



2012 New Project Directors' Orientation

Overview



Agenda

- Welcome
- Introductions
- Objective of New Project Directors' Orientation
- Orientation Modules
- Resource Materials
- Questions





The Corporation for National and Community Service

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

CNCS Programs:

- Senior Corps
- AmeriCorps
 - AmeriCorps State and National
 - AmeriCorps VISTA
 - AmeriCorps NCCC
- Nonprofit Capacity Building Program
- Social Innovation Fund
- Volunteer Generation Fund
- Special Initiatives
 - Martin Luther King, Jr. Day of Service
 - President's Volunteer Service Award
 - United We Serve / Serve.gov
 - Other Special Initiatives





Senior Corps 2.0
Experience for the Future

Experience for the Future



Senior Corps

Foster Grandparents

Share Today. Shape Tomorrow.

RSVP

Lead With Experience

Senior Companions

Make Independence a Reality

Dr. Erwin Tan: Director of Senior Corps



Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

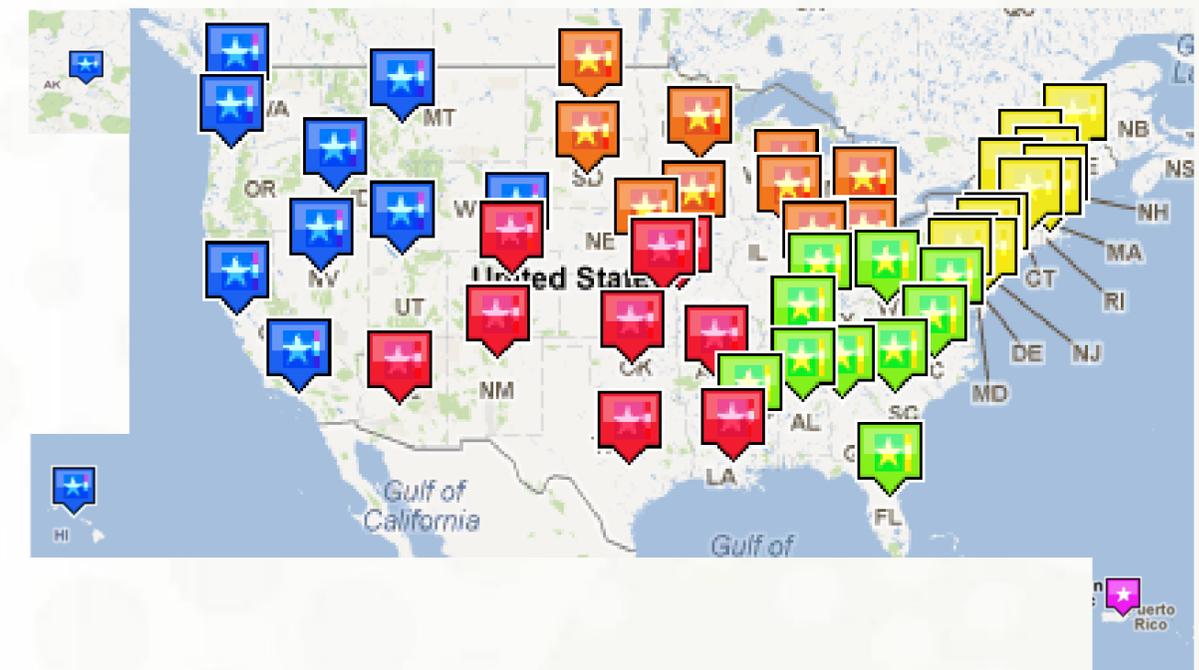


● ● ● **CNCS State Office**

The CNCS State Office is the face of National Service in each state.

State Program Specialist and State Program Directors' duties include:

- Administering the Senior Corps and AmeriCorps* VISTA programs
- Providing training and technical assistance to grantees
- Conducting compliance monitoring reviews with grantees
- Assisting with special assignments
- Supporting service as a strategy to meet local needs.





