

AmeriCorps Utah – Pre-Contract Document

Checklist 2020-2021 Programs:

Items due at least 30 days prior to the program start date.

Please submit to: Jacob Johnson – jacobjohnson@utah.gov

Programmatic Documents:	Description:	Complete:
Organization Chart	Identifies where the AmeriCorps program staff fits in the parent organization, including their leadership	
Program Recruitment Plan	How the program will seek out prospective members and ensure 100% enrollment.	
Pre-Service Orientation Agenda	Should include required components outlined in the UServeUtah Program Director Manual.	
Annual Member Training Plan	Include anticipated schedule and what topics will be covered	
Sub-Site Orientation and Training Plan	Include anticipated schedule and what topics will be covered	
Subsite Agreement/Memorandum of Understanding*	Should include requirements for member assessments and clearly outline prohibited activities	
Sub-site Monitoring Schedule & Instrument*	Outline how often program will monitor sites and provide a copy of tool to be use.	
Corporation Funding Compliance Agreement	Available on Program Directors Resource Page	
Disability Surveys (new/recompete programs only)	If in continuation please note “on file”	
Criminal History Check Policy and Procedures	This must identify the initiation step and also include new requirement related to pre-enrollment	
Annual NSCHC Training Certificates Minimum of Two Staff	All staff engaged in enrolling members should be certified before doing so.	
Living Allowance Distribution Policy	Policy showing how often living allowances will be distributed. If/when proration may occur and that all members in the same slot type and position description will receive equal benefits per period.	
Financial Report Performance	See below for information about what reporting is required for your program.	

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

Financial/A-133 Audit Documents:	
End Date of Program Fiscal Year:	
Date of most recent audit/annual statement:	
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 ‘Required Reporting of Financial Performance’ on page two of this document for additional details.	
Program Certification:	
I certify that all documents requested are included with this checklist and up to date for the 2020-2021 grant year.	
Signature:	Date:

Commission Review:	
Date Received from Program:	Received From:
Program Name:	Reviewed By:
Program Year:	Date:
Feedback Sent:	
Notes:	

REQUIRED REPORTING OF FINANCIAL PERFORMANCE:

State reporting required by law to the State Auditor 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.