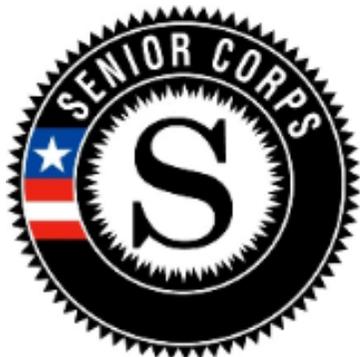


Senior Corps New Directors Training

May 31, 2008
Project Management



Corporation for
NATIONAL &
COMMUNITY
SERVICE 

Introduction

At the end of this session you'll:

- 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



Corporation for National and Community Service

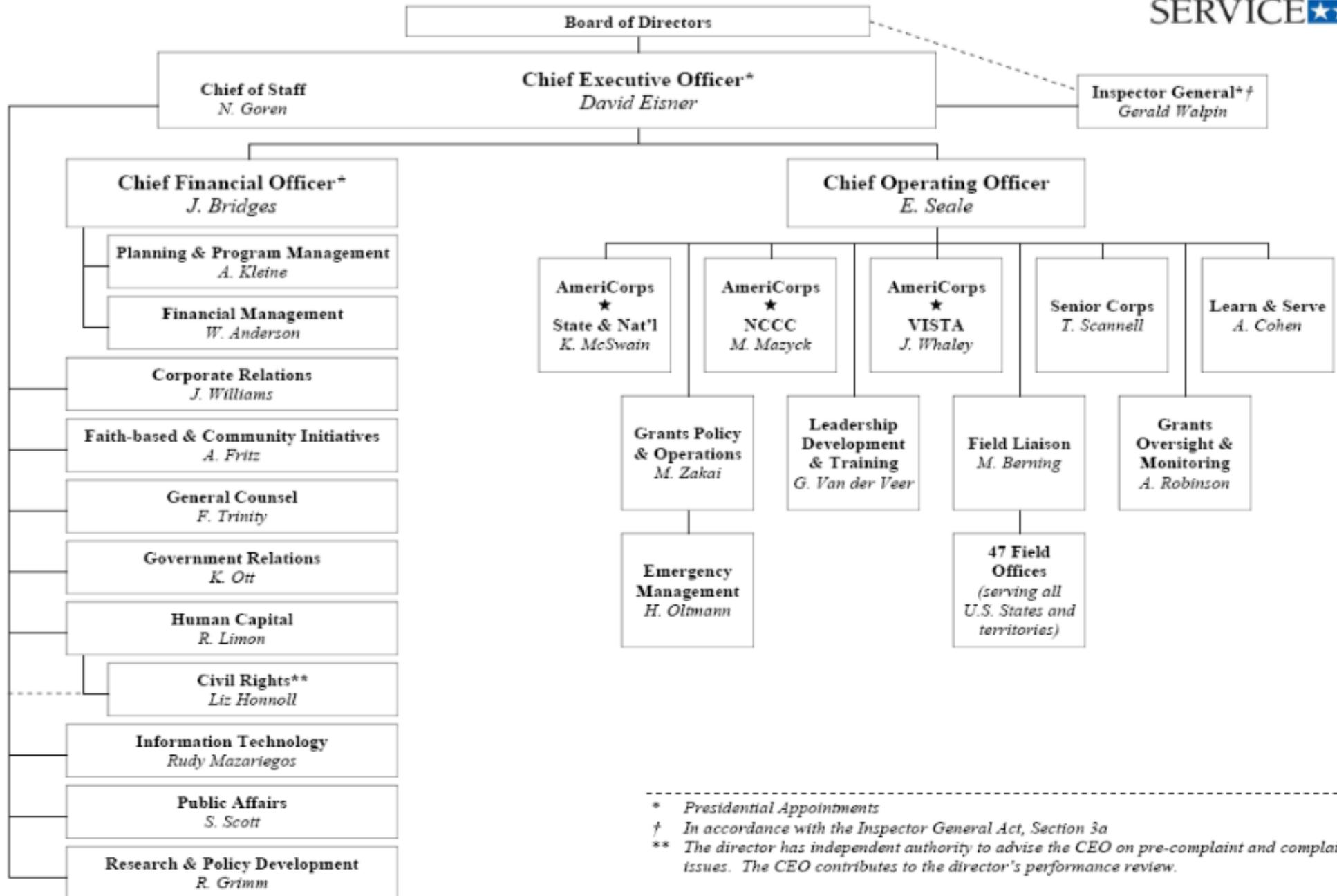
- CNCS was established in 1993
- Created to connect Americans of all ages and backgrounds with opportunities to give back to their communities and their nation
- CNCS is a Federal agency

