



AmeriCorps

Monitoring Document Request Grantee Resource

Office of Monitoring

July, 2023

Overview

When selected for monitoring, grantees will receive a request for initial documents from the Office of Monitoring. The list of required documents and full document details are in WizeHive; however, this resource serves as an additional reference of the documents 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
Blank In-Kind Voucher	A blank sample of the documentation your organization uses to record and value in-kind donations
Chart of Accounts	A document outlining the accounting codes and cost centers used by your organization to identify transactions by expense type, and by project/grant.
Completed Segregation of Duties Worksheet	A worksheet demonstrating internal controls of your organization and how the responsibilities for specific duties are divided across organization staff. The worksheet can be found under 'Resources' at https://americorps.gov/grantees-sponsors/monitoring
Cost Allocation Policies	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.
Documentation of Personnel Expenses/Timekeeping Policies and Procedures	Policies and Procedures related to how employees who charge time to the grant record, validate, and receive approval for their time worked.
Federal Cash Management Policy and Procedure	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.
Fiscal Policies/Accounting Handbook	Pertinent organizational policies and procedures related to internal controls, accounting practices, financial management, etc.
General Ledger showing the Federal share of expenses for the time period corresponding with the Federal Financial Report (FFR) identified by the Monitoring Officer.	The General Ledger should clearly show the total figure reported as Federal Expenditures on the Federal Financial Report (FFR) for the period requested by the Monitoring Officer. 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.
List of Costs included as indirect costs	Provide a list of the specific costs that your organization includes as indirect costs. For example, rent, admin staff, utilities, etc.
Match Ledger showing the grantee/sponsor share of expenses	The Match Ledger should clearly show the total figure reported as Grantee/Recipient Share of Expenditures

FOFA - Initial Documents	
Document Name	Description
for the time period corresponding with the Federal Financial Report (FFR) identified by the Monitoring Officer.	on the Federal Financial Report (FFR) for the period requested by the Monitoring Officer. 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.
Match Policy	Organization policy describing the sources, types, methods of tracking and reporting of match.
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. State and local governments may alternatively submit a cost allocation plan, which identifies how direct and indirect costs are allocated across different cost centers.
Procurement Policies	All policies and procedures related to contracting, equipment and supply purchases, and any other procurement activity
Project/Grant Income Statement for the time period corresponding with the Federal Financial Report (FFR) identified by the Monitoring Officer.	The Income Statement should clearly show the total figure reported as Federal Expenditures on the Federal Financial Report (FFR) for the period requested by the Monitoring Officer.
Record Retention Policies	A policy describing an organization's legal and compliance recordkeeping practices.
Sample Timesheet (Completed) and Explanation	A sample of a completed timesheet for an employee in your organization who charges time to the grant.
Supporting documentation for the selected drawdown from the Payment Management System.	Provide supporting documentation for the selected Payment Management System drawdown. (Full details of the request will be provided in Document and Supplemental requests)

FOFA - Supplemental Documents	
Document Name	Description
Supporting documentation for selected costs from the General Ledger.	Supporting documentation includes any underlying agreements or contracts, receipts/invoices, payment approvals, justifications, etc. (Full details of the request will be provided in Document and Supplemental requests)

2. Subrecipient Oversight Monitoring Review

Subrecipient Oversight - Initial Documents	
Document Name	Description
List of subrecipient/subawardees with individual subaward dollar amounts and DUNS numbers	For non-commission grants only- a list of subrecipients and subawards along with award amounts and DUNS numbers for the grant number listed in the request that have been active during the monitoring assessment period.
Policy for Applying Special Conditions	The tool or policy that details when and how the prime grantee applies special conditions on subrecipients, including enforcement actions for noncompliance. Please include the document that outlines guidance on applying special conditions and enforcement remedies, and documentation of any examples of special conditions or enforcements having been applied.
Subrecipient Agreement / Notice of Subaward (Template)	A blank copy of your current subrecipient agreement/subaward template.
Subrecipient Monitoring / Oversight Policies (Programmatic and Financial)	All policies and procedures, both programmatic and financial, related to overseeing subrecipients/subawardees and administering subawards in accordance with 2 CFR 200.332 - Requirements for Pass-Through Entities. This may include, but is not limited to, oversight and enforcement policies, monitoring plans or schedules, and monitoring tools and checklists.
Subrecipient Risk Assessment (Assessment Results)	The completed risk assessments or assessment results that shows your subrecipients' risk standings as determined by your policy. Provide results for all current subrecipients under the grant number.
Subrecipient Risk Assessment (Tool/Policy)	The tool or policy that details the risk assessment criteria your organization uses to assess subrecipients for AmeriCorps grants and monitoring activity selection process.
List of subrecipient/subawardees with Single Audit findings	A list of all subrecipients/ subawardees who have had Single Audit findings related to their subaward.

