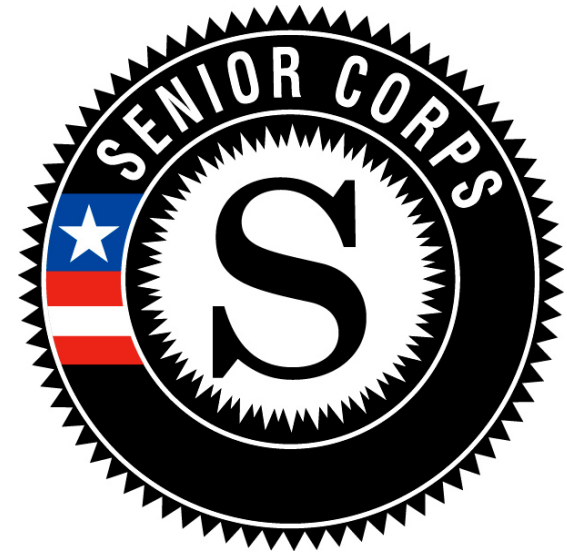




2016 Tribal Applicant Training

Senior Corps: Who We Are

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★



The Corporation for National & Community Service

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



How does CNCS achieve its mission?

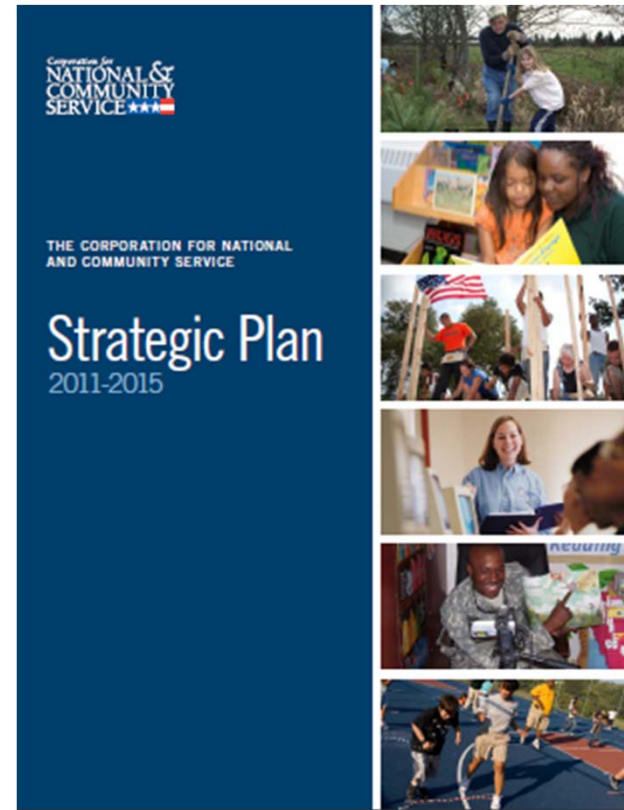
Provides grants and training and technical assistance to developing and expanding volunteer organizations.

Explores, develops, and models effective approaches for using volunteers to meet the nation's human needs.

Conducts and disseminates research that helps develop and cultivate knowledge that will enhance the overall effectiveness of national and community service programs.

