



Compact Service Corps AMERICORPS PROGRAM

COORDINATOR GUIDANCE 2013-2014

Coordinators, thank you for your hard work and dedication to the Compact Service Corps AmeriCorps Program!

Hello to all participating Coordinators and campuses. Our region has once again expanded to now include Arizona, Colorado, Montana, Nebraska, North Dakota, South Dakota and WYOMING! In this expanded region, we welcome University of Wyoming as a member of Campus Compact of the Mountain West. In this expanded region, we welcome the University of Wyoming as a member of Campus Compact of the Mountain West and the newest campus to join the Compact Service Corps AmeriCorps Program family.

To all those who participated in Compact Service Corps last year, thank you so much (we can't ever thank you enough) for your work this past year. We appreciate you keeping up with the ever-changing federal regulations to ensure your processes and systems demonstrate strong program compliance. We hope you are as thrilled as we are that there are no major changes to the program as we move into the 2013-2014 grant year. We'd like to take this time to let you know that your work and continuous improvement in program development has not gone unnoticed. We hope you know how much you are appreciated!

The following documents for the 13-14 grant year (August 19, 2013 – August 18, 2014) are enclosed in this packet:

- Coordinator Guidance
- 12-13 Compact Service Corps Pass-through Funding Spending Report (if applicable)
- 13-14 Slot Allocations
- 13-14 Member Handbook with Enrollment and Exit Packets
- Memorandum of Understanding (MOU)/13-14 Budget
- Site Agreement
- Training Ground Grant RFP and program information
- Coordinator Conference Call Training Schedule
- Program Calendar



Important! Campuses may only begin enrolling Members in the 13-14 grant year once Campus Compact dues/AmeriCorps fees for service have been paid, the MOU and Site Agreements have been signed and returned with a copy of your campus Proof of Insurance Certificate (if applicable), and someone from your campus/department has attended one of the mandatory conference calls (August 13, 14 or 22).

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12-13 Compact Service Corps AmeriCorps Program Highlights

With the 12-13 grant year coming to a close, Compact Service Corps campuses have enrolled just over 3,000 students and community members in AmeriCorps and made available over \$4.2 million in service scholarships to Members in six states (Arizona, Colorado, Montana, Nebraska, North Dakota and South Dakota). These Compact Service Corps Members have served over 830,000 hours with their local communities.

During the 12-13 grant year, 100 Members have been awarded over \$19,000 (thus far) for Member Development through Careers in the Common Good (CCG) Scholarships. For many Members, the CCG Scholarship enables them to attend their first professional conference, workshop or service event. The scholarship was also extended to ONE Member to attend the Clinton Global Initiative University (CGI U) Annual Meeting in St. Louis, Missouri. This year, Katherine (Katie) Raitz from University of Colorado Boulder was accepted by CGI U to attend the Annual Meeting. For Katie's Commitment to Action, she developed the "Relation Education by Teens for Teens" program to implement peer health education in Boulder County. This program will engage students from the University of Colorado Boulder to facilitate groups of high school students in Boulder County in creating workshops on student-selected topics of adolescent health. These student groups will then teach their peers at community centers within their cities, empowering all students involved with greater knowledge of and respect for their bodies and minds. Katie attended the CGI U Annual Meeting on a full scholarship from the Compact Service Corps Program. See page 5 for more information about the Clinton Global Initiative University Scholars 2014 Program. In continuing Member Development programming, Compact Service Corps has made \$50,000 available in scholarship funding for 13-14 to foster the continued interest in, and growth of, both the CCG Scholarship and the CGI U Scholars Program. However, if interest does not significantly increase in attending the CGI U Annual Meeting, this program will be discontinued.

Additionally, Compact Service Corps awarded \$22,668 in Training Ground Grants this year to eleven different member campuses and/or departments. Trainings took place in all six states and focused on supporting Member training and development. For example, Compact Service Corps Members at Colorado State University attended a social justice training to learn about sensitivity and awareness of equality while Members at Minot State University attended a seminar on what it means to live a healthy lifestyle (personally, professionally and environmentally). Montana State University Billings held their event in conjunction with a Martin Luther King, Jr. Day of Service (a National Day of Service) in which Members not only learned about the teachings of Dr. King (diversity, inclusion and acceptance), but participated in week-long activities that reinforced these messages and attended a reflection session with a guest speaker to discuss positive change and individual impact. University of Nebraska Lincoln also brought in a guest speaker to discuss her expertise in strengthening families through community support, mentoring and advocacy. Members gained insight into working with families in crisis and those that have different values from the majority and learned to be a resource to facilitate healing and successful outcomes in education for those they are mentoring.

