

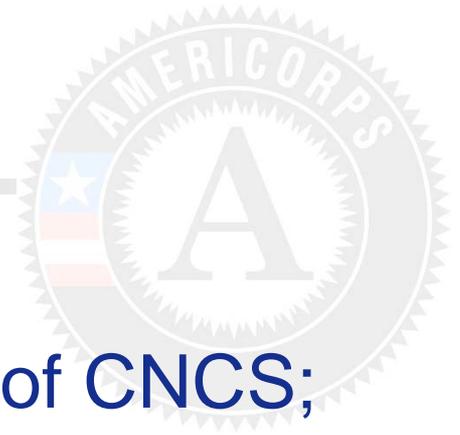


AmeriCorps State and State Service Commissions Overview





Introduction



This overview includes:

- The organizational structure of CNCS;
- The structure of the AmeriCorps State and National Team;
- A snapshot of State Commissions; and
- Role of your program officer in connecting you to CNCS resources.





CNCS Programs

Learn & Serve America

AmeriCorps

Senior Corps

NCCC

**AmeriCorps State
& National**

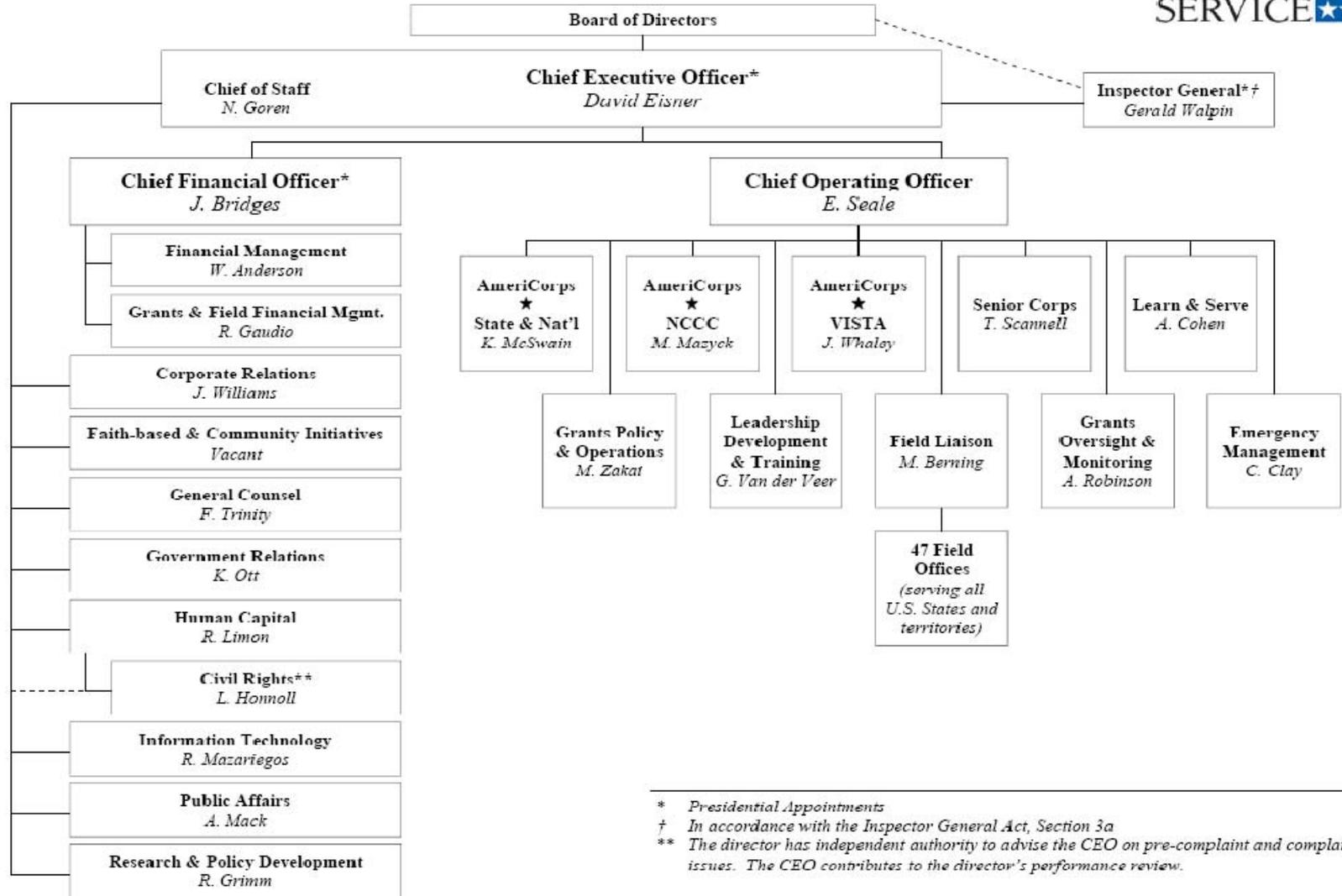
VISTA

RSVP

**Foster
Grandparents**

**Senior
Companions**



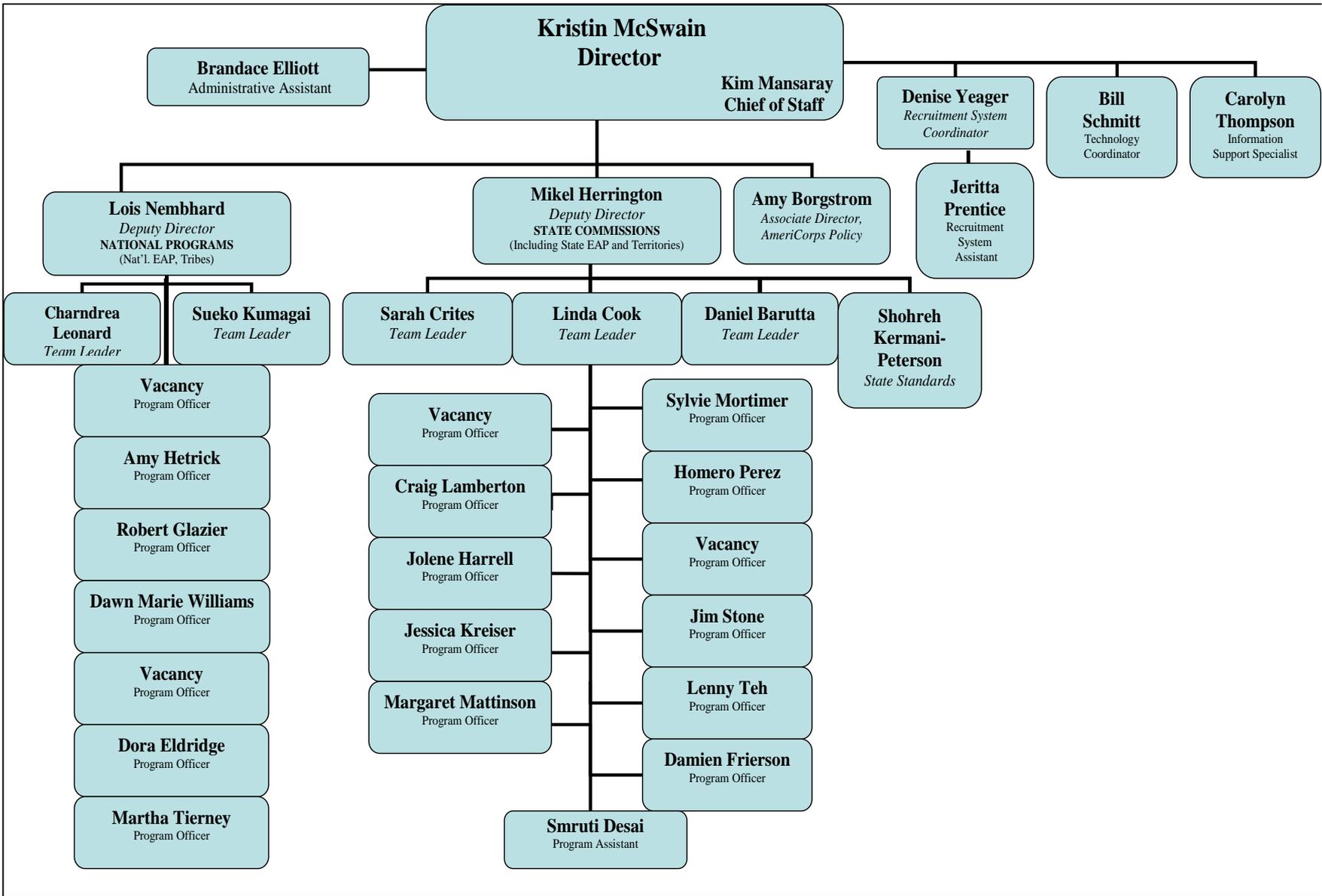


* Presidential Appointments

† 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.







