DHS - Community Srvs/Nonprofit Support

Enabling Laws

Act 157 of 2012

Act 42 of 2011

A.C.A. §25-10-128
A.C.A. §21-13-101 to §21-13-111 (Act 42 of 1981)
A.C.A. §25-10-102
A.C.A. §25-10-128 (Act 1259 of 1997)

History and Organization

The Department of Human Services Division of Community Service and Nonprofit Support (DCSNS - formerly Volunteerism) is the oldest state office of volunteerism in the nation. DCSNS promotes and supports volunteering and national service in Arkansas. The vision of the Division of Community Service and Nonprofit Support is guided by the principle that volunteerism, community and national service is a right and responsibility of all citizens and that all people will experience an improved quality of life as a result of this service. DCSNS provides a wide array of trainings and services directed at building organizational capacity in Arkansas nonprofits.

The Governor's Advisory Council on Volunteerism assists the DHS Division of Community Service and Nonprofit Support staff. The Governor appoints a 16-member Advisory Council to three-year terms (Act 865 of 1977). The Council's responsibilities include setting goals, establishing priority activities and performing an advocacy role. The Council also assists in publicity and recognition/awards programs.

The Governor's Advisory Commission for National and Community Service assists the DHS Division of Community Service and Nonprofit Support's Arkansas Service Commission in efforts related to national service. The Governor appoints 18 Advisory Commissioners to three year terms, with an additional eight ex-officio positions representing related organizations. The Commission's responsibilities include serving as the state's liaison and voice to national and state organizations which support its mission, development of a state service plan, and review and recommendation on state AmeriCorps grant recipients.

Program and Service Descriptions

Nonprofit Development: This program provides training and technical assistance to build long-term capacity in nonprofit programs. DCSNS provides training on completing the application for recognition of exemption and other steps necessary to form and manage a non-profit organization.

Training and Technical Assistance: This program provides training and technical assistance in volunteering, program planning and development. Assistance is also provided on volunteer recognition, board training, grant searches, time and stress management and leadership in addition to programs. Also, in conjunction with the Governor's Office, DCSNS distributes volunteer recognition certificates and related items.

Disaster Response and Preparedness: DCSNS is the lead DHS division for ESF6 (Emergency Support Function 6 - "volunteer and donations management") in preparing local communities to respond during times of a disaster. The DCSNS staff trains local groups to manage unaffiliated volunteers and donations (materials, supplies, clothing etc.) in their community in the event of a disaster.

Arkansas Service Commission (ASC) -AmeriCorps: The Service Commission is a unit of the Division of Community Service and Nonprofit Support and serves as the conduit for federal AmeriCorps funds to Arkansas from the Corporation for National and Community Service. The ASC funds, monitors, and provides training and technical assistance to national service programs in the state. AmeriCorps Arkansas programs provide opportunities for citizens to dedicate up to four years of their lives in service to their communities through the focus areas of health, education, clean energy, veterans and military families, disaster preparedness and economic opportunity. AmeriCorps programs provide a modest living allowance and post service education award to all members, and child care compensation and health insurance to full time members. Currently there are approximately 450 AmeriCorps members serving throughout the state. Total grants near $3 million and impact Arkansans in many ways, including tutoring, teaching literacy to adults, providing prescription assistance, preparing for disasters, providing intervention for at-risk third through fifth graders, mentoring and nurturing youth, preparing preschoolers for school, teaching school aged children healthy lifestyles, engaging in community gardening education, and delivering support to Hispanic families in school settings. There are fourteen AmeriCorps Arkansas programs operating in Arkansas at this time, and each AmeriCorps member recruits traditional volunteers to serve alongside them in delivery of vital programs in their area.

Leadership and Promotion: This program encourages leadership and promotion by providing program development and promotion of volunteerism statewide. DCSNS is a founding partner of the Certified Volunteer Manager Program (CVM) operated through the Arkansas Public Administration Consortium (APAC: a collaborative effort of U of A Fayetteville, U of A Little Rock and Arkansas State University). DCSNS continues to provide technical assistance, curriculum development and trainers for this program. The Division is the primary contact agency for the national Points of Light Foundation**, one of the world's leading volunteer organizations**. DCSNS provided the leadership in forming the ***Spirit of 110***, a council of state agencies who engage volunteers in service. **DCSNS staff** serves on and partners with the ***No Kid Hungry Campaign*** which is bringing together leaders who have the knowledge, experience and resources to coordinate ongoing efforts, to ensure that we invest public and private funds wisely and make ending childhood hunger a priority.