- Predecessor agency – ACTION
- Created during Johnson administration



CNCS Mission

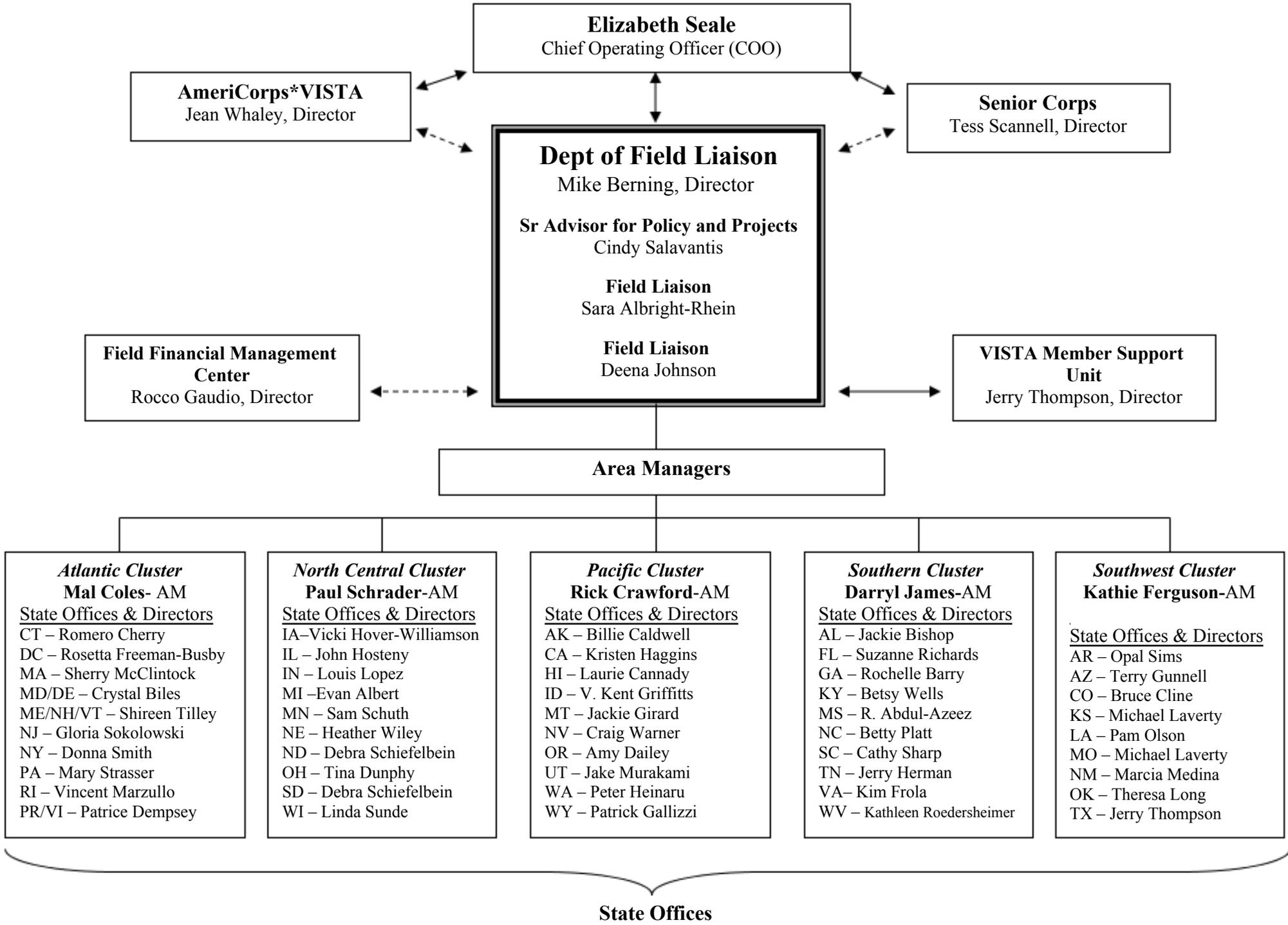
The mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.



