



AmeriCorps Lead Agency Responsibilities

AmeriCorps programs should be viewed as an investment in the community. AmeriCorps grant funding is intended to serve as “seed money” for building the community’s capacity to use volunteers in addressing community problems. Agencies can utilize AmeriCorps members to provide much needed services that otherwise would be unmet due to the lack of necessary human resources. AmeriCorps programs are changing lives by increasing the number of citizens who have an opportunity to further their education and instilling in them the desire to give back to their community for a lifetime. A lead agency operating an AmeriCorps program is responsible for the following:

- Recruit, select, enroll, place, train and manage AmeriCorps members.
- Develop partnerships with local disability organizations and provide reasonable accommodations for any member with a disability.
- Report to Volunteer Florida on program progress and fiscal progress.
- Identify and hire staff to manage the program. At least a half-time coordinator/manager is required for any size program; however, if the program has 10 or more AmeriCorps members, a full-time coordinator/manager is required.
- Meet match requirements and be able to operate the program on a cost reimbursement basis (having 60 days worth of operating funds/capital available).
- Demonstrate broad community participation in planning to conduct and sustain service(s) when AmeriCorps funding ends.
- Integrate member living allowances and FICA taxes into agency payroll system.
- Provide workmen’s compensation and liability insurance for members.
- Participate in the Program Director Orientation and quarterly periodic AmeriCorps Program Management Trainings, conference calls, or other Volunteer Florida training activities.
- Participate in statewide member events and/or trainings.
- Provide documentation of how the organization conducts ongoing internal assessment and improvement of its systems, structure, staffing and other capacities to insure it remains sound and well managed.
- When reasonable, facilitate AmeriCorps members assisting in disaster preparedness and response services.
- Participate in national and state evaluation efforts.
- Applicants selected for funding must demonstrate that adequate financial accounting systems capable of segregating costs by funding sources are in place.
- Applicants selected for funding must adhere to state and federal regulations governing AmeriCorps funding.