

**Senior Corps
New Directors Training
May 31, 2008**

**FGP/SCP
Project Management**



Corporation for National and Community Service

- CNCS was established in 1993
- Created to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation
- CNCS is a Federal agency
 - Bi-partisan, Board of Directors, CEO
- Predecessor agency – ACTION
- Created during Johnson administration



Introduction

At the end of this session you will:

- Understand the structure of CNCS
- Know how policies are created and enforced
- Understand your role in grant operations
- Know where to go for resources and questions
- Have a network of peers for support

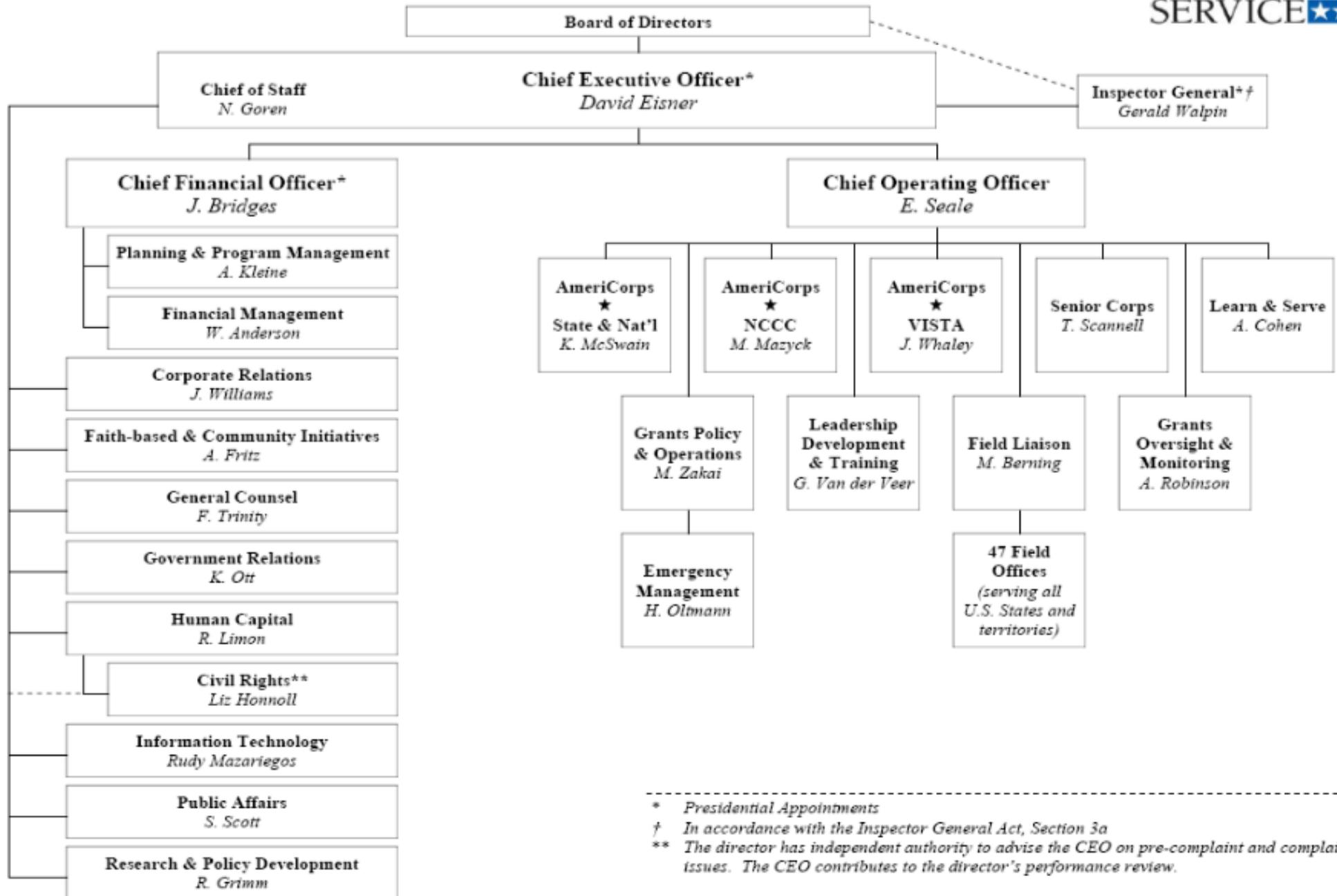


CNCS Mission

The mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.



