

New Program Director Orientation: AmeriCorps 101

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Missouri Community Service Commission



Introductions

- Please tell us:
 - Your name and title
 - Your organization's name
 - Your organization's mission/goals (30-seconds)
 - Your AmeriCorps program's mission/goals (30-seconds)



Session Goals

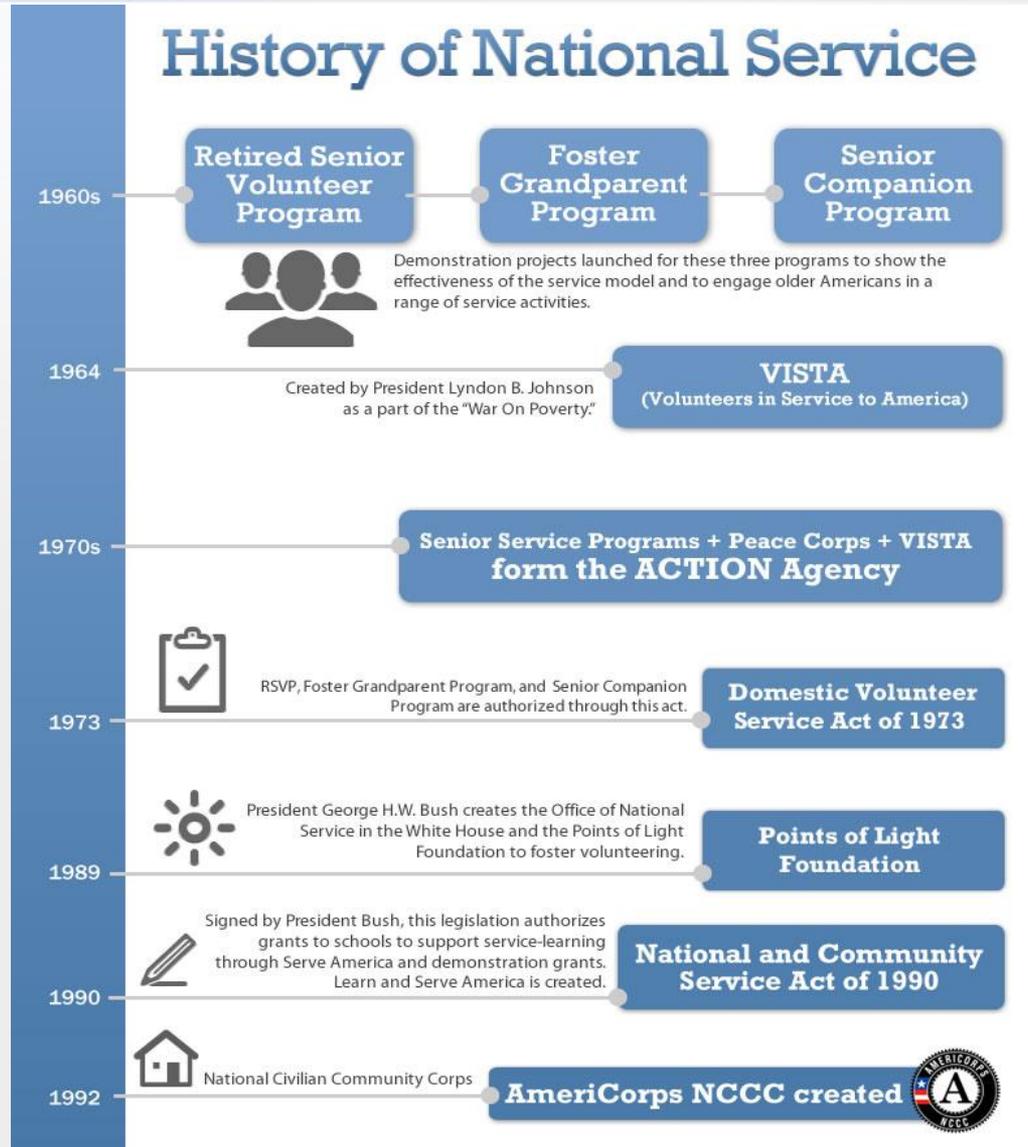
- To develop a basic understanding of:
 - National Service and AmeriCorps
 - Roles & Responsibilities of Key Entities
 - Federal and State Regulations
 - AmeriCorps Program Start-Up Tasks

Note: This session is focused on the programmatic aspects of the AmeriCorps grant. Financial management topics will be covered in Program Directors Training, Phase II (Financial Management Training) to be held in July.