The Objective

The objective of the national Senior Corps New Project Directors' Orientation is to provide new Project Directors with basic information and resources needed to manage a Senior Corps project in compliance with the federal rules and regulations.

The Code of Federal Regulations , Operations Handbooks, and the Senior Corps Guide for Quality Assurance and Compliance Monitoring Site Visits, are the guiding documents for the content of the national New Project Directors' Orientation.





The New Project Directors' Orientation Curriculum

New Project Directors' Orientation curriculum, consisting of four modules, will be posted on the Resource Center in October 2012.

- 1.** Introduction to CNCS and Senior Corps
- 2.** Project Management
- 3.** Stations and Volunteers
- 4.** Budgets and Fiscal Management





The New Project Directors' Orientation Curriculum

Each module has three parts:

- Preparation
- Presentation
- Consultation





New Project Directors' Orientation Resource Documents

- Code of Federal Regulations
- OMB Circulars
- Operations Handbook
 - Annual Supplement to Handbook
- Senior Corps Guide for Quality Assurance and Compliance Monitoring Site Visits
(*Monitoring Guide*)





Code of Federal Regulation

Code of Federal Regulations is the source of the requirements that govern Senior Corps grants.

The Code of Federal Regulations (abbreviated 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.



Code of Federal Regulations

The eCFR is the best way to access the CFR.

FGP, SCP and RSVP each have their own regulations:

- SCP-Title 45 Part 2551
- FGP- Title 45 Part 2552
- RSVP-Title 45 Part 2553

The Senior Corps Federal Regulations are easy to search and are written in an easy to understand question and answer format.

The screenshot shows the eCFR website interface. At the top, there are navigation tabs for LEGISLATIVE, EXECUTIVE, and JUDICIAL, along with a search bar and a 'Go' button. Below the navigation, there are links for 'A-Z RESOURCE LIST', 'FIND A FEDERAL DEPOSITORY LIBRARY', and 'BUY PUBLICATIONS'. The main content area features the title 'Electronic Code of Federal Regulations e-CFR' and a notice that 'e-CFR Data is current as of July 12, 2012'. A 'USER NOTICE' section explains that the e-CFR is a currently updated version of the Code of Federal Regulations (CFR) and is not an official legal edition. Below this, there is a 'Browse' section with a dropdown menu showing 'Title 1 - General Provisions' and a 'Go' button. At the bottom, there are links for 'RELATED RESOURCES' including 'Code of Federal Regulations', 'Federal Register', 'List of CFR Sections Affected', 'Regulations.gov', 'Unified Agenda', and 'All NARA Publications'.



Example

If you want to know how long an RSVP volunteer is required to serve, click on 2553.51:

“What are the terms of service of a RSVP volunteer?”

Electronic Code of Federal Regulations
e-CFR™

e-CFR Data is current as of July 12, 2012

Your simple search in Electronic Code of Federal Regulations resulted in 1 match in 1 record

[Refine this search](#)

1 of 1 match

Title 45: Public Welfare

[PART 2553—THE RETIRED AND SENIOR VOLUNTEER PROGRAM](#)

[Subpart E—Volunteer Terms of Service](#)

[§ 2553.51 What are the terms of service of a RSVP volunteer?](#)

- Subpart E—Volunteer Terms of Service: § **2553.51** What





Answer

“A RSVP volunteer shall serve weekly on a regular basis, or intensively on short-term assignments consistent with the assignment description.”



Electronic Code of Federal Regulations
e-CFR™

e-CFR Data is current as of July 12, 2012

[↑ Return to search results](#)

Title 45: Public Welfare
[PART 2553—THE RETIRED AND SENIOR VOLUNTEER PROGRAM](#)
[Subpart E—Volunteer Terms of Service](#)

[Browse Next](#)

§ 2553.51 What are the terms of service of a RSVP volunteer?

