**Purpose:** The Program Readiness Checklist identifies elements of readiness for AmeriCorps program implementation and member management. All new programs must complete this checklist and submit all items for review and approval before contracting in their first year. Recompeting and continuation programs need to have this checklist completed as well, but will only need to submit specific items for review each year. These reflect the components found in CV’s *California Program Standards*. Some items *must be in place prior to starting*, while others may be developed in the first year. Items required for contracting (#1-19) are listed first. Items not required to be submitted at the time of contracting will be verified through other CV monitoring processes during the grant period. Resources to assist in developing each item are available on CV’s Grantee Central. Contact your Program Officer with any questions.

**Instructions:**

* **Check each item that is already in place. While all items must be checked by the program, only the following must be submitted:**

Items # 1-20 for NEW programs beginning their first year of operation

Items # 1-6 for Recompeting or Continuation programs

* **Submit one copy of each required item in the order listed to your CV Program Officer**
	+ 1. Check that each document includes the components listed (a, b, c, etc.) and place a check mark in the appropriate column.
		2. **Clearly label each document with the corresponding checklist number and letter. *Insufficient labeling may delay the contracting process and timeline.***

|  |
| --- |
| **Program Name: [Program to fill in]** |
| **Completed By: [Program to fill in]** | **Date Completed:** |

|  |  |  |
| --- | --- | --- |
| CV USE Only: [compliance check] | Program Check✓ | **Required Program Documents** |
|  |  | 1. **Performance Measurement Data Collection and Review Plan** [See CV Site Visit Record for what’s evaluated; also see Program Start Up Guide] To ensure the program collects, analyzes, and uses valid program data to inform progress towards meeting performance measurement targets, processes are in place to effectively gather and handle data. Include internal checks & systems to ensure: validity, completeness, consistency, accuracy, and verifiability.
 |
|  |  | 1. **\*Member Service Agreement (Contract), including:** [See Member Contract Required Content Checklist &Template]
 |
|  |  | 1. Member start and end dates for contracted term of service, not to fall outside of the program start and end dates.
 |
|  |  | 1. Distribution of living allowance (biweekly, monthly, etc.) and amount members earn per pay period.

This amount MUST be stated as a biweekly/monthly dollar amount. The amount members receive per pay period is the SAME for all members, regardless of start date (with the exception of a proration for members who start/end within a pay period).  |
|  |  | 1. The minimum number of service hours (as required by statute) and other requirements (as developed by the recipient) necessary to successfully complete the term of service and to be eligible for the education award;
 |
|  |  | 1. The amount of the education award being offered for successful completion of the term of service in which the individual is enrolling;
 |
|  |  | 1. Standards of conduct, as developed by the program;
 |
|  |  | 1. The list of Prohibited Activities, including those specified in the regulations at 45 CFR § 2520.65;
 |
|  |  | 1. The text of 45 CFR §§ 2540.100(e)-(f), for Unallowable activities (ie. Non-duplication and Non-displacement)
 |
|  |  | 1. The text of 45 CFR §§ 2520.40-.45, which relates to fundraising by members. **Must include, even if the program does not have a fundraising performance measure.**  *Effective beginning 2016-17*: plus this additional statement: “Per California Volunteers’ policy, members may only perform fundraising activities as described in an approved Fundraising Performance Measure.” Also **indicate whether or not your program has a specific PM for fundraising.**
 |
|  |  | 1. Requirements underDrug-Free Workplace Act [41 U.S.C. § 701 et seq. - Include program policy addressing at minimum items a, c, d, e, and f]
 |
|  |  | 1. Civil rights requirements, complaint procedures, and rights of beneficiaries;
 |
|  |  | 1. Suspension and termination rules;
 |
|  |  | 1. The specific circumstances under which a member may be released for cause;
 |
|  |  | 1. The specific circumstances under which a member may be released for “compelling personal circumstance” and program’s documentation process
 |
|  |  | 1. Grievance procedure process
 |
|  |  | 1. Other requirements established by the recipient.
 |
|  |  | 1. Member signature and date
 |
|  |  | 1. Program Manager signature and date

