

<p>9. The program has requested prior approvals from Federal awarding agencies for one or more of the following program or budget related issues: **change in the scope or the objective of the project or program even if there is no associated budget revision; **change in a key person specified in the application or award document; **absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director; **transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense; **unless described in the application and the approved award, the transfer or contracting out of any work under an award (does not apply to the purchase of supplies, material, equipment or general support services); **substantial changes in the level of participant supervision. (45 CFR 2543.25 and Provisions IV.I.1)</p>							
<p>10. There is a procedure for ensuring and evidence the program complies with the nonduplication requirement. Nonduplication: assistance may not be used to duplicate an activity that is already available in the locality of a program. A program will not help a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. (45 CFR 2540.100 e)</p>							
<p>11. There is a procedure for ensuring and evidence the program complies with the nondisplacement requirement. Nondisplacement: **An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, by assigning an ACM to the duties; **an organization may not displace a volunteer by using an ACM; **an ACM may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. This includes not only current employees but also one who has resigned, been discharged, is on leave, RIF'd, on strike or locked out. (45CFR 2540.100 f)</p>							
<p>12. If the program sponsor or partner sites have unionized members, there is evidence the program has obtained the written concurrence of any local labor organization representing employees who are engaged in the same or substantially similar work as that proposed to be carried out by ACMs (45CFR 2522.100.c)</p>							
<p>13. The program notifies members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates subject to the non-discrimination requirements of the applicable statutes. The notice summarizes the requirements, notes the availability of compliance information from the program and the Corporation, and briefly explains procedures for filing discrimination complaints with the Corporation. (Provisions V.F.1)</p>							
<p>14. Program has notified site supervisors of AmeriCorps and Commission training opportunities.</p>							
<p>15. Program has included disaster preparedness training in Member training schedule and ensured completion of the courses.</p>							
<p>16. Program staff and ACMs have participated in required statewide activities (see contract).</p>							
<p>17. ACMs complete required Member Exit Survey. (Rate of completion in last program year: _____% of all members)</p>							
<p>18. (CQI) Evidence of system for collecting regular community feedback that monitors essentials: quality of service, satisfaction of service recipients, management effectiveness.</p>							
<p>19. (CQI) Evidence feedback is analyzed and is used to correct weaknesses quickly</p>							
<p>20. The program has a process continually assessing community needs</p>							
<p>21. The program consults the community on program design, implementation, and future plans.</p>							

22. Evidence of development of advisory committee/board comprised of partners, service beneficiaries, other stakeholders; group guides implementation of program (45 CFR 2522.100(b))							
a. definition of role on file (45 CFR 2522.430.i.i)							
b. list of members on file							
c. meeting minutes/notes/agendas on file							
23. Position slot conversions -- (Original MSYs in award: _____; MSYs now: _____ # slot conversion requests: _____)							
a. are approved by the Commission prior to taking place							
b. the request for approval demonstrates how the slot conversion will increase the program's ability to accomplish the outcomes stated in performance measures and is not evidence of inadequate program management.							
c. the slot conversions do not increase the total MSYs authorized in the grant AND do not increase the amount of education award in the original grant. (Provisions IV.E.4)							
24. Changing terms of service -- changes in service terms of service occur only after approval received from MCCS.							
24.a. Changes in terms of service comply with CNCS policy as stated in FAQ D.5; Provisions E.3.							
24.5. No slots designated as refill are filled until all other slots are enrolled. No slots may be refilled more than once. (FAQ D.5; Provisions E.3)							
B. Performance Measures (CFR 2522.560 - 2522.650)	Total	Partial	None	Yes	No	NA	Comments
1. Performance measures used at the program level match those approved in the grant award.							
2. The program has a system that collects and organizes performance data on an ongoing basis.							
3. The performance data is analyzed regularly and tracks progress toward meeting performance measures.							
4. The results or findings of program data collected/analyzed is accurately and fairly presented in reports to the funder.							
5. At a minimum, the program reports on outputs during year one and outputs plus intermediate outcomes during years two and three.							
6. If appropriate, the program has a written corrective action plan that addresses failure to meet performance targets. (2522.630)							
7. At time of monitoring visit, performance measurement reports show progress toward targets that indicate targets will be met on time.							
7. Have performance measures been changed since original Grant award? When/Who approved changes?							
C. Program Evaluation	Total	Partial	None	Yes	No	NA	Comments
1. The program is conducting an evaluation that is distinct from performance measurement or continuous improvement assessments.							
2. The evaluation is consistent with the plan described in the program application and includes any elements required by the Commission.							
3. Evaluation is progressing on a time schedule that will yield a report at the end of the grant period.							
D. Subcontracts	Total	Partial	None	Yes	No	NA	Comments
1. Written policy for subcontracting on file (45 CFR 2543.5)							
2. Evidence of subcontractors meeting contractual agreements							
3. Subcontracts executed under this grant were described in the application and authorized in the grant award.							
4. Payments to contractors are within the limit established by CNCS (daily rate).							
E. Service Site Agreements (CFR 2522.475)	Total	Partial	None	Yes	No	NA	Comments
1. Written policy and procedure for selecting partner service sites.							

