

# Corporation for National and Community Service

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## Annual Conference Report for Web Posting

As part of the government-wide effort to expend resources more efficiently and effectively, Executive Order 13589 “Promoting Efficient Spending” directs federal agencies to publish a report on major conference activities for the previous fiscal year (FY) on their website each year by January 31. Below you will find the list of FY 2017 conferences for which CNCS incurred expenses in excess of \$100,000 to advance or implement its mission.

### AmeriCorps VISTA Convening

**Purpose:** The purpose of the convening was to have an open and candid conversation between the directors of AmeriCorps VISTA’s intermediary and national organizations, the supervisors of their sub-sites, and AmeriCorps VISTA’s representatives in our field offices and HQ. The goals were to:

- Explore and spotlight best practices in programming and VISTA member support (recruitment, supervision and professional development)
- Record challenges faced by these organizations and their sub-sites
- Develop potential means to overcome or remediate those challenges
- Establish current policies, procedures and expectations of the AmeriCorps VISTA Program.

**Dates:** December 6-8, 2016

**Location:** Denver, CO

**Attendees:** 124 (90 sponsors, 28 CNCS staff, and six local participants)

**Total Cost:** \$182,315

**Contract:** \$147,632. Contract included travel & per diem for 90 invitees, in addition to training costs for the entire convening—logistics, agenda development support, facilitation, materials, A/V, summary report of proceedings

**Food and Beverage:** included in contract

**Hotel:** included in contract

**Audio Visual:** included in contract

**Materials:** included in contract

**Logistics and Support:** included in contract

**Sponsored Travel (invited speakers and guests):** included in contract

**Speaker Lodging, Ground Transportation, and Per Diem:** included in contract

**Employee Travel:** \$34,683

**Contractor Travel:** included in contract

**Handling Fee:** included in contract

**Registration Fees Collected:** None

**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.

### **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.

**Dates:** December 14 and 15, 2016

**Location:** Washington Court Hotel, 525 New Jersey Ave NW, Washington, DC 20001

**Attendees:** Approximately 276 people attended.

**Total Cost:** \$109,379

**Food and Beverage:** \$13,500

**Hotel:** \$5,000

**Audio Visual & Webcast:** \$19,000

**Materials:** \$10,000

**Logistics and Support (including labor):** \$60,000

**Sponsored Travel (invited speakers and guests):** \$5,400

**Speaker Lodging, Ground Transportation, and Per Diem:** \$4,350

**Employee Travel:** \$0

**Contractor Travel:** \$0

**Handling Fee (G&A):** \$5,749

**Registration Fees Collected:** \$13,620

**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 on application using the LPTA criteria.

**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.

### **2017 AmeriCorps State and National Symposium**

**Purpose:** The AmeriCorps State and National Symposium is the annual meeting for AmeriCorps State and National direct programs and commission grantees. The meeting included sessions to improve methods for research and evaluation, increase awareness of the role of the Office of Inspector General, improve branding, boost board engagement, and enhance inclusion for people with disabilities.

**Dates:** September 11-14, 2017 (included 4 optional pre-conference meetings)

**Location:** Hyatt Regency, 2799 Jefferson Davis Highway, Arlington, VA 22202

**Number of Participants:** 460; of these, 81 attendees were CNCS staff.

**Total Cost:** \$198,745

**Food and Beverage:** \$16,400

**Audio Visual:** \$46,875

**Meeting Room:** \$10,000

**Materials (includes online and printed materials):** \$22,607

**Logistics and Support:** \$62,845

**Sponsored Travel (invited speakers and guests):** \$32,200

**Employee Travel:** \$0

**Contractor Travel:** \$0

**Contractor Handling/G&A:** \$7,818

**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.

**Methodology Used to determine which Costs Relate to the Conference:** The costs above were financed via a Firm Fixed Price contract, awarded to HBC on February 16, 2017.