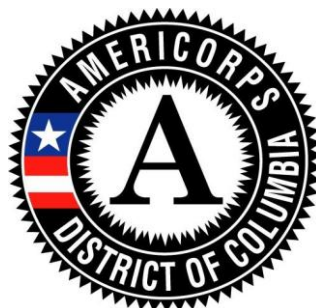


Appendix

2011-2012 AmeriCorps State Program Director Handbook

Serve DC – The Mayor’s Office on Volunteerism



1.1 AmeriCorps Member File Checklist

Member Name: _____
Start Date: _____ **End Date:** _____
Service Term: 1,700 900 675 450 300

Education Requirement (check only one; required for all service terms)
 High School Diploma/Official Transcript
 Provide Name of High School, City, State: _____
 GED
 Neither a GED nor a High School Diploma. Provide a signed copy of GED Agreement letter.

Enrollment Documents

Document Name	1,700	900	675	450	300
AmeriCorps Application or Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CNCS Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-9 Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Birth certificate indicating birth in one of 50 U.S. states, District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, or Northern Mariana Islands <input type="checkbox"/> United States passport <input type="checkbox"/> Report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department <input type="checkbox"/> Certificate of birth-foreign service (FS 545) issued by the State Department <input type="checkbox"/> Certification of report of birth (DS-1350) issued by the State Department <input type="checkbox"/> Certificate of naturalization (Form N-550 or N-570) issued by the Immigration & Naturalization Service <input type="checkbox"/> Certificate of citizenship (Form N-560 or N-561) issued by the Immigration & Naturalization Service <input type="checkbox"/> Permanent Resident Card, INS Form I-551 <input type="checkbox"/> Alien Registration Receipt Card, INS Form I-551 <input type="checkbox"/> Passport indicating INS has approved it as temporary evidence of lawful admission for permanent residence <input type="checkbox"/> Departure Record (INS Form I-94) indicating INS has approved it as temporary evidence of lawful admission for permanent residence					

Document Name	1,700	900	675	450	300
Member Eligibility and Verification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Enrollment/ Waiver	<input type="checkbox"/>				
Proof of Health Care Enrollment	<input type="checkbox"/>				

Statewide Criminal Background Check

- State where service will be performed: YES NO
- State where applicant applied from: YES NO N/A (*application state is state of service*)

If yes, date completed or copy received: _____

National Sex Offender Public Registry Check: YES NO

Other Documents

Document Name	1,700	900	675	450	300
AmeriCorps Member Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mid-Term Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exit Documents

Document Name	1,700	900	675	450	300
CNCS Member Exit Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End-of-Term Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 AmeriCorps Member Agreement

I. PURPOSE

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation of _____ (hereinafter referred to as the member) in the _____ AmeriCorps Program (hereinafter referred to as the Program).

II. MINIMUM QUALIFICATIONS

The member certifies that he/she is a United States citizen, a United States national, or a lawful permanent resident alien and at least 17 years of age (or at least 16 years of age if the member is an out-of-school youth and a participant in one of two types of youth corps defined under the National and Community Service Act of 1990, as amended).

III. TERMS OF SERVICE

A. The member's term of service begins on _____ and ends on _____.

The Program and the member may agree, in writing, to extend this term of service for the following reasons:

1. The member's service has been suspended due to compelling personal circumstances.
2. The member's service has been terminated, but a grievance procedure has resulted in reinstatement.

B. The member will complete a minimum of _____ hours of service during this period.

1. Full-Time Members must serve 1700 hours during a period of not less than nine months and not more than one year.
2. Half Time Member must serve at least 900 hours over a time not to exceed one year.
3. Reduced Half-Time Members must serve at least 675 hours over a time not to exceed one year.
4. Quarter-Time Members must serve at least 450 hours over a time not to exceed one year.
5. Minimum Time Members must serve at least 300 hours over a time not to exceed one year.

C. The member understands that to complete the term of service successfully (as defined by the program and consistent with regulations of the Corporation for National and Community Service and to be eligible for the education award, he/she must complete all the hours of service (as noted in B above) and satisfactorily complete pre-service training and the appropriate education/training that relates to the member's ability to perform service.

D. The member understands that to be eligible to serve a second term of service the member must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member's performance focusing on factors such as whether the member has:

1. Completed the required number of hours
2. Satisfactorily completed assignments, tasks, or projects
3. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service

E. The member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

IV. POSITION DESCRIPTION (See attached Member Position Description)

The name of the member's direct supervisor is _____.

V. BENEFITS

The member will receive from the Program the following benefits:

- A. Living Allowance Calculation (2003 Provisions 11.b). The living allowance is designed to help members meet the necessary living expenses incurred while participating in the AmeriCorps Program. Programs must not pay a living allowance on an hourly basis. It is not a wage and should not fluctuate based on the number of hours members serve in a given time period. Programs should pay the living allowance in increments, such as weekly or biweekly. Programs may use their organization's payroll system to process members' living allowances. However, if a payroll system cannot be altered and must show 40 hours in order to distribute a living allowance, then members' service hours should be documented separately to keep track of their progress toward the Program's total required AmeriCorps service hours.

1. A living allowance in the amount of:_____
 2. The living allowance is taxable, and taxes will be deducted directly from the living allowance.
 3. The living allowance will be distributed [**weekly/biweekly**] by [**direct deposit**] [**check**] starting on _____ [date] _____ . The biweekly amount will be _____ .
 - a. [Health benefits (if the member is eligible). The health insurance policy is attached.]
 - b. If applicable, a child care allowance of _____ will be provided by First Financial directly to the provider, if the member qualifies for the allowance. (First Financial will distribute this allowance evenly over the term of service biweekly).
- B. Upon successful completion of the member’s term of service, the member will receive an education award from the National Service Trust. For successful completion of a full-time term, the member will receive an education award in the amount of \$5,550.00. For successful completion of a part-time term, the member will receive an education award of [**up to \$2,775.00.**]
1. If the member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the education award.
 2. This requirement can be waived if the member is enrolled in an institution of higher education on an ability to benefit basis or the program has waived this requirement due to the results of the member s education assessment. The member understands that his or her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.
- C. If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.

VI. RULES OF CONDUCT

- A. At no time may the member:
1. Engage in any activity that is illegal under local, state, or federal law
 2. Engage in activities that pose a significant safety risk to others
 3. Engage in any AmeriCorps-prohibited activities that include:
 - a. Any activity involving attempting to influence legislation or an election or aid a partisan political organization
 - b. Helping or hindering union activity
 - c. Engaging in religious instruction
 - d. Conducting worship services
 - e. Providing instruction as part of a program that includes mandatory religious instruction or worship
 - f. Constructing or operating facilities devoted to religious instruction or worship
 - g. Maintaining facilities primarily or inherently devoted to religious instruction or worship
 - h. Engaging in any form of religious proselytizing
 - i. Organizing or engaging in protests, petitions, boycotts, or strikes
 - j. Impairing existing contracts for services or collective bargaining agreements
 - k. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials
 - l. Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, a religious organization, or a nonprofit that engages in lobbying
- B. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:
1. Comply with the rules and standards of the host agency.
 2. Demonstrate mutual respect toward others
 3. Follow directions
 4. Direct concerns, problems, and suggestions to [**designate the appropriate program official here**]
- C. The member understands that the following acts also constitute a violation of the Program’s rules of conduct:
1. Unauthorized tardiness
 2. Unauthorized absences
 3. Repeated use of inappropriate language (i.e., profanity) at a service site

4. Failure to wear appropriate clothing to service assignments
5. Stealing or lying
6. Engaging in any activity that may physically or emotionally damage other members of the program or people in the community
7. Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service
8. Consuming alcoholic beverages during the performance of service activities
9. Being under the influence of alcohol or any illegal drugs during the performance of service activities
10. Failure to notify the program of any criminal arrest or conviction that occurs during the term of service

D. Under the Drug-Free Workplace Act, you must immediately notify the Program Director if you are convicted under any criminal drug statute. Your participation in the Program is conditioned upon compliance with this notice requirement, and we will take action for violation of this.

