This resource provides AmeriCorps awardees with an overview of the Uniform Monitoring Package (UMP) used by AmeriCorps monitoring officials to assess grant recipient compliance with requirements from AmeriCorps program regulations, Uniform Guidance, policies, and terms and conditions.

Awardees selected for grant monitoring can use this resource to learn about the various areas of assessment for each monitoring activity and to prepare for remote or on-site monitoring activities. Additionally, awardees may use this resource to support self-assessments of compliance with applicable AmeriCorps projects.

Crosswalk of UMP with Federal Regulations and Compliance Requirements

This document demonstrates how applicable Code of Federal Regulations, Terms and Conditions, and/or program standards guide AmeriCorps compliance assessments. This crosswalk identifies the specific requirements from regulations (or other sources) used to monitor grant compliance.

IMPORTANT: This overview is intended to be one of the many sources of information to assist awardees in demonstrating that its program is meeting compliance requirements. It cannot replace an awardee’s responsibility to review and understand all regulations, requirements, and terms & conditions of the grant award.

This resource will be updated, as needed. AmeriCorps has the right, at all reasonable times, to incorporate revisions to its monitoring tools and to include additional areas of assessment for compliance monitoring.
Monitoring Activity Types:

This resource provides general guidance and details for each monitoring activity type. Monitoring activities are comprised of requests for documentation, interviews, and review of document submissions that guide a monitoring official through the compliance assessment. One or more monitoring activity types may be assigned to a grant selected for monitoring. The Uniform Monitoring Package contains five monitoring activity types:

- Financial and Operational Fitness Assessment (FOFA)
  - Financial Review
  - Operational Fitness
- Sub-Recipient Oversight Monitoring
- Program Specific
- National Service Criminal History Check (NSCHC)
- Prohibited Activities

Figure 1: An image of the AmeriCorps Office of Monitoring Uniform Monitoring Package Activities.

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  - Financial Review
  - Operational Fitness
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  - Section 4 - AmeriCorps State Commissions
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- Section 9 - National Service Criminal History Check (NSCHC)
- Section 10 - Prohibited Activities
- Section 12 - Days of Service (DoS)
<table>
<thead>
<tr>
<th><strong>Approach</strong></th>
<th><strong>Purpose and Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approach</strong></td>
<td>The Financial and Operational Fitness Assessment (FOFA) includes both the Financial and Operational review sections and involves document review in the areas of federal reporting, match/recipient share, direct cost allocation, indirect cost rate, cash management, and a cost test. The Monitoring Officer will request documents for review to identify the program's fiscal capacity and management of federal funds to ensure compliance with the Code of Federal Regulations.</td>
</tr>
<tr>
<td><strong>Applicability:</strong></td>
<td>AmeriCorps State and National, VISTA, AmeriCorps Seniors (FGP, SCP, and RSVP)</td>
</tr>
</tbody>
</table>

### 01.01: REPORTING

**Source Documents:** Federal Financial Reports, general ledger, income statement, chart of accounts

2 CFR 200.328  
2 CFR 200.302

| 01.01.01 | Review the sponsor’s/grantee’s income statement or general ledger of grant expenses for the period in question. Does the amount reported in line e (“Federal share of expenditures”) of the Federal Financial Report (FFR) for the review period reconcile with the sponsor’s/grantee’s financial records? |
| 01.01.02 | Review the sponsor’s/grantee’s chart of accounts. Can the sponsor/grantee segregate revenue and expenses by project or grant? |

### 01.02: MATCH/RECIPIENT SHARE

**Source Documents:** Financial policies, general ledger, income statements, in-kind vouchers, match tracking sheets  
2 CFR 200.306

| 01.02.01 | Does the sponsor/grantee have a written policy that addresses how it treats match? |
| 01.02.02 | If there is a written policy, does it include the following minimum elements? |
| | • address how match is tracked and reported, |
| | • that it comes from a non-federal source (or, if it is from another federal source, it follows AmeriCorps guidance and is approved by the funding agency), |
| 01.02.03 | Review the sponsor’s/grantee’s income statement, general ledger, or other tracking sheet of match expenses for the period in question. Does the amount reported in line J (“Recipient share of expenses”) of the Federal Financial Report (FFR) for the review period reconcile with the sponsor’s/grantee’s financial records? |

### 01.03: DIRECT COST ALLOCATION METHODOLOGY

**Source Documents:** Financial policies, cost allocation plan  
2 CFR 200.405  
2 CFR 200.413

| 01.03.01 | Does the sponsor/grantee have a written methodology that adequately describes how direct costs are allocated on a reasonable basis? |
| 01.03.02 | If there is a plan, does it meet the following criteria? |
## 01.04: INDIRECT COST RATE

**Source Documents:** Approved negotiated cost rate or cost allocation plan (if applicable), financial policies, income statement, general ledger

**References:**
- 2 CFR 200.413
- 2 CFR 200.414
- 2 CFR 200.416

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.04.01</td>
<td>Does the approved budget include indirect costs?</td>
</tr>
<tr>
<td>01.04.02</td>
<td>If YES to question 01.04.01, review the approved negotiated rate or cost allocation plan (state and local governments can use a cost allocation plan). Is the rate current?</td>
</tr>
<tr>
<td>01.04.03</td>
<td>Are all indirect costs charged appropriately as part of the indirect cost rate?</td>
</tr>
</tbody>
</table>

## 01.05: CASH MANAGEMENT

**Source Documents:** Financial Policies, Federal Cash Management Policy, Supporting Documentation (ledger, tabulation, etc) and drawdown confirmation of most recent PMS drawdown, Fixed Amount Drawdown Policy/Procedure, Payment Management System PAY-E Report

**References:** 2 CFR 200.305

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.05.01</td>
<td>Does the sponsor/grantee have a policy to manage Federal cash drawdowns?</td>
</tr>
<tr>
<td>01.05.02</td>
<td>If there is a policy to manage cash drawdowns, does it include the following minimum elements?</td>
</tr>
<tr>
<td></td>
<td>• provisions for when cash should be drawn down.</td>
</tr>
<tr>
<td></td>
<td>• whether cash is drawn on a reimbursement or advance basis.</td>
</tr>
<tr>
<td></td>
<td>• safeguards to minimize the time between drawing down and dispersal of cash.</td>
</tr>
<tr>
<td>01.05.03</td>
<td>Does the grantee follow the policy or procedures established in their Federal Cash Management policy?</td>
</tr>
<tr>
<td>01.05.04</td>
<td>When viewing the Payment Management System summary of payments for this grant and the associated supporting documentation for selected drawdown samples, do drawdowns appear to be made in an allowable manner? Drawdowns should be based on actual expenditures on an as-needed basis.</td>
</tr>
</tbody>
</table>

## 01.06: Cost Testing

**Source Documents:** Submitted supporting documentation for the requested PMS drawdown(s), or or additional selections from the general ledger, if applicable.

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.06.01</td>
<td>Are the sampled costs free of issues/errors?</td>
</tr>
</tbody>
</table>
### Operational, Section 1 Cont.

#### Purpose and Approach
The Financial and Operational Fitness Assessment (FOFA) includes both the Financial and Operational review sections and consists of the review of internal controls, financial record retention, timekeeping, and procurement. The Monitoring Officer will request documents for review to identify the program's fiscal capacity and management of federal funds to ensure compliance with the Code of Federal Regulations.

#### Applicability:
AmeriCorps State and National, VISTA, AmeriCorps Seniors (FGP, SCP, and RSVP)

*Note: Because AmeriCorps VISTA Standard Grants do not include federal funding, this section does not apply to this grant type. In addition, this section does not apply to fixed price awards.*

### 01.07: INTERNAL CONTROLS

**Source Documents:** Prime staff interviews, Internal Control Worksheet, Financial Policies

**References:** 2 CFR 200.303

<table>
<thead>
<tr>
<th>01.07.01</th>
<th>Does there appear to be adequate segregation of duties amongst staff for key financial functions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.07.02</td>
<td>Does the sponsor's/grantee's written financial polices explicitly state the internal controls in place, consistent with the workbook's results and with the required staff interviews?</td>
</tr>
</tbody>
</table>

### 01.08: RECORD RETENTION

**Source Documents:** Financial policies, organizational policies

**References:** 2 CFR 200.334

<table>
<thead>
<tr>
<th>01.08.01</th>
<th>Does the sponsor/grantee have a written policy for retention of financial records and supporting documentation for three years from the date of the submission of the final FFR, or when any final action is taken to resolve any claim, audit, or investigation involving the grant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If NO, briefly describe the deficiencies in the notes section below.</td>
</tr>
</tbody>
</table>