The Corporation for National & Community Service

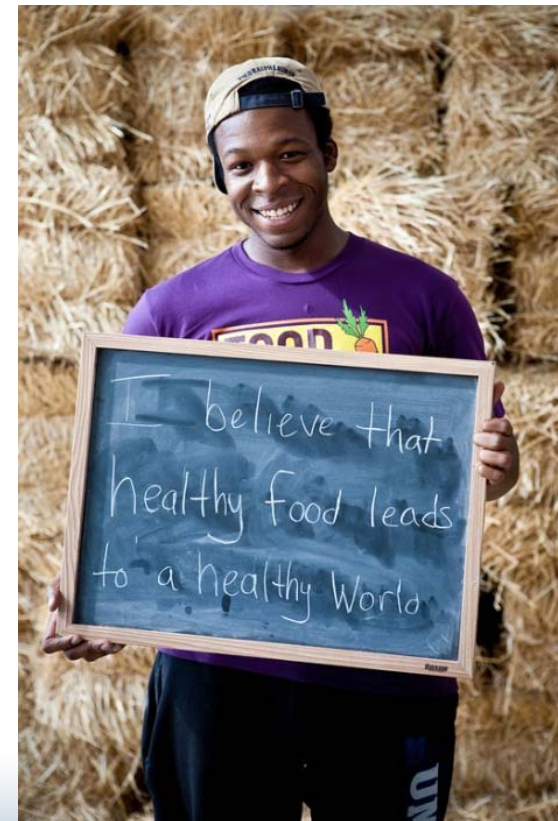
- 1) Increase the impact of national service on community needs in communities served by CNCS-supported programs
- 2) Strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity
- 3) Maximize the value we add to grantees, partners and participants
- 4) Fortify management operations and sustain a capable, responsive and accountable organization



Introduction to CNCS

2011 - 2015 Strategic Plan - Six Priority Areas

- **Disaster Services**
- **Economic Opportunity**
- **Education**
- **Environmental Stewardship**
- **Healthy Futures**
- **Veterans and Military Families**

