



AMERICORPS NEVADA PROGRAM DIRECTOR CALL

MARCH 19, 2020 10:00 AM

AGENDA

-
- Lightning Round
 - Quick Updates
 - Updated Reporting Requirements
 - COVID-19
 - Teleservice and Other Options
 - Timesheets
 - Benefits
 - Questions/Feedback

LIGHTENING ROUND

DID YOUR PROGRAM PARTICIPATE IN
AMERICORPS WEEK?

QUICK UPDATES



- ASC Conference Rescheduled for July 27-29
- GPOL Postponed
- April 15 – GPRs, AFRs and Unexpended Funds Reports Due

UPDATED REPORTING REQUIREMENTS

- Majority of changes were made in an attempt to make the document more useful
- Programmatic Reporting Requirements Instructions (GPRs)
 - Updated Demographics Tab – Required fields now include:
 - Number of individuals who applied to be AmeriCorps members
 - Number of episodic volunteers generated by AmeriCorps members
 - Number of ongoing volunteers generated by AmeriCorps members
 - Dollar amount of resources leveraged by the program
 - MSY Tab is no longer required – check the box at the top that says “I have no MSY data to report this period”
 - Performance Measures/Performance Indicators: Added descriptions of information required if numbers are below or greatly above targets

UPDATED REPORTING REQUIREMENTS (CONTINUED)

- Financial Reporting Requirements
 - NEW program Income Report
 - Identifies sources of program income used as match
 - Captures information NV Volunteers is required to report to CNCS
 - Completed in OnCorps at the same time as the AFRs (April 15th & October 15th)



State & Program Year: Nevada | 2019-2020

Program Income Report

Name of Income Source	Amount	Source Type	Income Type	Inkind Description
BLM	50000	Other Federal Funds	Cash	
EPA	100000	Other Federal Funds	Cash	
Camp	25000	Fee for Service/Program Income	Cash	
Sally AmeriCorps (consultant)	2500	Other	Inkind	Professional Services

Program:	Nevada Test Program	State & Program Year:	Nevada 2019-2020
Period Start Date:	9/1/2019	Period Ending:	2/29/2020
Total Income for the Period:	177500	CNCS grant funds:	
Other Federal funds:	150000	State Govt:	
Local/Regional Govt:		Nonprofit:	
Fee for Service/Program Income:	25000	Business/Corporation:	
Cash Total:	175000	Inkind Total:	2500

Director Comments:
 BLM CFDA: xxxxx
 EPA CFDA: xxxxx

Unspent Program Income: \$2,500 camp income will be spent in spring for summer camp programming.

Staff Comments:

COVID-19

- Nevada Volunteers is here to support you!
 - We are continuing to work in our office at this time.
 - We will be working remotely until at least April 1.
- Current Guidance: [CNCS FAQs](#)
- Nevada Volunteers Suggestions:
 - Develop a Teleservice Policy
 - Implement the Teleservice policy as needed
 - Try to continue to pay members (keep in mind minimum hours needed to serve/teleserve in order to receive living allowance)

COVID-19

Recommended Options for AmeriCorps Programs

- Teleservice related to normal activities
- Teleservice and reassigning member activities
- Reassigning activities - related to response of event
- Suspensions
- Compelling Personal Circumstance (CPC) exits

TELESERVICE

CNCS Guidance on Teleservice

- Grantee must establish a policy that addresses the following:
 - Written authorization of teleservice in advance
 - Expectations of the communication requirements between supervisors and teleservice members
 - Mitigation of the increased risk of time and attendance abuse
 - Appropriate supervision including validation of the activities to be performed, and
 - Verification of hours claimed

TELESERVICE

Necessary Components of Teleservice

- Make sure you have a Teleservice Policy Compliant with CNCS requirement - best practice: have commission review it and keep on file
- Ensure you have appropriate and adequate liability coverage for teleservice activities
- Make sure supervision continues, is consistent, and documented — ideas such as a regular phone call or web conference with agenda/notes
- How will you “validate” the activities performed and “verify” the hours claimed?
- Maybe members conduct a daily/weekly log of activities completed remotely?