### 01.09: TIMEKEEPING

**Source Documents:** Documentation of Personnel Expenses/Timekeeping Policy

**References:** 2 CFR 200.430  
2 CFR 200.431  
2 CFR 200.413(c)  
2 CFR 200.416

<table>
<thead>
<tr>
<th>01.09.01</th>
<th>Is the grantee compliant with the Standards for Documentation of Personnel Expenses (e.g. Timekeeping)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Charges to the grant for salaries and wages are based on records (e.g. timesheets) that accurately reflect the work performed. These records must:</td>
</tr>
<tr>
<td></td>
<td>• Be supported by a system of internal control that provides reasonable assurance that charges are accurate, allowable, and properly allocated</td>
</tr>
<tr>
<td></td>
<td>• Incorporated into the official records of the organization</td>
</tr>
<tr>
<td></td>
<td>• Reasonably reflects the total activity for which employee is compensated</td>
</tr>
<tr>
<td></td>
<td>• Comply with the grantee's accounting policies and practices</td>
</tr>
<tr>
<td></td>
<td>• For an employee who is billed less than 100% to the grant the salary or wages are allocated to specific activities or cost objectives</td>
</tr>
</tbody>
</table>
## 01.10: PROCUREMENT

**Source Documents:** Financial policies, organizational policies  
**References:** 2 CFR 200.317-327  

<table>
<thead>
<tr>
<th>01.10.01</th>
<th>Does the sponsor/grantee have a procurement policy?</th>
</tr>
</thead>
</table>
| 01.10.02 | If there is a policy, does it include the following elements:  
• Standards of conduct that cover at minimum conflicts of interest  
• Delineation of purchase thresholds  
• Single source provisions  
• Necessary affirmative steps to assure minority businesses, women's business enterprises, and labor surplus area firms are used when possible |

## Subrecipient Review, Section 2

**Purpose and Approach**  
The Subrecipient review involves document review in the areas of Subrecipient Agreement, Risk Agreement, Monitoring, and Reporting. The Monitoring Officer will request documents for review to identify the program's oversight of the subrecipient's implementation of policies and agreements to ensure compliance with the Code of Federal Regulations and Americorps Terms and Conditions.

**Applicability:** Americorps State and National, Americorps State and National Commissions

## 02.01: SUBRECIPIENT AGREEMENT

**Source Documents:** List of subrecipients; Completed subrecipient agreements or notice of subawards for requested sample, Subrecipient agreement template  
**References:** 2 CFR 200.332  

<table>
<thead>
<tr>
<th>02.01.01</th>
<th>Does the grantee have current, completed subrecipient agreements on file for the requested subrecipients?</th>
</tr>
</thead>
</table>
| 02.01.02 | Does the agreement contain the following?  
• Clear identification as a subaward;  
• Federal Award Identification;  
• All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;  
• Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;  
• An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in Â§200.414 Indirect (F&A) costs, paragraph (f); |
02.02: SPECIFIC CONDITIONS

**Source Documents:** Subrecipient agreements, Subrecipient Monitoring/Oversight Policy

2 CFR 200.332 (c)
2 CFR 200.208

**02.02.01** Does the grantee consider imposing specific subaward conditions when appropriate?

- Does the grantee have guidelines, or a policy or procedure to govern when they will impose specific conditions?
- If the grantee demonstrates evidence of having imposed specific conditions on a subawardee, does the grantee follow their policy/procedure on specific conditions on subawards?

---

02.03: RISK ASSESSMENT

**Source Documents:** Subrecipient Monitoring/ Oversight Policies, Risk Assessment, Monitoring Plan/Schedule

2 CFR 200.332 (b)

**02.03.01** Does the grantee assess each sub-recipients risk of non-compliance for the purpose of determining the appropriate sub-recipient monitoring?

- Does the grantee have a risk assessment or policy/procedure for assessing risk?
- Does the policy address how the results of the risk assessment are used to tailor sub-recipient monitoring activities to varying risk levels?

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02.04: COMPLIANCE MONITORING PLAN

**Source Documents:** Subrecipient Monitoring/ Oversight Policies; Risk Assessment, Subrecipient Agreement, Completed Monitoring Tool/Report and Related Follow-up Correspondence; Risk Assessment Policy and Completed Risk Assessment, Grantee Subrecipient Monitoring Reports and Follow-up Correspondence regarding Corrective Actions taken

**References:**
2 CFR 200.332 (d, h)
2 CFR 200.339
2 CFR 200.521

**02.04.01** Does the grantee have a policy or procedure on how they will monitor their subrecipients to ensure compliance with AmeriCorps and grant regulations?

**02.04.02** Does the policy describe:

- The reports, both financial and programmatic, that will be collected and reviewed by the grantee;
- How the grantee will follow-up and ensure that any findings or issues uncovered during an audit, site visit, or by other means are resolved; and
- How management decisions are issued for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity.

**If NO, describe the deficiency in the notes section below.**
| 02.04.03 | Does the grantee follow the policy or procedures established in their subrecipient monitoring policy? |
| 02.04.04 | Does the grantee consider taking enforcement action against noncompliant subrecipients?  
  • Does the grantee have guidelines, or a policy or procedure to govern when they will take enforcement actions?  
  • If the grantee demonstrates evidence of having taken enforcement actions against a subawardee, does the grantee follow their policy/procedure on enforcement action on subawards? |

### 02.05 SUBRECIPIENT AUDITS

**Source Documents:** Subrecipient Monitoring/Oversight Policies; Risk Assessment; Financial Policies; eGrants Grantee Application-Subrecipient section, Grantee Subrecipient Monitoring Reports and Follow-up Correspondence; possibly Finance Journal Entries

**References:**  
2 CFR 200.332 (f)  
2 CFR 200.332 (g)  
2 CFR 200.501 (a)

| 02.05.01 | Does the grantee verify that every subrecipient is audited when required? |
| 02.05.02 | Does the grantee adjust its own records based on the results of the subrecipient's audits, on-site reviews, or other monitoring, when needed? |

### 02.06 Subaward Reporting

**Source Documents:** List of sub-recipients/sub awardees with individual subaward amounts and DUNS numbers

**References:**  
*General Program Terms and Conditions, Section T. Transparency Act Requirements (for Grants and Cooperative Agreements of $30,000 or More)*

| 02.06.01 | Does the recipient make individual subawards in amounts greater or equal to $30,000? |
| 02.06.02 | If subawards are made in amounts greater or equal to $30,000, is each subaward reported through the Federal Funding Accountability, and Transparency Act Subaward Reporting System (FSRS) - [http://www.fsrs.gov](http://www.fsrs.gov)? |
### Program Review, AmeriCorps State and National, Section 3

#### Purpose and Approach
The AmeriCorps State and National (ASN) review assesses the soundness of grantee policies, procedures and adherence to the Code of Federal Regulations and other assurances, certifications, prohibitions, and regulatory requirements. The Monitoring Officer will request documents and conduct interviews to identify the program's compliance regarding member management, financial management and the agreed upon Terms and Conditions for this grant type.

#### Applicability:
All Americorps State and National programs

Each programmatic section begins with the following criteria related to member/volunteer management:

1. Eligibility;
2. Approved activities;
3. Non-supplantation, non-duplication, and non-displacement;
4. Timekeeping-related requirements;
5. Supervision; and
6. Prohibited activities.

Each section also includes criteria relevant to the oversight of sub-recipients, sub-sites, or stations.

### 03.01: ASN Member Management

#### Source Documents:
- Member Management Policies and Procedures
- Member Service Agreements
- Active Members and Staff Roster
- Member Position Descriptions
- Member Timesheets
- Member Files
- Member Teleservice Forms
- Site Supervisor Training Documentation
- Social Media Platforms and Websites
- Interviews

#### 03.01.01
Is there evidence that Member eligibility documentation was reviewed and found satisfactory prior to enrollment?

(a) Proof of citizenship or allowable legal status;
(b) Proof of age;
(c) Member certification of GED or HS diploma or statement that Member agrees to earn one prior to using the Education Award.

References:
- Grant Program Specific Terms and Conditions (AC IX B)
- 45 CFR § 2522.200

#### 03.01.02
Is there evidence the grantee grant-funded activities are compliant with Non-Supplantation, Non-Duplication, and Non-Displacement restrictions?

(a) Non-Supplantation;
(b) Non-Duplication;
(c) Non-Displacement.

References: 45 CFR § 2540.100

#### 03.01.03
Does the program have a process for ensuring member hours are tracked and fundraising time does not exceed the 10% limit?
Does the program have a process for ensuring member hours are tracked and member education does not exceed the 20% limit?

