



Subgrantee Information

Legal Applicant: _____

Program Name: _____

Address: _____

Type of Program: Competitive Grantee Formula Grantee

State/Local Government School District

Type of Agency: Nonprofit Organization Other:

Date of Visit: _____

Contact Person: _____ Title: _____

Phone Number: _____

E-Mail Address: _____

Grant Information

Grant Number: _____ Contract Number: K

Start Date: _____ End Date: _____

Member Information

Position Type	Positions Awarded	Enrolled YTD	Enrollment Rate	Retention Rate
Full-Time				
Three-Quarter Time				
Half-Time				
Reduced Half-Time				
Quarter-Time				
Minimum Time				

Monitoring Summary

Program Administration and Management

- Service Locations
- Site Selection and Oversight
- Member Recruitment and Selection
- Data Tracking/Data Collection
- AmeriCorps Branding
- Staff Attendance to Meetings/Events
- National Days of Service

Fiscal Administration and Management

- Member Living Allowance/Dissemination
- Separate Fiscal Monitoring Required

Program Evaluation

- Evaluation Requirements

Member Management

- Enroll/Retain
- Tutoring Requirements
- Criminal History Checks
- Member Service Agreement
- Grievance Policy
- Healthcare
- Childcare
- Member Training/Develop
- Member Teleservice

Member Files

- Current Year
- Prior Year
- Timesheets

PROGRAM ADMINISTRATION AND MANAGEMENT

PROGRAM OVERVIEW

ACTIVE SERVICE LOCATIONS

SITE SELECTION AND OVERSIGHT (INTERMEDIARY PROGRAMS ONLY)

YES	NO	HOST-SITE AGREEMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Host-Site Agreement was reviewed and meets standards.

ADDITIONAL COMMENTS:

MEMBER RECRUITMENT AND SELECTION

YES	NO	MEMBER RECRUITMENT/SELECTION REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Program recruits and selects participants in a fair and non-discriminatory manner which complies with 45 CFR § 2522.210 and 2540.210.
<input type="checkbox"/>	<input type="checkbox"/>	Program advertises position(s) in MyAmeriCorps/eGrants via the Service Opportunity function.
<input type="checkbox"/>	<input type="checkbox"/>	Program meets compliance with pre-enrollment policy and 7-day enrollment policy.
<input type="checkbox"/>	<input type="checkbox"/>	AmeriCorps members complete their portion of pre-enrollment electronically. (Program no longer uses hard copy forms and no longer completes the member portion on behalf of the member.)

ADDITIONAL COMMENTS:

DATA TRACKING AND DATA COLLECTION PROCESS

YES	NO	NA	SOURCE DOCUMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source documentation was reviewed and corroborates with volunteer reporting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source documentation was reviewed and corroborates with performance measurement reporting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data collection process and tools meet standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data collection systems allow for reporting Performance Measures on the program year cycle and Data Elements on the fiscal year cycle.

ADDITIONAL COMMENTS:

AMERICORPS BRANDING/MARKETING/LOGO PLACEMENT

STAFF ATTENDANCE TO SERVE WASHINGTON SPONSORED MEETINGS AND EVENTS

PARTICIPATION IN NATIONAL DAYS OF SERVICE

FISCAL ADMINISTRATION AND MANAGEMENT

FIXED AMOUNT SUBGRANTEE

Fixed amount grant awards do not require fiscal monitoring. However, should a subgrantees' fiscal practices become of concern, Serve Washington holds the right to perform an on-site review of the programs financial systems.

REIMBURSABLE SUBGRANTEE

SEPARATE FISCAL MONITORING SCHEDULED FOR THIS YEAR

SEPARATE FISCAL MONITORING NOT REQUIRED THIS YEAR

PROGRAM MEETS OR EXCEEDS MINIMUM LIVING ALLOWANCE REQUIREMENTS

As reflected in payroll reports.

MEMBER PAYROLL DEDUCTIONS APPEAR ALLOWABLE

As reflected in payroll reports, and does not include such deductions as Unemployment Insurance-UI, Paid Family Medical Leave-PFML, or Long-Term Care Insurance that are standard employee deductions but don't apply to AmeriCorps.

