

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	AmeriCorps	member skills	prohibited	prohibited activities,

two required elements for AmeriCorps member orientation?		self-assessments, and member photographs	activities, the pledge of allegiance	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	Senior Corps	Voluntarily	Wait for the	Ask for 50 volunteer

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?		relinquish the 10 volunteer service years.	Corporation to send an initial notice letter.	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.	<u>have an image of the original signature be password protected</u>
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	Senior Corps	A name-based	A name-based	A fingerprint-based

checks would fully meet the requirements for an individual in a covered position with regular access to a vulnerable population?	AmeriCorps	check of the National Sex Offender Public Website (NSOPW), a fingerprint-based search of the statewide criminal history registry where the individual lives	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	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 <u>grantees should</u> :	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	AmeriCorps	ensure that the	ensure that staff,	ensure that neither staff

prohibited activities your monitoring system must:		rules for prohibited activities do NOT apply to any volunteers who are recruited, trained or managed by members.	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.	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	AmeriCorps	location, student	citizenship, prior	age and citizenship.

include all of the following:		status, and age.	experience, and credit history.	
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

□ Knowledge-Based Learning Objective 2.1.i8: List prohibited and unallowable activities for VISTA (Overall)			
	Response A	Response B	Response C
As a member, at all times during your service, you are prohibited from:	influencing legislation.	contributing money to political organizations.	signing nominating petitions.
When you are a member, you are not allowed to:	assist with voter registration.	attend political meetings.	transport others to voting polls.
Program staff are prohibited from:	voting.	protesting.	lobbying.