References: 45 CFR § 2520.40
- 45 CFR § 2520.45
- 45 CFR § 2520.50
<table>
<thead>
<tr>
<th>03.01.04</th>
<th>Are all activities included in the position description compliant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>References: General Grant and Cooperative Agreement Terms and Conditions (AC III E) 45 CFR § 2520.65 45 CFR § 2520.40 45 CFR § 2520.45</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03.01.05</th>
<th>Do the service activities of the member align with the position description?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: Grant Program Specific Terms and Conditions (AC V A)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03.01.06</th>
<th>Is there a designated supervisor providing regular and consistent support and supervision for each Member?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: Grant Program Specific Terms and Conditions (AC V D)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03.01.07</th>
<th>Have supervisors completed member management training to effectively manage AmeriCorps Members?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: Grant Program Specific Terms and Conditions (AC V D)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03.01.08</th>
<th>Does the grantee recognize AmeriCorps support?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: General Grant and Cooperative Agreement Terms and Conditions (II) AmeriCorps Branding Guidelines</td>
<td></td>
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</tbody>
</table>

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### 03.02: ASN Program Financial Review

**Source Documentation:** Financial Policies; Fixed Amount Drawdown Policy/Procedure

<table>
<thead>
<tr>
<th>03.02.01</th>
<th>If the grant is a fixed price award, (Professional Corps, Full-time, or EAP) does the grantee have a policy to manage the calculation and drawdown of fixed price awards?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>03.02.02</th>
<th>If there is a policy, does it include the following elements in line with the 2018 Fixed Price Financial Process Guide provided by AmeriCorps?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference: Fixed Amount Grant Financial and Administrative Process Guide</td>
<td></td>
</tr>
</tbody>
</table>

- Advances of fixed amount grant funds are not permitted outside of express written approval from AmeriCorps
- How drawdowns are determined for the type of fixed amount award selected for monitoring:
  - For Professional Corps and Full-time awards: Earned funds are based on the hours served by enrolled members
  - For EAP awards: Earned funds are based on the number of members enrolled, adjusted by slot type.
## 03.03: Verification of Terms and Conditions

**Source Documentation:** Grievance Policy/Procedure, Filed Grievances and Follow Up from Last Two Years for Prime and Service Sites, Non-Discrimination Policy and Documentation of Public Notice, Recruitment and Application Materials, Accessibility Policy and Procedure, Limited English Proficiency Policy and Procedure, Interviews

### 03.03.01
Is there documentation to show that the recipient maintains a procedure for the filing and adjudication of grievances in alignment with 45 CFR § 1225?

Documentation should outline the following at a minimum:

1. Time frames for filing and response
2. Person who receives and responds to the complaints both informal (grantee personnel) and formal (EEOP Director of AmeriCorps or AmeriCorps designee)
3. Documentation required
4. Legal representation is allowed
5. Freedom from retaliation/reprisal
6. The process involved from initial filing, review, decisions made, corrective action, through close out

Reference: 45 CFR 1225

### 03.03.02
Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?
- Race
- Color
- National origin
- Gender/gender identity or expression
- Age
- Religion
- Sexual orientation
- Disability
- Political affiliation
- Marital or parental status
- Genetic information
- Military service

Reference: *General Grant and Cooperative Agreement Terms and Conditions*

### 03.03.03
Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations?

Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted?

Has the grantee or any service site had discrimination complaints filed against them?

If the answer to any of the above question is YES, review the following:
- Was discrimination or non-compliance substantiated?
- Was relief or remedial action taken?

References: *General Grant and Cooperative Agreement Terms and Conditions*
*45 CFR 1225*
*45 CFR 2540*
### Program Review, AmeriCorps State Commissions, Section 4

#### Purpose and Approach

The AmeriCorps State Commissions review assesses the soundness of grantee policies, procedures and adherence to the Code of Federal Regulations and other assurances, certifications, prohibitions, and regulatory requirement. The Monitoring Officer will request documents to identify the program's compliance regarding organizational management.

**Applicability:**

State Commission’s Only

#### 04.01: Organizational Management

**Source Documents:** Three-Year National & Community Service Plan, Supplemental State Service Plan for Adults Age 55 or Older, State Commissions Bylaws, Commission or State Policy on Commission Composition Development, Documentation of State Commission Composition, Commission Policy on Application Process, Commission Operation Policies and Procedures, Subgrantee Monitoring Tools, Annual RFP for National Service Programs, Subgrantee Selection Policy, Subgrantee Agreements, Documentation of Subgrantee Applications

<table>
<thead>
<tr>
<th>04.01.01</th>
<th>Does the commission have a three-year, comprehensive national and community service plan and establishment of state priorities that is consistent with AmeriCorps's broad goals of meeting human, educational, environmental, and public safety needs?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference:</td>
<td>45 CFR §2550.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>04.01.02</th>
<th>Does the comprehensive national and community service plan and establishment of state priorities that is consistent with AmeriCorps's broad goals of meeting human, educational, environmental, and public safety needs comply with the requirements below?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be annually updated.</td>
<td></td>
</tr>
</tbody>
</table>

### 03.03.04

Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

References:
- *Grant Program Specific Terms and Conditions*
- Rehabilitation Act of 1973
- 45 CFR 1203/1214/1232

### 03.03.05

Does the sponsor/grantee have a procedure in place for ensuring accessibility to persons with Limited English Proficiency?

References:
- *General Grant and Cooperative Agreement Terms and Conditions*
- Executive Order 13166
- 67 FR 64604

### 03.03.06

Does the grantee notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates in accordance with federal and program requirements on non-discrimination?

a. Does the policy summarize the requirements, note the availability of compliance history information, and explain the procedures for filing discrimination complaints with AmeriCorps?

b. Does the policy include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member/volunteer service agreements, handbooks, manuals, pamphlets, and post it in prominent locations, as appropriate?

c. Does the sponsor/grantee notify the public in recruitment material and application forms that it operates its program or activity subject to nondiscrimination requirements?

References:
- *General Grant and Cooperative Agreement Terms and Conditions*
- 45 CFR 2540
- Be developed through an open and public process that provides for the maximum participation and input from a broad cross-section of individuals and organizations, including national service programs within the state.
- Ensure outreach to diverse, broad-minded community service organizations that serve underrepresented populations by creating State networks and registries or by utilizing existing ones.
- The plan must set forth the State's goals, priorities, and strategies for promoting national and community service and strengthening its service infrastructure, including how Corporation-funded programs fit into the plan.
- May contain such other information as the State commission considers appropriate and must contain other information as AmeriCorps may require.
- Must ensure outreach to and coordination with municipalities and county governments regarding the national service laws.
- Must provide for effective coordination of funding applications submitted by the state and other organizations within the State under national service laws.
- Include measurable goals and outcomes for national service programs funded through the State and other organizations within the State under the national service laws.
- Be subject to approval by the chief executive officer of the State.

Reference: 45 CFR §2550.80 (a)

| 04.01.03 | Does the commission have a Supplemental State Service Plan for adults age 55 or older? |
| 04.01.04 | Does the Supplemental State Service Plan for adults age 55 or older include the requirements below? |
| 04.01.05 | Does the state comply with the federal requirements regarding the composition of State Commissions? |

- Recommendations for policies to increase service for adults age 55 or older, including how to use such adults as sources of social capital, and how to utilize their skills and experience to address community needs.
- Recommendations to the State agency on aging (as defined in section 102 of the Older Americans Act of 1965, 42 U.S.C. 3002) on a marketing outreach plan to businesses and outreach to non-profit organizations, the State education agency, institutions of higher education, and other State agencies.
- Recommendations for civic engagement and multigenerational activities, including early childhood education and care, family literacy, and other after school programs, respite services for adults age 55 or older and caregivers, and transitions for older adults age 55 or older to purposeful work in their post-career lives.
- Incorporate the current knowledge base regarding the economic impact of the roles of workers age 55 or older in the economy.
- Incorporate the current knowledge base regarding the social impact of the roles of such workers in the community.
- Incorporate the current knowledge base regarding the health and social benefits of active engagement for adults age 55 or older.

Reference: 45 CFR 2550.80(m)

- State's Chief Executive Officer appoints member of commission (unless waived in writing by AmeriCorps)
- 15-25 voting members (excluding ex officio members) (unless waived in writing by AmeriCorps)
- Members appointed to renewable three-year terms
To the extent practicable, the chief executive officer of a State shall ensure that the membership for the State commission is diverse with respect to race, ethnicity, age, gender, and disability characteristics.

Not more than 50% plus one of the members of a State Commission may be from the same political party (unless waived in writing by AmeriCorps).

The number of voting members of a State Commission who are officers or employees of the state may not exceed 25% of the total membership of that State Commission.

AmeriCorps representative serves on the commission as an ex officio member.

**Categories of voting members - one member may fill more than one role:**

- A community-based agency or organization in the State
- The head of the state education agency or his or her designee
- A representative of local government in the state
- A representative of local labor organizations in the state
- A representative of business
- An individual between the ages of 16 and 25, inclusive, who is a participant or supervisor of a service program for school age youth or of a campus-based or national service program
- A representative of a national service program
- An individual with experience in the educational, training, and development needs of youth, particularly disadvantaged youth
- An individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism
- A representative of the volunteer sector

Reference: 45 CFR 2550.50(a-e)

The State commission is responsible for the selection of subtitle C programs and preparation of applications to AmeriCorps. Does the commission complete all of the following:

- Prepare an application to AmeriCorps to receive funding or education awards for national service programs selected by the State.
- Administer a competitive process to select national service programs for funding.
- Administer the grants and overseeing and monitoring the performance and progress of funded programs.
- Implement comprehensive, non-duplicative evaluation and monitoring systems.
- Provide technical assistance to local nonprofit organizations and other entities in planning programs, applying for funds, and in implementing and operating high quality programs.
- Develop mechanisms for recruitment and placement of people interested in participating in national service programs.