E. In general, for violating the above stated rules in section VI(C), the Program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance):

1. For the member's first offense, an appropriate program official will issue a verbal warning to the member.
2. For the member's second offense, an appropriate program official will issue a written warning and reprimand the member.
3. For the member's third offense, the member may be suspended for one day or more without compensation and will not receive credit for any service hours missed.
4. For the fourth offense, the Program may release the member for cause.

F. The member understands that he/she will be either suspended or released for cause in accordance with paragraphs (B), (D), and (E) of section VII of this agreement for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

VII. RELEASE FROM TERMS OF SERVICE

A. The member understands that he/she may be released for the following two reasons:

1. For cause, as explained in paragraph (B) of this section
2. For compelling personal circumstances as defined in paragraph (C) of this section

B. The Program will release the member for cause for the following reasons:

1. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official.
2. During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance.
3. The member has committed a fourth offense in accordance with paragraph (E) of section VI of this agreement.
4. The member has committed any of the offenses listed.
5. The member has committed another serious breach that, in the judgment of the program director, would undermine the effectiveness of the Program.

C. The Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:

1. The member has a disability or serious illness that makes completing the term impossible.
2. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member.
3. The member has military service obligations.
4. The member has accepted an opportunity to make the transition from welfare to work.
5. Some other unforeseeable circumstance beyond the member's control makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or the Program.

D. Compelling personal circumstances which do not constitute leaving the Program:

1. To enroll in school
2. To obtain employment, other than moving from welfare to work
3. Because of dissatisfaction with the Program

E. The Program may suspend the member's term of service for the following reasons:

1. During the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
2. During the term of service the member has been convicted of a first offense of possession of a controlled substance. (If, however, the member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service. The member will not receive back living allowances or credit for any service hours missed.)

F. The Program may suspend the member's term of service for violating the rule of conduct provisions in accordance with the rules set forth in paragraph (C) of section VI of this agreement.

G. If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (B), (D), and (E), the member will cease to receive the benefits described in paragraph (A) of section V and will receive no portion of the education award or interest payments.

H. If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (C) of section VII of this agreement, the member will cease to receive benefits described in paragraphs (B) and (C) of section V.

I. Program director must submit written notification to NCLR and health care providers and cancel health insurance within one week of the member's exit date and submit written notification to NCLR and First Financial (child care) providers and cancel child care.

VIII. GRIEVANCE PROCEDURES (See attached Grievance Procedure and AmeriCorps Provisions, Sec. 34)

A. The member understands that the Program has a grievance procedure to resolve disputes concerning the Member's suspension, dismissal, service evaluation, or proposed service assignment.

B. The member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure.

IX. Program has written policies that address:

- a. Grievance Procedures
- b. Drug-Free Workplace
- c. Nondiscrimination
- d. Reasonable accommodation for members with disabilities

X. AMENDMENTS TO THIS AGREEMENT

This agreement may be changed or revised only by written consent by both parties.

XI. AUTHORIZATION

The member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. (If member is less than 18 years old, the member's parent/legal guardian must also sign.)

AmeriCorps Member AmeriCorps Program Director

Member or Parent/Legal Guardian

Signature/Date

Signature/Date

1.3 AmeriCorps Member Service Log

Name:

Service for the week(s) of:

Date	Activity Code	Location	Morning Hours			Afternoon Hours			Total Hours	Activity Hours		
			Time In	Time Out	# of Hours	Time In	Time Out	# of Hours		Fund Raising	Training	Direct Service
Total Hours												

Member Signature/Date _____

Site Supervisor Signature/Date _____

Service Log Instructions:

- Use the following fractions below for tracking hours: 15 minutes = .25 30 minutes = .50 45 minutes = .75 On the hour = .00
- Lunch breaks do not count as service hours, so complete the form accordingly.
- Add AM/PM hours and put total under Total Hours; divide total hours according to activities performed (direct service or training); record activity hours in appropriate columns. **Note: adding hours in activity columns should equal the number in Total Hours column.** *Direct Service: non-training or fund development hours; Training: year total can be only 20% of hours; Fund Development: year total can be only 10% of hours
- Ensure hours are correct; service log will be sent back for corrections if there are errors, which could delay your living allowance check.
- Service logs must be signed/dated by member and site supervisor; service logs without signatures/dates will be sent back, which could delay your living allowance check.
- Fax service logs to AC Program Director at XXX.XXX.XXXX. Sites must maintain a file with the original service logs.

1.4 AmeriCorps Tutoring Program Requirements Checklist

Any programs that engage AmeriCorps members as tutors must comply with the requirements specified below. A tutor is defined in **Sec. 2522.900** as:

- Someone 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 K-12 students and target their academic needs.
- A tutor is not someone engaged in other academic support activities, i.e. mentoring and after-school program support, whose primary goal is something other than increasing academic achievement. For example, providing a safe place for children ≠ tutoring, even if activities focus on homework help.

Requirement	Y	N	N/A	Comments
A. Tutor qualifications [Sec. 2522.910]				
<i>If member is considered to be an employee of Local Education Agency or school, as determined by State law, then program ensures member meets Paraprofessional qualifications under No Child Left Behind Act, as required in 34 CFR 200.58</i>				
<i>If member is not considered to be an employee of Local Education Agency or school, as determined by State law, then the program ensures member: (1)(i) Has a high School diploma or its equivalent, or a higher degree OR (ii) Proficiency test, as described in § 2522.930 of this subpart (2) Successfully completes pre- and in-service specialized training, as required in § 2522.940 of this subpart.</i>				
B. Exceptions to qualification requirements [Sec. 2522.920]				
Program is not required to meet the qualifications requirements in § 2522.910 if a member is a K–12 student tutoring younger children in the school or after school as part of a structured, school-managed cross-grade tutoring program				
C. Appropriate proficiency test [Sec. 2522.930]				
If a member serving as a tutor does not have a high-school diploma, its equivalent, or a higher degree, program ensures member passes a proficiency test that the program has determined effective in ensuring that members serving as tutors have the necessary skills to achieve program goals.				
The program maintains in the member file of each member who takes the test documentation on the proficiency test selected and the results.				
D. Program requirements [Sec. 2522.940]				
Program has appropriate criteria for selecting and qualifying tutors, including the requirements in § 2522.910.				
Program identifies the strategies or tools it will use to assess student progress and measure student outcomes.				
Program certifies that the tutoring curriculum is high-quality and research-based, consistent with instructional program of the local educational agency or with State academic content standards.				
Program certifies that the pre-service and in-service training content are high-quality and research-based, consistent with the instructional program of local educational agency or with State academic content standards.				
Program provides specialized high-quality and research-based, member pre-service and in-service training consistent with the activities member will perform.				
Program provides appropriate member supervision by individuals with expertise in tutoring.				
E. Requirements & qualifications for programs that focus on supplemental academic support activities other than tutoring. [Sec. 2522.950]				
If program does not involve tutoring as defined in Sec. 2522.900, then requirements in Secs. 2522.910-2522.940 do not apply.				
At a minimum, program articulates in its application how it will recruit, train and supervise members to ensure they have qualifications and skills necessary to provide the service activities in which they will be engaged.				