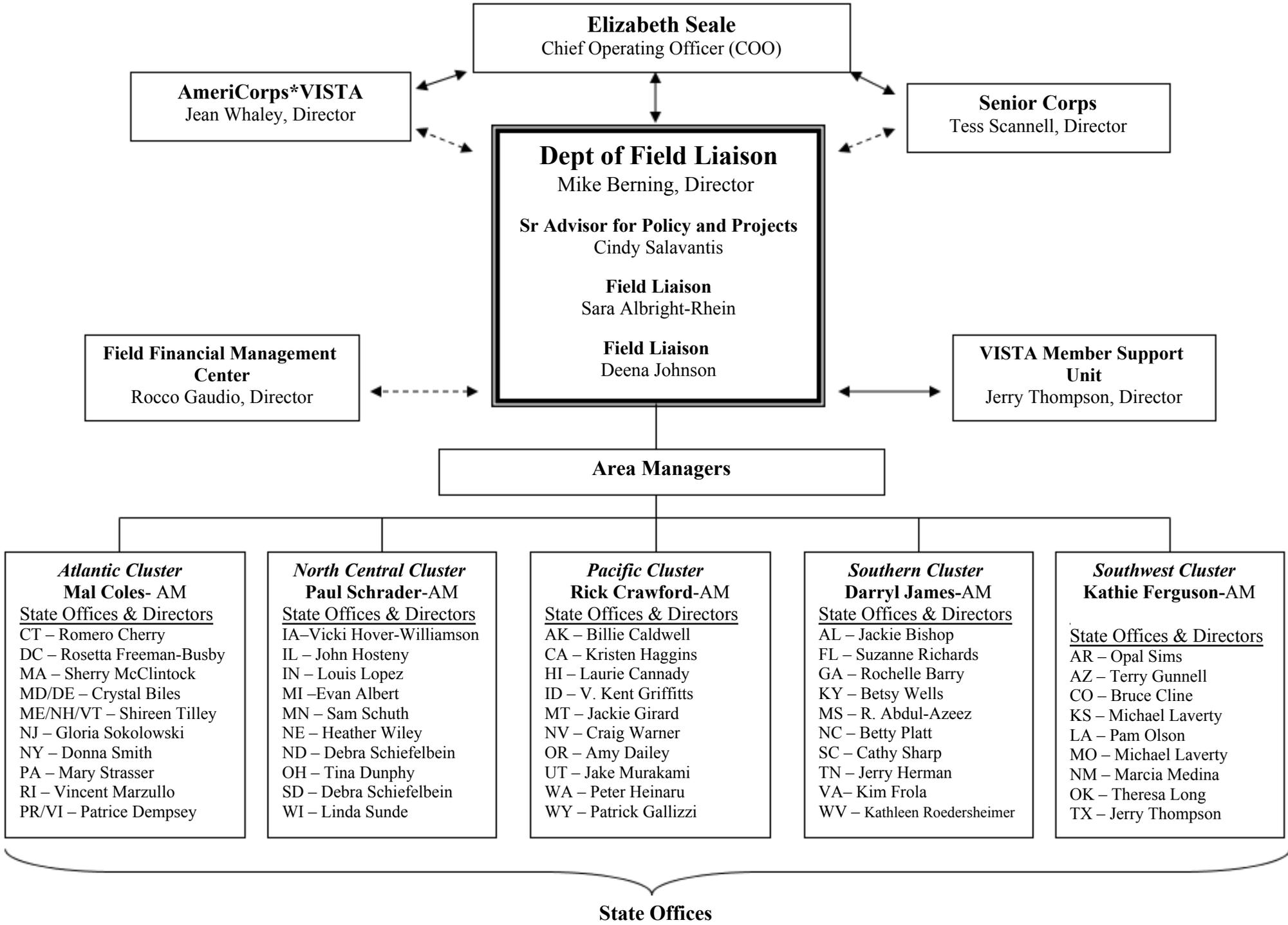
http://www.nationalservice.gov/about/role_impact/mission.asp



* Presidential Appointments

† In accordance with the Inspector General Act, Section 3a

** The director has independent authority to advise the CEO on pre-complaint and complaint issues. The CEO contributes to the director's performance review.