Reference: 45 CFR §2550.80

Does the commission use all the following criteria when selecting formula programs?

- The quality of national service program proposed to be carried out directly by the applicant or supported by a grant from the applicant.
- The innovative aspect of the national service program, and the feasibility of replicating the program.
- The sustainability of the national service program.
• The quality of the leadership of the national service program, the past performance of
the program, and the extent to which the program builds on existing programs.

• The extent to which participants of the national service program are recruited from
among residents of the communities in which projects are to be conducted, and the
extent to which participants and community residents are involved in the design,
leadership, and operation of the program.

• The extent to which projects would be conducted in one of the areas listed in 45 CFR
2522.450 (c)(1) through (5).

• Such other criteria as AmeriCorps considers to be appropriate, following appropriate
notice.

Reference: 45 CFR § 2522.475

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**Program Review, VISTA, Section 5**

**Purpose and Approach**

This review is conducted to determine the functionality and compliance of a VISTA program
based on the Code of Federal Regulations and the agreed upon Terms and Conditions for this
grant type. The Monitoring Officer will request documents that establish the policies and
procedures regarding organizational and member management.

**Applicability:** This section applies to VISTA grants ONLY.

*Each programmatic section begins with the following criteria related to member/volunteer management:*

1. eligibility;
2. approved activities,
3. non-supplantation, non-duplication, and non-displacement;
4. timekeeping-related requirements;
5. supervision; and
6. prohibited activities.

*Each section also includes criteria relevant to the oversight of sub-recipients, sub-sites, or stations.*

**05.01: VISTA MEMBER MANAGEMENT**

**Source Documents:** Sponsor staff interview, Supervisor interview, VISTA Assignment Descriptions (VAD), member files
(sample of member timesheets), member management policies and procedures (to include leave policy, and indicating
member supervision policy), Training agendas, attendance sheets

<table>
<thead>
<tr>
<th>05.01.01</th>
<th>Is there evidence that VISTAs, Summer Associates, or Leaders are serving full-time?</th>
</tr>
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<tbody>
<tr>
<td><strong>DVSA Sec. 104</strong></td>
<td>(42 U.S.C. § 4954) (a)</td>
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<tr>
<td><strong>45 CFR 2556.205</strong></td>
<td>VISTA Member Handbook Chapter 1</td>
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</table>

| 05.01.02 | Is there documentation to show that the sponsor is documenting member leave, AND is leave in allowable
amounts? |
<p>| <strong>References:</strong> | <strong>DVSA Sec. 105(b)</strong> |
| <strong>(42 U.S.C. § 4955 (b))</strong> | VISTA Member Handbook Chapter 9 |</p>
<table>
<thead>
<tr>
<th>Memorandum of Agreement</th>
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</table>
| **05.01.03** | Does the organization have a policy for VISTA member leave? If so, is the policy compliant with VISTA requirements?  
References: Memorandum of Agreement  
DVSA Sec. 105(b).  
(42 U.S.C. § 4955 (b))  
VISTA Member Handbook Chapter 11 |
| **05.01.04** | Supervision: Is there a designated and trained supervisor for each VISTA, Leader, or Summer Associate?  
References:  
VISTA Supervisors Manual Chapter 2  
VISTA Member Handbook Chapter 3 |
| **05.01.05** | Has the sponsor ensured VISTA supervisor training for supervisors and/or sub-recipient project site supervisors?  
Reference: Memorandum of Agreement |
| **05.01.06** | Are all activities in the VISTA Assignment Description (VAD) compliant?  
Reference: Memorandum of Agreement  
VISTA Member Handbook Chapter 1  
VISTA Sponsor Handbook - Preparing for New Members |
| **05.01.07** | Do the performed service activities of the member align with the VISTA Assignment Description (VAD)?  
Reference: Memorandum of Agreement  
VISTA Member Handbook Chapter 1 |
| **05.01.08** | Is there a designated supervisor providing regular and consistent support for each member/volunteer?  
Reference: Memorandum of Agreement  
45 CFR 2556.310  
VISTA Member Handbook Chapter 2 and 3  
VISTA Sponsor Handbook - Supporting and Supervising Members |
| **05.01.09** | Are supervisors adequately trained by the grantee to manage AmeriCorps VISTA Members?  
Reference:  
VISTA Member Handbook Chapter 2  
VISTA Member Handbook Chapter 3 |
| **05.01.10** | Are members provided work space and any other materials necessary to operate and complete members’ assignments?  
References:  
VISTA Sponsor Handbook - Supporting and Supervising Members  
VISTA Member Handbook Chapters 14  
Memorandum of Agreement  
45 CFR 2556.115(b) |
| **05.01.11** | If applicable, are members reimbursed for service-related transportation or provided other means of transport?  
References:  
Memorandum of Agreement  
45 CFR 2556.115(b)  
VISTA Sponsor Handbook - Supporting and Supervising Members  
VISTA Member Handbook Chapter 7 |
| 05.01.12 | If applicable, are optional benefits given to the members appropriate? References: VISTA Sponsor Handbook - Supporting and Supervising Members VISTA Member Handbook Chapters 5 and 11 Memorandum of Agreement 45 CFR 2556.205 45 CFR 2556.320 What benefits may a VISTA receive during VISTA service? 45 CFR 2556.505 How do summer associates differ from other VISTAs? VISTA Desk Reference (VDR) Appendix 23B-1: List of Approved Financial and In-Kind Support |
| 05.01.13 | Is there evidence that members: • perform activities that would otherwise be performed by employed workers or volunteers? • supplant the hiring of or result in the displacement of employed workers or other volunteers? • engage in activities that impair existing contracts for service? Reference: 45 CFR 2556.150 |
| 05.01.14 | Does the sponsor offer a site orientation and training at the beginning of each members’ service, as well as other training opportunities throughout their service year? References: Memorandum of Agreement VISTA Sponsor Handbook - Supporting and Supervising Members VISTA Member Handbook Chapter 4 |
| 05.01.15 | If applicable, do members’ outside employment meet requirements, and is it documented? • Are outside employment forms approved and on file? • Is members’ outside employment part-time? • Is members’ outside employment hours not in conflict with VISTA service hours? • Members’ outside employers are not the sponsor, sub-site, contractor for the sponsor, or other project-related organization? References: VISTA Sponsor Handbook - Supporting and Supervising Members VISTA Member Handbook Chapter 14 Member Terms and Conditions (viewable in Portal by the individual member) VISTA Outside Employment Policy (from VISTA policy page) Outside Employment Request Form |
| 05.01.16 | If applicable, are teleservice forms complete and approved by the supervisor? References: VISTA Sponsor Handbook - Supporting and Supervising Members VISTA Member Handbook Chapter 14 Member Terms and Conditions (viewable in Portal by individual member) Teleservice Policy (from VISTA policy page) Teleservice Request Form |
| 05.01.17 | Does the sponsor recognize AmeriCorps support? • Are projects visually identified as AmeriCorps (including, but not limited to logos, websites, social media, service gear, and clothing) and following AmeriCorps brand guidelines? • Are members provided information that projects are part of AmeriCorps? • Are there alterations to AmeriCorps logos or other brand identities? If yes, did the grantee receive prior written approval from AmeriCorps? • If applicable, do agreements with subsites explicitly state that the program is an AmeriCorps program? Reference: General Terms and Conditions, III. Section H. Recognition of AmeriCorps Support |
05.02: SUB-SITE OVERSIGHT [Multi-Site Projects Only]

