



Program Design & Staffing

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Agenda

Program Design

Member Activities

Service Term Details

Member Supervision

Staffing Considerations

Critical Tasks





Poll: How are you feeling about program design?

1

Completely
Overwhelmed!



2

Cautiously
Optimistic



3

Let the Planning
Begin!



Program Design

Adopt

Refresh

Adapt

Design





Theory of Change & Logic Model

Both documents directly INFORM and REFLECT program design

Problem	Inputs	Activities	Outputs	Outcome(s) Short-Term	Outcome(s) Med-Term	Outcome(s) Long-Term
The community problem the program activities (interventions) are designed to address	Resources necessary to deliver the interventions including # of service locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention the members will implement or deliver. Includes the duration, dosage and target population.	Direct products from delivering the intervention.	Changes in knowledge, skills, attitudes, and opinions that will be, almost always, measurable during the grant year.	Changes in behavior or action that may be, depending on the program design, measurable in the program year.	Changes in condition or status in life that, depending on the program design, may be measurable in the program year.



Member Activities

45 CFR § 2520.20 What service activities may I support with my grant?

(a) Your grant must **initiate, improve, or expand** the ability of an **organization and community** to provide **services to address local** unmet environmental, educational, public safety (including disaster preparedness and response), or other human **needs**.

(b) You may use your grant to support AmeriCorps members:

(1) Performing **direct service activities** that meet local needs.

(2) Performing **capacity-building activities** that improve the organizational and financial capability of nonprofit organizations and communities to meet local needs by achieving greater organizational **efficiency and effectiveness**, greater **impact**, stronger likelihood of successful **replicability**, or expanded **scale**.

Member Activities: Direct Service

Tutoring

Mentoring

College Access

Case Management

Job Coaching

Meal Distribution

Disaster Preparedness

Clearing Trails

Access to Healthcare





Member Activities: Capacity-Building

Volunteer management
recruitment

Volunteer

Conducting outreach
resources

Securing

Building infrastructure
collaborations

Developing

Intervention: Dosage & Duration

Example #1: Literacy Intervention

Over the course of the semester, members will meet with each student for 45-minutes, twice per week over 12 weeks. They will utilize the ABC curriculum and monitor participation via attendance tracker.

Dosage: 24 sessions

Duration: 45 min/session * 24 sessions = 18 hours



Intervention: Dosage & Duration

Example #2: Disaster Preparedness

Members will lead Disaster Preparedness information sessions for 90-minutes each week, using a Red Cross training curriculum. Attendance will be capped at 20 participants per session and it is meant to be a stand-alone session.

Dosage: 1 session

Duration: 90 minutes



Intervention: Dosage & Duration

Example #3: Job Readiness

Members will schedule 1:1 and small group coaching sessions with adults living in a homeless shelter. They will cover a sequence of job readiness topics and then spend 2 sessions supporting with job search and applications.

Dosage: 10 sessions

Duration: 1 hour per session (10 hours)





Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;



Prohibited Activities

8. Providing a direct benefit to—

a. A business organized for profit;

b. A labor union;

c. A partisan political organization;

d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and

e. An organization engaged in the religious activities described in paragraph C. 7. above, unless AmeriCorps assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;

10. Providing abortion services or referrals for receipt of such services; and

11. Such other activities as AmeriCorps may prohibit.



Prohibited Activities

In addition to the above activities, the below activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps member may not provide services for election or polling locations or in support of such activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities, when possible.



Non-Duplication & Non-Displacement

(e) *Nonduplication.* Corporation assistance may not be used to **duplicate an activity that is already available in the locality of a program**. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the **same or substantially equivalent to activities provided by a State or local government agency** in which such entity resides.

(f) *Nondisplacement.* (1) An employer may not **displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits**, as a result of the use by such employer of a participant in a program receiving Corporation assistance.



Fundraising

AmeriCorps members may raise resources **directly in support of your (AmeriCorps) program's service activities**.

