

AmeriCorps State and National



Start-Up Program Timeline

Laying the Foundation

Have you:

- Read your approved AmeriCorps application and NOFO and Application Guidelines
- Reviewed your Grant Award Letter
- Reviewed and become familiar with Code of Federal Regulations (CFR XXV)
- Reviewed the AmeriCorps Grant Provisions
- Reviewed the OMB Circulars that pertain to your organization
- Developed your organization's policies, procedures and regulations manual to ensure compliance
- Completed the organizational assessment checklist
- Outlined an annual calendar
- Developed HR systems
- Written staff position descriptions
- Created a staffing/staff development plan
- Documented your plan with an organizational chart
- Designed a staff orientation and training plan
- Developed performance measures and plan for data collection for your program
- Reviewed program budget
- Established a Community Advisory Council, as well as community partners
- Established service site criteria
- Established service site partners

Program Development and Management

- #### 0-3 Months
- Review Program Timeline.**
 - Review approved application documents.
 - Discuss program start-up with program officer.
 - Design program implementation timeline.
 - Determine how you will collect data.
 - Develop tools to collect the data.
 - Set up program management and supervision infrastructure.
 - Discuss program implementation plan with partner organizations.
 - Develop risk management plan.
 - Hire and orient new staff.
 - Orient Board and community site partners.
 - Develop member administration plan.
 - Determine skills needed by members.
 - Write member position descriptions.
 - Develop member recruitment plan.
 - Conduct outreach for members and sites.
 - Complete on-line WBRS training.
 - Create a WBRS Account
 - Establish member files and tracking system.

Community and Site Partnerships

- Develop MOU's or contracts with sites.
- Identify how sites will be involved in member recruitment.
- Review program timeline, policies, procedures and reporting requirements with sites.
- Review performance measures for program with sites.
- Set up record-keeping and tracking mechanisms and procedures with sites.
- Develop communication plan for working with partners and sites.
- Review training and support plan.
- Sign MOU's and contracts.
- Conduct partner/site orientation.

Member Development and Support

- Review member administration, management and support plan.
- Review and understand disability inclusion and accessibility requirements.
- Work with site to create position descriptions.
- Develop program staff orientation and training to train and support members.
- Establish member evaluation criteria.
- Develop pre-service orientation and initial start up training plan.
- Recruit members.
- Ensure member eligibility criteria are met.
- Assess member skills in relation to site needs and program outcomes.
- Develop and implement member contract.
- Select members.
- Conduct member and site orientation.
- Ensure comprehensive member file/WBRS registration.

Financial and Grants Management

- Review current financial systems to ensure compliance and make adjustments as needed.
- Create written financial policies and procedures.
- Identify links between federal dollars and data collection systems.
- Understand the funding-reimbursement process (HHS/PMS).
- Refine budget as needed.
- Develop a system to manage cash.
- Review accounting data and compare budget to actual expense.
- Review progress and financial report deadlines – FSR's, FCTR (SF 272)
- Review budget and accounting system to ensure that the appropriate information is tracked properly.
- Establish system to properly document grant expenses (especially time and activity).

4-6 Months

- Conduct organizational assessment.
- Evaluate HR systems and Board.
- Set up eGrants Automated Progress Report.
- Review performance measurement and member data being collected.
- Evaluate and report progress and make course corrections.
- Record great program stories to include in your report.
- Adjust program calendar to reflect progress and insights.
- Hold mid-year staff retreat to allow everyone to step back, gain perspective, celebrate successes and make adjustments.

- Provide ongoing monitoring, supervision, support, intervention, training and course correction.
- Evaluate progress regularly.
- Celebrate success.
- Publicize success and share the credit.

- Conduct ongoing member training in partnership with site needs.
- Support development of a service ethic within each member.
- Continue to build the member service ethic and national service knowledge so members understand their role in the national legacy of service and in making change through service in their communities.
- Provide ongoing supervision, training, and benefits to members that ensure program compliance, quality services, and member retention.
- Conduct, document, and file the required mid-term evaluation on all your members.
- Incorporate opportunities and experiences that help to build esprit de corps among your members so they see themselves as a team working towards a common goal.

- Conduct regular reviews of accounting information and bank reconciliations and fiscal reports.
- Regularly check your cash and in-kind match, including proper documentation to ensure you are meeting requirements.
- Regularly review budget to actual expenditures.

7-9 Months

- Plan for incorporating traditional volunteers into your program.
- Review progress with Community Advisory Council.
- Involve council in identifying new funding and partnering opportunities to leverage support and sustainability.

- Conduct a visit to each site.
- Recognize and thank for all partner contributions.
- Renew site agreements as appropriate.

- Provide transition training for members nearing completion (life after AmeriCorps).
- Develop and implement member evaluation process.
- Plan member celebration and graduation.

- Identify opportunities to work with partners and community organizations to diversify sources of support for your program.

10-12 Months

- Create a culture of continuous improvement.
- Identify best practices and areas for improvement.
- Conduct year-end senior management/advisory council presentation highlighting successes and challenges.
- Increase public awareness of your activities.
- Begin developing new prospects for funding and develop a fundraising plan for year 2.
- Submit final progress report.
- Exit members.

- Provide transition training for members nearing completion (life after AmeriCorps).
- Develop and implement member evaluation process.
- Plan member celebration and graduation.

- Conduct audit and review fiscal policies and requirements
- At end of grant conduct a financial close-out process that includes:**
 - final progress report submission,

- identification of financial adjustments and payments left to be satisfied,
- inventory and account for equipment and supplies purchased through the grant,
- finalize the financial relationship between any sub grantees,
- submit the final Financial Status Report through eGrants,
- reconcile the final FSR to the SF 272 and cash drawn down from the Payment Management System.