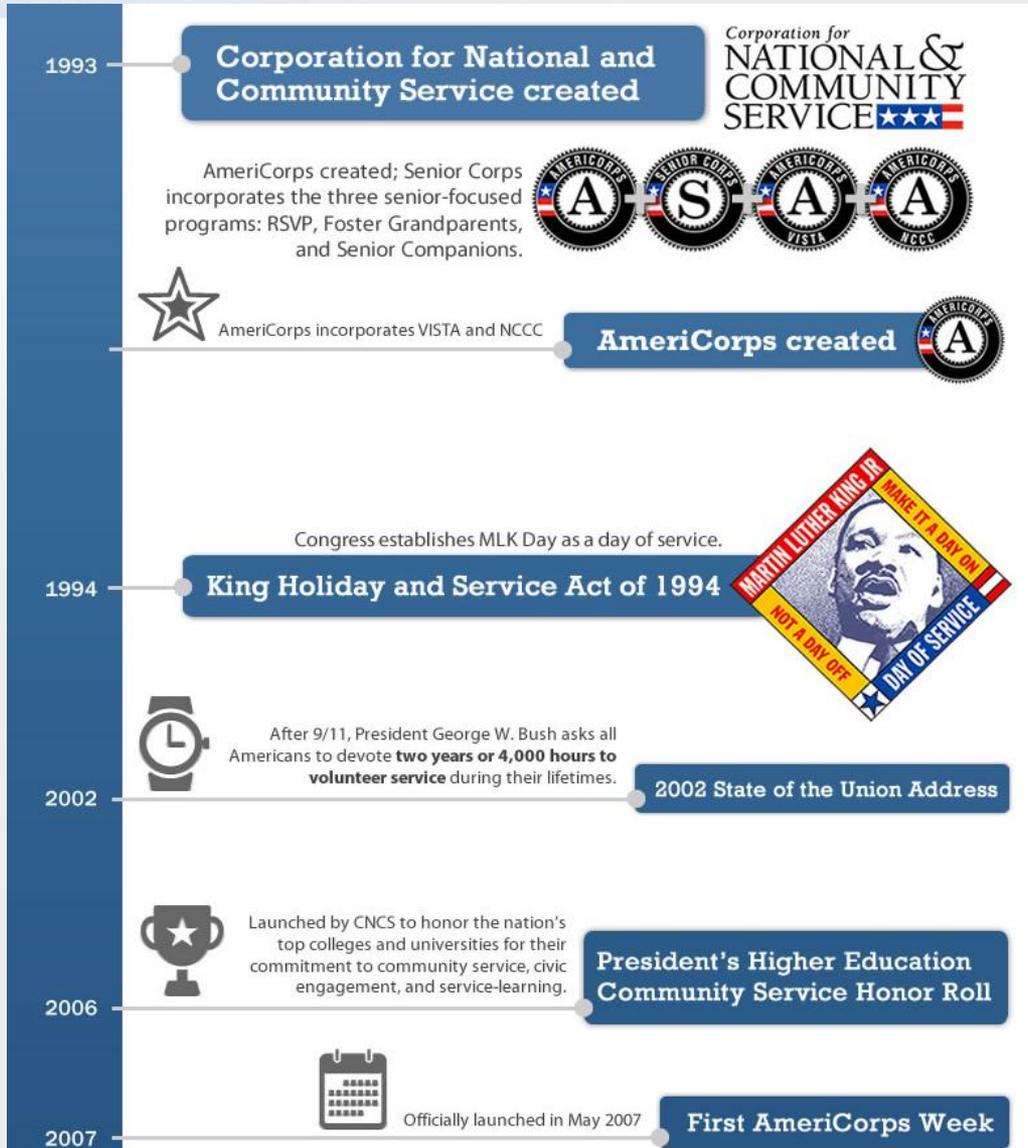


Video Presentation

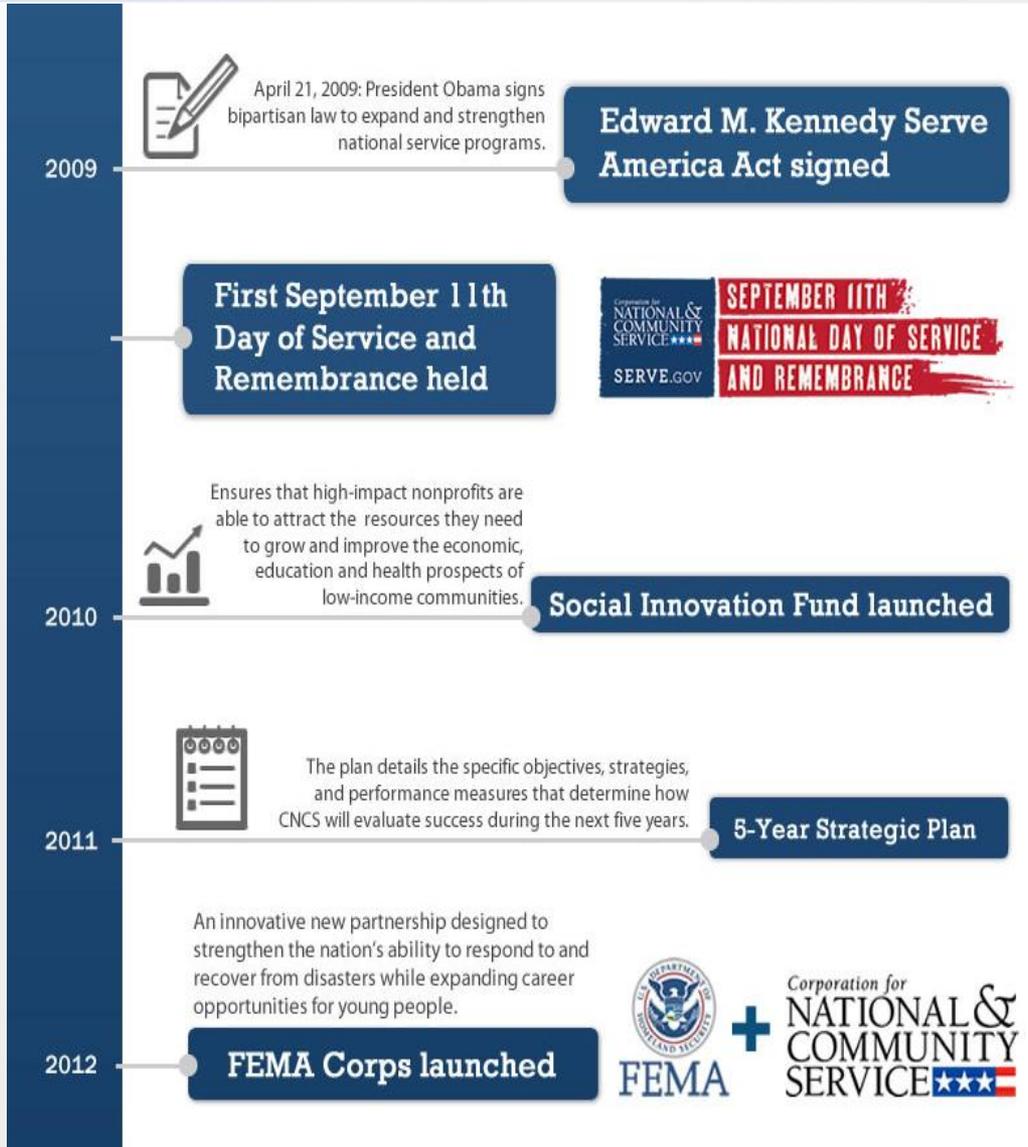
National Service Timeline



National Service Timeline

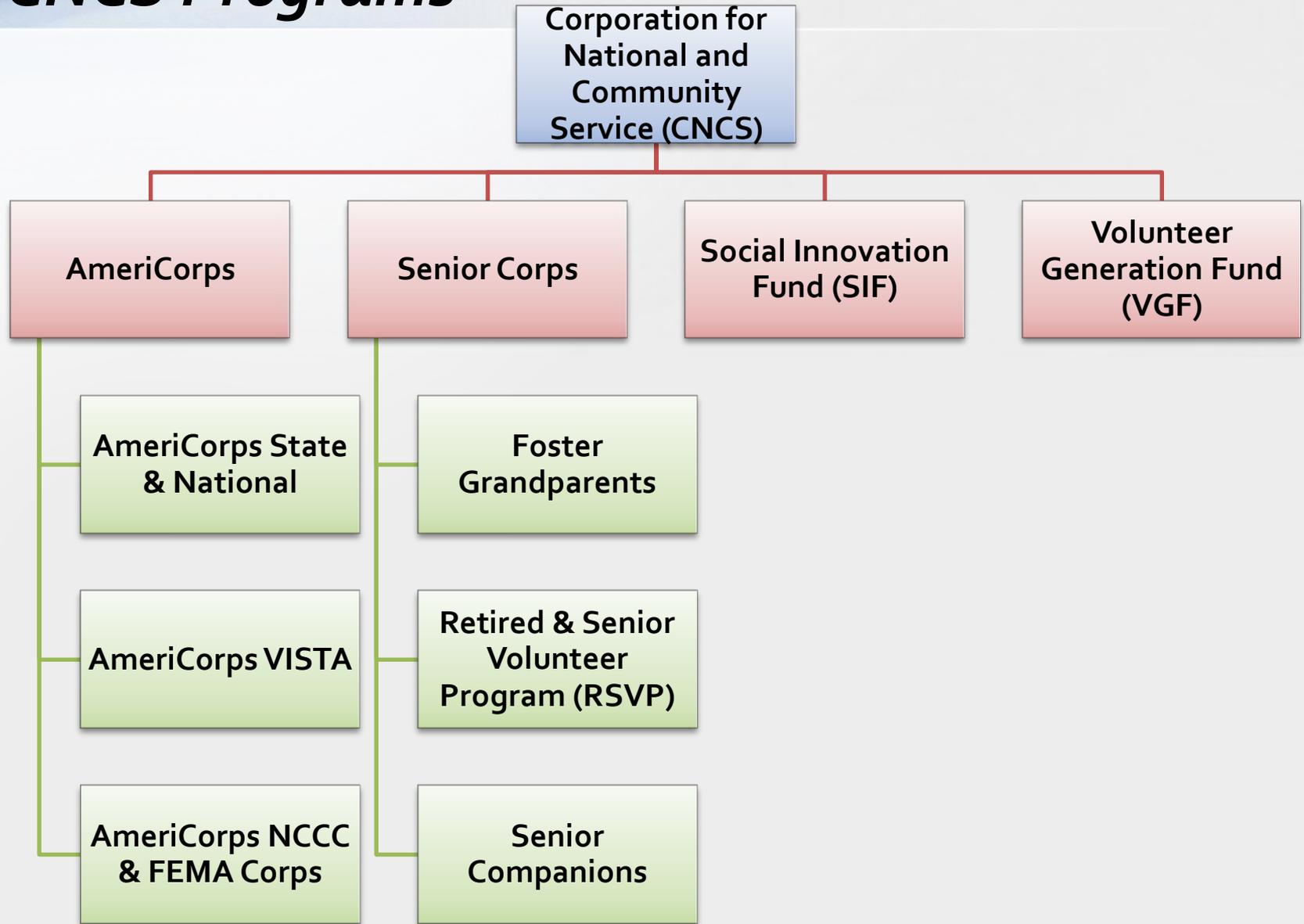


National Service Timeline



Organizational Structure

CNCS Programs



AmeriCorps

- AmeriCorps is referred to as “the domestic version of the Peace Corps”.
