

Fact Sheet: AmeriCorps Grant Documentation

Good Grant Management Documentation collects, synthesizes or codes printed information for future reference. Documentation supplies supporting evidence and confirms that a fact or statement is true.

Why Document?

- Quality record keeping is an integral part of effective grant management.
- Documentation provides authentic accountability for the service activities and program outcomes of the AmeriCorps grant.
- It's a requirement of accepting federal funds and is subject to federal audit.
- Documentation that is timely, accurate and professional establishes a reliable record of what happened and can provide proof of compliance.
- Good records establish a paper trail that others can follow to understand why you did what you did.
- Documentation helps assure that agency policies and procedures are consistently applied, regardless of funding source; consistently followed; and maintained in writing.
- Careful documentation justifies human resource decisions that can have legal and financial implications.
- AmeriCorps program directors are certifying officials for proof of member eligibility and assuring that members fulfill all requirements for an education award.

Insuring you create good documentation?

Good documentation is completed in a timely and professional manner and contains all the relevant information.

- It is specific, written out and well labeled
- It includes auditing of your own records suing up to date and accurate checklists.
- Meeting or training documentation includes complete agendas and sign-in sheets.
- Retain and update records to assure accuracy, relevancy, timelines and completeness.
- Written documentation must be in ink not pencil. All errors must be marked as such and initialed by the person making the correction. No erasures. No cross-outs without initials. No white out. No white out tape.
- It includes the who, what, why when, where and result or outcome

WHO?	Alice Smith, AmeriCorps Program Director	
WHAT?	Had a supervision meeting with member Ron Winter to discuss his absences.	
WHY?	Rational for what was done	Member was no call, no show for service.
WHEN?	10/22/09 at 2pm	8/1/08 from 9am to noon
WHERE?	AmeriCorps Office	United Way of Northern NV Conference Room
WHY/RESULT?	Describe actions taken. Member counseled on requirement to call in sick, notified that service can be terminated for no call no show and program policy when sick.	

Fact Sheet: AmeriCorps Grant Documentation

AmeriCorps programs are required by accepting federal funds to carefully document the “who, what, when, where how and why” of the AmeriCorps grant to show that:

- Service activities in the scope of the grant actually do occur.
- Member training is planned and happens.
- Volunteers are recruited, trained and supervised by members.
- All data is appropriately collected, organized, aggregated and stored.
- Data is reliable.
- Performance measurement targets are accurate and realistic.
- Outputs and outcomes are real and can be proven, therefore supporting that Progress Reports are accurate and factual.
- Members are appropriately supervised.
- Effective site orientation, management and supervision occur.
- Program complies with AmeriCorps provisions.
- Program plans and implement special community service projects.
- Program complies with Subgrant Agreement.
- Program has policies and procedures which are consistently followed.
- Numbers, facts and statistics are real.
- Data reported matches the data in the program’s files.
- The program does what the grant application said it would do.

AmeriCorps member files maintain a complete record of service.

- Members are appropriately interviewed and hired.
- Eligibility criteria are in file.
- Members are correctly enrolled in national service.
- Background check results are in file.
- Members have a national service contract.
- Supervision happens.
- Performance is evaluated mid-term and end of service.
- Members are appropriately terminated.
- Members are correctly exited from national service.
- Is the member eligible for an education award?
- Members performed national service tied to the grant.
- Supporting documentation is on file to justify early termination.