Subrecipient Oversight - Supplemental Documents

Document Name	Description
Subrecipient Agreements / Notice of Subawards (Executed Documents)	Copies of the executed sub-recipient agreements/subawards for sub-recipient(s) indicated by the Monitoring Officer.
Completed Subrecipient Monitoring Package	Copies of two completed monitoring activities, including at least one on-site review activity. A completed activity should include monitoring results and follow-through of appropriate action on identified deficiencies. Include all applicable completed monitoring tools, final reports, follow-up correspondence, documentation of enforcement or corrective action for each activity, and documentation of the prime grantee adjusting its own records as a result of any findings, as necessary.

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

ASN - Initial Documents

Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
Active Member Roster	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.
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow-up, actions taken, and a conclusion to the incident.
Fixed Amount Drawdown Policy/Procedure	This document is only required if the monitored award is a fixed amount award.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.

ASN - Initial Documents

Document Name	Description
Member Management Policies and Procedures	All member management policies related to member recruitment, hiring, accessibility, training, supervision, and timekeeping
Non-Discrimination Policy and Documentation of Public Notice	Written organizational policy containing non-discrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public websites, service agreements, etc.
Other Subrecipient Oversight Policies and Procedures	All policies and procedures, both programmatic and financial, related to overseeing sub-recipients/sub-awardees and administering subawards in accordance with 2 CFR 200.332 - Requirements for Pass-Through Entities. This may include, but is not limited to, oversight and enforcement policies, monitoring plans or schedules, and monitoring tools and checklists.
PPR Data Summary Chart	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.
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Site Supervisor Training Documentation	Evidence of Site Supervisor training (e.g. training agenda, attendance list, and/or certificate of completion)
Subgrantee Monitoring Tools	Tools the prime uses to monitor sub-recipient..
Subrecipient Agreements	Standard subrecipient agreement template and two samples of executed agreements selected by the Monitoring Officer.

ASN - Supplemental Documents

Document Name	Description
Timesheets for AmeriCorps Members who were selected to be interviewed.	The Monitoring Officer will provide the names of selected members.
Copies of Member Files, including Member Service Agreements, for the AmeriCorps members who were selected to be interviewed.	The Monitoring Officer will provide the names of selected members.

Raw/source documentation for selected progress report data	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.
Subrecipient Agreements / Notice of Subawards (Executed Documents)	Copies of the executed subrecipient agreements/subawards for the following subrecipient(s): X, Y, Z [MO list subs]

4. Program Specific: AmeriCorps State Commissions

AmeriCorps State Commissions - Initial Documents	
Document Name	Description
Annual RFP for National Service Programs	The annual request for proposal the commission distributes to obtain sub-recipient applications.
By-Laws of the State Commission	A document governing the regulation of the commission.
Commission Operations Policies and Procedures	The commission's clear organizational direction and goals.
Commission or State Policy on Commission Composition	Document/Policy showing how the composition of the state commission is determined and operated.
Commission Policy on Application Process	Policy outlining the commission's application process for selecting Subtitle C programs.
Documentation of Applications	A list of all subrecipient applications received within the assessment period for the selection of subtitle C AmeriCorps National Service Programs.
Documentation of State Commission Composition	A document which includes all required information per 45 CFR 2550.50 (a-e); 45 CFR 2550.60
Subrecipient Agreements	A sample of three AmeriCorps National Service sub-recipient agreements active during the assessment period.
Subrecipient Monitoring Tools	Tools the commission uses to monitor sub-recipients.
Subrecipient Selection Policy	Document stating the process and procedure the commission uses to select sub-recipients. Including the section specific to Formula subgrants.
Subrecipient Monitoring / Oversight Policies (Programmatic and Financial)	All policies and procedures, both programmatic and financial, related to overseeing subrecipients/subawardees and administering subawards in accordance with 2 CFR 200.332 - Requirements for Pass-Through Entities. This may include, but is not limited to, oversight and