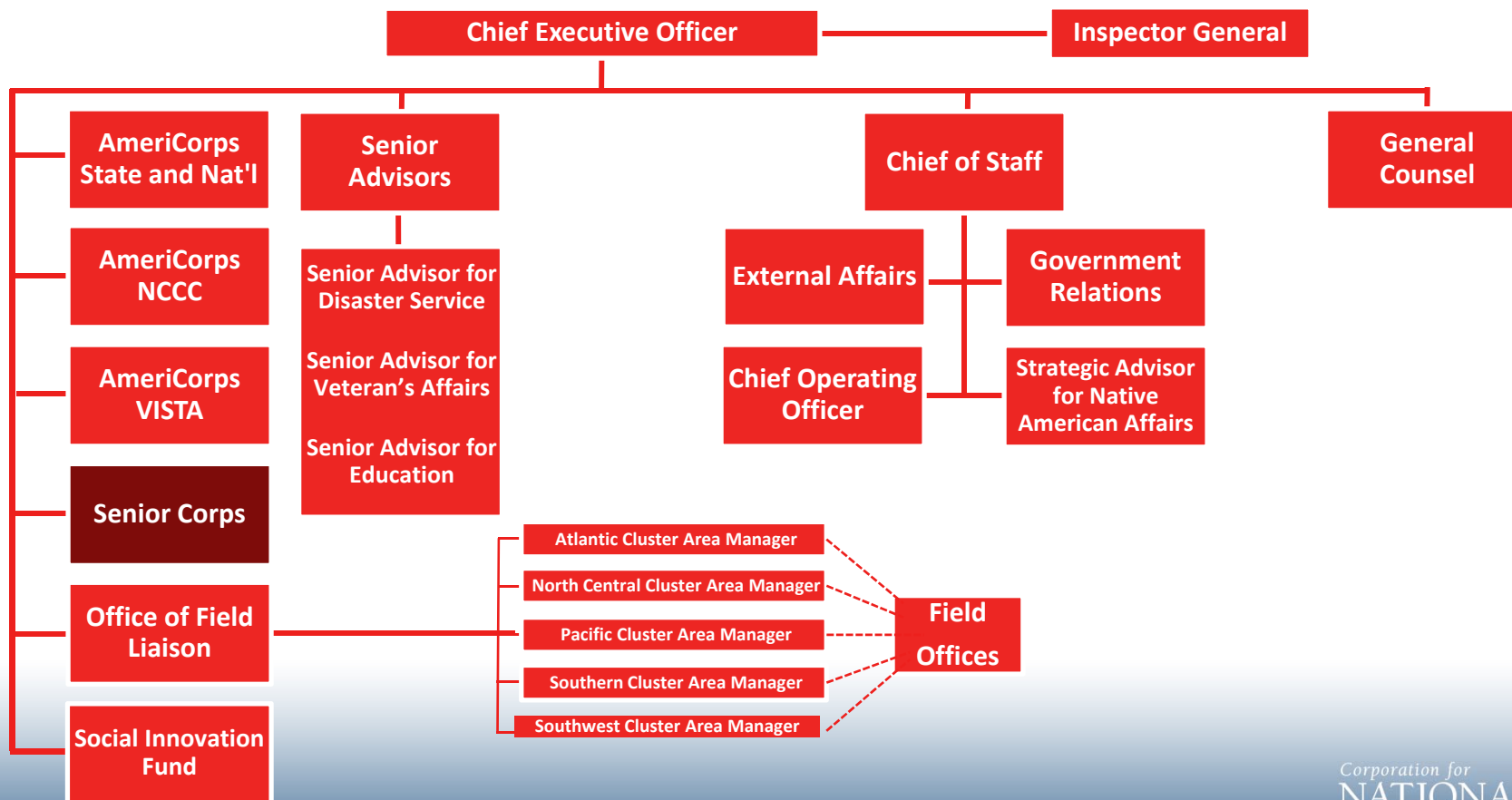


The Corporation for National & Community Service

CNCS Programs:

- Senior Corps
- AmeriCorps
 - AmeriCorps State and National
 - AmeriCorps VISTA
 - AmeriCorps NCCC
- Social Innovation Fund
- George H.W. Bush Volunteer Generation Fund
- Special Initiatives
 - Martin Luther King, Jr. Day of Service
 - President's Volunteer Service Award
 - National Service Task Force
 - Other Special Initiatives

