



MEMORANDUM

To: Stephen Ravas, Acting Inspector General

From: Michael D. Smith, Chief Executive Officer

Date: January 31, 2024

Cc: Jenny Mauk, Chief of Staff
Fernando Laguarda, General Counsel
Gina Cross, Chief Operating Officer
Jake Sgambati, Deputy Chief Operating Officer
Danielle Melfi, Chief Program Officer
Malena Brookshire, Chief Financial Officer
Rachel Turner, Agency Audits and Investigations Manager

Subject: FY 2023 Annual Conference Report

As part of the government-wide effort to expend resources more efficiently and effectively, the 2023 Consolidated Appropriations Act (Pub. L. No. 117-328) directs federal agencies to submit a report to their Inspector General on conferences hosted for which the cost to the government exceeded \$100,000 for the previous fiscal year by January 31 each year. See also Continuing Appropriations Act, 2024, and Other Extensions Act, Pub. L. 118-15 (continuing appropriations through November 17, 2023). See also Further Continuing Appropriations and Other Extensions Act, 2024, Pub. L. 118-22 (further continuing appropriations for AmeriCorps through February 2, 2024).

In FY 2023, AmeriCorps sponsored three conferences that cost \$100,000 or more to advance or implement the agency’s mission: the AmeriCorps Seniors Convening, the AmeriCorps Tribal Grantees Convening, and the AmeriCorps VISTA Sponsor Convening. The agency looks forward to continuing to work together to make these events as productive and cost-effective as possible to advance AmeriCorps’ mission and make a difference in communities. The agency appreciates the Office of Inspector General’s participation in these events.

Name of Event: AmeriCorps Seniors Convening

Purpose: The purpose of the AmeriCorps Seniors Convening is to provide a training opportunity for AmeriCorps Seniors grantees. This convening was the first in-person event AmeriCorps Seniors has hosted since 2019. The event served the recipients of AmeriCorps Seniors approximately 1,200 grants across the country, providing opportunities for training, technical assistance, and peer learning opportunities.





The 2023 AmeriCorps Seniors Convening theme was Growing Together: Uniting America Through Service. Throughout the convening, grantee representatives could attend inspiring plenaries, participate in breakout sessions, and hear from AmeriCorps’ leadership and some of the agency’s partners. The agenda allowed attendees to learn from national service experts, engage in meaningful discussions, share knowledge, make new connections, and gain valuable insight from their peers. In addition to the in-person sessions, AmeriCorps live-streamed plenaries and critical sessions. AmeriCorps Seniors will post all session materials on AmeriCorps’ Learning Management System for access by grantees and agency staff.

Date: May 24-26, 2023

Location: Hyatt Regency Hotel Crystal City at Reagan National Airport
2799 Richmond Highway, Arlington, VA 22202

Number of Participants: 836 stakeholders and 74 AmeriCorps staff.

Audio-Visual	\$103,969.25
Food and Beverage	159,796.80
Meeting Space	47,939.04
Website and Registration	9,360.00
Labor and Support	394,822.57
Contractor Travel	0.00
Staff Travel:	42,219.68
Total Cost:	\$758,107.34

Description of the Contracting Procedures Used: A procurement contract was awarded on a competitive basis using standard procurement operating procedures. Contractors bid via a formal procurement process in accordance with the Federal Acquisition Regulations. All bids were reviewed for technical, staff, and performance requirements.

Name of Event: AmeriCorps Tribal Grantees Convening

Purpose: AmeriCorps’ Native American Affairs team hosted a three-day convening for tribal grantees and partners in Las Vegas, Nevada from June 27-29, 2023. The intent was to bring together existing and potential tribal partners to build a shared experience in working in partnership with AmeriCorps.

Date: June 27-29, 2023

Location: Palms Resort and Casino, Las Vegas, NV

Number of Participants: 52 grantees and 25 AmeriCorps staff

Audio-Visual	\$22,149.00
Food and Beverage	\$8,638.00
Meeting Space	\$14,766.00
Website and Registration	\$4,307.00
Labor and Support	\$33,023.00
Contractor Travel	\$7,668.00
Native American Affairs Staff Travel	\$4,244.54
Grantee Travel: lodging, per diem, hotel tax	\$176,333.27



Keynote speaker travel	\$2557.00
Total Cost:	\$273,685.81

Description of the Contracting Procedures Used: A procurement contract was awarded on a competitive basis using standard procurement operating procedures. Contractors bid via a formal procurement process in accordance with the Federal Acquisition Regulations. All bids were reviewed for technical, staff, and performance requirements.

Name of Event: 2023 AmeriCorps VISTA Sponsor Convening

Purpose: The AmeriCorps VISTA Sponsor Convening is an optional training event for staff of organizations that host AmeriCorps members in the VISTA program. The 2023 training also included team leaders who oversee first-year AmeriCorps members. The training focused on AmeriCorps member recruitment, supervision, and professional development. AmeriCorps VISTA designed the sessions to help sponsors provide excellent service experiences for AmeriCorps members and help sponsors and members meet the needs of their local communities.

Date: August 21-23, 2023

Location: Doubletree by Hilton Hotel Chicago–Oak Brook, 1909 Spring Road, Oak Brook, IL 60523

Number of Participants: 159 stakeholders (sponsors) and 25 AmeriCorps staff

Audio-Visual	\$20,428.09
Food and Beverage	\$0
Meeting Space	\$0
Website and Registration	\$1,665.77
Labor and Support	\$235,557.72
Contractor Travel	\$8,097.38
Staff Travel:	\$25,000.00
Total Cost:	\$290,748.96

Description of the Contracting Procedures Used: A procurement contract was awarded on a competitive basis using standard procurement operating procedures. Contractors bid via a formal procurement process in accordance with the Federal Acquisition Regulations. All bids were reviewed for price, technical, and performance requirements.