



**AmeriCorps**

# **Monitoring Document Request Grantee Resource**

Office of Monitoring

January 2024

## Overview

When selected for monitoring, grantees will receive a request for initial documents from the Office of Monitoring. This resource serves as an additional reference of the documents that may be requested.

This resource includes the list of documents that may be requested to complete routine compliance monitoring of selected grantees. The required documents depend on the monitoring activity or activities assigned to the grant. In addition, some monitoring activities include a supplemental document request, based on the initially submitted documents. This resource identifies supplemental documents where applicable.

Note that some documents might not apply to all organizations or programs.

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## 1. Financial and Operational Fitness Assessment (FOFA)

FOFA - Initial Documents	
Document Name	Description
<b>Blank In-Kind Voucher</b>	A blank sample of the documentation your organization uses to record and value in-kind donations
<b>Chart of Accounts</b>	A document outlining the accounting codes and cost centers used by your organization to identify transactions by expense type, and by project/grant.
<b>Completed Segregation of Duties Worksheet</b>	A worksheet demonstrating internal controls of your organization and how the responsibilities for specific duties are divided across organization staff. The worksheet requiring completion can be found under 'Resources' at <a href="https://americorps.gov/grantees-sponsors/monitoring">https://americorps.gov/grantees-sponsors/monitoring</a>
<b>Cost Allocation Policies</b>	All policies describing how costs are charged to specific direct cost centers, and/or to indirect cost centers. The policy/policies should also identify the allocation methods used. This may be a single document, or a separate allocation policy for direct costs and indirect costs.
<b>Documentation of Personnel Expenses/Timekeeping Policies and Procedures</b>	Policies and Procedures related to how employees who charge time to the grant record, validate, and receive approval for their time worked.
<b>Federal Cash Management Policy and Procedure</b>	Policies and Procedures related to the drawdown of federal funds, including both any overarching policy as well as procedural information such as who initiates, approves, submits a drawdown, when that happens, etc.
<b>Fiscal Policies/Accounting Handbook</b>	Pertinent organizational policies and procedures related to internal controls, accounting practices, financial management, etc.
<b>General Ledger showing the Federal share of expenses for the time period corresponding with the Federal Financial Report (FFR) identified by the Monitoring Officer.</b>	The General Ledger should clearly show the total figure reported as Federal Expenditures on the Federal Financial Report (FFR) for the <b>period requested in the Monitoring Officer Notes below</b> . If possible, please submit a version exported to Excel. If it is not clear how these figures match, or if calculations were required, please provide an annotation on the document or a separate document with notes.
<b>Key Concepts of Financial Grants Management Training Certificate</b>	Certificates demonstrating that staff have completed the Key Concepts of Financial Grants Management Training in the last year.

## FOIA - Initial Documents

Document Name	Description
<b>List of Costs Included as Indirect Costs</b>	Provide a list of the specific costs that your organization includes as indirect costs. For example, rent, admin staff, utilities, etc.
<b>Match Ledger showing the grantee/sponsor share of expenses for the time period corresponding with the Federal Financial Report (FFR) identified by the Monitoring Officer.</b>	The Match Ledger should clearly show the total figure reported as Grantee/Recipient Share of Expenditures on the Federal Financial Report (FFR) for the <b>period requested in the Monitoring Officer Notes below</b> . If possible, please submit a version exported to Excel. If it is not clear how these figures match, or if calculations were required, please provide an annotation on the document or a separate document with notes.
<b>Match Policy</b>	Organization policy describing the sources, types, methods of tracking and reporting of match.
<b>Negotiated Indirect Cost Rate Agreement (if applicable), or Indirect Cost Allocation Plan (State and Local Governments Only)</b>	<p>Negotiated Indirect Cost Rate Agreement (if applicable), or Indirect Cost Allocation Plan (State and Local Governments Only) A NICRA is document that confirms and outlines the approved indirect cost rate negotiated between the Federal Government and a grantee's organization.</p> <p>State and local governments may alternatively submit a cost allocation plan, which identifies how direct and indirect costs are allocated across different cost centers.</p>
<b>Organizational Chart</b>	An organizational chart that covers all positions that support the project (both direct and indirect).
<b>Procedures for determining the allowability of costs</b>	All policies or procedures that describe how the allowability of costs is determined.
<b>Procurement Policies</b>	All policies or procedures that describe how the allowability of costs is determined.
<b>Record Retention Policies</b>	A policy describing an organization's legal and compliance recordkeeping practices.

