

25-26 Program Manual Change Log

Section	Change
Entire Manual	Volunteer Iowa has removed the links from the text of the manual. We have provided reference pages at the end of the manual with the links for regulations, guidance and resources
Entire Manual	Volunteer Iowa removed language related to diversity, equity and inclusion in alignment with the EOs. This includes removing them/they as pronoun options.
1.2.A II.	Changed the frequency of the AmeriCorps Weekly Message from weekly to every other week.
1.2.A V.	Clarified information about contacting Volunteer Iowa staff, including the use of state issued cell phones and expectations when requesting a meeting.
1.2.A V.	Check-in call invitations are sent only to the lead programs staff. It is their responsibility to share the link with the appropriate staff.
1.2.A V.	Added that there will be no check in calls during the month of July.
1.2.A VI.	Updated the requirement regarding November budget modifications to all programs with unfilled FT slots.
1.2.B I.	Updated the AmeriCorps required trainings
1.2.B I a	Added language about periodic new program staff training, including the addition of office hours with staff.
1.2.3 A	Added the financial representative to the list of staff that programs need to notify in advance of a change in staff. This is in keeping with the Terms and Conditions.
1.2.3 A	Added that changes to program staff responsible for the management of the AmeriCorps grant should be made in IowaGrants using the Program Staff Update status report and must include a new Program Staff Segregation of Duties chart.
1.2.5 A	Clarified pre-award monitoring activities.
1.2.5 C	Clarified the definition of “new program”.
1.2.5F	Programs will be required to confirm that all member evaluations have been completed, including being signed and dated by the member and site supervisor as part of the closeout certifications.
1.2.5F	Added language about the impact of late or incomplete closeout packets impacting the ability to receive a no cost extension in the next grant year.
1.2.5H III. d	Clarified language about Fixed Amount Grantee’s responsibilities during desk reviews.
1.4	Updated for 25-26
2.1	The required policies, procedures and statements has been updated to align with the requirements stated in the guiding documents. See the ASN Program Requirements in Basecamp for additional information.
2.1.4K	Added language about Federal Work Study and Living Allowance
2.1.4R	Added language about the Conflict of Interest policy
2.1.5A	Added guidance about minimum staff time charged to the grant/number of staff based up MSY
2.1.10F	Added language about the Non-Discrimination Statement and actions programs must take to comply with requirements. NOTE – THE PROTECTED CLASS LANGUAGE HAS BEEN UPDATED. PLEASE UPDATE IN ALL PLACES.

2.1.10F	Also added language about AmeriCorps' requirement that programs track all claims of non-discrimination and make this available to AmeriCorps upon request.
2.1.10G	Added language about the Identification of Funding requirements
2.2.	Removed Fieldprint from any NSCHC requirements
2.3.1B	Added language about which programs only need to certify the data collection plan and tools.
2.41F	Added language about providing clear host site/site supervisor expectations
3.1 A	Clarified allowable capacity building member activities.
3.1.1B	Added language about the process to request additional MSY
3.1.1C	Added language about converting unfilled larger slots into many unplanned small slots.
3.1.2B	Added language about being able to screen for required or desired candidate skills, ability and/or experience.
3.1.2B	Added language about avoiding conflicts of interest in the member selection process
3.1.2D	Added language about Short Term Reductions in Service as a result of injury or illness.
3.1.3B	Added language about administrative reviews
3.1.3C	Updated language about limits on AmeriCorps terms of service
3.1.5H	Added language about expectations of service on nights and weekends, and periods of increased service to the list of requirements in the Member Position Description and language about assigning members service activities that "assist" other organizational staff in completing a task, project, program or other activity.
3.1.5I I.	Added language regarding service activities that could duplicate or displace staff and/or volunteers.
3.1.5I VI	Added language about the minimum number of hours per week an anticipated service schedule must require.
3.1.5J	Added language about the Anticipated Service Schedule, nights and weekend service, and variable service schedules
3.1.7A	Added language about an additional meal break if the member serves 11 hours or more.
3.1.7A	Added language about consecutive days of service.
3.1.7D	Added language about the identification of increased hours toward the end of service, without a clear purpose, as a risk
3.1.7D	Added language about members who pre-load hours 3 or more times.
3.1.7F	Added language that limits the time members/site supervisors/programs have to unlock timesheets for changes at the end of service or after a member has exited.
3.1.7G	Confirmed that in nearly all cases members who are unwilling to manage their timesheets prior to exiting from service and for whom the program and Volunteer Iowa must complete that timesheet(s) will be exited for cause.
3.1.7I	Added language about programs certifying the completion of all end evaluations as part of the closeout packet.
3.1.7I I.	Clarified that site supervisors should be signing evaluations – not program representatives (could be one in the same).
3.1.7I I.	Added language requiring questions about member incentives in the end evaluation. Provided suggested language for both programs that use and do not use member incentives.

3.1.7J	Added language about enrolling a member in another term of service after being exited for cause.
3.1.7O XI.	Added language about short term leaves.
3.1.7O XII.	Added language about member no cost extensions.
3.2.3 C	Added language about creating a professional development plan and some specific criteria required.
3.2.3J	Added language about members understand the organizational culture, norms, and expectations.
3.2.3K	Added language clarifying that enrollment activities, including the NSCHC are subject to the nepotism policy.
4.3.B III.	Added the purchase of single items or contracting with a consultant with a cost in excess of \$1000 that are not in the approved budget, without Volunteer Iowa approval.
4.8	Added language about the new match percentages beginning with the 25-26 grant year.
4.8.B	Added language about programs who submitted late or incomplete closeout packets may not be eligible for a no cost extension in the next program year.
4.8.C	Added language about match waivers
4.8.E I	Added language about the November budget modification
4.8.E II	Added language about unexpended funds and carry forward funding
4.9.E I	Added language that requires the current audit and management letter be uploaded at the time of grant application.
4.9.EIII	Added language about requiring information about program income on each claim.
4.9.EIV	Added language about reporting program income on each claim.
4.9.E VII.	Added language about the second audit being collected as part of the closeout packet.
4.9.IX.	Added language about requiring organizations who are not continuing as AmeriCorps grantees to continue to submit annual audits until the AmeriCorps funds no longer appear in the audit.
4.9.XI	Changes to the threshold for residual supplies and equipment inventory to align with changes in the OMB.
4.9.XI	Clarified that Fixed Amount Grantees will need to provide member payroll ledger at the time of closeout.