A RSVP volunteer shall serve weekly on a regular basis, or intensively on short-term assignments consistent with the assignment description.

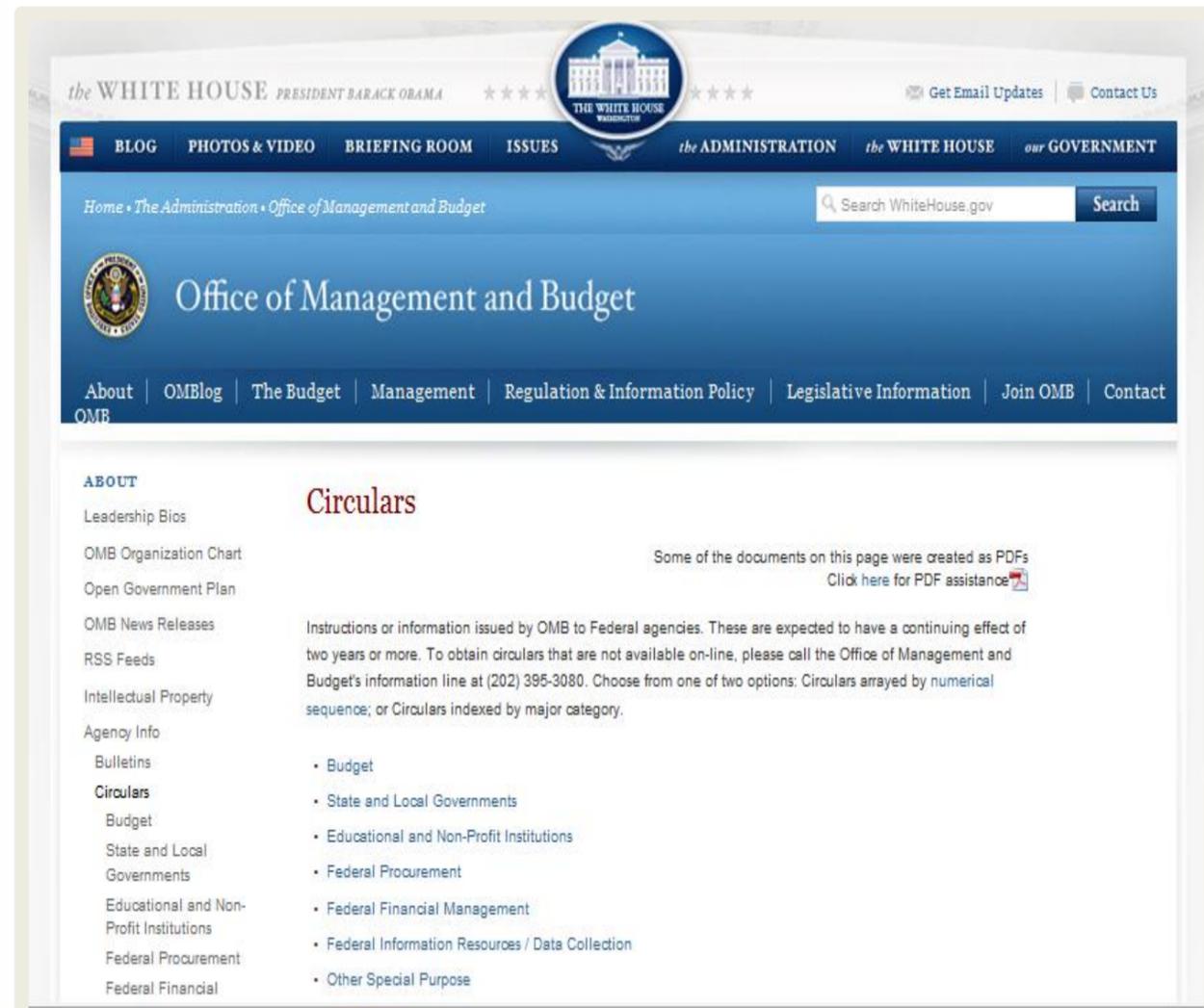




OMB Circulars:

OMB Circulars and Bulletins promote government effectiveness by providing uniform guidance to agencies.