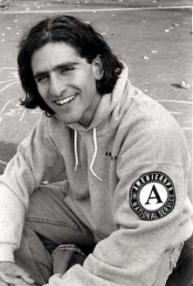
Big Picture of State Commissions

- Support National Service Programs.
- Promote, Engage and Increase Volunteerism and Civic Engagement.
- Ensure compliance (commission and programs) with CNCS and other federal requirements and effective use of CNCS Resources.



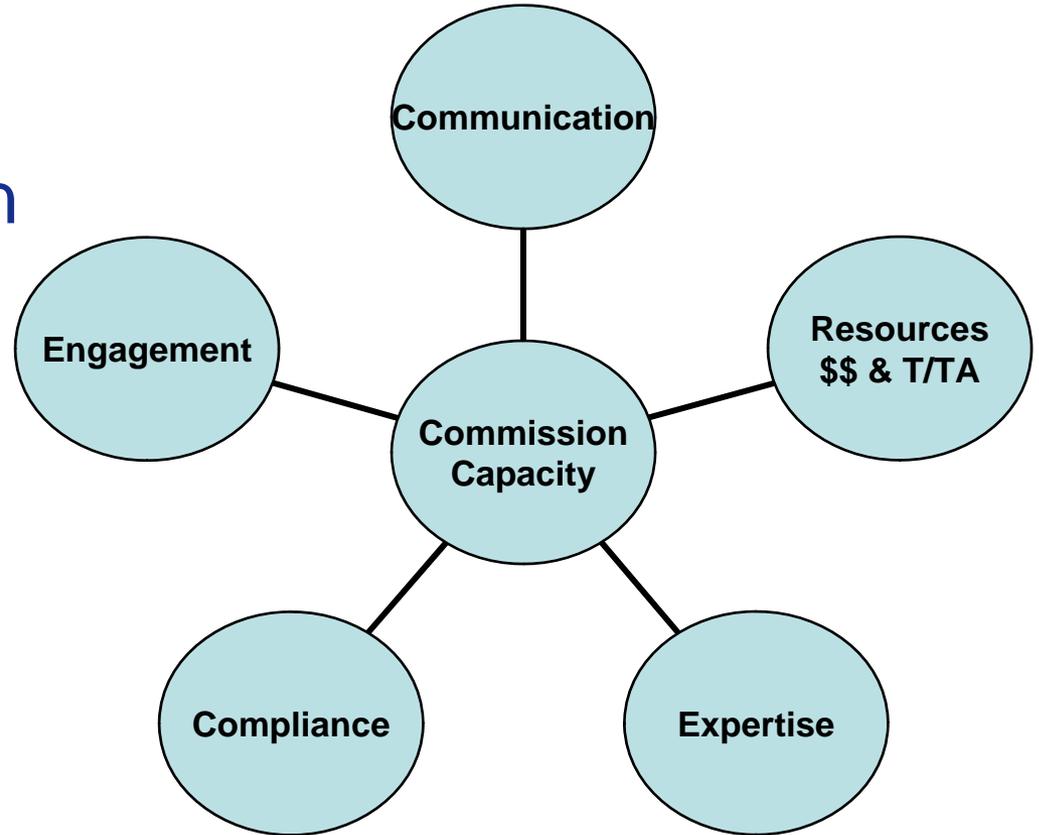
Commissions – finer details

- Similarities and Differences:
 - Could be housed in a:
 - *Nonprofit Organization – 9*
 - *Educational Institution – 2*
 - *State Agency – 21*
 - *Governor’s Office -- 19*
 - Where Housed May affect:
 - *Size of the Commission*
 - *Scope and Focus (may have multiple initiatives and programs)*

