



MEMORANDUM

To: Deborah J. Jeffrey, Inspector General

From: Michael D. Smith, Chief Executive Officer

Date: January 27, 2023

Cc: Jenny Mauk, Chief of Staff
Fernando Laguarda, General Counsel
Gina Cross, Chief Operating Officer
Jake Sgambati, Deputy Chief Operating Officer
Meg Ansara, Acting Chief of Program Operations
Malena Brookshire, Chief Financial Officer
Rachel Turner, Audits and Investigations Manager

Subject: FY 2022 Annual Conference Report

As part of the government-wide effort to expend resources more efficiently and effectively, the 2023 Consolidated Appropriations Act (Pub. L. No. 117-328) directs federal agencies to submit a report to their Inspector General on conferences hosted for which the cost to the government exceeded \$100,000 for the previous fiscal year by January 31 each year.

In FY 2022, AmeriCorps sponsored one conference that cost \$100,000 or more to advance or implement the agency’s mission: the AmeriCorps State and National Symposium. This important learning opportunity elevates national service and builds the expertise of the agency’s grantees. The AmeriCorps Seniors annual conference was cancelled this year due to COVID-19. Instead, AmeriCorps Seniors staff offered several low-cost virtual learning opportunities.

The agency looks forward to continuing to work together to make these events as productive and cost effective as possible while continuing to advance AmeriCorps’ mission and make a difference in communities every day.

Name of Event: AmeriCorps State and National Virtual Symposium

Purpose: The purpose of the AmeriCorps State and National Symposium is to provide an excellent virtual training conference experience for participants. The Symposium is designed for the network of State Service Commissions that are funded by AmeriCorps, as well as staff





from AmeriCorps Direct grantees (multistate nonprofit programs, tribal programs, and programs operating in a territory without a State Service Commission). Specific attendees included State Service Commission executive directors, State Service Commission staff, and managers for tribal and direct programs.

Participants who attended the meeting were provided with the knowledge and skills necessary to be successful in their roles as AmeriCorps grantees. Through participation in the meeting, grantee staff can consult with their AmeriCorps portfolio managers, communicate with AmeriCorps senior leadership and other government officials, and network with colleagues to learn and share best practices.

The theme of the 2022 AmeriCorps State and National Symposium was "Creating Space For . . ." Grantees attended a member roundtable featuring current AmeriCorps members and recent alumni, the annual Excellence in AmeriCorps Awards, and plenaries on public health and equity. The Symposium also included collaboration cafes, peer-to-peer sessions, networking events, and workshops focusing on the topics of diversity, equity, inclusion, and accessibility; member recruitment; compliance and monitoring; research and evaluation; grant administration; and member development.

Dates: August 30-September 1, 2022

Location: Virtual

Number of Participants: 910

Food and Beverage: \$0

Audio Visual: \$141,300

Meeting Room: \$0

Materials, Logistics, and Support: \$0

Sponsored Travel: \$0

Employee Travel: \$0

Contractor Travel: \$0

Contractor Handling/G&A: \$0

Other: \$0

Total Cost: \$141,300

Description of the Contracting Procedures Used: A procurement contract was awarded on a competitive basis using standard procurement operating procedures. A review was conducted by AmeriCorps' Office of Procurement Services to evaluate the costs before the award was made. Contractors bid via a formal procurement process in accordance with the Federal Acquisition Regulations. All bids were reviewed for technical and financial requirements.