	enforcement policies, monitoring plans or schedules, and monitoring tools and checklists.
Supplemental State Service Plan for Adults Age 55 or Older	The comprehensive state service plan for services by adults age 55 or older, in accordance with 45 CFR § 2550.80 (m).
Three-Year National & Community Service Plan	The statewide plan for national service covering a three-year period, in accordance with 45 CFR § 2550.80 (a), the beginning of which may be set by the State, that is consistent with the Corporation's broad goals of meeting human, educational, environmental, and public safety needs.

AmeriCorps State Commissions - Supplemental Documents	
Document Name	Description
Timesheets for AmeriCorps Members who were selected to be interviewed.	The Monitoring Officer will provide the names of selected members.
Copies of Member Files, including Member Service Agreements, for the AmeriCorps members who were selected to be interviewed.	The Monitoring Officer will provide the names of selected members.

5. Program Specific: VISTA

VISTA - Initial Documents	
Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
Additional Training Materials for Members	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
Evidence of Project Director's Completion of VISTA Sponsor Orientation	Documentation showing that the Project Director has completed the VISTA Sponsor Orientation (VSO) (e.g. screenshot of completion, certificate).
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	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.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.

VISTA - Initial Documents

Document Name	Description
List of social media platforms and websites	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project-related social media platforms and websites.
Member Management Policies and Procedures	All policies related to member management including leave, recruitment, hiring, accessibility, training, supervision, and timekeeping
Member Timesheets and/or Leave Documentation	Please submit member timesheets and/or any leave requests/documentation for the time period and members indicated by the Monitoring Officer.
News stories or press releases related to AmeriCorps project	News stories or press releases related to the AmeriCorps project during the assessment period.
Non-Discrimination Policy and Documentation of Public Notice	Written organizational policy containing non-discrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public websites, service agreements, etc.
PPR Data Summary Chart	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.
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Service-related transportation documents for members	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 selected by the Monitoring Officer.
Site Orientation and Training Materials for Members	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
Site Supervisor Training Documentation	Evidence of training of site supervisors (e.g. training agenda, attendance list from training, completion of VISTA Sponsor Orientation).
Subsite Agreements/Memorandums of Understanding (MOUs)	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the Monitoring Officer (if applicable).

VISTA - Initial Documents	
Document Name	Description
Subsite Monitoring and Oversight Policies and Procedures	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.
VISTA Placement Site Report	Confirm that the uploaded VISTA Placement Site report contains 1. correct member names and site placement, 2. correct site names, and 3. correct supervisor names.

VISTA - Supplemental Documents	
Document Name	Description
Outside Employment Forms	Completed and approved outside employment forms for members with outside employment.
Raw/source documentation for selected progress report data	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.
Teleservice Forms	Completed and approved teleservice forms for members who teleserve.

6. Program Specific: Senior Companion Program (SCP)

SCP - Initial Documents	
Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, that may include the accessibility self-evaluation.
AmeriCorps Seniors (ACS) Volunteer Roster	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.
Board of Directors and Advisory Council List	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.

SCP - Initial Documents

Document Name	Description
Additional Training Materials for Volunteers	Agendas, announcements for training opportunities, and/or materials related to other member training throughout their service year.
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow-up, actions taken, and a conclusion to the incident.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
List of social media platforms and websites	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
News stories or press releases related to AmeriCorps project	News stories or press releases related to the AmeriCorps project during the assessment period.
Non-Discrimination Policy and Documentation of Public Notice	Written organizational policy containing non-discrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public websites, service agreements, etc.
PPR Data Summary Chart	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.
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Site Orientation and Training Materials for Volunteers	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
Station Oversight Policies and Procedures	All policies and procedures related to management, training, monitoring, and oversight of volunteer station operations
Subsite Agreements/Memorandums of Understanding (MOUs)	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the Monitoring Officer (if applicable).

