



MEMORANDUM

To: Deborah J. Jeffrey, Inspector General

From: Michael D. Smith, Chief Executive Officer

Date: January 25, 2022

Cc: Jenny Mauk, Chief of Staff
Fernando Laguarda, General Counsel
Gina Cross, Chief Operating Officer
Anna Mecagni, Chief of Program Operations
Malena Brookshire, Chief Financial Officer
Rachel Turner, Audits and Investigations Manager

Subject: Annual Conference Report

As part of the government-wide effort to expend resources more efficiently and effectively, Executive Order 13589 "Promoting Efficient Spending" and the Consolidated Appropriations Act [Pub. L. No. 116-260 (2020)] direct federal agencies to publish a report on major conference activities for the previous Fiscal Year (FY) on their website by January 31 each year. Due to the coronavirus pandemic, AmeriCorps only sponsored two conferences in FY 2021 that cost \$20,000 or more to advance or implement our mission - the AmeriCorps State and National Symposium and the Senior Corps Virtual Conference.

You have seen first-hand how important the AmeriCorps State and National and AmeriCorps Seniors learning opportunities are to expand national service and build the expertise of our grantees. We appreciate your feedback and look forward to continuing to work together to make these events as productive and cost effective as possible.

AmeriCorps State and National Symposium

The purpose of the Symposium is to provide an excellent virtual training conference experience for participants. The Symposium is designed for the network of State Service Commissions funded by AmeriCorps as well as staff from AmeriCorps direct grantees (multi-state nonprofit programs, tribal programs, and programs operating in a territory without a commission). Specific attendees include State Service Commission Executive Directors, State Service Commission staff, and managers for tribal and direct programs.

Participants who attend the meeting are provided with the knowledge and skills necessary to be successful in their roles as AmeriCorps grantees. Through participation in the meeting, grantee staff have the opportunity to 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.





Name of Event	AmeriCorps State and National Virtual Symposium
Dates	September 20 - 24, 2021
Location	Virtual
Number of Participants	672
Food and Beverage	0
Audio Visual	\$149,150
Meeting Room	0
Materials	
Logistics and Support	
Sponsored Travel	0
Employee Travel	0
Contractor Travel	0
Contractor Handling/G&A	
Other	
Total Cost	\$149,150

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 the 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.

AmeriCorps Seniors Virtual Convening

Purpose:

AmeriCorps provided a contract to the vendor (HB&C) to provide conference and meeting support services for a national Senior Corps Grantee Convening that was to occur in May or June 2020. Due to the COVID-19 pandemic, that contract was extended to September 30, 2021. Because of the ongoing challenges created by COVID-19, AmeriCorps Seniors hosted a virtual conference instead of in-person.

The purpose of the virtual convening is to provide an excellent virtual training conference experience for participants. AmeriCorps Seniors hosted four issue-focused sessions based on the Biden Administration’s top priorities.

- COVID-19
- Diversity, Equity, and Inclusion
- Veterans and Military Families
- Economic Recovery

Specific attendees include AmeriCorps Seniors Executive Directors, Project Directors and Coordinators. Participants who attend the meeting are provided with the knowledge and skills necessary to be successful in their roles as AmeriCorps Seniors grantees. Through



participation in the meeting, grantee staff have the opportunity to consult with speakers and their AmeriCorps Portfolio Managers, communicate with AmeriCorps Seniors leadership, and network with colleagues to learn and share best practices.

Name of Event	AmeriCorps Seniors Virtual Convening
Dates	Four Wednesdays in June 2021 (June 9, 16, 23, and 30)
Location	Virtual
Number of Participants	June 9, 2021 - 791 participants June 16, 2021 - 516 participants June 23, 2021 - 442 participants June 30, 2021 - 849 participants
Food and Beverage	0
Audio Visual	\$123,246.00
Meeting Room	0
Materials	0
Logistics and Support	0
Sponsored Travel	0
Employee Travel	0
Contractor Travel	0
Contractor Handling/G&A	
Other (original costs of fixed price contract for in-person event)	\$148,151.31
Total Cost	\$271,397.31

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 the 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. This contract was originally for an in-person event and the fixed price contract was billed and paid the original amount.