



2017-2018 Grantee Program & Financial Monitoring Plan

Pre-Award Grant Requirements

1. Verify that grant budget is entered correctly in OnCorps
2. Review host site agreements
3. Email verification received from program financial contacts verifying completion of Financial Training
4. Review member position descriptions entered in OnCorps
5. NSCHC training certifications received by email from program directors and other relevant staff
6. Review Program Policies & Procedures
7. Internal Grievance Procedure and AmeriCorps Complaint Form developed
8. Program Contact information received
9. Timesheets created in OnCorps and screen shots reviewed
10. Monitor that program directors and financial contacts attend financial and grants management training
11. Monitoring that program directors attend Start-Up Institute
12. Verify that slot enrollment worksheets are received and match grant application
13. Review 1 Performance Measurement Tool from each program – check to ensure alignment with application and the CNCS Performance Measures Instructions

Q1

Program Monitoring

1. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
2. AmeriCorps and National 2017 – desk audit
3. Review sample of exits from 16-17 grant cycle – desk audit
4. Review accompaniment documentation for sample of members – desk audit
5. Review Host Site list in eGrants and OnCorps – desk audit
6. Review 30-day enrollment rates and cross check with Member Service Logs in OnCorps – desk audit
7. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
8. Review and approve quarterly grant progress reports – desk audit

9. Conduct Member File Review of one “best file” for new operational program grantees – in person
10. Monitor number of National Days of Service grantee participated in – desk audit
11. Verify that program directors attend monthly program director call
12. Review completed data collection tool and compare to Pre-Award data submitted – desk audit

Financial Monitoring

1. PERs submitted timely and accurately – desk audit
2. Grantee matching requirement is on track and aligned with grant application – desk audit

Q2

Program Monitoring

1. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet– desk audit
2. Conduct member interviews as applicable – desk audit or in person
3. Conduct host site interviews as applicable – desk audit or in person
4. Conduct Program Site Review using Program Site Review Monitoring Tool (NSCHC review, Member Service Agreements, Member Service Logs, healthcare, performance evaluations) – in person
5. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
6. Review and approve quarterly grant progress reports – desk audit
7. Review and approve Service and Volunteer Hour Summary Report – desk audit
8. Monitor number of National Days of Service grantee participated in – desk audit

Financial Monitoring

1. PERs submitted timely and accurately – desk audit
2. Grantee matching requirement is on track and aligned with grant application – desk audit
3. AFR/FFR submitted timely and accurately – desk audit
4. Financial Site Visits – in person

Q3

Program Monitoring

1. Conduct review of early exits – desk audit
2. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
3. Conduct Program Site Review using Program Site Review Monitoring Tool (NSCHC review, Member Service Agreements, Member Service Logs, healthcare, performance evaluations) – in person
4. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit

5. Review and approve quarterly grant progress reports
6. Monitor number of National Days of Service grantee participated in – desk audit

Financial Monitoring

1. PERs submitted timely and accurately – desk audit
2. Grantee matching requirement is on track and aligned with grant application
3. Financial Site Visits – in person

Q4

Program Monitoring

1. Conduct review of early exits – desk audit
2. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet – desk audit
3. Monitor 30-day enrollment and exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
4. Review and approve annual grant progress report – desk audit
5. Review and approve annual close out report – desk audit

Financial Monitoring

1. PERs submitted timely and accurately – desk audit
2. Grantee matching requirement is on track and aligned with grant application – desk audit
3. AFR/FFR submitted timely and accurately – desk audit
4. Financial Site Visits – in person

Q5

Program Monitoring

1. Monitor 30-day exit cycle time requirements, retention requirements, and performance measure requirements (focus on tools and data vs. meeting actual targets) and require corrective action plans as indicated – desk audit
2. Review and approve annual grant progress report – desk audit
3. Review and approve annual closeout report – desk audit
4. AFR/FFR, if applicable, submitted timely and accurately – desk audit