1.5 GED Agreement Letter (example)

This agreement between the **Local initiatives Support Corporation (LISC), (the CDC), and (the LISC AmeriCorps Member)** signifies an understanding that the LISC AmeriCorps Member shall obtain a high school diploma or GED certificate during the course of the term of service with the participating community development corporation. To participate in the AmeriCorps Program and receive the education award of \$5,550.00, the AmeriCorps Member is required to have completed high school equivalency before the term of service has ended. If the AmeriCorps Member has not obtained a high school diploma or GED certificate by that time, the AmeriCorps Member will forego receiving the education award until the National Service Trust receives documentation of successful GED completion.

By signing this agreement LISC, the CDC, and the LISC AmeriCorps Member acknowledge the high school equivalency requirement as defined by the Corporation for National Service and support the AmeriCorps Member's efforts to meet this requirement in an expeditious manner. In addition to the mandatory AmeriCorps reporting requirements, the AmeriCorps Member is expected to add completing her GED as a yearlong objective and shall be required to make progress reports on a quarterly basis. If it is apparent that no effort has been made by the CDC or the LISC AmeriCorps Member to move this process forward, appropriate action will be taken by LISC to ensure that this requirement is properly fulfilled.

Please indicate your acknowledgement and understanding of this agreement by signing below:

Pearl Jones
Local Initiatives Support Corporation

Date

(Supervisor Name)
CDC Name

Date

AmeriCorps Member Name
LISC AmeriCorps Member

Date

1.6 AmeriCorps Health Insurance Verification Form

AmeriCorps provides health insurance to any member who does not already have coverage that meets **ALL** of the following minimum services:

- Physician services for illness or injury
- Hospital room and board
- Emergency room care
- X-ray and laboratory costs
- Prescription drugs
- Mental or nervous conditions (limited coverage)
- substance abuse (limited coverage)
- Annual deductible of not more than \$250 per individual
- Co-pay requirement of not more than 20% or a comparable fixed fee
- Out-of-pocket expenditure of not more than \$1,000 per individual and,
- At least a \$50,000 maximum benefit
- Do you currently have a health insurance policy that, at a minimum, covers **ALL** of the minimum services required by the Corporation for National and Community Service (CNCS)?

Yes, I am currently covered by a health insurance policy that meets the above minimum standards set by the CNCS. I have given a copy of my insurance card to my AmeriCorps Program. Coverage provided by: _____

No, I am not currently covered by a health insurance policy that meets the above minimum standards set by the CNCS.

Name

Signature

Date

1.7 DC AmeriCorps Leadership Council Application

Council Member Information			
Name:			
Address:			
City:		State:	Zip:
Email:		Fax:	Phone:
Term Start Date:	Term End Date:	Term: <input type="checkbox"/> First Year <input type="checkbox"/> Second Year	
AmeriCorps Organization Information			
Organization Name:			
Organization Address:			
Phone:	Email:	Fax:	
City:	State:	Zip:	
Program Director:			
Type of AmeriCorps Program: <input type="checkbox"/> AmeriCorps VISTA <input type="checkbox"/> AmeriCorps National <input type="checkbox"/> AmeriCorps State			
Emergency Contact			
Name:			
Address:			
City:	State:	Zip:	Phone:
Relationship:			
Worksite Information (if different from AmeriCorps Organization)			
Organization:			
Organization Address:			
City:		State:	Zip:
Phone:	Email:	Fax:	
Work Schedule	Days:	Time:	
Special Skills and Interest:			
1. Please list any special skills.			
2. Please list your interests/hobbies.			
Signature of Council Member:			Date:

1.8 AmeriCorps State & National: Service Location Procedure FAQs

1. What is an operating site?

An operating site is the organization that manages the AmeriCorps program and places members into service locations. State subgrantees (programs) are operating sites. National grantees have had the option of listing all of their operating sites in the portal, or assigning all members to one operating site. The new requirement makes it mandatory for national grantees to enter at least one operating site to which they can assign service locations in each state where they are placing members.

2. What is a service location?

A service location is the organization where a member provides most of his/her service in the community. Typical service locations are schools, food banks, health clinics, community parks, etc. Service locations can also be operating sites, if the member actually serves at the operating site most of the time.

3. What if I do not know member service locations at the time of member enrollment?

Programs have up to 30 days from start of service to enroll a member in the portal, and we expect programs to determine where a member will provide service within this timeframe.

4. By when must service locations be assigned to members who are already enrolled?

We expect all members enrolled on or after 7/1/11 to be assigned to a service location by 8/1/2011, or within 30 days of start of service, whichever is later.

5. How do I create a service location if I am a national grantee?

First, you must create all of your operating sites. Then, click the manage programs link, search by 14 digit program code and/or program name of the operating site to which the service location is linked, select the appropriate program name, click view service locations, click create, complete the required fields, and save.

6. How do I create a service location if I am a state subgrantee?

Click the 'manage programs' link, search by 14 digit program code and/or program name, select the appropriate program, click 'view service locations,' click 'create,' complete the required fields, and save.

7. How do I assign already-enrolled members to a service location?

After new service locations have been created, search for the member, navigate to the Member Home screen, select the 'change service location' link, choose appropriate service location from the dropdown menu, and save.

8. How do I assign members to service locations at the time of enrollment?

In the Placement Information part of the enrollment form, select the appropriate service location from the dropdown menu. Service locations that have been created and linked to the selected program title will populate the drop-down service location menu.

9. What should programs do if members enrolled after 7/1/11 are assigned to service locations in the portal that do not meet the definition of service location in FAQ #1 above?

Programs must create new service locations that do meet the definition above and then change service location per guidance in the FAQs above.

10. What if a member serves in more than one location?

Enter the service location where the member serves a majority of his or her time. If the member serves equal amounts of time at more than one location, pick one location to enter. You cannot assign a member to more than one service location.

11. What if a member is assigned to one service location and then moves to another service location?

Reassign member to the new service location via the “change service location” link available on the member home page in the portal.

12. To what extent will grantees be able to access data from the service location screens in the portal?

The service location information for an individual member is viewable on the member’s service term information screen. To view a list of all the members in your program with their service location information, first click the ‘Manage Service Locations’ link, and then click on the operating site you would like to view and ‘View Members’ link. This brings up a list view of all the members at that operating site and the service locations to which each of the members is assigned. By clicking on the column heading name Service Location you can sort all the members into their assigned service locations. In addition, if you click the ‘Reports’ option, you can run the Member Download Report to pull in the members and their service location information.

13. An EAP has almost 70 operating sites across the country. Most members meet at the operating site every day and serve on many different projects. Can we use the operating sites as their service location?

If members are assigned to operating sites only, create one service location for each operating site and assign the members to this service location.

14. May we use a school district as the service location if we will not have assigned members to individual schools by the 30-day deadline?

Yes, you may use a school district as a service location if it only covers one zip plus four. If it covers multiple zips plus four you should create service locations for the actual location of the schools. You may create a service location which is the same as an operating site for now, and then move members to their actual locations once they are determined.

