



Serve Washington

Changing Communities. Changing Lives.

Planning Grant - Orientation

August 5, 10am

Please sign-in via the chat box:

- Program
- Name(s)
- Let us know if you are an AmeriCorps alum or have history with AmeriCorps/National Service programs!

Welcome!



iFoster

LGC – Civic Spark

Safe Streets

SeaMar

United Way Bent-Frank

United Way Spokane



(pause for reflection)



Serve Washington

Mission Statement

Serve Washington advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Washington; and strengthens community capacity while creating healthy and resilient communities.

Vision Statement

National service, volunteerism, and civic engagement are the foundation for caring communities and a thriving Washington.

What brings you/your organization here today?





Message from
Serve Washington
Executive Director
Amber Martin-Jahn



AmeriCorps Director Role

Are you the new “CEO” of your AmeriCorps program?

Executive Director

HR Manager

Case Manager

Grants Manager

Social Worker

Supervisor



Accountant

Compliance Officer

Communications Specialist

Contracts Specialist

Emergency Manager



AmeriCorps Way of Life

Serve WA Online Subgrantee Resources:

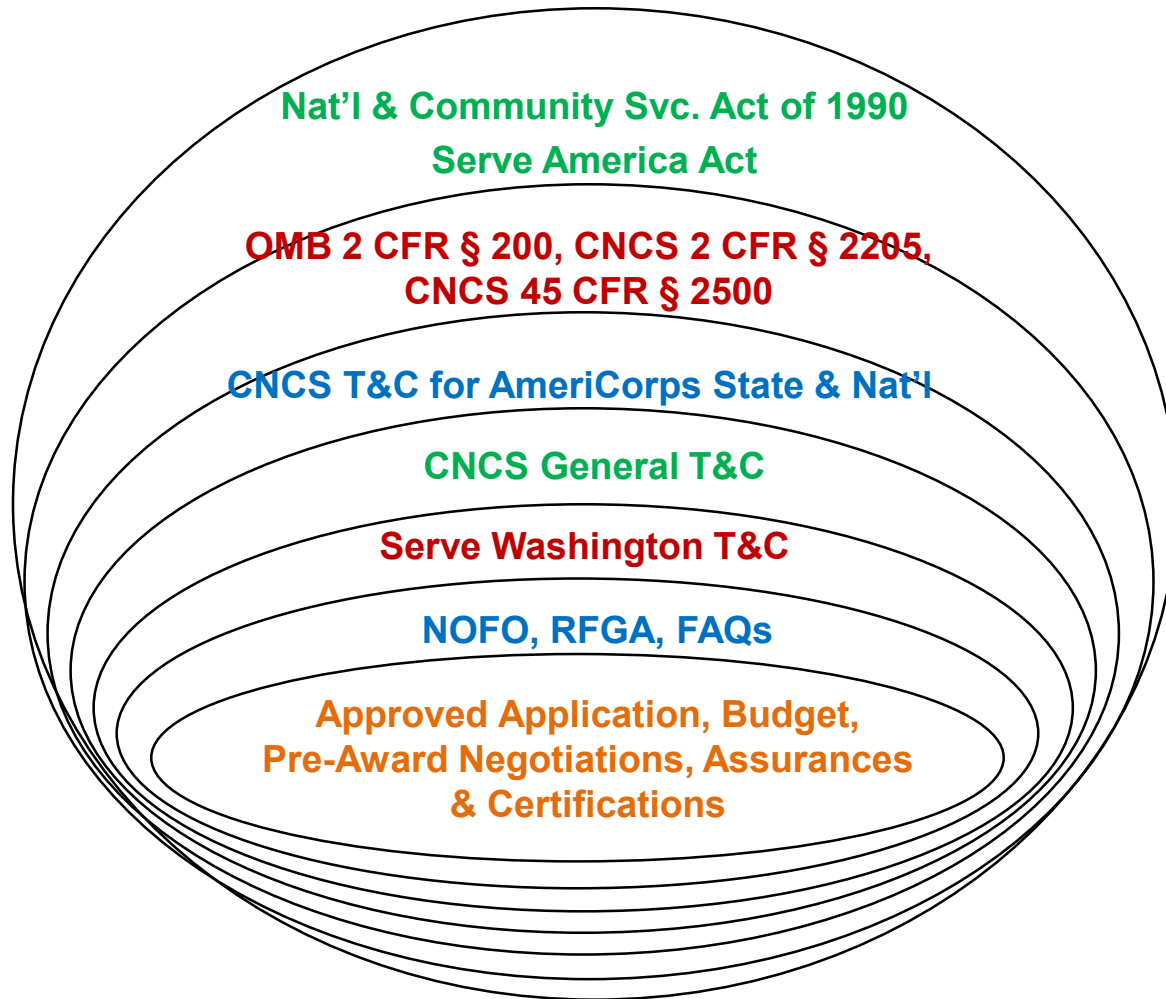
- [Planning Grant Meeting Materials](#)
 - Planning Grant Curriculum & Benchmarks
 - Recorded Webinars & Materials
- [Additional Resources](#)
 - Serve WA Special Terms & Conditions (Planning Grant)
- [AmeriCorps Program Handbook](#)
 - Guide for Operational Grants
 - Basis for our Planning Grant Year
 - ...let's dig in and preview the Handbook...



