**SERVE WISCONSIN**

**DOCUMENT REVIEW FORM – 2018-2019**

**Program name:**

**Name and title of person(s) completing this form:** , AmeriCorps Program Officer

**Date(s) of review:**

**Date of monitoring visit (if applicable):**

# Member Documents

Member recruitment materials (flyers, brochures, newspaper ads, etc.)? [ ]  Yes [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Possible Materials: | **Yes** | **No** | **Notes** | **Inclusive language and images?** |
| Recruitment flyers |  |  |  |  |
| Recruitment newspaper, newsletter ads |  |  |  |  |
| Brochures |  |  |  |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |

Is the program listed on the national online AmeriCorps recruitment website? [ ]  Yes [ ]  No

If no, why not?

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Member application? [ ]  Yes [ ]  No

Is the application appropriate? [ ]  Yes [ ]  No

If no, explain:

Member contract/agreement? [ ]  Yes [ ]  No *(AmeriCorps Grant Terms & Conditions V.B)*

|  |  |  |  |
| --- | --- | --- | --- |
| At minimum, the contract includes:  | **Yes** | **No** | **Notes** |
| The minimum number of service hours (as required by statute) and other requirements (as developed by the program) necessary to successfully complete the term of service and to be eligible for the education award |  |  |  |
| Time frame members have to complete the required service hours |  |  |  |
| The amount of the education award being offered for successful completion of the term of service in which the individual is enrolling |  |  |  |
| Standards of conduct (with consequences) |  |  |  |
| List of prohibited activities *(45 C.F.R § 2520.65)* |  |  |  |
| The text of 45 CFR §§ 2540.100(e)-(f), which relates to non-duplication and nondisplacement |  |  |  |
| The text of 45 CFR §§ 2520.40-.45, which relates to fundraising by members |  |  |  |
| Requirements under Drug-Free Workplace Act *(41 U.S.C. 701 et seq)* |  |  |  |
| Civil rights requirements, complaint procedures, and rights of beneficiaries (*General Grant Terms & Conditions III.L & IV*) |  |  |  |
| Suspension and termination rules  |  |  |  |
| Release for cause rules (*45 C.F.R § 2522.230 and AmeriCorps Grant Terms & Conditions VII)* |  |  |  |
| Member position description *(AmeriCorps Grant Terms & Conditions V.A & B)* |  |  |  |
| Grievance procedures *(45 C.F.R. § 2540.230)* |  |  |  |
| If applicable, participation in GED/HSED preparation while in the program and requirement to obtain GED/HSED prior to using the education award*(AmeriCorps Grant Terms & Conditions II.G)* |  |  |  |
| Other requirements as established by the program |  |  |  |
| Signature/date line for member (and legal guardian, if applicable) |  |  |  |
| Signature/date line for direct supervisor |  |  |  |

Member Position Descriptions?  [ ]  Yes [ ]  No

Are the members’ activities allowable? [ ]  Yes [ ]  No

If no, why not?

Are the members’ activities tied to the program’s performance measures? [ ]  Yes [ ]  No

If no, why not?

Are there any sites where there does not appear to be enough AmeriCorps-specific tasks to keep the members engaged during their service hours? [ ]  Yes [ ]  No

If yes, which sites?

Does the Position Description list essential functions? [ ]  Yes [ ]  No

If no, why not?

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Member Grievance Procedure? [ ]  Yes [ ]  No *(45 C.F.R. § 2540.230)*

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| --- | --- | --- | --- |
| Does the grievance procedure include opportunity for:  | **Yes** | **No** | Notes |
| *Alternative Dispute Resolution:* |  |  |  |
| ADR proceedings be initiated within 45 calendar days |  |  |  |
| The aggrieved party must be advised in writing of his or her right to file a grievance and right to arbitration; if the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration |  |  |  |
| ADR process must be aided by a neutral party |  |  |  |
| Proceedings before the neutral party must be informal, and the rules of evidence will not apply. |  |  |  |
| With the exception of a written and agreed upon dispute resolution agreement, the proceeding must be confidential. |  |  |  |
| *Grievance Hearing:*  |  |  |  |
| Except for a grievance that alleges fraud or criminal activity, request must be made within 1 year after date of alleged occurrence |  |  |  |
| Must be held no later than 30 calendar days after the grievance is filed |  |  |  |
| A decision must be made no later than 60 days after the grievance is filed |  |  |  |
| The neutral party involved in the ADR may not participate in the grievance procedure and no proceeding of the ADR may be referred to or introduced into evidence during any grievance and arbitration hearings |  |  |  |
| *Binding Arbitration:* |  |  |  |
| An option if the hearing is adverse to the aggrieved party or if a decision is not made within 60 days of the filing of the grievance |  |  |  |
| Arbitrator must be independent and selected by agreement of the parties |  |  |  |
| 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 |  |  |  |
| Must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Corporation’s Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment |  |  |  |
| A decision must be made no later than 30 days after the commencement of the proceeding |  |  |  |
| Cost of arbitration must be divided evenly between the two parties, unless the aggrieved party prevails, in which case the program must pay the total cost of the proceeding plus the prevailing party’s attorney’s fees |  |  |  |
| If a grievance is filed regarding a proposed placement of a participant, such placement must not be made unless the placement is consistent with the resolution of the grievance |  |  |  |

Member Performance Evaluation Form? [ ]  Yes [ ]  No *(AmeriCorps Grant Terms & Conditions V.E)*

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| --- | --- | --- | --- |
| At minimum, the review form includes an evaluation of:  | **Yes** | **No** | **Notes** |
| Whether the member has completed the required number of hours |  |  |  |
| Whether the member has satisfactorily completed assignments |  |  |  |
| Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service |  |  |  |
| Is the performance review marked mid-term or end-of-term? |  |  |  |

Note: The mid-term and end-of-term performance evaluations must be done with all full-time and half-time members. For less than half-time members, only an end-of-term performance evaluation is required.