Elizabeth Seale
Chief Operating Officer (COO)

AmeriCorps*VISTA
Jean Whaley, Director

Senior Corps
Tess Scannell, Director

Dept of Field Liaison
Mike Berning, Director
Sr Advisor for Policy and Projects
Cindy Salavantis
Field Liaison
Sara Albright-Rhein
Field Liaison
Deena Johnson

Field Financial Management Center
Rocco Gaudio, Director

VISTA Member Support Unit
Jerry Thompson, Director

Area Managers

Atlantic Cluster
Mal Coles- AM
State Offices & Directors
CT – Romero Cherry
DC – Rosetta Freeman-Busby
MA – Sherry McClintock
MD/DE – Crystal Biles
ME/NH/VT – Shireen Tilley
NJ – Gloria Sokolowski
NY – Donna Smith
PA – Mary Strasser
RI – Vincent Marzullo
PR/VI – Patrice Dempsey

North Central Cluster
Paul Schrader-AM
State Offices & Directors
IA–Vicki Hover-Williamson
IL – John Hosteny
IN – Louis Lopez
MI –Evan Albert
MN – Sam Schuth
NE – Heather Wiley
ND – Debra Schiefelbein
OH – Tina Dunphy
SD – Debra Schiefelbein
WI – Linda Sunde

Pacific Cluster
Rick Crawford-AM
State Offices & Directors
AK – Billie Caldwell
CA – Kristen Haggins
HI – Laurie Cannady
ID – V. Kent Griffiths
MT – Jackie Girard
NV – Craig Warner
OR – Amy Dailey
UT – Jake Murakami
WA – Peter Heinaru
WY – Patrick Gallizzi

Southern Cluster
Darryl James-AM
State Offices & Directors
AL – Jackie Bishop
FL – Suzanne Richards
GA – Rochelle Barry
KY – Betsy Wells
MS – R. Abdul-Azeez
NC – Betty Platt
SC – Cathy Sharp
TN – Jerry Herman
VA– Kim Frola
WV – Kathleen Roedersheimer

Southwest Cluster
Kathie Ferguson-AM
State Offices & Directors
AR – Opal Sims
AZ – Terry Gunnell
CO – Bruce Cline
KS – Michael Laverty
LA – Pam Olson
MO – Michael Laverty
NM – Marcia Medina
OK – Theresa Long
TX – Jerry Thompson

State Offices

Role of CSO

State offices are the delivery system for the National Senior Service Corps and for AmeriCorps*VISTA (both funded through the Domestic Volunteer Service Act). In this role we:

- Serve as the Corporation's representational liaison to a broad spectrum of public and private constituencies;
- Develop, manage, and monitor the Senior Corps and AmeriCorps VISTA project grants;
- Provide training and technical assistance to grantees; and,
- Develop and implement a state service plan that integrates all streams of service.

