



Office of Faith-Based and Community Initiatives

Mitchell E. Daniels, Jr., *Governor* • Paula Parker-Sawyers, *Executive Director*

COMMUNICATION 2006-P-07

TO: AmeriCorps*State Sub-Grantee Organizations
FROM: Paula Parker-Sawyers
CC: Agency Operations Manual (2006)
DATE: August 17, 2006
SUBJECT: **AmeriCorps*State Multi-Site Programs** (Standards for)

PURPOSE

To establish standards for sub-grantee organizations operating an AmeriCorps*State program at multiple locations.

EFFECTIVE DATE

August 21, 2006

SCOPE

This communication applies to all AmeriCorps*State sub-grantee organizations.

RECESSION

None.

STATEMENT OF POLICY

A. Purpose.

The Office of Faith-Based and Community Initiatives recognizes the key role partner organizations play in helping sub-grantees fulfill their goals in addressing community needs. The *Indiana AmeriCorps Standards for Multi-Site Programs* serve to further clarify the guidelines and expectations related to partnering with community organizations to operate a successful AmeriCorps*State program. These standards are to be used in conjunction with the rules, provisions, and guidelines established by the Corporation for National and Community Service for the AmeriCorps program.

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B. Definitions.

Sub-grantee means the host organization with legal and fiscal responsibilities for an AmeriCorps*State formula or competitive program and its members.

Multi-Site Program refers to an AmeriCorps*State program in which the Indiana AmeriCorps*State sub-grantee organization works with one or more partner organizations where AmeriCorps members are placed to complete their term of service.

Host Site means the partner organization hosting AmeriCorps members. A partner organization must have legal status as a state or local government, an Indian Tribe, a non-profit organization (religious organizations are permissible), or an educational institution and provide one or more types of eligible programs as defined in C.F.R. §2522.110.

C. Host Site Recruitment and Selection.

- (1) The sub-grantee must establish written host site selection criteria based on, at a minimum:
 - a. Grant requirements
 - b. Adequate host site capacity
 - c. An alignment between the host organization's (sub-grantee) mission and the identified community need
 - d. Past performance (if applicable)
- (2) Programs must be accessible to persons with disabilities.
- (3) The sub-grantee must have a documented method for selecting host sites based on the established host site selection criteria.
- (4) The sub-grantee must secure signed agreements/contracts with each host site partner organization hosting AmeriCorps members. At a minimum, the agreement/contract must contain the following:
 - a. Number of members and hours for term of service
 - b. Intended program activities, outputs, and outcomes at the host site
 - c. Roles and responsibilities of grantee and host site related to:
 - i. Member recruitment, member development, and member supervision
 - ii. Training and orientation
 - iii. Site monitoring
 - iv. Reporting and communication
 - v. Program evaluation/performance measurement
 - vi. In-kind and cash support, if applicable
 - vii. Consequences for non-compliance with applicable AmeriCorps rules, provisions, and guidelines established at the federal, state, and grantee levels
 - d. Reference to all applicable AmeriCorps rules, provisions, and guidelines established at the federal and state levels
 - e. Prohibited activities
 - f. Other program-specific requirements

D. Host Site Development and Support.

- (1) The sub-grantee must develop and implement a plan to effectively orient and train host sites, so that host sites may adequately support and engage members.
- (2) The sub-grantee must establish a written attendance policy to ensure host sites benefit from the orientation and training provided by the grantee.
- (3) The sub-grantee must conduct a host site supervisor orientation and provide ongoing training and support to host sites.
- (4) The sub-grantee must communicate with host sites regarding changes or updates in policy, procedure, program activities, training/event notices and invitations, member status, etc. in a timely manner.
- (5) Programs must ensure that host sites demonstrate an understanding of national service and recognize and encourage members' participation in grantee, statewide, and national events through the following activities:
 - a. Host site support of member participation in grantee and AmeriCorps trainings and events
 - b. Members wear AmeriCorps logos during service hours
 - c. Host site posting of AmeriCorps signage prominently
 - d. Host site posting of drug-free workplace notice prominently
 - e. Host site use of AmeriCorps logo on program recruitment materials, recruitment ads, and other program materials
 - f. Host site use of required non-discrimination language on program materials
- (6) The sub-grantee must establish and maintain a procedure for the filing and adjudication of grievances from host sites and other individuals concerning the program.

E. Host Site Supervision and Monitoring.

- (1) The sub-grantee must establish and utilize a documented method of ensuring that host sites are in compliance with all applicable AmeriCorps rules, provisions, and guidelines established at the federal, state, and grantee levels.
- (2) The sub-grantee must conduct a formal compliance visit of each host site at a minimum of annually. Informal compliance visits should be conducted as needed. Documentation of the visit(s) must be maintained.
- (3) The sub-grantee must create and carry out, as applicable, a written procedure for addressing host site non-compliance.
- (4) The sub-grantee must provide evidence that compliance issues have been addressed, as applicable.
- (5) The sub-grantee must work with host sites to develop an effective method of tracking and reporting program activities, outputs, outcomes, and "Great Stories."
- (6) The sub-grantee must ensure that host sites institute safeguards as necessary and appropriate to ensure the safety of members.

- (7) The sub-grantee must establish a process to ensure it receives timely notifications from host sites regarding any serious injuries or death sustained by members in the performance of their service responsibilities.

F. *Transitional Phase.*

- (1) The Office of Faith-Based and Community Initiatives (OFBCI) recognizes that this policy may impact agreement(s) or understanding(s) already entered into by the sub-grantee organization and host sites for program year 2006-2007.
- (2) If the sub-grantee organization has previously entered into an agreement(s) or understanding(s) with a host site or sites for program year 2006-2007, and the agreement(s) or understanding(s) is in contravention to one or more items contained in this policy, then the sub-grantee organization shall abide by its current agreement(s) or understanding(s) provided they meet all CNCS requirements.
- (3) If the sub-grantee organization has previously entered into an agreement(s) or understanding(s) with a host site or sites for program year 2006-2007, then it shall be the responsibility of the sub-grantee organization to provide all such agreement(s) or understanding(s) to the OFBCI.
- (4) If the sub-grantee organization has previously entered into an agreement(s) or understanding(s) with a host site or sites for program year 2006-2007, then the agreement(s) or understanding(s) shall be exempt for a period of one (1) year from the OFBCI's requirements outlined in this policy. The sub-grantee shall not construe this sub-section in any way so as to exempt it from those CNCS provisional requirements outlined in this policy.
- (5) If the sub-grantee organization has not entered into an agreement or understanding with a host site or sites for program year 2006-2007, then this policy shall govern such agreement(s) or understanding(s).

REFERENCES AND PRECEDENCE

A. *References.*

Code of Federal Regulations
AmeriCorps Special and General Provisions

B. *Precedence.*

Should there be any inconsistency between the United States and Indiana Codes, Indiana Executive Orders, U.S. and Indiana Administrative Codes, and this internal policy the order of precedence that will prevail is (1) United States and Indiana Codes; (2) AmeriCorps General Provisions; (3) AmeriCorps Special Provisions; (4) this internal policy.

INTERPRETATION

The OFBCI executive director shall have the sole authority to interpret the provisions set forth in this policy.

APPROVAL:

A handwritten signature in black ink, reading "Paula Parker-Sawyers". The signature is written in a cursive style with a large initial "P".

Paula Parker-Sawyers, Executive Director

August 17, 2006

Date