



SOUTHERN National Service Training Conference

hosted by Serve Alabama



April 26-28, 2016
Montgomery, AL

Southern National Service Training Conference

Tuesday, April 26, 2016

- | | |
|-------------------|--|
| 7:00 a.m. | Registration Opens – continues through noon |
| 8:30 - 11:30 a.m. | <p>Pre-conference sessions</p> <ol style="list-style-type: none"> 1. Commission Pre Conference (Kaira Esgate, CEO, America’s Service Commissions). Peer learning and best practice sharing for commission staff on topics related to monitoring and training best practices. 2. Senior Corps New Staff Orientation (Patti Smith and Benjamin Alamprese, CNCS) 3. AmeriCorps Boot Camp (Jennifer Jefts, Managing Partners, On3Learn) Digest and apply key rules and regulations; Experience self-audits that will result in high quality member files and documents; Apply learnings to essential forms and processes; Walk away excited about next steps. 4. Alabama Senior Corps Meeting/NARSVPD Meeting 5. CNCS OFL Southern Cluster Meeting (Invite Only) 6. CNCS General Counsel Meeting |
| 1:00 – 2:00 p.m. | Plenary/Kick-Off: Mayor Todd Strange; Governor Robert Bentley; Wendy Spencer (confirmed) |
| 2:00 – 2:15 p.m. | Break/Exhibits |
| 2:15 -- 5:00 p.m. | Wendy Meeting w/OFL |
| 2:15 – 3:45 p.m. | Workshops: |

#1 - Got Grant. Now What? (Thea Becton, Bonnie Janicki, Brenda Powell, Yvonne Walker, CNCS) This session will assist fiscal and program staff in understanding the basic concepts and responsibilities of managing CNCS grants. Review and discussion will present an overview of the uniform guidance, CNCS regulations and award terms and conditions, key accounting system requirements, written policies and procedures, internal controls, budgets,



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match, timesheets, budget controls, financial reporting, documentation, audits, and other related financial requirements.

#2 - Dimensions of Successful Site Management (Amy Salinas or Jennifer Jefts, Managing Partners, On3Learn) This session will explore what it takes to manage a diversity of sites that are spread out across distances. The question that will guide our work is “How do we build a team of sites that are high performing, buy-in to the bigger picture of AmeriCorps and the program, are committed for a period of time, and support one another and their members, despite the challenges that never go away?”

#3 - Winning with Public Engagement and Education (Ted Miller, Chief of External Affairs, CNCS) This session will build on the national service community's branding and external engagement efforts. Learn how to identify an audience, develop a winning plan, and measure your success.

#4 - Common OIG Findings & Safeguarding Funds (Jeffrey Morales, Robert Walters, and Stuart Axenfeld, CNCS OIG) This session will provide guidance on important elements of grant oversight. Presenters will discuss indicators of fraud, current audit findings, and provide instructions on reporting fraud, waste, or abuse.

#5 – Topics on Performance Measurement and Evidence-based Programming for FGP and SCP (Billie Louis, Tawanna Wright, Derek Cromwell, Program Officers, CNCS) What makes a strong community needs statement and how can mine be improved? And, where do I begin with evidence-based programming? In this session, FGP and SCP program staff will look closely at different types of evidence. They will explore ways in which national data may be related to local needs and will learn more about evidence-based programs.

3:45 – 4:00 p.m. Break/Exhibits

4:00 – 5:30 p.m. Workshops:

#1 - Financial Self-Check for AmeriCorps (Thea Becton and Bonnie Janicki, CNCS) How do you effectively monitor your organization’s grant-related financial management systems? This session will help you prepare for self and/or subawardee financial monitoring. Participants will learn how to use a risk-based monitoring process to prevent, detect, and enforce program requirements.

#2 – Topics on Performance Measurement and Evidence-based Programming for RSVP



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(Billie Louis, Tawanna Wright, Derek Cromwell, Program Officers, CNCS) What makes a strong community needs statement and how can mine be improved? And, where do I begin with evidence-based programming? In this session, RSVP program staff will look closely at different types of evidence. They will explore ways in which national data may be related to local needs and will learn more about evidence-based programs.