Member orientation agenda?[ ]  Yes [ ]  No *(AmeriCorps Grant Terms & Conditions V.D)*

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| --- | --- | --- | --- |
| Did the orientation include the following:  | **Yes** | **No** | **Notes** |
| Corporation for National & Community Service - AmeriCorps/national service |  |  |  |
| WI National and Community Service Board - AmeriCorps in Wisconsin |  |  |  |
| Subgrantee’s specific AmeriCorps program |  |  |  |
| Host sites/service partners |  |  |  |
| Community where the members will serve |  |  |  |
| Member Contracts, including Prohibited Activities and Grievance Procedures |  |  |  |

Is the list of trainings that have been and/or will be offered to members appropriate? [ ]  Yes [ ]  No

Were trainings offered at the appropriate times during the program year? [ ]  Yes [ ]  No

If no, explain:

|  |  |  |  |
| --- | --- | --- | --- |
| Have all of the members been trained in:  | **Yes** | **No** | Date(s)-if applicable |
| CPR/First Aid (required for youth corps by contract) |  |  |  |
| Conflict Resolution (required for all programs by contract) |  |  |  |
| Citizenship Training (required for all programs by contract)  |  |  |  |

Are all full-time members on the health care roster or included on the list of members who waived the benefit?

[ ]  Yes [ ]  No [ ]  NA – EAP/Professional Corps

If no, which full-time members on not on either list?

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Health care coverage acceptance/waiver form?[ ]  Yes [ ]  No [ ]  NA – EAP/Professional Corps

If no, explain:

Child care coverage acceptance/waiver form? [ ]  Yes [ ]  No [ ]  NA – Program does not have FT members

If no, explain:

Member publicity release form? [ ]  Yes [ ]  No

If no, explain:

Other member documents reviewed:

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| --- |
| List documents:  |

Any issue? [ ]  Yes [ ]  No

If yes, explain:

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Based on the review of these documents, were members provided with necessary information on the program before joining AmeriCorps? [ ]  Yes [ ]  No

If no, what was missing, other than what has already been noted?

# Staff Documents

AmeriCorps Staff Position Descriptions? [ ]  Yes [ ]  No

Are their activities allowable? [ ]  Yes [ ]  No

If no, why not?

Are their activities tied to the program’s objectives? [ ]  Yes [ ]  No

If no, why not?

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# Host Service Site Documents

Does the program have members placed at host service sites? [ ]  Yes [ ]  No

Does the host site list in OnCorps look acceptable? [ ]  Yes [ ]  No [ ]  NA

If no, why not:

Host Service Site Contract or Agreement (if applicable)? [ ] Yes [ ]  No [ ]  NA

|  |  |  |  |
| --- | --- | --- | --- |
| Site contract/agreement that stipulates the following:  | **Yes** | **No** | **Notes** |
| The member's minimum number of service hours and other requirements (as developed by the program) necessary to successfully complete the term of service and to be eligible for the education award |  |  |  |
| Time frame members have to complete the required service hours |  |  |  |
| Standards of conduct (with consequences) |  |  |  |
| Prohibited activities |  |  |  |
| Requirements under Drug-Free Workplace Act  |  |  |  |
| The text of 45 CFR §§ 2540.100(e)-(f), which relates to non-duplication and nondisplacement |  |  |  |
| Suspension and termination rules |  |  |  |
| Release for cause rules |  |  |  |
| Member position description(s) |  |  |  |
| Member grievance procedures |  |  |  |
| Match commitment, documentation, and restriction on federal funds being used as match |  |  |  |
| Other requirements as established by the program |  |  |  |
| Signature/date line for site supervisor |  |  |  |

Does the program require a host site orientation? [ ]  Yes [ ]  No [ ]  NA

If no, explain:

Does the host site orientation agenda cover topics that would prepare a site for an AmeriCorps member? [ ]  Yes [ ]  No

If no, why? [ ]  NA

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Does the program monitor host sites? [ ]  Yes [ ]  No [ ]  NA

If no, why not?

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How are host sites monitored? [ ]  NA

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Would the host site monitoring process adequately document a visit by the program? [ ]  Yes [ ]  No [ ]  NA

If no, why not?

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# Other Documents

Does the program provide public notice that it operates its program subject to the non-discrimination requirements of the applicable statutes? *(General Grant Terms & Conditions III.L)* [ ]  Yes [ ]  No

How does the program provide the notice to members, community beneficiaries, applicants, program staff, host sites, and the public, including those with impaired vision and hearing?

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| List:  |

Do the public notices include contact information for the CNCS Office of Civil Rights and Inclusiveness? [ ]  Yes [ ]  No

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Conflict of Interest Policy? [ ]  Yes [ ]  No (*2 CFR §200.112 & §200.318*) *(CNCS has provided no guidance regarding determining whether a subgrantee is in compliance with the Uniform Guidance conflict of interest requirements.)*

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| --- |
| Details: |

Does the program have appropriate policies/procedures to comply with OMB requirements stated in the 02/17/2017 CNCS Daily Digest Bulletin item titled Alert on Preparing for and Responding to a Breach of Personally Identifiable Information, related to preparing for and responding to breaches of PII and including a procedure for notification of the Federal awarding agency in the event of a breach related to activities being conducted with Federal funding?

[ ]  Yes [ ]  No

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| Details: |

If any documents on the Document Review Form were not reviewed, please list and provide an explanation of why the document was not reviewed.

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