15. Do I have to create the service locations or can operating site users create them for themselves?

Operating site users can create service locations.

16. Can the same staff person have permissions at the operating site and service location levels at the same time?

The Operating Site User Role includes all of the functions of someone with the Service Location User Role. The Service Location User Roles does not include all of the functions of someone with the Operating Site User Role. In other words, roles are more inclusive of functionality the higher your assigned role is in the hierarchy of roles.

17. Our 2011-2012 grant year does not start until 8/19/2011 so we're still in our 2010-2011 grant year. Does the new requirement apply to members enrolled on or after July 1st funded for the 2009-2010 program year?

Yes. The new requirement applies to all members enrolled on or after July 1, 2011 regardless of when the member’s service term was funded.

18. Does this requirement apply to a member’s start date, or when their enrollment is approved?

You are required to enter member service locations on or before the date you approve their enrollment. So in the example above, you will have to add a service location for the member that started on 6/25/2011 and was approved on 7/1/2011.

19. How do I run a report that will show all approved enrollments?

Run the Member Download Report from the Reports page. The “TERM INFO UPDATE” column indicates the date that enrollments were approved.

1.9 Grievance Procedure

Grant provisions require all AmeriCorps State programs to maintain a procedure to manage grievances from members, labor organizations and other interested parties.

Each AmeriCorps Program can set its own Grievance Procedures but they must include the Corporation's established procedures:

- Grievance must be filed within one calendar year of the alleged occurrence (except in cases of fraud or criminal activity).
- Within 30 days of the filing of a grievance, a hearing must be held.
- Within 60 days of the filing of a grievance, a decision must be made.
- If no decision is made within 60 days of the grievance filing, or if the decision is adverse to the aggrieved party, the aggrieved party may request binding arbitration. Binding arbitration must be held within 45 days of request.
- If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the Corporation's Chief Executive Officer will appoint an arbitrator from a list of qualified arbitrators.
- An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.

2.1 AmeriCorps State Grant Award Agreement



GRANT AGREEMENT AmeriCorps

This agreement is made and entered into this _____, 2011, by and between Serve DC – The Mayor’s Office on Volunteerism also known as the DC Commission on National and Community Service, which has an address of 2000 14th Street NW, Suite 101, Washington, DC, 20009, and _____ (the “Grantee”), which has an address of _____. This agreement is intended to implement the grant program administered by the federal Corporation for National and Community Service (the “CNCS”), described more particularly herein, and pursuant to such statutes and regulations as may be enacted or promulgated to govern the CNCS grant program.

TITLE OF AWARD: AmeriCorps State Competitive (or Formula)
GRANT ID NUMBER: _____

WITNESSETH

WHEREAS, The Congress of the United States has enacted the National and Community Service Trust Act of 1990 (as amended through December 17, 1999).

WHEREAS, Pursuant to said Act, a grant has been awarded by the federal Corporation for National and Community Service to be administered by the District of Columbia Commission on National and Community Service, Serve DC, the Office charged with and empowered to carry out the responsibilities imposed by the aforesaid law; and

WHEREAS, the Grantee represents that it is a qualified organization in that it is a public or private not-for-profit organization that has experience in working with volunteers, and has been in existence for at least one year before that date on which the Grantee submitted its application for the present grant; and

WHEREAS, the Grantee has submitted an Application to Serve DC for an award under the Program to undertake activities consistent with the program requirements in the National and Community Service Act of 1990, Pub. L 101-610, 104 Stat. 3127, enacted November 16, 1990, as amended, 42 U.S. C. §§ 12501 et seq.; and in the National and Community Service Trust Act of 1990 (as amended through December 17, 1999); and

WHEREAS, on _____, The Corporation for National and Community Service and Serve DC, relying upon representations in the Grantee’s application, approved an award to the Grantee in the amount of _____ for eligible activities herein described and to be utilized in accordance with the terms and conditions of this Agreement; and

WHEREAS, it is the intention of the parties to this Agreement that all work shall be for their mutual benefit; and

NOW, THEREFORE, for valid consideration, the receipt of which is hereby acknowledged, and in consideration for the promises and covenants set forth in this Agreement, Serve DC, pursuant to the authority set out above, and the Grantee agree as follows:

Definitions. For the purposes of this Agreement:

“Agreement” means Serve DC Agreement with the Grantee, together with any future amendments, modifications, or alterations thereof.

“Application” means the Grantee’s Application dated _____, 2011 and all attachments thereto, as approved by Serve DC and the Corporation for National and Community Service.

“Serve DC” means the DC Commission on National and Community Service, together with its successors and assigns.

“Corporation for National and Community Service” means the federal agency created under the National and Community Trust Act of 1993, P.L. 103-82, which funds the AmeriCorps Program.

“Program” means a national service Program, described in the Act (42 U.S.C. 12572 (a)), carried out by the Grantee through funds awarded by the Corporation for National and Community Service, passed-through Serve DC and carried out in accordance with federal requirements and the Provisions of this Grant.

“Grantee” means _____ together with its successors, subsidiaries, affiliates, and assigns (including without limitation _____, Washington, D.C.).

(g) “Eligible Costs” means all costs and expenditures actually incurred by the Grantee related exclusively to the operation of _____ as approved in Grantee’s Application and as outlined in the Budget and Scope of Work as further explained in Exhibit A (the Grantee’s Approved Application, including Budget) and under paragraph 7 of this Agreement.

(h) “OMB” means the U.S Office of Management and Budget.

1. Mutually Exclusive.

This Agreement is distinguished from all previous Agreements between the Grantee and Serve DC and contains the entire understanding between the parties.

2. Grant Project Period.

Unless otherwise specified, the Grant covers a _____-year project period. In approving a multi-year project period, Serve DC makes an initial award for the first budget period. Additional funding is contingent upon satisfactory progress under the terms and conditions of the award and the availability of funds.

3. Review.

Liaison with the Government of the District of Columbia will be Patricia Evans, Executive Director, Serve DC – The Mayor’s Office on Volunteerism, who will represent the District’s interests in review of quality, quantity, rate of progress, timeliness of services and related considerations as outlined in this Agreement. Liaison with the Grantee will be _____, Executive Director of the Grantee.

4. Scope Of Work.

By its Application, the Grantee agrees to guidelines, assurances, certifications and requirements as set forth in the AmeriCorps Provisions (Exhibit B) issued by the Corporation for National and Community Service.

The Grantee shall perform the projects and activities as set forth in its Application, which is incorporated herein by reference. Grantee’s performance shall include supplying all the necessary personnel, equipment, and materials (except as may be otherwise provided herein) in order to accomplish the tasks set forth in the Application as approved by Serve DC and the Corporation for National and Community Service (Exhibit A). Additionally, the Grantee shall perform all activities as stated in the approved Application as they correspond to the Budget, as stated in Exhibit A.