#3 - Connecting the Dots Between Objectives, Evaluation, Data, and Best Practices (Becky Eason, President, WordCraft, LLC) Writing a project evaluation plan can seem boring, and maybe even daunting, for many project staff. This session will demystify the process by making meaningful connections between the evaluation plans that staff write and the activities they conduct. Session participants will engage in activities and discussion on how to write measurable project objectives, and then how to measure those objectives. Activities will also explore how to collect high-quality data to demonstrate project effectiveness. Participants will leave with concrete examples of clearly written objectives and easy-to-apply strategies to improve their own evaluation plans.

#4 - Common OIG Findings & Safeguarding Funds (Jeffrey Morales, Robert Walters, and Stuart Axenfeld, CNCS OIG) This session will provide guidance on important elements of grant oversight. Presenters will discuss indicators of fraud, current audit findings, and provide instructions on reporting fraud, waste, or abuse.

#5 - Where o Where Are they Now (Amy Salinas or Jennifer Jefts, Managing Partners, On3Learn) Now that are economy is improving, how can we market our program and opportunities, expand our network and reach, and get the right word out about our service opportunities so that we have many more applications than slots? During this session, we will work hard with one another to explore other ideas around outreach and recruitment so that your recruitment targets are improved.

5:30-7:00 p.m. Networking Reception

Wednesday, April 27, 2016

7:00 a.m.	Registration/Information Table
7:00-8:15 a.m.	North & South Carolina Senior Corps Meeting
7:00-8:15 a.m.	Tennessee Senior Corps Meeting
7:45-8:15 a.m.	Peace Corps/Commission/State Office Meeting



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7:00-8:00 a.m. Florida National Service Meeting

8:30 – 10:00 a.m. Workshops:

#1 - Got Grant. Now What? (Thea Becton, Bonnie Janicki, Brenda Powell, Yvonne Walker, CNCSCNCS) This session will assist fiscal and program staff in understanding the basic concepts and responsibilities of managing CNCS grants. Review and discussion will present an overview of the uniform guidance, CNCS regulations and award terms and conditions, key accounting system requirements, written policies and procedures, internal controls, budgets, match, timesheets, budget controls, financial reporting, documentation, audits, and other related financial requirements.

#2 - Performance Measurement 201 for AmeriCorps (Jamie Welch, AmeriCorps State and National Program Officer, CNCS) Performance measures are required for every AmeriCorps program and are intended to help grantees measure progress, recognize success, and strengthen their program activities. What makes a performance measure effective, and what are some common pitfalls that AmeriCorps grantees and State Service Commissions encounter when designing and reviewing performance measures? This session will explore best practices for developing and implementing strong performance measures. Participants will also take an in-depth look at sample performance measures across the CNCS focus areas.

#3 - Educating Elected Officials and Cultivating Service Champions: How to Share Your Story of Program Impact and Bipartisan Support (Jennifer Ney, Managing Director, Voices for National Service & Kim Allman, Director, Office of Government Relations, CNCS; Erin Finucane, Service Year) Your program and service members make a transformative impact in communities every day. Join us for an interactive session to learn best practices for sharing these stories of impact with elected leaders at the local, state, and national level to influence stronger support for national service nationwide.

#4 - Introduction to National Service Criminal History Checks (Brian Cognato, CNCS) Conducting the National Service Criminal History Checks correctly and in a timely manner is a crucial compliance requirement for nearly all recipients of CNCS funding. This session will help participants gain a clear understanding of what the requirements are, to whom they apply, typical compliance challenges, and the resources and alternatives available to help grantees through the process.

#5 - How to Leverage Community Partnerships to Address Hunger (Carol Hunter, Chief



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Administrative Officer and Kai Dean, Program Director, Truly Living Well Center for Natural Urban Agriculture) This session will look at a community driven evidence based program, Boulevard Food Co-op, to reduce food insecurity. Participants will have an opportunity to learn from best practices and barriers.

10:00 – 10:15 a.m. Break/Exhibits

10:15 – 11:45 p.m. Workshops:

#1 - Financial Self-Check for Senior Corps (Brend Powell and Yvonne Walker, CNCS) How do you effectively monitor your organization's grant-related financial management systems? This session will help you conduct self and/or subawardee financial monitoring. Participants will learn how to use a risk-based monitoring process to prevent, detect, and enforce program requirements.