Source Documents: Sub-site agreements, sub-site oversight policies and procedures

| 05.02.01 | Has the sponsor provided information to current subsites on the conditions of VISTA service?  
Reference: Memorandum of Agreement |
| 05.02.02 | Has the sponsor entered into a subsite agreement with each subsite?  
Reference: Memorandum of Agreement |
| 05.02.03 | Does each subsite agreement or Memorandum of Understanding (MOU) contain at least the following elements?  
• Written understanding and agreement that the Site is required to properly ensure that all VISTA resources are used to carry out the VISTA project in conformity with all applicable AmeriCorps laws, regulations, policies, procedures, program guidance and the MA Provisions  
• Responsibilities of the parties and other program requirements  
• Policies and procedures regarding requesting removal of members  
• Records to be kept and reports on project and member progress to be submitted  
• Written understanding and agreement that while the Sponsor maintains responsibility for the Site’s proper use of members, the Site may be held financially responsible to AmeriCorps for the inappropriate use of all such VISTA resources by the Site  
• If applicable, site support payments.  
Reference: Memorandum of Agreement  
45 CFR 2556.155 |
| 05.02.04 | Are all subsites eligible to receive VISTA members?  
References: Memorandum of Agreement  
VISTA Member Handbook Chapter 1  
DVSA, SEC. 103 (a) (42 U.S.C. 4953 (a))  
45 CFR 2556.100  
45 CFR 2556.105 |
| 05.02.05 | Does the sponsor require or accept application fees from potential subsites or require subsites to contribute financially to the project beyond Site Support Payment, cost-share, or reimbursement (which includes reasonable and actual costs incurred for project administration provided by the sponsor)?  
Reference: Memorandum of Agreement.  
45 CFR 2556.155 |
| 05.02.06 | Does the sponsor monitor subsites to ensure compliance with grant requirements?  
References: Memorandum of Agreement  
General Terms and Conditions  
2 CFR 200.303(c) and 2 CFR 200.329(a)  
VISTA Desk Reference<Intermediary Management of Host Sites<Host Site Visits, p. 88 |

05.03: Verification of Terms and Conditions


| 05.03.01 | Is there documentation to show that the recipient maintains a procedure for the filing and adjudication of grievances in alignment with 45 CFR § 1225?  
Documentation should outline the following at a minimum:  
1. Time frames for filing and response |
2. Person who receives and responds to the complaints both informal (grantee personnel) and formal (EEOP Director of AmeriCorps or AmeriCorps designee)

3. Documentation required

4. Legal representation is allowed

5. Freedom from retaliation/reprisal

6. The process involved from initial filing, review, decisions made, corrective action, through close out

**Reference:** 45 CFR 1225

### 05.03.02

**Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?**

- Race
- Color
- National origin
- Gender/gender identity or expression
- Age
- Religion
- Sexual orientation
- Disability
- Political affiliation
- Marital or parental status
- Genetic information
- Military service

**Reference:** *General Grant and Cooperative Agreement Terms and Conditions*

### 05.03.03

Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations?

Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted?

Has the grantee or any service site had discrimination complaints filed against them?

If the answer to any of the above question is YES, review the following:

- Was discrimination or non-compliance substantiated?
- Was relief or remedial action taken?

**References:** *General Grant and Cooperative Agreement Terms and Conditions*

45 CFR 1225

45 CFR 2540

### 05.03.04

Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

**References:** *Grant Program Specific Terms and Conditions*

*Rehabilitation Act of 1973*

45 CFR 1203/1214/1232

### 05.03.05

Does the sponsor/grantee have a procedure in place for ensuring accessibility to persons with Limited English Proficiency?

**References:** *General Grant and Cooperative Agreement Terms and Conditions*

*Executive Order 13166*

67 FR 64604
### Title VI, Civil Rights Act of 1964: Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons

| 05.03.06 | Does the grantee notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates in accordance with federal and program requirements on non-discrimination?  

a. Does the policy summarize the requirements, note the availability of compliance history information, and explain the procedures for filing discrimination complaints with AmeriCorps?  

b. Does the policy include information on civil rights requirements, complaint procedures, and the rights of beneficiaries in member/volunteer service agreements, handbooks, manuals, pamphlets, and post it in prominent locations, as appropriate?  

c. Does the sponsor/grantee notify the public in recruitment material and application forms that it operates its program or activity subject to nondiscrimination requirements? |

References: General Grant and Cooperative Agreement Terms and Conditions  
45 CFR 2540

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### Program Review, Senior Companion Program, Section 6

**Purpose and Approach**  
The Senior Companion Program (SCP) review assesses the soundness of grantee policies, procedures and adherence to regulations in 45 CFR 2551, 45 CFR 2450, and other assurances, certifications, prohibitions, and regulatory requirements. The Monitoring Officer will request documents and conduct interviews to identify the program's capacity to execute federal funds to ensure compliance with the Code of Federal Regulations.

**Applicability:** This section applies to AmeriCorps Seniors Senior Companion Program grants ONLY.

Each programmatic section begins with the following criteria related to member/volunteer management:  
(1) eligibility;  
(2) approved activities,  
(3) non-supplantation, non-duplication, and non-displacement;  
(4) timekeeping-related requirements;  
(5) supervision; and  
(6) prohibited activities.

Each section also includes criteria relevant to the oversight of sub-recipients, sub-sites, or stations.

### 06.01: SCP VOLUNTEER MANAGEMENT

**Source Documents:** Volunteer interview, Volunteer assignment plan, Volunteer files, volunteer timesheets, volunteer management policies and procedures

| 06.01.01 | Do all volunteers meet the minimum age requirement at the time of enrollment?  

Reference:  
45 CFR §2551.41(a)(1) |
| 06.01.02 | Are stipend volunteers all income-eligible? |
| 06.01.03 | Are all activities included in the description/assignment compliant? |
| 06.01.04 | Do the service activities of the volunteer align with the position description? |
| 06.01.05 | Is there a designated supervisor providing regular and consistent support for each volunteer? |
| 06.01.06 | Are supervisors adequately trained by the grantee to manage volunteers? |
| 06.01.07 | a. Are all Senior Companions performing direct services to individual clients provided written volunteer assignment plans?  
b. Do records show that the plans are approved by the sponsor and accepted by the volunteer?  
c. Do the plans identify the client(s) to be served?  
d. Do the plans address the period the client(s) will receive the volunteer's services?  
e. Do the plans identify the roles and activities of the volunteer and the expected outcomes?  
f. Are all activities included in the assignment plan compliant? |
| 06.01.08 | Do Senior Companions who directly serve clients serve one or more eligible adults in a manner that: results in person-to-person supportive relationships with each client served and that supports the achievement and maintenance of the highest level of independent living for their clients? |
| 06.01.09 | Does the project ensure that Senior Companions do not provide services such as those performed by medical personnel, services to large numbers of clients, custodial services, administrative support services, or other services that would detract from their assignment? Reference: 45 CFR § 2551.71(b) |
| 06.01.10 | Does the grantee recognize AmeriCorps support?  
- Are projects visually identified as AmeriCorps (including, but not limited to logos, websites, social media, service gear and clothing) and following AmeriCorps brand guidelines?  
- Are volunteers provided information that projects are part of AmeriCorps?  
- Are there alterations to AmeriCorps logos or other brand identities? If yes, did the grantee receive prior written approval from AmeriCorps?  
- If applicable, do agreements with subsites explicitly state that the program is an AmeriCorps program? Reference: General Terms and Conditions |

### 06.02: STATION OVERSIGHT

**Source Documents:** Station files (MOU), station oversight and support policies and procedures

| 06.02.01 | Is there a current MOU for all volunteer stations, where volunteers are currently serving, signed within the past 3 years? Reference: 45 CFR §2551.23(c)(2) |
| 06.02.02 | Do MOUs meet the basic requirements as stated in the regulations, i.e.: a. Negotiated prior to volunteer placement; b. Specifies the mutual responsibilities of the station and sponsor; c. Renegotiated every 3 years; d. Contains the required non-discrimination commitment; e. Contains the required reasonable accommodation language? Reference: 45 CFR §2551.23(c)(2) |
| 06.02.03 | 1) Does the project document that the volunteer stations are public or private non-profit agencies or organizations, with the exception of proprietary health care facilities?  
2) What is the grantee’s method for ensuring that volunteer station sites are appropriate per the regulations? Reference: 45 CFR §2551.23(c)(1) |
| 06.02.04 | Does the grantee monitor service site(s) to ensure compliance with grant requirements? Reference: Memorandum of Agreement; General Terms and Conditions; 2 CFR 200.303(c); 2 CFR 200.329(a) |
# 06.03: Verification of Terms and Conditions

**Source Documentation:** Grievance Policy/Procedure, Filed Grievances and Follow Up from Last Two Years for Prime and Service Sites, Non-Discrimination Policy and Documentation of Public Notice, Recruitment and Application Materials, Accessibility Policy and Procedure, Limited English Proficiency Policy and Procedure, Interviews

## 06.03.01
Is there documentation to show that the recipient maintains a procedure for the filing and adjudication of grievances in alignment with 45 CFR § 1225?

Documentation should outline the following at minimum:
1. Time frames for filing and response
2. Person who receives and responds to the complaints both informal (grantee personnel) and formal (EEOP Director of AmeriCorps or AmeriCorps designee)
3. Documentation required
4. Legal representation is allowed
5. Freedom from retaliation/reprisal
6. The process involved from initial filing, review, decisions made, corrective action, through close out

Reference: 45 CFR 1225

## 06.03.02
Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?
- Race
- Color
- National origin
- Gender/gender identity or expression
- Age
- Religion
- Sexual orientation
- Disability
- Political affiliation
- Marital or parental status
- Genetic information
- Military service

Reference: General Grant and Cooperative Agreement Terms and Conditions

## 06.03.03
Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations?

Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted?

