virtual Orientation	August 5
Webinar(s)	August 13 (Fiscal)
Webinar	August 20
Webinar	September 17
Webinar	October 15
Webinar	November 19
Webinar	December 17
Webinar	January 21
Webinar	February 18
Regional Training Conference	Spring, Three-Day, Pacific Region
Webinar	March 18
Webinar	April 15
Webinar	May 20
Webinar	June 17
In-Person Subgrantee Meeting	July 7-8, Two-Day, Olympia

*Webinars are scheduled from 10am-12pm; 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.

Quarter 1 – August-October

August

- 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.)
 - [CNCS Terms and Conditions for AmeriCorps State and National Grants](#)
 - [Serve Washington Special Terms/Conditions & Planning Terms/Conditions](#)
 - [Serve Washington Program Handbook](#)
 - [National Service Knowledge Network](#)
- Webinar(s)** – Fiscal (One Live Hosted by Serve WA, Two Self-Paced Tutorials by On3Learn)
- Webinar** – Theory of Change/Logic Models/Evidence

September

- Begin Developing a Theory of Change and Logic Model
- Identify Evidence to support the Theory of Change Framework
- Webinar** – Introduction to NOFO and Host Sites/Partners
- Read Operational RFGA (if applying to Competitive Opportunity and/or wait for next Formula Opportunity)**

October

- Continue Unfinished Objectives
- If Applying to RFGA, TTA Webinar and Submit Application**
- Identify Host Sites or process for (if applicable)
- Identify Strategic Partners (if applicable)
- Begin Budget Framework
- Webinar** – Performance Measures/Data Collection/Evaluation

Quarter 1 – Deliverables

- Theory of Change Framework and Logic Model

Quarter 1 – Questions to Consider

*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?
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

- Continue Unfinished Objectives
- Think about which aspects of the program are best measured annually and which are best measured in an evaluation or long-term research agenda
- Review CNCS Performance Measure Instructions
- Begin Developing One Aligned Performance Measure (one output, one outcome)
- Begin Developing a Data Collection Plan
- Webinar** – Member/Site Development – Benefits/Eligibility/NSCHCs/Recruitment/Selection/Non-Discrimination/Reasonable Accommodation

December

- Continue Unfinished Objectives
- 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 – Orientation/Training/Supervision/Monitoring

January

- Continue Unfinished Objectives
- Begin Developing a Member Orientation/Training Plan (if using Host Sites, also develop orientation and determine if ongoing training is necessary)
- Begin Developing a Member Supervision Plan (if using Host Sites, also develop a Host Site Monitoring Plan)
- Update Budget Framework
- Webinar** – Member/Site Systems – Prohibited Activities/Position Descriptions/Member Service Agreements/Host Site Agreements/Time Tracking

Quarter 2 – Deliverables

- Performance Measure(s) and Data Collection Plan
- Member Orientation/Training/Supervision Plan (Host Site, too, if applicable)

Quarter 2 – Questions to Consider

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

Quarter 3 – February-April

February

- Continue Unfinished Objectives
- Develop Member Position Description(s)
- Develop Member Service Agreement(s) (if using Host Sites, develop agreement)
- Develop Member Time Tracking System
- Read Operational RFGA (if applying to Formula Opportunity and/or wait for next Competitive Opportunity)**
- Webinar** – Member/Site Systems – Member Files/Enrollment/Exit/Slot Management/eGrants Tutorials/Member Performance Reviews

March

- Continue Unfinished Objectives
- If Applying to RFGA, TTA Webinar and Submit Application**
- Develop a Checklist for Member Files
- Develop a Member Performance Review process
- Attend National Service Regional Training Conference (spring)**
- Webinar** – Policies/Procedures (i.e. NSCHCs/Teleservice) and Volunteer Plan

April

- Continue Unfinished Objectives
- 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
- Webinar** – AmeriCorps Events/Initiatives/Branding

Quarter 3 – Deliverables

- Member Position Description/Member Service Agreement
- Timesheet/Time Tracking Tools

Quarter 3 – Questions to Consider

Are position descriptions free of prohibited activities and perception of “other duties?”
Will the member service agreement be signed on or before the first day of service?
Is the time tracking system paper or electronic? If electronic, does it meet CNCS requirements?
Will members be allowed to teleservice? Does the teleservice policy meet CNCS requirements?
Does the program have a criminal history check policy that meets CNCS requirements?
Is volunteer engagement a primary program aspect for long-term sustainability or a secondary program aspect for additional reach/capacity? What activities will volunteers be engaged in?
How does this new knowledge change the budget/match in order to run a successful program?

Quarter 4 – May-July

May

- Continue Unfinished Objectives
- 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 and Records Retention

June

- Continue Unfinished Objectives
- Finalize Budget Framework
- Webinar** – Close-Out Process/Open Q&A

July

- Continue Unfinished Objectives
- Attend Serve WA Annual Subgrantee Meeting (required if funded, otherwise optional but preferred if interested in applying)**

Quarter 4 – Deliverables

- Any Unfinished Deliverables from quarters 1-3

Quarter 4 – Questions to Consider

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?