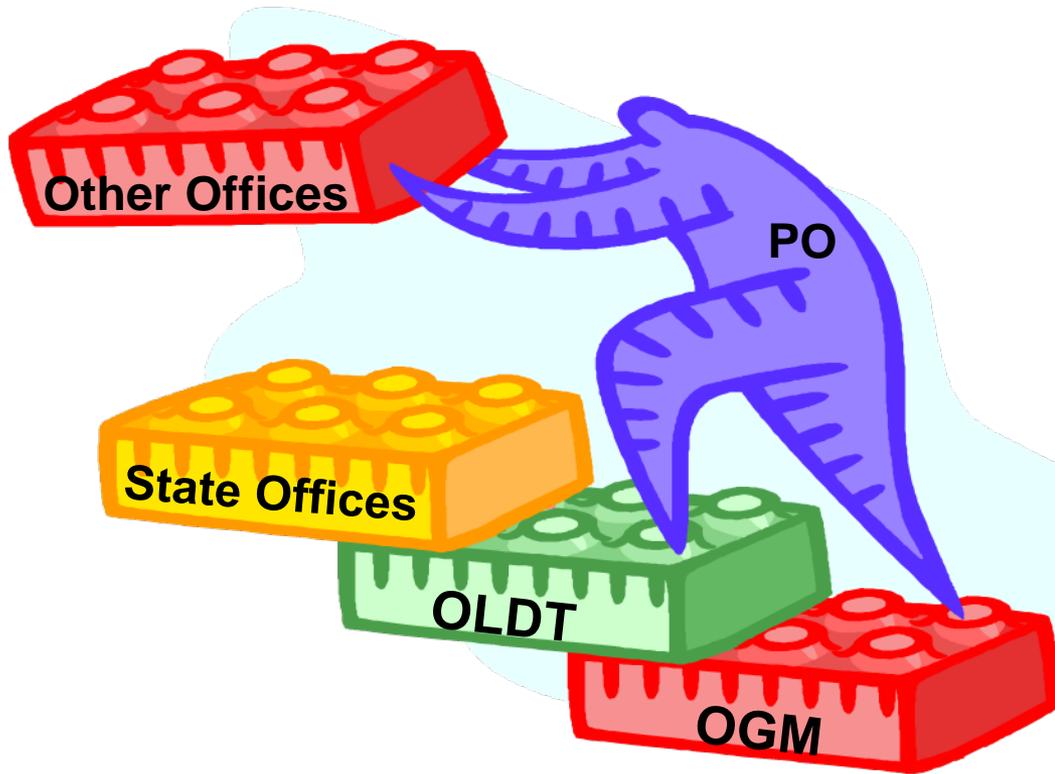


Program Officers Connect Assets to Commissions

- Communication
- Resources
- Expertise
- Compliance
- Engagement



POs connect assets to commissions by building a Grantee Support Team

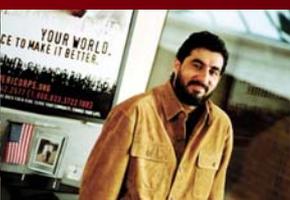
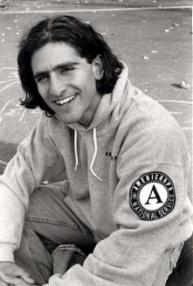


“Other Offices” would include as appropriate Public Affairs, RPD, Government Affairs, OGC, OEM, Trust, Learn & Serve, VISTA, NCCC, Senior Corps



Communication: a 2-Way Street

- How to Communicate with your PO:
 - Expectations are that POs are responsive to Commissions in a timely manner.
 - POs are your first Point-of-Contact.
 - Regular communication and responsiveness is important.



AmeriCorps Calendar

- *Helping you to Manage Multiple Priorities that range from:*
 - *Submitting Competitive and Formula Applications.*
 - *Admin/PDAT/Disability Applications*
 - *GPR and FSR*
 - *National Conferences and Meetings*
 - *Cluster Calls*
 - *Monitoring, Standards and Site Visits by CNCS*
 - *Ad-hoc requests by CNCS for information*

(Note: The Calendar Provided is a Working Draft and Subject to Change.)





Questions and Comments?





Understanding Your Role As An Executive Director





Key Roles



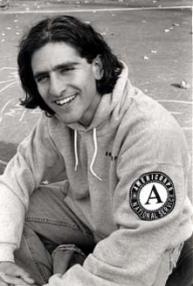
- Good steward of federal dollars
- Know the core deliverables of your commission and ensure that they are obtained; using the most effective methods
- Maintain good relationships with stake holders (both internal and external).



