



**Division of Community Service
and Nonprofit Support
Arkansas Service Commission**

P.O. Box 1437, Slot S230 · Little Rock, AR 72203-1437
501-682-7540 · Fax: 501-682-1623 · TDD: 501-682-1605



**Arkansas Service Commission
Compliance Requirements 2013-2014**

1. City of Jonesboro, North Jonesboro Neighborhood Initiative referred to as “the program,” is responsible for program staff reading, understanding and complying with all Corporation for National and Community Service-(CNCS) and AmeriCorps regulations, provisions, policies, frequently asked questions (FAQs), clarifications, other policy clarifications, and OMB circulars related to governance and management of CNCS grants. This also includes material specifically provided to the program at meetings and via email or other communications, along with all other material referenced above.
2. Failure to comply with all grant requirements can result in future funding requests being denied, reclamation of federal dollars due to disallowed or unallowable costs, reclamation of education award dollars, and/or a member losing his/her education award and other benefits.
3. It is the responsibility of the program to ensure that members, site supervisors and program staff understand and adhere to these regulations.
4. The program must promote its affiliation with AmeriCorps in the communities it serves. The program must use the AmeriCorps name and logo on service gear, application forms, recruitment brochures, on-line position postings, orientation materials, signs, banners, publications and recruitment strategies related to their AmeriCorps program. Members must wear AmeriCorps gear with logo when in service. The program and host sites must prominently display the AmeriCorps logo.

Arkansas Service Commission

1. The program will comply with at least one monitoring site visit per grant year. Additional site visits will be performed at the discretion of the Commission, the Arkansas Department of Human Services, and/or CNCS.
2. The program will submit a sustainability plan to the Commission within the first three months of the program year, then use the plan and report progress in implementing it on a quarterly basis. The Commission provides guidance in developing the sustainability plan and monitors subsequent progress. (Not required of programs receiving funding as Education Award-Only Programs.)
3. The program will undertake one sustainability project each quarter, which will be reported in the quarterly progress report. Projects may include such items as a grant application to a state or national foundation, development of a new partnership,

solicitation of significant cash or in-kind contributions or recruitment of significant numbers of volunteers. The project and its results are to be reported in the quarterly progress report. (Not required of programs receiving funding as Education Award-Only Programs.)

4. The Program Director is required to attend the Quarterly Program Director meetings and participate in the Monthly Conference calls as scheduled by the Arkansas Service Commission. The program will be held responsible for all information shared during these meetings.
5. All new program staff will be required to attend the new program staff orientation. Program staff may be requested to attend the orientation again at the discretion of the Arkansas Service Commission.
6. The program will notify the Commission promptly of any changes in personnel or contact information.
7. The program will submit progress reports on or before the deadline via My Service Log (or other authorized process identified by the Commission).
8. The program is subject to the DHS/DCSNS/Arkansas Service Commission's record retention policies. Programs are required to retain member records for seven (7) years, the time period within which education awards may be applied, and ten (10) years for members over age 55. The program will retain all books, records, and other documents relating to expenditures and services rendered under this sub-grant agreement for a period of five (5) years from the date this sub-grant agreement expires, or if an audit is pending at the end of the five year period, until resolution of the audit.

Finances – Program

1. The program will not make any changes to its budget without prior written approval of the Commission.
2. On a monthly basis, the program will submit invoices to the Arkansas Department of Human Services, Arkansas Service Commission, 700 South Main Slot S230, Little Rock, AR 72203 for reimbursement of expenses incurred in operating the program under the terms of this grant award. Invoices are due to be received by the 15th of each month.
3. Along with each signed invoice the program will submit documentation supporting claimed expenses as allowed and accurate. This is to include a copy of a report showing the amount of living allowance paid to each member for the period. The monthly periodic expense report (PER) is to be submitted in My Service Log and mailed with the invoice.
4. All staff claimed on the CNCS or grantee share of the budget in Section I – Personnel Expenses must have a timesheet signed by a supervisor, documenting the time devoted to

the AmeriCorps grant. Only governmental agencies may certify time on a monthly basis, to also be signed by the staff and supervisor.