#2 - Data Quality Review Best Practices for AmeriCorps (Jamie Welch, Program Officer, CNCS) Reporting on program outputs, outcomes, and demographic data is a fundamental requirement for all AmeriCorps State and National grantees. This session will explore the characteristics of high-quality data and ways to overcome common data quality challenges. Presenters will share best practices to help programs collect and report data that is valid, accurate, and consistent.

#3 - Capturing The Unique Energies and Talents of Older Adults Pt 1 of 2 (Janis Glenn, CEO, PathwaysLeadership Coaching) This session will engage participants in rigorous dialogue regarding capturing the energy and talents of baby boomers for service and volunteer opportunities. Participants will explore successful strategies, create an action plan with SMART goals, and share plans with peers for support and accountability.

#4 - Visualizing Volunteerism: Using Infographics to Tell the Data-Driven Story (Michael Francis, Training & Support Manager, Volunteer Tennessee) In a world where data dominates, how can we visually communicate the impact of national service? Participants in this interactive workshop will learn why infographics are powerful ways to convey national service data to their stakeholders, how to create and use infographic resources effectively, and discuss some best practice examples of visual aids as branding tools. This workshop is for all skill levels who want to learn more about visualizing data in a national service setting, and finding out why the national service picture is worth more than a thousand words.

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12:00 – 1:30 p.m. Lunch Plenary: National Service and Disaster (DeGraff), (invited) Bo Jackson (Heisman trophy winner), "Bo Bikes Bama" Disaster relief (confirmed), and Art Faulkner, Director, Alabama Emergency Management confirmed, Raycom Media Meteorologist Josh Johnson (confirmed)

1:45 – 3:15 p.m. Workshops:

#1 - Budget Management for AmeriCorps (Thea Becton and Bonnie Janicki, CNCS) A well-developed budget can be a roadmap to help an organization achieve its programmatic and financial objectives. This session will provide participants with guidance on managing a post-award program budget. Participants will discuss many factors influencing post-award budget management, including grant terms and conditions, grantee and CNCS policies, participant management, documentation, reporting, unallowable activities and costs, and more. Participants will leave knowing when they must seek CNCS approval on a budget change and whether or not the change requires an amendment.

#2 - IPERA, Yesterday, Today and Tomorrow (Stuart Shave and Erica Rice, CNCS) This session will provide background on the public law that guides CNCS's IPERA process. It will also discuss CNCS's current IPERA plans and the baseline plan for the coming years. The session will also provide any necessary clarifications about the on-going work to close out the 2014 and 2015 improper payment findings, which includes cost recovery.

#3 - Beyond Compliance: Useful Evaluation Pt. 1 of 2 (Nicole Dunn, Vice President of Strategy & Research, Thomas P. Miller and Associates) Understand the benefits, beyond compliance, of a utilization-focused evaluation approach; Define, for attendees' programs, an evaluation's objectives, critical success factors, audiences, and deliverable formats; Apply the utilization-focused planning framework to set up a successful, useful evaluation.

#4 - Using Alums to Help Build Your Program and Your Commission (Matthew Little, Commissioner, Serve Alabama) This session is designed to discuss and develop ideas on how to encourage and use one of the strongest resources available, alums. Participants will hear a



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variety of ideas on how alums have been used in other situations and how to develop ways to engage them in a diverse set of opportunities.

#5 - Capturing The Unique Energies and Talents of Older Adults Pt 2 of 2 (Janis Glenn, CEO, Pathways Leadership Coaching) This session will engage participants in rigorous dialogue regarding capturing the energy and talents of baby boomers for service and volunteer opportunities. Participants will explore successful strategies, create an action plan with SMART goals, and share plans with peers for support and accountability.

3:15 – 3:30 p.m. Break/Exhibits

3:30 – 5:00 p.m. Workshops:

#1 - Budget Management for Senior Corps (Brenda Powell and Yvonne Walker, CNCS) A well-developed budget can be a roadmap to help an organization achieve its programmatic and financial objectives. This session will provide participants with guidance on managing a post-award program budget. Participants will discuss many factors influencing post-award budget management, including grant terms and conditions, grantee and CNCS policies, participant management, documentation, reporting, unallowable activities and costs, and more. Participants will leave knowing when they must seek CNCS approval on a budget change and whether or not the change requires an amendment.