- (a) Progress Reports, Periodic Expense Reports, and Federal Financial Reports: The Grantee must provide Progress Reports that detail project tasks completed. Any program and/or fiscal problems encountered must be itemized. Federal Financial Reports and Periodic Expense Reports shall also be submitted to Serve DC. Reporting requirements are specified more fully in Paragraph 11 of this Agreement, the AmeriCorps Provisions (as further explained in Exhibit B) and Contract Addendum #1.
- (b) Closeout Period: When notified by Serve DC, the Grantee must provide proper closeout documentation within 30 days, unless otherwise noted. Closeout documentation will include: Final Federal Financial Report, Final Project Report, Equipment Inventory of Individual Items Purchased with AmeriCorps Federal Grant Funds (funds awarded in this Agreement), Inventory of Unused or Residual Items Purchased with AmeriCorps Federal Grant Funds, and Certification of Grantee Closeout. Only costs for compiling, editing and printing of final reports, preparation of financial reports and other costs associated solely with Agreement closeout activities may be incurred during the 30 day period after the Agreement completion date. In general, a Grantee will receive such notice at the end of each three-year grant cycle or when the Grantee's grant code changes.

5. Standards of Performance.

The Grantee will perform the projects and activities as set forth in its Application and described herein in accordance with those standards established by statute, administrative rule, Serve DC, and any applicable professional standards. (National and Community Service Trust Act of 1990, Code of Federal Regulations, Program Director's Handbook, Applicable OMB circulars)

In addition, the Grantee pledges to abide by and comply with the following requirements:

- (a) Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside this program whether under local, state or federal law, without the prior written consent of Serve DC.
- (b) The Grantee has read, understands, and agrees to comply with the AmeriCorps General Grant Provisions, collectively Exhibit B to this Agreement, including without limitation the circulars and implementing regulations applicable to nonprofit organizations set forth in Paragraph B (2)(b) of the General Grant Provisions. The terms and conditions of the General and Special Provisions are incorporated in this Agreement and made a part hereof as though fully set forth herein.

6. Period of Performance.

The effective period of this Agreement shall be from _____, 2011 through _____, 2012, unless otherwise provided for by amendment to this Agreement.

The terms and conditions herein shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement.

7. Total Cost.

The total of the grantee and the Federal share of this Agreement shall not exceed _____. Reimbursement by Serve DC through the Office of Finance and Resource Management will not exceed _____. The Grantee will provide _____. See itemized budget, Exhibit A. The Grantee must provide and account for the matching funds as agreed upon in the approved application and budget. All programs are encouraged to raise some funds from the private sector, i.e. non-federal funds.

Per AmeriCorps grant provisions, the Grantee is required to provide a minimum ___% match with non-federal funds.

For further requirements, refer to OMB Circular A-102.

Serve DC will collect all unexpended federal funds from the Grantee at the program's end (defined in Section 6 – Period of Performance).

8. Eligible Costs.

- (a) No Eligible Costs subject to reimbursement by this Grant may be incurred prior to the execution of this Agreement unless previously approved in writing by Serve DC.
- (b) Costs only as identified in the Budget and described in the Scope of Work are allowed.
- (c) All methods of charging expenses against this Agreement must be submitted to Serve DC for review and approval.
- (d) All expenses submitted for reimbursement must be related to the operations of _____.

9. Method of Payment.

- (a) The Office of the Chief Financial Officer, Office of Finance and Resource Management shall make payment to the Grantee upon receipt of monthly invoices submitted on the required reimbursement form and sent to the following address and subject to paragraph (b) below:

Serve DC – The Mayor's Office on Volunteerism
2000 14th Street NW, Suite 101, Washington, DC 20009
Attn: Isabel Spake, AmeriCorps Program Officer

- (b) Payment by Serve DC shall be made only if Serve DC determines that the Grantee is making satisfactory progress in completing the project tasks and Serve DC approves the payment request or invoice. No requests for reimbursement will be processed unless AmeriCorps Progress Reports and Financial Status Reports are completed and up-to-date as more fully described in Paragraph 11 of this Agreement. A final invoice will be submitted to Serve DC no later than thirty (30) days following the closing date under the Agreement.

10. Examination of Records.

The Grantee agrees that Serve DC will have access at any time and the right to examine, audit, excerpt, transcribe and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, Serve DC will have access at any time to examine, audit, test and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee will provide copies of these materials in the automated format or such computer file as may be requested by Serve DC. Such material will be retained for three years by the Grantee following the closeout of the Corporation for National and Community Service Grant by Serve DC. Serve DC will notify the Grantee of the date the three year retention period is anticipated to end.

This provision shall also apply in the event of cancellation or termination of this Agreement. The Grantee will notify Serve DC in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee for books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and shall be reimbursed by Serve DC.

The Grantee shall provide the following financial records for the project:

Documentation of staff time; and

Documentation of all equipment, materials, supplies and travel expenses; and

Inventory records and supporting documentation for allowable equipment purchased to carry out the project scope; and
Documentation and justification of methods used in any in-kind contributions; and
Rationale supporting allocation of space charges;
Rationale and documentation of any indirect costs; and
Any other records which support charges to project funds.

This Agreement is for Federal funds that are passed-through Serve DC. Applicable OMB circulars apply to the management of these funds (A-87, A-102, A-110, A-21, A-122, A-133). Circulars are available at www.whitehouse.gov/omb/grants.

11. Progress Reports, Periodic Expense Reports, and Federal Financial Reports.

The Grantee shall submit Progress Reports and Federal Financial Reports to Serve DC during the period that this Agreement is in effect. These reports will detail the uses of the funds received under this Agreement, how funds have been expended, and the amounts expended during the immediately preceding fiscal year (Section 6 – Period of Performance), until the Agreement expires. Progress Reports must identify the status of progress of tasks as provided in the Application and budget (Exhibit A) approved by Serve DC and the Corporation for National and Community Service. Reporting periods and report deadlines are detailed in Contract Addendum #1. Additional reporting may be required as identified in Exhibit B.

12. Nondiscrimination In Employment.

The Grantee is required to comply with AmeriCorps Provisions and Certification and Assurances (Exhibit B).

13. Termination At Will.

Serve DC may terminate this Agreement at any time at its sole discretion upon thirty (30) days written notice to the Grantee. Upon termination, Serve DC's liability will be limited to the actual costs incurred in carrying out the project as of the date of termination plus any termination expenses having prior written approval of Serve DC. The Grantee may terminate this Agreement upon thirty (30) days written notice to Serve DC. Upon termination the Grantee will refund to Serve DC any payment made by the Office of the Chief Financial Officer, Office of Finance and Resource Management to the Grantee that exceeds actual costs incurred in carrying out the project as of the date of termination.

14. Failure to Perform.

Serve DC reserves the right to suspend payment of funds if required reports are not provided to Serve DC on a timely basis or if performance of the grant activities is not evidenced. Serve DC further reserves the right to suspend payment of funds under this Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other contracts between Serve DC and the Grantee in whole or in part.

The Grantee's management and financial capacity, including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by Serve DC and may be a factor in a decision to withhold payment and may be cause for termination of this Agreement.

15. Entire Agreement and Amendment.

This Agreement and all Attachments comprise the entire Agreement of both parties. This Agreement may be amended at the discretion of Serve DC, but only by a written document signed by both parties.

16. Severability.

If any provision of this Agreement shall be adjudged to be unlawful or contrary to public policy, that provision shall be deemed null and void and severable from the remaining provisions, and shall in no way affect the validity of the remainder of this Agreement.

17. Variations.

Variations may be permissible as outlined in Exhibit B. A variation shall not be used to authorize a revision of the amount awarded or a change in the performance period. Such changes must be made by amendment to the Agreement.

18. Survival of Requirements.

Unless otherwise authorized in writing by Serve DC, the terms and conditions of this Agreement shall survive the performance period and shall continue in full force and effect until the Grantee has completed, and is in compliance with, all of its requirements.