Circulars can be downloaded from the following web address: http://www.whitehouse.gov/omb/circulars_default





OMB Circulars:

Federal Grant Guidelines	Educational Institutions	Non-Profit Organizations	State & Local Governments
Uniform Administrative Requirements	45 CFR 2543 & Circular No. A-110	45 CFR 2543 & Circular No. A-110	45 CFR 2541 & Circular No. A-102
Cost Principles	Circular No. A-21	Circular No. A-122	Circular No. A-87
Audits	Circular No. A-133	Circular No. A-133	Circular No. A-133

Some rules vary by the grantee organization type.





Operations Handbooks

There is an Operations Handbook for each of the Senior Corps Programs.

The Handbook was developed for the use of sponsors of Senior Corps projects, including:

- Executive Directors or their Designees
- Project Directors and Other Project Staff
- Community Advisory Group Members
- Others Involved in Managing Local Projects





What is the Operations Handbook?

A Technical Assistance Guide

- It captures in one place the principal program and grants management requirements from:
 - Program Regulations;
 - Federal grants management requirements
 - OMB-approved forms
- What the Operations Handbook is NOT
 - A legal or policy-making document. The Code of Federal Regulations is the source of the requirements that govern Senior Corps grants.





Where is the Operations Handbook?

The Operations Handbooks are on the SeniorCorps.gov website and at NationalServiceResources.org

- http://www.seniorcorps.gov/pdf/fgp_handbook.pdf
- http://www.seniorcorps.gov/pdf/scp_handbook.pdf
- http://www.seniorcorps.gov/pdf/rsvp_handbook.pdf

The Appendices to the Handbooks link to sample forms and other tools that are useful to Project Directors.

RSVP Operations Handbook

Table of Contents

APPENDICES

1	Domestic Volunteer Service Act of 1973, As Amended
2	RSVP regulations, as amended [45 CFR 2553]
3	Non-Displacement of Employed Workers/Non-Impairment of Contracts [45 CFR 1216]
4	Sample RSVP Project Director Position Description
5	Sample RSVP Memorandum of Understanding
6	Sample RSVP Letter of Agreement
7	Sample Volunteer Enrollment Record and Insurance Form
8	Sample RSVP Volunteer Assignment Description
9	Project Progress Report (PPR)
10	Sample RSVP Project Self-Assessment Checklist
11	Financial Status Report (FSR)
12	Request for Advance or Reimbursement (RAR)
13	Standard RSVP Grant Award Terms and Conditions
14	Software Distributors
15	Quick Primer on Discrimination
16	Sample Meals and Mileage Reimbursement Request
17	Sample RSVP Volunteer Position Description
18	Sample RSVP Volunteer Update Form
19	Sample Volunteer Referral Form
20	Federal Cash Transaction Report (FCTR)
21	FAQ Concerning Fundraising
22	Useful Websites





Senior Corps Guide for Quality Assurance and Compliance Monitoring Site Visits

The *Monitoring Guide* is the document used by CNCS staff to determine if a sponsoring organization is managing their Senior Corps project in compliance with Federal Regulations.

- A copy of the *Monitoring Guide* will be provided by your State Office when you start the New Project Directors' Orientation, or at your request.





Questions & Answers





Contact Information

- If you have questions specifically about your grant contact your CNCS State Office.
- If you have questions about the New Project Directors' Orientation Overview Session contact Jane Quist at jquist@cns.gov
- Useful websites:
 - Corporation for National and Community Service: www.nationalservice.gov
 - Senior Corps: www.seniorcorps.gov
 - National Service Resource Center: www.nationalserviceresources.org