MEMBER LIVING ALLOWANCE AND DISSEMINATION PROCESS

SITE FEE (IF APPLICABLE)

PROGRAM EVALUATION

EVALUATION REQUIREMENTS

Based upon the program's designation level of AmeriCorps grant funding, the following type of evaluation is required to comply with 45 CFR § 2522.710. Additional requirements may be defined in the AmeriCorps NOFO and/or Serve Washington RFGA at the time of application.

If you are recompeting for AmeriCorps funds for the first time you must submit an evaluation plan. If you are recompeting for a subsequent time, you must submit an evaluation report and new evaluation plan.

The program is an AmeriCorps grantee with an average annual AmeriCorps budget of \$500,000 or more and must arrange for an independent impact evaluation, using an experimental or quasi-experimental design, of the program which covers a period of at least one year.

The program is an AmeriCorps grantee whose average annual AmeriCorps budget is less than \$500,000 and must conduct an internal evaluation of the program which covers a period of at least one year.

Other:

PROGRESS TOWARD MEETING EVALUATION REQUIREMENTS:

MEMBER MANAGEMENT

TUTORING REQUIREMENTS COMPLIANCE (AS APPLICABLE)

Any program whose primary goal is to increase academic achievement in reading or other core subjects through planned, consistent, one-to-one or small-group sessions and activities that build on the academic strengths of students in kindergarten through 12th grade and target their academic needs must comply with tutoring requirements as outlined in 45 CFR § 2522.900 through § 2522.940.

YES	NO	N/A	TUTORING REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The program ensures that AmeriCorps members meets the following basic qualifications to serve as a tutor:</p> <ul style="list-style-type: none"> ▪ High School diploma or its equivalent or a higher degree <u>and</u> ▪ Successfully complete pre-service and in-service specialized training, as required in § 2522.910 and § 2522.940 <u>and</u> ▪ If applicable, pass a proficiency test, as described in § 2522.910 under qualifications of the No Child Left Behind Act.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Tutoring curriculum and pre-service and in-service training content are high-quality, research-based, consistent with the instructional program of the local educational agency or with academic content standards as defined by the Office of the Superintendent of Public Instruction.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The program has effective strategies for engaging AmeriCorps members in tutoring and provides them with appropriate tools to assess student</p>

			progress and measure student outcomes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The program and/or its partnering host site(s) provide appropriate supervision to AmeriCorps members by individuals with expertise in tutoring.

ADDITIONAL COMMENTS:

NATIONAL SERVICE CRIMINAL HISTORY CHECK (NSCHC) REQUIREMENTS COMPLIANCE

As of May 1, 2021, all AmeriCorps members ages 18 and over at the commencement of service and all staff receiving a salary, directly or reflected as match, under a cost reimbursement grant must comply with NSCHC requirements.

As of May 1, 2021, all NSCHCs must include (1) a nationwide check of the National Sex Offender Public Website (NSOPW), (2) state of service check, in this case WA, and a state of residence check if outside of WA ; and (3) FBI fingerprint-based check.

Outlined in 45 CFR § 2540.201 through § 2540.207.

YES	NO	NA	NSCHC REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Sex Offender Public Website checks were completed for all AmeriCorps members within the required timeline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State of Service check (WA). The grantee or its designee conducted a criminal history records search of the state criminal registry for the state in which the program operates for all AmeriCorps members within the required timeline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State of Residence check (if outside WA). The program or its designee also conducted a criminal history check in the state in which the applicant resided at the time of application within the required timeline. This is the location where the individual has made a home which they consider to be their place of residence at the time they applied to serve. However, college students must be handled differently. For the purpose of AmeriCorps requirements, an individual applying to serve who is enrolled as a full-time college student is deemed to be residing in the state where the student lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FBI checks were completed for all AmeriCorps members within the required timeline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable criminal history checks are on file for staff positions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual AmeriCorps NSCHC training requirements have been met.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The program complies with the required procedures outlined in regulation § 2540.206 (and/or uses Truescreen/Fieldprint which complies with these requirements).</p> <p>(1) Obtain a person's consent before conducting the state and FBI components of the National Service Criminal History Check;</p> <p>(2) Provide notice that selection for work or service for a position specified in §2540.201(a) is contingent upon the organization's review of the National Service Criminal History Check component results;</p> <p>(3) Provide a reasonable opportunity for the person to review and challenge the factual accuracy of a result before action is taken to exclude the person from the position;</p> <p>(4) Take reasonable steps to protect the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant;</p> <p>(5) Maintain documentation of the National Service Criminal History Check as grant records; and</p> <p>(6) Pay for the cost of the NSCHC. Unless specifically approved by CNCS under §2540.207, the person who is serving or working in the covered position may not be charged for the cost of any component of a National Service Criminal History Check.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The program has a NSCHC policy and/or procedure on file.

