



Serve Washington Monitoring Instrument

Subgrantee Information

Legal Applicant: _____
Program Name: _____
Address: _____
Type of Program: Competitive Grantee Formula Grantee
 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				
Half-Time				
Reduced Half-Time				
Quarter-Time				
Minimum Time				

Monitoring Summary

Program Administration and Management

- Active Service Locations
- Subrecipient Monitoring
- Data Tracking/Data Collection
- AmeriCorps Branding
- Staff Attendance to Meetings/Events
- National Days fo Service
- Member Safety

Member Management

- Tutoring Requirments
- Criminal History Checks
- Member Service Agreement
- Grievance Policy
- Healthcare
- Childcare
- Member Training/Develop

Fiscal Administration and Managmeent

- Member Stipend/Dissemination Process
- Separate Fiscal Monitoring Required

Member Files

- Current Year
- Prior Year
- Timesheets

Program Evaluation

- Evaluation Requirements

PROGRAM ADMINISTRATION AND MANAGEMENT

PROGRAM OVERVIEW

ACTIVE SERVICE LOCATIONS

SUBRECIPIENT MONITORING PRACTICES (INTERMEDIARY PROGRAMS ONLY)

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.

COMMENTS:

AMERICORPS BRANDING/MARKETING/LOGO PLACEMENT

STAFF ATTENDANCE TO SERVE WASHINGTON SPONSORED MEETINGS AND EVENTS

PARTICIPATION IN NATIONAL DAYS OF SERVICE

MEMBER SAFETY

PROGRAM SUCCESSES

PROGRAM CHALLENGES

TRAINING & TECHNICAL ASSISTANCE NEEDS

FISCAL ADMINISTRATION AND MANAGEMENT

FIXED AMOUNT SUBGRANTEE

REIMBURSABLE SUBGRANTEE

SEPARATE FISCAL MONITORING TO BE CONDUCTED

MEMBER STIPEND 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. Serve Washington requires both competitive and formula grantees follow these standards.

If you are recompeting for AmeriCorps funds for the first time you must submit a summary of your evaluation efforts or plan to date in the Evaluation Summary or Plan field in eGrants. If you are recompeting for a subsequent time, you must submit an evaluation report.

The program is an AmeriCorps grantee with an average annual AmeriCorps budget of \$500,000 or more and must arrange for an independent evaluation 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"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The program has effective strategies for engaging AmeriCorps members in tutoring and provides them with appropriate tools to assess student 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.

COMMENTS:

NATIONAL SERVICE CRIMINAL HISTORY CHECK (NSCHC) REQUIREMENTS COMPLIANCE

Search procedures for individuals in covered positions who DO NOT have recurring access to vulnerable populations include (1) a nationwide name-based search of the National Sex Offender Public Website (NSOPW), and (2) either a name- or fingerprint-based search of the official state criminal history registry for the state in which the individual in a covered position will be primarily serving and for the state in which the individual resides at the time of application; or submission of fingerprints through an approved fingerprint-based FBI criminal history check.

Search procedures for individuals in covered positions who DO have recurring access to vulnerable populations and began service on or after April 21, 2011 include (1) a nationwide name-based search of the National Sex Offender Public Website (NSOPW), (2) either a name- or fingerprint-based search of the official state criminal history registry for the state in which the individual in a covered position will be primarily serving and for the state in which the individual resides at the time of application; and (3) submission of fingerprints through an approved fingerprint-based FBI criminal history check.

Outlined in 45 CFR § 2540.201 through § 2540.207.

YES	NO	NA	NSCHC REQUIREMENTS COMPLIANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Sex Offender Public Website checks were completed for all covered member positions within the required timeline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The grantee or its designee conducted a criminal history records search (by name or fingerprint) of the state criminal registry for the state in which the program operates for all covered member positions within the required timeline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 he/she considers to be his/her place of residence at the time he/she applied to serve or work. However, college students must be handled differently. For the purpose of CNCS requirements, an individual applying to serve or work who is an enrolled full-time college student is deemed to be residing in the state where he/she 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 covered member positions within the required timeline as applicable for those serving vulnerable populations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable criminal history checks are on file for covered staff positions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual CNCS 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 § 2540.205 and § 2540.206.</p> <p>(a) Verify and document verification of the individual's identity by examining the individual's government issued photo identification card, such as a driver's license;</p> <p>(b) Obtain prior, written authorization from the individual for the State registry check, for the FBI criminal history check, and for the appropriate sharing of the results of the checks within the program. Prior written authorization from the individual is not required to conduct the nationwide NSOPW check;</p> <p>(c) Document the individual's understanding that selection into the program is contingent upon the organization's review of the individual's National Service Criminal History Check component results, if any;</p> <p>(d) Ensure that screening practices comply with federal civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964 (and the Corporation's implementing regulations under Title VI);</p> <p>(e) Provide a reasonable opportunity for the individual to review and challenge the factual accuracy of a result before action is taken to exclude the individual from the position;</p> <p>(f) Provide safeguards to ensure the confidentiality of any information relating to the criminal history check, consistent with authorization provided by the applicant; and</p> <p>(g) Ensure that an individual, for whom the results of a required state or FBI criminal history registry check are pending, is not permitted to have access to children age 17 years or younger, to individuals age 60 years or older, or to individuals with disabilities without being in the physical presence of:</p> <p>(1) Your authorized representative who has previously been cleared for such access;</p> <p>(2) A family member or legal guardian of the vulnerable individual; or</p> <p>(3) An individual authorized, because of his or her profession, to have recurring access to the vulnerable individual, such as an education or medical professional.</p> <p>(h) Unless specifically approved by the Corporation, you may not charge an individual for the cost of any component of a National Service Criminal History Check.</p> <p>(i) Maintain the results and document in writing that an authorized grantee representative considered the results of the National Service Criminal History Check in selecting the individual.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The program has a Criminal History Check policy and/or procedure on file. (Serve Washington requirement as of 12/31/13.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If applicable, the program has obtained approval for an Alternate Search Protocol from the Corporation for National and Community Service.</p>

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.

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.

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.
<input type="checkbox"/>	<input type="checkbox"/>	Program notifies healthcare provider upon exit that member is no longer eligible.

COMMENTS:

CHILDCARE

CNCS 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
<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.

COMMENTS:

MEMBER TRAINING AND DEVELOPMENT

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 training plan is satisfactory.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the member training plan is in the monitoring work papers.

COMMENTS:

MEMBER FILES AND TIMESHEETS REVIEW

MEMBER FILES REVIEWED – CURRENT YEAR

MEMBER FILES REVIEWED – PRIOR YEAR END CLOSEOUT

TIMESHEET REVIEW AND CERTIFICATION

FINDINGS, CONCERNS, AND RECOMMENDATIONS

FINDING 1

- NEW
- REPEAT

FINDING 2

- NEW
- REPEAT

FINDING 3

- NEW
- REPEAT

CONCERN 1

- NEW
- REPEAT

CONCERN 2

- NEW
- REPEAT

CONCERN 3

- NEW
- REPEAT

RECOMMENDATION 1

- NEW
- REPEAT

RECOMMENDATION 2

- NEW
- REPEAT

RECOMMENDATION 3

- NEW
- REPEAT