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| ***AmeriCorps and Senior Corps – Program and Grants Administration*** |
|  | ***Applicable Programs*** | ***Response A*** | ***Response B*** | ***Response C*** |
| *OMB circular A-133 requires organizations to:*  | *Senior Corps**AmeriCorps* | *count the costs for audits and a Certified Public Accountant as allowable program costs.*  | *have an independent Certified Public Accountant complete an annual audit.* | *conduct an audit if they expend $500,000 or more of federal funds in a fiscal year.* |
| *Administrative requirements for educational institutions and non-profit organizations are provided in:*  | *Senior Corps**AmeriCorps* | *45 CFR 2543.* | *OMB Circular No. A-122 (§ 2 CFR 230).* | *CFR A-22.* |
| *OMB Circular No. A-87 (§ 2 CFR 225) outlines \_\_\_\_\_\_\_\_\_\_ for State, Local, and Indian Tribal Governments.* | *Senior Corps**AmeriCorps* | *audits* | *cost principles* | *administrative requirements* |
| *When selecting members, you must make selections:* | *AmeriCorps* | *without regard to the need to provide reasonable accommodations.* | *with significant regard to the need to provide reasonable accommodations.* | *with regard to any and all observed and suspected physical and mental handicaps.* |
| *In regard to the provision of reasonable accommodations, grantees:* | *AmeriCorps* | *do NOT have to provide accommodations for any mental disability, only for physical disabilities.* | *must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members.* | *do NOT have to provide any kind of accommodation for the known mental or physical disabilities of otherwise qualified members.* |
| *A program is discriminating against people who need a reasonable accommodation, if it:* | *AmeriCorps* | *selects a member without regard to an observed physical disability.*  | *provides a person a braille reader to allow him/her to more effectively work on specific service projects.* | *denies a person an accommodation for his or her disability when flexibility is allowed for others.* |
| *To be compliant with AmeriCorps Provisions, you must enroll/exit AmeriCorps members in the Portal within \_\_\_\_\_\_\_\_ days of the member beginning/ending service.* | *AmeriCorps* | *15* | *30* | *60* |
| *The supervision of AmeriCorps members:*  | *AmeriCorps* | *must be done by qualified supervisors.* | *must equal at least 30 minutes each day.* | *is NOT required.* |
| *Which of the following are two required elements for AmeriCorps member orientation?*  | *AmeriCorps* | *member skills self-assessments, and member photographs*  | *prohibited activities, the pledge of allegiance* | *prohibited activities, and grievance procedures.* |
| *The total number of hours that AmeriCorps members spend in training cannot exceed \_\_\_\_\_\_\_\_% of the aggregate of all AmeriCorps member service hours in your program.* | *AmeriCorps* | *10* | *20* | *30* |
| *AmeriCorps members can fundraise as long as it:* | *AmeriCorps* | *is directly in support of the program's service activities.* | *supports general (non-AmeriCorps) organizational needs.* | *raises less than $5,000 for non-AmeriCorps organizational needs.* |
| *If AmeriCorps members fundraise as part of their service, then the number of hours s/he spends fundraising:* | *AmeriCorps* | *do not have to be counted as service hours.* | *must be above and beyond his/her agreed upon service hours.* | *cannot exceed 10% of his/her agreed upon service hours.* |
| *One of the required components of a member service agreement is the:* | *AmeriCorps* | *member position description.* | *minimum number of service hours and other requirements.* | *Both A and B.* |
| *For a member service agreement to be complete, it must include:* | *AmeriCorps* | *the eGrants login instructions, which have to be followed.* | *the list of prohibited activities.* | *a self-assessment of skills completed by the member.* |
| *Grantees must ensure that the member service agreement is signed and dated:*  | *AmeriCorps* | *before commencement of service.*  | *after the member starts accruing hours.* | *when the member completes the exit form.*  |
| *Documentation related to member selection must include, but is not limited to, the:* | *AmeriCorps* | *self-certification of high school diploma or equivalency.* | *program's detailed recruitment plan and timeline.* | *applicant's written essay about why he/she wants to serve.* |
| *At the time of selection, the member must meet the:* | *AmeriCorps* | *minimum age requirements.* | *citizenship requirements.* | *Both A and B.* |