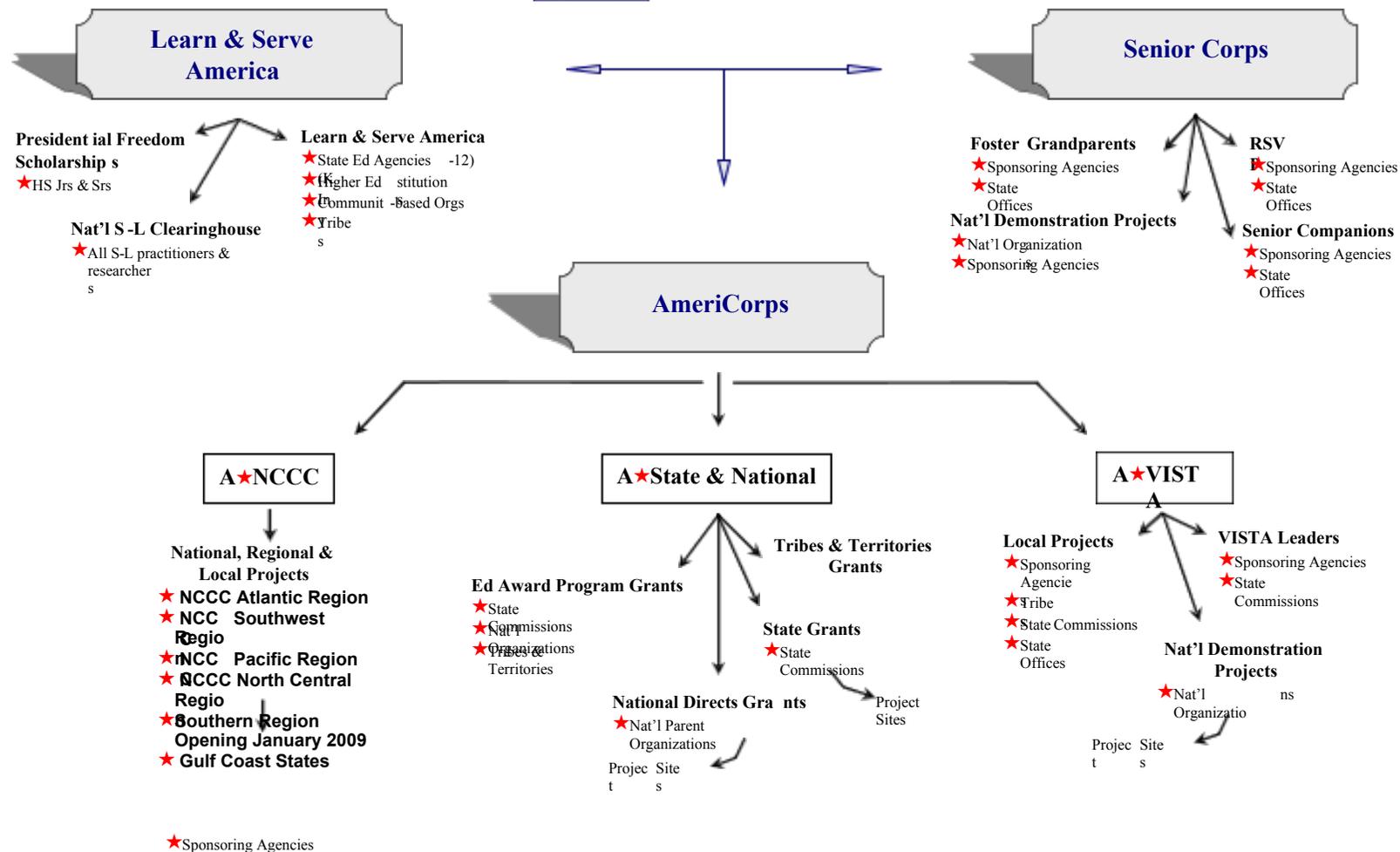
Area Managers

Area Managers supervise State Program Directors and provide direction and coordination for the Corporation state offices within a cluster. In this role, they:

- Develop and manage implementation of new policies;
- Coordinate planning and development of new projects and initiatives;
- Coordinate cluster-wide reporting and planning activities;
- Resolve budget and grants management issues; and,
- Develop resources within the cluster.

