

AmeriCorps Document Checklist for Programs 2018-2019 Program Year

Required Documentation for Contract

Due 30 days before program start date – please submit one copy to:

Greg Bates
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UServeUtah
300 S. Rio Grande St.
Salt Lake City, Utah 84101

Host Organization Chart	Program Recruitment Plan	Pre-Service Orientation Agenda	Annual Member Training Plan	Sub-Site Orientation/Training Plan	Memo of Understanding w/ sub-sites*	Sub-Site Monitoring Instrument*	Corporation Funding Compliance	Disability Surveys*	Criminal History Check Policies & Procedures

*Please supply one copy of the program's template.

** Available on Program Directors Resource Page: <https://userve.utah.gov/userveutah/ameriCorps-program-director-resources>

A-133 Audit/Financial Info

Contract will not be generated unless Audit or Financial Info is received

End of Program Fiscal Year	Date of Audit	Programs must submit copies of the most recently completed audit and/or financial reports as required by state and federal codes. Requirements are based upon the total amount of grant funding received. See Attachment C of the previous contract or page two of this document for details.	Date Received by Commission	Findings/Issues

For Commission Use Only

Program Name: _____ Program Year: _____

Reviewed By: _____ Date: _____

REQUIRED REPORTING OF FINANCIAL PERFORMANCE:

The GRANTEE hereby assures and certifies that it will comply with all appropriate federal guidance applicable to their organization found in 2 CFR Part 200, Subpart F –Audit Requirements as well as Utah State requirements for a non-profit entity, specifically, UCA 51-2a-201 and 51-2a-201.5 which requires a nonprofit organization (NGO) to disclose annually, whether the NGO received a minimum of \$25,000 in combined federal pass-through, state, and local money in both the previous year and the current fiscal year, to the State Agency which provided state or federal pass-through money.

Additional reporting is required by law to the State Auditor and will vary, depending on the amount of total federal, state and local funding received from all sources during an NGO's fiscal year. The type of report required to the State Auditor is based on the following thresholds:

- More than \$25,000 but less than \$100,000 requires a fiscal report to the Auditor,
- More than \$100,000 but less than \$350,000 requires a compilation of its accounts by an independent CPA,
- More than \$350,000 but less than \$750,000 requires a review of its accounts by an independent CPA,
- More than \$750,000 requires an audit by an independent CPA. Definitions of each of these reports are found in UCA 51-2a-102.