

6b. Program Monitoring Site Review and Financial Site Review

Nevada Volunteers staff make, at a minimum, an annual site visit to every program for the purpose of strengthening communication, providing technical assistance, attending recognition events, and monitoring compliance. Formal site visits are scheduled at a mutually agreed upon time. Nevada Volunteers reserves the right to require additional visits as it deems necessary. In this case, the program will be notified in writing why the additional site visits are warranted. The program agrees that Nevada Volunteers has full access at any time and the right to examine, audit, and copy on the program's premises any directly pertinent records and computer files involving transactions relating to the Subgrant Agreement. At minimum, the following records must be available for the compliance monitoring review either provided in-person or via desk-audit:

- AmeriCorps member files
- Documentation of member eligibility
- Documentation of members' time by review of member's timesheets
- Documentation of member Pre-Service Orientation
- Documentation of ongoing member training
- Documentation of all performance measurement data
- Documentation of staff time (time sheets)
- Documentation of all equipment, materials, supplies, and travel expenses
- Documentation of in-kind contributions
- Rationale and documentation of any indirect costs
- Any other records which support charges to project funds

Program and fiscal staff are notified in writing by Nevada Volunteers staff regarding upcoming compliance monitoring processes two weeks in advance of any monitoring activity. Because monitoring can occur in-person, via desk audit, or a combination of the two the written notification will include details of what documentation will be reviewed during each phase of the monitoring process. This means that several notifications may be sent throughout the year for different phases of the Program Monitoring Site Review and Financial Site Review processes that are necessary to complete the standardized review tools.

- [Program Monitoring Site Review Tool](#)
- [Financial Site Review Tool](#)

Compliance Monitoring Components - Based on the program risk assessment, the compliance monitoring will consist of the following components outlined below. Nevada Volunteers may alter a program's risk assessment during the program year if there are changes that would warrant this such as staff turnover. This change will be documented in writing for the program and the compliance monitoring components will be re-aligned with the risk category noted below. Planning Grant monitoring will utilize a different set of components given that many of the items listed below are not applicable for a planning grant.

	LOW	MEDIUM	HIGH
Progress Reports	Quarterly or bi-annually	Quarterly	Quarterly
Aggregate Financial Reports	Quarterly	Quarterly	Quarterly
Pre-Award Document Review	X	X	X
Pre-Award Risk Assessment	X	X	X
Site Visit or Desk Audit: Fiscal Director Interview	As needed	X	X
Site Visit or Desk Audit: Fiscal File Sampling	As needed	1 PER	2 PER
Site Visit or Desk Audit: Program Director Interview	X	X	X
Site Visit or Desk Audit: Member File Sampling minimum	25%	50%	75%
Site Visit or Desk Audit: Member Interviews	As needed	1 Interview	2 Interviews
Site Visit or Desk Audit: Host Site Interviews	As needed	1 Interview	2 Interviews
Site Visit or Desk Audit: Performance Measure Documentation	As needed	1 PM	2 PM
Site Visit or Desk Audit: Fiscal Review	As needed	X	X
Site Visit or Desk Audit: Fiscal File Sampling	As needed	X	X
Individualized Technical Assistance Sessions	As needed	As needed	As needed
Program Closeout Certification	X	X	X

Once the compliance monitoring process has been completed (including all components reviewed during desk audits and site visits) staff sends a detailed site visit summary letter to the Executive Director and AmeriCorps Program Director and/or Fiscal Director. The letter should be sent within 30 calendar days of the completion of the compliance monitoring and includes a list of all compliance issues identified during the visit that require corrective action and risk management issues which may also require attention. The letter may also include general feedback from Nevada Volunteers staff and a request for a written response and corrective action plan within 30 days. Written responses must include the corrective actions the program has taken and any corresponding documentation to demonstrate compliance as instructed. Once Nevada Volunteers has closed the site review, a final notification of compliance and closeout notice will be provided to the subgrantee once all matters have been addressed.