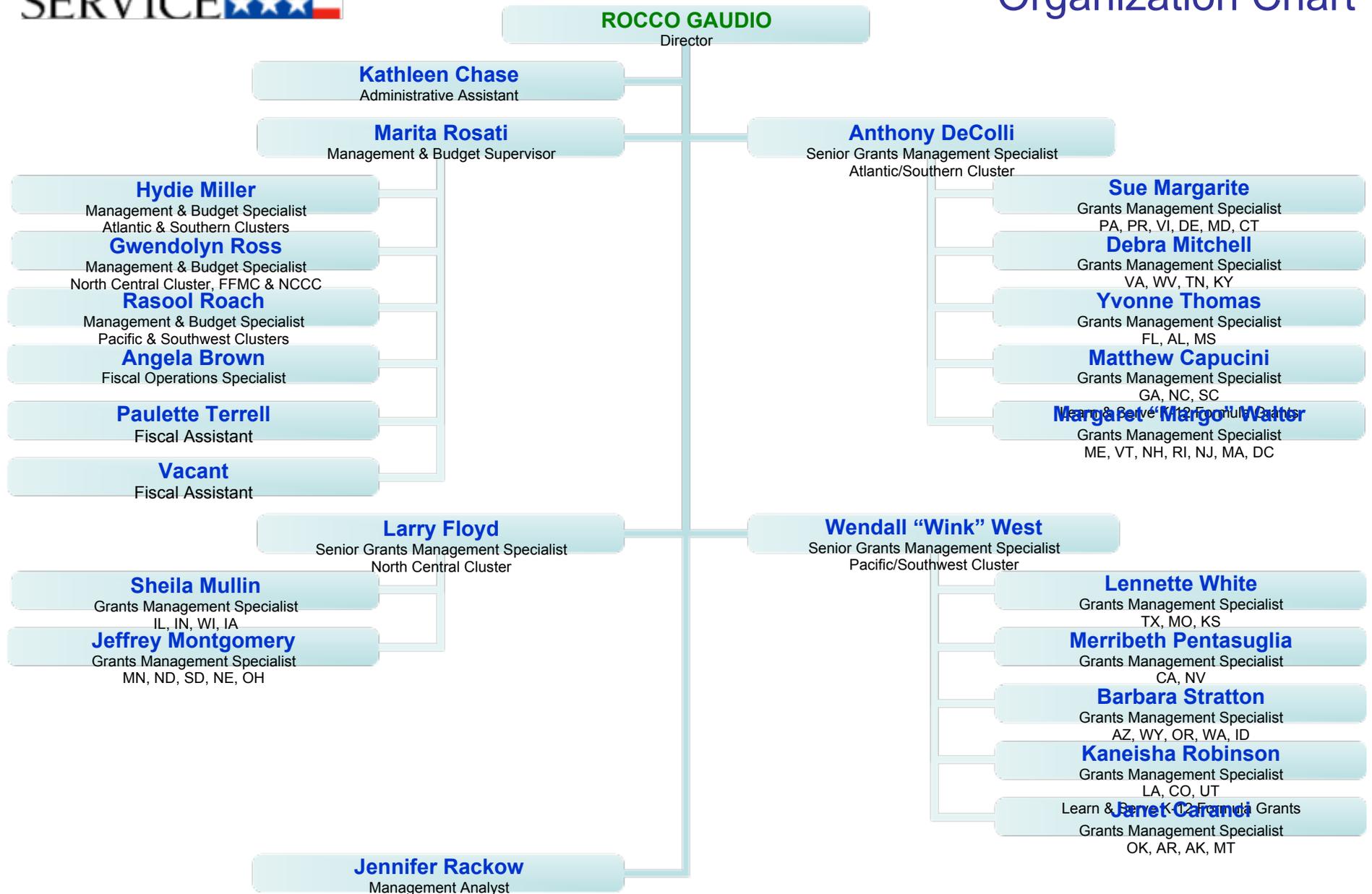
National Service Partners

The National Service Network Partners & Partners





Field Financial Management Center Organization Chart



Role of the FFMC

The FFMC provides financial, administrative, management budgeting and grant making support to Senior Corps, AC VISTA, L&S and AC NCCC.

- AKA – Grants Office
- This CNCS office is located in Philly
- Our partners in providing grants assistance
 - Atlantic and Southern Clusters – Anthony DeColli
 - Pacific and SW Clusters – Wendell West
 - North Central Cluster – Larry Floyd
 - Please...
 - Call us first so we can try to assist
 - Let us run interference



Program Governance

- **Legislation: Domestic Volunteer Service Act**

http://www.nationalservice.gov/pdf/dvsa_dec99.pdf

- **Federal Regulations**

<http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&sid=6f5657419b5c37b20320abd528e2dcb9&rgn=dv5&view=text&node=45:4.1.9.11.35&idno=45>

- **Operations Handbook**

http://www.nationalservice.gov/pdf/rsvp_handbook.pdf

- **Strategic Plan**

http://www.nationalservice.gov/about/focus_areas/index.asp

- **Fiscal Year Guidance**

http://www.seniorcorps.gov/pdf/SC_2008_fieldguidance.pdf

http://www.seniorcorps.gov/pdf/SC_2008_fieldguidance_reference.pdf



How does policy flow down to you?