Has the grantee or any service site had discrimination complaints filed against them?

If the answer to any of the above question is YES, review the following:
- Was discrimination or non-compliance substantiated?
- Was relief or remedial action taken?

References: General Grant and Cooperative Agreement Terms and Conditions

45 CFR 1225

45 CFR 2540

## 06.03.04
Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

References: Grant Program Specific Terms and Conditions
### Program Review, Foster Grandparents, Section 7

#### Purpose and Approach

The Foster Grandparents Program (FGP) review assesses the soundness of grantee policies, procedures, and adherence to regulations in 45 CFR 2552, 45 CFR 2450, and other assurances, certifications, prohibitions, and regulatory requirements. The Monitoring Officer will request documents and conduct interviews to identify the program's capacity to execute federal funds to ensure compliance with the Code of Federal Regulations.

**Applicability:**

This section applies to AmeriCorps Seniors Foster Grandparents Program grants ONLY.

Each programmatic section begins with the following criteria related to member/volunteer management:

1. eligibility;
2. approved activities,
3. non-supplantation, non-duplication, and non-displacement;
4. timekeeping-related requirements;
5. supervision; and
6. prohibited activities.

Each section also includes criteria relevant to the oversight of sub-recipients, sub-sites, or stations.

#### 07.01: FGP VOLUNTEER MANAGEMENT

**Source Documents:** Volunteer interview, Volunteer assignment plan, Volunteer files, volunteer timesheets, volunteer management policies and procedures
| 07.01.01 | Do all volunteers meet the minimum age requirement at the time of enrollment? |
| 07.01.02 | Are stipend volunteers all income eligible? |
| 07.01.03 | Are all activities included in the description/assignment compliant? |
| 07.01.04 | Do the service activities of the volunteer align with the position description? |
| 07.01.05 | Is there a designated supervisor providing regular and consistent support for each volunteer? |
| 07.01.06 | Are supervisors adequately trained by the grantee to manage volunteers? |
| 07.01.07 | (a) Are all Foster Grandparents provided written volunteer assignment plans?  
(b) Do records show that the plans are approved by the sponsor and accepted by the volunteer?  
(c) Do the plans identify the individual child(ren) to be served?  
(d) Do the plans address the period the child(ren) will receive the volunteer's services?  
(e) Do the plans identify the roles and activities of the volunteer and the expected outcomes for the child(ren)?  
(f) Are all activities included in the volunteer assignment plan compliant? |
| 07.01.08 | For FGP, do all Foster Grandparents provide direct services to one or more eligible children that result in person-to-person supportive relationships with each child served and that support the development and growth of each child served? |
| 07.01.09 | For FGP, does the project ensure that Foster Grandparents are not assigned to roles such as teacher's aides, group leaders or other similar positions that would detract from the person-to-person relationship?  
Reference:  
45 CFR § 2552.71(a)-(c) |
| 07.01.10 | Does the grantee recognize AmeriCorps support?  
• Are projects visually identified as AmeriCorps (including, but not limited to logos, websites, social media, service gear and clothing) and following AmeriCorps brand guidelines?  
• Are volunteers provided information that projects are part of AmeriCorps?  
• Are there alterations to AmeriCorps logos or other brand identities? If yes, did the grantee receive prior written approval from AmeriCorps?  
• If applicable, do agreements with subsites explicitly state that the program is an AmeriCorps program?  
Reference:  
General Terms and Conditions |
| 07.02: STATION OVERSIGHT  
Source Documents: Station files (MOU), station oversight and support policies and procedures |
| 07.02.01 | Is there a current MOU for all volunteer stations, where volunteers are currently serving, signed within the past 3 years?  
Reference:  
45 CFR § 2552.23(c)(2) |
| 07.02.02 | Do MOUs meet the basic requirements as stated in the regulations, i.e.:  

a. Negotiated prior to volunteer placement;  
b. Specifies the mutual responsibilities of the station and sponsor;  
c. Renegotiated every 3 years;  
d. Contains the required non-discrimination commitment;  
e. Contains the required reasonable accommodation language?  
Reference:  
45 CFR § 2552.23(c)(2) |
| 07.02.03 | 1) Does the project document that the volunteer stations are public or private non-profit agencies or organizations, with the exception of proprietary health care facilities?  
2) What is the grantee’s method for ensuring that volunteer station sites are appropriate per the regulations?  
Reference:  
45 CFR § 2552.23(c)(1) |
| 07.02.04 | Does the grantee monitor service site(s) to ensure compliance with grant requirements?  
Reference:  
Memorandum of Agreement; General Terms and Conditions; 2 CFR 200.303(c); 2 CFR 200.329(a) |
### 07.03: Verification of Terms and Conditions

**Source Documentation:** Grievance Policy/Procedure,Filed Grievances and Follow Up from Last Two Years for Prime and Service Sites, Non-Discrimination Policy and Documentation of Public Notice, Recruitment and Application Materials, Accessibility Policy and Procedure, Limited English Proficiency Policy and Procedure, Interviews

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<th>07.03.01</th>
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<tbody>
<tr>
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<th>07.03.02</th>
<th>Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?</th>
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<td>• Race</td>
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<td>• Genetic information</td>
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<td>• Military service</td>
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<tr>
<th>07.03.03</th>
<th>Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations? Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted? Has the grantee or any service site had discrimination complaints filed against them? If the answer to any of the above question is YES, review the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Was discrimination or non-compliance substantiated?</td>
<td></td>
</tr>
<tr>
<td>o Was relief or remedial action taken?</td>
<td></td>
</tr>
<tr>
<td>References: General Grant and Cooperative Agreement Terms and Conditions</td>
<td></td>
</tr>
<tr>
<td>45 CFR 1225</td>
<td></td>
</tr>
<tr>
<td>45 CFR 2540</td>
<td></td>
</tr>
</tbody>
</table>
**07.03.04** Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

**References:**  
*Grant Program Specific Terms and Conditions*  
*Rehabilitation Act of 1973*  
*45 CFR 1203/1214/1232*

**07.03.05** Does the sponsor/grantee have a procedure in place for ensuring accessibility to persons with Limited English Proficiency?

**References:**  
*General Grant and Cooperative Agreement Terms and Conditions*  
*Executive Order 13166*  
*67 FR 64604*  
*Title VI, Civil Rights Act of 1964: Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*

**07.03.06** Does the grantee notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates in accordance with federal and program requirements on non-discrimination?

a. Does the policy summarize the requirements, note the availability of compliance history information, and explain the procedures for filing discrimination complaints with AmeriCorps?

b. Does the policy include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member/volunteer service agreements, handbooks, manuals, pamphlets, and post it in prominent locations, as appropriate?

c. Does the sponsor/grantee notify the public in recruitment material and application forms that it operates its program or activity subject to nondiscrimination requirements?

**References:**  
*General Grant and Cooperative Agreement Terms and Conditions*  
*45 CFR 2540*

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**Program Review, Retired and Senior Volunteer Program,**

**Purpose and Approach**

The Retired Senior Volunteer Program (RSVP) review assesses the soundness of grantee policies, procedures and adherence to regulations in 45 CFR 2553, 45 CFR 2450, and other assurances, certifications, prohibitions, and regulatory requirements. The Monitoring Officer will request documents and conduct interviews to identify the program's capacity to execute

**Applicability:**

*Each programmatic section begins with the following criteria related to member/volunteer management:*

1. eligibility;  
2. approved activities;  
3. non-supplantation, non-duplication, and non-displacement;  
4. timekeeping-related requirements;  
5. supervision; and  
6. prohibited activities.*

*Each section also includes criteria relevant to the oversight of sub-recipients, sub-sites, or stations.*
# 08.01: RSVP VOLUNTEER MANAGEMENT

**Source Documents:** Volunteer interview, Volunteer assignment plan, Volunteer files, volunteer timesheets, volunteer management policies and procedures

<table>
<thead>
<tr>
<th>08.01.01</th>
<th>Do volunteers meet the minimum age requirement at the time of enrollment?</th>
</tr>
</thead>
</table>
|          | Reference:  
|          | 45 CFR §2553.41 (a)(1)                                                  |
| 08.01.02 | Are all activities included in the volunteer assignment description compliant? |
|          | Reference:  
|          | 45 CFR §2553.12                                                          |
| 08.01.03 | Do the service activities of the volunteer align with the agreement? |
|          | Reference:  
|          | 45 CFR §2553.12                                                          |
| 08.01.04 | Is there a designated supervisor providing regular and consistent support for each volunteer? |
|          | Reference:  
|          | 45 CFR §2553.62(b) and (f)(3)                                           |
| 08.01.05 | Are supervisors adequately trained by the grantee to manage volunteers? |
|          | Reference:  
|          | 45 CFR §2553.62(b) and (f)(3)                                           |
| 08.01.06 | Approved activities: For RSVP, are there assignment descriptions for RSVP volunteers? |
|          | Reference:  
|          | 45 CFR §2553.12                                                          |
| 08.01.07 | Does the grantee recognize AmeriCorps support?  
- Are projects visually identified as AmeriCorps (including, but not limited to logos, websites, social media, service gear and clothing) and following AmeriCorps brand guidelines?  
- Are volunteers provided information that projects are part of AmeriCorps?  
- Are there alterations to AmeriCorps logos or other brand identities? If yes, did the grantee receive prior written approval from AmeriCorps?  
- If applicable, do agreements with subsites explicitly state that the program is an AmeriCorps program? |
|          | Reference:  
|          | General Terms and Conditions                                             |