* 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 are funded through the Domestic Volunteer Services Act). In this role they:

- 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
- Help develop and implement a state service plan that integrates all streams of service

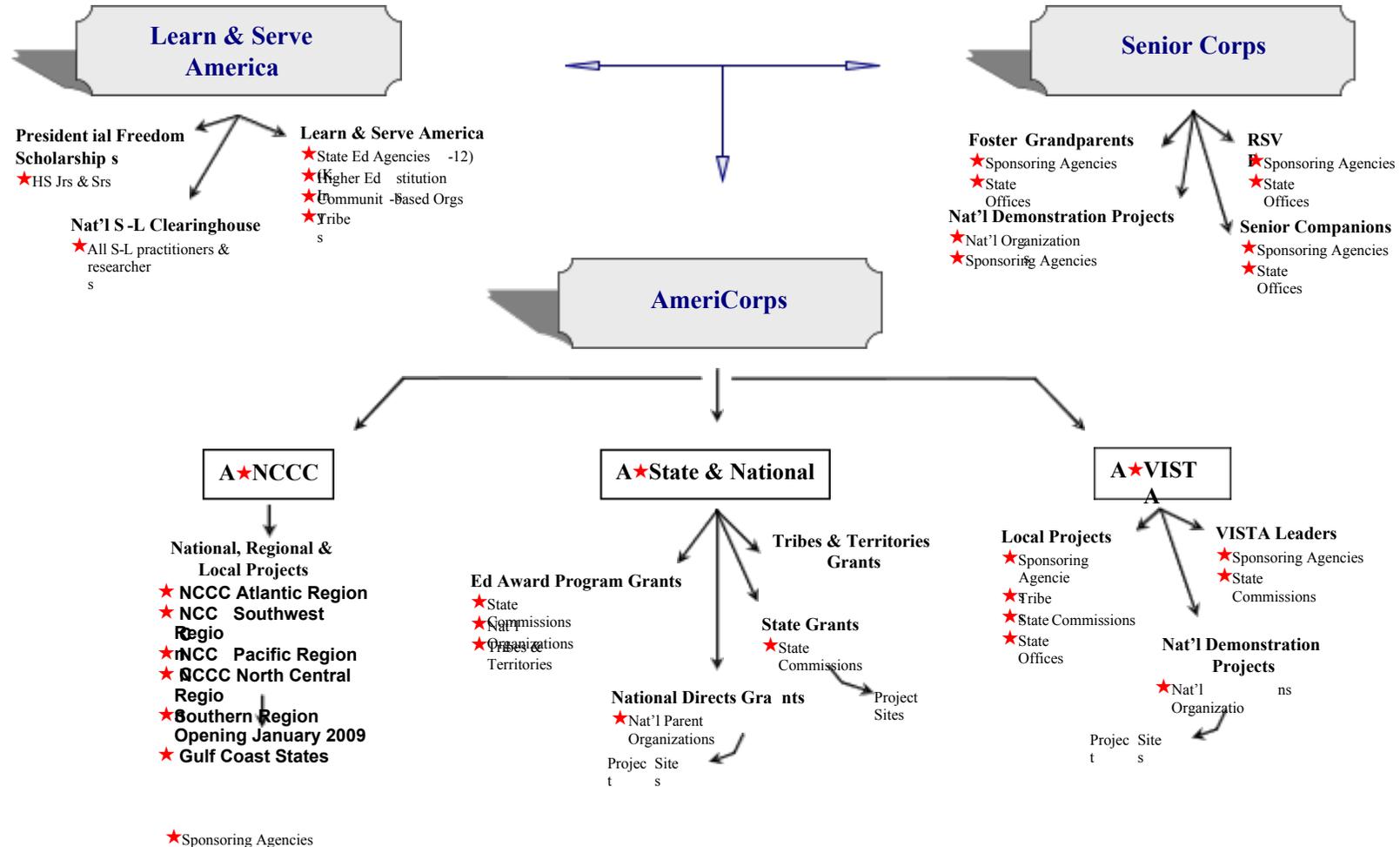
Area Managers

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

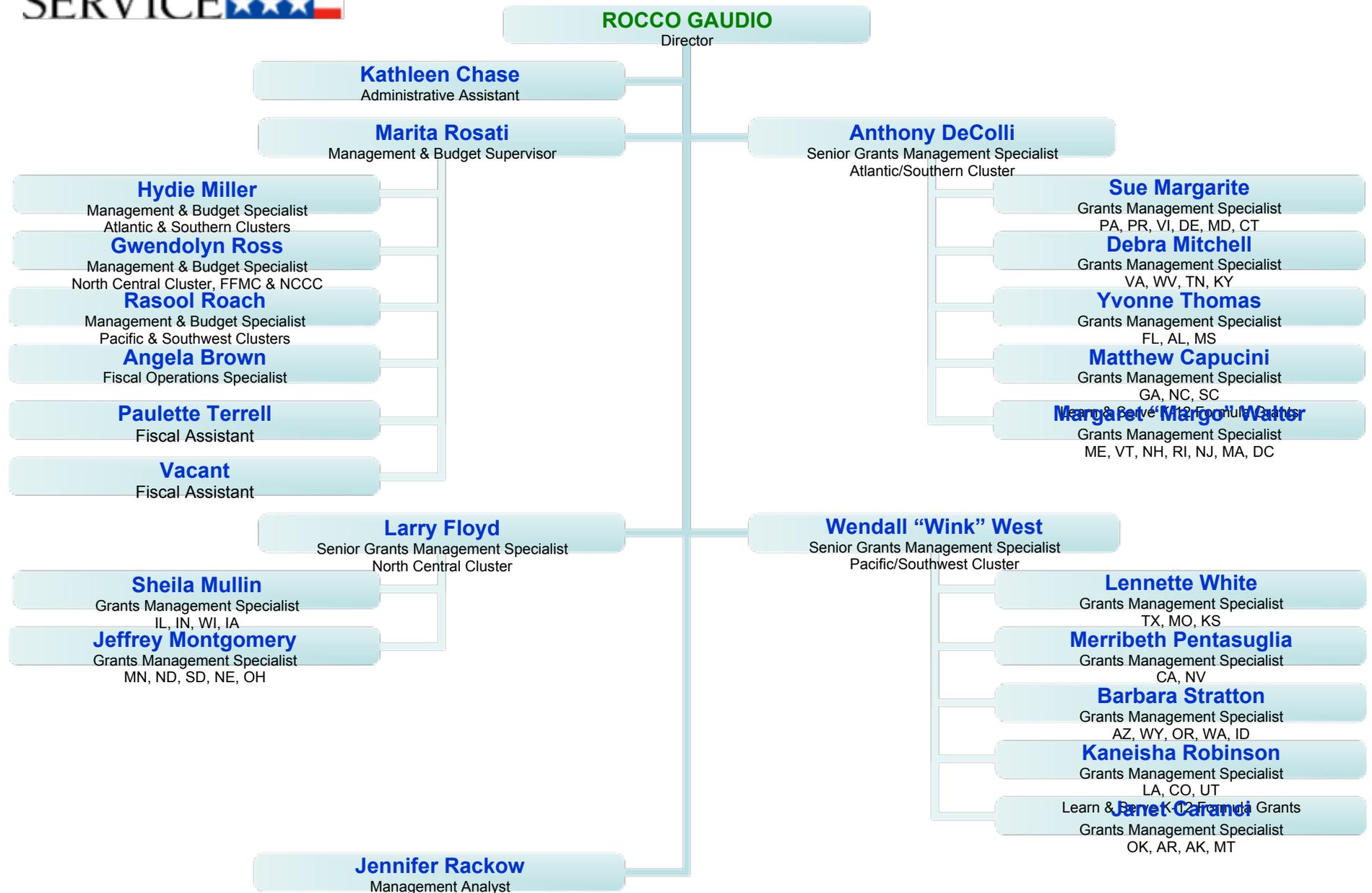