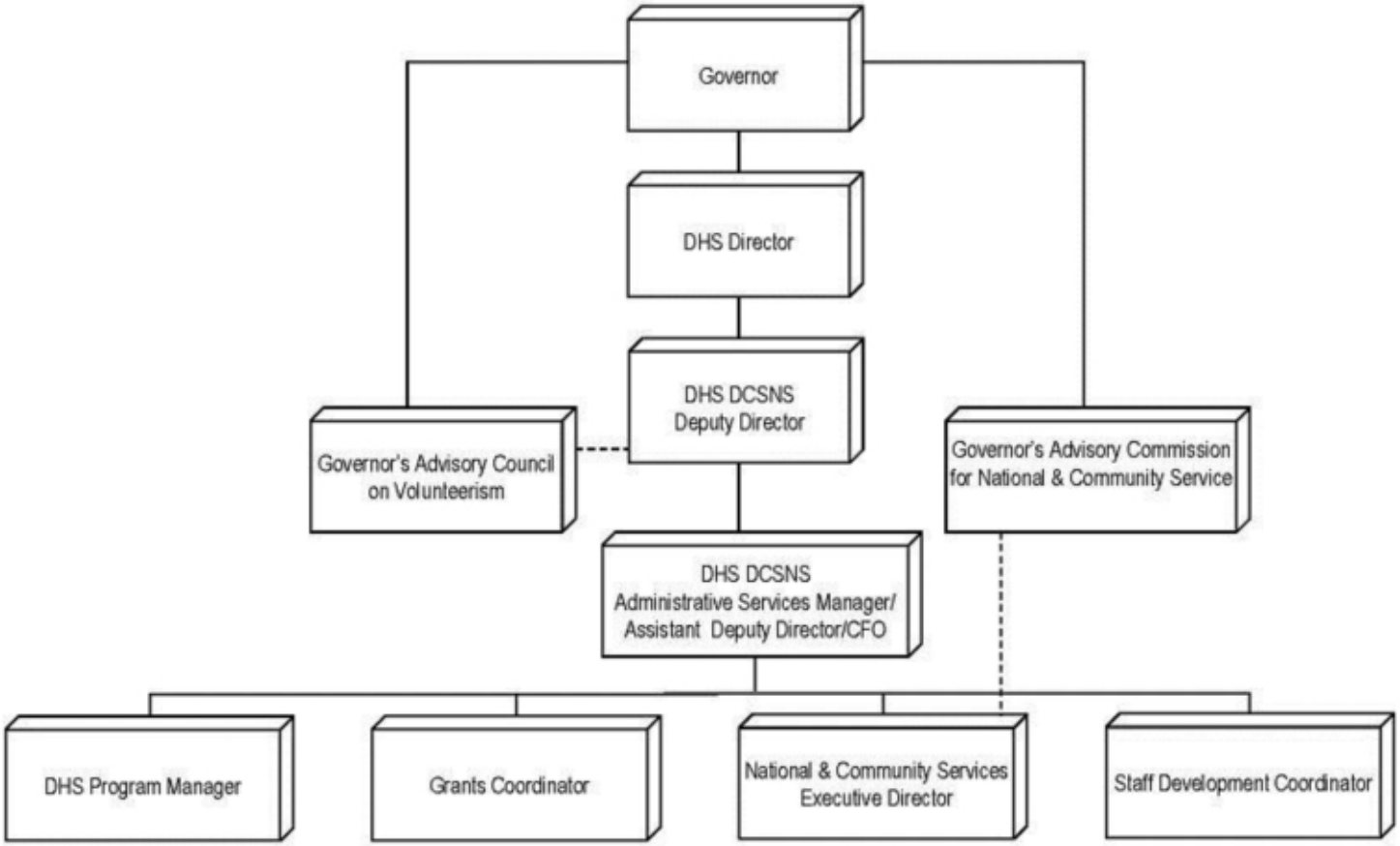
Information Sharing: Local, state and national agencies/organizations are provided with information on volunteer and national service related topics. DCSNS annually publishes the **Economic Impact Study of Arkansas Volunteers**, a statewide survey calculating the economic importance of volunteerism in Arkansas. Partner with the UALR William H. Bowen School of Law and Williams & Anderson, PLC to