1.a. Sites that will host ACMs as partners sites are identified by the start of the budget period and have been partner sites for 3 years or less.							
1.b. The policy/procedure assesses **the quality of the service assignment/project proposed, **its innovativeness or replicability, **its alignment with the program purpose and performance measures, **the quality of the local leadership, **the adequacy of supervision, qualifications of local supervisor, **likely sustainability of the service accomplishments, **involvement of local residents in project design and implementation, and **its impact on a distressed community. (45CFR 2522.475; Provisions IV.D.3)							
2. Project site agreements are on file, signed by authorized grantee and site staff, describe the service activity and duration (start/end date), list the resources each party will commit, outline supervision plan for ACMs, document commitment of site to provide performance measurement data, describe the purpose and limitations of AmeriCorps including supplantation and nondisplacement rules, and other information the program may require.							
3. Description of member supervision at local site and verification it is from qualified individual(s)							
4. Evidence that all but incidental service activities were related to the proposed and accepted project, contributed to the performance targets of the grant in measureable ways, involved local residents, and will be sustained after the ACMs service term is completed.							
5. Evidence service sites to which AmeriCorps members are assigned received orientation to AmeriCorps, their responsibilities, program purpose, performance measures, supervision requirements, expectations for support and training of members, prohibited activities, nondisplacement and supplantation regulations, as well as other program details.							
6. Evidence site supervisors absent from initial training are subsequently oriented.							
7. Documentation of program's monitoring of sites for compliance with AmeriCorps regulations, adherence to site agreement, need for technical assistance or training related to service work, and supervision/support of ACM.							
8. Every member is assigned to a service location in the Portal.							
9. Data in Portal about service locations is complete with name of organization, complete address, site contact name, and site contact's email.							
F. Assurances and Certifications signed/on file	Total	Partial	None	Yes	No	NA	Comments
1. Copies of the federal grant assurances and certifications are on file and show which official signed them.							
G. Program Award (aka Grant or Contract or Cooperative Agreement)	Total	Partial	None	Yes	No	NA	Comments
1. All staff with program responsibilities were oriented to the requirements of the award including but not limited to purpose of AmeriCorps and status of ACMs, performance measures, program regulations, grant provisions/terms/conditions, prohibited activities, program purpose and allowable activities.							
2. Evidence relevant AmeriCorps regulations, policies (called FAQs by CNCS), and Grant Provisions provided to Program Staff							
3. Evidence relevant AmeriCorps regulations, policies (called FAQs by CNCS), and Grant Provisions provided to Fiscal Staff							