Executive Directors' Core Responsibilities



The Missouri Community Service Commission's core deliverables are to administer AmeriCorps* State funding in Missouri by awarding monetary grants to qualifying applicants and to provide technical assistance and support to those applicants to ensure that the National and Community Service federal dollars spent in Missouri has the greatest impact.



Award Grants to Qualifying Applicants



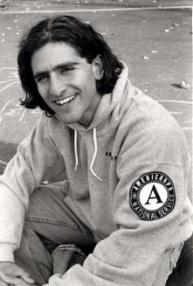
- New Applications
 - Filter your applicants
 - Informational Workshops
 - AmeriCorps*State
 - VISTA
 - SeniorCorps
 - Learn & Serve
 - Concept Papers
 - AmeriCorps Specific Application Workshops
- Re-competes and Continuations
 - Educate your decision-makers
 - Read applications
 - Keep commissioners informed
 - Issues
 - Accomplishments



Administer AmeriCorps*State Funding



- **Contracts**
 - Grant Agreement
 - Member Contract
- **Training**
 - Program Directors
 - Members
- **Moral Support**
 - Encourage commissioners to attend the 1st hour of site visits
 - Encourage commissioners and staff to attend special functions
 - *Inductions*
 - *Graduations*
 - *Celebrations*
- **Inform Commission**
 - Share great stories
 - Hold meetings at program sites
 - *Ask site to provide a one-hour tour and presentation*



Administering AmeriCorps* State Funding (cont'd)



•Fiscal Oversight

- General Ledger
- Desk Monitoring
- Reconciliations
- Checks & Balances (separation of duties)

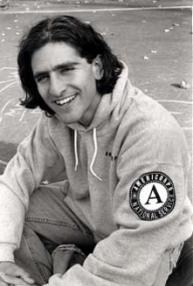
•Programmatic Oversight

- Risk Analysis
- Site Visits
- Reports to Commission (during regularly scheduled quarterlies)

•Human Resource Management

- Staff
- Commissioners
- Internal & External Stakeholders

•Strategic Planning



Assessment/Human Resources

- Staff roles & responsibilities
 - Perceptions
 - Reality
- Tasks list
- Division of roles & responsibilities





Resources



- **Standards**
 - http://www.americorps.org/for_organizations/manage/oversight.asp
- **Program Officers**
- **Communications Center**
 - http://www.americorps.gov/for_organizations/manage/commcenter.asp
- **Other States**
- **AmeriCorps Provisions**
- **Resource Center**
 - <http://nationalservicerresources.org/>
- **State Statutes**
- **Executive Orders**