Another \$30,000 in Training Ground Grants will be made available to Compact Service Corps campuses/ departments for 13-14. Applications for grants up to \$3,000 are due by Tuesday, October 15, 2013. Only one grant will be awarded per department, college or university per year. Please find the 13-14 Training Ground Grant RFP enclosed. You can find a list of sample trainings that were awarded in the past on the Compact Service Corps website (<http://www.ccompact.org/sites/default/files/Training%20Ground%20Grant%20Program.pdf>).

This past year, we welcomed Gosia Pastusiak to our staff as Program Supervisor. Gosia has a background in Psychology and School Counseling and has a passion for national service opportunities and volunteerism. Her role is to provide technical assistance and support to Coordinators related to program compliance so you will be directly communicating with Gosia regarding your daily Compact Service Corps activities. She also oversees the internal Member file audit process and has quickly learned all the details of a compliant file. If you ever have any questions related to enrolling Members, reviewing and recording time logs, exiting Members or AmeriCorps rules and regulations, please get in contact with Gosia at 303-964-3668 or mpastusiak@regis.edu.

13-14 Funding

Congratulations to us all! In a time of budget cuts and sequestration, the Corporation for National and Community Service (CNCS) awarded Compact Service Corps a total of 3,437 slots for the 2013-2014 program year. You will find the final 13-14 slot allocations spreadsheet in this packet for your review. Please look through your awarded slots and let Jami know as soon as possible if anything has changed regarding your slot needs. As always, we do our best to accommodate your requests. However, please know that your campus will be responsible for filling 100% of the slots requested and awarded. That said, we also expect that campuses continue to strive for

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90-100% retention rate (in other words, we don't want campuses filling slots to fill slots, but filling slots with committed Members).

For the 13-14 grant year, Compact Service Corps has changed its fiscal host from Regis University to University of Denver. As such, you will be asked to register for another eGrants/Portal account. Yes, this means if your campus participated in Compact Service Corps in the 11-12 or 12-13 grant years, then you will have TWO logins to access the Portal. You will find your 11-12 and 12-13 Members in the Portal under your Regis University login. You will find your 13-14 Members in the Portal under your new University of Denver login. Watch your email! You will receive instructions on registering for a University of Denver Portal account soon.

Please note the Operating Site ID Number for the 13-14 program year will be 13ED147520. You will use this number on all enrollment and exiting paperwork in the Member files.

Memorandum of Understanding (MOU), Site Agreement, Proof of Insurance, Audit Status and 13-14 Administrative Pass-through Funds

Enclosed you will find your 13-14 Memorandum of Understanding (MOU) and Site Agreement. As was required for the last two years, private colleges/universities and community partners will need to provide a certificate of insurance to Campus Compact of the Mountain West, while state-funded institutions already have the required insurance in place and need not submit proof of insurance. Your campus' insurance policy will need to show: 1. Commercial General Liability Insurance, on an occurrence basis, \$1,000,000 each occurrence/\$3,000,000 annual aggregate; 2. Workers' Compensation Insurance as required by state law and in amounts as may be required by applicable statute; and 3. Employers Liability Coverage of at least \$1,000,000 per occurrence/\$3,000,000 annual aggregate. As well, University of Denver must be named as an additional insured under your campus' policy. You may need to check with your campus' Risk Management or Finance departments for these documents and to change the insured from Regis University to University of Denver.

As was implemented last year, to be in compliance with Federal guidelines included in OMB Circular A-133, the Compact Service Corps Program is required to collect and document information regarding the audit status of campuses and organizations that receive pass-through funds from the AmeriCorps program. OMB Circular A-133 requires University of Denver/Campus Compact of the Mountain West to ensure that your organization is in compliance with the requirements of A-133. On your MOU, your campus will need to let us know the status of your A-133 audit by indicating one of the following:

- We have not yet completed our A-133 audit for Fiscal Year 2012. We will advise you of all the results **and provide a complete copy of, or link to, the audit report** when it is completed on: (your campus will need to fill in the date).
- We have completed our A-133 audit for Fiscal Year 2012. There were no material weaknesses, material instances of noncompliance, reportable conditions; or findings related to any sub-award(s) from Regis University/Colorado Campus Compact. **A complete copy of, or link to, the audit report is included.**
- We have completed our A-133 audit for Fiscal Year 2012. There were material weaknesses, material instances of noncompliance, reportable conditions, or findings related to sub-award(s) from Regis University/Colorado Campus Compact. A complete copy of, or link to, the audit report is included, including our corrective action plan. The specific audit finding(s) noted in the audit report relating to sub-award(s) from Regis University/Colorado Campus Compact were as follows: (your campus will need to fill in this information on the MOU).
- We are not subject to OMB Circular A-133 because: a. Our organization is for-profit; b. Our organization expended less than \$500,000 total in Federal awards in Fiscal Year 2012; c. Our organization is foreign, or another exception applies.

