



AMERICORPS 101: 2020-21 NEW PROGRAM DIRECTORS AND STAFF TRAINING

Monday, July 13, 2020

9:00 am – 10:15 am **Time to Launch Your AmeriCorps Program!**
Roxanne Saunders & Kimberly Brown
Over the next few days, the VSC staff is looking forward to forging strong partnership with you as we work together to put you on the path of success in managing your AmeriCorps grant. During the opening session, VSC staff members will present an overview of what we have planned for you during this training. We will review what you can expect from us and what we ask of you in order to receive the most from all of the modules. We'll kick things off by giving you an opportunity to get acquainted with each other, and the VSC staff. Let's get started getting things done! (Session 1.1)

Objectives:

- *We will provide you with an engaging, interactive learning opportunity covering the necessary basics in each area of your grant and program management for your success as program staff*
- *We will build a solid working partnership between VSC staff and program staff to achieve your missions and reflect the AmeriCorps mission.*

10:30 am – 11:30 am **Welcome to AmeriCorps: It's Unlike Anything You Have Seen Before (1.2)**
Sharon Tewksbury Bloom
Whether this is your first time leading an AmeriCorps program or you have several years of experience, there is always something new to learn about AmeriCorps. It is an amazing program that can help you serve more people and leverage the talents of dedicated service members. It is also full of very specific requirements and unintuitive regulations. We will dig into the what, why, and how of AmeriCorps in this enlightening and entertaining webinar. (Session 1.2)

11:45 am – 12:15 pm **Website VIP Tour**
Gail Doyle
We are excited to show you around the VSC website. We'll give you an in-depth tour of the AmeriCorps section of website with special attention to Program Director Resources section to include: Funding/Grants Page, Member Info Page, AmeriCorps Stories, Life After AmeriCorps, and Resource Portal. The Resource Portal tour will include an explanation of how it is organized, the content you will be able to find there, the search function, and the special features. (Session 1.3)

Objectives:

- *Take a "tour" of the VSC website in general and get an introduction into the new tools and resources available in the AmeriCorps section of the website.*

12:15 pm – 12:45 pm Daily Wrap-Up

VSC staff will bring it all together with questions, impact, and knowledge sharing.
Roxanne Saunders, Kimberly Brown, and Gail Doyle

Tuesday, July 14, 2020

9:00 am – 10:00 am Demystifying eGrants and OnCorps

Analise Adams

You will get a tour of the OnCorps platform that all programs use for reporting. We will go over its nuts and bolts, where to find the helpful FAQs and tutorials and how you will be using it. You know about eGrants from submitting your grant, but you will be better prepared to utilize its features to onboard and manage your members, perform many day-to-day, and produce required reporting. (Session 1.4)

Objectives:

- *Intro to what tasks are found in what system, help familiarize programs with a road map of what the two systems do and how to begin using them.*

10:15 am – 11:30 am National Service Criminal History Checks: Safeguarding Those You Serve

Samantha Lukasiewicz and Christina Dumas

This session will cover step-by-step guidance for conducting National Service Criminal History Checks. We will take you through the VSC and CNCS policies that must be followed and the multiple checks that must be performed. We will go over the approved vendors and steps required for compliant checks. We will also discuss documentation and adjudication and you will learn what you need to know to prevent cost-based disallowances for noncompliance. (Session 2.1)

Objectives:

- *Discuss and understand how to meet the requirements for a compliant National Service Criminal History Check (NSCHC) by explaining and demonstrating the components of the different checks.*

11:30 am – 12:30 pm Lunch Break

12:30 pm – 1:45 pm Member Enrollment: Great Beginnings

Samantha Lukasiewicz and Christina Dumas

We will walk you through the eGrants enrollment cycle. We will review the pre-enrollment and enrollment phases for members and your program and what needs to be done in eGrants to make sure you complete the process within the mandated timeframes. (Session 2.2)

Objectives:

- *Explain the AmeriCorps State and National requirements for enrolling members, and illustrate the enrollment process in the eGrants Portal.*

2:00 pm – 3:00 pm Daily Wrap-Up

VSC staff will bring it all together with questions, impact, and knowledge sharing.
Analise Adams, Samantha Lukasiewicz, and Christina Dumas

