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your name and  
program in the  
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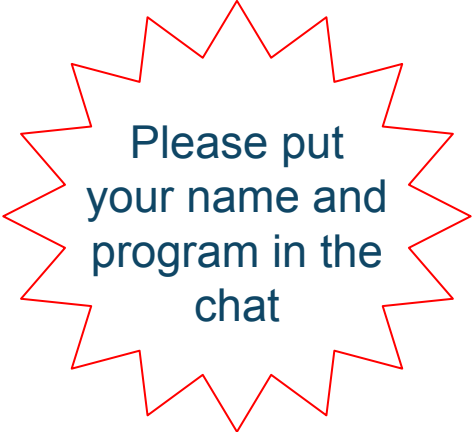
# Bi-Monthly AmeriCorps Program Staff Meeting

Monday October 18, 2021

VIRGINIA SERVICE COMMISSION

# This Morning's Agenda

- Welcome from Roxanne, AC Program Manager
- New VSC Policy: Remote Service // Manual
- Start PY21 on the Right Foot
- ARPA Update
- Performance Data Elements
- NOFO Updates
- National Days of Service
- Fiscal Updates

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Please put  
your name and  
program in the  
chat



# **Welcome!**

**Roxanne Saunders,  
AmeriCorps Program Manager**

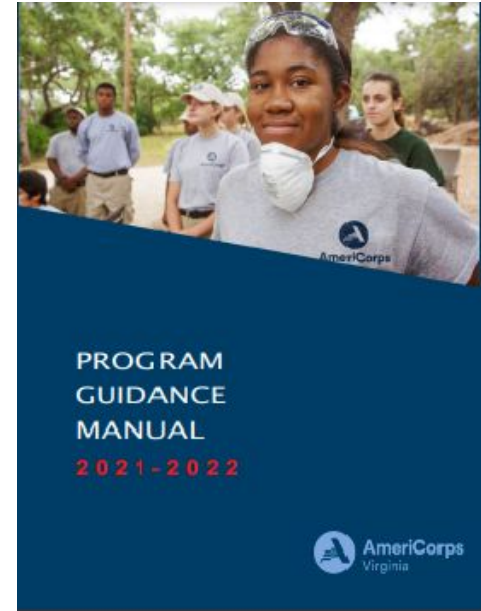


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# **New VSC Policy: Remote Service**



# New from VSC: Program Guidance Manual



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# Start PY21 on the Right Foot with a Self-Audit!

- Take some time to review your program start-up
  - Run enrollment and member roster reports in eGrants
  - Review MSAs and member eligibility documentation-consistency in member files

Ensure all information and dates match across platforms!



# Start PY21 on the Right Foot with a Self-Audit!

- Take some time to review your program start-up (cont.)
  - Review OnCorps to ensure all timesheets are accurate and approved by two approvers
  - Review NSCHC documentation
    - November 1 Rule Reminder

Ensure all information and dates match across platforms!



# Start PY21 on the Right Foot with a Self-Audit!

- Review policies for accuracy
  - Have you had staffing or other changes at your program? Have your processes changed?
- Check in with members and site supervisors
- Check your members have and are wearing gear

Visit the Resource Portal or contact your PO for tools!





# ARPA Update

## Summary from Fiscal Officer's email update:

Current timeline: 3 - 4 weeks

- VDSS must ensure all Competitive and Formula ARPA funds are appropriated through the state budget process.
- Formula Subgrantee ARPA Workbooks have been submitted to the AmeriCorps Senior Portfolio Manager for review.



# ARPA Update

- Please do not initiate changes to your program or fiscal administration related to ARPA until you have received a fully-executed modification with additional instructions.
- Do not complete new ARPA financial elements you see in PERs until you receive guidance from the Commission as to how and when they impact your financial reporting period.
- Please do not submit OnCorps budget modifications to increase your award with ARPA until modifications to your subaward are executed. Please continue to expend against your approved 2021-2022 eGrants budget.

# ARPA Update

## Forthcoming for programs:

- Updated timeline
- Updating your current eGrants applications (budgets) to include ARP requests/approvals in buckets 1, 2, & 3
- Additional guidance on PER reporting and reimbursement
- MSA template for increase in LA for currently serving members



# 9/2021 Performance Data Elements



HOME TOOLS MANAGE RECORDS REPORTING FINANCIAL

[Home](#)

To add notifications to your homepage, select them from the list below:

Select a Notification

Welcome Virginia

Thank you for your AmeriCorps service!

Change will not come if we wait for some other person, or if we wait for some other time.  
-- Barack Obama

Sometimes the bravest and most important thing you can do is just show up.  
-- Brené Brown

You are not lucky to be here. The world needs your perspective. The world needs you.  
--Antonio Tjjerino

The list of Prohibited Activities for AmeriCorps Members

Reminders for Timesheets:

--> Please make sure timesheets are submitted on time.

--> Please complete your timesheets for the current month.

Have Questions?

For technical OnCorps Support, contact our help desk at [email help@americorps.org](mailto:help@americorps.org)

For other questions, contact your local AmeriCorps Service Center or the Virginia Service Center.

Please complete this survey with the required performance data elements for 9/2021.

Number of individuals who applied to be an AmeriCorps member

Number of volunteers recruited or managed

Dollar amount of resources leveraged by the program

Number of hours served by recruited or managed volunteers

Number of children and youth served

Number of individuals receiving job training or placement

Number of individuals receiving opioid/drug intervention services

Number of acres of public land supported



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# FY22 NOFO

- Check out the AmeriCorps NOFO (web link in the chat) for updated priorities and information
  - New minimum and max living allowance amounts
  - Cost per MSY
  - DEI at your organization and as part of the member experience

Don't get confused by January 5 deadline!



# National Days of Service

- Debrief 9/11 Day of Service
- Brainstorm ideas for Martin Luther King, Jr. Day of Service



# Fiscal Updates- PY 2020-2021(Last Year)

- An Aggregate Financial Report (AFR) covering the months of July and August is now due in OnCorps.
- Worker's Compensation and Commission Fee invoices were distributed in August via email. Many payments are outstanding. The Commission will reach out if we have not received your payment.



# Fiscal Updates- PY 2020-2021

- Complete Closeout Checklist per instructions found on the Resource Portal of the Commission website:

## Grants Administration

- > Award Terms and Conditions
- > Internal Controls
- > Subgrantee Fiscal Monitoring
- ∨ Award Closeout
  - 📄 CPC COVID Full & Prorated Award Exits 2021
  - 📄 AmeriCorps Exits for COVID-19 CPC Instructions
  - 📄 2020-2021 End of Program Year and Closeout Checklist





# Fiscal Updates- PY 2020-2021

- Closeout certifications cannot be signed until fees have been received and all programmatic and fiscal reporting satisfied.



# Fiscal Updates- PY 2021-2022

- If you have not done so, enter your 2021-2022 budget in OnCorps for approval.
- This must be completed before a Periodic Expense Report can be completed in OnCorps.
- Budget entered must be identical to that approved in eGrants.
- **An Aggregate Financial Report (AFR) for the month of September only is now due!** You must have an approved PER for the month of September before completing the AFR.



# Final Thoughts and Questions



**Thank You!**



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