### FOFA - Initial Documents

Document Name	Description
<b>Sample Timesheet (Completed) and Explanation</b>	<p>A sample of a completed timesheet for an employee in your organization who charges time to the grant. If possible, please provide an example for an individual that is partially allocated to the grant.</p> <p>If utilizing an electronic timekeeping system, please provide a written description of the electronic timekeeping process that your organization implements. What does a complete, approved timecard look like (for example, are approvals shown via check marks by daily entries, and 'approved' icon on the timecard, an electronic signature of the employee/member and their supervisor, etc.)</p>
<b>Supporting documentation for the selected drawdown(s) from the Payment Management System.</b>	Provide supporting documentation for the selected Payment Management System drawdown(s). This includes a tabulation or ledger of the individual transactions included in the drawdown(s), any associated approvals, signatures, or process steps outlined in your organizational policies and procedures, and the PMS drawdown confirmation.

### FOFA - Supplemental Documents

Document Name	Description
<b>Supporting Documentation for the Selected Expenses in the Cost Sample Worksheet</b>	Supporting documentation is required for each transaction identified by the Monitoring Officer in the Cost Sample Worksheet. Supporting documentation includes any underlying agreements or contracts, invoices, payment requests, procurement documentation, receipts, and proof of payment.

## 2. Program Specific: Commission Operations Monitoring Review

### Commission Operations - Initial Documents

Document Name	Description
<b>Enforcement Policy for Noncompliance</b>	Commission's internal guidelines around enforcement actions it will take if noncompliance is identified
<b>List of Subrecipients with Audit Findings</b>	A list of all subrecipients who were identified as having financial findings, either through audit or monitoring. Please enter N/A if there were no audit findings in the portfolio.

## Commission Operations - Initial Documents

Document Name	Description
<b>Member Management Policies, TTA Materials</b>	Policies and TTA materials for the Commission's subrecipients pertaining to member management and supervision. This may be contained in a document you already submitted; if so, please note where in another document we can find this. If these materials are housed on a shared website, please submit the link in this document.
<b>Member Interviewee Pre-Selection Sample</b>	The completed version of the template provided for this request should include the following for each member: the address of their daily service, the name of their on-site supervisor, and their expected end-date
<b>Policy for Applying Specific Conditions</b>	Policy or procedure the Commission relies on when considering whether to apply a special condition on a subrecipient's grant
<b>Policy for Evaluating Subrecipient Risk</b>	The policy or procedure the Commission uses to evaluate subrecipient risk of noncompliance and to tailor monitoring accordingly. This may be contained in a document you already submitted; if so, please note where in another document we can find this
<b>PPR Data Reporting Tools for Subrecipients</b>	Any materials you provide to your subrecipients on how to approach performance measure data collection and reporting, and / or any guidance or instructions you provide to them that would clarify your state's process.
<b>PPR Data Summary Chart for Sampled PM</b>	<p>The MO will select one performance measure (PM) in the PPR to test. We want to see how the reported figures (output and outcome) were determined. This document (the PPR Data Summary Chart) is whatever tool, spreadsheet, or aggregation system you (or your subrecipient) use to total up the data for this performance measure. We will select a sample from this document for which we will want to see source documentation in the next round.</p> <p>For example, if the PM relates to tutoring, and your output is number of students served, and the outcome is number of students improved, for this document request, we want to see the spreadsheet (or equivalent tool) used to tally up student attendance and student performance, which informs the PPR entries.</p>

## Commission Operations - Initial Documents

Document Name	Description
<b>Prohibited Activities Policies and Training Materials</b>	Any statewide policy or training materials you provide to subrecipients regarding prohibited activities. If this is contained in another document, please note where we can view it.
<b>Recruitment Tools and Materials</b>	Any tools or materials related to recruitment that the Commission makes available to its subrecipients. If this is housed in another document or on your website, please indicate where we can view it.
<b>Member Supervisor Training Documentation</b>	Documentation that the selected member supervisor has completed training to serve as an AmeriCorps member supervisor, in accordance with the policies and expectations set forth by the Commission.
<b>Member Supervisor Training Policies</b>	The Commission's policies and expectations it has for member supervisors at the subrecipient / service site level. This may be contained in a document you already submitted; if so, please notate where in another document we can find this.
<b>Statewide Teleservice Policy</b>	If the Commission allows teleservice, please provide the statewide teleservice policy, which is required by the ASN guidance issued in January of 2023.
<b>Subrecipient Audit Tracking Method</b>	Documentation that the Commission is verifying subrecipient audit requirements on an annual basis in accordance with 2 CFR 200.332 (f). A written description of the Commission's method will suffice.
<b>Subrecipient Monitoring Plan, Policy, Tools, or Other Materials</b>	Policy or procedure the Commission uses to guide its monitoring activities (and how risk is considered), which may include timelines, monitoring tools, and considerations that precipitate monitoring
<b>Subrecipient Selection Process (Competitive)</b>	Materials the Commission uses to review, assess, and select organizations for inclusion in their competitive application. This may include rubrics, instructions for readers, statewide priorities, selection procedures, etc.
<b>Subrecipient Selection Process (Formula)</b>	Materials the Commission uses to review, assess, and select organizations for formula funding. This may include rubrics, checklists, statewide priorities, selection procedures, etc.
<b>Training Materials for Subrecipients' Member Hour Tracking</b>	Training materials the Commission makes available to its subrecipients to inform the field about member hour tracking requirements and best practices