Examples:

- (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- (2) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- (3) Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:

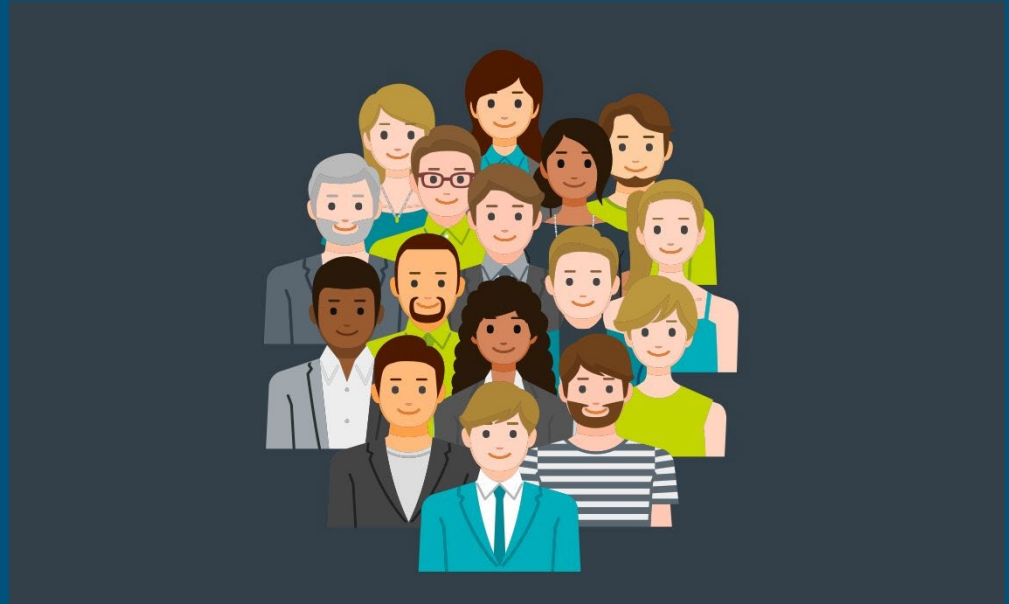
- (1) Raise funds for **living allowances or for an organization's general** (as opposed to project) **operating expenses** or endowment;
- (2) **Write a grant application** to the Corporation or to any other Federal agency.

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40

Corps Size: Number of Members

Factors to Consider:

- Community & beneficiary need
- Capacity
- Commission requirements





Corps Composition: Slot Types

Slot Type	Minimum Hours Required
Full-Time (FT)	1700
Three-Quarter Time (TQT)	1200
Half-Time (HT)	900
Quarter Time (QT)	450
Minimum Time (MT)	300
Abbreviated Time (AT)	100



Corps Timeline: Duration of Service

Year-long
Semester
Summer



Staffing Considerations: Member Support

Training (Orientation and on-going)

Supervision:

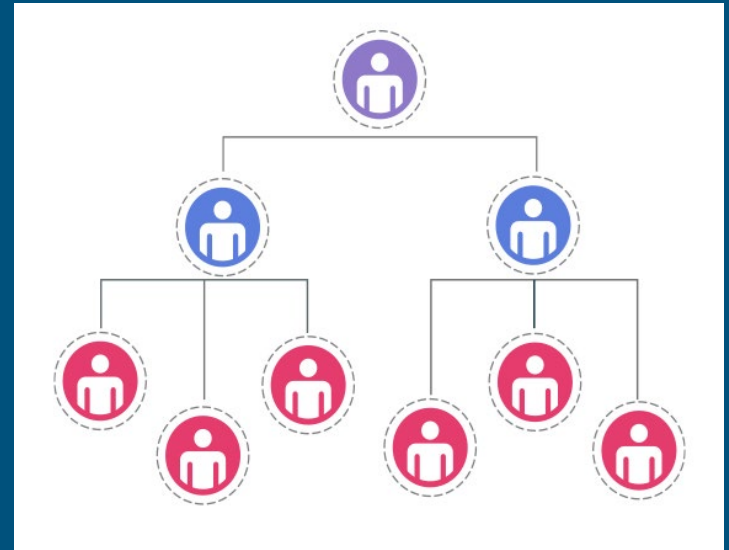
- Member to staff supervisor ratio
- Individual & Group

Timesheet review & approval



Staffing Considerations: Host-Site Support

- Host site identification and development
- Host-site staff orientation training
- On-going host-site staff support
- Site visits and monitoring





Staffing Considerations: Administrative Tasks

Creating Systems, Policies and Procedures

Required Documents

Recruitment

National Service Criminal History Checks (NSCHCs)

“Offboarding” (paperwork, member files, exiting)

Reporting and Monitoring

Questions