TELESERVICE

Teleservice Options - Related to “Normal” Activities

- Nevada Volunteers approves teleservice for all programs with a teleservice policy that will be engaged in activities within the scope of your grant

TELESERVICE

Teleservice Options - Activities Outside Scope of the Approved Grant

- Determine activities that are appropriate (anything that still serves the community, but is not a prohibited or unallowable activity)
- Programs should create an Addendum to the member service agreement with the additional member activities and have the member sign, include in member file

OTHER OPTIONS

Assignment to New Activities

- Support your state's 2-1-1 call centers
- Support public health initiatives or county health departments
- Meal site and meal prep support for school age kids impacted by closures
- Food delivery services for vulnerable populations
- Checking on the elderly and vulnerable populations; grocery pick-up or delivery
- Childcare or other support for first responders
- Virtual Group Meetings on civic reflections and brainstorm how to serve community now (<https://nevadavolunteers.org/civic-reflections/>)
- Data entry/analysis (this could be remote/teleservice or onsite)
- Stock free little libraries, micro food pantries, etc.
- Facebook live educational activities for kids at home
- We are open to other ideas

OTHER OPTIONS

**Submit to Nevada Volunteers by next Wednesday,
March 25, 2020**

- We will work through grant amendments after this date
- Please amend member service agreements and have program director and the member sign

OTHER OPTIONS

Suspending a Member

- Suspension is not designed for these mass site closures. It is designed for an individual case-by-case situation when a member may need a time specific “break” (i.e. maternity leave, illness, disciplinary issues, etc.)
- If you know a member will not be serving any hours, or you do not have any appropriate service activities for the member to perform
- By suspending, you know the member is likely to return to service to complete their service. Suspending the member provides additional time for the member to complete hours and provides the program the resources to continue paying the member’s living stipend when they return from service
- If you suspend and continue paying the living stipend, you may run into a situation where the program runs out of grant funds to continue paying the living allowance
- Given the current situation, we discourage you from suspending service and leaving members without a living allowance unless or until there is no clear path forward.
- Document with Member Change of Status Form

OTHER OPTIONS

Exiting for Compelling Personal Circumstances (CPC)

- Depending on the program design or member specific concerns, programs may want to exit member now or later for CPC
- For most programs that are able to find alternative service activities, CPC is not necessary now, but may be needed later if closures are ongoing
- Those circumstances that are beyond the participant's control... premature closing of a project or program, that make completing a term unreasonably difficult or impossible
- Documentation is not required at this time
- Again, must be documented with Member Change of Status Form

Worksheet Details

Day	Training			Service			Total H
	Training - Primary Duties	Training - Secondary Duties	Training Other - Please describe below	Primary Service Duties	Secondary Service Duties	Other - Please describe below	
1 Aug 18	0	0	0	0	0	0	0
	Description: (no description)						
n Aug 19	10	0	0	0	0	0	10
	Description: Americorps Orientation						
r Aug 20	0	10	0	0	0	0	10
	Description: (no description)						
d Aug 21	0	0	0	10	0	0	10
	Description: (no description)						
r Aug 22	0	0	0	10	0	0	10
	Description: (no description)						
Aug 23	0	0	0	7	3	0	10
	Description: (no description)						
Aug 24	0	0	0	0	0	0	0
	Description: (no description)						
Sub Totals:	10	10	0	27	3	0	50
Totals:		20			30		50

Number Comments: (number of comments)

TIME SHEETS IN ONCORPS

Use the Other section of Service and write COVID-19

BENEFITS

- You can keep providing health care to members even it suspended
- Make use of the of the MAP Program

CORPS NETWORK HEALTHCARE

COVID-19 testing will be covered at 100%. We are hearing that there may be further expansion of COVID-19 related services (office visits, telehealth) that eliminate or reduce member cost sharing, but nothing is official as of yet

QUESTIONS/FEEDBACK

