AmeriCorps Washington

Planning Grant - Orientation

January 6, 10am

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- Let us know if you are an AmeriCorps Alum or have any history with AmeriCorps/National Service?

Welcome!

Apprenticeship for Nontraditional Employment for Women

Great Peninsula Conservancy

NW Straits Marine Conservation Foundation

Student Conservation Assoc

Volunteers of America Western Washington

WA Assoc of Child Advocates Program

(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

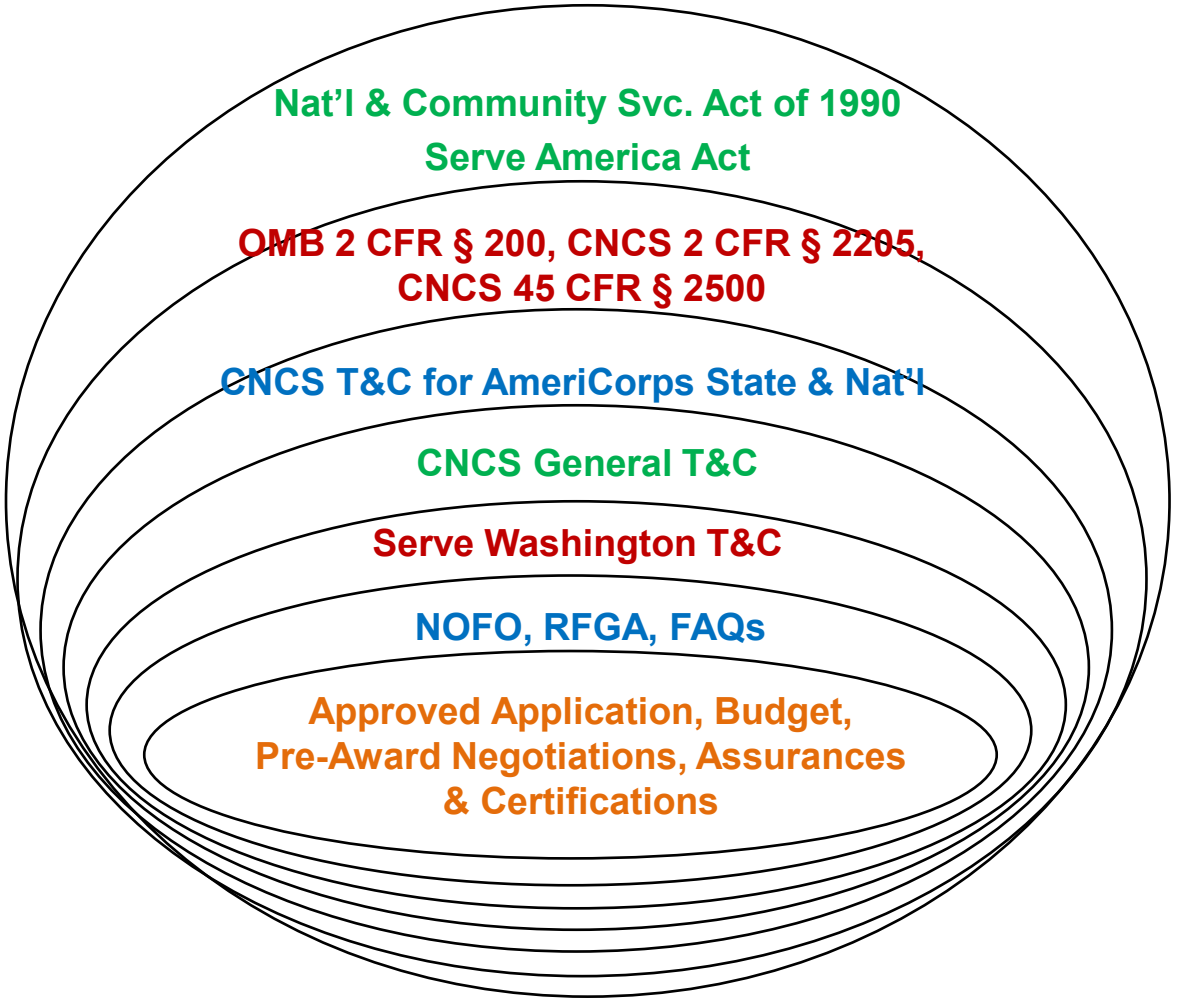
AmeriCorps Way of Life

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 Period
  - …let's dig in and preview the Handbook…

