



2023-2024 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 (if applicable)
4. Email verification including certification received from program financial contacts verifying completion of AmeriCorps required Key Concepts of Financial Grant Management Training
5. Review and approve member position descriptions entered in OnCorps
6. AmeriCorps required NSCHC training certifications received by email from program directors and other relevant staff
7. Program Contact information received
8. Member Timesheets created in OnCorps
9. Documentation that program directors (or equivalent staff) 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 distribution 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
17. Verify completion of On3Learn NSCHC Training by program director (certificate received)
18. Verify completion of On3Learn Prohibited Activities Training by program director (certificate received)

Q1

Program Monitoring

1. Monitor Enrollment rates based on eGrants Member/Slot Enrollment Worksheet
2. Review and approve all NSCHC Verification forms and Truescreen and Fieldprint results of covered individuals (members and staff) within 48 business hours of receiving them through secure upload link.
3. Review sample of exits from 22-23 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 and NSCHC Verification Spreadsheet
6. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, hours before enrollment.
7. Review and approve quarterly grant progress reports for new and high-risk programs
8. Review and approve planning grant progress reports

9. Verify that program directors attend all scheduled program director call(s)

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 eGrants and Member/Slot Enrollment Worksheet
2. Review and approve all NSCHC Verification forms and Truescreen and Fieldprint results of covered individuals (members and staff) within 48 business of hours of receiving them through secure upload link.
3. Conduct NSCHC spot checks
4. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, hours before enrollment.
5. Review and approve quarterly and mid-term grant progress reports
6. Review and approve planning grant progress reports
7. Verify that program directors attend all scheduled program director calls

Financial Monitoring

1. PERs submitted timely and accurately
2. Grantee matching requirement is on track and aligned with grant application
3. AFR submitted timely and accurately
4. Program income report submitted timely and accurately
5. Unexpended Funds Report 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 all covered individuals (members and staff) within 48 business of hours of receiving them through secure upload link.
3. Conduct NSCHC spot checks
4. Monitor Enrollment rates based on eGrants and Member/Slot Enrollment Worksheet
5. Monitor 30-day exit cycle time requirements and retention requirements, requiring corrective action plans as indicated
6. Review Member Service Logs in OnCorps for timely submission and approval, training and fundraising thresholds, hours before enrollment.
7. Review and approve quarterly grant progress reports for new and high-risk programs
8. Review and approve planning grant progress reports
9. Monitor if program held National Day of Service event
10. Verify that program directors attend 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 eGrants and Member/Slot Enrollment Worksheet
4. Review and approve all NSCHC Verification forms and Fieldprint results of covered individuals (members and staff) within 48 business hours of receiving them through secure upload link.
5. Conduct NSCHC spot checks
6. Review and approve annual grant progress report
7. Review and approve annual close out report
8. Verify that program directors attend all scheduled program director call(s)

Financial Monitoring

1. PERs submitted timely and accurately
2. Grantee matching requirement is on track and aligned with grant application
3. AFR submitted timely and accurately
4. Program Income report submitted timely and accurately

Q5

Program Monitoring

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