**22-23 Program Readiness Checklist – New Programs**

**Purpose:** The *Program Readiness Checklist* identifies elements of readiness for AmeriCorps program implementation and member management. All new programs submit the items here as part of contracting Readiness Review. See the [Contracting Instructions](https://californiavolunteers.box.com/s/i3e0ioylxrnw1fwlbbv88twgjua6ijv8) for more on the full contracting process and how to access Salesforce to upload items.

Resources for developing these are available on our [Managing Your AmeriCorps Program](https://californiavolunteers.ca.gov/managing-your-americorps-program/) page – **all items below contain links to connected resources** found there. Hover over comments or view in Track Changes – ‘all markup’ to see comments in side panel. We strongly recommend reviewing the [**Managing Your AmeriCorps Program Handou**t](https://californiavolunteers.app.box.com/file/551755983728?s=89d4ppc2lf7feynqxiwbqu51bd5jjyd5) which gives you everything you’ll need from program year start to end!

**Instructions:**

**Upload items 1 - 11 to the *Program Readiness tab* in** [**Salesforce**](https://californiavolunteers.force.com/CaliforniaVolunteers/s/login/?ec=302&startURL=%2FCaliforniaVolunteers%2Fs%2F). Please ensure each element listed for each item has been addressed. California Volunteers will then review and provide feedback. If you have questions about what is required for a particular item, contact your Program Specialist. **Please allow 30 days from full package submittal for review and approval.**