<b>Commission Operations - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Any Other Materials</b>	If you believe there are policies and procedures the Commission maintains that may provide insight to your MO as they complete the UMP assessment, please upload them. If this is housed in another document or on your website, please indicate where we can view it.

<b>Commission Operations - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Commission's Verification that Audit Findings are Resolved (Subrecipient Level)</b>	If there were financial findings in the portfolio, please provide documentation that the Commission verified that the subrecipient resolved them (per 2 CFR 200.332(d)(2))
<b>Documentation of Commission Internal Records Adjustment</b>	If there were financial findings in the portfolio, please provide documentation of how the Commission adjusts its own internal records to account for the required resolution
<b>Source Documentation for Sampled PM</b>	From the PPR data summary chart, the MO has selected some data for which we want to see the source documentation. The source documentation will vary based on your performance measure, but it should align with what was described in the application. Source documentation could be attendance logs (redacted logs are ok), summaries of pre- and post-test results, deeds for housing developments, etc. This is the receipt to back up the data on the PPR Summary Chart, similar to a receipt that backs up an entry on a general ledger.
<b>Member Position Descriptions</b>	Member position descriptions (if not included in the member service agreements) for the 4 selected members
<b>Member Service Agreements</b>	Member service agreements (or member contracts) for the 4 selected members
<b>Member Timesheets</b>	The timesheets for the pay periods selected by your MO, for the 4 members selected by your MO
<b>Completed Subrecipient Risk Assessment</b>	The risk assessments for noncompliance completed by the Commission for the selected subrecipients
<b>Executed Subrecipient Agreement</b>	The completed subrecipient agreements for the subrecipients selected by the monitoring officer



### 3. Program Specific: AmeriCorps State and National (ASN)

<b>ASN - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to all persons (staff and members) with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>Active Member Roster</b>	The ASN Member Roster must include members' first and last names, enrollment date, DOB/age at enrollment, station site, supervisor's name, member status (active, exited, other) and exited date if applicable. The roster should include all members at all service sites active during the monitoring assessment period.
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Fixed Amount Drawdown Policy/Procedure</b>	This document is only required if the monitored award is a fixed amount award.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures outlining the process to address providing materials and/or support to any staff/volunteers who may have limited English proficiency.
<b>Member Management Policies and Procedures</b>	All member management policies related to member recruitment, hiring, accessibility, training, supervision, and timekeeping
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>Other Subrecipient Oversight Policies and Procedures</b>	
<b>PPR Data Summary Chart</b>	A document showing the high-level summary of the outputs and outcomes reported for the in the most recent PPR for the performance measure selected by the Monitoring Officer. May be an Excel spreadsheet, export from a system used to track data, etc. Should be an aggregate report that shows a breakdown across subrecipients, operating sites, and / or service locations.

<b>ASN - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Site Supervisor Training Documentation</b>	Evidence of Site Supervisor training (e.g. training agenda, attendance list, and/or certificate of completion)
<b>Subgrantee Monitoring Tools</b>	Tools the prime uses to monitor sub-recipient.
<b>Subrecipient Agreement / Notice of Subaward (Template)</b>	A blank copy of your current subrecipient agreement/subaward template.

<b>ASN - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Timesheets for AmeriCorps Members who were selected to be interviewed.</b>	(Please see notes sections for names of selected members).
<b>Copies of Member Files, including Member Service Agreements, for the AmeriCorps members who were selected to be interviewed.</b>	(Please see notes sections for names of selected members).
<b>Raw/source documentation for selected progress report data</b>	Raw/source documentation for the selected performance measures detailed by your assigned Monitoring Officer. This is backup documentation for the summary data submitted in the initial document request. Source documentation may include things like: report cards, survey results, attendance logs, etc., depending on the material you use to measure your outputs and outcomes.