Please review the enclosed MOU for the exact amount of pass-through your campus will receive based on 100% enrollment of awarded slots.

In addition to the Proof of Insurance from private colleges/universities and community partners, all Compact Service Corps sites are required to provide us with the signed MOU and the signed Site Agreement prior to enrolling Members in the 13-14 grant year.

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12-13 Compact Service Pass-through Funding Spending Report

Please find the 12-13 Pass-through Funding Spending Report Form enclosed (if your campus participated in the 12-13 grant year). It is to be completed by campuses and community partners that participated in Compact Service Corps during 12-13. This must be submitted to our office no later than Wednesday, January 15, 2014. Funds from the 12-13 grant year must be spent by December 31, 2013. Please note that we will not issue the second half of any 13-14 pass-through funds until we receive your 12-13 report. Every year, Regis University completes an A-133 audit of the Compact Service Corps Program in which these reports are reviewed for compliance.

13-14 Member Handbook, Enrollment and Exit Packets

Enclosed is the updated 13-14 Member Handbook with accompanying Enrollment and Exit Packets. Please note that there are separate Enrollment Packets per each focus area, so be sure your Members are using the correct packet when they enroll. As always, be sure you are using the most updated versions of the 13-14 material which can be found on the Compact Service Corps website: www.ccmountainwest.org/programs/csc.

Major changes to the Handbooks include (and there are only two!):

- The Member Handbook now explicitly states that Education focus area Members must serve the same group of K-12 students (literally) for the duration of their term of service (not just a minimum of 300 hours).
- Compact Service Corps Members enrolling in a consecutive term of service are not subject to the 3-part criminal history check as long as no more than 90 days has passed between the exit date of the first term and the start date of the second term, and regulations haven't changed since the start of the previous term. You've got to love this change!

Important Reminders!

- Reminder! If Education Members check the box that they are completing a "Tutoring Project" on the Service Plan for Success, Coordinators must complete the "Tutoring Project Checklist" and attach proper documentation for the Member's file. Teacher Education Members are not tutors (as defined by the Corporation) so they must not check the "Tutoring Project" box on the Service Plan for Success. If that box is checked, the file will require extra documentation.
- Reminder! Please carefully review the Service Plan for Success with your Members and instruct them on how to complete these plans. This is the document that the Corporation scrutinizes each quarter during the Member file audits.
- Reminder! Service Plan for Success guidance and samples of well written Service Plans for Success can be found on the Compact Service Corps website: <http://www.ccmountainwest.org/page/2013-compact-service-corps-annual-coordinator-meeting> (see the header "Service Plan for Success Guidance"). Don't forget to watch for red-flag words!
- Reminder! The Service Plan for Success for all focus areas instructs Coordinators to attach a statement explaining how the Member's AmeriCorps position differs from a non-AmeriCorps position if the Member is participating in Compact Service Corps through requirements for an academic or co-curricular program.
- Reminder! The Service Plan for Success for all focus areas also instructs Coordinators to attach a statement explaining that Members are neither displacing volunteers nor employees by completing their service project.
- Reminder! The Service Plan for Success for the Capacity Building focus area instructs Coordinators to attach a statement explaining that Members are not recruiting, training or managing volunteers to engage in AmeriCorps prohibited activities and to explain what volunteers are being recruited, trained or managed to perform.
- Reminder! Resources for writing the Coordinator statements listed above can be found on the Compact Service Corps website: <http://www.ccmountainwest.org/sites/default/files/SPFS%20Statements%20examples.pdf>
- Reminder! Hand Tally Clickers are still available for Healthy Futures Members. Please let Jami know the number of clickers you need and we'll mail them out to you to distribute to your Members.

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- Not-for-profit site placement reminder! A reminder that Members can only count hours served with a not-for-profit organization (i.e. a nonprofit organization or government agency) toward their AmeriCorps term of service. This has been a particular issue for Members serving with healthcare site placements. Hours served with a for-profit hospital, hospice, nursing, clinic, etc. are not eligible to be counted as part of a Compact Service Corps term of service. Please be sure to stress this during your orientations and also check your Members' site placements as they submit their Service Plans for Success and/or as they're placed through their site placement coordinators. A helpful tool for determining an organization's nonprofit status is the IRS Search for Charities website (<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>). Please note, if the site is a government agency, it will not be listed on this website.