19. Waiver.

Failure or delay on the part of either party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

20. Force Majeure.

Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party. If any such event occurs, the nonperforming party shall make reasonable efforts to notify the other party of the nature of such condition and the extent of the delay and shall make reasonable, good faith efforts to resume performance as soon as possible.

21. Assignment.

This Agreement and the obligations, duties and undertakings of the Grantee described herein may not be assigned or delegated by the Grantee without the express written consent of Serve DC, and any attempted assignment or delegation without such consent shall be void.

22. Extra Work.

Any work performed or services rendered by the Grantee other than as provided by this Agreement shall be considered 'Extra Work'. Such Extra Work shall be undertaken only upon express written amendment of this Agreement, setting forth the nature and scope for such Extra Work and the compensation to be paid therefore, as determined by mutual agreement of Serve DC and the Grantee. Work under such extension will not proceed unless and until so authorized by Serve DC. Any such continuance of service that would cause compensation to exceed the total amount of this Agreement shall be contingent upon the above provision and the appropriation of necessary funds by the legislature.

23. Sublet or Assignment of Agreement.

The Grantee, its subsidiaries, affiliates, agents, sub-grantees or subcontractors shall not sublet or assign all or any part of the work under this Agreement without prior written approval of Serve DC. Serve DC reserves the right to reject any subcontractor or sub-grantee after notification. The Grantee must provide Serve DC with a copy of any executed subcontract or accepted subcontractor bid for the purpose of administering this Agreement that relates to activities funded. The Grantee shall be responsible for all matters involving any subsidiary, affiliate, subcontractor or sub-grantee engaged under this Agreement, including grant compliance, performance, and dispute resolution between itself and a

subcontractor or sub-grantee. Serve DC bears no responsibility for subcontractor or sub-grantee compliance, performance, or dispute resolution hereunder.

24. Availability of Funds.

Serve DC reserves the right to terminate this Agreement in whole or in part without penalty due to nonappropriation of necessary funds by the Federal Government.

25. Reimbursement of Funds.

The Grantee shall return to Serve DC or other appropriate governmental agency or entity any funds paid to the Grantee in excess of the allowable costs of services provided under this Agreement. If the Grantee fails to return excess funds, Serve DC may deduct the appropriate amount from subsequent payments due to the Grantee from Serve DC under this Agreement or other agreements with the Grantee. Serve DC also reserves the right to recover such funds by any other legal means including litigation if necessary.

The Grantee shall be responsible for reimbursement to Serve DC for any disbursed funds that are determined by Serve DC to have been misused or misappropriated. Serve DC may also require reimbursement of funds if Serve DC determines that any provision of this Agreement has been violated. Any reimbursement of funds which is required by Serve DC, with or without termination, shall be due within forty-five (45) days after Serve DC gives written notice to the Grantee.

26. Limited Use of Program Funds.

The Grantee shall not apply funds authorized pursuant to other program agreements toward the activities for which funding is not authorized by this Agreement, nor shall funding authorized by this Agreement be used toward the activities authorized pursuant to other program agreements. The word "funds" as used in this paragraph does not include program income, as defined in paragraph 27 in this Agreement.

27. Program Income.

Program income means gross income received by the Grantee which is directly generated from the use of the Agreement award, including but not limited to repayments of funds that had been previously provided to eligible beneficiaries; interest earned on any or all grant funds obtained from Serve DC; and proceeds derived after the Agreement close out from the disposition of real property acquired with any or all funds provided under this Agreement or interest earned on program income pending its disposition. Program income may be further described in Exhibit B.

The Grantee agrees that all program income will be recorded and used in accordance with the rules and regulations of the Program funding source described in Exhibit B. If at any time changes in the use of program income are considered, the Grantee must submit a plan detailing the proposed uses of program income to Serve DC for approval. Should the Grantee decide following Agreement close out to discontinue using program income for such purposes, the Grantee agrees to return the program income balance and any additional program income accrued to Serve DC within thirty (30) days of the close of the grant.

28. Financial Management.

The Grantee agrees to maintain a financial management system which complies with the rules and regulations required by the Program funding source described in Exhibit B and with standards established by Serve DC to assure that funds are spent in accordance with the law.

29. Audit Requirement.

The Grantee shall conduct an annual, single, or program-specific audit in accordance with Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations," The audit shall be performed by an independent auditor in accordance with generally accepted government auditing standards. The audit

shall include funds passed-through Serve DC and expended by the Grantee, as well as funds expended under selected District financial assistance programs.

Records of the Grantee, sub-grantee, if any, and contractors relating to this Agreement shall be made available for review or audit upon request by Serve DC or its duly authorized representatives.

30. Legal Relations And Indemnification.

The Grantee will at all times comply with and observe all federal and District laws and published circulars, local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner affect the Grantee's work or conduct.

The Grantee will indemnify and hold harmless the District and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its agents or Grantees, in performing work under this Agreement. The Grantee agrees to indemnify and hold harmless the District and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of Agreements between Grantee and sub-grantee(s) to perform services or otherwise to supply products or services. The Grantee shall also hold the District harmless for any audit disallowances related to the allocation of administrative costs under this Agreement, without regard to whether the audit is ordered by federal or District agencies or by the a court.

If an audit is required by federal law and if the Grantee is also the recipient of District funds under the same or a separate grant program, the District-funded programs will also be included in the scope of the federally required audit.

31. Applicable Law.

THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE DISTRICT OF COLUMBIA. If any provisions of this Agreement shall be prohibited by or invalid under District law, such provisions shall be ineffective only to the extent of such prohibition or invalidity, without affecting the validity or enforceability of the remaining provisions of this Agreement. Any judicial action relating to the construction, interpretation, or enforcement of this Agreement, or the recovery of any court costs, attorney's fees and other amounts owed hereunder, shall be brought in the Superior Court of the District of Columbia. **THE GRANTEE HEREBY CONSENTS TO PERSONAL AND SUBJECT MATTER JURISDICTION AND VENUE IN THE SAID SUPERIOR COURT, AND WAIVES ANY DEFENSES THAT GRANTEE OTHERWISE MIGHT HAVE RELATING THERETO.**

32. Disclosure: District Public Officials And Employees.

The Grantee will not engage the services of any person or persons now employed by the District of Columbia government, including any department, commission or board thereof, to provide services relating to this Agreement without the prior written consent of Serve DC and the employer of such person or persons.

33. Publications.

The Grantee may publish materials produced under this Agreement subject to the following conditions:

- (a) All materials produced under this Agreement will become the property of the Grantee and may be copyrighted in its name. Serve DC reserves a royalty-free irrevocable license to reproduce, publish, otherwise use, and to authorize others to use the work for government purposes.
- (b) All reports, studies, or other documents resulting from this agreement shall acknowledge that financial assistance was provided by Serve DC and the Corporation for National and Community Service. (See the AmeriCorps Provisions in Exhibit B for specific language.)

34. **Equipment Accountability.**

Title to equipment purchased under this Agreement will vest according to the AmeriCorps Provisions (Exhibit B). Disposition of any equipment will be in accordance with applicable property disposal procedures.

35. **Captions.**

The captions in this Agreement are for the convenience of reference only and shall not define or limit any of the terms and conditions set forth herein.

