



Consultation Informational Webinar National Direct & Public Health AmeriCorps

America's Service Commissions

11.3.21



Agenda

- What is Consultation
- Why Consult
- Requirements
- How to Complete Consultation
- Post-award
- Best Practices
- Questions



What is Consultation?

Serve America Act

- SEC. 131. [42 U.S.C. 12583] NATIONAL SERVICE PROGRAM ASSISTANCE
- REQUIREMENTS.
 - (3) in the case of a program that is not funded through a State (including a national service program that a nonprofit organization seeks to operate in 2 or more States), **consult** with and **coordinate activities** with the State Commission for each State in which the program will operate, and the Corporation shall obtain confirmation from the State Commission that the applicant seeking assistance under this Act has consulted with and coordinated with the State Commission when seeking to operate the program in that State.



What is Consultation?

FY 2022 NOFO and FY22 Public Health AmeriCorps

D.7.c. Coordination between a Commission and National Direct Applicant

AmeriCorps expects a National Direct applicant and Commission to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination.



Why Consult?

- You have to:
 - As part of the Serve America Act, National Direct Consultation was established to help increase collaboration and coordination among national service.
- You should want to:
 - Avoid duplication of resources
 - Assist national directs in identifying local partners and their application to the AmeriCorps Agency
 - Involve national directs in commission trainings, events, etc.
 - Commissions can build relationships with national service partners in their states/territories.



FY22 NOFO Requirements

To ensure coordination:

National Direct applicants, except federally-recognized Indian Tribes, must:

Before application submission:

- Consult with the Commission of each state and/or territory in which the organization plans to operate and describe this consultation in their applications. Contact the Commissions for details about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.
- Best Practice: Submit the consultation forms early enough where you can have a dialogue with the Commissions.



FY22 NOFO Requirements

State/Territory Commissions must:

Before application submission:

- Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.
- Best Practice: Check your commission specific link or Basecamp often so that you can acknowledge receipt of any consultation forms promptly. Designate a staff member to check this weekly between now and the January submission deadline.



FY22 NOFO Requirements

National Direct applicants, except federally recognized Indian Tribes, must:

After Award:

- Provide the Commission with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
- Participate in the Commissions' annual needs assessment and training plan development activities, and in the development of its state/territory service plan, as well as appropriate training and other events.
- Include the Commission on the National Direct's mailing/email distribution lists and invite it to appropriate training and other events.
- Best Practice: Send a welcome email to the commission as soon as you know information about host sites, state specific points of contact, etc.



FY22 NOFO Requirements

State/Territory Commission Must:

After Award:

- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include all National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.
- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.
- Best Practice: Review the list of funded programs that AmeriCorps provides and cross-check the list against the programs who indicated they'd be placing members in your state. Send a welcome letter with information about annual events, request any state specific contacts.



History of the Consultation Process

- 52 state service commissions - 52 separate consultation forms and processes
- Commissions reported many national programs not consulting
- National programs reported not hearing back from commissions and significant burden if having to consult in numerous states
- In Fall 2015, ASC National Direct Consultation Work Group was formed with a goal to improve coordination between state commissions & national directs.
- Work Group created pilot single form with the goal to reduce burden for both national directs and state service commissions and increase rate of national directs completing the process



ASC Single Consultation Form

- By completing the online form you are **initiating** consultation for those states you select
- All 52 state service commissions are participating in the ASC single online form for the FY22 and Public Health AmeriCorps process
- You only need to complete the form **one time for those 52 commissions** before the AmeriCorps deadlines



ASC Single Consultation Form

- Individual commissions may have additional requirements to complete consultation. They will notify you of any additional requirements.
Consultation is NOT complete until you respond to these additional questions.
- The ASC Online Form in itself **does not constitute consultation** - it helps **initiate** consultation and provide helpful information to commissions to 1) provide input to national programs and 2) complete their feedback to the AmeriCorps Agency.
- Consultation is a two-way street!



ASC Single Consultation Form

- The form is available online: <https://www.surveymonkey.com/r/FWVFCRN>
- Some information is requested to be uploaded including (these uploaded documents should be for ALL states you are initiating consultation)
 - AmeriCorps Performance Measures
 - Logic Model (optional)
 - Current site placement (if applicable - this could be downloaded from eGrants)
 - Proposed site placement
- A pdf of the online form is available online for download and state service commission consultation contact information at: <https://amsc.memberclicks.net/national-direct-consultation>



ASC Single Consultation Form



FY22 National Direct Consultation

Instructions

America's Service Commissions is pleased to support the national service field by providing one form for multi-state applicants (National Direct) and Public Health AmeriCorps applicants applying for an AmeriCorps grant to initiate their consultation with participating state service commissions.

Why Consultation?

As part of the Serve America Act, Consultation was established to help increase collaboration and coordination among national service programs, which in turn supports the efficient use of national service funds in each state.

