

AmeriCorps Virtual Monitoring Programmatic Document Review



Program Name: [Insert Program Name](#)

Program Director: [Insert Program Director Name](#)

To be collected by Commission for review:

- Enrollment Report (eGrants)
- Exit Report (eGrants)
- Retention Report (eGrants)
- Timesheets (OnCorps)
- GPRs(s) (OnCorps)
- Truescreen Monitoring Report

Documents Requested from subgrantee:

Please send all documents via secure file transfer with an appropriate name that will identify the document as it pertains to the list below. If you do not have a document, please let the Monitoring team know; please do not falsify documentation.

- AmeriCorps Program Policies/Handbook**
 - The AmeriCorps Handbook is intended to summarize designated polices, procedures, and practices your AmeriCorps Members need. The handbook includes, but is not limited to, polices or procedures about grievances, media, FMLA, mileage, reporting, expectations, etc.
- Data Collection & Management Plan**
 - All AmeriCorps grantees/subgrantees need to have a plan for collecting high-quality programmatic data; Performance measure outputs and outcomes, demographic data, other information to inform continuous improvement and help programs tell their story effectively. Plan should be in place prior to program implementation
- Documentation pertaining to performance measures**
 - Pre/post surveys, tests, etc.; please send templates for data collection. You may be asked to send redacted/anonymous responses/data during review.
- MOU/MOA with partners**
 - Authorized grantee and site staff sign project site agreements. They describe the service activity and duration (start/end date), list the resources each party will commit and outline supervision plan for AmeriCorps Members. Agreements should document commitment of site to provide performance measurement data, describe the purpose and limitations of AmeriCorps including sup plantation and nondisplacment rules, and other information the program may require.

- **Recruitment Strategy Plan**
 - You have determined your needs and create a task list and/or position descriptions for the assignments. The next step is to create a recruitment strategy to determine whom you will ask to serve and how you will ask them; different messages will appeal to different audiences, so programs use a variety of recruitment methods, which include identifying individuals who will have the skills, interests, and availability needed to fill your positions.

- **Service Events Plan**
 - National events and days of service are an important part of the AmeriCorps program year. Events include, but are not limited to, AmeriCorps Week, MLK Day of Service, and September 11th National Day of Service and Remembrance.

- **Training & Orientation Plan**
 - Member development is a critical element of running a successful AmeriCorps program. A strong development plan includes orientation and training and is integral in driving member service by ensuring that members are fully prepared to carry out programmatic activities.

- **Applicable sign-in sheets for training & orientation**
 - Proof members have attended an orientation AND/OR applicable trainings
 - If you do not have sign-in sheets for in-person or virtual trainings you charge time or grant funds (which includes match) to, please let the monitoring team know

- **Outreach & Recruitment materials**
 - Please provide samples of recruitment materials, social media posts, program specific materials that showcase your available positions or the service of your members

- **Site signage**
 - Please take photos of or show evidence of where your AmeriCorps specific on-site signage is posted (may include at your own office, partner offices/sites, in the community, etc.)

- **ALL background checks for covered staff**
 - All covered position checks must include two components: 1. A nationwide name-based check of the National Sex Offender Public Website (NSOPW) which consists of a web-based check of a centralized system that identifies individuals who are registered as sex offenders in States, territories, or with many federally recognized Tribes; 2. Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's State of residence and in the State where the individual will serve or work; OR a fingerprint-based FBI check.

- **Member files**
 - Please send all files included in each member's file as one pdf/scanned document. Include a checklist of items included in each file.