Statute



Regulation



Policy



Guidance



Handbooks



Renewal Info



Senior Corps
Field
Guidance



Levels of Guidance

- **Statute:** Senior Corps programs are authorized under the Domestic Volunteer Service Act (DVSA) (as amended by Public Law 106-170, approved December 19, 1999). The law is found in the United States Code. The DVSA needs reauthorization (an Act of Congress) in order to be amended. Sometimes appropriations acts, which are the annual spending laws, contain provisions which have the effect of amending the DVSA, but only for the year in question. How to find Senior Corps at <http://www.gpoaccess.gov/uscode/index.html>, click browse (on the left tool bar), click Title 42 – The Public Health and Welfare, click Chapter 66 – Domestic Volunteer Services, click Subchapter II – National Senior Volunteer Corps: Part A – RSVP, Part B – FGP, Part C – SCP.
- **Regulation:** The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. Agencies may amend the federal regulations through a rulemaking process. Notice of Proposed Rules must be published and opened to public comment. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis. How to find Senior Corps at <http://www.gpoaccess.gov/cfr/index.html>, click Browse (on the left tool bar), check Title 45 - Public Welfare & Continue, click 2500 - 2599 Corporation for National & Community Service, scroll down to: 2551 SCP, 2552 FGP, 2553 RSVP. How to find Senior Corps at <http://www.nationalservice.org>, click on Resources for Programs, click on Office of General Counsel, click on Regulations, click on [Under 45 CFR Chapter XXV](#), use the Table of Contents to find the sections for SCP, FGP and RSVP.
- **Policy:** Interprets regulation. Policy is typically written by agency directors – for Senior Corps, Tess Scannell. Policies are reviewed and modified from time to time. Sometimes modifications are based on feedback from projects; at other times based on administration priorities. How to find Senior Corps policies:
 - The Operations Handbook (be aware that the current version reflect the regulations published in March 1999 and none of the regulations amendments issued since then.)
 - State offices distribute changes
- **Guidance:** Interprets policy for implementation.
 - Senior Corps Headquarters distributes field guidance annually – this can be found at <http://www.seniorcorps.org/resources/index.html>
 - State Offices interprets HQ guidance and distribute guidance to projects prior to submitting your new or

Revised Grant Guidelines

Effective May 11, 2004 and August 31, 2005

Federal Grant Guidelines	Universities	States, Local, Indian Tribal Governments	Non-Profits	Hospitals	For-Profit
Administrative Requirements	2 CFR 215 (formerly A-110)	A-102	2 CFR 215 (formerly A-110)	2 CFR 215 (formerly A-110)	2 CFR 215
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)	FAR 31.2
Audit Requirements *	A-133	A-133	A-133	A-133	Varies by agency

Notes:

CFR = Code of Federal Regulations

FAR = Federal Acquisition Regulations

Public Law 106-107 = Federal Financial Assistance Management Improvement Act of 1999

* = Subject to A-133 if organization expended more than \$500,000 in its fiscal year

Sponsor & Project Staff

- Role of Sponsors

- (FGP) [45 CFR 1208 and 2552](#)
- (SCP) [45 CFR 1207 and 2551](#)
 - Program responsibilities
 - Administrative responsibilities



- Role of project staff

- Relationship between program staff and your sponsor

- Visioning for FGP and SCP

- Innovative strategies for staffing programs

Annual Assessment

What do the regulations say?

- What do the federal regulations say?
- The questions. . .
- What are the sponsor's program responsibilities?
- (a) Focus FGP and SCP resources to have a positive impact on critical human and social needs within the project service area.
- (b) Assess in collaboration with other community organizations or utilize existing assessments of the needs of the community or service area and develop strategies to respond to those needs using the resources of FGP and SCP volunteers.
- (c)(3) Annually assessing the placement of volunteers to ensure the safety of volunteers and their impact on meeting the needs of the community.
- (d) Conduct an annual assessment of the accomplishments and impact of the project and how they meet the identified needs and problems of the community.
- Are the references referring to the same thing or does the Corporation want several different assessments done each year?
- Why does CNCS have this yearly requirement?
- Who should be conducting this assessment? Who can be involved?
- What is the difference between a Volunteer Satisfaction Survey and an Annual Assessment?
- How is this different than just reporting on the end outcomes?
- What and when are you to send this info to the Corporation and what do we do with it?
- Must the impact of each community need be assessed each year?
- Must the assessment always be done around a community need?



Project Management

- Budgets

- Federal \$ + Non-Federal \$ = **The Budget**
- Federal \$ is from CNCS
- Non-federal \$ comes from???
- All costs (Fed and Non-Fed) must be:
 - Reasonable – (No \$500.00 hammers)
 - Allowable – (Must be in the approved grant)
 - Justified – (Thoroughly explained in the narrative)
- Cover a 12 month period
- Handbook – Chapter 10



Where Does That \$\$\$ Go?

- Remember: Fed \$ + Non-Fed \$ = The Budget
- Volunteer Support
 - Staff salary, fringe, travel, overhead
 - AKA – “Above the line”
- Volunteer Expenses
 - Volunteer stipends, meals, travel, insurance, physical exams, recognition
 - AKA – “Below the line”
- Find your budget/narrative in eGrants



Above and Below the Line Expenses

What does “above the line” and “below the line” mean?