***Note: The program should ensure that the member contract is signed and dated by the member and program staff before commencement of service.*** |
|  |  | 1. **Member Position Description (for each member position): - May be included in Member Service Agreement or attached as an addendum.**  Activities must align with those described in Program Narrative and PMWs and include:
 |
|  |  | 1. AmeriCorps Position Title
 |
|  |  | 1. Term of service (position type, when commitment starts & ends)
 |
|  |  | 1. Time Requirements (hours per/week)
 |
|  |  | 1. Description of duties
 |
|  |  | 1. Areas of responsibility (e.g. service delivery, performance measurement data collection, training, reporting, etc.)
 |
|  |  | 1. Essential functions
 |
|  |  | 1. Qualifications/characteristics
 |
|  |  | 1. **Performance Measure Instruments** [Must match PMW row 7 for all measures.]
 |
|  |  | 1. **National Service Criminal History Checks (NSCHC) Policy and Procedure**

Must meet requirements of CV Checklist & Verification Forms prior to submission to CV for review |
|  |  | 1. **AmeriCorps Member Service Opportunities posted on the *My AmeriCorps* Portal**
 |
|  |  | 1. **AmeriCorps Member Application – Recommend using *My AmeriCorps* Portal (online) application**
 |
|  |  | 1. Previous Term of Service Addressed
 |
|  |  | 1. Eligibility Addressed
 |
|  |  | 1. **Staff and member supervisor position descriptions** – (staff on Program Diagram/Budget)
 |
|  |  | 1. **\*Member Pre-Service Orientation Plan, including: (include agenda and materials)**
 |
|  |  | 1. AmeriCorps history and program overview
 |
|  |  | 1. Geographic/demographics of community, compelling need being addressed, targeted community, program mission/ performance measurement goals, and partnership
 |
|  |  | 1. AmeriCorps program policies/procedures review (including criminal history check)
 |
|  |  | 1. Review of member position description
 |
|  |  | 1. **Prohibited and Unallowable Activities training** (must document w/sign-in sheets and have a plan to train absent or late enrolling members) [See 45 CFR § 2520.65 and Sample Member Contract/Checklist]
 |
|  |  | 1. Full review of member service agreement [see item #4]
 |
|  |  | 1. Review of timekeeping, approval process, and make-up hours policy and process
 |
|  |  | 1. Progressive discipline process
 |
|  |  | 1. Review of member benefits (including timesheet and stipend distribution, health care, child care, education award)
 |
|  |  | 1. Training required to equip members with any basic knowledge and skills needed before beginning service
 |
|  |  | 1. Member supervision plan overview
 |
|  |  | 1. Communication channels and expectations between program staff, members, and placement sites – including feedback, and site visits
 |
|  |  | 1. AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. Program calendar covering project timeline including required Swearing-in, national days of service, community events, holidays, training and direct service hours to ensure successful completion of term of service and recognition ceremonies.
 |
|  |  | 1. Review of safety plans and emergency procedures, including Continuity of Operations Plan (COOP)
 |
|  |  | 1. Formally acknowledges AmeriCorps commitment through swearing-in ceremony with the AmeriCorps Oath.
 |
|  |  | 1. **Member Ongoing Training Plan, including:**
 |
|  |  | 1. Core Training required to equip members with any basic knowledge and skills needed before and throughout service
 |
|  |  | 1. On-going training throughout service year to equip and develop members (as described in Performance Measures) (All training should be in a Member Training Calendar)
 |
|  |  | 1. Training that will assist members in their transition from their AmeriCorps positions (Integration of the AmeriCorps Advantage Career Resource Guide)
 |
|  |  | 1. **Member Orientation at Placement Site, including: (include agenda and materials)**
 |
|  |  | 1. Member/Site supervision agreement/expectations
 |
|  |  | 1. Review of member responsibilities to the site, service delivery plan/schedule, data collection process/system, and reporting expectations
 |
|  |  | 1. Review of prohibited and unallowable Activities
 |
|  |  | 1. Review of communication channels and AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. Timesheet/approval process
 |
|  |  | 1. Process for time off requests, making up service hours, etc.
 |
|  |  | 1. Site safety protocol and emergency procedures
 |
|  |  | 1. **Member Performance Evaluation templates**: Written mid-term and end-of-term evaluations are required for Half-Time and Full-Time members; end-of-term evaluation is required for less than Half-Time members. The end-of-term evaluation addresses, at a minimum, the following:
 |
|  |  | 1. Whether the member has completed the required number of hours;
 |
|  |  | 1. Whether the member has satisfactorily completed assignments;
 |
|  |  | 1. Whether the member has met performance criteria that were clearly communicated at the beginning of the term of service; and
 |
|  |  | 1. The extent to which members has demonstrated increase skills and knowledge to provide quality service per the Member Development PMW.
 |
|  |  | 1. **\*Orientation and Training Plan for Site Supervisors (fiscal and program staff), including at a minimum:**
 |
|  |  | 1. AmeriCorps grant requirements, program design, policies, **Prohibited and Unallowable Activities,** Performance Measures, data collection procedures, reporting process and deadlines, member training plan and member service schedule.
 |
|  |  | 1. Site supervisor training includes member supervision expectations, time sheet monitoring/approval, disciplinary policies and procedures, member performance evaluations, etc.
 |
|  |  | 1. Communication procedures and expectations (examples include a calendar of meetings, anticipated site visits, informal phone communication, and communication expectations surrounding member activities)
 |
|  |  | 1. Monitoring process to ensure that partners/subcontractors fulfill and meet agreements or obligations
 |
|  |  | 1. AmeriCorps branding/identification requirements [see CNCS/CV Branding and Messaging Guidance]
 |
|  |  | 1. **AmeriCorps Member Timesheet template, including:**
 |
|  |  | 1. Service hours
 |
|  |  | 1. Training hours (not to exceed 20% of total hours for service term)
 |
|  |  | 1. Lunch/Breaks are accounted for (as applicable; must not be counted in service hours)
 |
|  |  | 1. Fundraising hours (applicable only with an approved Fundraising Performance Measure)
 |
|  |  | 1. Signatures of member and supervisor with dates
 |
|  |  | 1. **Staff Timesheet template** (functional timesheet is required for staff less than 100% on the budget)
 |
|  |  | 1. **AmeriCorps Branding and Communication Policy and Procedure** [see CNCS/CV Branding and Messaging Guidance & Exhibit D of CV Contract], including:
 |
|  |  | 1. Members are provided with and wear service gear that prominently displays the AmeriCorps California logo when serving
 |
|  |  | 1. The AmeriCorps California logo is prominently displayed at all placement sites and used in promotional materials and on the legal applicant website. Service locations or member placement sites should display the phrase “AmeriCorps Serving Here.”
 |
|  |  | 1. The CaliforniaVolunteers logo and the phrase “*Administered by CaliforniaVolunteers and sponsored by the Corporation for National and Community Service*” is used on program website and in printed materials. Media and press releases reference AmeriCorps, CV and CNCS whenever possible. [Contact CV’s External Communications department for ideas and assistance]
 |
|  |  | 1. **Policy & Procedure for collecting and approving member timesheets**
 |
|  |  | 1. **A system is in place for tracking member service hours and informing members of progress toward completion of hours to earn and Education Award**
 |
|  |  | 1. **Member Recruitment & Selection Plan** (includes placement site involvement)[See CNCS *Program Start Up Guide*]
 |
|  |  | 1. **Member Enrollment & Exiting Process Using eGrants/My AmeriCorps Portal:** A system/tracking is in place to ensure that members are enrolled in My AmeriCorps Portal within 5 days from the start date and exited within 30 day from the end date.
 |

Items marked (**\***) could be combined into handbook format (for members and staff), which could be used for training and as a reference. Samples can be found on Grantee Central.

* By my signature below, I certify that I have reviewed this checklist and verify that all documents being submitted are current and accurate.
* By my signature below, I certify that my program policies and procedures are in accordance with AmeriCorps regulations, Terms & Conditions and CV Policies.
* By my signature below, I certify that my fiscal policies and procedures are in accordance with OMB Guidelines.

Authorized Program Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name & Title

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 Signature Date

|  |
| --- |
| **CV REVIEW CERTIFICATION** |
| Review Completed by: (Print Name and Title) | Signature: | Date: |

* By my signature above, I certify that I have reviewed all applicable documents submitted by the program per this checklist and verify that all documents submitted meet CV’s standards and requirements and are consistent with the grantee’s awarded AmeriCorps program design.