36. **Authority To Sign Document.**

Each person signing this Agreement on behalf of the Grantee certifies and attests that the Grantee's Articles of Incorporation, Bylaws, Charter, Corporate or other Resolutions, and/or other related documents give full and complete authority to bind the Grantee, on whose behalf each such person is executing this document and that such authority extends to any and all subsidiaries, affiliates and successors referred to herein or to which this Agreement relates.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the first date set forth above.

FOR THE GRANTOR:

Serve DC – The Mayor's Office on Volunteerism

By:

Patricia Evans, Executive Director

Date

FOR THE GRANTEE:

By:

Date

Attachments:

Contract Addendum #1

- Exhibit A: Grantee's Approved Application, including Budget Form and Budget Narrative
- Exhibit B: 2011-2012 AmeriCorps General Grant Provisions
- Exhibit C: Proof of Expenditures
- Exhibit D: Serve DC Budget Modification Guidelines
- Exhibit E: Sample Budget Modification Letter
- Exhibit F: Serve DC Program Modification Guidelines and Sample Program Modification Request Letter

2.2 Performance Measures Modification Request Letter

Date

Isabel Spake
AmeriCorps Program Officer
Serve DC – The Mayor’s Office on Volunteerism
Frank D. Reeves Center
2000 14th Street, NW, Suite 101
Washington, DC 20009

Dear Isabel:

I am writing to request the modification of the 2011-2012 performance measure for Needs and Service Activities.

Needs and Service Activities Performance Measure:

Original Output: Youth participants will recruit and train 200 additional youth in diabetes awareness by conducting 25 neighborhood training sessions. Outcome measures will demonstrate that 90% of youth trained will increase their knowledge of diabetes by 50% based on pre and post tests.

New Output: Youth participants will recruit and train 50 additional youth in diabetes awareness by conducting 12 neighborhood training sessions. Outcome measures will demonstrate that 80% of youth trained will increase their knowledge by 25% on pre and post tests.

Reason for change: Our request for a change in number of youth and number of training sessions is based on a more realistic number based on the input of our community partners and staff. Fewer youth are available during the after-school hours due to competing programs being offered by another organization.

Sincerely,

Name, title, and program name

2.3 Performance Measure Worksheet

Please fill in the performance measure information for each section.

General Info

Performance Measurement Title:

Measure Category (choose one):

Needs and Service Activities

Participant Development

Strengthening Communities

Service Category addressed by this Performance Measure Worksheet
(see Appendix A, Service Categories):

Needs and Activities

Briefly describe the need to be addressed (4,000 characters or less):

Briefly describe how you will achieve this result (4,000 characters or less):

How many AmeriCorps members will be participating in this activity?

How many days per week (on average) will this activity occur?

How many hours per day (on average) will this activity occur?

When does this activity begin?

When does this activity end?

Results

The outputs and outcomes you intend to track for a particular activity:

Result Type

Outputs are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.

Intermediate-outcomes specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.

End-outcomes specify changes that have occurred in the lives of members and/or beneficiaries that are significant.

Result: Output
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result.
Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Result: Intermediate Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result.
Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).

Result: End Outcome
Result Statement: 1-2 sentences stating the expected result.
Indicator: A specific, measurable item of information that specifies progress toward achieving a result.
Indicator:
Other Indicator:
Targets
Target Description:
(number) or % (percent):
Instruments: Specific tool to collect information (e.g. behavior checklist, tally sheet, attitude questionnaire, interview protocol).
Performance Measure Statement (summary)
Combine expected results and targets into a sentence:

2.4 Volunteer Generation Report

Program Name:		Reporting Period:	
Program Director:		Date Submitted:	

Activities: In what activities did members engage to achieve this performance measure this period?

- Recruit volunteers Manage volunteers Train volunteers
 Project development Other: _____

Outputs: What are your outputs for **member led projects**?

- _____ Number of volunteer projects created
 _____ Number of volunteer projects conducted
 _____ Number of volunteer opportunities/slots created
 _____ Number of volunteer opportunities/slots filled
 _____ Number of volunteer hours
 _____ Number of new volunteers
 _____ Number of continuing/repeat volunteers

Impact Area	# of Projects
Disaster Relief Services	
Adult Education & Literacy	
Animal Support	
Children & Youth	
Employment/Career Assistance	
Housing and Homelessness	
Health & Wellness	
Community Revitalization	
Public Safety	
Other:	

If you would like to provide additional information regarding your activities (such as project descriptions, pictures, etc.), please feel free to attach to this report.

2.5 Member Development Report

Program Name:		Reporting Period:	
Program Director:		Date Submitted:	
Number of members enrolled:		Number of members exited:	

Types of Training: What types of trainings were your members engaged in during this reporting period?

- Citizenship Leadership National Service Life After AmeriCorps
 Other: _____

Training Sessions: Please provide the following information related to each training session.

Date	Training Title	# of Members	Hours

Total Training Hours Completed this Reporting Period: _____

If you would like to provide additional information regarding your training sessions (such as training guides, surveys, etc.), please feel free to attach to this report.

2.6 Training Survey

Instructions for Program Staff

On the next two pages you will find two versions of the Training Survey:

1. Training Survey - AmeriCorps Service
2. Training Survey - Life After AmeriCorps

Use version 1 to collect feedback on training sessions that prepare members for their service assignments.

Use version 2 to collect feedback on training sessions that prepare members for “life after AmeriCorps.”

The only difference between versions 1 and 2 is the wording of question 6. Data from these two versions of the training survey should be aggregated separately when reporting to Serve DC.

Please do not combine data from the two versions of the training survey when reporting to Serve DC.

Question 7 on both versions of the training survey asks members to describe any significant knowledge and skills they gained from the training session. This information provides supporting evidence for question 6.

When reporting survey data to Serve DC, please include a selection of representative comments from question 7 (from at least three members). Please report these comments exactly as they appear on the members’ surveys.

Training Survey-AmeriCorps Service

Date: _____

Training Topic: _____

Facilitator: _____

Presentation

Please rate the following sessions and activities using a scale of 1 (strongly disagree) to 5 (strongly agree).
Provide additional comments to help us continue to make this a meaningful experience for our network leaders.

1. Topics were presented effectively.	1	2	3	4	5
2. The facilitator was knowledgeable.	1	2	3	4	5
3. The written materials were useful.	1	2	3	4	5
4. The meeting included appropriate examples and interactive practice exercises.	1	2	3	4	5
5. There were enough opportunities for discussion.	1	2	3	4	5
6. As a result of this session, my knowledge/skills have increased to perform my AmeriCorps service.	1	2	3	4	5

Briefly describe any significant knowledge and skills you gained from this session.

How will you use the knowledge and skills acquired?

Briefly describe any follow-up training or assistance that would assist in building your capacity and competency in this content area.

What would have improved this session?

Training Survey: Life After AmeriCorps

Date: _____

Training Topic: _____

Facilitator: _____

Presentation

Please rate the following sessions and activities using a scale of 1 (strongly disagree) to 5 (strongly agree).
Provide additional comments to help us continue to make this a meaningful experience for our network leaders.

1. Topics were presented effectively.	1	2	3	4	5
2. The facilitator was knowledgeable.	1	2	3	4	5
3. The written materials were useful.	1	2	3	4	5
4. The meeting included appropriate examples and interactive practice exercises.	1	2	3	4	5
5. There were enough opportunities for discussion.	1	2	3	4	5
6. As a result of this session, I am better prepared 7. for life after AmeriCorps.	1	2	3	4	5

Briefly describe any significant knowledge and skills you gained from this session.