National Service Partners

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

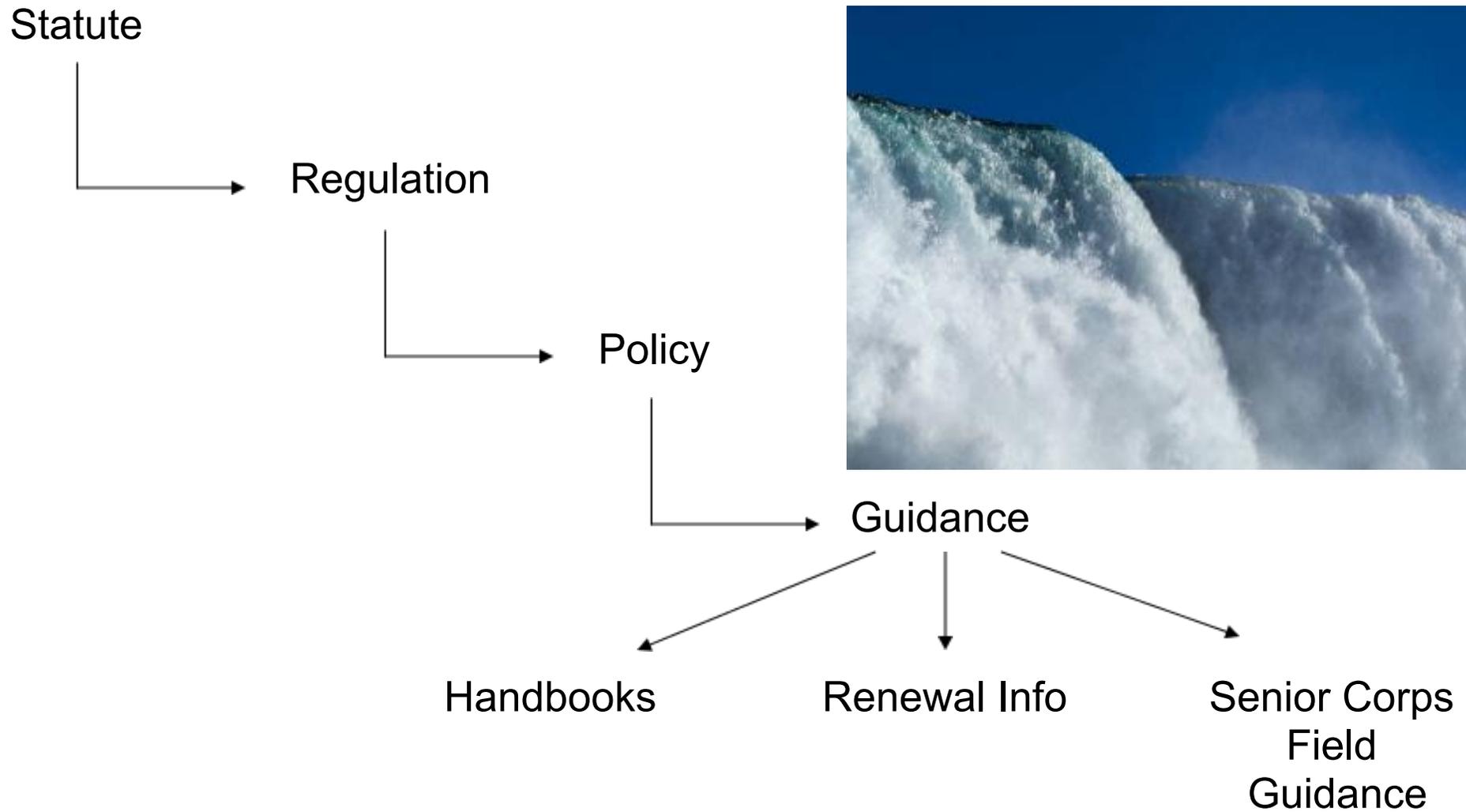
- **Fiscal Year Guidance**

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?