- AmeriCorps engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.
- Since its founding in 1994, almost 1 million AmeriCorps Members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.



AmeriCorps Mission

Direct Service:

Getting things done for America.

Capacity Building:

Strengthening nonprofits and the volunteer sector.



Member Development:

Expanding educational opportunity and building future leaders.

Community Building:

Leveraging a powerful return on investment.

AmeriCorps Pledge

The AmeriCorps Pledge

I will get things done for America—to make our people safer,
smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

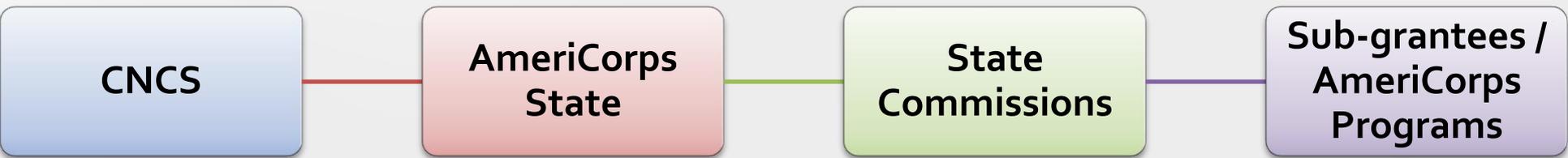
Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I am an AmeriCorps member, and I will get things done.