Consultation is a requirement outlined in the FY22 Public Health AmeriCorps NOFO and the FY22 AmeriCorps NOFO for new, recompile and continuation applicants.

State service commissions use the information provided through the Consultation process to provide input to the AmeriCorps Agency on funding decisions that may impact their state, as well as provide feedback/recommendations on the Public Health AmeriCorps and National Direct applicants. *AmeriCorps asks each commission to provide their input on each Public Health AmeriCorps and National Direct applicant proposing to place members in the state by selecting "support," "neutral," or "do not support," along with any comments associated with the opinion submitted.*

DEADLINE

This form and the accompanying requested documents are due in advance of the **FY22 AmeriCorps NOFO application deadline established by the AmeriCorps Agency:**

- **Monday, November 8, 2021 for Public Health AmeriCorps Applicants**
- **Wednesday, January 5, 2022 for National Direct Applicants.**

Consultation requirements may vary by state. Consultation is not completed unless you meet all the requirements by an individual state service commission. Upon completing this form, you may be contacted by the commission for additional information. When possible, it is encouraged that applicants initiate consultation with state service commissions as soon as possible.

SERVICE




Commission Feedback to AmeriCorps

- AmeriCorps will solicit feedback on National Direct applicants using eGrants.
- From the home screen of eGrants at the bottom, middle of the page, there is a link that will take you to the Feedback on National Applicants page.
- Commissions have the opportunity to select “support,” “do not support,” or “neutral,” and provide comments.
- AmeriCorps reviews and considers Commission input on multi-state applicants proposing to operate in their state
- Best Practice: Develop a policy/procedure for providing feedback. Who at the commission is responsible for doing this? What would cause your commission to select a “neutral” or “do not support” option.
- Tip: If you’re new to doing this, take a look at the eGrants screens now to see the format or what your commission entered last year.



Commission Feedback to AmeriCorps

 **AmeriCorps**

eGrants

eGRANTS MESSAGES
Welcome Elisa
Welcome to eGrants!

VIEW MY GRANTS/APPLICATIONS

- ➔ View All
- ➔ 3 Approved for Consideration/Funding
- ➔ 27 Awarded
- ➔ 272 Closed
- ➔ 3 Concept Papers
- ➔ 4 Grantee edit of application or report
- ➔ 1 Subapplication rejected by prime
- ➔ 15 Under CNCS review

VIEW MY ACCOUNT STATEMENTS

- ➔ Current Statement

VIEW MY AMERICORPS PORTAL

- ➔ Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<ul style="list-style-type: none">New ➔Continuation/Renewal ➔Amendment ➔Concept Paper ➔	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none">My Account ➔Commission Input on National Applicants ➔Commission Competitive Subapplication Ranking ➔	<ul style="list-style-type: none">Financial Report ➔Progress Report ➔Progress Report Supplement ➔



Important Dates

- **Monday, November 8, 2021:** Public Health AmeriCorps applications due
- **Wednesday, January 5, 2022:** FY22 AmeriCorps applications due
- Consultation forms should also be submitted by application deadlines.
- **Date TBD:** Commissions will receive a list of National Direct applicants proposing to place members in their state/territory
- **Date TBD:** Commissions must provide input on the National Direct applicants in eGrants



After Award Notification

- What if you're not selected for a competitive award? What if your competitive award is less than you had requested?
 - Some commissions may have an opportunity to bring your program into their state through their formula process.
 - Some state programs may be able to bring on some of your previously identified placement sites.
 - Maintain conversations with the commission about opportunities to support national service programming in their state/territory the following year.



After Award Notification

- If you are selected, this is the beginning of your relationship with the Commission.
- Ensure that you are on each other's mailing lists.
- Follow each other on social media.
- Ensure that the Commission and National Direct have the best contact information for maintaining communication.
- Provide the Commission with a clear picture of the number and location of members in their state.
- Invite to Networking or Training Events for Program Staff and Members.



Consultation Best Practices

- **ND:** It is strongly encouraged you contact the state service commission(s) as early as possible in order to begin a dialogue related to your proposed placement of AmeriCorps members.
- **ND:** If you are expanding to a new area or proposing to place members in a state for the first time, reach out to the commission as soon as possible, through this process we hope to avoid duplication of services.
- **SC:** Check Basecamp often so that you can acknowledge receipt of any consultation forms promptly. Designate a staff member to check this weekly between now and the January submission deadline.



Consultation Best Practices

- **ND:** Send a welcome email to the commission as soon as you know information about host sites, state specific points of contact, etc.
- **SC:** Review the list of funded programs that AmeriCorps provides and cross-check the list against the programs who indicated they'd be placing members in your state. Send a welcome letter with information about annual events, request any commission specific contacts.
- **SC:** Develop a policy/procedure for providing feedback. Who at the commission is responsible for doing this? What would cause your commission to select a “neutral” or “do not support” option.



Questions

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- <https://amsc.memberclicks.net/national-direct-consultation>