Grasping GARP





Purpose

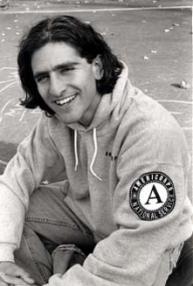


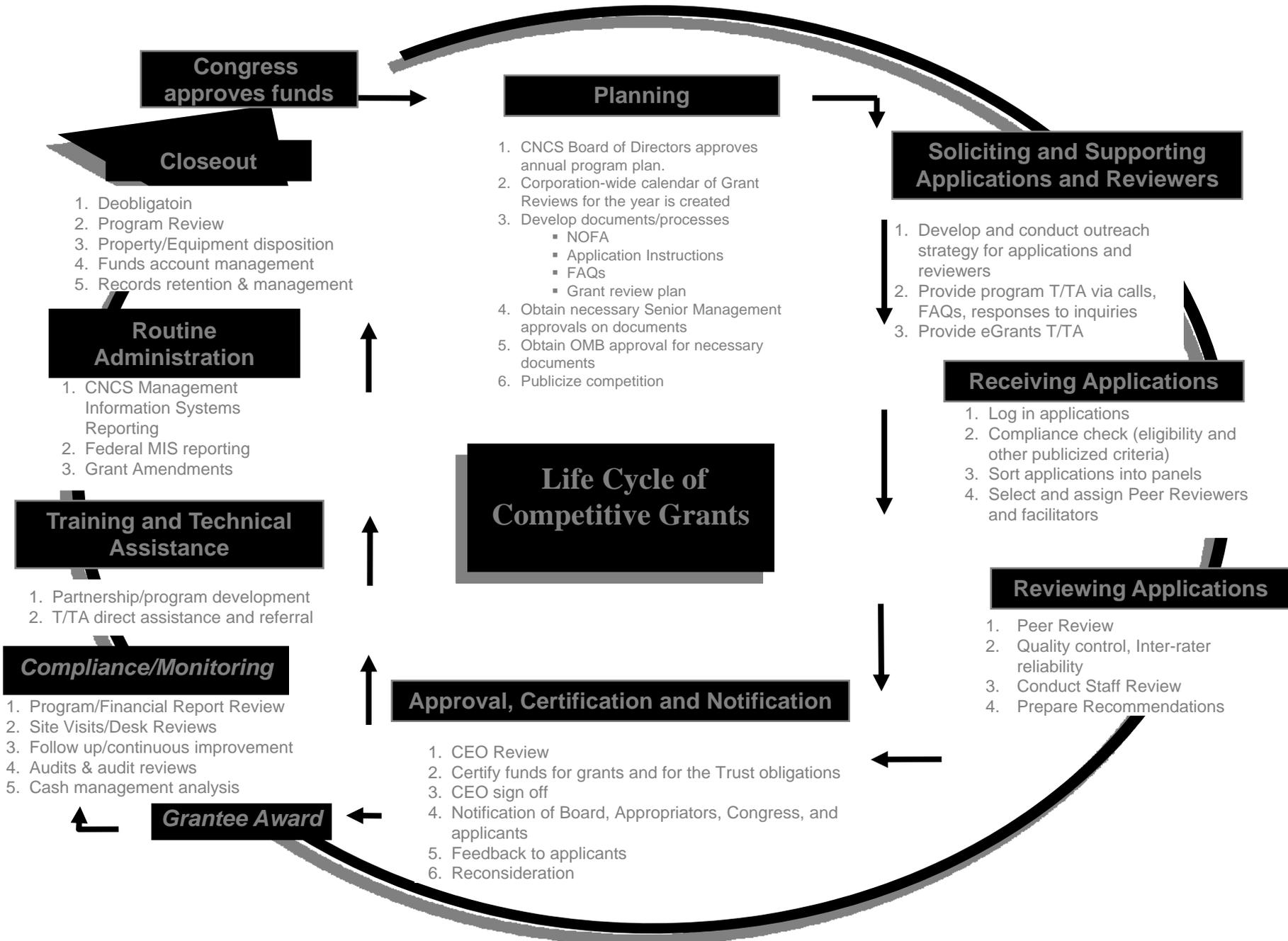
- Provide an opportunity to gain a general understanding of the Corporation grant application and review process.



Overview

- Life Cycle of a CNCS Competitive Grant
- Documents that Guide the Application Preparation
- Peer Review Process
- Staff Review Strategy
- CNCS Grant Decision Making Process

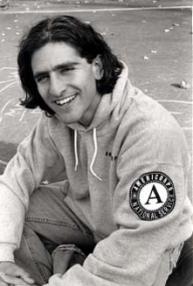




Documents that Guide the Application Preparation



- Notice of Funds Opportunity (NOFO)
- Application Instructions
- Regulations
- Frequently Asked Questions (FAQs)



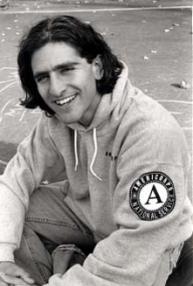
Notice of Funds Opportunity (NOFO)

•Description of Document

- Overview of grant opportunity.
- Includes what is new for the funding cycle.
- Includes application submission information and deadlines, eligibility, program design expectations.
- Describes the intent of the program and how it fits into other work of the Federal Agency.
- Specifies how to find additional information.

•How it is used when preparing application

- Public reads to determine eligibility and applicability to its mission/goals.
- Should be the first document read.
- Helps public understand the big picture of how this grant program fits into the other work of CNCS.
- Should be referred to while drafting the application to be sure that the application aligns with intent and addresses relevant details that may appear only in this document.





Application Instructions

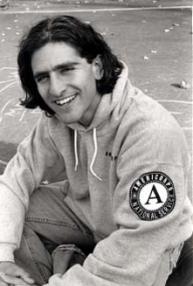
•Description of Document	•How it is used when preparing application
<ul style="list-style-type: none">• Details what information CNCS is collecting.• Provides directions on how to use the forms.• Specifies what should be included in the application.• Explains how to calculate various budget items; what are the selection criteria.	<ul style="list-style-type: none">• Used as a companion document with the NOFO.• Guides the applicant in how to tell their story about the program proposed, what information is necessary, what specific items are included in each section of the application.• May be referred to regularly.