SCP - Initial Documents	
Document Name	Description
Volunteer Management Policies and Procedures	All policies related to volunteer management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping

SCP - Supplemental Documents	
Document Name	Description
Eligibility Documents	Documentation of income eligibility for volunteers receiving stipends. Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB.
Volunteer Assignment Plans	Description of activities assigned, client served, expected outcome, service period etc.
MOUs	Executed MOUs for the selected volunteer stations. Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.
Raw/source documentation for selected progress report data	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: Foster Grandparent Program (FGP)

FGP - Initial Documents	
Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, may include the accessibility self-evaluation.
AmeriCorps Seniors (ACS) Volunteer Roster	The ACS Volunteer Roster must include volunteer's 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

FGP - Initial Documents	
Document Name	Description
	include all volunteers at all service sites active during the monitoring assessment period.
Additional Training Materials for Volunteers	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
Board of Directors and Advisory Council List	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	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.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
List of social media platforms and websites	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
News stories or press releases related to AmeriCorps project	News stories or press releases related to the AmeriCorps project during the assessment period.
Non-Discrimination Policy and Documentation of Public Notice	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.
PPR Data Summary Chart	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.
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Site Orientation and Training Materials for Volunteers	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.

FGP - Initial Documents	
Document Name	Description
Station Oversight Policies and Procedures	All policies and procedures related to management, training, monitoring and oversight of volunteer station operations
Subsite Agreements/Memorandums of Understanding (MOUs)	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the Monitoring Officer (if applicable).
Volunteer Management Policies and Procedures	All policies related to volunteer management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping

FGP - Supplemental Documents	
Document Name	Description
Eligibility Documents	Documentation of income eligibility for volunteers receiving stipends. Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB.
Raw/source documentation for selected progress report data	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.
Volunteer Assignment Plans	Description of activities assigned, client served, expected outcome, service period etc.
MOUs	Executed MOU's for the selected volunteer stations. Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.

8. Program Specific: Retired and Senior Volunteer Program (RSVP)

RSVP - Initial Documents	
Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and

RSVP - Initial Documents

Document Name	Description
	cognitive impairments, may include the accessibility self-evaluation.
AmeriCorps Seniors (ACS) Volunteer Roster	The ACS Volunteer Roster must include volunteer's 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.
Additional Training Materials for Volunteers	Agendas, announcements for training opportunities, and/or materials related to other member trainings throughout their service year.
Board of Directors and Advisory Council List	List of board of directors and advisory council members to include members' names, titles (e.g. Board Treasurer), phone numbers, and emails.
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	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.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
List of social media platforms and websites	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project related social media platforms and websites.
News stories or press releases related to AmeriCorps project	News stories or press releases related to the AmeriCorps project during the assessment period.
Non-Discrimination Policy and Documentation of Public Notice	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.
PPR Data Summary Chart	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.

RSVP - Initial Documents	
Document Name	Description
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Site Orientation and Training Materials for Volunteers	Plan, agenda, and/or training materials designed by the sponsor and/or subsite to onboard new members.
Station Oversight Policies and Procedures	All policies and procedures related to management, training, monitoring and oversight of volunteer station operations
Subsite Agreements/Memorandums of Understanding (MOUs)	Executed Agreements/Memorandums of Understanding (MOUs) from a selection of active subsites described by the Monitoring Officer (if applicable).
Volunteer Management Policies and Procedures	All policies related to volunteer management including eligibility requirements, recruitment, hiring, accessibility, leave, training, supervision including training agenda or other training documentation, and timekeeping.

RSVP - Supplemental Documents	
Document Name	Description
Eligibility Documents	Documentation of income eligibility for volunteers receiving stipends. Documentation of volunteers age to include enrollment form and official source documentation (e.g. government ID) showing DOB.
Raw/source documentation for selected progress report data	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.
Volunteer Assignment Plans	Description of activities assigned, client served, expected outcome, service period etc.
MOUs	Executed MOU's for the selected volunteer stations. Documentation that verifies the volunteer stations selected are either a public or non-profit private organization, or an eligible proprietary health care agency.