# 08.02: STATION OVERSIGHT

**Source Documents:** Station files (MOU), station oversight and support policies and procedures

<p>| 08.02.01 | Is there a current MOU for all volunteer stations, where volunteers are currently serving, signed within the past 3 years? |</p>
<table>
<thead>
<tr>
<th>08.02.02</th>
<th>Do MOUs meet the basic requirements as stated in the regulations, i.e.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Negotiated prior to volunteer placement;</td>
<td></td>
</tr>
<tr>
<td>b. Specifies the mutual responsibilities of the station and sponsor;</td>
<td></td>
</tr>
<tr>
<td>c. Renegotiated every 3 years;</td>
<td></td>
</tr>
<tr>
<td>d. Contains the required non-discrimination commitment;</td>
<td></td>
</tr>
<tr>
<td>e. Contains the required reasonable accommodation language?</td>
<td></td>
</tr>
</tbody>
</table>

Reference: 45 CFR §2553.23(c)(2)

<table>
<thead>
<tr>
<th>08.02.03</th>
<th>1) Does the project document that the volunteer stations are public or private non-profit agencies or organizations, with the exception of proprietary health care facilities? 2) What is the grantee’s method for ensuring that volunteer station sites are appropriate per the regulations?</th>
</tr>
</thead>
</table>

Reference: 45 CFR §2553.23(c)(1)

<table>
<thead>
<tr>
<th>08.02.04</th>
<th>Does the grantee monitor service site(s) to ensure compliance with grant requirements?</th>
</tr>
</thead>
</table>

Reference: *Memorandum of Agreement; General Terms and Conditions; 2 CFR 200.303(c); 2 CFR 200.329(a)*

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### 08.03: Verification of Terms and Conditions

**Source Documentation:** Grievance Policy/Procedure, Filed Grievances and Follow Up from Last Two Years for Prime and Service Sites, Non-Discrimination Policy and Documentation of Public Notice, Recruitment and Application Materials, Accessibility Policy and Procedure, Limited English Proficiency Policy and Procedure, Interviews

<table>
<thead>
<tr>
<th>08.03.01</th>
<th>Is there documentation to show that the recipient maintains a procedure for the filing and adjudication of grievances in alignment with 45 CFR § 1225?</th>
</tr>
</thead>
</table>

Documentation should outline the following at minimum:

1. Time frames for filing and response
2. Person who receives and responds to the complaints both informal (grantee personnel) and formal (EEO Director of Americorps or Americorps designee)
3. Documentation required
4. Legal representation is allowed
5. Freedom from retaliation/reprisal
6. The process involved from initial filing, review, decisions made, corrective action, through close out

Reference: 45 CFR 1225

<table>
<thead>
<tr>
<th>08.03.02</th>
<th>Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Race</td>
<td></td>
</tr>
<tr>
<td>• Color</td>
<td></td>
</tr>
</tbody>
</table>
- National origin
- Gender/gender identity or expression
- Age
- Religion
- Sexual orientation
- Disability
- Political affiliation
- Marital or parental status
- Genetic information
- Military service

Reference: *General Grant and Cooperative Agreement Terms and Conditions*

**08.03.03** Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations? Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted? Has the grantee or any service site had discrimination complaints filed against them? If the answer to any of the above question is YES, review the following:
- Was discrimination or non-compliance substantiated?
- Was relief or remedial action taken?

References: *General Grant and Cooperative Agreement Terms and Conditions*

45 CFR 1225
45 CFR 2540

**08.03.04** Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

References: *Grant Program Specific Terms and Conditions*

Rehabilitation Act of 1973
45 CFR 1203/1214/1232

**08.03.05** Does the sponsor/grantee have a procedure in place for ensuring accessibility to persons with Limited English Proficiency?

References: *General Grant and Cooperative Agreement Terms and Conditions*

Executive Order 13166
67 FR 64604
*Title VI, Civil Rights Act of 1964: Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*

**08.03.06** Does the grantee notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates in accordance with federal and program requirements on non-discrimination?

a. Does the policy summarize the requirements, note the availability of compliance history information, and explain the procedures for filing discrimination complaints with AmeriCorps?

b. Does the policy include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member/volunteer service agreements, handbooks, manuals, pamphlets, and post it in prominent locations, as appropriate?

c. Does the sponsor/grantee notify the public in recruitment material and application forms that it operates its program or activity subject to nondiscrimination requirements?

References: *General Grant and Cooperative Agreement Terms and Conditions*

45 CFR 2540
### National Service Criminal History Check, Section 9

#### Purpose and Approach
The NSCHC monitoring activity consists of three components: 1) Review of NSCHC policy or procedure to provide recommendations for improvement (not for compliance); 2) Review of e-course training certificate for compliance with grant specific terms and conditions; 3) Review of check records for covered individuals for compliance with 45 CFR §2540.200-207.

#### Applicability:
Per 45 CFR §2540.200, the National Service Criminal History Check is a requirement for entities that are recipients or subrecipients of the following grants: (a) Operational grants provided by AmeriCorps State and National; (b) Foster Grandparent Program Grants; (c) Retired and Senior Volunteer Program Grants; (d) Senior Companion Program Grants; (e) Senior Demonstration Program Grants that receive funding from CNCS; (f) Martin Luther King, Jr. Day of Service Grants; (g) September 11th Day of Service Grants; (h) Social Innovation Fund Grants; (i) Volunteer Generation Fund Grants; (j) AmeriCorps VISTA Program Grants; (k) AmeriCorps VISTA Support Grants.

### 09.01: NSCHC Policy
**Source Documents:** NSCHC policy and procedures

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
</tr>
</thead>
</table>
| 09.01.01 | Does the organization have a policy or procedure describing the internal process for conducting NSCHC?  
Note: This question does not result in a compliance finding; it is for recommendations only. |
| 09.01.02 | Does the NSCHC policy or procedure cover all recommended topics, as applicable?  
Note: This question does not result in a compliance finding; it is for recommendations only. |

### 09.02: NSCHC Training
**Source Documents:** NSCHC e-course training certificate

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
</tr>
</thead>
</table>
| 09.02.01 | Has at least one staff member completed the required NSCHC e-course training within the past year?  
Reference: Grant Specific Terms and Conditions: Section on National Service Criminal History Check Training |

### 09.03: NSCHC Records
**Source Documents:** NSCHC records provided by the awardee and/or, if applicable, NSCHC records accessed through AmeriCorps-approved vendors Truescreen or Fieldprint.

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
</tr>
</thead>
</table>
| 09.03.01 | Were all NSCHC records compliant?  
(Appplies to individuals requiring NSCHC under 45 CFR §2540.201.) |

#### Check Components - NSOPW
- Was the NSOPW check conducted, either through NSOPW.gov or the AmeriCorps-approved vendor Truescreen?  
- Do the first and last names checked match the name documentation maintained by the grantee?  
- *(If applicable)* If conducted through NSOPW.gov, was the check a nationwide search including all states, territories, and Indian Country?

#### Check Components - State Checks
<table>
<thead>
<tr>
<th><strong>Check Components - FBI</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Was the FBI check conducted, either through an AmeriCorps-approved state repository or the AmeriCorps-approved vendor Fieldprint?</td>
</tr>
<tr>
<td>• <strong>(If applicable)</strong> If the FBI check was name-based due to unreadable fingerprints, do the first and last names checked match the name documentation maintained by the grantee?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Eligibility &amp; Timing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Were the NSOPW, state, and FBI checks conducted, reviewed, and an eligibility determination made (adjudicated) by the recipient no later than the day before the start date of work or service (or no later than November 1, 2021 for individuals starting before May 1, 2021)?</td>
</tr>
<tr>
<td>• <strong>(If applicable)</strong> If vendor check’s adjudication recommendation does not endorse the individual, is the individual's eligibility to serve/work sufficiently documented?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Consent</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is the individual's consent documented, with the consent form signed before the state and FBI checks were conducted?</td>
</tr>
<tr>
<td>• Is notice to the individual that selection is contingent on NSCHC results documented?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Waivers (If applicable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>(If applicable)</strong> If the grant has any approved NSCHC waivers from AmeriCorps, has the recipient followed all terms of the approved NSCHC Waiver(s)?</td>
</tr>
</tbody>
</table>

Reference:
45 CFR §2540.200-207

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**Prohibited Activities, Section 10**

**Purpose and Approach**
The Prohibited Activities monitoring review determines compliance regarding activities which are restricted, prohibited, must be adhered to for non-Federal entities receiving grant funds per 2 CFR 200 or AmeriCorps grants per 45 CFR 2520.65. This monitoring review is completed mainly through responses received via interviews (prime grantee staff, site supervisors, and members/volunteers), but also prohibited activity policies, evidence of training, and review of assignment descriptions. The Monitoring Officer will request documents and conduct interviews to identify the program's capacity to compliantly implement allowable grant-funded activities.