#### **4. Program Specific: VISTA**

<b>VISTA - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>Additional Training Materials for Members</b>	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
<b>Evidence of Project Director's Completion of VISTA Sponsor Orientation</b>	Documentation showing that the Project Director has completed the VISTA Sponsor Orientation (VSO) (e.g. screenshot of completion, certificate).

### VISTA - Initial Documents

Document Name	Description
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the sponsor organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
<b>List of social media platforms and websites</b>	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
<b>Member Management Policies and Procedures</b>	All policies related to member management including leave, recruitment, hiring, accessibility, training, supervision, and timekeeping
<b>Member Timesheets and/or Leave Documentation</b>	Please submit member timesheets and/or any leave requests/documentation for the time period and members <b>requested in the Monitoring Officer Notes (column F)</b> .
<b>News stories or press releases related to AmeriCorps project</b>	News stories or press releases related to the AmeriCorps project during the assessment period.
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>PPR Data Summary Chart</b>	A document showing the high-level summary of the outputs and outcomes reported for the in the most recent PPR for the performance measure selected by the Monitoring Officer. May be an Excel spreadsheet, export from a system used to track data, etc. Should be an aggregate report that shows a breakdown across subrecipients, operating sites, and / or service locations.
<b>Recruitment and Application Materials</b>	Public-facing documentation for sponsor staff and/or members, including job postings and national service position descriptions.
<b>Service-related transportation documents for members</b>	Policy, procedure, forms, and/or tracking system to demonstrate members are reimbursed for service-related transportation and/or provided other means of transport for the period of time and members <b>requested in the Monitoring Officer Notes (column F)</b> .

<b>VISTA - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Site Orientation and Training Materials for Members</b>	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
<b>Site Supervisor Training Documentation</b>	Evidence of training of site supervisors (e.g. training agenda, attendance list from training, completion of VISTA Sponsor Orientation).
<b>Subsite Agreements/Memorandums of Understanding (MOUs)</b>	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the <b>assigned Monitoring Officer in the Monitoring Officer Notes field (column F)</b> .
<b>Subsite Monitoring and Oversight Policies and Procedures</b>	Any policies and procedures related to the monitoring and oversight of VISTA grant/program operations occurring in subsites and service locations other than the sponsor's main location as applicable.
<b>VISTA Placement Site Report</b>	Confirm that the uploaded VISTA Placement Site report contains the 1. correct member names and site placement, 2. correct site names, and 3. correct supervisor names. If there are inaccuracies, please describe them in the 'grantee notes' field.

<b>VISTA - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Raw/source documentation for selected progress report data</b>	Raw/source documentation for the selected performance measure(s) identified in the initial document request; the raw/source documentation supports the summary data submitted in response to the initial document request. Source documentation may include volunteer sign-in sheets, documents confirming the amount of funds raised, survey results, etc., depending on the methods used to measure outputs and outcomes.
<b>Outside Employment Forms</b>	Completed and approved outside employment forms for members identified by the Monitoring Officer in the Notes section

## 5. Program Specific: Senior Companion Program (SCP)

<b>SCP - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to all persons (staff and volunteers) with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>ACS Volunteer Roster</b>	The ACS Volunteer Roster must include volunteers first and last name, enrollment date, DOB/age at enrollment, station site, supervisor's name, stipend information, volunteer status (active, exited, other) and exited date if applicable. The roster should include all volunteers at all service sites active during the monitoring assessment period.
<b>Additional Training Materials for Volunteers</b>	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
<b>Board of Directors and Advisory Council List</b>	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures outlining the process to address providing materials and/or support to any staff/volunteers who may have limited English proficiency.
<b>List of social media platforms and websites</b>	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
<b>News stories or press releases related to AmeriCorps project</b>	News stories or press releases related to the AmeriCorps project during the assessment period.
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.

<b>SCP - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>PPR Data Summary Chart</b>	A document showing the high-level summary of the outputs and outcomes reported for the in the most recent PPR for the performance measure selected by the Monitoring Officer. May be an Excel spreadsheet, export from a system used to track data, etc. Should be an aggregate report that shows a breakdown across subrecipients, operating sites, and / or service locations.
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Site Orientation and Training Materials for Volunteers</b>	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
<b>Station Oversight Policies and Procedures</b>	All policies and procedures related to management, training, monitoring and oversight of volunteer station operations
<b>Subsite Agreements/Memorandums of Understanding (MOUs)</b>	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the assigned Monitoring Officer in the notes section below (if applicable).
<b>Volunteer Management Policies and Procedures</b>	All policies related to volunteer management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping

<b>SCP - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Eligibility Documents</b>	<ul style="list-style-type: none"> <li>• Documentation of income eligibility for volunteers receiving stipends.</li> <li>• Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB</li> </ul>
<b>Volunteer Assignment Plans</b>	<ul style="list-style-type: none"> <li>• Description of activities assigned, client served, expected outcome, service period etc.</li> </ul>
<b>MOUs</b>	<ul style="list-style-type: none"> <li>• Executed MOU's for the selected volunteer stations</li> <li>• Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.</li> </ul>

<b>Raw/source documentation for selected progress report data</b>	Raw/source documentation for the selected performance measures detailed by the assigned Monitoring Officer. This is backup documentation for the summary data submitted in the initial document request. Examples of source documentation include but are not limited to: survey results, attendance logs, etc., and is dependent on document type used to measure outputs and outcomes.
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## 6. Program Specific: Foster Grandparent Program (FGP)

<b>FGP - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>ACS Volunteer Roster</b>	The ACS Volunteer Roster must include volunteers first and last name, enrollment date, DOB/age at enrollment, station site, supervisor's name, stipend information, volunteer status (active, exited, other) and exited date if applicable. The roster should include all volunteers at all service sites active during the monitoring assessment period.
<b>Additional Training Materials for Volunteers</b>	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
<b>Board of Directors and Advisory Council List</b>	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
<b>List of social media platforms and websites</b>	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
<b>News stories or press releases related to AmeriCorps project</b>	News stories or press releases related to the AmeriCorps project during the assessment period.

<b>FGP - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>PPR Data Summary Chart</b>	A document showing the high-level summary of the outputs and outcomes reported for the in the most recent PPR for the performance measure selected by the Monitoring Officer. May be an Excel spreadsheet, export from a system used to track data, etc. Should be an aggregate report that shows a breakdown across subrecipients, operating sites, and / or service locations.
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Site Orientation and Training Materials for Volunteers</b>	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
<b>Station Oversight Policies and Procedures</b>	All policies and procedures related to management, training, monitoring and oversight of volunteer station operations
<b>Subsite Agreements/Memorandums of Understanding (MOUs)</b>	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the assigned Monitoring Officer in the notes section below (if applicable).
<b>Volunteer Management Policies and Procedures</b>	All policies related to member management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping

<b>FGP - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Eligibility Documents</b>	<ul style="list-style-type: none"> <li>• Documentation of income eligibility for volunteers receiving stipends.</li> <li>• Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB</li> </ul>
<b>Volunteer Assignment Plans</b>	<ul style="list-style-type: none"> <li>• Description of activities assigned, client served, expected outcome, service period etc.</li> </ul>



<b>MOUs</b>	<ul style="list-style-type: none"> <li>•Executed MOU's for the selected volunteer stations</li> <li>•Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.</li> </ul>
<b>Raw/source documentation for selected progress report data</b>	Raw/source documentation for the selected performance measures detailed by the assigned Monitoring Officer. This is backup documentation for the summary data submitted in the initial document request. Examples of source documentation include but are not limited to: survey results, attendance logs, etc., and is dependent on document type used to measure outputs and outcomes.

## 7. Program Specific: Retired and Senior Volunteer Program (RSVP)

<b>RSVP - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>ACS Volunteer Roster</b>	The ACS Volunteer Roster must include volunteers first and last name, enrollment date, DOB/age at enrollment, station site, supervisor's name, volunteer status (active, exited, other) and exited date if applicable. The roster should include all volunteers at all service sites active during the monitoring assessment period.
<b>Additional Training Materials for Volunteers</b>	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
<b>Board of Directors and Advisory Council List</b>	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.

## RSVP - Initial Documents

Document Name	Description
<b>List of social media platforms and websites</b>	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
<b>News stories or press releases related to AmeriCorps project</b>	News stories or press releases related to the AmeriCorps project during the assessment period.
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>PPR Data Summary Chart</b>	A document showing the high-level summary of the outputs and outcomes reported for the in the most recent PPR for the performance measure selected by the Monitoring Officer. May be an Excel spreadsheet, export from a system used to track data, etc. Should be an aggregate report that shows a breakdown across subrecipients, operating sites, and / or service locations.
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Site Orientation and Training Materials for Volunteers</b>	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
<b>Station Oversight Policies and Procedures</b>	All policies and procedures related to management, training, monitoring and oversight of volunteer station operations
<b>Subsite Agreements/Memorandums of Understanding (MOUs)</b>	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the assigned Monitoring Officer in the notes section below (if applicable).
<b>Volunteer Management Policies and Procedures</b>	All policies related to volunteer management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping

<b>RSVP - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Eligibility Documents</b>	<ul style="list-style-type: none"> <li>• Documentation of income eligibility for volunteers receiving stipends.</li> <li>• Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB</li> </ul>
<b>Volunteer Assignment Plans</b>	<ul style="list-style-type: none"> <li>• Description of activities assigned, client served, expected outcome, service period etc.</li> </ul>
<b>MOUs</b>	<ul style="list-style-type: none"> <li>• Executed MOU's for the selected volunteer stations</li> <li>• Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.</li> </ul>
<b>Raw/source documentation for selected progress report data</b>	Raw/source documentation for the selected performance measures detailed by the assigned Monitoring Officer. This is backup documentation for the summary data submitted in the initial document request. Examples of source documentation include but are not limited to: survey results, attendance logs, etc., and is dependent on document type used to measure outputs and outcomes.

## 8. Program Specific: Days of Service

<b>Days of Service - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to all persons (staff and volunteers) with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites</b>	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow up, actions taken, and conclusion to the incident.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Information given to volunteers on the day of service and/or volunteer training materials</b>	Materials given to inform and/or train volunteers on the day of service (e.g. pamphlets, brochures, exit surveys)
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures outlining the process to address providing materials and/or support to any staff/volunteers who may have limited English proficiency.

### Days of Service - Initial Documents

Document Name	Description
<b>List of service sites including dates of service activities performed under the grant</b>	List of service sites under the grant and dates of service activities performed at each site for MLK or 9/11 Day of Service, as applicable.
<b>List of social media platforms and websites</b>	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
<b>List of subrecipients/subawardees with individual subaward dollar amounts and DUNS numbers</b>	A list of subrecipients and subawards along with award amounts and DUNS numbers for the grant number listed.
<b>News stories or press releases related to AmeriCorps project</b>	News stories or press releases related to the AmeriCorps Day of Service project during the assessment period.
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>Photos from the day of service and/or link to them</b>	Upload no more than five photos from the day of service, including volunteers in action, and/or link to them.
<b>Raw/source data or documentation for required reported data</b>	Raw/source data or documentation showing 1. the number of volunteers recruited, trained, and committed to one or more future service activities and 2. the number of organizations engaged and committed to one or more future service activities that honor and reflect MLK or September 11th that correspond with your last submitted PPR.
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Request for Proposal (RFP) or other process to solicit subaward applications</b>	Policies, procedures, and/or notices used to solicit subrecipients/subawards for the MLK and/or September 11th Day of Service grant.
<b>Volunteer Recruitment Materials</b>	Materials used to recruit Day of Service volunteers (e.g. posters, flyers, social media posts).
<b>Prohibited Activities Policy</b>	Policy describing all Prohibited Activities applicable to the grant program/awards administered by the grantee/sponsor organization.

<b>Days of Service - Supplemental Documents</b>	
Document Name	Description
<b>Subrecipient Agreements / Notice of Subawards (Executed Documents)</b>	Copies of the executed subrecipient agreements/subawards for the following subrecipients selected in the notes section below by your Monitoring Officer.

## 9. New to AmeriCorps

<b>New to AmeriCorps - Initial Documents</b>	
Document Name	Description
<b>Accessibility Policy and Procedure</b>	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
<b>ACS Site Roster Report</b>	Complete list of service sites included on the grant
<b>ACS Volunteer Roster</b>	Complete the template. The ACS Volunteer Roster must include volunteers' first and last name, enrollment date, DOB/age at enrollment, service start date, station site, supervisor's name, volunteer status (active, exited, other) and exited date, if applicable. <b>Note: RSVP Volunteers do not receive a stipend so this column should show as 'N/A' or 'No'. The roster should include all volunteers at all service sites active during the monitoring assessment period</b>
<b>Chart of accounts, or other document showing expenses are tracked by cost type and by project/grant.</b>	A document outlining the accounting codes and cost centers used by your organization to identify transactions by expense type, and by project/grant. Any account(s) related to a grant under monitoring are annotated or documented separately for clarity and ease of reference.
<b>Completed Segregation of Duties Worksheet</b>	Please complete the linked worksheet and return to AmeriCorps.
<b>Evidence of Project Director's Completion of VISTA Sponsor Orientation (VSO) *only applies to VISTA sponsors</b>	Documentation showing that the Project Director has completed the VISTA Sponsor Orientation (VSO) (e.g., screenshot of completion, certificate)
<b>Federal cash management policy and procedure/drawdown policy and procedure</b>	Policies and Procedures related to the drawdown of federal funds, including both any overarching policy as well as procedural information such as who initiates, approves, submits a drawdown, when that happens, etc.