CNCS Organization



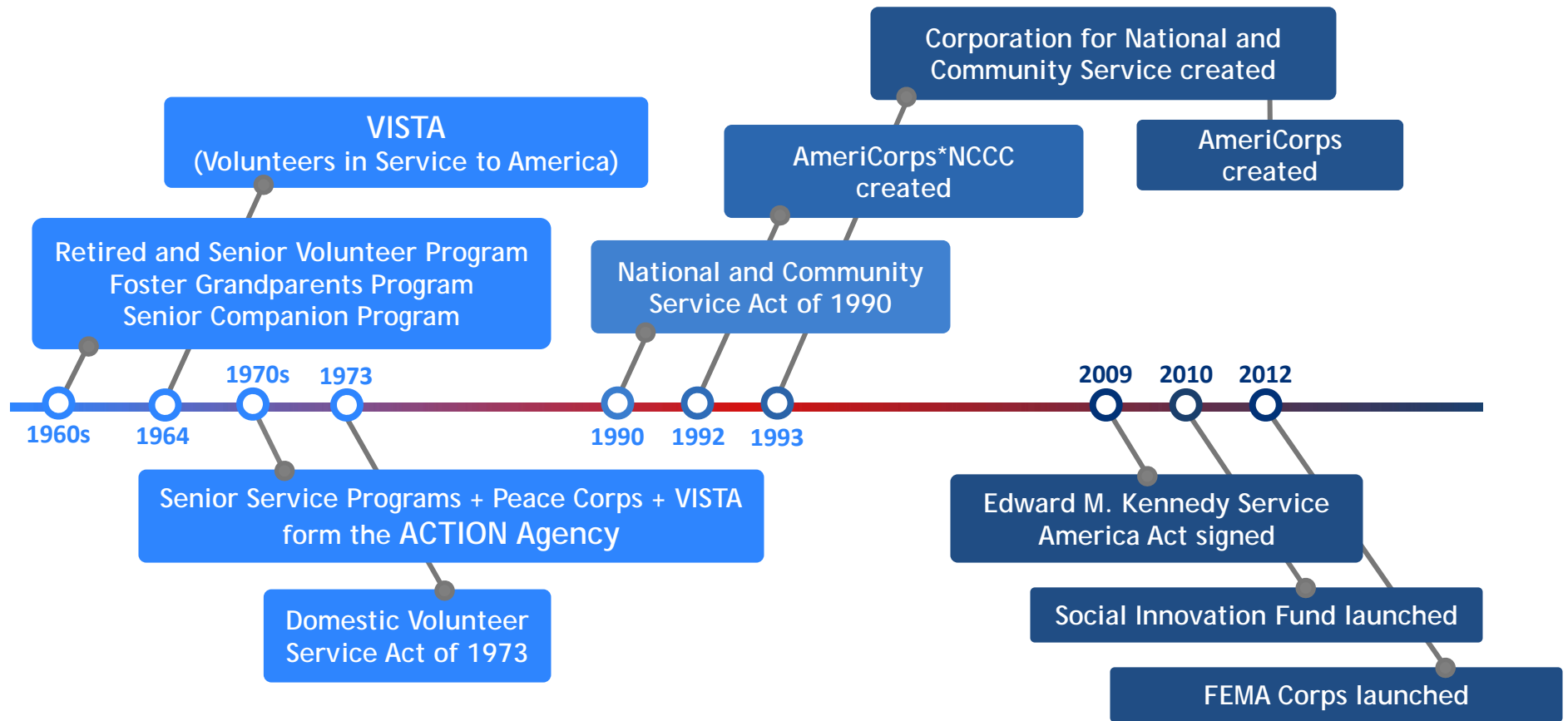
CNCS State Offices

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.



Introduction to CNCS National Service Timeline





SENIOR CORPS: 101

Senior Corps: *Tapping the Rich Experience, Skills, and Talents of Older Americans*

Senior Corps

Foster Grandparents

Share Today. Shape Tomorrow.

RSVP

Lead With Experience

Senior Companions

Make Independence a Reality

Senior Corps RSVP



RSVP Volunteers:

- are age 55 and older;
- are engaged in a diverse range of volunteer activities;
- have flexibility to choose where they want to serve;
- serve a few hours to more than 40 hours a week;
- provide a wide variety of community services.



Senior Corps Foster Grandparents Program



Foster Grandparents:

- are role models, mentors, and friends to children with exceptional needs;
- are 55 and older;
- serve 15 - 40 hours/week;
- receive a stipend if income-eligible.



Senior Corps Senior Companion Program



Senior Companions:



- provide supportive services to adults with physical, emotional, or mental health limitations, especially older persons, in an effort to achieve and maintain their highest level of independent living;
- are 55 and older;
- serve 15-40 hours/week;
- receive a stipend if income-eligible.

Senior Corps Grant Opportunities



- **RSVP Competition**
 - Initiated through 2009 Serve America Act
 - 2019 Next Competitive Cycle
 - Specific Geographic Service Areas

- **FGP and SCP Tribal, Native Hawaiian, and Pacific Islander Competition**
 - 2016 marks second competition
 - Initiated through Senior Corps commitment to expanding opportunities to serve in tribal and native communities

Senior Corps FGP and SCP Grants Lifecycle





PROJECT OPERATIONS

Senior Corps: *Tapping the Rich Experience, Skills, and Talents of Older Americans*

Project Operations: Overview



- Sponsor Responsibilities
- Project Staff
- Volunteer Assignments
- Cost Reimbursements
- Criminal History Checks
- Working with Community Partners
- Community Participation Group or Advisory Council
- eGrants
- Resources

Project Operations: Sponsor Responsibilities

It is the sponsoring organization's responsibility to:

