<h2 align="center">Subgrantee Staff Transition Checklist and Resources</h2>

The Virginia Service Commission is providing this checklist of important items to consider when a subgrantee experiences staff transition. These items are applicable to primary programmatic and fiscal staff, but may also apply to other staff involved with your grant. Please visit the [Resource Portal on the Virginia Service AmeriCorps Virginia page](#) for a variety of resources, many of which are linked in this document. If you have any questions about these items, please contact your Program Officer.

<h2 align="center">Program Change Request Form</h2>

If the new individual on staff is in a covered position* and/or will interact with VSC staff:
- ☐ Notify the Commission by filling out and sending a [Program Change Request form](#) to your Program Officer for review and approval.

<h2 align="center">National Service Criminal History Checks (NSCHC)</h2>

If the new individual on staff is in a covered position*:
- ☐ Run all applicable checks
  - o Truescreen NSOPW
  - o Truescreen State of Residence, if applicable
  - o Fieldprint FBI Fingerprint-based check

*Individuals in covered positions are AmeriCorps members or AmeriCorps grant-funded staff who receive a grant-funded salary, stipend, living allowance, or education award, whether funded with AmeriCorps-provided funds or used to meet the grant matching requirement.

If the new individual on staff is responsible for running NSCHCs:
- ☐ Gain access to your organization's [Truescreen](#) and [Fieldprint](#) accounts
  - o [Truescreen instructions](#)
  - o [Fieldprint instructions](#)
- ☐ Register for [Litmos](#) and take the [AmeriCorps eCourse](#):
  - o Required for one person on staff and strongly recommended for anyone at a Subgrantee program that conducts NSCHCs.
- ☐ Submit updated staff AmeriCorps NSCHC eCourse Certification to your Program Officer.
- ☐ Update Program's [NSCHC Policy](#) using the VSC template and return to your Program Officer.

NSCHC Resources
- o [Virginia Service Commission NSCHC Policy](#)
- o Subgrantee Policy and Procedure Template
- o [AmeriCorps NSCHC resources](#)

General Grant Administration and Communication

Programmatic and Fiscal emails:
If the individual should be added to the email distribution lists, please notify your Program Officer. VSC uses the email listserv to share news, guidance, and information with subgrantees. Primary Program and Primary Fiscal contacts are automatically added to these listservs.

Fiscal Staff Signatories:
Changes to fiscal contacts, or additional fiscal contacts, who will be signatories, will require an updated Certification of Authorized Representatives form from the subgrantee (Attachment A). This attachment was submitted with your application for funding. The authorized signatory of the organization must sign any revision.

Sign up for the Volunteer Virginia Newsletter:
A monthly publication featuring information on volunteerism and national service in the Commonwealth. Each month, we feature valuable information on upcoming events, training and funding opportunities, and amazing stories of service.
  o You can sign up and access the archive of newsletters here.

Monthly Program Calls:
If the individual should be included in Bi-Monthly Program Calls between VSC and the subgrantee's program staff, please email your Program Officer to be included on the calendar invitation. Primary Program contacts are required to attend the calls. These calls are designed as bi-monthly check-in calls with VSC to discuss subgrantee successes, challenges, monitoring, grant guidance, and upcoming events and deadlines.

Grant Application and Terms & Conditions:
If the individual is responsible for grant administration, VSC recommends they read the program's current grant application, found in eGrants, and the current year's Terms and Conditions to familiarize themselves with the grant activities and requirements.

2020 Specific Terms and Conditions

eGrants:
If the individual is responsible for member enrollment, exit, or grantmaking, ensure they have access to the Grantee's eGrants account. Sign up for an eGrants account. Use your organization's EIN and DUNS numbers to create your account. Once you are done, email the person at your organization with administrative access and ask that you be approved and given the correct level of access for your position. VSC can provide instructions for creating an eGrants account.

OnCorps:
If the individual is responsible for approving timesheets, submitting PERs/AFRs, submitting GPRs, create an account in OnCorps for them in the appropriate staff role. Please reference OnCorps help topics for additional training on how to use the functions. You can also reach out to the VSC for guidance on account creation/deactivation.

Any user granted access to financial reporting modules in OnCorps must be identified on the Certification of Authorized Representatives (Attachment A - Section B) of your application. Signatories are those who have been given authority from the board or executive to submit Periodic Expense Reports and Aggregate Financial Reports. Because submission of a PER is a claim for cost reimbursement on your subaward, access should be limited to those with a business need.
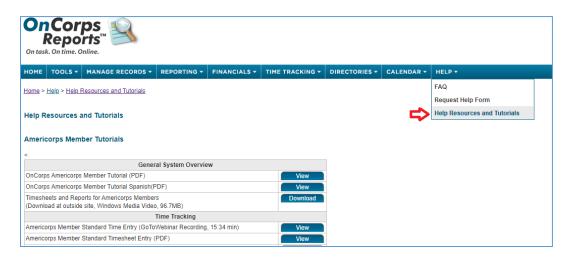
Member Management

Member Enrollment:
- ☐ [Member Enrollment Preparation and Implementation](#) Presentation
- ☐ Review the [Member Enrollment Planning](#) spreadsheet

OnCorps Timesheets:
If the individual will be reviewing or approving timesheets, assign individual as an Approver/Supervisor to a Member Record in OnCorps and ensure members continue to submit timesheets to two approvers.

Review OnCorps Help Resources and Tutorials for more training and information.

New AmeriCorps Staff Training and Orientation Opportunities:

- ☐ AmeriCorps Staff Training
  - o [AmeriCorps Branding](#)
  - o [Member Management](#)
  - o [NSCHC](#)
  - o [Performance Measures and Evaluation](#)
  - o [Enrollment Planning, Slot Conversion and Exits](#)
- ☐ AmeriCorps Fiscal Training
  - o [Fiscal A to Z](#)
- ☐ Additional Resources
  - o [Service Year Alliance](#)
  - o [America's Service Commissions](#)
  - o [AmeriCorps Communication Resources](#)
  - o [AmeriCorps State Subgrantee Site](#)