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| **Required Program Documents** |
| 1. **Program Readiness Checklist – submit this to Salesforce ( be sure to check box in item #12)** |
| 1. **Member Service Agreement (MSA) – See** [**CV Required MSA Template here**](https://californiavolunteers.box.com/s/xrs9ecreigrqaqisw0pw65irxc9idzss) **(all items below are covered in the template)** |
| 1. Member start and end dates for contracted term of service, not to fall outside of the program start and end dates. – leave a blank line for start date |
| 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; (ie. 1700, 900 hrs) |
| 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. **Per California Volunteers (CV) requirements, members cannot fundraise unless the program has an approved fundraising Performance Measure. You must also add the following**: “Per California Volunteers’ policy, members may only perform fundraising activities as described in an approved Fundraising Performance Measure.” Follow with a statement indicating whether your program has this; or does not, and thus members cannot fundraise. |
| 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 agreement is signed by the member on or before commencement of service. It should include program staff signature as well. A copy must be given to member for their future reference.*** |
| 1. **Member Position Description (for each member position): - included in Member Service Agreement as an addendum.**  *Find more info* [***here***](https://californiavolunteers.box.com/s/vhdkdaqe68bgno2d5wupcoowtz4m33fv)**.** Activities must align with those described in Program Narrative and PMWs and include: |
| 1. AmeriCorps Position Title |
| 1. Term of service ( position slot type (eg. FT/1700 hrs] dates when commitment starts & ends) |
| 1. Time Requirements (avg. hours per/week) |
| 1. Description of duties: Include activities described in application (Performance Measures activities section) |
| 1. Areas of responsibility (e.g. service delivery, performance measurement/data collection, reporting, training, timesheet submittal, etc.) |
| 1. Essential functions |
| 1. Qualifications/characteristics |
| * Attest that ‘member duties do not include any prohibited or unallowable activities per 45 CFR § 2520.65’ * Confirm that member training hours must not exceed 20% of total service hours * Include member benefits:   + The Amount of Segal Education Award (see amounts in MSA)   + The Amount of the living allowance, if applicable, noting the full amount is based on serving a full term   + Healthcare coverage, if applicable (FT members only)   + Childcare coverage, if applicable (FT members only, if meet eligibility requirements)   + Student loan forbearance (if member qualifies) |
| 1. **Staff *NSCHC Documentation Packet* for ONE staff listed on the grant budget (**[**NSCHC Verification Form**](https://californiavolunteers.box.com/s/4kss1o4gu3hwzbtguruzvemzg3y496ac)**, printouts & photo ID) & ONE pending AmeriCorps member (a larger sample may be requested later in the program year)** |
| 1. **2022** [AmeriCorps NSCHC Annual eCourse](https://americorpsonlinecourses.litmos.com/?C=325500) **Certificate** (for at least one staff person) |
| 1. **CV** [***NSCHC Using Truescreen & Fieldprint* Training Completed & Quiz submitted**](https://www.californiavolunteers.ca.gov/managing-your-americorps-program/nschc/) **for at least one staff person (screenshot your score)** |
| 1. **AmeriCorps Member Service Opportunities posted on the *My AmeriCorps* Portal** *See training, tips & resources* [*here*](https://californiavolunteers.box.com/s/vhdkdaqe68bgno2d5wupcoowtz4m33fv)*. Submit screenshot of posting.* |
| **Member Enrollment & Exiting Process Using eGrants/My AmeriCorps Portal:** A system must be in place to ensure that members are enrolled in My AmeriCorps Portal within 8 days from the start date and exited within 30 days from the end date.   1. **Member Enrollment in eGrants Training Certification:** Program staff viewed[***CV Member Onboarding Training***](https://www.californiavolunteers.ca.gov/managing-your-americorps-program/nschc/) and completed **the Quiz** demonstrating knowledge. Submit screenshot of score to Salesforce. Submit screenshot of score to Salesforce.   **Sample Enrollment Tutorial** for adaptation/staff training can be found [here](https://californiavolunteers.box.com/s/1nmgwsyfuul3gghhtmux44lxbqp9s0ra). |
| 1. **AmeriCorps Member Timesheet template, including:**  *find training and info* [here](https://californiavolunteers.box.com/s/bj9fm57gwpjzxpx8mjpnqrez367c8x8r) |
| 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**  All staff listed on the budget must use [functional timesheets](https://californiavolunteers.app.box.com/s/2zjljtrpt2qtigkku10fyuy9jenvpon9/file/550342119114) |
| 1. **Member Performance Evaluation templates**: Written mid-term and end-of-term evaluations are required for Full-Time members; end-of-term evaluation is required for all others. See resources [here](https://californiavolunteers.box.com/s/y1u73c5isypkn2ai82uclwu0d6mlbrne)**.** 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. **Training Attestation –** Program must develop and provide adequate training of members, staff & site staff per requirements below:   **Program attests to providing quality training covering the topics below, especially those that are in bold. (Check box, but do not upload items)**  **See the** [**Member Training folder**](https://californiavolunteers.box.com/s/w24bd15q618szqnvcc7ty8dsciavixqg) **on our website: There are sample training materials for each section below for you to adapt. CV may request proof of trainings as part of a desk review or site visit.** |
| **Member Pre-Service Orientation (PSO) Plan, including: (include agenda and materials) – see** [**Sample PSO Slides**](https://californiavolunteers.box.com/s/wjgawp43n9vftcnk49f1h6aolk4aze28) **to build out yours here** |
| 1. **AmeriCorps history and program overview** |
| 1. **Geographic/demographics of community, compelling need being addressed, program mission/ performance measurement goals, and partnership** |
| 1. **Review of member role in grant-funded activities (as outlined in position description)** – emphasize these are the only activities they should be doing |
| 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 Service Agreement] *See sample training* [here](https://californiavolunteers.box.com/s/6sqaje13186blxkjime2tqgngydbuvcs) (also included in the Sample PSO slides above) |
| 1. **Full review of Member Service Agreement** [see item #1] – copy must be given to members for their future reference |
| 1. **Review of timekeeping, approval process, and make-up hours policy and process** – emphasizing how critical this is to Education Award attainment |
| 1. **Review of member benefits** (including timesheet and stipend distribution, health care, childcare, education award) |
| 1. **Training required to equip members with any basic knowledge and skills needed before beginning service** |
| 1. Member role in data collection (if any) including submittal timeline & expectations |
| 1. Member supervision plan overview |
| 1. Communication channels and expectations between program staff, members, and placement sites/supervisors – including feedback, and site visits |
| 1. AmeriCorps branding/identification requirements – **importance of wearing AmeriCorps gear** |
| 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 |
| 1. Formally acknowledges AmeriCorps commitment **through swearing-in ceremony with the AmeriCorps Oath**. |
| **Orientation and Training Plan for Site Supervisors (fiscal and program staff), including at a minimum:**  ***Some programs invite Supervisors to member PSO to train on common topics & build cohesion & connection!*** |
| 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 (members must wear gear; site must have signage) |
| **Member Orientation at Placement Site, including:** (See [example checklists in folder](https://californiavolunteers.box.com/s/2e7hyi2ue69q1gxetb5ehqv9eky650su)) |
| 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 – especially as they relate to site** |
| 1. Review of communication channels and AmeriCorps branding/identification requirements [see #17 below] |
| 1. **Timesheet/approval process** |
| 1. Process for time off requests, making up service hours, etc. |
| **Member Ongoing Training Plan, including:** *See samples in Member Training folder* |
| 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 Member Development PM) (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. Site safety protocol and emergency procedures |
| **Additional Elements of Program Operations –** could be requested during a site visit or other monitoring activity during the program year |
| [**Member File Checklist**](https://californiavolunteers.box.com/s/rd1u5kzloawijcp3qbzxu4ojz9kvupi8) - includes all required items to set up files. Also includes helpful information on requirements from [**AmeriCorps State & National Specific Terms & Conditions**](https://californiavolunteers.box.com/s/0azw2spwn7wd8ptbaus6t1s37c22imbx). You MUST use it to set up and include in each member file. |
| **Member Timesheet Submittal and Approval process** *Find resources* [*here*](https://californiavolunteers.box.com/s/bj9fm57gwpjzxpx8mjpnqrez367c8x8r) |
| **A system is in place for tracking member service hours and informing members of progress toward completion of hours to earn and Education Award** See samples and training [**here**](https://californiavolunteers.box.com/s/jqxbrefqd1ou6u10nl2unm326iw9sguv) |
| **Staff and Member Supervisor Position Descriptions** (as listed on budget/program diagram: 1 per position type) *See sample* [*here*](https://californiavolunteers.box.com/s/hlsmtt2k539wuc8b9n7f4l5vyl3q38t7) |
| **Performance Measure Instruments /Assessments** (must match those described in Instrument section of Performance Measures) |
| **Performance Measurement Data Collection and Review Plan** 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. See *CV Data Collection Plan Template & Resources* [here](https://californiavolunteers.box.com/s/6l9d5mhqjlocp61yk8z30wi7jndnd3nu) |
| **AmeriCorps Branding and Communication** [see CNCS/CV Exhibit I: Branding and Messaging Guidance [here](https://californiavolunteers.app.box.com/s/8u3oqa5q049zppbf7e13velcqy3w4zdb/folder/83385047840)**]** |
| 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.” (logo and templates available) |
| 1. The California Volunteers logo and the phrase “*Administered by California Volunteers 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 and California Volunteers whenever possible. [Contact CV’s External Communications department for ideas and assistance] |
| **Member Recruitment & Selection Planning** (includes placement site involvement)[See CV’s *Regional Recruitment Toolkit* and other resources [here](https://californiavolunteers.box.com/s/vbmx48agl923j6ryj7r56leix5e8f6i3)] |