### New to AmeriCorps - Initial Documents

Document Name	Description
<b>Fiscal Policies/Accounting Handbook</b>	Pertinent organizational policies and procedures related to internal controls, financial and accounting practices, etc.
<b>Grievance Policy and Procedure</b>	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
<b>Limited English Proficiency Policy and Procedure</b>	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
<b>List of social media platforms and website(s)</b>	A list of social media platforms and websites of the organization(s) hosting AmeriCorps members and volunteers and/or social media or website that contains information on the AmeriCorps project and activities
<b>Member / Volunteer Management and Recruitment Policies</b>	All policies related to member management including leave, recruitment, hiring, accessibility, training, supervision, and timekeeping.
<b>Member / Volunteer timesheet template and/or timekeeping documentation</b>	A template timesheet that a member or volunteer utilizes to track their AmeriCorps service hours, and/or timekeeping documentation that shows how member hours and leave are tracked.
<b>Member service agreement template</b>	A template for the member or volunteer's position description that outlines expectations for their service term.
<b>Member timekeeping policies</b>	Including general member timekeeping requirements and procedures, and as applicable, training and fundraising limitations (ASN), explanation of what is considered full-time work schedule for members (VISTA)
<b>Non-Discrimination Policy and Documentation of Public Notice</b>	Written organizational policy containing nondiscrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
<b>NSCHC Policies and Procedures</b>	Organization's internal NSCHC policy and procedures.
<b>NSCHC Record Review Form (NRRF)</b>	The form provided by OM that the grantee should complete by answering all questions about an NSCHC record of the grantee's choosing.
<b>One Complete NSCHC Record</b>	The grantee should select an NSCHC record of a covered individual that they consider complete that was active during the assessment period (MO to include assessment period dates). See components listed on New to AmeriCorps Record Review Form.

### New to AmeriCorps - Initial Documents

Document Name	Description
<b>Procurement Policies and Procedures</b>	All policies and procedures related to contracting, equipment and supply purchases, and any other procurement activity
<b>Recruitment and Application Materials</b>	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
<b>Sample Employee Timesheet (Completed) and Relevant Notes</b>	<p>A sample of a completed timesheet for an employee in your organization who charges time to the grant. In addition to regular work time, the completed timesheet should demonstrate how leave and/or holiday time are recorded.</p> <p>If utilizing an electronic timekeeping system, please provide a written description of the electronic timekeeping process that your organization implements. What does a complete, approved timecard look like (for example, are approvals shown via check marks by daily entries, and 'approved' icon on the timecard, an electronic signature of the employee/member and their supervisor, etc.)</p>
<b>Service Site/Volunteer Station agreement/MOU Template</b>	A template document that will be used to formally outline the agreement between the grantee and its host sites / service sites / stations.
<b>Site Monitoring / Oversight Policies (Programmatic and Financial)</b>	All policies and procedures, both programmatic and financial, related to overseeing sites (subrecipients, operating sites, host sites, service locations, etc.). This may include, but is not limited to, oversight and enforcement policies, monitoring plans or schedules, and monitoring tools and checklists.
<b>Subrecipient Agreement Template or Notice of Grant Award</b>	A template document that will be used to formally outline the agreement between the grantee and its subrecipients (not applicable if there are no subrecipients).
<b>Supervisor Orientation Agenda/Materials</b>	An agenda and/or training materials for training provided to site supervisors regarding prohibited activities.

### New to AmeriCorps - Initial Documents

Document Name	Description
<p><b>Timekeeping policies and procedures, explanation of electronic timekeeping system (if applicable)</b></p>	<p>Timekeeping policies and procedures for your organizational staff, including the process for how employees who charge time to the grant record, validate, and receive approval for their time worked.</p> <p>If utilizing an electronic timekeeping system, please provide a written description of the electronic timekeeping process that your organization implements. What does a complete, approved timecard look like? (for example, are approvals shown via check marks by daily entries, and 'approved' icon on the timecard, an electronic signature of the employee/member and their supervisor, etc.) Policies and Procedures related to how employees who charge time to the grant record, validate, and receive approval for their time worked.</p>

### 10. National Service Criminal History Check (NSCHC)

#### NSCHC - Initial Documents

Document Name	Description
<p><b>List of Individuals Requiring NSCHC</b></p>	<p>Provide a list of all individuals requiring National Service Criminal History Checks (NSCHC) under the grant being reviewed, who served or worked on the grant at any time during the monitoring assessment period. This should include: Foster Grandparent Program and Senior Companion Program volunteers who received a stipend, and staff who received a full or partial salary, directly or reflected as match, under a cost reimbursement grant. For each individual, include their legal first and last name, their position/title, and their start and end date (if applicable). Position/title should be "member", "volunteer", or the staff title (as it appears on the grant's budget narrative, if applicable). Staff or volunteers who have exited prior to the monitoring period do not need to be included in this list.</p> <p>If anyone included on the list has had a break in work or service of 180 days or more, list both sets of start and end dates.</p> <p>Note for ASN: ASN grantees need only provide this information for staff requiring NSCHC under this grant. The</p>