publish the ***Legal Guide for Arkansas Nonprofit and Volunteer Organizations.*** DCSNS's Arkansas Service Commission is the lead organization in production of the Unified State Service Plan, submitted to the Governor and the federal Corporation for National and Community Service which guides the course of service priorities in the state for a three year period.

DHS Volunteer Clearinghouse and DHS Volunteer Activities Council: The **Clearinghouse** established in 1988 is coordinated from the Division of Community Service and Nonprofit Support. The division embraces the DHS value that government cannot do it alone and provides technical assistance to DHS divisions who are implementing or expanding volunteer programs. DCSNS continues to assist the **Volunteer Activities Council** in promoting volunteerism within DHS.

Volunteer Centers: DCSNS provides volunteer center directors with current information from national sources and facilitates networking between volunteer centers. DCSNS also provides assistance to community leaders in designing new volunteer centers by providing volunteer center start-up manuals, presentations and consultations.

Special Events: The Division collaborates with the Governor's Office and KARK-TV to present the **Arkansas Community Service Awards** to recognize individuals and corporations for outstanding volunteer efforts and with the Governor's Office and the Arkansas Municipal League to present the **Arkansas Volunteer Community of the Year Awards** to communities for outstanding volunteer efforts. In addition, DCSNS sponsors in partnership with the Arkansas Community Foundation and Arkansas Coalition for Excellence "*Promoting Nonprofit Success*" an annual statewide conference now known as **The Summit: "*Where volunteer, philanthropy and nonprofit leaders meet.*"** The Summit is presented in cooperation with the Arkansas Volunteer Coordinators Association. DCSNS's Arkansas Service Commission hosts an Opening Ceremony for all streams of national service in Arkansas, reinforcing the value of national service.


Governor
DHS Director
DHS DCSNS
Deputy Director
Governor's Advisory Council
on Volunteerism
Governor's Advisory Commission
for National & Community Service
DHS DCSNS
Administrative Services Manager/
Assistant Deputy Director/CFO
DHS Program Manager
Grants Coordinator
National & Community Services
Executive Director
Staff Development Coordinator

Agency Commentary

The DHS Division of Community Service and Nonprofit Support's (DCSNS) mission is to strengthen community resources, volunteerism and national service in Arkansas. When formerly named the Division of Volunteerism, stakeholders did not understand what the division did or how they could benefit from working with the division. The new name is more reflective of the Division's purpose. Also, updating the name of the grants account from Delta Service Corps to AmeriCorps grants more accurately reflects the federal funding source and listing it as a grants-paying account indicates its usage.

CONDUCT REGIONAL SUMMITS

DCSNS will conduct and expand Regional Summits for training in capacity building for nonprofits. The Regional Summit concept is a direct result of requests from various regions of the State's nonprofit sector. However, the Summits will not be limited to the nonprofit sector. The plan is to bring together the public (government), private (corporate) and nonprofit sectors to maximize resources. No additional general revenue is required.

NATIONAL SERVICE STATE PLAN

The Corporation for National and Community Service requires each state commission to update and submit a three-year State Plan for national service. The DCSNS Arkansas Service Commission unit will submit the federally-required plan after staff conducts listening sessions and public hearings throughout the state. No additional general revenue is required.

DCSNS STRATEGIC PLAN

Develop a three-to-five-year strategic plan for the division. No additional general revenue is required.

COLLABORATION PLAN

In the continued spirit of nonprofit capacity building, DCSNS will implement a plan to work collaboratively with the Arkansas Coalition for Excellence (ACE) to maximize resources in Arkansas. This will include training, technical assistance and roundtable events. No additional general revenue is required.

