



## 2021-2022 Grantee Program & Financial Monitoring Plan

### Pre-Award Grant Requirements

1. Complete Risk Assessment and file as PDF
2. Verify that grant budget is entered correctly in OnCorps
3. Review host site agreements
4. Email verification received from program financial contacts verifying completion of Financial Training
5. Review and approve member position descriptions entered in OnCorps
6. NSCHC training certifications received by email from program directors and other relevant staff
7. Program Contact information received
8. Timesheets created in OnCorps
9. Monitoring that program directors attend Start-Up Institute
10. Verify that slot enrollment worksheets are received and match grant application
11. Review and approve Data Collection Plans
12. Review and approve Living Allowance policy submissions
13. Ensure all programs are registered with Truescreen and Fieldprint
14. Review and approve Member Service Agreements
15. Ensure performance measures are entered in OnCorps and match grant application
16. Verify all host sites are entered in OnCorps and eGrants

### Q1

#### *Program Monitoring*

1. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet
2. Review and approve all NSCHC Verification forms and Truescreen and Fieldprint results of members within 48 business hours of receiving them through secure upload link.
3. Review sample of exits from 18-19 grant cycle
4. Review Host Site list in eGrants and OnCorps
5. Review 8-day enrollment rates and cross-check with Member Service Logs in OnCorps
6. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, accompaniment documentation.
7. Review and approve quarterly grant progress reports for new and high-risk programs
8. Verify that program directors attend monthly program director calls

#### *Financial Monitoring*

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

#### *Monitoring Visits and/or desk audits as scheduled*

## **Q2**

### *Program Monitoring*

1. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet
2. Review and approve all NSCHC Verification forms and Truescreen and Fieldprint results of members within 48 business of hours of receiving them through secure upload link.
3. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, accompaniment documentation.
4. Review and approve quarterly and mid-term grant progress reports
5. Verify that program directors attend monthly program director call

### *Financial Monitoring*

1. PERs submitted timely and accurately
2. Grantee matching requirement is on track and aligned with grant application
3. AFR/FFR submitted timely and accurately

### *Monitoring Visits and/or desk audits as scheduled*

## **Q3**

### *Program Monitoring*

1. Conduct review of early exits
2. Review and approve all NSCHC Verification forms and Truescreen and Fieldprint results of members within 48 business of hours of receiving them through secure upload link.
3. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet
4. Monitor 30-day exit cycle time requirements and retention requirements, requiring corrective action plans as indicated
5. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, accompaniment documentation.
6. Review and approve quarterly grant progress reports for new and high-risk programs
7. Monitor if program held National Day of Service event
8. Verify that program directors attend monthly program director call

### *Financial Monitoring*

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

### *Monitoring Visits and/or desk audits as scheduled*

## **Q4**

### *Program Monitoring*

1. Conduct review of early exits
2. Conduct final review of exits and enrollments
3. Monitor Enrollment rates based on Member/Slot Enrollment Worksheet
4. Review and approve al NSCHC Verification forms and Fieldprint results of members within 48 business of hours of receiving them through secure upload link.
5. Review and approve annual grant progress report
6. Review and approve annual close out report
7. Verify that program directors attend monthly program director call

### *Financial Monitoring*

1. PERs submitted timely and accurately
2. Grantee matching requirement is on track and aligned with grant application
3. AFR/FFR submitted timely and accurately

### **Q5**

### *Program Monitoring*

1. Review and approve annual grant progress report
2. Review and approve annual closeout report
3. AFR/FFR, if applicable, submitted timely and accurately
4. Conduct Final review of exits and enrollments