

Planning Grant Curriculum and Benchmarks



AmeriCorps State Formula Grant Federal Fiscal Year 2021 Planning Grants Project Period January-July 2022

Important Dates

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| Virtual Orientation | January 6 |
| Webinar | January 13 (Fiscal) |
| Webinar | January 20 |
| Webinar | February 2* |
| Webinar | February 17 |
| Webinar | March 31 |
| Webinar | April 14 |
| Webinar | April 27* |
| Webinar | May 12 |
| Webinar | May 26 |
| In-Person Regional Training Conference | June 1-3, Albuquerque, NM |
| Webinar | June 9 |
| Webinar | June 23 |
| In-Person Subgrantee Meeting | July 13-15, Olympia, WA |

Webinars are scheduled on Thursdays from 10am-12pm; approximately 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, as seen on Feb 2 & Apr 27 which are Wednesdays.

January

- Virtual Orientation – 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.)
 - [AmeriCorps Terms/Conditions for AmeriCorps State and National Grants](#)
 - [Serve Washington Special Terms/Conditions](#)
 - [Serve Washington Planning Terms/Conditions](#)
 - [Serve Washington Program Handbook](#)
- Webinar – Fiscal**
- Webinar – Theory of Change/Logic Models/Evidence**
- Begin Developing a Theory of Change and Logic Model
- Identify Evidence to support the Theory of Change Framework

February

- Webinar – Performance Measures/Data Collection/Evaluation**
- Think about which aspects of the program are best measured annually (vs which are best measured in an evaluation or long-term research agenda)
- Review AmeriCorps Performance Measure Instructions
- Begin Developing One Aligned Performance Measure (one output, one outcome)
- Begin Developing a Data Collection Plan
- Webinar – Introduction to NOFO/RFGA, Partners, Budgeting and Fund Development**
- Identify Host Sites or process for (if applicable)
- Identify Strategic Partners (if applicable)
- Begin Budget Framework

March

- Read Operational RFGA**
- If Applying to RFGA, TTA Webinar and Submit Operational Application**

Deliverables

- Theory of Change Framework and Logic Model
- Performance Measure(s) and Data Collection Plan
- Operational Grant Application (submitted in eGrants), if applicable

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?

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?

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?

April

Webinar (held March 31) – Member/Site Development I – Benefits/Eligibility/NSCHCs/Recruitment

- Take the AmeriCorps eCourse on NSCHC (save certification)
- 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 II – Prohibited Activities/Orientation/Training/Supervision

- Begin Developing a Member Orientation/Training Plan (if using Host Sites, develop orientation and determine if ongoing training is necessary)
- Begin Developing a Member Supervision Plan (if using Host Sites, develop a Host Site Monitoring Plan)

- Update Budget Framework

Webinar – Member/Site Systems III –

Position Descriptions/Member Service Agreements/Time Tracking

May

- Develop Member Position Description(s)
- Develop Member Service Agreement(s) (if using Host Sites, develop agreement)
- Develop Member Time Tracking System

Webinar – Member/Site Systems IV –

Member Files/Enrollment/Exit/Slot Management/eGrants Tutorials/Member Performance Reviews

- Develop a Checklist for Member Files
- Develop a Member Performance Review process
- Webinar – Policies/Procedures (i.e. NSCHCs/Teleservice) and Volunteer Plan**
- 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

Deliverables

- Submit NSCHC Certification; Establish Truescreen and Fieldprint Accounts – Test a Staff Check
- Member Recruitment Plan
- Member Orientation/Training/Supervision Plan (Host Site, too, if applicable)
- Member Position Description/Member Service Agreement

Questions to Consider

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?

Are position descriptions free of prohibited activities and perception of “other duties?”

How will the member service agreement be introduced (and signed on or before the first day of service)?

Is the time tracking system paper or electronic? If electronic, does it meet AmeriCorps requirements?

Does the program have a criminal history check policy that meets AmeriCorps requirements?

Will members be allowed to teleserve? Does the teleservice policy meet AmeriCorps requirements?

Is volunteer engagement a program component? What activities will volunteers be engaged in?

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

June

- Attend National Service Regional Training Conference**
- Webinar – AmeriCorps Events/Initiatives/Branding**
- 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, Records Retention, and Close-Out Process**
- Continue Unfinished Objectives
- Finalize Budget Framework

July

- Attend Serve WA Annual Subgrantee Meeting** (required if funded for operational grant)
- Finalize Unfinished Objectives

Deliverables

- Successfully Adjudicate and Document Individuals in Truescreen and Fieldprint
- Final Invoice
- Final FFR
- Close-Out Form

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?