#2 - National Service Public Policy (David Mallery, Executive Director, Volunteer Mississippi; Kaira Esgate, CEO, America's Service Commissions) Join America's Service Commissions as we walk you step-by-step through the FY 2017 federal appropriations process for national and community service. From the President's Congressional Budget Justification to the Congressional Appropriations Committee Markups we will explore ins and outs of this annual process that has many twists and turns and a few ups and downs. We will provide analysis, predictions, and priorities and introduce you to the stakeholders who have the most influence on the process. We will also provide a preview of some promising opportunities for service legislation and funding at the state level and discuss strategies to educate governors and state legislatures.

#3 - Building Strong Relationships with Partner Organizations (Betsy Southall, State Program Director, WV CNCS and Heather Foster, Executive Director of Volunteer West Virginia) This session will provide participants with information and tools to strengthen relationships and communication. Participants will engage in interactive discussion and activities to determine best practices to improve working relationships with partnering



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organizations.

#4 - Beyond Compliance: Useful Evaluation Pt. 2 of 2 (Nicole Dunn, Vice President of Strategy & Research, Thomas P. Miller and Associates) Understand the benefits, beyond compliance, of a utilization-focused evaluation approach; Define, for attendees' programs, an evaluation's objectives, critical success factors, audiences, and deliverable formats; Apply the utilization-focused planning framework to set up a successful, useful evaluation.

#5 - Engaging and Supporting Veterans in National Service (John Lira, CNCS) This session will provide a comprehensive overview for programs seeking to engage veterans and military spouses in national service opportunities within their organization. It will begin by recognizing the unique the unique skills, teamwork, and leadership that veterans can bring to any project. This is why recruiting veterans has become a strategic priority CNCS. Attendees will learn how to leverage community partnerships and local VMF organizations to publicize service opportunities. We will discuss how to familiarize program staff with military culture so they can better understand how veterans view themselves and respond in particular situations and environments. Veterans, particularly disabled vets, may sometimes require flexibility in schedules and other accommodations. We will also review the National Veterans Corps recognition ceremonies. The other main objective of the session will focus on how to engage veterans and military families with support services. Sometimes veterans who need critical services are often reluctant to seek out assistance and end up falling through the cracks. We will review the most pressing needs of the VMF community as outlined in recent reports such as Blue Star Families' 2015 Military Family Lifestyle Survey, etc. Overall, the session will give attendees a broader understanding of the value veterans bring to service projects, how to work with community partners to recruit veterans, and how to engage veterans with support services that will improve their quality of life.

5:15-6:15 p.m.

Senior Corps Town Hall (Mikel Herrington) and AmeriCorps Town Hall (Bill Basl)

Dinner on your own

7:00-8:30 p.m. Commission Leadership Dinner with Bill Basl

6:30-8:00 p.m. VA/DC State Meeting
LA Senior Corps/State Office (20 ppl)
Florida Senior Corps (38 ppl)



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Mississippi Senior Corps (20 ppl)



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Thursday, April 28, 2016

7:00 – 8:30 a.m. Registration/Information

8:00 – 9:30 a.m. Workshops:

#1 - Criminal History Check Special Topics (Brian Cognato, CNCS) ASPs, Best Practices, and More! This session provides information on aspects of the Criminal History Check process that go beyond the basics discussed in CHC 101. It is designed to be flexible, gathering feedback from the audience to identify the issues they feel warrant more discussion. Potential topics include the ASP/exemption process, best practices learned from implementation, and working with state repositories.

#2 - Screening, Interviewing and Selecting for your National Service Program (Thenera Bailey, President/CEO, The SISGI Group) Many national service programs receive applications from several good candidates for their select positions each year. Choosing candidates that will complete their term, actively participate in service and be an asset for your program is not as easy as it seems. This training covers techniques in reviewing applications and resumes to help you weed through the fluff to find the actual skills your program needs. We also will provide you with interview strategies and questions to get beyond the surface and determine if the individual is a fit for your program and service opportunities. This includes best practices in phone interviews, group interview techniques, case and practical skill interviews, and reference checks.

