**AmeriCorps 6 Month Planning Program Readiness Checklist** 

**Purpose:** The Planning Program Readiness Checklist identifies elements of readiness for the AmeriCorps planning grant program development and implementation. Contact your program development officer with any questions.

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| **Deadline for completion and submission to ServeNebraska** | **Required Program Documents and Trainings** | **Program Check****✓** |
| **Before March 1st OR Before Money is Charged to the Grant***Pre-Grant Requirements* | **Documents/Tasks** |  |
| 1. Set-up a Litmos Training Resources user name and password in order to access CNCS on-line training materials at <https://www.nationalservice.gov/resources/litmos-training-resources>
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| 1. Required annual National Service Criminal History course must be completed by all staff administering the grant. Submit course certification to ServeNebraska Staff upon completion. <https://www.nationalservice.gov/reqCHCtraining>
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| 1. Review Trainings through Field Print and Truescreen along with CNCS webinars <https://www.nationalservice.gov/sites/default/files/documents/NSCHC%20Using%20Fieldprint%20and%20Truescreen.pdf>

<https://nationalservice.gov/CHCVideoLibrary> |  |
| 1. Set up account for ServeNebraska Program Portal: <https://www.serve.nebraska.gov/portal/login.html>
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| 1. Review the National Service Criminal History Check presentation slides located on the ServeNebraska Program Portal under: 2020-2021 Training > Program Leader Launch > Live Webinars
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| 1. Set up an account with Field Print and Truescreen ensuring that it is under the CNCS agreement
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| 1. Criminal History Checks for staff administering the grant must be completed. Staff Criminal History Checks must be stored in Personnel files.
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| **March 1st – April 1st** **2021***Agency Set-Up* | **Documents/Tasks** |  |
| 1. Website representation of AmeriCorps Planning grant recipient including AmeriCorps logo and goals for development of AmeriCorps Program
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| 1. Complete the Key Concepts of Grants and Financial Management on-line training course found at <https://www.nationalservice.gov/resources/financial-management/key-concepts-financial-and-grants-management>
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| 1. Policy and procedure for staff timesheet – actual time must be accounted for if charging to the grant, not simply budgeted time. How will staff track their time to the grant?
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| 1. Review AmeriCorps 101 Video located on the ServeNebraska Program Portal under 2020-2021 Training > Program Leader Launch > Recorded Webinars
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| **Deliverables** |  |
| 1. Current Liability Insurance Certificate
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| 1. Agency’s Logo Images
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| 1. Web address of webpage representation
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| 1. Copy of staff timesheets for all staff charging time to the grant –actual time must be accounted for if charging to the grant, not simply budgeted time. Percentage of time charged to all activities must equal 100%.
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| 1. Submit position descriptions to ServeNebraska for all staff associated with the grant/budget.
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| **Questions** |  |
| 1. What are the problems/needs you plan to address?
2. What is the data that supports the existence of this problem? Specific, recent, local data is best.
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| **Trainings** |  |
| 1. On3Learn Video: AmeriCorps 101 for Staff
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|  | 1. A Brief History of National Service Video: <https://www.youtube.com/watch?v=0WFfqYAndrU>
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| **March 9th 2pm-3pm**  | 1. Phone meeting with Katherine
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| **March 22nd 11am-12pm**  | 1. Phone meeting with Katherine
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| **April 1st – May 1st** **2021***AmeriCorps Rules and Regulations* | **Documents/Tasks** |  |
| 1. Review 2021 Specific Terms and Conditions for AmeriCorps State and National Grants: *Link Pending*
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| 1. Review 2021 General Terms and Conditions for AmeriCorps State and National Grants: *Link Pending*
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| 1. AmeriCorps State and National Policy FAQs:

<https://nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final%20working%20hyperlink.pdf> |  |
| 1. Review the Notice of Funding Opportunity issued by ServeNebraska: *Link Pending*
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| 1. Review the AmeriCorps State and National Mandatory Supplemental Guidance: *Link Pending*
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| 1. Complete Logic Model Template

