

[This is only a sample. Projects are encouraged to customize as appropriate]

SCP Project Self-Assessment Checklist

	Characteristic/Requirement	Strength Indicator*	Comments (Reference applicable item)
I. Programming/Performance Measurement			
1.	Responsiveness to community needs for Senior Companion services:		
1a.	Assessment of the needs of the client population in the community reviewed and strategy developed to respond needs with SCP resources.		
1b.	Programming for Impact (PFI) principles, focused on outcomes of volunteer activity, are being implemented.		
1c.	90% of volunteers are placed in impact-based assignments		
1d.	Appropriate performance measures have been established in up to 2 work plans.		
1e.	Annual assessment of project accomplishment and impact is being used in programming decisions.		
2.	Adequacy of Community Advisory Group:		
2a.	Knowledge of human and social needs of the community;		
2b.	Competence in community service and voluntarism;		
2c.	Administrative and fund-raising competence;		
2d.	Interest in and knowledge about capability of older adults;		
2e.	Diverse composition reflecting demographics of the service area.		
3.	Development and management of Volunteer Stations:		
3a.	Volunteer Stations meet eligibility requirements of SCP Regulations, Sections 2551.23 (c) (1) and/or 2551.61.		
3b.	Memorandum of Understanding with each station meets requirements of SCP Regulations, Sec. 2551.23 (c) (2).		
3c.	Volunteer assignments impact critical problems affecting the frail elderly and other adults with special needs.		

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3d.	Volunteer placements are regularly reviewed to ensure client eligibility per SCP Regulations, Section 2551.81.		
3e.	Skills and experiences of Senior Companions are being considered in developing service opportunities.		
3f.	Adequate accessibility is being provided to persons with disabilities and persons with limited English proficiency.		
4.	Volunteer training and supervision:		
4a.	The sponsor provides at least 40 hours of orientation, of which 20 hours are pre-service.		
4b.	The sponsor provides average of 4 hours of monthly in-service training.		
4c.	Volunteer Stations provide orientation to the station and any necessary in-service training needed to enhance performance of assignments.		
4d.	Training is responsive to program needs.		
4e.	Training is responsive to skills, goals, and needs of individual volunteers.		
4f.	Written assignment plans for each volunteer placement meet requirements of SCP Regulations, Sec. 2551.72.		
4g.	Assigned staff member at each volunteer station oversees station responsibilities and supervises Senior Companions while on assignment.		
4h.	Letters of Agreement for all in-home assignments exist and comply with all Federal, state, and local regulations.		
4i.	Service-learning and reflection are incorporated in training.		
II. Reporting Accomplishments and Outcomes			
1.	Progress toward meeting performance measures is being measured using appropriate tools and data collection.		
2.	Required reports are accurate and submitted on time.		
2a.	Project Progress Reports (PPR)		
2b.	Project Profile of Volunteer Activity (PPVA)		
2c.	National Accomplishments Survey, if requested.		

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3.	Accomplishments are shared with the community and other projects.		
III. Volunteer Recruitment			
1.	Community is aware of the project and plan for promoting senior service with the project's service area is annually updated.		
2.	Comprehensive recruitment and placement represents:		
2a.	Entire service area;		
2b.	Demographic diversity reflecting service area;		
2c.	Wide range of Senior Companion service opportunities;		
2d.	Hard to reach persons: e.g., professionals, isolated, disabled.		
3.	Projected Volunteer Service Years consistently attained.		
IV. Volunteer Selection/Management			
1.	Eligibility:		
1a.	Senior Companions meet eligibility requirements of SCP Regulations, Section 2551.41 and 2551.42.		
1b.	Volunteers meet minimum and maximum terms of service requirements (SCP Regulations, Section 2551.51).		
2.	Policies and Procedures:		
2a.	Selection procedures do not discriminate on the basis of race, color, national origin, sex, age, religion, or political affiliation, or on the basis of disability, if the Senior Companion with a disability is qualified to serve.		
2b.	Sponsor has established written service policies.		
2c.	Project has written policies on service termination and appeal of such action.		
2d.	Income eligibility of each Senior Companion is annually reviewed.		
2e.	Physical exams are provided annually.		
3.	Volunteer performance appraisal:		
3a.	Conducted annually.		
3b.	Volunteer station participates.		
3c.	Discussed with Senior Companion.		