#3 - AmeriCorps Ideation (Bill Basl, CNCS) Ideation AmeriCorps is an interactive discussion led by Bill Basl, the Director of AmeriCorps State and National. Participants will brainstorm innovative ways that national service programs can address today's national and local challenges, and the session will explore new ways of thinking about and designing national service program models. This session is open to commission staff, AmeriCorps program staff, and Senior Corps project staff.

#4 - Uniform Guidance: Understanding and Implementing (Jerry Bertrand) The Uniform Guidance for federal grantees, located to 2 CFR 200 applies to all grants awarded beginning December 26, 2014. We will summarize the changes, discuss strategies for implementation, and discuss strategies for adjusting to the most difficult requirements.

#5 - Building Strong Relationships with Partner Organizations (Betsy Southall, State



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Program Director, WV CNCS and Heather Foster, Executive Director of Volunteer West Virginia) This session will provide participants with information and tools to strengthen relationships and communication. Participants will engage in interactive discussion and activities to determine best practices to improve working relationships with partnering organizations. REPEAT

9:30 – 9:45 a.m. Breaks/Exhibits

9:45 – 11:15 a.m. Workshops:

#1 - Visualizing Volunteerism: Using Infographics to Tell the Data-Driven Story (Michael Francis, Training & Support Manager, Volunteer Tennessee) In a world where data dominates, how can we visually communicate the impact of national service? Participants in this interactive workshop will learn why infographics are powerful ways to convey national service data to their stakeholders, how to create and use infographic resources effectively, and discuss some best practice examples of visual aids as branding tools. This workshop is for all skill levels who want to learn more about visualizing data in a national service setting, and finding out why the national service picture is worth more than a thousand words.

#2 - No Budget Tech – Leveraging Technology for your program with little to no budget (Thenera Bailey, CEO/President, The SISGI Group) In this session we will share best practices to leverage free and low cost technologies to support your mission and operations. We will also share strategies and methods that organizations can use to increase awareness and connections around their social change efforts with strategies for technology, social media and virtual networks. This includes developing communities and connections with like-minded individuals through YouTube videos, blogs, Google+ Hangouts, online groups, online meetings and other virtual networks. With a focus on helping organizations to leverage modern technology to be more effective, attendees will leave with practical steps to implement technology and digital mobilization strategies for any size organization on any budget.

#3 - Recruiting Your Next Corps (Kristen Bennett, Managing Director, Service Year Exchange) We'll explore how programs can leverage new 21st Century technology to interact, recruit and grow their corps. This session will include an introduction to the Service Year Exchange technology, a review of best practices and grassroots efforts to recruit corps members and build support for service year positions.

#4 - Grants Compliance Strategies for Success (Jerry Bertrand, Independent Contractor)



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Grants compliance may not be everyone's favorite topic, but it can be ignored. While it presents its challenges, many of these can be avoided or lessened through a strategic approach. In this session, we will explore three keys to success in managing our grant programs: 1) understanding what is required, 2) building solid policies, procedures, and systems, and 3) Sound execution of policies, procedures, and systems.

#5 - Understanding Risk Based Disallowance (Brian Cognato, CNCS) A step-by-step guide to how CNCS identifies noncompliance, determines mitigation ratings, and applies disallowance associated with Criminal History Check noncompliance. This session will provide interested grantees with more practical and logistical details related to the risk-based disallowance system.

- 11:30 – 1:00 p.m. Lunch & Closing Plenary: Bill Basl and Mikel Herrington - Looking Forward for Senior Corps and AmeriCorps: The Role of National Service in Developing Ethical Citizenship in the 21st Century - Stephen Black (confirmed), Jon Mason and Jackie Bishop Final Closing Comments
- 1:30 – 5:00 p.m. Post-Conference Meetings
- 1:30 – 5:00 p.m. South Carolina AmeriCorps Meeting (Invite Only)
- 1:30 – 3:30 p.m. ASC Strategic Planning and Commission Performance Measures Meeting (Invite Only)