- **Secure maximum and continuing community financial and in-kind support to operate project successfully**
- **Establish recordkeeping system in compliance with CNCS requirements and to ensure reports are done in timely and accurate way**
- **Comply with and ensure volunteer stations comply with applicable civil rights laws and regulations including providing reasonable accommodations**
- **Community Needs assessment**
- **Promote Senior Corps program, incorporating into mission of agency**
- **Comply with the Notice of Grant Award, including the Certifications, Assurances and Terms and Conditions of the grant**



Project Operations: Project Staff

- The Project Director is an employee of the sponsoring organization.
- Project Directors follow sponsor personnel policies.
- Fulltime Project Director is not assigned duties unrelated to the grant
- Salary comparable to similar positions at sponsor
- Other staff as appropriate can be paid from the grant.
- A clear job description should be provided to the Project Director and included in documents submitted to CNCS with the grant application.
- Criminal Background Checks are required for all staff paid from the grant who were hired after April 22, 2011.



Project Operations: Volunteer Assignments



Foster Grandparents

- Activities must involve person-to-person supportive relationships with the children served
- Appropriate activities include:
 - Reinforcement of cultural teachings
 - Encouraging use of native language
 - Providing emotional support and assistance in developing basic learning skills

Senior Companions

- Activities must involve person-to-person supportive relationships with the elders served
- Appropriate activities include:
 - Spending time together sharing stories
 - Taking and accompanying elders at social events
 - Helping elders plan meals and taking meals together

Project Operations: Cost Reimbursements for FGP and SCP

- Reimbursements provided directly to volunteers that are not subject to tax including:
 - Stipends (\$2.65/hour)
 - Transportation
 - Meals
 - Accident and Liability Insurance
 - Physical Exams
 - Uniforms when appropriate
 - Recognition activities

Project Operations: Criminal History Checks

- Certain individuals working or serving in a CNCS-funded program **must** undergo a criminal history check
- That check **must** include specific sources
- Certain parts **must** be complete by certain dates



1. National Sex Offender
Public Website



2. State Checks



3. FBI Checks

Project Operations: Working with Community Partners

In addition to utilizing Senior Corps resources, Senior Corps grantees partner with other community organizations in order to:

- Assess the needs in the community/service area.
- Build public awareness of and support for the program within the community.
- Enhance the capacity of organizations and institutions within the community
- Work to integrate senior service into the activities of other service programs within the community
- Work toward common goals in local communities, complementing and reinforcing each other's contributions through activities related to Days of Service, Strategic Initiatives, and other local service initiatives.



Project Operations: Community Participation Group or Advisory Council

It is a requirement of Senior Corps grantees to secure community participation in local project operation by establishing an Advisory Council or a similar organizational structure.

Council members should include community partners capable of helping the sponsor with fundraising and publicity, volunteers, and project beneficiaries.

Advisory Councils should help projects by:

- **Raising funds and soliciting in-kind donations**
- **Determining priorities and needed improvements**
- **Conducting the Annual Assessment**
- **Assisting with volunteer recognition events**

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** National Service
Knowledge Network

Corporation for National and Community Service | TWORK KNOWLEDGE NETWORKS

Boards and Advisory Councils

Boards and advisory councils or committees serve as impartial, objective groups separate from the sponsor and/or project director of a program. An effective board or council demonstrates knowledge, attitudes, and leadership abilities consistent with proper governance of programs that engage volunteers and members. Following are some of our most relevant resources on this topic.

- [A Guideline for Revitalizing Your Advisory Council](#)
- [Advisory Council Member Self-Assessment](#)
- [Project Director Self-Assessment on Working with Advisory Council](#)

Practices and Program Examples

- [Understanding the roles and responsibilities of advisory councils](#)

Online Library Items

- [Ten Dimensions that Shape Your Board](#)
- [Board with Care: Perspectives on Nonprofit Governance](#)
- [Advisory Councils That Work](#)
- [Unleash the True Power of Your Advisory Council](#)

Related Websites

- [BoardSource](#)
- [Governing for What Matters](#)
- [All About Boards of Directors \(For-Profit and Nonprofit\)](#)

Keywords:

Boards and advisory councils

SHARE 

[Printer-friendly version](#) [Send by email](#)

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Project Operations: eGrants

eGrants is an online system designed to automate the entire grants and project management process from application to closeout.