| *Which of the following must be maintained for documentation related to member selection?*  | *AmeriCorps* |  *Printed verification that the member's health was screened before selecting him/her* | *Printed verification that the results of the National Service criminal history checks were considered when selecting the member* | *Printed verification that a discriminatory process was used to select the member* |
| *A volunteer service year equals \_\_\_\_\_\_\_\_\_ hours annually.*  | *Senior Corps* | *522* | *1044* | *2088* |
| *A grantee's budgeted level of Federally funded volunteer service years is 60. The volunteer hours that the grantee calculated are equal to 50 volunteer service years. What should the grantee do?*  | *Senior Corps* | *Voluntarily relinquish the 10 volunteer service years.*  | *Wait for the Corporation to send an initial notice letter.* | *Ask for 50 volunteer service years in the next application.* |
| *Volunteer hours should be reported on a cumulative basis over the:*  | *Senior Corps* | *project period.* | *pay period.* | *budget year.* |
| *Which of the following could be a volunteer station for Senior Corps volunteers?* | *Senior Corps* | *A certified private home* | *An unlicensed public agency* | *A faith-based non-profit* |
| *Senior Corps volunteers must be \_\_\_\_\_\_\_\_\_ years old or older.*  | *Senior Corps* | *55* | *60* | *65* |
| *All Senior Corps volunteers must receive a:*  | *Senior Corps* | *formal welcome letter.* | *written assignment plan.* | *memorandum of understanding.* |
| *A good timekeeping practice is to have volunteers record time allocations on their timesheets:*  | *Senior Corps* | *daily.* | *weekly.* | *monthly.* |
| *Before a staff timesheet is sent to payroll, it should be:* | *Senior Corps**AmeriCorps* | *reconciled to budgeted salaries.* | *approved and signed by the individual or the supervisor.* | *corrected using white out.* |
| *When staff work on more than one grant, they should record:* | *Senior Corps**AmeriCorps* | *hour estimations for each grant.* | *an even percentage to each grant.* | *actual time spent on each grant.* |
| *Grantees must maintain sufficient records to demonstrate each member's:*  | *AmeriCorps* | *eligibility to participate.* | *competence to perform.* | *desire to participate.* |
| *For a timesheet to be electronically maintained or stored, it must:* | *AmeriCorps* | *have a simple user interface.* | *allow unrestricted access to the general public.*  | *be password protected* |
| *Which of the following is a record that must be retained by a grantee?*  | *Senior Corps**AmeriCorps* | *An 8 x 11 photo of the member* | *A name based, dated record of the National Sex Offender Public Website (NSOPW)check.*  | *The member's answers to interview questions.* |
| *A National Service criminal history check must be performed for which of the following individuals?*  | *Senior Corps**AmeriCorps* | *An individual who is paid wholly by a CNCS grant under the national service laws* | *An individual who receives benefit from services provided through a program under the national service laws* | *A contractor who provides program training for a program under the national service laws for a fee* |
| *Which of the following checks would fully meet the requirements for an individual in a covered position with regular access to a vulnerable population?* | *Senior Corps**AmeriCorps* | *A name-based check of the National Sex Offender Public Website (NSOPW), a fingerprint-based search of the statewide criminal history registry where the individual lives* | *A name-based check of the National Sex Offender Public Website (NSOPW), and a name-based search of the statewide criminal history registry where the individual lives and where the individual will serve, and a fingerprint-based FBI check* | *A fingerprint-based search of the statewide criminal history registry where the individual lives, and a name-based search of the statewide criminal history registry where the individual will serve; and a fingerprint-based FBI check* |
| *A state-based check must be conducted through:*  | *Senior Corps**AmeriCorps* | *Department of Corrections.* | *Vendor private database.*  | *the designated state repository.* |
| *A name-based check of the National Sex Offender Public Website (NSOPW) must be:*  | *Senior Corps**AmeriCorps* | *initiated within the first week of work or service.* | *completed before work or service begins.* | *initiated by the start of work or service.* |
| *Before initiating the state or FBI criminal history information check, you must obtain:*  | *Senior Corps**AmeriCorps* | *written authorization from the candidate.* | *CNCS approval to conduct the checks.* | *funds to cover the cost of the checks.* |
| *An individual serving in a \_\_\_\_\_\_\_\_\_\_\_ position must undergo National Service Criminal History Checks.* | *Senior Corps**AmeriCorps* | *interim* | *regular* | *covered* |