Chapter 1



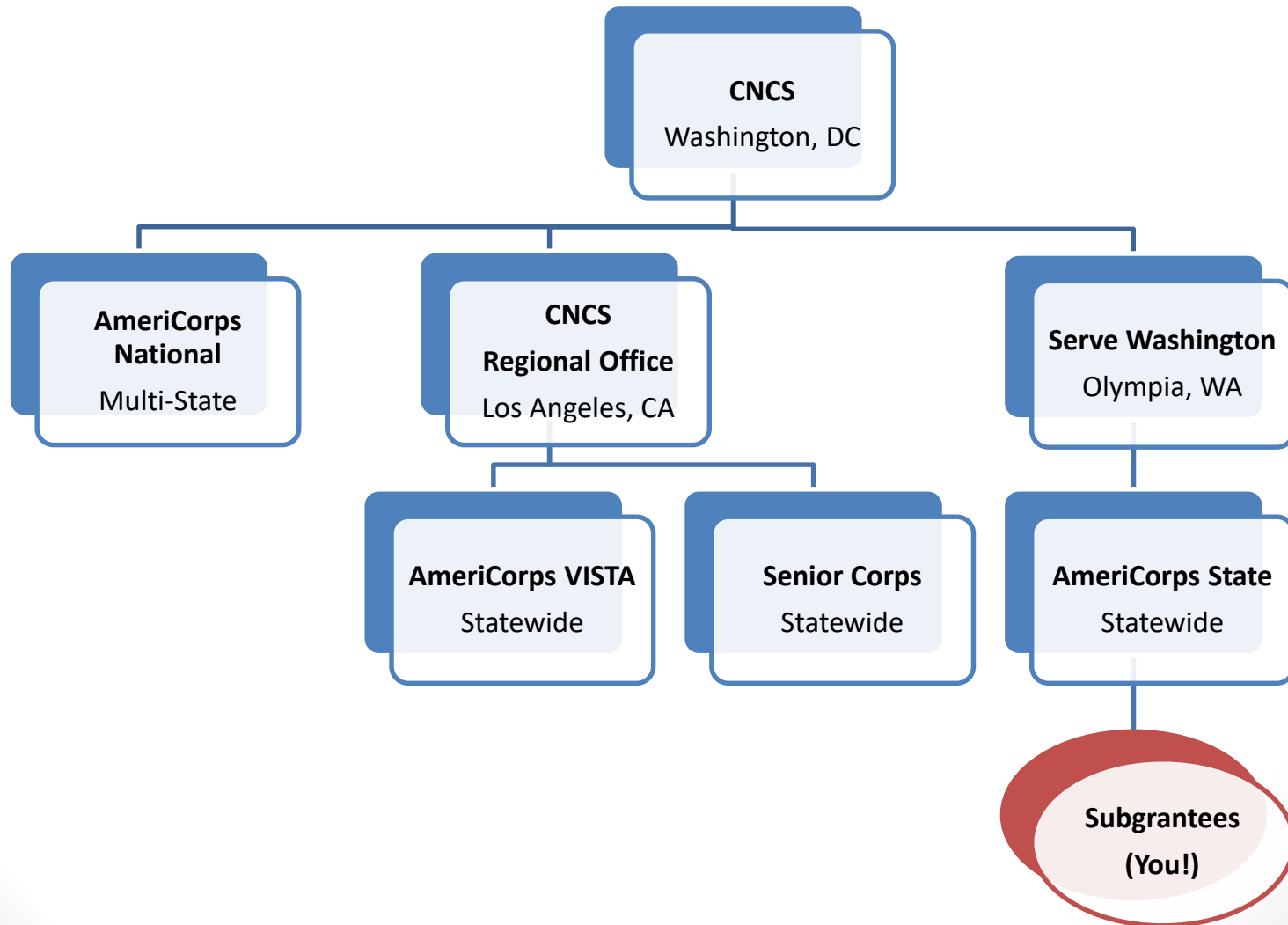
“The AmeriCorps Onion”



Chapter 2



National Service in WA



Chapter 3 & 4



Lingo

- Prime Grantee vs Subgrantee
- Grant ID, Application ID, State Contract #
- NOFO/A vs RFGA
- Competitive Sub vs Formula Sub
- Member Position, MSY, Slot Type
- Cost-Reimbursement vs Fixed-Amount

Planning Grants:

Cost-Reimbursement Formula Subgrantee



AmeriCorps vs Employees

AmeriCorps members are NOT employees. By law, an AmeriCorps member is defined as a “participant” in an approved national service position. By rule, “a participant shall not be considered to be an employee of the organization receiving assistance under the national service laws through which the participant is engaging in service.” (42 USC 12511 30B) Furthermore, the US Department of Labor has clarified that an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act and is ineligible for unemployment insurance.