How will you use the knowledge and skills acquired?

Briefly describe any follow-up training or assistance that would assist in building your capacity and competency in this content area.

What would have improved this session?

2.7 Training and Technical Assistance Request Form

Serve DC offers individualized training and technical assistance to its grantees if only if the requested training is **not** listed on the yearly training calendar. Please fill out the form and be specific as possible.

Name: _____

Address: _____

City, State, Zip: _____

Alternate Phone Number: _____

Email Address: _____

Program Type

Learn and Serve America AmeriCorps State

Please indicate the type of training you are requesting:

eGrants Participant/Member Supervision Performance Measurement and Evaluation

Financial Management Service Learning Resource and Fund Development

Disability Inclusion Communications and Marketing Volunteer Management

Special Event Coordination Other: _____

Provide a description of the type of training and technical assistance you are requesting (*must be 200 characters or less*):

2.8 DC Resource Library Check-Out Form

The DC Resource Library is a project of Serve DC – The Mayor’s Office on Volunteerism, the DC Commission on National and Community Service.

(202) 727-7925

(202) 727-9942 Fax

CHECK-OUT FORM

Please fill out form completely, and type or print clearly.

IMPORTANT INFORMATION

The undersigned claim responsibility for the following:

- Replacement cost of materials damaged or lost by the borrower
 Return of materials by their due date, or contact the DC Resource Library to request extension

Borrower’s Signature: _____

Borrower’s Name and Position: _____

Organization and Project Name: _____

Program Type:

- AmeriCorps Learn and Serve NCCC Senior Corps VISTA
 State Commission CNCS T/TA Provider America Reads Other _____

Address (not P.O. Box): _____

City and State: Washington, DC

Zip Code: _____

Work Phone: _____

Fax: _____

Email: _____

Please list the resources you would like to check out (3 maximum).

1. _____
2. _____
3. _____

I have read and understood the DC Resource Library Policy and agree to the terms stated. I understand that not following these procedures may lead to the loss of loan privileges. I will assume responsibility for the replacement cost of lost or damaged materials.

Authorized Signature: _____ **Date:** _____

(Must be signed by Agency Representative, such as a Project Director, Executive Director, or Supervisor.)

Print Name and Title: _____

Supervisor’s Email Address: _____

2.9 Application for Reasonable Accommodation Funds

A “reasonable accommodation” refers to a:

- Modification or adjustment to a job application process that enables a qualified applicant with a disability to be considered for the position.
- Modification or adjustment to the work environment in which a position is customarily performed that enables a qualified individual with a disability to perform the essential functions of that position.
- Modification or adjustment that enables employees with disabilities in a particular organization to enjoy the same benefits and privileges as the organization’s non-disabled employees.

A. Background Information

Organization Name:

Program Name:

Address:

Telephone Number:

Program Director:

Site Supervisor:

Program is requesting funding as (check as appropriate)

Government agency Educational institution Nonprofit organization Other _____

Double click on the appropriate box and then select “check” under default value.

Program receives funding as (check as appropriate)

AmeriCorps National AmeriCorps Education Award Only AmeriCorps State

AmeriCorps VISTA Senior Corps Learn and Serve America

B. Status of Individual with Disability

Applicant for National Service position Current National Service member Current employee covered under AmeriCorps Grant

Primary service environment (check as appropriate)

Office Outdoors Home School Other _____

C. Barriers Resolution

1. Describe the primary service functions to be performed by the person with a disability. Also attach National Service Position Description.

2. Has the original service description been modified to outline the essential functions? Please explain.

3. Please describe any alternative funding options you have explored.

4. What role, if any, did the individual with a disability have in identification of barriers and possible solutions and the consideration of other accommodation options?

D. Request for Funds

1. Identify the reasonable accommodation that is needed and describe how it will enable the individual to perform essential functions.

2. What is the cost of the reasonable accommodation?

3. Over what period of time will reasonable accommodations be required?

Please indicate the total cost of the reasonable accommodation requested over a period of year.

Less than \$50 \$50 to \$99 \$100 to \$99 \$500 to \$999 \$1,000 or more

Please itemize costs.

**Please provide cost
two cost estimates.**

E. Cost Sharing (Cost sharing is the participation in an endeavor by one or more funding partners)

1. Has the program considered cost sharing? If so, please describe.

2. Will more than one person benefit from the reasonable accommodation(s) to be provided? If yes, please describe.

3. What measures will be used to determine if the reasonable accommodation(s) was/were effective for the individual with a disability?

F. Ensuring Service During Accommodation Request Process

Describe how the program will ensure proper accommodations are made for the member while the reasonable accommodation is being processed, purchased, and developed.

3.1 Reasonable Accommodation Grievance Form

Reasonable Accommodation Request Grievance Form

Contact Information

Name _____

Address _____

City, State Zip _____

Phone _____

Alternate Phone Number _____

Email Address _____

Reason for Grievance

Narrative

Please describe in 500 words or less the circumstances involving the grievance.

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

A review of the initial decision shall be conducted within ten (10) working days after the grievance is filed. The Executive Director will review the complainants initial request for training, the initial decision rendered by Serve DC, the complainant’s grievance form and, if requested, the informal confidential presentation by the complainant. After full consideration of the grievance, the Executive Director will issue a written decision explaining the reasoning behind its decision. A copy of this decision will be forwarded to the complainant.

Thank you for completing this application form.

3.2 Sample In-Kind Donation Form

Date of Contribution: _____

Name of Donor: _____

Address: _____

Phone: _____

Description of Contributed Item(s) or Service (include quantity):

Estimated Value of Contribution: \$

Description of basis for valuation:

Was contribution obtained with or supported by federal funds? If so, indicate source.

Authorized Signature of Donor

Date

Authorized Signature of (Insert Program Name)

Date

3.3 Time and Effort Record Sample

Organization X

TIME AND EFFORT RECORD: FEDERAL FUNDS

Employee Name: _____

Employee SSN: _____

Agency Code: _____

Program/Activity Code (PBB) or Org Code: _____

Pay Period Beginning: _____

Pay Period Ending: _____

Grant	Date	WEEK 1							WEEK 2							Total	
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
																	0.0
TOTAL HOURS		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Employee Signature Date

Supervisor Signature Date

3.4 Audit Analysis and Feedback

Date Audit Received Sent: _____

Revised Monitoring Date (if needed): _____

Date Agenda/ Monitoring Tool Sent: _____

Date(s) of Monitoring: _____

Date Feedback Sent: _____

Date Response Expected: _____

Date Response Received: _____

Grant Number: _____

Name of Program: _____

Full Time Members Granted: _____ # at this time: _____

Program Start Date: _____

Part Time Members Granted: _____ # at this time: _____

Analysis		
The audit was examined financial records for one year	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The audit report coincides with the required grant year	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The audit report includes a management letter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Match requirements are properly documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Time and activities are based on budget rather than actual costs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clearly defined programmatic and fiscal policies and procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proper segregation of financial duties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Program regulations comply with Serve DC-The Mayor's Office on Volunteerism and AmeriCorps Provisions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Financial Reports reconcile (FSR/ General Ledger/ FCTR)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Highlights of the Management Letter

Corrective Action Plan

Feedback Sent to Grantee: _____

Monitor: _____