ADDITIONAL COMMENTS:

MEMBER SERVICE AGREEMENT COMPLIANCE (AKA MEMBER CONTRACT)

The program must ensure that each member signs and date the member service agreement on or before their first day of service. At a minimum, the agreement must contain the following items as outlined in the Terms and Conditions for AmeriCorps State and National Grants.

YES	NO	REQUIRED COMPONENTS OF THE MEMBER SERVICE AGREEMENT
<input type="checkbox"/>	<input type="checkbox"/>	The minimum number of service hours (as required by statute) and other requirements (as developed by the grantee) necessary to successfully complete the term of service and to be eligible for the education award;
<input type="checkbox"/>	<input type="checkbox"/>	The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
<input type="checkbox"/>	<input type="checkbox"/>	Standards of conduct, as developed by the grantee or subgrantee;

<input type="checkbox"/>	<input type="checkbox"/>	List of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65;
<input type="checkbox"/>	<input type="checkbox"/>	Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 <i>et seq.</i>);
<input type="checkbox"/>	<input type="checkbox"/>	Civil rights requirements, complaint procedures, and rights of beneficiaries (aka Equal Opportunity)
<input type="checkbox"/>	<input type="checkbox"/>	The text of 45 CFR § 2540.100(e)-(f), which relates to Non-Duplication and Non-Displacement;
<input type="checkbox"/>	<input type="checkbox"/>	The text of 45 CFR § 2520.40-.45, which relates to fundraising by members;
<input type="checkbox"/>	<input type="checkbox"/>	Suspension and termination rules;
<input type="checkbox"/>	<input type="checkbox"/>	The specific circumstances under which a member may be released for cause;
<input type="checkbox"/>	<input type="checkbox"/>	Grievance procedures;
<input type="checkbox"/>	<input type="checkbox"/>	Position description or reference to separate document; and
<input type="checkbox"/>	<input type="checkbox"/>	Other requirements as established by the program.

ADDITIONAL COMMENTS:

GRIEVANCE POLICY COMPLIANCE

A copy of the program's grievance procedure was provided to Serve Washington and was reviewed to ensure it contains the required components as outlined in 45 CFR § 2540.230:

YES	NO	REQUIRED COMPONENTS OF GRIEVANCE PROCEDURE AND POLICY
<input type="checkbox"/>	<input type="checkbox"/>	Members are required to read and sign either a copy of the grievance procedures or a copy of a member service agreement containing the program's grievance procedures.
<input type="checkbox"/>	<input type="checkbox"/>	A grievance must be filed within one year of alleged occurrence.
<input type="checkbox"/>	<input type="checkbox"/>	A hearing must be held within 30 calendar days of filing a grievance.
<input type="checkbox"/>	<input type="checkbox"/>	A decision must be made within 60 calendar days of filing a grievance.
<input type="checkbox"/>	<input type="checkbox"/>	The grievant can request binding arbitration if the decision is adverse to the grievant or if a decision was not reached within 60 calendar days.

<input type="checkbox"/>	<input type="checkbox"/>	The hearing must be conducted by a person who is jointly selected and independent of the interested parties.
<input type="checkbox"/>	<input type="checkbox"/>	A binding arbitration hearing must be held within 45 calendar days after the request for arbitration or within 30 calendar days after the appointment of an arbitrator.
<input type="checkbox"/>	<input type="checkbox"/>	A decision must be issued within 30 calendar days of the binding arbitration hearing.
<input type="checkbox"/>	<input type="checkbox"/>	The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration.
<input type="checkbox"/>	<input type="checkbox"/>	Additionally, if the grievance is regarding a proposed participant placement, the placement is not to be made unless it is consistent with the resolution of the grievance.

ADDITIONAL COMMENTS:

MEMBER BENEFITS, TRAINING AND DEVELOPMENT

HEALTHCARE

The grantee must provide a health care policy to those full-time members not otherwise covered by a health care policy at the time of enrollment into the AmeriCorps program, or to those members who lose coverage during their term of service as a result of participating in the program or through no deliberate act of their own.