Non-Duplication and Non-Displacement. AmeriCorps is not intended to duplicate activities already available in the locality of a program, may not supplant state or local funds, and may not displace an employee or volunteer position with an AmeriCorps member position.



Prohibited Activities

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g.) above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as CNCS may prohibit.



NEW Prohibited Activities

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.



Allowable Activities

- Activities in the NOFO/RFGA
- Awarded Activities
- Member Position Description
- 70% Direct Service (minimum)
- 20% Training (maximum by law)
- 10% Fundraising (maximum by law)



Non-Discrimination

AmeriCorps is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.

By legislation or design, some programs are tailored to particular age groups.

CNCS has zero tolerance for the harassment of any individual or group of individuals for any reason.



Criminal History Checks

- CNCS Federal Regulation: [45 CFR 2522 and 2540](#)
- Program Handbook: [Pages 25-29](#)
- NSCHC E-Course: [CNCS Learning Management System \(Litmos\)](#)
 - Staff identified as having a role or responsibility in conducting and documenting NSCHCs must complete this training **annually**.
- *Who must satisfy the National Service Criminal History Checks?*
 - All **covered positions**. A “covered position” is one in which an individual serving or employed receives a living allowance, stipend, education award, or salary, through either the federal share or grantee share of a national service program. For example, common covered positions include, but are not limited to, AmeriCorps members and program staff.



Criminal History Checks

- Serve Washington requires all programs use the CNCS designated vendors; Truescreen and Fieldprint. Truescreen will provide the NSOPW check, State of Service check, and State of Residence check. Fieldprint will provide the FBI check. CNCS has developed a manual to assist programs in using [Truescreen and Fieldprint](#). *(In rare cases Serve Washington will entertain an alternate process if the program can justify the need and ensure a compliant policy/procedure. Written approval is required.)*
- Serve Washington also requires all programs have a policy/procedure on Criminal History Checks, including the roles and responsibilities of staff conducting and documenting NSCHCs.



Member “Stuff”

ServiceAgreement
PerformanceReviews
ServiceLocations
Timekeeping
Enrollment Benefits Exit
PositionDescriptions
Eligibility Files
Orientation
Recruitment
Training



AmeriCorps Alum Lylianna Allala



Affiliation w/ AmeriCorps



Records Retention

Specific to Planning Grants:

- Fully Executed Contract/Grant
- NSCHC train cert
- NSCHCs
- Fiscal records
- Fiscal support documentation
- Program planning materials

Keep Until Notified by Serve Washington
(See Planning Grant Special Terms and Conditions)



Break



Chapters 5-6



Operational Grant Opportunities

- **Fall 2020** – Competitive Competition – **Program Year 21-22**
(apply during planning grant year; consecutive and sequential award from planning grant directly to operation grant)
- **Spring 2021** – Formula Competition – **Program Year 21-22**
(apply during planning grant year; consecutive and sequential award from planning grant directly to operation grant)
- **Fall 2021** – Competitive Competition – **Program Year 22-23**
(apply after planning grant year; gap year between planning grant and operation grant)
- **Spring 2022** – Formula Competition – **Program Year 22-23**
(apply after planning grant year; gap year between planning grant and operation grant)

See Handout





Lou Thompson,
Performance Management Analyst

- * Theory of Change
- * Logic Models
- * Performance Measurement
- * Evaluation



Jenny Benson,
Program Officer

- Operational Grants *
- SeaMar PG *
- UW Bent/Frank PG *
- Communications *



Bruce Lehman,
Grants Officer (and Jolly St. Nick)

- * Fiscal
- * Fiscal
- * Fiscal
- * Fiscal



Mary Van Verst,
Program Officer

- Operational Grants *
- Safe Streets PG *
- UW Spokane PG *
- Events *

Next Steps

- **1:1 introduction call w/ Program Officer**
- **8/13 Fiscal Webinar** – *program and fiscal staff encouraged*
- **8/20 Curriculum Webinar** – *Theory of Change*
- **Monthly Curriculum Webinars**

Robyn Harris,
Senior Program Officer
Operational Grants *
iFoster PG *
Civic Spark PG *
Grant-Making & T/TA *



Q&A

???



The End