5. Twice a year, the program will make certain that it bills the Commission for all administrative costs (Budget Section III) to which it is entitled and, within 30 days, send the Arkansas Service Commission a check for its 1.05% administration fee.
6. The program may not match federal dollars to federal dollars, unless the federal granting agency provides documentation of statutory permission to use its federal dollars to match the CNCS grant.
7. The program will follow procedures on properly documenting match. The program is required to match at or above the level approved in the application. If a program is under the approved match amount by 3% or greater, the Commission will contact the program for follow-up. Failure to meet match requirements on monthly invoices can result in the Commission being unable to pay invoice requests for reimbursement or CNCS reclaiming federal funds.
8. At the end of the program year the program will ensure that it has documented and reported in its final financial report match equal to or greater than the amount budgeted in operating and member support costs. (Not required of programs receiving funding as Education Award-Only Programs.)

Finances - Member

1. The program will NOT report AmeriCorps member living allowance to the Department of Workforce Services (formerly Employment Security Department). The program will not pay unemployment insurance on its AmeriCorps members and will notify the Commission immediately if a former member attempts to collect unemployment benefits.
2. If any member files for unemployment, the program must notify the ASC within five (5) business days from initial notification.
3. The program will pro rate payment of the AmeriCorps member's living allowance over the period of service and not tie it to the number of hours served during a pay period. The program may not pay a larger sum per period to a member who enrolls late to assure that the member receives the full living allowance.

Members

1. The member must be enrolled and assigned a service site in eGrants within 30 days of the member's first day of service. The program must have a completed enrollment form for each member. This form is the National Service Trust Enrollment Form. The program will maintain documentation in the member's file.

2. If there is a change in the member's status, i.e. suspension, this must be entered into eGrants immediately. Documentation must be maintained in the member's file.
3. The program will provide orientation sessions to members, site supervisors and program staff.
4. The program will not make changes in the slot allotments without prior approval from the Commission.
5. The program will complete a written end-term evaluation on all members, regardless of slot type and whether they are exited with an education award. Additionally, a member serving in a full-time or half-time slot must receive a mid-term evaluation. At minimum, the evaluation should address: whether the member has completed the required number of hours; whether the member has satisfactorily completed assignments; and whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service. Under AmeriCorps regulations end of term evaluations are the key piece in determining a member's eligibility for additional terms of service.
6. The member must be exited in eGrants within 30 days of the members last day of service. The program will complete a CNCS exit form for each member. This form is the National Service Trust Exit Form. The program will maintain documentation in the member's file.
7. Once a member finishes his or her term of service as defined by CNCS, the member may no longer receive a living allowance and must be exited from the program in eGrants.
8. Neither the host agency nor the program will hire an AmeriCorps member as a full-time regular employee before the completion of his/her term of service.
9. The program will require members to participate in the Arkansas Service Commission's regional entry level trainings.
10. The program will require members to participate in the CNCS National Days of Service: *9/11/The National Day of Service and Remembrance; Martin Luther King, Jr. Day and AmeriCorps Week.*

Non-duplication and Non-displacement of Paid Employees

1. Neither an AmeriCorps program, nor an AmeriCorps site, will displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of an AmeriCorps member.

2. AmeriCorps members will not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
3. An AmeriCorps member will not supplant the hiring of employed workers or perform duties previously done by another employee.
4. AmeriCorps members may not serve in any AmeriCorps slot while simultaneously performing the same essential functions as an employee of the organization.
5. These requirements apply equally to traditional volunteer positions.

Criminal History

1. Programs must be familiar with and follow the Arkansas Service Commission Criminal History Check Policy.

Changes/Revisions

1. The Commission reserves the right to update these Compliance Requirements at any time during the program year. Any changes will be made part of the contract between the program and the Department of Human Services.