Inputs –what resources do you need to implement your program?Activities--what activities will be carried out to achieve your program’s desired outcomes?Outputs--what are the direct products of your program’s activities, including types, levels and targets of services to be delivered by the program?Short-term outcomes --what changes in knowledge, skills, and/or attitudes do you expect from your program? Medium-term outcomes --what changes in behavior or actions do you expect from your program?Long-term outcomes --what changes in status or condition do you expect from your program? |  |
| **Deliverables** |  |
| 1. Complete April Confirmation Checklist
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| **Questions** |  |
| 1. Have you identified Intervention (activities – what is done, with whom and at what dosage) to be delivered by your AmeriCorps members?
2. What is the Evidence you have that this Intervention will address the Problem/Need? (What evidence do you have that leads you to select the proposed activity/intervention over other possible interventions?)
3. Is the Problem/Need Intervention in one of the CNCS or state priority areas? If so, which one?
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| **Trainings** |  |
|  | 1. On3Learn Video: Developing and Integrating Logic Models
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| **April 13th 11am-12pm**  | 1. Phone meeting with Katherine
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| **April 27th 11am-12pm**  | 1. Phone meeting with Katherine
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| **May 1st – June 1st** **2021***AmeriCorps Operational Grant Application* | **Documents/Tasks** |  |
| 1. Review Application Instructions
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| 1. Read FAQs
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| 1. Review 2021 performance measure instructions
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| 1. Research evidence-based and evidence informed models to support your Logic Model and Performance Measures
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| 1. Create Performance Measure Data Collection and Review Plan: To ensures the program collects, analyzes and used valid program data to inform progress towards meeting performance measurement targets, processes are in place to effectively gather and handle data.
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| 1. Develop plan for securing all match resources (cash and in-kind) to support an operational AmeriCorps program.
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| 1. Complete Performance Measure Template
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| **Deliverables** |  |
| 1. Complete May Confirmation Checklist
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| **Questions** |  |
| 1. Have you developed performance measures for your program?
2. What data collection instruments will you use to measure the impact of your program?
3. Do you have a procedure for gathering data from members/partner sites?
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| **Trainings** |  |
|  | 1. Watch the Data Collection Recorded Webinar located on the ServeNebraska Program Portal under: 2020-2021 Training > Program Leader Launch > Recorded Webinars
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|  | 1. On3Learn Video: Selecting and Developing Performance Measurements
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| **May 11th 11am-12pm**  | 1. Phone meeting with Katherine
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| **May 25th 11am-12pm**  | 1. Phone meeting with Katherine
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| **June 1st – July 1st** **2021***Member Service Agreement/File* | **Documents/Tasks** |  |
| 1. Develop member position description - Must be attached as an addendum or included in the member service agreement. Activities must align with those described in grant application. (See ServeNebraska template on portal, may use this template)
2. AmeriCorps Position Title
3. Term of service (position type, when commitment starts and ends)
4. Time requirements (how many hours must be completed, slot type of member, how many hours per/week)
5. Location(s) where service will be performed
6. Description of duties
7. Areas of responsibility:
8. Essential functions
9. Marginal functions
10. Qualifications/Characteristics
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| 1. Complete benchmark calculator for applicable service terms
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| 1. Review member File Checklist (see ServeNebraska portal)
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| 1. Develop member performance evaluation templates: Written mid-term and end of term evaluations are required for half-time, three quarter-time and full-time members. End of term evaluations are required for ALL members and must at a minimum address the following:
	1. Member has completed the required number of hours
	2. The member has satisfactorily completed assignments
	3. The member has met any other performance criteria which had been clearly communicated at the beginning of the term of service
	4. Signatures and dates by the member and their supervisor or program leader
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| **Deliverables** |  |
| 1. Draft of member position description (must clarify if using ServeNebraska template)
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| 1. Draft of member performance evaluations
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| **Questions**  |  |
| 1. Have you described the AmeriCorps member structure (How many? Full time/half time/etc.)
2. What is your time frame for the structure/program design (12-month, 11-month, academic year, etc.)?
3. Have you determined what AmeriCorps service gear will be provided to members and the cost of that gear?
4. Have you accounted for all staffing related to the AmeriCorps program in your budget in the federal and/or grantee share)?
5. Does the total federal request fall within allowable maximum per MSY range?
6. Do you have a procedure developed for when to suspend members (for cause, for serving no hours during a pay period, etc.)?