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 (RSVP) [45 CFR 2553.23](#), [2553.24](#) and [2553.25](#)
 - Program responsibilities
 - Administrative responsibilities
- Role of project staff
- Relationship between RSVP staff and your sponsor
 - Visioning for RSVP
- Innovative strategies for staffing programs



Annual Assessment

What do the regulations say?

- What do the federal regulations say?
- RSVP 45 CFR 2553.23 What are the sponsor's program responsibilities?
- (a) Focus RSVP 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 RSVP volunteers.
- (c)(3) Annually assessing the placement of RSVP volunteers to ensure the safety of volunteers and their impact on meeting the needs of the community.
- (g) Conduct an annual assessment of the accomplishments and impact of the project and how they meet the identified needs and problems of the community.
- The questions. . .
- Are the references above all 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?



RSVP Volunteer Cost Reimbursements

How do I know what reimbursements are allowable?

RSVP Regulations: [45 CFR 2553.43](#)

RSVP Handbook: Chapter 9



Examples of Reimbursable Expenses

Transportation

Meals

Recognition

Insurance

- Accident Insurance
- Personal Liability Insurance
- Excess Automobile Liability Insurance

For detailed information about cost reimbursements, consult your RSVP handbook - Chapter 9

* *Other volunteer expenses* - RSVP volunteers may be reimbursed for expenses incurred while performing their volunteer assignments, provided these expenses are described in the Memorandum of Understanding negotiated with the volunteer station and there are sufficient funds available to cover these expenses and meet all other requirements identified in the notice of grant award.

Other Helpful Info About Reimbursements

- Sponsors are responsible for setting mileage and meal reimbursement rates.
- RSVP volunteers shall receive assistance with the cost of transportation to and from volunteer assignments and official project activities including orientation, training, and recognition events. (This might include mileage or the cost of public transportation.)
- RSVP Volunteers shall receive assistance with the cost of meals taken while on assignment.
- Reimbursements are subject to funding availability in a project's budget.



For more information consult the RSVP Regulations § 2553.43

Volunteer Insurance



- 1. Accident Insurance** - Accident insurance covers RSVP volunteers for personal injury during travel between their homes and places of assignment, during their volunteer service, during meal periods while serving as a volunteer, and while attending project sponsored activities. Protection shall be provided against claims in excess of any benefits or services for medical care or treatment available to the volunteer from other sources.
- 1. Personal Liability Insurance** - Protection is provided against claims in excess of protection provided by other insurance. It does not include professional liability coverage.

Personal Liability vs. Professional Malpractice Insurance

Personal liability insurance does not include, nor is it a substitute for, malpractice insurance which some volunteer stations need for their professional staff and for some volunteers who assist or substitute for professionals.

Volunteer Insurance



1. **Excess Automobile Liability Insurance** – To avoid a gap in coverage between that provided by the RSVP volunteer's personal vehicle insurance and liability claims in excess of that coverage, the sponsor must provide Excess Automobile Liability Insurance coverage of not less than \$500,000 each accident for bodily injury and/or property damage.

1. **Liability Insurance on Personal Vehicles of Volunteers** – This insurance is a volunteer's personal expense and is not reimbursable to the volunteer by the project.

The Volunteer's personal vehicle liability insurance must equal or exceed:

1. The limits of the state Motor Vehicle Financial Responsibility Law, or
2. In the absence of a state financial responsibility law, \$50,000 for each accident.

CNCS recommends that projects verify that volunteer drivers have valid licenses and basic liability insurance.

Bottom Line: If something bad happens, call your state office!