Regulations



•Description of Document	•How it is used when preparing application
<ul style="list-style-type: none">• Details policies developed to implement statute.• Provides more details on program rules and implementation of policies.	<ul style="list-style-type: none">• Applicant reads before drafting the application to understand how program operates; how to budget; how to submit.• Includes the selection criteria which will be used throughout the review.• May be referred to regularly.



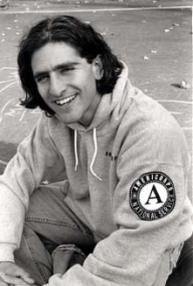
Frequently Asked Questions (FAQs)

•Description of Document

- Provides questions and answers about the grant program, the application and the process.
- These are developed from previous years' questions, questions staff anticipate that applicants will ask, and material staff deem necessary to clarify complex information.

•How it is used when preparing application

- May be referred to regularly as needed to clarify points raised by reviewers.

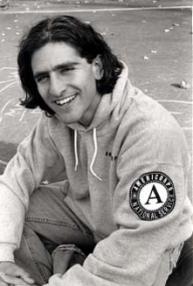


Preparing for Peer Review



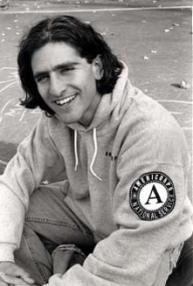
- Recruitment/outreach/training of peer reviewer
- Conflict of interest review
- Assigning reviewers to panels based on expertise
- Assigning applications to panels based on program models, member placement, rural/urban, program focus. For example:

- Community Corps Model
 - Tutoring/Literacy
 - Team-Based
 - Environment
 - Other Human Needs
 - After School Programs
 - Housing/Rehab/Construction
 - Statewide Initiative
 - Miscellaneous Education
- Youth Corps Model
 - Professional/Pre Professional/Entrepreneur Corps
 - Campus Based Model (2)
 - Homeland Security/Disaster Response Model
 - Service Learning Model
 - Intergenerational Model
 - Rural Corps Model
 - Higher Ed Institutions
 - Disaster Recovery/Preparedness



Peer Review

- **AmeriCorps Process is generally a two stage peer review**
 - Reviewers read and assess individually
 - Panels convene for consensus discussions and documentation
- **Additional reviews for strategic reasons:**
 - **Inter-rater Reliability Review**
 - **Quality Control Review**
- **Continuous program and GARP officer availability to support panels**



Peer to Staff Review Process

Moving applications from peer to staff review includes analysis of:

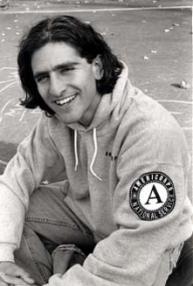
- *Peer review results (consensus bands/rankings)*
- *Challenges documented by facilitators and staff*
- *CNCS regulatory priorities, Strategic initiatives and other priorities published in the NOFO.*
- *Commission rankings*
- *New applications*
- *Availability of resources*



Staff Review Strategy

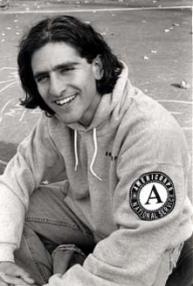
- Modeled on the panel process of peer review
- Staff review the entire application
- Consider the entire body of knowledge the Corporation has on a competing program and commission

Note: For specific questions about staff review, please talk to your Program Officer.



CNCS Grant Decision Making

- Program staff and CEO review and analyze data from the applications received.
- CEO provide strategic direction on portfolio composition.
- Program staff conduct their review of the whole application, and other relevant regulatory data.
- Program staff prepare preliminary recommendations under the direction of AmeriCorps Director.
- AmeriCorps Director presents preliminary recommendations to COO.



CNCS Grant Decision Making (cont.)

- Staff present funding recommendation package to CEO for decision.
- Internal clearance process includes signatures of senior managers and internal controls for funds and Trust obligations.
- Appropriators and Hill Staff are notified.
- Legal applicants are notified.
- CNCS distributes press release.