EXECUTIVE DIRECTOR INSTITUTE

DCSNS will identify strategies and create partnerships to develop an Executive Director Institute. The purpose of the institute is to strengthen the nonprofit sector in Arkansas by building skills for nonprofit executive directors. It will also strengthen the nonprofit network. No additional general revenue is required.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
DEPARTMENT OF HUMAN SERVICES

FOR THE YEAR ENDED JUNE 30, 2011

Findings	Recommendations
Audit findings are reported under the DHS Director's Office/Office of Chief Counsel.	

State Contracts Over $25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
N/A	N/A	N	N	0	N/A

Department Appropriation Summary

		Historical Data						Agency Request and Executive Recommendation											
		2011-2012		2012-2013		2012-2013		2013-2014						2014-2015					
Appropriation		Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
896	Community Srvs/Non-Profit Support	1,427,393	23	1,479,070	24	1,515,165	24	1,464,321	24	1,464,321	24	1,464,321	24	1,464,690	24	1,464,690	24	1,464,690	24
898	AmeriCorps Grants	2,620,932	0	2,410,704	0	2,410,704	0	2,410,704	0	2,410,704	0	2,410,704	0	2,410,704	0	2,410,704	0	2,410,704	0
935	Community Srv/Non-Profit Support – Cash in Tr	1,600	0	12,000	0	12,000	0	12,000	0	12,000	0	12,000	0	12,000	0	12,000	0	12,000	0
Total		4,049,925	23	3,901,774	24	3,937,869	24	3,887,025	24	3,887,025	24	3,887,025	24	3,887,394	24	3,887,394	24	3,887,394	24
Funding Sources			%		%				%		%		%		%		%		%
General Revenue	4000010	464,297	11.5	453,791	11.6			465,665	12.0	465,665	12.0	465,665	12.0	465,759	12.0	465,759	12.0	465,759	12.0
Federal Revenue	4000020	3,286,163	81.1	3,129,155	80.2			3,111,136	80.0	3,111,136	80.0	3,111,136	80.0	3,111,350	80.0	3,111,350	80.0	3,111,350	80.0
Cash Fund	4000045	1,600	0.0	12,000	0.3			12,000	0.3	12,000	0.3	12,000	0.3	12,000	0.3	12,000	0.3	12,000	0.3
Merit Adjustment Fund	4000055	8,103	0.2	9,880	0.3			0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Various Program Support	4000730	289,762	7.2	296,948	7.6			298,224	7.7	298,224	7.7	298,224	7.7	298,285	7.7	298,285	7.7	298,285	7.7
Total Funds		4,049,925	100.0	3,901,774	100.0			3,887,025	100.0	3,887,025	100.0	3,887,025	100.0	3,887,394	100.0	3,887,394	100.0	3,887,394	100.0
Excess Appropriation/(Funding)		0		0				0		0		0		0		0		0	
Grand Total		4,049,925		3,901,774				3,887,025		3,887,025		3,887,025		3,887,394		3,887,394		3,887,394	

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
24	21	3	24	0	12.50 %	24	17	7	24	0	29.17 %	24	17	7	24	0	29.17 %

Authorized in Act may differ from Authorized reflected on the Appropriation Summary due to Reallocation of Resources (Act 157 of 2012 section 16(d)), Miscellaneous Federal Grant (A.C.A. 19-7-501 et seq.) and POOL positions (A.C.A. 21-5-225(b)(1)).

Analysis of Budget Request

Appropriation: 896 - DHS–Admin Paying Account

Funding Sources: PWP - Administration Paying

The Arkansas Office of Volunteerism was created in 1974 by order of the Governor to implement and administer a statewide immunization program. In 1977, the Office was established by Act 865 to assess and recognize the needs of communities throughout Arkansas and recruit, train, and coordinate volunteers and volunteer organizations in meeting those needs, assist in special projects to meet community needs and provide greater public awareness and recognition of volunteer efforts. In 1983, the Office of Volunteer Services transferred from the Office of the Governor to the Department of Human Services. Act 186 of 1989 officially made the agency a Division of DHS. Act 42 of 2011 changed the name of the Division from the Division of Volunteerism to the Division of Community Service and Nonprofit Support. The mission of the Division of Community Service and Nonprofit Support (DCSNS) is to strengthen community resources, volunteerism and national service in Arkansas. This is accomplished by providing training and technical assistance to nonprofit and community organizations as well as through various programs and community service activities.