9. Program Specific: Days of Service

Days of Service - Initial Documents	
Document Name	Description
Accessibility Policy and Procedure	Policies and procedures to ensure accessibility to persons with mobility, hearing, vision, mental, and cognitive impairments, may include the accessibility self-evaluation.
Filed Grievances and Follow Up from the Last Two Years for Prime and Service Sites	If there have been any incidents or grievances filed within the last two years, documentation submitted may include follow-up, actions taken, and a conclusion to the incident.
Grievance Policy and Procedure	Any policy/procedure regarding the filing and adjudication of grievances from within or outside of the grantee organization
Information given to volunteers on the day of service and/or volunteer training materials	Materials given to inform and/or train volunteers on the day of service (e.g. pamphlets, brochures, exit surveys)
Limited English Proficiency Policy and Procedure	Policies and procedures in place that ensure program accessibility to persons with Limited English Proficiency.
List of service sites under the grant and dates service activities performed at each of them	List of service sites under the grant and dates service activities performed at each of them for MLK or 9/11 Day of Service as applicable.
List of social media platforms and websites	A list of social media platforms and websites of the organizations hosting AmeriCorps members and/or AmeriCorps project-related social media platforms and websites.
List of subrecipients/subawardees with individual subaward dollar amounts and DUNS numbers	A list of sub-recipients and subawards along with award amounts and DUNS numbers for the grant number listed.
News stories or press releases related to the AmeriCorps project	News stories or press releases related to the AmeriCorps Day of Service project during the assessment period.
Non-Discrimination Policy and Documentation of Public Notice	Written organizational policy containing non-discrimination language. Additional examples of public materials and postings may be provided or researched, e.g. public website, service agreements, etc.
Photos from the day of service and/or links to them	Photos from the day of service, including volunteers in action, and/or links to them.
Prohibited Activities Policy	Policy describing all Prohibited Activities applicable to the grant program/awards administered by the grantee/sponsor organization.

Days of Service - Initial Documents	
Document Name	Description
Raw/source data or documentation for required reported data	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.
Recruitment and Application Materials	Public-facing documentation for grantee staff and/or members/volunteers, including job postings and national service position descriptions.
Request for Proposal (RFP) or other process to solicit subaward applications	Policies, procedures, and/or notices used to solicit subrecipients/subawards for the MLK and/or September 11th Day of Service grant.
Volunteer Recruitment Materials	Materials used to recruit Day of Service volunteers (e.g. posters, flyers, social media posts).

Days of Service - Supplemental Documents	
Document Name	Description
Subrecipient Agreements / Notice of Subawards (Executed Documents)	Copies of the executed sub-recipient agreements/subawards for the sub-recipients indicated by the Monitoring Officer.

10. National Service Criminal History Check (NSCHC)

NSCHC - Initial Documents	
Document Name	Description
List of Individuals Requiring NSCHC	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. (Full details of the request are provided in WizeHive.)
NSCHC e-Course Training Certificate	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.
NSCHC Policy and Procedures	Organization's internal NSCHC policy and procedures.
Statement on Use of AmeriCorps-Approved Vendors Fieldprint and Truescreen	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.
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NSCHC - Supplemental Documents	
Document Name	Description
Completed NSCHC Information Collection Spreadsheet	Using the Information Collection Spreadsheet, please provide the requested information for the selected individuals requiring NSCHC during the monitoring assessment period.
NSCHC Policy and Procedures for Sampled Subrecipients, if applicable	NSCHC policy and procedures for the subrecipients indicated by the Monitoring Officer.
NSCHC e-Course Training Certificate for Sampled Subrecipients, if applicable	At least one AmeriCorps-designated NSCHC e-Course training certificate for staff member(s) of the subrecipients indicated by the Monitoring Officer.
Complete NSCHC Files	For individuals listed on the Information Collection Spreadsheet, submit complete files of NSCHC-related information to include everything that is necessary to ascertain compliance. Note that for individuals 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.

11. Prohibited Activities

Prohibited Activities - Initial Documents	
Document Name	Description
Active Volunteer/Member Roster	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.
List of prime grantee staff on the selected grant during the monitoring assessment period.	The list must include the following: Staff first and last name; Position title; Position status (Active, Resigned, Other)
Monitoring Documentation	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.
Monitoring and Oversight Policies and Procedures	Any policies and procedures related to the monitoring and oversight of grant/program operations occurring at service sites.
Prohibited Activities Policy	Policy describing all Prohibited Activities applicable to the grant program/awards administered by the grantee/sponsor organization.
Training Documentation	Any documents related to the training of grantee staff, members, or volunteers. This could include written procedures, training sign-in sheets, etc.

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