

Cross Reference for Monitoring Process

This checklist is adapted from a Site Review Tool created by CNCS in 2008 to monitor AmeriCorps National Subsites (EAP) and sub-grantees (other national direct grants) for compliance with grant requirements, to provide training and technical assistance to programs, and to facilitate the review of sub-grantee systems and practices.

AC Policy #ASN 06-006 allows the use of electronic timekeeping systems as the system of record, provided it meets certain minimum standards. Electronic timekeeping systems must be reviewed against the policy.

AC Policy #ASN 06-005 allows the storage of member eligibility documentation, timesheets, and other relevant documents in electronic formats, provided the formats meet certain minimum standards. Electronic member documentation storage systems must be reviewed against the policy.

Required Element	Where Addressed in TCN Monitoring Process/Instrument
The Corps Network, in accordance with paragraph 400(d) of OMB Circular A-133, advises sub-grantees of all requirements imposed on them. The sub-grantee makes all staff aware of the AmeriCorps Regulations and Provisions and trains site staff in grant requirements. [AC V.B.3]	Monitoring Desk Aid: PAGE 3, Pass-Through Entity Responsibilities
The sub-grantee ensures verification of <u>member eligibility</u> to serve. [AC IV.G.2]	Instrument: SECTION 3, #9 & Member File Checklist Review
The sub-grantee ensures it maintains records documenting <u>member eligibility</u> and satisfactory completion of program requirements. [AC IV.G.1]	Instrument: SECTION 3, #9 -10 & Member File Checklist Review
The sub-grantee ensures member time and attendance logs recordkeeping is appropriately conducted. [AC.IV.C.4]	Instrument: SECTION 5, #3-10 & Information Request Forms, Internal Controls Form Desk Aid: Page 8-9 – Review of Time and Attendance Reports
The sub-grantee ensures that no more than 20% of the aggregate of all member service hours is spent in <u>education and training activities</u> . [\$ 2520.50] Training Plans should be submitted to The Corps Network.	Instrument: SECTION 5, #9 & Time and Attendance Review
The sub-grantee ensures that: a) <u>Member fundraising</u> is directly in support of the program’s service activities [\$ 2520.40] , and b) Members do not spend more than 10% of their originally agreed upon term of service engaged in fundraising activities. [\$ 2520.45]	Instrument: SECTION 5, #8 & Time and Attendance Review
The sub-grantee ensures that there are appropriate reasons for the release of any member for <u>compelling personal circumstances</u> , and that appropriate documentation is maintained in member files. [\$ 2522.230]	Instrument: SECTION 5, #11 & Member File Checklist Review
The sub-grantee ensures that <u>criminal history checks</u> are conducted on grant funded staff and members in positions covered by suitability criteria. Criminal History Check requirements are listed in the checklist at the end of this tool. [\$ 2522.205-2522.207 and § 2540]	Instrument: SECTION 3 #22 & Member File Checklist Review: Criminal History Compliance
The sub-grantee ensures the confidentiality of member information. [AC IV.G.3]	Instrument: SECTION 3, #11

Required Element	Where Addressed in TCN Monitoring Process/Instrument
<p>The sub-grantee ensures the retention of supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for 3 years from the date of the submission of the final Financial Status Report. If an audit is started prior to the expiration of the 3-year period, the records must be retained until the audit findings have been resolved and final action taken. [\$ 2543.53 and § 2541.420]</p>	<p>Instrument: SECTION 3 #2</p>
<p>The sub-grantee ensures the provision of reasonable accommodation to qualified individuals. [\$ 2522.100 (h), AC IV.C.3 and FAQ C.73]</p>	<p>Instrument: SECTION 3, #12 & Member Contract Review, Position Description Review</p>
<p>The sub-grantee maintains a drug-free workplace, which includes publishing a drug-free workplace statement, establishing a drug-free awareness program for employees and taking actions concerning employees convicted of violating drug statutes in the workplace. [\$ 2545]</p>	<p>Instrument: SECTION 3, #12 & Member Contract Review, Training & Support Services Review</p>
<p>The sub-grantee ensures a non-discrimination policy exists. [\$ 2540.210, AC.V.F, Grant Program Civil Rights and Non-Harassment Policy, the Certifications and Assurances, and the FAQ C.74.]</p>	<p>Instrument: SECTION 3, #12 & Member Contract Review</p>
<p>The sub-grantee ensures the establishment and maintenance of grievance procedures compliant with the regulations. Grievance procedure requirements are listed in the checklist at the end of this tool. [\$ 2540.230]</p>	<p>Instrument: SECTION 3, #21 & Member Contract Review, Member Checklist Review: Grievance Procedure</p>
<p>The sub-grantee ensures adequate general liability coverage. [AC IV.F3a]</p>	<p>Monitoring Information Request Form: Non-Profit Desk Aid: Page 19 – Liability Ins.</p>
<p>The sub-grantee ensures grant-funded activities are compliant with non-supplantation, non-duplication and non-displacement restrictions. [\$ 2540.100]</p>	<p>Instrument: SECTION 3, #14 & #20, Member Contract & Position Description Review, Member Interviews</p>
<p>The sub-grantee ensures that members and grant-funded staff are compliant with prohibited activities restrictions. [\$ 2520.65, § 2520.40 and AC IV.d.5]</p>	<p>Instrument: SECTION 3, #20 Staff Training</p>
<p>The sub-grantee maintains an agreement with recipients of member positions and/or funds advising them of all requirements imposed on them. [Introduction to the AC Provisions and AC V.B.3]</p>	<p>Instrument: SECTION 3, #16; SECTION 6, #9</p>
<p>The sub-grantee collects and organizes data to track its progress towards meeting its performance measures. [\$ 2522.550]</p>	<p>Instrument: SECTION 4, #5-6 Progress Reporting Desk Aid: Page 8 – Progress Reports Desk Aid: Page 26 – Risk Assessment</p>
<p>The sub-grantee collects data on the number of applicants to its program, and on the number of volunteers its program mobilizes or supports, to include in its annual progress report. [AC IV.I.1]</p>	<p>Instrument: SECTION 4, #2 Progress Reporting</p>
<p>Sub-grantee mobilizes or supports volunteers. [\$ 2520.35.a] Note: This is a requirement unless the Corporation has approved a volunteer waiver as specified in § 2520.35(b).</p>	<p>Instrument: SECTION 4, #2 Progress Reporting</p>

