

## CONFERENCE SPENDING REPORT FOR WEB POSTING

### Corporation for National and Community Service (CNCS)

#### Report on FY 2014 Conference Activities

January 31, 2017

As part of the government-wide effort to expend resources more efficiently and effectively, President Obama signed [Executive Order 13589](#) "Promoting Efficient Spending," encouraging agencies to reduce costs and improve efficiencies in November 2011. To further promote and ensure accountability and oversight in spending, OMB issued [Memorandum-12-12](#), "Promoting Efficient Spending to Support Agency Operations" in May 2012. The memorandum directs Federal agencies to publish a report on conference activities in excess of \$100,000 for the previous fiscal year on their website each year by January 31.

In FY 2016, CNCS conducted three conference activities in excess of \$100,000:

#### The CNCS Research Summit

**Purpose:** The objectives of the CNCS Research Summit were to:

- Highlight the evaluation efforts and contributions of various programs and offices within CNCS (ACSN/SIF/NCCC/VISTA/Senior Corps).
- Foster a positive culture of evaluation and promote learning among all grantees regardless of funding levels, using performance measurement data and process evaluations.
- Discuss knowledge gaps, national service innovations, and the use of different methodologies to advance research and evaluation with targeted audiences including federal agencies, policy makers and academics in order to advance national service, social innovation, and social science research.

**Date:** December 16, 2015

**Location:** Washington, DC 20001.

**Participants:** 184 participants, 104 live stream viewers, and 52 CNCS staff

**Total Cost:** \$103,082.59

**Food and Beverage:** \$9,072

**Hotel:** \$18,045.74

**Audio Visual:** \$26,109.20

**Materials:** \$9,520

**Logistics and Support:** \$50,564

**Sponsored Travel (invited speakers and guests):** \$904.90

**Speaker Lodging, Ground Transportation, and Per Diem:** \$907.11

**Employee Travel:** \$0

**Contractor Travel:** \$0

**Handling Fee:** \$6103.57

**Registration Fees Collected:** (\$9,072)

**Methodology Used to Determine which Costs Relate to the Conference:** These are the final costs of the event as tabulated from all invoices and receipts for supplies, services, travel and expenses.

**Description of the Contracting Procedures Used:** A call against a Blanket Purchase Agreement was awarded on a competitive basis using standard procurement operating

procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.

#### **Social Innovation Fund (SIF) Convening**

**Purpose:** Annual grantee meeting (9/8-9/9) and new grantee orientation (9/7

**Date:** September 7 – 9, 2016

**Location:** Washington, DC Marriott Marquis

**Participants:** 207 grantees and 37 CNCS staff

**Total Cost:** \$108,647.60

**Food and Beverage:** \$0 (Did not use using contracted funds)

**Audio Visual:** \$72,034.13

**Materials:** \$10,110.79

**Logistics and Support:** \$19,968.15

**Sponsored Travel (invited speakers and guests):** \$1,600.00

**Employee Travel:** \$0

**Contractor Travel:** \$4,934.53

**Registration Fees Collected:** \$18,450.00

**Methodology Used to Determine which Costs Relate to the Conference:** Contract invoicing

**Description of the Contracting Procedures Used:** A call against a Blanket Purchase Agreement was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.

#### **AmeriCorps State and National Symposium**

**Purpose:** The AmeriCorps State and National Symposium is the annual meeting for AmeriCorps State and National direct program and commission grantees. The meeting included sessions on research and evaluation, the Office of Inspector General, financial management, disaster response, veterans and military families, and inclusion for people with disabilities.

**Date:** September 20-23, 2016 (included 2 pre-conference events)

**Location:** Alexandria, VA

**Participants:** 373 participants and 52 CNCS staff

**Total Cost:** \$193,926

**Food and Beverage:** \$29,000

**Audio Visual:** \$50,429

**Materials:** \$25,681

**Logistics and Support:** \$67,792

**Sponsored Travel (invited speakers and guests):** \$17,053

**Employee Travel:** \$0

**Contractor Travel:** \$3,971

**Methodology Used to Determine which Costs Relate to the Conference:** These are final costs of the event.

**Description of the Contracting Procedures Used:** A call against a Blanket Purchase Agreement was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by the Office of Procurement Services to evaluate the costs before the award was made.