Budgets

- Federal \$ + Non-Federal \$ + Excess \$ = **The Budget**
- Federal \$ is from CNCS
- Non-federal \$ / Excess \$ come 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 Do Those \$\$\$ 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)



	Total Amt	CNCS Share	Grantee Share	Excess Amount
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	27,760	15,181	8,000	4,579
B. Personnel Fringe Benefits	150	0	0	150
FICA	2120	0	700	1420
Health Insurance	0	0	0	0
Retirement	1,760	0	0	1,760
Life Insurance	60	0	0	60
Total	\$4,090	\$0	\$700	\$3,390
C. Project Staff Travel				
Local Travel	400	0	0	400
Long Distance Travel	2,800	1,200	0	1,600
Total	\$3,200	\$1,200	\$0	\$2,000
D. Equipment				
E. Supplies	1,570	0	0	1,570
F. Contractual Consultant Services	550	0	0	550
I. Other Volunteer Support Costs	4,180	250	0	3,930
J. Indirect Costs				
Section I. Subtotal	\$41,350	\$16,631	\$8,700	\$16,019
Section II. Volunteer Expenses				
A. Other Volunteer Costs				
Meals	200	200	0	0
Uniforms	0	0	0	0
Insurance	662	662	0	0
Recognition	2,500	2,500	0	0
Volunteer Travel	350	350	0	0
Total	\$3,712	\$3,712	\$0	\$0
Section II. Sub total	\$3,712	\$3,712	\$0	\$0
Budget Totals	\$45,062	\$20,343	\$8,700	\$16,019
Funding Percentages		70%	30%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

RSVP Match Requirements

Sponsor Match Requirements

- 1st Year of Sponsorship: 10% of total federal funds
- 2nd Year: 20% of Sponsorship: 20% of total federal funds
- 3rd Year and after of Sponsorship: 30% of total federal funds – Most programs will fall into this category

How do I calculate my minimum match? EXAMPLE:

Total Amount of CNCS Funding: \$100,000
Percentage of required Non-Federal Match: ÷ .7 (or 70%)
Minimum Total Amount of Funding: = \$142,857

Total Amount of Funding: \$142,857
Amount of CNCS Funding: - \$100,000
Minimum Amount of Required Non-Federal Match: = \$42, 857

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

The Life Cycle of a Corporation Grant

Step 1



Congress Passes
Budgets Allocating
Funds for Senior Corps
Grants

Step 2



Corporation Headquarters in
Washington, DC receives the
funds

Step 3



Headquarters sends funds to
the Field Financial
Management Center (FFMC)
in Philadelphia, PA

Step 4



Headquarters opens the Notice of
Funding Availability (NOFA) in
eGrants

Step 5



You complete the
grant application
process in eGrants

Step 6

**Your
CSO**

Grants are reviewed
by the Corporation
State Office

Step 7



The FFMC reviews
financial portion of your
grant and releases
funding

Step 8



You receive a Notice of
Grant Award (NGA) and
begin program
operations for the new
fiscal year.
Congratulations!

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



Recordkeeping

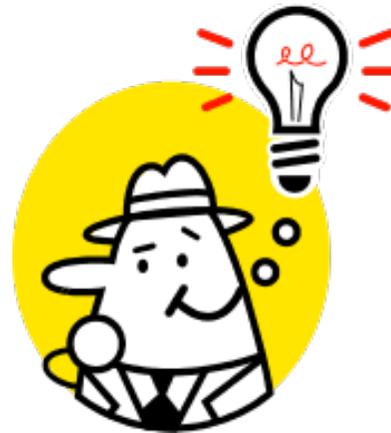
- What must be recorded?
 - Volunteer info, income eligibility, citizenship, timesheets, financial transactions, etc.
- How are things recorded?
 - Volunteer application, timesheets, reimbursement requests, vouchers, background check document, income review form, birth certificate, accounting records
- 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, 2006
 - Save everything until ?

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 6-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 6-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 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 30 th	
Federal Quarter 2	January 1 – March 31 st	April 30 th	
Federal Quarter 3	April 1 st – June 30 th	July 30 th	
Federal Quarter 4	July 1 st – September 30 th	October 30 th	

Why would CNCS Visit My Project Site?

- I know...



CNCS Would Visit to...

- Provide technical assistance
- Attend a recognition
- Meet RSVP Volunteers
- 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!



- 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.
- It really is painless (almost, anyway).

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