- eGrants is the system of record for CNCS grants and reports
- Do not share passwords and user names
- An individual's login is considered their electronic signature
- **DO NOT** use the previous Project Director's user name and password, create your own account.
- **Grantee Administrator should suspend all privileges for former staff associated with the project.**
- The authorizing signature is an electronic signature that results from submitting the grant application in eGrants. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

7/19/2013, 10:44 AM, EDT

Corporation for
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COMMUNITY
SERVICE

eGrants

LOGIN

User Name

Password

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)

508 Approved | Contact Help Desk
Release version: 5.6

Project Operations: Resources

- Code of Federal Regulations
- OMB Circulars
- Operations Handbook
 - Annual Supplement to Handbook
- The Knowledge Network





PROJECT OPERATIONS: FISCAL

Senior Corps: *Tapping the Rich Experience, Skills, and Talents of Older Americans*

Fiscal Management: A Brief Overview

- The budget approved in the grant application is part of grantees contractual obligation .
- The budget must conform to guidelines and regulatory restrictions.
- Project support provided under a Senior Corps grant must be furnished at the lowest possible cost consistent with the project's effective operation.
- Project Directors should work with the sponsor's fiscal staff and periodically compare the budget to actual costs.

PART II— BUDGET WORKSHEET AND NARRATIVE- SENIOR CORPS

SECTION I: VOLUNTEER SUPPORT EXPENSES			WORKSHEET			
NARRATIVE			Column 1	Column 2	Column 3	Column 4
A. PROJECT PERSONNEL EXPENSES			Total Project Cost	Corporation Funds Requested	Non-Federal Resources	Excess Resources
Position Title	Annualized Salary	% Time Spent on Project				
TOTAL PERSONNEL EXPENSES			\$	\$	\$	\$
B. PERSONNEL FRINGE BENEFITS						
TOTAL FRINGE BENEFITS						
C. PROJECT STAFF TRAVEL						
Local Travel (Detail)						
		Sub-Total Local Travel				
Long Distance Travel (Detail)						
		Sub-Total Long Distance Travel				
TOTAL TRAVEL COSTS						
D. EQUIPMENT (List)						
TOTAL EQUIPMENT						
E. SUPPLIES (Describe)						
TOTAL SUPPLIES						
F. CONTRACTUAL AND CONSULTANT SERVICES (Detail)						
TOTAL CONTRACTUAL AND CONSULTANT SERVICES						
G. TRAINING						
H. EVALUATION						
I. OTHER VOLUNTEER SUPPORT COSTS (Detail)						
TOTAL OTHER VOLUNTEER SUPPORT COSTS						
J. INDIRECT COSTS						
TOTAL SECTION I			\$	\$	\$	\$

16

Fiscal Management: Budgeting Requirements



FGP & SCP Non-Federal Match: (10%)

10% Match

FGP & SCP Current Stipend Rate

\$2.65/hour

Volunteer Expenses Ratio for FGP and SCP

The total of cost reimbursements for Foster Grandparents or Senior Companions, including stipends, insurance, transportation, meals, physical examinations, uniforms if appropriate, and recognition must be equal to at least 80 percent of the Corporation's Federal share of the grant. Federal and non-Federal resources, including excess non-Corporation resources, can be used to make up this sum.

Fiscal Management: Accessing Grant Funds and Managing Advances

All Senior Corps grantees are paid through the Department of Health and Human Services (HHS) Payment Management System (PMS).

Senior Corps grantees must establish an account with the HHS/PMS that allows a grantee to draw down funds. When a grant is awarded in eGrants, the grant is recorded in the Corporation's accounting system and transmitted to PMS which maintains an account for each grant. Grantees draw funds from that account.