**Applicability:**
This section applies to AmeriCorps State and National, AmeriCorps State and National Commissions, VISTA, and all AmeriCorps Seniors programs.

**10.01: Prohibited Activities**

**Source Documents:**
*Notes from interviews, position descriptions*

<table>
<thead>
<tr>
<th><strong>10.01.01</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do member/volunteer service activities align with their position descriptions/assignment plans?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>10.01.02</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are members/volunteers, site supervisors, and prime staff aware of prohibited activities applicable to their respective programs?</td>
</tr>
<tr>
<td>10.01.03</td>
</tr>
<tr>
<td>10.01.04</td>
</tr>
<tr>
<td>10.01.05</td>
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<tr>
<td>10.01.06</td>
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<td>10.01.07</td>
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<tr>
<td>10.01.08</td>
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<tr>
<td>10.01.09</td>
</tr>
<tr>
<td>10.01.10</td>
</tr>
</tbody>
</table>

**Program Review, Days of Service 12**

**Purpose and Approach**

Day of Service (DoS) Resources:

- 42 U.S. Code § 12653 (i) - Additional Corporation activities to support national service, Martin Luther King, Jr., Service Day
- 42 U.S. Code § 12653 (k) - Additional Corporation activities to support national service, September 11th Day of Service
- Day of Service Program Specific Terms and Conditions
- General Terms and Conditions
- FY20 DoS NOFO
- Day of Service webpage that includes Application Instructions, FAQs, T&TA materials
- MLK Day Public Resources for Grantees
- 9/11 Day Public Resources for Grantees
### 12.01: Days of Service Activities

**Source Documents:** Volunteer interview, Volunteer assignment plan, Volunteer files, volunteer timesheets, volunteer management policies and procedures

<table>
<thead>
<tr>
<th>12.01.01</th>
<th>Are service activities consistent with the approved project application?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference:</td>
<td>General Terms and Conditions</td>
</tr>
</tbody>
</table>

| 12.01.02 | Are service activities consistent with the grant purpose as described in 42 U.S. Code § 12653(i) Martin Luther King, Jr., Service Day or 42 U.S. Code § 12653(k) September 11th Day of Service as applicable? (For MLK Day service activities shall consist of activities reflecting the life and teachings of MLK, Jr., and for 9/11 service activities include charitable and remembrance opportunities.) |
| References: | 42 US Code § 12653 Additional Corporation activities to support national service |
| | FY20 DoS NOFO Section A.1 |
| | General Terms and Conditions state “In addition to the applicable statutes and regulations referred to above, the recipient must comply with and perform its award consistent with the requirements stated in...The Notice of Funding Availability.” |

| 12.01.03 | Were service activities carried out at a minimum of ten service sites? |
| References: | FY20 DoS NOFO Section E.1.b. |
| | FY20 DoS FAQ |

| 12.01.04 | Did service activities occur either on September 11th or MLK Day as applicable or in close proximity to that date? |
| References: | 42 US Code § 12653 Additional Corporation activities to support national service |
| | FY20 DoS NOFO Section E.1.b. |
| | General Terms and Conditions state “In addition to the applicable statutes and regulations referred to above, the recipient must comply with and perform its award consistent with the requirements stated in...The Notice of Funding Availability.” |

| 12.01.05 | Does the grantee recognize AmeriCorps support? Are projects visually identified as AmeriCorps (including, but not limited to logos, websites, social media, service gear and clothing) and following AmeriCorps brand guidelines? Are volunteers provided information that projects are part of AmeriCorps? Are there alterations to AmeriCorps logos or other brand identities? If yes, did the grantee receive prior written approval from AmeriCorps? If applicable, do agreements with sub-recipients or service locations explicitly state that the program is an AmeriCorps program? |
| Reference: | General Terms and Conditions, III. Section H. Recognition of AmeriCorps Support AmeriCorps Branding Page |

| 12.01.06 | Does the raw/source data provided demonstrate accuracy and validity of performance measure progress? |
| Reference: | FY20 DoS NOFO A.3 Performance Measures and F.4 Reporting |
| | General Terms and Conditions state “In addition to the applicable statutes and regulations referred to above, the recipient must comply with and perform its award consistent with the requirements stated in...The Notice of Funding Availability.” |
### 12.02: SUBAWARD COMPETITION

**Source Documents:** Station files (MOU), station oversight and support policies and procedures

<table>
<thead>
<tr>
<th>12.02.01</th>
<th>If applicable, are subawards made competitively?</th>
</tr>
</thead>
<tbody>
<tr>
<td>References:</td>
<td>FY20 DoS NOFO B.4 Type of Award</td>
</tr>
<tr>
<td></td>
<td><em>General Terms and Conditions state “In addition to the applicable statutes and regulations referred to above, the recipient must comply with and perform its award consistent with the requirements stated in…The Notice of Funding Availability.”</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.02.02</th>
<th>If applicable, is each subaward greater or equal to $1,000 annually per sub-award?</th>
</tr>
</thead>
<tbody>
<tr>
<td>References:</td>
<td>FY20 DoS NOFO B.4 Type of Award</td>
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### 12.03: Verification of Terms and Conditions

**Source Documentation:** Grievance Policy/Procedure, Filed Grievances and Follow Up from Last Two Years for Prime and Service Sites, Non-Discrimination Policy and Documentation of Public Notice, Recruitment and Application Materials, Accessibility Policy and Procedure, Limited English Proficiency Policy and Procedure, Interviews

<table>
<thead>
<tr>
<th>12.03.01</th>
<th>Is there documentation to show that the recipient maintains a procedure for the filing and adjudication of grievances in alignment with 45 CFR § 1225?</th>
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<tbody>
<tr>
<td></td>
<td>Documentation should outline the following at minimum:</td>
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<td></td>
<td>1. Time frames for filing and response</td>
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<td>2. Person who receives and responds to the complaints both informal (grantee personnel) and formal (EEOP Director of AmeriCorps or AmeriCorps designee)</td>
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<td>6. The process involved from initial filing, review, decisions made, corrective action, through close out</td>
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<td>Reference:</td>
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<table>
<thead>
<tr>
<th>12.03.02</th>
<th>Does the organization have a non-discrimination policy that includes all the federally required protected classes as listed below?</th>
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<tbody>
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<td></td>
<td>• Race</td>
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<td></td>
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<td>• Gender/gender identity or expression</td>
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<td></td>
<td>• Age</td>
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<td></td>
<td>• Religion</td>
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<td>• Sexual orientation</td>
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<td>• Disability</td>
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<td>• Political affiliation</td>
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<td>• Marital or parental status</td>
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<td></td>
<td>• Genetic information</td>
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<tr>
<td></td>
<td>• Military service</td>
</tr>
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<td>General Grant and Cooperative Agreement Terms and Conditions</td>
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Based on information available to AmeriCorps, in the last two years, did the grantee document nondiscrimination grievances and response in compliance with applicable federal statutes as embodied in the program regulations? Has the sponsor or any of the volunteer stations had discrimination complaints filed against them regarding services provided under this grant or had civil rights compliance reviews regarding services conducted?

References: *General Grant and Cooperative Agreement Terms and Conditions*

45 CFR 2540

Does the grantee/sponsor have a policy and procedure in place regarding the provision of reasonable accommodation to ensure accessibility as per the federal requirements?

References: *Grant Program Specific Terms and Conditions*

Rehabilitation Act of 1973

45 CFR 1203/1214/1232

Does the sponsor/grantee have a procedure in place for ensuring accessibility to persons with Limited English Proficiency?

References: *General Grant and Cooperative Agreement Terms and Conditions*

Executive Order 13166

67 FR 64604


Does the grantee notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates in accordance with federal and program requirements on non-discrimination?

a. Does the policy summarize the requirements, note the availability of compliance history information, and explain the procedures for filing discrimination complaints with AmeriCorps?

b. Does the policy include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member/volunteer service agreements, handbooks, manuals, pamphlets, and post it in prominent locations, as appropriate?

c. Does the sponsor/grantee notify the public in recruitment material and application forms that it operates its program or activity subject to nondiscrimination requirements?

References: *General Grant and Cooperative Agreement Terms and Conditions*

45 CFR 2540