



AMERICORPS PROGRAM MONITORING & COMPLIANCE

2008-09	2009-10
<p>The Commission’s Monitoring Process was split between (1) Fiscal and Program Compliance monitoring completed by the Commission’s Monitoring and Compliance Administrator; and (2) Program Management Effectiveness monitoring completed by your Program Administrator.</p>	<p>All portions of the Commission’s Monitoring Process including (1) Fiscal Compliance, (2) Program Compliance, and (3) Program Management Effectiveness compliance monitoring will be conducted by your Program Administrator.</p>
<p>The Commission’s Monitoring process begins with your Program Administrator completing a Risk Assessment Questionnaire at the beginning of the program year. This questionnaire uses 25 line items of risk factors that are scored to determine an overall level of risk. These risk levels are determined to be low, moderate, high, and critical.</p>	<p>The Monitoring and Compliance process will begin with Commission Program Administrators conducting a basic but mandatory Desk Audit of all AmeriCorps programs. The purpose of the Desk Audit is to alert all AmeriCorps grantees of new or critical Corporation or Commission policies that they must be in compliance with. Programs not in compliance will be classified as “high” or “critical risk” by the Commission and if audited, could result in findings, disallowances and/or grant termination. Each program should pay close attention to the check-list of items provided to be sure they have appropriate policies and procedures in place to address each as the begin their AmeriCorps program year. This Desk Audit may also require policy and procedure documentation related to operation of your AmeriCorps program be sent to your Program Administrator to confirm these processes are in place. A mandatory deadline will be provided at which time all requested materials must be submitted to your Program Administrator.</p>

2008-09	2009-10
<p>Based on the overall level of risk assigned and additional input by your Program Administrator, the Compliance Administrator schedules a Fiscal and Program compliance site visit. Written notice of this visit will include the Monitoring and Compliance tools that will be used and determine a convenient time for the visit.</p>	<p>Programs assigned a risk level of “high” or “critical” will be contacted by your Program Administrator to schedule a Fiscal, Program, and Program Management Effectiveness compliance site visit. Written notice of this visit will include the Monitoring and Compliance tools that will be used during the visit and also confirm the date and time the site visit will be conducted.</p>
<p>All new AmeriCorps programs receive a program start-up visit within the first quarter. This start-up visit is designed to assist the AmeriCorps staff program staff with start-up issues, effective program management, reporting requirements, and other policy and resource tools the Commission provides to programs. This initial visit is not designed to be a Program Management Effectiveness monitoring.</p>	<p>All AmeriCorps programs will receive a start-up visit within the first two quarters of operation of their first grant year of operation. This visit is designed to assist the AmeriCorps staff program staff with start-up issues, effective program management, reporting requirements, and to provide other policy and resource tools. This initial visit will also review the Fiscal, Program, and Program Management Effectiveness process but will not serve as a formal review.</p>
<p>Program Administrators will schedule formal Program Management Effectiveness monitoring visits based on need, to address issues identified in the Fiscal and Program Compliance monitoring visit.</p>	<p>Program Administrators will schedule and conduct Fiscal, Program, and Program Management Effectiveness monitoring visits to a sampling of Continuation programs with “low” or “moderate” risk levels. Grantees with substantial organizational or programmatic changes will also be scheduled to receive a compliance visit.</p>
<p>Following a Fiscal and Program Compliance visit and a Program Management Effectiveness visit, each grantee will receive a follow-up letter. This letter may request additional information that was not produced during the site visit or was identified as material the Compliance or Program Administrator would like to review. This letter will also include the results of the visit with the completed monitoring tools attached. The letter will also identify strengths of the overall program and areas to be reviewed and possibly amended for a more successful program.</p>	<p>Following a Fiscal, Program, and Program Management Effectiveness visit, the Program Administrator will analyze the completed review tools and may request additional information that was not produced during the site visit or was identified as material they would like to review. Once all information has been reviewed by the Program Administrator the compliance tools will be finalized and each grantee will receive a follow-up letter from their Program Administrator. The letter will identify overall program strengths and processes that should be reviewed and possibly altered for a more successful program. The completed monitoring tools will be attached to this letter.</p>