

AmeriCorps Program Year

Planning Resources

<http://nationalserviceresources.org/program-start-up>

<http://www.nationalserviceresources.org/checklists-amicorps>

<http://www.nationalserviceresources.org/node/14371>

Milestones to Organize

(These are not sorted in any chronological order – just alphabetical.)

Begin Year Two of Grant	
Beginning of Budget Period	
Beginning of Enrollment Period	
Beginning of Project Period	
Celebrate Successes	
Complete Criminal Background Checks	
Complete End-of-Term Member Evaluation	
Complete Federal Financial Report (FFR)	
Complete Mid-Term Member Evaluation	
Complete Site Monitoring	
Complete Site Risk Assessment	
Conduct Program Evaluation	
Contact State Commissions	
Develop Financial Policies and Procedures	
Develop Member Handbook	
Develop Program Policies and Procedures	
Develop Site Agreements	
Develop Site Supervisor Handbook	
Enroll Members in Portal	
Exit Members	
Gather Performance Measure Data	

Incur Pre-Award Costs	
Members Submit Timesheets	
Monitor In-kind and Match Levels	
National Day of Service	
Obtain Signed Member Contract	
Obtain Signed Site Agreements	
Offer Life after AmeriCorps Training	
Recruit Members	
Report on Performance Measures	
Request a No-Cost Extension	
Select Member Service Sites	
Setup Users in the Portal	
Submit Continuation Application	
Take Portal Training	