Each year, Division of Community Service and Nonprofit Support publishes the study of "THE ECONOMIC IMPACT OF ARKANSAS VOLUNTEERS". The results of the most recent study are as follows: Seven hundred and thirty-seven (737) volunteer organizations reported a total of 22,744,121 hours for an estimated total dollar value of $529,710,154. Had the State of Arkansas paid for the time involved to provide the services donated by volunteers, an additional $13,112,924,220 in personal income would have been required to generate that sum in general revenues.

"THE LEGAL GUIDE FOR ARKANSAS NONPROFIT AND VOLUNTEER ORGANIZATIONS" second edition was published in partnership with the DHS Division of Community Service and Nonprofit Support, Bonnie Johnson, Williams & Anderson PLC and the University of Arkansas at Little Rock Bowen School of Law. This resource provides knowledge about the legal aspects of nonprofit formation and governance in a user-friendly format. A link to the free downloadable version of the book is posted on the DCSNS website.

The agency is funded through general revenues (DAS - Department of Human Services Administration Fund Account). Federal funding is comprised of funding based on the Department's cost allocation plan as well as federal funding granted from the Department of Health and Human Services. Other revenues which are indicated as various program support also consists of funding distributed based on the Department's cost allocation plan.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a $20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of $410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

896 DHS - Administrative Paying Account
The Agency Base Level and total request for this appropriation is $1,464,321 in FY2014 and $1,464,690 in FY2015 with 24 budgeted Base Level positions.

898 DHS - Grants Paying Account
The Division is requesting to change the name of the Delta Service Corps Grants line item to the AmeriCorps Grants line item and to separate this Grants appropriation from the Operations appropriation.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 896 - DHS–Admin Paying Account

Funding Sources: PWP - Administration Paying

		Historical Data			Agency Request and Executive Recommendation					
		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
Commitment Item		**Actual**	**Budget**	**Authorized**	**Base Level**	**Agency**	**Executive**	**Base Level**	**Agency**	**Executive**
Regular Salaries	5010000	885,252	905,852	966,119	890,707	890,707	890,707	891,007	891,007	891,007
#Positions		**23**	**24**	**24**	**24**	**24**	**24**	**24**	**24**	**24**
Personal Services Matching	5010003	297,798	324,744	315,116	325,140	325,140	325,140	325,209	325,209	325,209
Overtime	5010006	24	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Operating Expenses	5020002	207,135	202,389	192,730	202,389	202,389	202,389	202,389	202,389	202,389
Conference & Travel Expenses	5050009	20,914	26,885	22,000	26,885	26,885	26,885	26,885	26,885	26,885
Professional Fees	5060010	10,015	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Data Processing Services	5900044	6,255	8,200	8,200	8,200	8,200	8,200	8,200	8,200	8,200
Total		1,427,393	1,479,070	1,515,165	1,464,321	1,464,321	1,464,321	1,464,690	1,464,690	1,464,690
Funding Sources										
General Revenue	4000010	464,297	453,791		465,665	465,665	465,665	465,759	465,759	465,759
Federal Revenue	4000020	665,231	718,451		700,432	700,432	700,432	700,646	700,646	700,646
Merit Adjustment Fund	4000055	8,103	9,880		0	0	0	0	0	0
Various Program Support	4000730	289,762	296,948		298,224	298,224	298,224	298,285	298,285	298,285
Total Funding		1,427,393	1,479,070		1,464,321	1,464,321	1,464,321	1,464,690	1,464,690	1,464,690
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,427,393	1,479,070		1,464,321	1,464,321	1,464,321	1,464,690	1,464,690	1,464,690

Budget exceeds Authorized Appropriation by authority of Reallocation of Resources.

