STATE OF DELAWARE
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF SOCIAL SERVICES

APPENDIX H - Readiness Self-Assessment

Governor's Commission on Community and Volunteer Service

HSS-27-013 – AMERICORPS COMPETITIVE GRANT APPLICATION 2027-2028

Is My Organization Ready to Apply for an AmeriCorps Grant?

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

Completion of the assessment does not guarantee AmeriCorps funding through the Governor's Commission on Community and Volunteer Service (GCCVS) or the Corporation for National and Community Service. The Readiness Self-Assessment will be used by the GCCVS to determine if the organization is financially ready for an AmeriCorps Grant.

Fundamental Questions:

Is your organization a public or private nonprofit organization - including labor organizations, faith-based and other community organizations; an institution of higher education; a government entity within the State of Delaware; an Indian Tribe; or a partnership or consortia?

_____Yes, ____No ____Unsure

Does your organization's plan for utilizing AmeriCorps members address specific unmet community needs in the areas of education, healthy futures, environmental stewardship, veterans and military families, economic opportunity, and/or disaster services?

_____Yes ____No ____Unsure

If the answer to either of the above questions is "No" then your organization would not be eligible to receive an AmeriCorps operating grant or serve as a Host Site for AmeriCorps members.

Additionally, you are ineligible if your organization is a 501 (c) (3) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c) (3)] that engages in lobbying.

Do your plans for utilizing AmeriCorps members call for members to provide service exclusively within the state of Delaware?

_____Yes _____No _____Unsure

If the answer to the above question is "No" then your program would not be eligible to receive funding through the GCCVS. If the rest of the self-assessment is favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps National Direct grant. If your organization does apply directly to the Corporation for National and Community Service, please contact the GCCVS for more information on submitting a multi-state/national consultation form.

Administrative Competencies:

Does your organization have a proven track record of establishing measurable outcomes for its programs?

_____Yes _____No _____Unsure

Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time & skill, financial expertise, and the ability to manage volunteers.

_____Yes ____No ____Unsure

Has your organization previously managed a major federal, state, or foundation grant?

_____Yes ____No If yes, attach grant numbers for the past two years.

Does your organization have formal internal controls governing all financial operations?

_____Yes ____No ____Unsure

Does your organization have enough cash on hand or credit to operate a major grant on a reimbursement basis? Neither the Federal nor State governments rarely, if ever, pay grant funds in advance.

_____Yes _____No _____Unsure

Has your organization been audited by a Certified Public Accounting firm within the past two years?

_____Yes ____No If yes, attach a copy of your most recent audit report.

If you answered "No" to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program. Serving as an AmeriCorps host site rather than as a primary grant applicant is often a better option for smaller organizations. Pursuing a Planning Grant may be a

more suitable option. Contact the Governor's Commission on Community and Volunteer Service for more details.

Mission Statement:

1. Does your organization have a clear written mission statement? (if no, skip to question 6)
   _____Yes _____No _____Unsure

2. Do all organizational programs and efforts align with the mission?
   _____Yes _____No _____Unsure

3. Has your organization said no to potentially good opportunities which are not consistent with the organization's mission?
   _____Yes ____No ____Unsure

4. Is the mission understood by all stakeholders within the organization?
   _____Yes _____No _____Unsure

5. Is the mission frequently referred to, e.g., in planning sessions and other meetings)?
   _____Yes _____No _____Unsure

Governance & Operations:

6. Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)
   _____Yes ____No ____Unsure

7. Does the organization have written policies and procedures, including a conflict-of-interest policy for employees and directors?
   _____Yes ____No ____Unsure

8. Does your organization plan to use existing staff to manage the AmeriCorps program?
   _____Yes _____No If yes, which position(s)?_____

Strategic Planning:

9. Does your organization have a clear and coherent written strategic plan for the future, i.e., 3-to-10-year strategic plan? (if no, skip to question 13)
   _____Yes _____No _____Unsure

10. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?
    _____Yes _____No _____Unsure

11. Are the goals in the strategic plan well known and understood by the staff and board?
    _____Yes _____No _____Unsure

12. Is the strategic plan made actionable by realistic and detailed annual plans that outline the specific work to be accomplished?
    _____Yes _____No _____Unsure

13. Is this annual plan consistently used at all levels of the organization to guide operations?
    _____Yes _____No _____Unsure

14. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?
    _____Yes _____No _____Unsure

Financial Management:

15. Do you have a "job cost" or "fund based" accounting system?
    _____Yes _____No Current system used: _____

16. If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?
    _____Yes _____No _____Unsure

17. Is your organization's accounting system manual, automated, or a combination?
    _____Manual _____Automated _____Combination

Financial Management (Cont'd.):

18. How are entries posted to the general ledger?
    _____Daily _____Weekly _____Monthly
    _____Unsure _____Other (Please describe):_____

19. Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?
    _____Yes _____No _____Unsure

20. Does your accounting system allow cash basis reporting and for the recording of "in-kind" contributions?
    _____Yes _____No _____Unsure

21. Does the organization have a development/fundraising plan in place?
    _____Yes _____No _____Unsure

22. Does the organization have plans to secure the financial and in-kind resources to meet required matches?
    _____Yes _____No _____Unsure

23. Is your organization familiar with federal cost principles?
_____Yes _____No _____Unsure

24. Is your organization familiar with procedures for the determination and allowance of costs in connection with Corporation for National and Community Service grants and contracts?
_____Yes _____No _____Unsure

Technology:

25. Does every key staff member have access to a computer with up-to-date software, internet access, and e-mail capabilities?
_____Yes _____No _____Unsure

26. Is all staff competent and comfortable using their computer?
_____Yes _____No _____Unsure

27. Is all staff able to find and use resources posted online?
_____Yes _____No _____Unsure

Human Resources:

28. Does your organization have a well-planned process to recruit, develop, and retain the best employees in accordance with an equal opportunity environment?
_____Yes _____No _____Unsure

29. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?
_____Yes _____No _____Unsure

30. Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?
_____Yes _____No _____Unsure

31. Does the organization provide relevant and regular training for staff and board members?
_____Yes _____No _____Unsure

32. Are employee performance appraisals conducted on a consistent and fair basis?
_____Yes _____No _____Unsure

33. Does your organization have a well-planned process to recruit, develop, and retain volunteers?
_____Yes _____No _____Unsure

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Internal Controls:

34. Are the duties of the bookkeeper and record keeper separate from cash functions (receipts, deposits, check signing/releasing)?
    _____Yes _____No _____Unsure

35. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?
    _____Yes _____No _____Unsure

36. Are purchase approval methods documented and communicated?
    _____Yes _____No _____Unsure

37. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc.)?
    _____Yes _____No _____Unsure

38. Are employees who handle funds bonded against loss by reasons of fraud or dishonesty?
    _____Yes _____No _____Unsure

Organizational Needs Assessment and Implementation:

39. Does your organization conduct regular community needs assessments?
    _____Yes _____No Date Last conducted: _____

40. Does your organization analyze and use the results of needs assessments to chart change?
    _____Yes _____No _____Unsure

41. Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?
    _____Yes _____No _____Unsure

42. Are your organization's programs and services well defined?
    _____Yes _____No _____Unsure

43. Does your organization have the ability to close a program that is no longer needed or relevant?
    _____Yes _____No _____Unsure

Measuring Performance and Continual Improvement of Programs:

44. Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?
    _____Yes _____No _____Unsure

45. Does your organization conduct regular community assessments of existing programs' effectiveness in meeting recipient needs and identify areas for improvement?

_____Yes _____No _____Unsure

46. Does your organization collect data to measure performance and progress on a continual basis?
_____Yes _____No _____Unsure

47. Is data analyzed, used in program redesign, and communicated to stakeholders on a regular basis e.g., annual report?
_____Yes _____No _____Unsure

Partnership and Collaboration:

48. Does your organization participate in partnerships with other groups?
_____Yes _____No _____Unsure

49. Have these relationships led to mutually beneficial collaborations?
_____Yes _____No _____Unsure

Faith Based Organizations:

If the conditions below are not acceptable to your organization, Corporation for National and Community Service (CNCS) funding is probably not a good option:

- ✓ Participation in CNCS funded programs must be open to all who qualify, without regard to religious beliefs
- ✓ CNCS funded programs cannot require members or participants to engage in religious activities
- ✓ CNCS funded positions must not proselytize
- ✓ CNCS funded programs must be held in a separate place or time from religious activities

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This document (Appendix H) must be submitted with your proposal packet to the Procurement Office by_____ to be considered for an AmeriCorps Grant.

The GCCVS will invite applicants with experience (successful) and or a strong Readiness Self- Assessment, and who address CNCS Focus Areas and State Expectations to continue with the application process.

Print Name of Authorized Representative:

_____

Signature of Authorized Representative:

_____