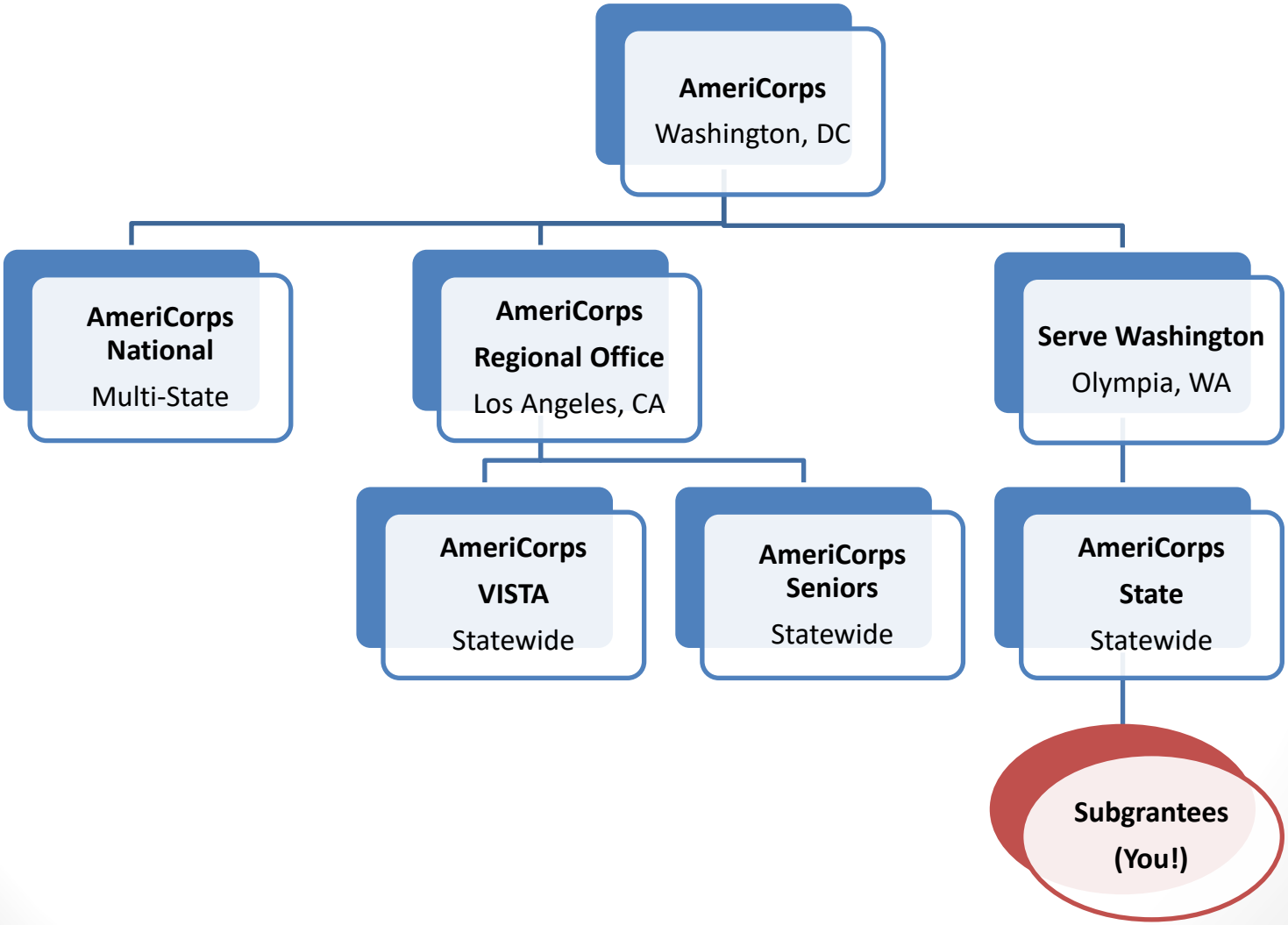
Chapter 1

"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.

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

Criminal History Checks

- AmeriCorps: NSCHC Website
- Program Handbook: Pages 26-29
- NSCHC E-Course: AmeriCorps Learning Management System (Litmos)
  - Staff identified as having a role or responsibility in conducting and documenting NSCHCs must complete this training **annually**.

Criminal History Checks

- ***Who does National Service Criminal History Check (NSCHC) apply to?***

  - AmeriCorps members
  - Staff in positions in which they will receive a salary, directly or reflected as match, under a cost reimbursement grant

Criminal History Checks

- ***Who is ineligible to work/serve on the AmeriCorps operational grant?***

  Individuals who:

  - Refuse to consent to NSCHC
  - Make a false statement in connection with NSCHC
  - Are registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry
  - Have been convicted of murder

Criminal History Checks

- ***What cheeks are required and by when?***

  - Nationwide name-based check of the NSOPW-National Sex Offender Public Website
  - Name-based check from the State of Service registry
  - Name-based check from the State of Residence registry (if different than state of service)
  - Fingerprint-based FBI check

  - ALL completed, adjudicated, and documented BEFORE the individual begins work/service

Criminal History Checks

- Serve Washington requires all programs use the AmeriCorps 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. AmeriCorps 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”

AmeriCorps Alum Lylianna Allala

Affiliation w/ AmeriCorps

AmeriCorps
Washington

Records Retention

Specific to Planning Grants:

- Fully executed contract/grant
- Fiscal records
- Fiscal support documentation
- Program planning materials
- NSCHC training certificate

Keep Until Notified by Serve Washington

(See Planning Grant Special Terms and Conditions)

Break

Chapters 5-6

Operation Grant Opportunities

- **Spring 2022** – Formula Competition – **Program Year 22-23** (apply during planning grant year; consecutive and sequential award from planning grant directly to operation grant)
- **Fall 2022** – Competitive Competition – **Program Year 23-24** (apply after planning grant year; gap year between planning grant and operation grant)
- **Spring 2023** – Formula Competition – **Program Year 23-24** (apply after planning grant year; gap year between planning grant and operation grant
- **Fall 2023** – Competitive Competition – **Program Year 24-25** (apply after planning grant; two years 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 *
Events *

Thomas Darnell,
Grants Officer
* Fiscal
* Fiscal
* Fiscal

Mary Van Verst,
Program Officer
Operational Grants *
Events *

Next Steps

- **Jan 13 Fiscal Webinar** – *program and fiscal staff encouraged*
- **Jan 20 Curriculum Webinar** – *Theory of Change*
- Bi-Monthly Curriculum Webinars
- 1:1 Support Calls

Robyn Harris,
Senior Program Officer
Grant-Making *
T/TA *
Planning Grants *

Q&A

The End