YES	NO	HEALTHCARE POLICY REQUIRED MINIMUM BENEFITS
<input type="checkbox"/>	<input type="checkbox"/>	Program provides a policy that meets the definition of Minimal Essential Coverage (MEC) under the Affordable Care Act. Options to satisfy this requirement include: staying on a parents' or spouse plan, insurance obtained through the Federal Health Insurance Marketplace or WA Health Benefit Exchange of at least Bronze level coverage, insurance obtained through a private broker, Medicaid, Medicare, or military benefits. A copy of the plan is in the monitoring work papers.
<input type="checkbox"/>	<input type="checkbox"/>	For members that elected coverage, proof of enrollment was reviewed.
<input type="checkbox"/>	<input type="checkbox"/>	Program notifies healthcare provider upon exit that member is no longer eligible.

ADDITIONAL COMMENTS:

ASSISTANCE PLAN

AmeriCorps programs have the option of providing additional assistance plans similar to, but not limited to, Employee Assistance Plans (EAPs) and Member Assistance Plans (MAP). This is not a requirement.

YES	NO	NA	ADDITIONAL ASSISTANCE PLAN BENEFITS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program allows members to utilize their organizations EAP services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program has purchased MAP services from ASC (America's Service Commissions).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program has another assistance plan for members (listed in comment section).

ADDITIONAL COMMENTS:

CHILDCARE

AmeriCorps the Federal Agency will provide for childcare payments, which will be administered through an outside contractor. Requirements and criteria are outlined in 45 CFR § 2522.250.

YES	NO	NA	CHILDCARE REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation for childcare enrollment on file with the program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program notifies childcare provider within five business days once member is no longer eligible.

ADDITIONAL COMMENTS:

MEMBER ORIENTATION, TRAINING AND DEVELOPMENT

Orientation, training and development provided to members should prepare the member to perform all the activities they will engage in during their term of service; this includes initial and ongoing training and development.

YES	NO	MEMBER TRAINING PLAN
<input type="checkbox"/>	<input type="checkbox"/>	Member orientation and/or training plan is satisfactory.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the plan is in the monitoring work papers.

ADDITIONAL COMMENTS:

MEMBER TELESERVICE

Teleservice is appropriate only when the activity can be meaningfully supervised and the hours verified independently. AmeriCorps members should generally be providing service directly to the people and in the communities where they serve rather than

performing service remotely. Teleservice should be rare, if ever, and involve appropriate documentation, supervision, and oversight.

This requirement is outlined in the Terms and Conditions for AmeriCorps State and National Grants.

YES	NO	NA	MEMBER TELESERVICE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The program, on occasion, allows for member teleservice.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, the program has a policy and/or procedure on file that addresses the following: <ul style="list-style-type: none"> • Written authorization of teleservice in advance • Expectations of the communication requirements between supervisors and teleserving members • Mitigation of the increased risk of time and attendance abuse • Appropriate supervision including validation of the activities to be performed, and • Verification of hours claimed.

ADDITIONAL COMMENTS:

MEMBER FILES AND TIMESHEETS REVIEW

MEMBER FILES REVIEWED – CURRENT YEAR

MEMBER FILES REVIEWED – PRIOR YEAR END CLOSEOUT

TIMESHEET REVIEW AND CERTIFICATION

MEMBER INTERVIEWS AND/OR SITE VISITS

YES	NO	MEMBER INTERVIEW REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Member(s) are aware of Prohibited Activities
<input type="checkbox"/>	<input type="checkbox"/>	Member(s) are aware of Member Service Agreement

ADDITIONAL COMMENTS:

SUMMARY

PROGRAM SUCCESSES AND CHALLENGES (NOT PREVIOUSLY MENTIONED IN THIS REPORT)

TRAINING & TECHNICAL ASSISTANCE NEEDS

FINDINGS, CONCERNS, AND RECOMMENDATIONS

FINDING 1	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	
FINDING 2	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	
CONCERN 1	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	
CONCERN 2	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	
RECOMMENDATION 1	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	
RECOMMENDATION 2	
<input type="checkbox"/> NEW	
<input type="checkbox"/> REPEAT	