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Date: 9/23/2014 4:23:01 PM
Subject: CNCS Programmatic Monitoring Report
Attachments: SCAC Subgrantee Data Collection Plan.docx
Pre-Site Visit Analysis _ Site Visit Tool_Sept. 2014.docx
2014_Program Staff Report-Interview - Sept. 2014.docx
FY14_UWASC_Fiscal Site Monitoring Instrument_incl Programmatic Part
(BLANK).doc
SC State Service Plan Timeline.docx

Hello Commissioners,

Please find the Commission's response/supporting documentation and CNCS' acceptance letter of our organization's corrective actions in regards to our recent programmatic site visit below.

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Dear Charndrea,

Thank you again for providing our Commission with informative and valuable guidance during your recent site visit.

Below I have listed each compliance finding outlined in your letter dated August 12, 2014 along with the procedures and supporting documentation that our Commission has developed to address the concern.

1) Data Quality Review - The SC Commission has developed a Subgrantee Data Collection Plan (Attached) that will be completed by programs in advance of their organization's scheduled site visit. Additionally, the Commission's Pre-Site Visit Analysis and Program Staff Report/Interview (Attached) have been updated to include a review of each subgrantee's data collection plan and an audit of the program's supporting documentation. - Updates to these two forms have been highlighted.

2) Supporting Services to Members Seeking GED - The Commission has updated the Program Staff Report/Interview to include monitoring of applicable support services. - Updates have been highlighted on pg. 4 of the form.

3) Ensuring Adequate General Liability Insurance - The Commission's Fiscal Site Visit Monitoring Tool (Attached) has been updated to include a review of a subgrantee's general liability coverage at the time of the organization's site visit.

4) State Service Plan & 55+ Supplemental Plan Compliance - A letter that outlines the Commission plan and timeline for facilitating updates has been attached.

The SC Commission also plans on addressing each criteria listed in the Continuous Improvement section of CNCS's Monitoring Report and has already made progress towards implementing several of the suggestions. The Commission's goal will be to fully address all improvement points by the start of the 2015/16 program year.

Please let me know if any additional information or clarification is needed.

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Dear Brent,

Thank you for your letter and documents sent on September 3, 2014, which explained the corrective actions you have taken to address the compliance and continuous improvement findings resulting from my on-site compliance monitoring activity from July, 2014. Your responses satisfactorily addressed the findings, and no further follow-up is needed on your part, however I will continue to discuss the continuous improvement items and state service plan development with you throughout the course of the year.

If I can be of any further assistance, please contact me at 404.965.2117 or by e-mail at cleonard@cns.gov.

Sincerely,

Charndrea Leonard
Senior Program Officer
AmeriCorps State & National

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Brent Kossick

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