



Serve Washington

Changing Communities. Changing Lives.

Planning Grants – Member/Site Development (II)

December 17 – 10:00AM

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What is your favorite winter weather comfort food?

Announcement!

Planning Grants Underspent?

Will spending increase? Any projected unexpended?

Watch both the federal % and grantee % monthly to ensure spending and match are on track.

How can we help?

Email Program Officer and Fiscal Officer
with questions.



Learning To Date

Previous Content

- Quarter 1 Content
- Member/Site Develop – Benefits/Eligibility/Recruit/Select

Today's Agenda

- **Member/Site Development**
 - **Orientation/Training**
 - **Supervision**
 - **Monitoring**

Next Up (*January 21*)

- Member/Site Systems – Position Descriptions/Member Service Agreements/Host Site Agreements/Time Tracking



Quarterly Questions

- *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/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?***



Member Orientation/Training

- *What are the requirements?*
 - “Orientation”
 - Prohibited Activities
 - Tutoring Requirements (if applicable)
 - Ongoing Training
 - Limit on Orientation/Training Hours



Member Orientation

- *What is meant by “orientation?”*
 - CNCS Terms and Conditions...

“The recipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS.”



Prohibited Activities

- While charging time to the AmeriCorps program, members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities.
- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.
- Federal Regulation: [45 CFR 2520.65](#)



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.



Tutoring Requirements

- Any program whose primary goal is to increase academic achievement in reading or other core subjects through planned, consistent, one-to-one or small-group sessions and activities that build on the academic strengths of students in kindergarten through 12th grade and target their academic needs must comply with tutoring requirements.
- Federal Regulation: [45 CFR 2522.900-940](#)
- Any program focusing on supplemental academic support other than tutoring (as defined) is not subject to such requirements.
- Federal Regulation: [45 CFR 2522.950](#)



Tutoring Requirements

- If program meets the definition of a Tutoring Program, the following requirements apply to AmeriCorps members:
 - Must have a high school diploma or equivalent or higher degree
 - Must complete pre- and in-service specialized training



Member Orientation

- *What else might be included in orientation?*
 - History of National Service
 - History of Service in WA
 - Prohibited Activities (Required)
 - Review of Member Service Agreement
 - Review of Position Description
 - AmeriCorps Identity
 - Elevator Speeches
 - Gear Expectations
 - General Branding, Awareness, Signage, Use of Logo
 - Time and Attendance
 - Goals and Objectives, Performance Measures, Data Collection
 - Program Specific Information
 - Team-Building, Service Projects, Community Awareness
 - Member Safety



Member Training

- *What is meant by “ongoing training?”*
 - CNCS Regulations...

“Provide participants in the program with the training, skills, and knowledge necessary to perform the tasks required in their respective projects, including, if appropriate, specific training in a particular field and background information on the community, including why the service projects are needed.”



Member Training

- *What might be included in training?*
 - Ongoing Orientation Topics (PA, AC Identity, Data, Safety)
 - Service Site Specific Training
 - Team Trainings/Professional Development
 - Member Wellness
 - Life After AmeriCorps



Member Training - Limitation

- CNCS caps the number of member hours that may be spent in training.
- Track by individual.
- Assume program training time. (Time at their site, such as supervision, meetings, etc., is considered part of overall direct service hours.)
- Federal Regulation: [45 CFR 2520.50](#)



Member Supervision

- *How does CNCS define supervision?*
 - CNCS Terms and Conditions...

(The recipient must...)

- Plan for the Term of Service
- Develop a Member Service Agreement
- Train on Prohibited Activities
- Provide “Adequate Supervision”
- Conduct Performance Reviews
- Ensure Time and Attendance Recordkeeping



Member Supervision

- *How does CNCS define supervision?*
 - Grant NOFO...

AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.

AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.



Non-Discrimination & Non-Harassment

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.

<https://www.nationalservice.gov/build-your-capacity/grants/civil-rights-eo-reqs>



Inclusion & Reasonable Accommodation

Programs and activities must be accessible to persons with disabilities, and the subgrantee must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

The vast majority of accommodations are inexpensive. For those cases where reasonable accommodations are more costly, there is a limited amount of money available through CNCS.

<https://www.nationalservice.gov/resources/disability-inclusion>



Questions?