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V. Volunteer Support			
1.	Resources needed to perform assignments, including reasonable accommodation for volunteers with disabilities, are being provided by volunteer station.		
2.	Volunteer stations are providing adequately for volunteer safety.		
3.	Volunteer satisfaction and sense of achievement, are indicated by:		
3a.	Response from individual interviews with volunteers;		
3b.	Continuation of service.		
4.	Project and/or Volunteer Station support:		
4a.	Adequate transportation;		
4b.	Meals and/or reimbursement, as appropriate;		
4c.	Proper supervision;		
4d.	Group and personal recognition;		
4e.	Volunteer insurance.		
VI. Communications — Planned and Informal			
1.	Internal communications, between:		
1a.	Project sponsor and project staff.		
1b.	Project Director and Volunteer Stations.		
1c.	Project staff and volunteers.		
1d.	Project staff and Community Advisory Group.		
1e.	Volunteer Stations and volunteers.		
1f.	Volunteer Stations and volunteers with persons served/persons legally responsible.		
2.	External communications:		
2a.	Development of materials— newsletters, brochures, press releases, PSA's, etc.		
2b.	Use of the above materials.		
2c.	Public information and community relations about the program.		
2d.	On-going communication with aging network.		

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VII. Resource Development/Fund Raising			
1.	Sponsor has supported resource development (cash and in-kind) to maintain or increase non-federal share of SCP project budget by:		
1a.	Working with project advisory council members to plan and undertake fund raising activities.		
1b.	Providing financial support for project staff to fund raise off-grant budget.		
1c.	Allocating organizational resources, staff and/or in-kind for project-related fund raising.		
1d.	Contributing organizational resources (cash or in-kind) to help make up the required non-Federal share of the budget.		
1e.	Other		
VIII. Project Management			
1.	Project goals and objectives:		
1a.	Project planning is realistic;		
1b.	Number of Senior Companions and volunteer service years are consistent with project planning;		
1c.	Number of Volunteer Stations are consistent with project planning;		
1d.	Project coordinates with related national, state, and local programs, including other Corporation programs, where applicable.		
2.	Cost-effectiveness:		
2a.	Cost per volunteer per hour of service (federal and total cost);		
2b.	Staffing and central office management;		
2c.	Use of equipment, materials, and supplies;		
2d.	Use of space;		
2e.	Methods of volunteer transportation.		
3.	Expenditures are allowable, necessary, and reasonable.		
4.a	Project meets non-federal share requirements.		
4.b	Project meets 80% volunteer expenses requirement.		
5.	Recordkeeping and accounting performance:		

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5a.	Separate records for federal and non-federal funds, and in-kind donations;		
5b.	Volunteer records and VSY count;		
5c.	Volunteer reimbursements;		
5d.	Reports to CNCS: Fiscal and programmatic;		
5e.	Appropriate federal regulations and OMB Circulars, per SCP Regulations, Section 2552.93, are being followed, where applicable, including provisions for audit;		
6.	Adequacy of Community Advisory Group activities:		
6a.	Project planning and review;		
6b.	Project support and advice;		
6c.	Project assessment.		
7.	Appropriate risk management/insurance policies and procedures:		
7a.	Accident insurance while in-service;		
7b.	Personal liability;		
7c.	Excess automobile liability.		
8.	All Notice of Grant Award requirements are being met.		
9.	Project follows legal limitations provided in SCP Regulations, Section 2552.121, concerning, political activity, non-displacement of workers, compensation for service, labor/anti-labor activity, fair labor standards, nondiscrimination, religious activities, and nepotism.		
10.	Sponsor satisfactorily addresses all findings included in audit reports and in CNCS compliance monitoring follow-up letters.		

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