Required Element	Where Addressed in TCN Monitoring Process/Instrument
The sub-grantee participates, as feasible, in activities such as common opening ceremonies, service days, and conferences designed to promote a national identity for all AmeriCorps participants. [§ 2522.100(n)]	Instrument: SECTION 3, #6
<p>The sub-grantee communicates and coordinates with the state commissions for national service in the states where it operates by (The Corps Network provides state commissions with a list and contact information for National programs in their state after grants are awarded, and updates this list on an annual basis):</p> <ul style="list-style-type: none"> • Participating in the state commission’s annual needs assessment and training plan development activities, and in the development of state service plans, as well as appropriate training and other events; • Including state commissions on the sub-grantee’s mailing list and invite them to appropriate training and other events. 	Instrument: SECTION 3, #6 Building Partnerships
The sub-grantee promotes national service identity by identifying the program as an AmeriCorps program and members as eligible for an education award as AmeriCorps members. [§ 2522.100(n) and AC IV.B.1]	Instrument: SECTION 3, #7 Member Site Visit Observations
The sub-grantee selects AmeriCorps participants in a fair and non-discriminatory manner which complies with § 2540. [§ 2522.210.a]	Instrument: SECTION 3, #9 Policy and Procedure Review: Selection and Enrollment
The sub-grantee ensures the National Service Trust is notified within 30 days of a member’s selection, completion, suspension, or change in term of service. [AC IV.C.1]	Instrument: SECTION 3, #26 eGrants Periodic Reports
The sub-grantee requires that each member signs a contract that, at a minimum, includes or refers to the elements outlined in [AC IV.D 2] and that member contracts are signed before the commencement of service. [AC. IV.D.2]	Instrument: SECTION 3, #12 Member File Checklist Review
Member position descriptions provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. [AC IV.D.1]	Instrument: SECTION 3, #14 Member File Checklist Review
The sub-grantee ensures that each member has sufficient opportunity to complete the required number of hours to qualify for a post-service education award. [AC IV D.1]	Instrument: SECTION 3, #15
The sub-grantee provides orientation designed to enhance member security and sensitivity to the community. Orientation should cover member rights and responsibilities, including the program’s, code of conduct, prohibited activities, requirements under the Drug-Free Workplace Act, suspension and termination rules, grievance procedures, sexual harassment, other non-discrimination issues, and other topics as necessary. [AC FAQ C.2 and § 2522.100.g.2]	Instrument: SECTION 3, #16-17 Member Orientation Plan Review
The sub-grantee provides training relevant to Corpsmember service activities. [§ 2522.100.j]	Instrument: SECTION 3, #17-19

Required Element	Where Addressed in TCN Monitoring Process/Instrument
<p>The sub-grantee provides adequate supervision by qualified supervisors. [AC IV. D.3]</p>	<p>Instrument: SECTION 3, #3 Staffing Plans including Position Descriptions and Resumes. Desk Aid: Page 21 & 25 – Red Flags</p>
<p>The sub-grantee provides support services to participants who are school dropouts to assist them in earning a GED. [\$ 2522.100.k.2]</p>	<p>Instrument: SECTION 3, #19 & #25</p>
<p>The sub-grantee checks to ensure the process for documenting health care and child care is being implemented. [AC IV.F.4-6] <i>Note: this does not apply to EAP sub-grantees unless the EAP chooses to provide a living allowance.</i></p>	<p>Instrument: SECTION 3, #23 Member File Checklist: Health Care</p>
<p>The sub-grantee conducts mid-term and end-of term written evaluations for FT and HT members, and end-of-term evaluations for less-than-FT members. The end-of-term evaluation must assess the following:</p> <ul style="list-style-type: none"> • Whether the Corpsmember completed the required number of hours; • Whether the Corpsmember has satisfactorily completed assignments, tasks or projects; and • Whether the Corpsmember has met any other performance criteria which were communicated at the start of service. <p>[AC IV.D.4 and § 2522.220.d.1-3]</p>	<p>Instrument: SECTION 3, #13 Member File Review Checklist</p>
<p>The sub-grantee uses service experiences to help Corpsmembers achieve the skills and education needed for productive, active citizenship. The sub-grantee encourages eligible Corpsmembers to register to vote prior to completing term. [\$ 2522.100.i]</p>	<p>Instrument: SECTION 3m #18</p>
<p>The sub-grantee provides support for members who are completing terms of service and transitioning to other educational and career opportunities. [\$ 2522.100.k.1]</p>	<p>Instrument: SECTION 3, #19</p>