Site Orientation/Training

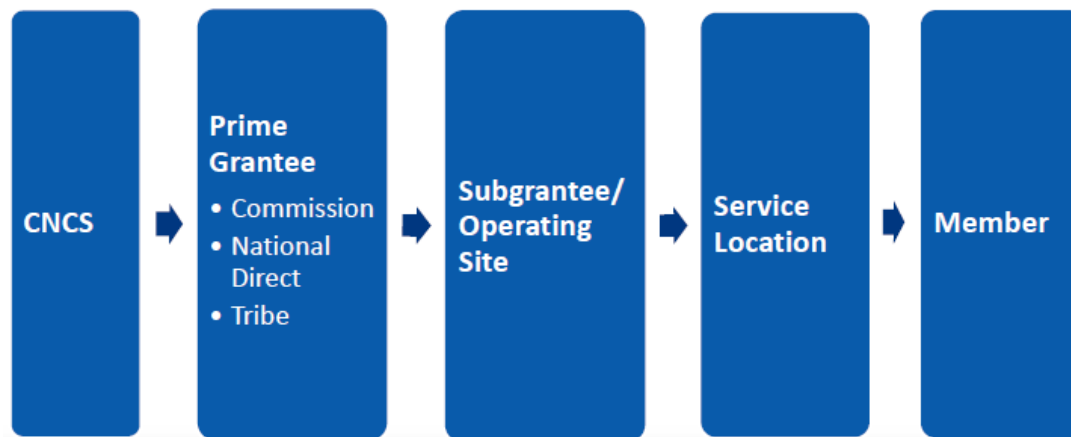
- Initial Onboarding
 - 1:1 Partnership Development
 - Clear Roles/Responsibilities
 - Grant Responsibilities
 - Member Development
 - Train to Requirements (such as Prohibited Activities)
 - Develop Contract or MOU
- Annual Orientation
 - In Person or Remote? Group or 1:1?
 - Build Network between Sites (Intermediary Peer Group)
 - Review Contract or MOU
 - Train to New Requirements (CNCS or Program Specific)
- Ongoing Training
 - Assess at Program Level



Site Monitoring

- CNCS Regulation...

Monitoring by grantees. Grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must **monitor grant and subgrant supported activities** to assure **compliance with applicable Federal requirements** and that **performance goals are being achieved**. Grantee monitoring must **cover each program, function or activity**.



Site Monitoring

- The responsibility of monitoring and the degree at which subgrantees monitor is highly dependent on whether or not the subgrantee ALSO subgrants dollars (as opposed to just placing members at service locations).
- Service Locations Only?
 - Grant Responsibilities
 - Member Activities
 - Federal Requirements (such as Prohibited Activities)
- Subgranting Funds?
 - Contact Serve WA for 1:1 discussion.



Site Monitoring

- Common *flags* to watch for when working with sites...
 - Site staff roles/responsibility (Principal vs Teacher)
 - Site staff turnover
 - Member issues/poor member retention
 - Site staff/member absences from trainings or required events
 - Poor quality/late reporting
 - Data that deviates significantly from expected targets
 - Lack of organizational awareness
 - Lack of community awareness



Site Monitoring

- What if a concern or problem is discovered?
 - Document issue (site files appropriate – just like member files)
 - Specify improvement plan or corrective action plan in writing
 - Retrain
 - Follow-Up
 - Notify Serve WA if appropriate (such as Prohibited Activity, Ineligible Member, Non-compliant NSCHC, Disallowed Hours)



Questions?



“Homework”

- *Continue any unfinished objectives from Quarter 1.*
- *Continue any unfinished objectives; such as, Performance Measures, Data Collection, Member Benefit/Eligibility Systems, and Member/Site Recruitment/Selection.*
- *Continue budget adjustments as necessary.*
- **Begin developing a Member Orientation/Training Plan (if using Host Sites, also develop orientation/training for sites).**
- **Begin developing a Member Supervision Plan (if using Host Sites, also develop a Host Site Monitoring Plan).**
- **Update budget framework.**



Deliverables

- Performance Measures
- Data Collection Plan
- Member Orientation/Training/Supervision Plan

Submit to Program Officer anytime through January 31 (end of quarter) for general feedback.

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Polling Activity



Closing

Questions?