TERMS, CONDITIONS AND RESOURCES

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Program Directors Training
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• Terms and Conditions
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• Q&A
TERMS AND CONDITIONS

• Operating site refers to the organization that manages the AmeriCorps program and places Members at service locations. State sub-grantees (programs) are considered operating sites. Multi-state grantees must identify at least one operating site to which they can assign service locations in the state where they are placing members.

• Service Location means the organization where a member actually provides his or her service in the community. Typical service locations are schools, food banks, health clinics, community parks, etc. The service location may be the same as the operating site, but only if the Member actually serves at the operating site. A Member may serve at multiple service locations although the program must select only one for the Member’s primary assignment.

• One Member Service Year (MSY) is equivalent to one full-time AmeriCorps Member position. AmeriCorps funds are contingent on the number of MSYs requested by the program.
TERMS AND CONDITIONS

• Site visits: at least once a year, MCSC will make site visits to review and evaluate recipient records, accomplishments, organizational procedures and financial control systems; to conduct interviews; and to provide technical assistance as necessary.

• Living Allowance: is a not a wage. Sub- grantees may not pay a living allowance on an hourly basis. Sub- grantee should pay the living allowance in regular increments, such as weekly or bi-weekly. Paying an increased increment only on the basis of increased living expenses such as food, housing or transportation. Payments should not fluctuate based on the number of hours served in a particular time period, and must cease when the Member’s service ceases.
TERMS AND CONDITIONS

• AmeriCorps programs are required to create performance measures to be tracked reported on a quarterly and basis in the Progress Report. Measures should focus on tracking the primary service activity of the AmeriCorps program, allowing the program to describe its impact on the beneficiaries.

• AmeriCorps performance measures consist of outputs (amount of service beneficiaries obtained, projects completed or services delivered by a program) and outcomes (changes or benefits experienced by service beneficiaries, including changes in knowledge, attitude, behavior, or condition).
• The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. See 45 CFR §§ 2540.200-2540.207 and http://www.nationalservice.gov/resources/criminal-history-check for complete information and FAQs. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.
What Cannot be done with AmeriCorps

Prohibited Activities: Activities that staff, members, and volunteers may not engage in while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS

- Political Activity and Advocacy
- Religious Activity
- Benefitting For-Profit Entities
- Voter Registration
- Abortion Services
Prohibited Activities

(1) Attempting to influence legislation;
(2) Organizing or engaging in protests, petitions, boycotts, or strikes;
(3) Assisting, promoting, or deterring union organizing;
(4) Impairing existing contracts for services or collective bargaining agreements;
(5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
(6) 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;
Prohibited Activities

(7) 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;
Prohibited Activities

(8) 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 except that nothing in this section 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) of this section, unless Corporation assistance is not used to support those religious activities;
Prohibited Activities

(9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
(10) Providing abortion services or referrals for receipt of such services; and
(11) Such other activities as the Corporation may prohibit.

*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.*
The recipient must notify Members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or activity subject to the non-discrimination requirements applicable to their program found at §§ 175 and 176(f) of the NCSA or § 417 of the DVSA, and 9 relevant program regulations found at 45 CFR Parts 2540 (AmeriCorps State and National), 2551 (Senior Companion Program), 2552 (Foster Grandparent Program), 2553 (RSVP), and 2556 (AmeriCorps VISTA). The notice must summarize the requirements, note the availability of compliance information from the recipient and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS.
AMERICORPS ONLINE RESOURCES FOR PROGRAM START-UP AND IMPLEMENTATION

• Corporation for National and Community Service Website
  o https://www.nationalservice.gov/
  o https://www.nationalservice.gov/build-your-capacity/grants/manage-americorps-state-and-national-grants

• AmeriCorps Website
  o https://www.nationalservice.gov/programs/americorps

• AmeriCorps Statutes, Regulations, Provisions and FAQs
  o http://www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants

• Online Database of Federal Regulations

• Notices of Funds Availability/Notices of Funding Opportunities
  o http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities
AMERICORPS ONLINE RESOURCES FOR PROGRAM START-UP AND IMPLEMENTATION

• CNCS Criminal History Checks Information
  o http://www.nationalservice.gov/build-your-capacity/grants/criminal-background-check-requirements
  o https://www.nationalservice.gov/resources/criminal-history-check

• National Sex Offender Public Website
  o http://www.nsopw.gov/

• Fieldprint
  o www.fieldprintcncs.com

• Truescreen
  o https://applicationstation.truescreen.com/
AMERICORPS ONLINE RESOURCES FOR PROGRAM START-UP AND IMPLEMENTATION

• Knowledge Network for AmeriCorps
  o https://www.nationalservice.gov/resources

• AmeriCorps Education Award Information
  o http://www.nationalservice.gov/programs/americorps/segal-americorps-education-award

• AmeriCorps Member Service Gear
  o http://www.nationalservicegear.org/
OTHER RESOURCES

• **Your Program Officer** - this is your most valuable resource. Always reach out to your program officer when in doubt.

• **Program Directors Handbook** - The program director handbook has answers to everyday problems. The program director’s handbook also gives step by step snapshot examples of how to use the different systems required.