Organizational Structure

AmeriCorps State



Corporation for National & Community Service (CNCS)



Mission Statement (condensed):

To improve lives, strengthen communities, and foster civic participation through service and volunteering.

Quick Facts:

1. CNCS is the federal agency that administers National Service in the U.S.
2. CNCS is the nation's largest grant-maker for service and volunteering.
3. CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.
4. CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment.

Missouri Community Service Commission (MCSC)

About Us



Vision:

To strengthen Missouri communities through volunteerism and service.

Mission Statement:

The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing oversight, monitoring, technical assistance and support to its sub-grantees.

Quick Facts:

1. We are housed within the Missouri Department of Economic Development, Division of Business & Community Services.
2. In addition to MCSC staff, we have Governor-appointed, Senate-confirmed commissioners.

Missouri Community Service Commission

Responsibilities

- As the prime grantee and “pass-through” entity, the MCSC must (at a minimum):
 - Clearly identify the sub-award to the sub-recipient as a sub-award;
 - Evaluate the sub-recipient’s risk of noncompliance in order to determine appropriate sub-recipient monitoring;
 - Impose specific conditions on sub-awards, if appropriate;
 - Monitor sub-recipient’s activities and compliance;
 - Utilize monitoring tools to assess sub-recipient’s risk;
 - Ensure sub-recipients have single or program-specific audits when required;
 - Take enforcement action against noncompliant sub-recipients.

This is the role of the state commission as a pass-through entity as defined by general grant terms and conditions.



Sub-grantee/AmeriCorps Programs

Role & Responsibilities

- **Sub-grantee = Sub-recipient = AmeriCorps Program**
 - MCSC is considered the “prime grantee” of AmeriCorps funding, which is then sub-granted to organizations to support AmeriCorps programming.
- **Responsibilities (at a minimum) include:**
 - Employing strong fiscal and program management systems;
 - Monitoring financial management, program performance, and Member activities at operating sites and service locations;
 - Tracking progress toward achieving approved performance measures; and
 - Acting as a liaison between the State Commission (MCSC) and the components of the program (e.g. service site locations, site supervisors, AmeriCorps Members, etc.).



Order of Precedence

National and Community Service Act of 1990

Serve America Act

Code of Federal Regulations (CFR)

OMB Circulars (part of CFR)

CNCS Grant Terms and Conditions

Notice of Funding Opportunity (NOFO)

State Regulations (MCSC Policies & Procedures)

Approved Grant Application and Budget



Federal Regulations

- The applicable Code of Federal Regulations (CFR) and Office of Management and Budget (OMB) Circulars are as follows:

Federal Grant Guidelines	Educational Institutions	States, Local, Indian Tribal Governments	Non-Profits	Hospitals
General Grant Guidelines	2 CFR 200 (uniform guidance) 2 CFR 2205 (CNCS exceptions)			
Administrative Requirements	45 CFR 2543 2 CFR 215 (formerly A-110)	45 CFR 2541 OMB A-102	45 CFR 2543 2 CFR 215 (formerly A-110)	45 CFR 2543 2 CFR 215 (formerly A-110)
Cost Principles	2 CFR 220 (formerly A-21)	2 CFR 225 (formerly A-87)	2 CFR 230 (formerly A-122)	45 CFR 74 (HHS regulations)
Audit Requirements	OMB A-133			

Code of Federal Regulations: <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

OMB Circulars: https://www.whitehouse.gov/omb/circulars_default/



Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and Members may not engage in the following activities (see 45 CFR § 2520.65):

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;
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—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. 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 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

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.

Additional Regulations & Resources

- **Grant Terms and Conditions**
 - Includes guiding principles for program and financial management.
 - The *General Grant Terms and Conditions* and *Terms and Conditions for AmeriCorps State & National Grants* are applicable.
 - www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants
- **Program Director Handbook**
 - Includes both federal and state (MCSC) policies, procedures, guidelines, and resources.
- **National Service Knowledge Network**
 - Includes an online resource for program, financial, and Member management.
 - <http://www.nationalservice.gov/resources/amicorps>



Getting Started: Checklist for New Programs

Refer to the handout
AmeriCorps Program Start-up Checklist



Questions