	<p>member roster will be pulled from the Member Portal to determine ASN members requiring NSCHC during the monitoring assessment period.</p> <p>Note for VISTA: VISTA grantees need only provide this information for staff requiring NSCHC under this grant. VISTA member criminal history checks are not reviewed by the Office of Monitoring. And, NSCHC is not required for VISTA staff whose salaries are reflected solely on the Grantee Share column of the VISTA grant budget and paid entirely from non-federal funds.</p>
<b>NSCHC e-Course Training Certificate</b>	At least one AmeriCorps-designated NSCHC e-Course training certificate for staff member(s) in the organization with some responsibility for NSCHC compliance. Any certificate(s) submitted should be dated at least one day prior to the date that this request was sent, and at most one year (365 days) prior to the date that this request was sent.
<b>NSCHC Policy and Procedures</b>	Organization's internal NSCHC policy and procedures.
<b>Statement on Use of AmeriCorps-Approved Vendors Fieldprint and Truescreen</b>	A short-written statement indicating whether or not your organization uses the AmeriCorps-approved vendors Truescreen and Fieldprint to conduct NSCHC. If your organization has ever used these vendors, please clarify if this use is regular, for one NSCHC component, only for rechecks under the Exemption Period, etc.

<b>NSCHC - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Completed NSCHC Information Collection Spreadsheet</b>	Using the Information Collection Spreadsheet, please provide the requested information for the selected individuals requiring NSCHC during the monitoring assessment period.

<b>Complete NSCHC Files</b>	For individuals listed on the Information Collection Spreadsheet, please submit complete files of NSCHC-related information to include everything that is necessary to ascertain compliance. Refer to the next tab in this spreadsheet, "Submitting an NSCHC File", for details on relevant documents to include depending on the check source. Note that for individual's whose checks were conducted entirely in Fieldprint and Truescreen, the Monitoring Officer will obtain most information directly from the vendor system; submission of paper-records is only necessary for information not captured in the vendor system.
<b>NSCHC e-Course Training Certificate for Sampled Subrecipients, if applicable</b>	At least one AmeriCorps-designated NSCHC e-Course training certificate for staff member(s) of the subrecipients listed below with some responsibility for NSCHC compliance. Any certificate(s) submitted should be dated at least one day prior to the date that this request was sent, and at most one year (365 days) prior to the date that this request was sent. [MO list subs]
<b>NSCHC Policy and Procedures for Sampled Subrecipients, if applicable</b>	NSCHC policy and procedures for the following subrecipients: [MO list subs]

## 11. Prohibited Activities

<b>Prohibited Activities - Initial Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Active Volunteer/Member Roster</b>	The Active Volunteer/Member Roster should contain the following information: Volunteer/Member name; Service site assignment; Service site assignment title; Site supervisor; Status (Active, Exited, Other). The roster should include all volunteers/members at all service sites active during the monitoring assessment period. Please submit the roster in Excel, if possible.
<b>List of prime grantee staff on the selected grant during the monitoring assessment period.</b>	The list must include the following: Staff first and last name; Position title; Position status (Active, Resigned, Other)

<b>Monitoring Documentation</b>	Template of and/or completed monitoring activity done by the grantee. A completed activity should include monitoring results and follow-through of appropriate action on identified deficiencies. Include any and all applicable completed monitoring tools, final reports, follow-up correspondence, and documentation of enforcement or corrective action for each activity.
<b>Monitoring and Oversight Policies and Procedures</b>	Any policies and procedures related to the monitoring and oversight of grant/program operations occurring at service sites.
<b>Prohibited Activities Policy</b>	Policy describing all Prohibited Activities applicable to the grant program/awards administered by the grantee/sponsor organization.
<b>Training Documentation</b>	Any documents related to the training of grantee staff, members, or volunteers. This could include written procedures, training sign-in sheets, etc.

<b>Prohibited Activities - Supplemental Documents</b>	
<b>Document Name</b>	<b>Description</b>
<b>Volunteer/Member Assignment Descriptions</b>	For selected volunteers, submit the following: ASN - Position Description; FGP/RSVP/SCP - Volunteer Assignment Plan.