- Costs “above the line” refer to administrative expenses associated with program operations. (Budget Section I)
- Costs “below the line” refer to volunteer expenses that directly affect the volunteer. (Budget Section II)



FGP of the Northeast USA

Application ID

Budget Dates: 7/1/2008-6/30/2009

	Total Amt	CNCS Share	Grantee Share	Excess Amount
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	65445	50341	15104	0
B. Personnel Fringe Benefits	2938	2352	586	0
FICA	0	0	0	0
Health Insurance	17640	16609	1031	0
Retirement	7036	5412	1624	0
Life Insurance	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	27614	24373	3241	0
Total				
C. Project Staff Travel				
Local Travel	1000	1000	0	0
Long Distance Travel	1200	1,200	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	2200	2200	\$0	0
Total				
D. Equipment (Over 5 K!)	0	0	0	0
E. Supplies	900	900	0	0
F. Contractual Consultant Services	1740	0	0	1740
I. Other Volunteer Support Costs	1300	1300	0	0
J. Indirect Costs	0	0	0	0
Section I. Subtotal	99199	79114	18345	1740
Section II. Volunteer Expenses				
A. Stipends				
CNCS	121748	121748	0	0
NF Stipends	5534	0	5534	0
Total from Section A	127282	121748	5534	0
B. Other Volunteer Costs				
Meals	9510	0	0	9510
Uniforms	0	0	0	0
Insurance	600	600	0	0
Recognition	2000	2000	0	0
Volunteer Travel	46328	15848	3615	26865
Physical exams	4875	0	0	4875
Total from Section B	63313	18488	3615	41250
Section II. Subtotal	190,595	140,196	9,149	41,250
Budget Totals	289,794	219,310	27,494	42,990
Funding Percentages		88.9 %	11.1%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

Budget Match

- Match (Handbook – Chapter 10)
 - The amount of financial support a sponsor must contribute
 - 10.0% of total CNCS funds
 - Where will the match come from?
 - Sponsor, station, public agencies, in-kind, etc.



Calculating My Non-Federal Match

How do I calculate my minimum match? EXAMPLE:

Total Amount of CNCS Funding: \$100,000

Percentage of required Non-Federal Match: $\div .9$ (or 90%)

Minimum Total Amount of Funding: = \$111,111

Total Amount of Funding: \$111,111

Amount of CNCS Funding: - \$100,000

Minimum Amount of Required Non-Federal Match: = \$11,111

Funds in the excess
column do not figure into
the match calculation

Direct Benefit Ratio

- Volunteers must receive support that equals (or exceeds) 80.0% of the CNCS award
- Use Federal and Non-Federal funds to meet the 80.0% share
- Example
 - CNCS share of \$125,000.00
 - $\$125,000.00 \times 0.80 = \$100,000.00$
 - Budget at least \$100,000.00 on volunteers (stipends, travel, recognition, meals, exams, insurance, uniforms)
 - Use Federal and Non-Federal funds to reach the 100 K

FGP – SCP Volunteer Reimbursements

How do I know what reimbursements are allowable?

Regulations

SCP [45 CFR 2551](#)

FGP [45 CFR 2552](#)



Handbook

Chapter 9

Volunteer Service Year (VSY)

- One VSY equals 1044 hours of service
 - One Companion serving 1044 hours, or
 - Two Grandparents each serving 522 hours ($1044 / 2 = 522$)
 - Etc.
- Stipend = \$2.65 per hour or \$2766.60 a year
 - Paid for client contact, training and approved leave
- VIP: unless each volunteer serves 1044 each year, place more volunteers to make-up for the shortfall!
- VIP: one VSY does not mean one volunteer!!
- VIP: Track your hours and stipends!!!

Examples of Reimbursable Expenses

Stipend (\$2.65 an hour)
Client, leave, training

Transportation

Meals

Insurance

Physicals

Uniform

Recognition



**For detailed
information about
cost
reimbursements,
consult your
Handbooks –
Chapter 9**

The Life Cycle of a Corporation Grant



Resource Development

- If CNCS dollars are stagnant...
 - Potential sources of Non-Federal support might include...
 - Sponsor
 - Stations
 - State, county and local agencies
 - Where else?
- CNCS Fundraising Policy



A word about finances...

