

## New AmeriCorps Program Checklist

Planned	Done	Task	Handbook Reference	Tips
<b>Introduction</b>				
		Do you know who your current Serve Washington Program Officer is?	P.9	if not, contact Robyn Harris: <a href="mailto:robyn.harris@ofm.wa.gov">robyn.harris@ofm.wa.gov</a>
		Have you received new program orientation or scheduled a new program orientation with your Serve Washington Program Officer?	P.9	if not, contact Robyn Harris: <a href="mailto:robyn.harris@ofm.wa.gov">robyn.harris@ofm.wa.gov</a>
		Do you know who the Serve Washington Fiscal Grants Officer is?	P.14	if not, contact Robyn Harris: <a href="mailto:robyn.harris@ofm.wa.gov">robyn.harris@ofm.wa.gov</a>
		Have you received guidance on fiscal reporting or scheduled a briefing with the Serve Washington Fiscal Grants Officer?	P.14	if not, contact Robyn Harris: <a href="mailto:robyn.harris@ofm.wa.gov">robyn.harris@ofm.wa.gov</a>
		Do you know where to find and have you reviewed your grant award?	P.12	eGrants, hard copies mailed to legal applicant
		Do you know where to find and have you reviewed your contract?	P.12	hard copies mailed to applicant
		Do you know where to find and have you reviewed the federal statute, regulations, terms & conditions, and FAQs for AmeriCorps?	P.4	Managing AmeriCorps Grants: <a href="http://1.usa.gov/1N5H7Vj">http://1.usa.gov/1N5H7Vj</a>
		Do you know where to find and have you reviewed the Serve Washington Special Terms & Conditions and other subgrantee resources?	P.5	AmeriCorps State Subgrantees: <a href="http://1.usa.gov/1VzttW5">http://1.usa.gov/1VzttW5</a>
		Do you know where to find your organizations current policies and procedures?	P.15	
<b>Program and Member Management – Start-Up</b>				
		Have you begun to document what new policies and procedures might be needed for your AmeriCorps program?	P.15	continue to develop over the life of the program
		Are you aware of the Corporation’s Prohibited Activities?	P.16	
		Are your member activities permissible?	P.18	
		Do you have member activities documented in a Position Description?	P.19	template available
		Are you ensuring that your members don’t displace or duplicate paid employees?	P.16	
		Do you have a recruitment strategy?	P.23	



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	Have you completed the National Service Criminal History Check e-course?	P.24	all staff involved in NSCHCs are required to be familiar with these rules and regulations
	Have you started the process for <u>completing and documenting</u> all required Criminal History Checks <u>before</u> staff and/or members begin work/service?	P.24	<b>high importance</b> , all NSCHCs are to be completed “on time, every time” – failure to do so could result in disallowed costs
	Are members eligible to participate in the program and do you have proper eligibility <u>documentation on file</u> ?	P.21	<b>high importance</b> – failure to prove eligibility could result in removal from program
	Have you created a Member Service Agreement which must be signed on or before the first day of member’s service?	P.28	template available
	Do you have a compliant health care plan in place for full-time members?	P.29	less than full-time members serving in a full-time capacity are eligible for health care though not required
	Have you developed orientation and training plans?	P.35	
	Have you created timesheets for staff and members?	P.31	
	Have you started marketing and branding your program with the AmeriCorps logo?	P.32	
	Have you thought about what service gear you will supply your members with?	P.32	make sure the “A” is in a primary location and visible in photos, organizational logo allowed
	Have you completed the eGrants tutorials for the online system functionality?	P.33	
<b>Program and Member Management - Ongoing</b>			
	Have you enrolled members within <u>30 days</u> of their start of service?	P.34	
	Have you thought about how your program will support national days of service such as 9/11 and MLK Day?	P.8	these two days are the minimum expectations
	Do you know what the reporting requirements are for your grant?	P.40	program and fiscal
	Are costs claimed allowable and supported by documentation?	P.14	
	Are you meeting the minimum match requirements and is match supported by	P.14	the minimum match must be reached by the end of the contract



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	documentation?		
	Have you had a monitoring visit from Serve Washington and were any findings, concerns, and/or recommendations addressed?	P.45	if not, contact Robyn Harris: <a href="mailto:robyn.harris@ofm.wa.gov">robyn.harris@ofm.wa.gov</a>
	If you issue subgrants are you providing monitoring to ensure that the subgrantee follows all the applicable requirements?		discuss with your Program Officer
	Are you preparing for member performance evaluations?	P.36	full-time and half-time members require both a mid-term and end-term evaluation
	Are you properly documenting your members' early release for compelling personal circumstances when applicable?	P.37	
	Do the year-end time sheets corroborate with program tracking tools and the data entered in the eGrants system?	P.31	
	Did members earn enough hours to obtain the educational award?	P.29	
	Have you exited members within <u>30 days</u> of their end of service?	P.34	
	Are you aware of the records retention requirements for your grant?	P.39	

*This checklist is not intended to be comprehensive of all requirements. Programs should use alongside the AmeriCorps Program Handbook. Thoroughly read and review contractual obligations, including, the federal statute, regulations, terms & conditions, and FAQs for AmeriCorps. Contact your Serve Washington Program Officer with any questions.*

*Thank you,*

*Serve Washington Staff*

