2018 AmeriCorps State Formula Funding Opportunity:
Program Management & Design

March 26, 2018

Technical Assistance Webinar Series

- Funding Overview
  - Wednesday, March 14, 10-11am
- Selection Criteria
  - Wednesday, March 21, 10-11am
- **Program Management and Design**
  - Monday, March 26, 1-2pm
- Performance Measures
  - Wednesday, April 4, 10-11am
- Budget Development
  - Wednesday, April 11, 10-11am

Session Agenda

- Grantee Responsibilities and Requirements

- Program Design

- Program Management Structure

- Q&A

Responsibilities and Requirements

Grantee must:

- Employ strong fiscal and program management systems
- Monitor financial management, program performance and member activities
- Train and provide technical assistance to staff and members
- Ensure the recruitment, orientation and training of all members
- Track and ensure the accuracy of member hours and activities
- Track progress toward meeting approved performance measures
- Act as liaison between CNCS or CaliforniaVolunteers and other components of your program

Program Design

- Theory of Change
  - Defined problem
  - Evidence-based intervention
  - Achievable outcomes
- AmeriCorps components
  - Identity
  - Experience
  - Community engagement

Program Management Structure

- Where and how AmeriCorps members are placed at service locations will vary

- Consider:
  - Where will the service activities take place?
  - Who are your community and service partners?
  - What can your partners provide?
  - What is their capacity?

Program Management Structure

- Centralized
  - Grantee handles all administrative functions and assigns members, and does not sub-grant funds
- Decentralized
  - Grantee sub-grants funds, sub-grantee is responsible for member training, payroll and other administrative functions
- Combination
  - Grantee and sub-grantee share responsibilities
- Grantee is ultimately responsible

Guiding Question

How do you <u>onboard</u>, <u>train</u>, <u>lead</u>, <u>monitor</u>, and <u>support</u> your members and partner sites over the course of the year, so they understand the <u>program purpose</u>, <u>AmeriCorps requirements</u>?

Setting the Stage

Initial Planning:

- Strong Staffing Pattern
- Strong Partner/Placement Site Selection
- Strong Member Recruitment

Ongoing:

- Clear Expectations (*MOUs)*
- Strong Orientations (*easy to use resources*)
- Ongoing Communication
- Consistent Monitoring
- Continuous Improvement (*follow through*)
- Ongoing Training as needed

Core Elements of Planning for Effective Oversight and Support

1. Annual Review of Key Documents
2. Strong Program Design and Aligned PMWs
3. Extensive, Regular, and Impactful Site, Member and Staff Orientations and Continual Trainings
4. Detailed Member Position Descriptions, Member Service Agreements, and Site Agreements
5. Regular and Thorough Monitoring Procedures and Systems
6. Frequent Communication with Staff, Sites, Members, and CV
7. Buy in to the Big Picture and to the Program

CV Resources

- Strong Staffing Pattern
  - Duty statements for key positions
- Strong Partner/Placement Site Selection
  - Placement site application
  - Benefits of partnering
  - Member activities
  - Member position description (template)
  - Supervisor position description
  - Program calendar
- MOUs
  - Program/partner-site MOU
  - Site supervisor/member MOU
  - Service Site Agreement MOU (template)
- Placement Site Orientation
  - CAPC supervisor and AMC 101 PPTs
  - New supervisor orientation checklist
  - Supervisor orientation agenda
  - Site Supervisor Handbook
  - Continuity of Operations Plan (COOP)

- Member Orientations (program/site)
  - Pre-Service Orientation Plans
  - Member Handbook
  - Continuity of Operations Plan (COOP)
  - Placement site checklist
  - Placement site handbook template and example
- Communication
  - Site supervisor meeting form
- Monitoring
  - Site management PPT (ASC)
  - Host site monitoring procedure review (NY Commission)
  - Site visit docs (invite, talking points, report template)
- Continuous Improvement
  - Corrective action matrix, intro, memo, plan
  - Deadlines, Failure to follow instructions
  - Placement site feedback form

Application Deadlines

- Notice of Intent due April 2

  – https://www.surveymonkey.com/r/2018FormulaNOI

- Complete Application due May 2

  – Paper application including one original (items 1-17) & 5 copies (1-9)

  – Electronic submission of AmeriCorps Program Title Page & Partnership Forms

    - https://govapps.gov.ca.gov/cvrfa/

Questions?

Thank you!

Send questions to funding@cv.ca.gov

Or request one-on-one technical assistance