- 9:00 am – 9:30 am** **Making Things Clear with a Strong Member Service Agreement**
Roxanne Saunders
New and existing AmeriCorps programs will understand that the VSC AmeriCorps member service agreement thoroughly describes the relationship between the AmeriCorps member and the AmeriCorps program, and it is a requirement in the AmeriCorps Grant Terms and Conditions. Every enrolled AmeriCorps member should receive, read, and agree to all elements of the service agreement before they begin service. You will understand how the Terms and Conditions for AmeriCorps State and National Grants, General Terms and Conditions for CNCS Grants, 45 CFR = AmeriCorps Regulations, AmeriCorps State and National Policy Frequently Asked Questions all impact this document that serves as the member's contract. (Session 2.3)
- Objectives:**
- *To present and review the "New" Virginia Service Commission AmeriCorps Member Service Agreement which has been designed to help new and existing AmeriCorps Program Directors and Staff to understand and properly utilize the new 2020-21 member service agreement.*
 - *To understand how the new VSC AmeriCorps Member Service Agreement was designed using the current CNCS Grant Terms and Conditions, AmeriCorps Regulations, and other CNCS-specific guidance.*
- 9:45 am – 10:45 am** **How to Maintain Compliant Member Files**
Samantha Lukasiewicz and Christina Dumas
You will learn what documentation must be kept in a compliant member file and why this documentation is important. We will touch on safeguarding PII and recordkeeping requirements. We will shine a light on what we look for when monitoring and call attention to consistency in your files. (Session 3.1)
- Objectives:**
- *Outline programmatic requirements relating to AmeriCorps members file documents, required records and files, and the new VSC Member Agreement.*
- 11:00 am – 12:00 pm** **Timesheet Compliance**
Samantha Lukasiewicz and Christina Dumas
In this session we will explain how OnCorps timesheets are used to document member eligibility for in-service and post-service benefits. This session will highlight VSC policies for compliant and accurate timesheets and will cover our regular monitoring process. (Session 3.2)
- Objectives:**
- *Outline timekeeping policies and procedures before AmeriCorps members begin service and provide instructions for completing the timesheet for both members and their supervisors.*
- 12:00 pm – 1:00 pm** **Lunch Break**

- 1:00 pm – 1:30 pm** **Using Your Performance Measures & Evaluation to Highlight Success**
Analise Adams
This session will take you through the ins and outs of Performance Measures. What's their purpose? How to report on them? How are they used in relation to your evaluation? We'll also work through ways to use them to share the impact your program has in the community. (Session 3.3)
- Objectives:**
- *To help PDs understand how to utilize performance measures in evaluation and to assess AC programming*
- 1:30 pm – 2:30 pm** **Daily Wrap-Up**
VSC staff will bring it all together with questions, impact, and knowledge sharing. (Roxanne Saunders, Christina Dumas, Analise Adams)

Monday, July 20, 2020

- 9:00 am – 10:15 am** **Get Your Data to Talk to You! Learn the Secrets of Great Data Evaluation and Survey Design**
Analise Adams
Want to know more about what 'evaluation' really means, and how it can revolutionize your program? We'll talk about how to have a solid plan in place, how to use the information you already have to build your evaluation strategy, and ways to get the most out of your data collection. This session is designed to be useful for all, from evaluation rookies to data nerds! (Session 3.4)
- Objectives:**
To discuss pre and post program surveys, data collection and management, and how to use in evaluation settings
- 10:30 am – 11:30 am** **Finance 101: Managing Your AmeriCorps Budget**
Shannon Girouard
Regardless of your role with AmeriCorps, understanding your organization's budget is key to effectively managing the Program's resources. This session will support you in establishing a sound budget foundation and convey Commission requirements, including when and how to request a budget modification. Best practices and tools for budget monitoring will also be shared. Please have a calculator on hand. (Session 4.1)
- Objectives:**
Explain expectations for managing your budget in compliance with CNCS and Commission requirements.
- The following staff would benefit from attendance at this session: program directors and colleagues responsible for budgeting, grants administration and compliance, cash management and/or financial reporting duties within their organization.*
- 11:30 am – 12:30 pm** **Lunch Break**

12:30 pm – 1:30 pm **Finance 102: Financial Reporting & Standards for Financial Documentation**

Shannon Girouard

This session on financial reporting proceeds along the grant administration lifecycle. You will learn the importance of accurate and reliable reporting, the various report types with deadlines, and how to sufficiently document expenditures of federal funds and your grantee share contributions. Your organization should be well-positioned for success in future audits and compliance reviews. Please have a calculator on hand. (Session 4.2)

Objectives:

Explain expectations for accurate and compliant reporting of program expenditures to the Commission and standards for maintaining financial documentation.

The following staff would benefit from attendance at this session: program directors and colleagues responsible for budgeting, grants administration and compliance, cash management and/or financial reporting duties within their organization.

1:30 pm – 2:30 pm

Daily Wrap-Up

VSC staff will bring it all together with questions, impact, and knowledge sharing.

Analise Adams & Shannon Girouard

2:30 pm – 2:45 pm

Closing

Kimberly Brown

Guest Presenter

Sharon Tewksbury Bloom

Do Good, Be Good

Sharon served as a Program Director for a large multi-site AmeriCorps state program in Arizona. When she started, the recruitment rate was less than 50% and the retention rate was below 75%. Within one year, the program had reached 100% recruitment and 98% retention. It was able to remain at 100% recruitment throughout Sharon's tenure. An AmeriCorps alumna, Sharon also launched a VISTA project, earned NCCC Sponsor of the Round, and was the principal investigator on a State Competitive AmeriCorps grant for program serving seven counties with a budget of \$1.3 million. Now Sharon serves programs as an independent consultant and speaker. She delivers 50 workshops and webinars annually. Sharon is also an AmeriCorps alum and has a Master's Degree in Organizational Development and Knowledge Management from George Mason University's School of Public Policy. Sharon's clients include the Arizona Governor's Office on Youth, Faith and Family, Maryland Governor's Office on Volunteerism and Service, the North Carolina Commission on Volunteerism and Community Service, America's Service Commissions, New York State Commission on National and Community Service, Communities in Schools – Georgia, Habitat for Humanity International.



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