H. Program Staff (Director, Crew Leaders, Fiscal Staff, and Other)	Total	Partial	None	Yes	No	NA	Comments
1. Job descriptions exist for each staff position (List responsibilities, qualifications, supervisor)							
2. Evidence of compliance with EEO (CNCS V.F & VI)							
3. Program has a written policy on conducting background checks of staff funded in whole or in part or as match (including reference checks) and a written procedure for implementing the policy.							
3.a. Program policy/procedure identifies which staff will have recurring access to vulnerable populations and, therefore, will be subject to FBI fingerprint checks in addition to State Criminal Registry check.							
4. Policy and procedures include these required elements: **a) verification of individual's identity by examining the individual's government-issued photo identification card;							
**b) prior, written authorization from the applicant for the State criminal registry check and the appropriate sharing of the results of that check within the program;							
**c) documentation of the individual's understanding that hiring is contingent upon the organization's review of the individual's criminal history, if any;							
**d) description of steps the individual may take to review and challenge the factual accuracy of a result before action is taken to exclude the individual from the position;							
**e) description of safeguards that ensure the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant;							
**f) description of program procedures for ensuring a person whose criminal history check is pending does not have access to children, persons age 60 and older, or individuals with disabilities without being accompanied by an authorized program representative who has previously been cleared for such access.							
6. Written evidence the applicant's identity was verified according to policy.							
7. Results of State Criminal registry check are on file and written documentation of how the results were considered in the selection process.							
7.a. Results of FBI fingerprint check are on file (if required)							
8. National Sex Offender Public Website check conducted							
9. If Alternative Search Protocol used, evidence ASP request approved by CNCS (attach copy of approval to monitoring tool)							
9.a. If ASP approved, evidence it was followed and results considered in selection of staff.							
10. Staff time and attendance records exist for each staff position; 100% of time accounted for							
11. Staff time records and payroll records show distribution between grant and other organization functions							
12. Evidence staff time spent fundraising not charged to grant; no part of development officer or fund-raising staff charged to federal portion of grant. (CFR 2520.65)							
13. Staff informed of drug free workplace policy and participated in awareness program (45 CFR 2545)							
14. Evidence staff informed of Sexual Harassment Policy (CNCS Provisions IV.F)							
15. Adequate liability coverage for Program and Staff (CNCS Provisions IV.F.3.a)							
16. Evidence staff are trained and qualified to carry out the program activities; their assigned duties;							

I. Progress and Performance Reporting	Total	Partial	None	Yes	No	NA	Comments
1st Quarter -- DUE: _____ RECEIVED: _____ EXTENSION GIVEN? __Y __N							
2nd Quarter -- DUE: _____ RECEIVED: _____ EXTENSION GIVEN? __Y __N							
3rd Quarter -- DUE: _____ RECEIVED: _____ EXTENSION GIVEN? __Y __N							
4th Quarter -- DUE: _____ RECEIVED: _____ EXTENSION GIVEN? __Y __N							
1. Quarterly Reports on Grant Progress are submitted on time - (CNCS Provisions IV.I.2)							
2. Data in report system about quarterly progress on Grant Performance Measures is supported by on-site data records.							
3. Evidence of volunteer administration/management system with data to support reported numbers/hours of non-AmeriCorps volunteers.							
J. Program Inclusion And Accessibility	Total	Partial	None	Yes	No	NA	Comments
1. Documentation of the program's outreach strategy includes recruitment and retention of individuals with disabilities							
2. Recruitment materials include a nondiscrimination statement and/or statement encouraging individuals with disabilities to apply							
3. The program has a written policy concerning discrimination on the basis of physical or mental disabilities, which is clearly communicated throughout the year in member orientation and trainings							
4. The program formally and periodically tracks whether member with disabilities are satisfied with the level of support they receive while serving in AmeriCorps							
5. Program officials can document they have considered applications from a diverse group of individuals, including persons with disabilities							
6. Program recruitment materials are available in alternative formats							
7. Service sites are accessible to members, regardless of disability statues in accordance with essential functions of the member service position description							
8. At the beginning of their terms of service members are informed orally and in writing that they may request reasonable accommodations.							
9. A written reasonable accommodations policy has been developed							
10. Member trainings, staff meetings and other gatherings occur in accessible locations							
11. Members receive training on interacting with individuals (particularly service recipients) who have disabilities							
K. National & State Identity	Total	Partial	None	Yes	No	NA	Comments
2. Correct Use of AmeriCorps name, logo, etc. (45 CFR 2522.10.n)							
3. Evidence AC gear is provided members and is appropriate to service assignment.							
4. Evidence program identifies service as AmeriCorps at host and program sites							
5. Evidence program creates community awareness of AmeriCorps presence in public information activities							
6. Funding source attribution included on public materials in form contract specifies							
7. Use of the phrase "The AmeriCorps National Service Network" or "An AmeriCorps Program and use of slogan "Getting Things Done" on materials							
8. Acknowledgement of support from the Maine Commission for Community Service on publications and news releases.							
Outstanding Issues (space for reviewer notes)							