| *To determine the required timing and frequency of reporting, reference the:* | *Senior Corps**AmeriCorps* | *sections and subsections of your budget.* | *terms and conditions and/or provisions.* | *lowest and highest fiscal parameters.* |
| *The Federal Financial Report must be submitted to CNCS and the:*  | *Senior Corps**AmeriCorps* | *Office of Management and Budget.* | *program's state authorities.* | *Payment Management System.* |
| *To ensure that the cumulative amounts are correct grantees should:* | *Senior Corps**AmeriCorps* | *review the previously entered information.* | *enter the dates that correspond to the period of the report.* | *choose "cash" or "accrual" depending on the information you want to enter.* |
| *How many days after the project period do you have to submit all of your financial reports?* | *Senior Corps**AmeriCorps* | *60* | *90* | *100* |
| *One effective way to prevent AmeriCorps members from engaging in prohibited activities is to have a process for reviewing position descriptions for prohibited activities:*  | *AmeriCorps* | *prior to members starting their service term.*  | *at the time members exit service.*  | *during the end of year member evaluation process.* |
| *When monitoring for prohibited activities your monitoring system must:*  | *AmeriCorps* | *ensure that the rules for prohibited activities do NOT apply to any volunteers who are recruited, trained or managed by members.* | *ensure that staff, members, and volunteers recruited, trained or managed by members, are NOT engaging in prohibited activities while charging time to the program, or accumulating service or training hours.* | *ensure that neither staff nor AmeriCorps members may directly engage in prohibited activities, but can engage in them indirectly by recruiting, training or managing volunteers.* |
| *When developing monitoring procedures, it is important to have procedures that:*  | *AmeriCorps* | *identify non-compliance issues even if they do not necessarily identify corrective actions to resolve the issues.*  | *do NOT have repercussions for non-compliance, but instead treat non-compliance as a continuous learning opportunity.* | *include actions to prevent activities from happening, detect when prohibited activities are occurring, and enforce corrective action.* |
| *During your services hours as an AmeriCorps member, you are prohibited from:* | *AmeriCorps* | *providing health education workshops.* | *training volunteers.* | *engaging in a boycott.* |
| *While serving as an AmeriCorps member, you are prohibited from:* | *AmeriCorps* | *attending worship services at a nearby house of worship on your own time.* | *mobilizing volunteers to conduct voter registration drives while accruing service hours.* | *supporting a grassroots campaign for a local congressional candidate on your own time.*  |
| *Which of the following is an example of a prohibited activity for an AmeriCorps member?* | *AmeriCorps* | *Assisting a labor union in advocacy work.* | *Mobilizing volunteers to serve at a local food bank.*  | *Providing health education workshop at a local community health center.* |
| *While accumulating service or training hours, Senior Corps volunteers are prohibited from:* | *Senior Corps* | *attending worship services on their own time.* | *mobilizing volunteers to conduct voter registration drives as part of their service project.* | *campaigning for political candidates on their own time.*  |
| *Which of the following is an example of an inappropriate activity for a Senior Corps volunteer?* | *Senior Corps* | *Assisting a client in completing forms to obtain Medicare services* | *Providing tutoring services to disadvantaged youth in a church building* | *Performing accounting functions for the organization* |
| *Senior Corps volunteers are prohibited from:*  | *Senior Corps* | *replacing an employee of the organization.* | *providing information on exercise or recreation to clients.*  | *serving if they are related to a project staff member.* |
| *Eligibility requirements include all of the following:* | *AmeriCorps* | *location, student status, and age.* | *citizenship, prior experience, and credit history.* | *age and citizenship.* |
| *A Volunteer Service Year (VSY) is based on:* | *Senior Corps* | *work hours.* | *the number of volunteers.* | *stipend paid.* |
| *When reporting volunteer service hours, one should report a total of \_\_\_\_\_ hours in the service year.* | *Senior Corps* | *522* | *1044* | *2088* |
| *When a project/sponsor does not perform the required hours, \_\_\_\_\_\_\_ can occur.* | *Senior Corps* | *voluntary relinquishment* | *suspension of grant* | *termination of grant* |

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