



The Governor's Office of Community Service

AmeriCorps State Program Orientation

August 4-6, 2009

Building a High Quality AmeriCorps Program



From Blueprint to Implementation:

New Program Start-up Guide

New Program Orientation Agenda

August 4, 2009

- | | |
|--------------------|---|
| 9:00 – 9:15 a.m. | Welcome & Introductions: Governor's Office of Community Service Staff Corporation for National and Community Service State Field Office Staff AmeriCorps Program Staff |
| 9:15 – 10:15 a.m. | Welcome to AmeriCorps! Disability Inclusion – Kathy Bean |
| 10:15 – 10:30 a.m. | Break |
| 10:30 – 12:00 p.m. | Overview of the new program start-up guide --Training & Technical Assistance – Andee Dunick --New Program Checklist – Tony Dean |
| 12:00 – 1:00 p.m. | Lunch |
| 1:00 – 2:00 p.m. | AmeriCorps – member file management Tony Dean, AmeriCorps Grants Officer |
| 2:15 – 2:30 p.m. | Break |
| 2:30 – 3:30 p.m. | AmeriCorps Members – recruitment & retention Sarah Sadowski, Program Director, Jobs for Montana Graduates Foundation |

New Program Orientation Agenda

August 5, 2009

- | | |
|-------------------------|--|
| 9:00 a.m. – 11:00 a.m. | Financial requirements – financial reports, progress reports |
| 11:00 a.m. - 12:00 p.m. | Monitoring tools and process for monitoring |
| 12:00 p.m. – 1:00 p.m. | Lunch and wrap-up |

Overview of the New Program Start-up Guide

The Start-up Guide can be found at <http://www.nationalservicerresources.org/ac-startup>

The chart below illustrates the structure and scope of the start-up guide:

| | |
|--|---|
| Preparing the Ground | <ul style="list-style-type: none">• Checklist for new AmeriCorps programs |
| Laying the Foundation | <ul style="list-style-type: none">• Program development & management• Community & site partnerships• Member development & support• Financial & grants management |
| Framing the Program Design | <ul style="list-style-type: none">• Designing the program |
| Building the Program 0-3 months | |
| Sustaining the Program 4-6 months | |
| Maintaining the Program 7-12 months | |
| Tools and Resources for Success | |



Preparing the Ground

Getting started: a checklist
for new AmeriCorps
programs

| Element | Where to find more information | Done |
|--|---|---|
| Meet staff and service partners | |  |
| Get to know key state and local contacts | Learn the key stakeholders that can help you meet your program goals and priorities |  |
| Connect with AmeriCorps program peers | A list of service partners can be found at http://mt.gov/MCSN/ | |
| Review approved grant application and budget submitted to the Montana Commission | https://egrants.cns.gov | |
| Review AmeriCorps Regulations and AmeriCorps Provisions | http://www.americorps.gov/for_organizations/manage/index.asp | |
| Review the National Community Service Trust Act of 1990 | http://www.americorps.gov/for_organizations/manage/index.asp | |
| Review the Edward M. Kennedy Serve America Act of 2009 | http://www.nationalservice.gov/about/serveamerica/index.asp The Act has passed but is not effective until 2010 grants. | |

| Element | Where to find more information | Done |
|---|--|-------------|
| Learn about the general history of national service | http://www.cns.gov/about/role_impact/history.asp | |
| Learn about the Corporation for National and Community Service program priorities and strategic initiatives | http://www.cns.gov/about/focus_areas/index.asp | |
| Learn more about your State Commission | Visit www.mt.gov/MCSN Attend meetings (to be publicly posted on Web site) | |
| Train in eGrants system – establish roles/users | http://www.nationalservice.org/egrants <ul style="list-style-type: none"> o eGrants Coaching Unit 1-888-333-8272 or egrantssta@jbsinternational.com o eGrants Help Desk 1-888-677-7849 | |
| Train in MyAmeriCorps Portal | Register for Webinar and view tutorials http://nationalserviceresources.org/ac-training-support | |
| Set up accounts in eGrants and My AmeriCorps portal | (One is for grants management and one is for member management.) | |
| Check grant funding periods (project period, budget period, and member enrollment period) | http://www.nationalservice.org/egrants | |
| Create tool that allows actual expenses to date to be reviewed periodically | Check with your Grants Officer and http://www.nationalservice.org/egrants | |

| Element | Where to find more information | Done |
|---|---|------|
| Review matching fund sources listed in application | Work with your finance department | |
| Identify critical issues to be addressed within your program | This will be unique for each organization and should help with prioritizing and planning | |
| Refine performance measures, and create data collection plan and tools, and data reporting systems | http://nationalservicerresources.org/ac-startup | |
| Review organizational policies and incorporate them into policies for specific AmeriCorps functions | Check for both fiscal and program policies (ex: reimbursements, reporting, allowable costs) | |
| Check partnerships within grant application and follow up with organizations | | |
| Create program policy and procedures for your program | Check with your Grants Officer and National Service Resource Center | |
| Review staff position descriptions and roles | Check for all positions listed in application | |

| Element | Where to find more information | Done |
|--|---|------|
| Understand issues relating to member payroll and create policies and procedures | Internal payroll/accounting system Provide sample timesheet. | |
| Create invoice and/or reimbursement process and check against required process and deadlines | Your finance department | |
| Learn about AmeriCorps members allowable activities, eligibility, benefits, supervision, recruiting and management | Go to http://www.americorps.gov/for_organizations/manage/index.asp#provisions Also see http://encorps.nationalservicerresources.org | |
| Create job descriptions for all staff on grant including: roles, responsibilities and specific member requirements | Check for all positions listed on budget or discussed in application narrative. | |
| Review other AmeriCorps program related guidance | http://www.americorps.gov/for_organizations/manage/index.asp | |
| Review Grantee Progress Report processes and deadlines | Check with your Grants Officer | |

| Element | Where to find more information | Done |
|---|--|-------------|
| FAQs, provisions, regulations (a very useful tool) | http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm | |
| Review financial management information (OMB Circulars, etc.) | http://www.nationalservicerresources.org/program-management/financial-management | |
| Create policies and procedures for member recruitment, selection and retention | Check the "Building the Program: Member Development and Support" at http://nationalservicerresources.org/ac-startup | |
| Develop systems and tools to monitor and evaluate member and project activities | You will need to create forms and policies regarding member oversight and management. See http://nationalservicerresources.org/ac-startup | |
| Become familiar with member file requirements | (Internally where member information is kept.) | |
| Create member orientation | Review provisions and sample on startup guide | |
| Hire members | Create member descriptions and recruit new members – use tools that are already in existence as starting points. | |
| AmeriCorps Gear | AmeriCorps members and programs are identified by their common logo and gear. Members should receive service gear (i.e. t-shirts, hat, pin, sweatshirt, buttons and decals) to connect them to the nationwide network of AmeriCorps service providers. http://gooddeed.org/ | |



Questions?