Fundraising Hours

There have been a lot of questions about fundraising hours that Members can count as part of their AmeriCorps term of service. It is prohibited for Members to: assist with major fundraising efforts, raise funds for an organization's general operating expenses; raise funds for activities not directly related to the Member's service project; fundraise for the Member's living allowance; spend more than 10% of an individual Member's time fundraising; or solicit federal funds (including CNCS dollars). What is allowable as fundraising hours are activities that: directly relate to the Member's direct service/capacity building project (and does not include administrative funds, general operating funds nor funds for other programs); provide immediate and direct support to a specific and direct service/capacity building activity; and are not the primary activity of the program. From what we have seen, most fundraising hours that Members have submitted do not qualify. Please make sure that you are not enrolling Members who are relying on counting fundraising hours to complete their term of service. If you have any questions related to fundraising, please contact Gosia.

Criminal History Check Policy

Are you still awake? We're happy to report there are no changes to the criminal history check policy or procedures!

National Days of Service

While the majority of Members' time is spent completing their service project as outlined on their Service Plan for Success, there is also an opportunity for Members to serve together to complete community projects outside of their primary site placement. Compact Service Corps AmeriCorps Members are encouraged to organize and participate in National Days of Service. These days (think Martin Luther King Jr. Day of Service, Make A Difference Day, National Volunteer Week, AmeriCorps Week, Earth Day, etc.) offer great opportunities for Members to serve side-by-side and to make a difference in their communities. Included in the Member Handbook is a list of National Days of Service in which Coordinators are encouraged to plan service activities with other national service programs in the state to implement group projects. Because participation in National Days of Service and other AmeriCorps-identity events serves to increase Member development as a national service participant (rather than address the goals included in the Service Plan for Success), any hours Members spend in National Day of Service activities must be documented as Member Development hours. National Days of Service are excellent opportunities to raise public awareness about Compact Service Corps, AmeriCorps and Campus Compact.

Clinton Global Initiative University (CGI U) Scholars Program

Compact Service Corps will provide a limited number of FULL scholarships for Members to attend the CGI U 2014 Annual Meeting. The purpose of CGI U is "to engage the next generation of leaders on college campuses around the world...where students, national youth organizations, topic experts, and celebrities discuss solutions to pressing global issues." Throughout the year, and as a prerequisite of attending the CGI U Meeting, each student develops his/her own Commitment to Action: a specific plan of action that addresses a pressing challenge on their campus, in their community, or in a different part of the world. Compact Service Corps would like to send 20 Members to this event, so please promote this opportunity with your Members! In the 12-13 grant year, Compact Service Corps received only four applications. Of those four, CGI U only accepted ONE Member to attend. If interest does not significantly increase in attending the CGI U Annual Meeting, this program will be discontinued.

The dates, location and theme for CGI U 2014 are yet to be determined. Applications will be out soon!

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Service In Action Photo Competition

For the past three years, Campus Compact of the Mountain West has hosted a photo competition to define service in action for students and Members who participate in Campus Compact of the Mountain West programming, including the Compact Service Corps AmeriCorps Program. The pictures highlight exciting and innovative projects around service-learning, civic engagement, community-based learning, volunteerism, alternative spring breaks and other illustrations of how students serve. If you do not see any photos from your campus represented in Compact Service Corps materials (Member Handbook, Enrollment and Exit Packets, calendar, website, etc.), it's because we did not receive any submissions from your Members. When the competition opens again next springs, please promote it to your Members. **The top three winners receive scholarships and recognition!**

Compact Service Corps Coordinator Training

The mandatory 13-14 Coordinator conference calls have been set for the dates and times listed below. Please email or call Jami (jhiyakum@regis.edu or 303-964-5298) to let her know which meeting time you will attend. The conference calls will cover the 13-14 Coordinator Guidance and other relevant information contained in your packet of materials. Campuses will not be allowed to enroll any Members in Compact Service Corps until a representative from their site/department participates in one of these conference calls:

- Tuesday, August 13, 2013, 1:00pm – 3:00pm MT/2:00pm – 4:00pm CT
- Wednesday, August 14, 2013, 10:00am – 12:00pm MT/11:00am – 1:00pm CT
- Thursday, August 22, 2013, 1:00pm – 3:00pm MT/2:00pm – 4:00pm CT

Please choose ONE time that works for your schedule (the same material will be covered during each call).

Mark your calendar now for the **Annual Compact Service Corps Coordinator Meeting**. We will gather in person to share best practices and strengthen our service community February 27-28, 2014! Exact location has yet to be determined.

Finally, make sure to review the enclosed **Coordinator Conference Call Training Schedule** for additional training and technical assistance opportunities throughout the year. Here's a shout out to attend the Veterans webinar on Tuesday, October 8, 2013 to hear from veterans on creating a veteran-friendly campus culture and encouraging veterans to complete a "second mission" (for example, completing an AmeriCorps term of service).

Please let us know if you have any questions. THANK YOU!

Sincerely,

Jami Hiyakumoto, Compact Service Corps Program Director
Gosia Pastusiak, Compact Service Corps Program Supervisor
Kirsten Towgood, Compact Service Corps Program Assessment Specialist