Member Name: _____   Reviewer Initials: _____   Date: _____

AMERICORPS PROGRAM COMPLIANCE REVIEW

Program Name:_____

Staff Member Name(s): _____

Grant #:_____

Program Year:_____ **# Slots:** _____   **# MSYs:** _____

	Compliant	Non-Compliant	COMMENTS / Notes
GUIDING DOCUMENTS			
Mission Statement *Program has a Mission Statement, it is available to reviewer.*	☐	☐	
Performance Measures *Program has an annual objective(s), outlined in Performance Measures and it is available to reviewer.*	☐	☐	
Logic Model *Program has a logic model and it is available to reviewer.*	☐	☐	
PROGRAM MANAGEMENT			
Award Usage *Total number of enrolled members and education awards is equal to the number awarded in the grant. Reviewer compares slots and members enrolled to the grant award.*	☐	☐	
Grant Provisions *Are on file, are provided to program staff, are provided to fiscal staff*	☐	☐	
Non-Discrimination Policy *Policy exists including public notice and civil rights complaint procedures. [Sec. 2540.210, AC.V, Grant Program Civil Rights and Non-Harassment Policy, the Certifications and Assurances]*	☐	☐	
Quarterly Progress Reports *Reports are submitted on time and complete.* *Reports due-to-date: ____* *Reports on time: ____* *Reports w/ complete data:____*	☐	☐	
Advisory Committee/Board *Program has advisory body comprised of partners, service beneficiaries, other stakeholders, and group guides implementation of program* *Assess if a definition of the role of group is on file, list of members of group on file, meeting minutes, notes, and agendas on file*	☐	☐	

SITE MANAGEMENT			
Site Selection *Program has a written policy on site selection, including how the process is conducted, it is available to reviewer.*	☐	☐	
Site Agreements *Program has site agreements with all organizations hosting AmeriCorps members. Agreements are available to reviewer. Agreements contain all necessary contents*	☐	☐	
Operating Site Quarterly Reports *Program has reports on File; reports are submitted on time*	☐	☐	
Data Collection and Monitoring *Program has and utilizes a system for collecting data monitoring progress toward objectives.*	☐	☐	
Volunteer Administration and Management *Program has a system with data to support reported numbers and hours of non-AmeriCorps volunteers*	☐	☐	
Evaluation *Program utilizes evaluation that monitors essentials: quality of service, satisfaction of service recipients, management effectiveness*	☐	☐	
Evaluation Follow-through *Program uses data to correct weaknesses quickly*	☐	☐	
MEMBER MANAGEMENT			
Supervision *Program has evidence members are adequately supervised. Reviewer will document type of evidence reviewed for assessment.*	☐	☐	
Member Agreements *Program has member agreements, including: service hours needed to complete term of service and be eligible for Ed. Award, Ed. award amount for completion of the term of service, Standards of conduct, List of prohibited activities, Text of 45 CFR 2540.100(e)-(f), which relates to Non-duplicaton and Nondisplacement, Textof 45 CFR 2520.40-.45, which relates to fundraising by members , Requirements under the Drug-Free Workplace Act, Civil rights requirements, complaint procedures,*	☐	☐	

and rights of beneficiaries, Suspension and termination rules, Specific circumstances under which a member may be released for cause, Grievance procedures			
Position Descriptions *Program has Position Descriptions for all members. Positions Descriptions are reviewed by SerVermont prior to approval.*	☐	☐	
Orientation *Program has orientation and utilizes Orientation sign in sheet, Orientation agenda, Community security and sensitivity, Program code of conduct, Members rights and responsibilities, Prohibitive activities, Drug Free Workplace Act, Suspension and termination from service, Grievance procedures, Sexual harassment, Other non-discrimination issues, Program has assessed what Safety Training is appropriated and trained each, Ensure provision of training relevant to member service activities, Adequate supervision of members by qualified supervisors*	☐	☐	
Insurance Benefits *Program offers member benefits including: Workers' Compensation or similar Occupational Accident injury coverage, Liability insurance, Health Plan meets federal requirements with minimum benefits*	☐	☐	
End of Service Support *Program supports members who are completing terms of service and transitioning to other educational and career opportunities. [45 CFR § 2522.100(k)(1)]*	☐	☐	
Living Allowance *Program does not treat as a wage and pays in regular increments, paying an increased increment only on the basis of increased living expenses such as food, housing or transportation. [AC IV]*	☐	☐	
Tax *Program follows tax requirements including general liability , FICA, income tax, unemployment insurance, worker's compensations (AC IV)*	☐	☐	
Childcare *Program offers childcare, notifies providers when a member's status changes. [AC IV]*			

Member Name: _____   Reviewer Initials: _____   Date: _____

STAFF MANAGEMENT			
Background Checks *All staff covered by grant are background checked. Program has evidence all staff covered by (paid by) the grant (including federal funds or grantee match) have been background checked in accordance with grant requirements. Reviewer uses Staff Background Check Review Tool to assess.*	☐	☐	
Job Descriptions *Job descriptions exist for each position covered by the grant, including responsibilities, qualifications, and supervisor. Job Descriptions are available to reviewer. Reviewer uses Job Descriptions to assess.*	☐	☐	
Equal Employment Opportunity *Program is compliant will all laws.*	☐	☐	
Sexual Harassment Policy *Program has a policy, and staff have been informed and educated on it.*	☐	☐	
Liability Coverage *Program has adequate liability coverage for Program and Staff*			
AmeriCorps Orientation *Program staff, including fiscal, are oriented to AmeriCorps regulations and provisions. Note how this is documented.*			
Qualified Staff *Staff are trained and qualified to carry out the duties assigned to them, and program activities. Note how this is documented.*			
STAFF TIMEKEEPING			
Time Tracking and Records *Records exist for each staff position; 100% of time accounted for*	☐	☐	
Time and Payroll Records *Records show distribution between grant and other organization functions*	☐	☐	
Fundraising *Staff do not charge time fundraising to the grant. No part of development officer or fund-raising staff charged to federal portion*	☐	☐	
BRAND MANAGEMENT			
AmeriCorps Logos *Logos are prominently displayed on websites. Notably on home page and*	☐	☐	

"about us" sections			
AmeriCorps Affiliation *Language used to describe the program in press releases and other public documents identifies organizations AmeriCorps affiliation.*	☐	☐	
AmeriCorps Gear *All AmeriCorps gear includes the AmeriCorps logo, including uniform and anything purchased under the grant for members.*	☐	☐	
AmeriCorps Signage *All AmeriCorps Programs and host sites have signage and/or posters featuring the AmeriCorps logo.*	☐	☐	
OTHER			
	☐	☐	
	☐	☐	
	☐	☐	

Comments:

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Member Name: _____   Reviewer Initials: _____   Date: _____

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