

Commission Special Consideration: *Demonstrated ability to successfully administer an AmeriCorps or other federal grant or complex finances*

Addendum OCS Staff Recommendation for:
Montana Making Sense 2010 -2011 Application

08/09 Grant Year

Field Visit 4/21-22 and 5/19 2009: Improvement needed in member training and site supervision member support

Policy and Procedure Visit 2/18/09: no findings

Programmatic site visit on 11/17/08: **Compliance Issues requiring corrective action:**

- 1) Member eligibility documentation did not meet requirements (repeat finding from 1/17/08)
- 2) Criminal background form did not contain the required information
- 3) Inconsistent member start dates
- 4) Two member files did not contain the necessary evaluations.

07/08 Grant Year

Compliance Issues requiring corrective action for the following visits:

Fiscal compliance site visit on 7/9/08: 1) Accounting records did not reconcile to the periodic expense report 2) In-Kind form did not provide sufficient information to determine if the match was reasonable.

Policies and procedures site visit on 4/4/08: 1) Member contract did not contain reasonable accommodations policy, 2) Drug Free policy missing compliance information, 3) and a member was given access to other member's files.

Programmatic site visit on 1/17/08: 1) Member files did not contain eligibility documentation 2) Compliance with 30 day enrollment 3) member timesheets missing signatures 4) Final evaluation form did not contain the required information

(**Note:** Programmatic site visit on 1/17/08 included a programmatic review of 06/07 TechCorps files. Member files were incomplete, unorganized, and missing vital information. Unable to complete site visit.)