- Policy 850
 - If you don't meet the VSY goal we may reduce your Federal grant.
 - First FSR that shows under-production
 - Warning letter sent
 - Second FSR that shows under-production
 - Proposed reduction letter sent
- When the NF share is not met
 - At the end of a three year cycle, we may “bill” you for the amount not met.



Recordkeeping



- What must be recorded?
 - Volunteer info, income eligibility, citizenship, timesheets, financial transactions, station M of U's, etc.
- How are things recorded?
 - Volunteer application, timesheets, reimbursement requests, vouchers, background check document, income review form, birth certificate, accounting records
- How long must documents be retained?
 - 3 years, 6 months AFTER the last FSR is approved by CNCS for the 3 year cycle
 - Group example: 3 year grant began July 01, 2008

SENIOR CORPS QUICK REFERENCE REPORTING CHART

<i>What</i>	<i>Where</i>	<i>Due Date</i>	<i>Send to</i>
Grant Renewal Application	eGrants	As noted in eGrants on the Applicant screen and on your Grant Renewal Memo.	eGrants sends notification to SPS/D when submitted
Rebudget	eGrants or marked up budget page	No later than 30 days before the end of the fiscal year. Discuss budget revisions with your SPS prior to initiating an amendment in eGrants.	<ul style="list-style-type: none"> eGrants sends notification to SPS when submitted. Paper Copy is sent to SPS/D via email or mail
PPR Project Progress Report	eGrants	30 days after the end of each month period based on your budget period or as noted as a Special Condition in the NGA.	eGrants sends notification to SPS/D when submitted
FSR Financial Status Report	eGrants	30 days after the first and each consecutive month reporting period based on your grant period. See below for Final FSR.	eGrants sends notification to SPS/D & GO when submitted
FSR Final Financial Status Report	eGrants	90 after the end of grant period (a grant period is 3 years unless otherwise noted).	eGrants sends notification to SPS/D & GO when submitted
HHS draw down of CNCS/Federal Funding	HHS Payment Management System	Limit amount to funds that will be used within 72 hrs, but draw funds as often as necessary.	http://www.dpm.psc.gov/access_pms/system_status.aspx
Cash Transactions Report SF 272	HHS Payment Management System	No later than 45 calendar days following the end of each quarter.	http://www.dpm.psc.gov/access_pms/system_status.aspx
State Accomplishment Report	CNCS State Office (CSO)	January (upon request of your SPS if additional information needed)	Your assigned CSO State Program Specialist (SPS) or State Program Director (SPD)
Project Profile and Volunteer Activity (PPVA) Report	eGrants	Date & instructions provided by CNCS Usually in fall	eGrants sends notification to SPS/d when submitted
Federal Fiscal Year	October 1st – September 30th	Reporting Due Dates	
Federal Quarter 1	October 1 – December 31	January 30th	
Federal Quarter 2	January 1 – March 31	April 30th	
Federal Quarter 3	April 1 – June 30th	July 30th	
Federal Quarter 4	July 1 – September 30th	October 30th	

Good to Know...



- Keep current
 - Handbooks
 - Assignment or care plans
- Income Reviews
 - Use the CNCS sample you get from your Program Manager
 - Don't rely on an SSA Benefit Letter
- Annual Assessments
 - Yes, they are done every year
- Clients must be eligible
 - One-to-one relationship
 - At-risk or special needs children (18 and under)
 - Homebound seniors

Why would CNCS Visit?

- I know...



CNCS Would Visit to...

- Provide technical assistance
- Attend a recognition (And give a speech)
- Meet Grandparents and Companions
- Identify and share promising practices
- Compliance review



- A compliance what?
 - We're here to help you. Honest.

Compliance Monitoring Visit

- What is it?
 - Opportunity to strengthen program
 - Ensure compliance with policies, regs, statutes
- Is it a 'gotcha' visit?
 - Heavens no! It really is painless (almost, anyway).
- How is it arranged?
 - We call, agree on a date, confirm it in a letter, tell you what we want to look at, send you the review form, explain our/your role, conduct the visit, write you a letter, you respond.
- But...



What if you find something?

- Don't worry because we will.
- Then we will...
 - Fix it together.
 - Ask you what you think should be done.
 - Offer suggestions and share best practices.
 - Then we'll make sure it's fixed.



Q/A

- Questions
- If you are still confused, ask for help
- Additional resources
 - Your peers
 - Your CNCS State Office
 - Your sponsor
 - Community partners