Analysis of Budget Request

Appropriation: 898 - DHS-Grants Paying Account

Funding Sources: PWE - Grants Paying

The Division of Community Service and Nonprofit Support (DCSNS) administers the AmeriCorps grant. The Edward M. Kennedy Serve America Act of 2009 focused AmeriCorps' efforts in six key areas:

- **Disaster Services**: AmeriCorps members respond to disaster from tornadoes and hurricanes to fire and floods.
- **Education:** AmeriCorps programs place tutors and mentors in low performing schools to help students improve academic performance and skills.
- **Environmental stewardships**: AmeriCorps members build trails, restore parks, run recycling programs and promote energy efficiency.
- **Healthy Futures:** AmeriCorps members provide education and outreach for healthier lifestyles. Arkansas' AmeriCorps members focus on healthy living and the programs provide students with opportunities to participate in healthy living activities to reduce obesity.
- **Economic opportunity**: AmeriCorps engages members each year to fight poverty by expanding access to technology, recruiting volunteers to teach literacy, and strengthening antipoverty groups.
- **Veterans and military families**: AmeriCorps supports the military community by engaging veterans in service, helping veterans readjust to civilian life, and providing support to military families.

During the past two years, DCSNS has administered these federal funds in the form of sub-grants to 16 AmeriCorps programs that brought a total of $5,336,518 in federal funds to Arkansas. The combined funds provided opportunities for 860 Arkansans to serve as tutors or translators in schools, parent educators, adult literacy tutors, environmental stewards or assistants in getting reduced-cost or free prescription drugs. Arkansas AmeriCorps members of all ages served in programs in all seventy-five (75) counties to address locally identified issues as well as recruited traditional volunteers to assist in their efforts. The education awards attached to the service positions were valued at $2,804,304. Some program results for the fiscal year 2011 are listed below.

Newly recruited volunteers	4,077
Disadvantaged youth served	50,989
Individuals mentored	6,837

Funding for this appropriation is federal funds provided from the Department of Health and Human Services to assist States in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.)

The Division is requesting to change the name of the Delta Service Corps Grants line item to the AmeriCorps Grants line item and to separate this Grants appropriation from the Operations appropriation.

The Agency Base Level and total request for this appropriation is $2,410,704 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 898 - DHS-Grants Paying Account

Funding Sources: PWE - Grants Paying

		Historical Data			Agency Request and Executive Recommendation					
		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
Commitment Item		Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
AmeriCorps Grants	5100004	2,620,932	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704
Total		2,620,932	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704
Funding Sources										
Federal Revenue	4000020	2,620,932	2,410,704		2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704
Total Funding		2,620,932	2,410,704		2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		2,620,932	2,410,704		2,410,704	2,410,704	2,410,704	2,410,704	2,410,704	2,410,704

The Division is requesting to change the name of the Delta Service Corps Grants line item to the AmeriCorps Grants line item.

Analysis of Budget Request

Appropriation: 935 - Community Srv/Non-Profit Support – Cash in Treasury

Funding Sources: NHS - Cash in Treasury

This appropriation provides the Division of Community Service and Nonprofit Support authority for expenditure of fees and donations relating to various efforts established around the State. The funds are for training, volunteer recognition and special volunteer event expenses. These funds are interest income as well as honoraria from speaking engagements and donations.

The Agency Base Level and total request for this appropriation is $12,000 each year of the biennium.

The Executive Recommendation provides for the Agency Request. Expenditure of appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 935 - Community Srv/Non-Profit Support – Cash in Treasury

Funding Sources: NHS - Cash in Treasury

		Historical Data			Agency Request and Executive Recommendation					
		2011-2012	2012-2013	2012-2013	2013-2014			2014-2015		
Commitment Item		**Actual**	**Budget**	**Authorized**	**Base Level**	**Agency**	**Executive**	**Base Level**	**Agency**	**Executive**
Operating Expenses	5020002	1,600	7,703	7,703	7,703	7,703	7,703	7,703	7,703	7,703
Conference & Travel Expenses	5050009	0	2,865	2,865	2,865	2,865	2,865	2,865	2,865	2,865
Professional Fees	5060010	0	1,432	1,432	1,432	1,432	1,432	1,432	1,432	1,432
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Total		1,600	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Funding Sources										
Cash Fund	4000045	1,600	12,000		12,000	12,000	12,000	12,000	12,000	12,000
Total Funding		1,600	12,000		12,000	12,000	12,000	12,000	12,000	12,000
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		1,600	12,000		12,000	12,000	12,000	12,000	12,000	12,000