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| **Trainings** |  |
|  | 1. On3Learn Video: AmeriCorps Member Files for Staff
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| **June 8th 11am-12pm**  | 1. Phone meeting with Katherine
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| **June 22nd 11am-12pm**  | 1. Phone meeting with Katherine
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| **July 1st – August 1st** **2021***National Criminal History Checks and Policies* | **Documents/Tasks** |  |
| 1. Review CNCS National Service Criminal History Introductory information <https://www.nationalservice.gov/resources/criminal-history-check>
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| 1. Develop National Service Criminal History (NSCHC) policy and procedure
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| 1. Policies and Procedures for the following:
2. Parental Consent-process secure for parental consent for all prospective members under the age of 18
3. Allow members to serve on jury duty or Armed Forces Reserved with no penalty
4. Compelling Personal Circumstances, which must be approved by ServeNebraska
5. Personal Identifiable Information
6. Health Care enrollment (if applicable)
7. System for living allowance distribution
8. Time and activity tracking and reporting
 |  |
| 1. Create policy and procedure for reviewing and approving member timesheets
2. Entry of hours into OnCorps are accurate-Service hours, training hours (not to exceed 20% of total hours for service term), Fundraising hours (applicable only with approved fundraising performance measure)
3. Each entry has a description and is accurate to member activities
4. Signatures and dates of member and supervisor
 |  |
| **Deliverables** |  |
| 1. Policy and procedure for reviewing and approving member timesheets
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| 1. NSCHC policy and procedure
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| **Trainings** |  |
|  | 1. On3Learn Video: AmeriCorps Member Enrollment and Exit
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| **July 6th 11am-12pm**  | 1. Phone meeting with Katherine
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| **July 20th 11am-12pm**  | 1. Phone meeting with Katherine
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| **August 1st – August 31st****2021***Onboarding*  | **Documents/Tasks** |  |
| 1. Develop plan for accounting changes required to manage AmeriCorps resources (stipends, member insurance, etc.)
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| 1. Develop member selection process (flowchart) including the role that sites and site supervisors play in selection
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| 1. Create host site application and selection process (if applicable)
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| 1. Develop Orientation and Training Plan for Site Supervisors, Agency Staff (including fiscal and program staff) including:
	1. AmeriCorps grant requirements, program design, policies, prohibited and unallowable activities, performance measures, data collection procedures, reporting processes and deadlines, member training plan
	2. Site supervisor training includes: member supervision expectations, timesheet monitoring and approval, disciplinary policies and procedures, member performance evaluations
	3. Communication procedures and expectations
	4. Monitoring process to ensure that partners/host site/placement sites fulfill and meet agreements or obligations
	5. AmeriCorps branding/identification requirements (ServeNebraska Branding Policy)
 |  |
| 1. Develop Member Pre-Service orientation plan including:
	1. AmeriCorps history and program overview
	2. Geographic/demographics of community, compelling need that is being addressed, targeted population, program mission and performance measure goals
	3. AmeriCorps program policies/procedures
	4. Review of member service agreement and position description
	5. Prohibited and unallowable activities must train and members must sign off
	6. Review of member benefits (including: living allowance, education healthcare, childcare - if applicable)
	7. Progressive discipline process
	8. Training required to equip members with any basic knowledge and skills needed before beginning service
	9. Member supervision plan overview
	10. Communication channels and expectations between program staff, members and placement sites
	11. AmeriCorps branding/identification requirements; online branding and linkage (see ServeNebraska Branding policy)
	12. Program calendar covering project timeline including: national days of service, community events, holidays, training and recognition ceremonies
	13. Review of safety plans and emergency procedures for your placement sites, including Continuity of Operations Plan (COOP)
	14. Member Ongoing Training plan, including training calendar
	15. Formally acknowledge AmeriCorps commitment through swearing-in ceremony with the AmeriCorps Oath
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| **Deliverables** |  |
| 1. Orientation and training plan for site supervisors and agency staff
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| 1. Complete the AmeriCorps Member Training form (located on ServeNebraska’s portal)
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| **Questions**  |  |
| 1. If using a site application process, are you planning to use ServeNebraska’s host site application? What are the selection criteria you plan to use?
2. Do you have plans for bringing the members together regularly?
3. Have you identified specific training needs for your members, related to their service site (child development, construction, financial literacy education)? What are these needs?
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| **Trainings** |  |
|  | 1. On3Learn Video: AmeriCorps Member Eligibility
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|  | 1. Litmos Webinar: AmeriCorps State and National Prohibited Activities
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| **August 10th 11am-12pm**  | 1. Phone meeting with Katherine
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| **August 24th 11am-12pm**  | 1. Phone meeting with Katherine
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