DATA VALIDITY

- Performance Measures
- Data Collection
- Defining Episodic and Ongoing Volunteers
REPORTING DEADLINES

Performance Measurements

1. First Quarter (August-December) due January 15th
2. Second Quarter (January-March) due April 15th
3. Third Quarter (April-June) due July 31st
4. Fourth Quarter (July-September) – October 15th

Aggregated Financial Reports (AFR’s)

1. First Quarter (August-December) due January 15th
2. Second Quarter (January-March) due April 15th
3. Third Quarter (April-June) – due July 31st
4. Fourth Quarter (July-September) – October 15th
REPORTING DEADLINES

PER’s are due monthly as follows:

- By the 15\textsuperscript{th} of each month in which expenses are incurred (September expenses are due by October 15\textsuperscript{th})
- PER’s are used as the basis for reimbursement requests
- The sub-grantee is required to submit supporting documentation as requested for grant-related expenditures.

Note: MCSC may deny reimbursement requests that are received by the deadlines outlined and reserves the right to immediately terminate this grant agreement if the sub-grantee’s report for reimbursement is more than two months delinquent.
FORMS

Forms that you will use on a frequent basis

- Request for Reimbursement Forms
- Request for Reimbursement
- Desk Review Grant Reimbursement Approval
- Programmatic Risk-Based Assessment
- Site Visit Self-Evaluation
- Member Survey
- Site Visit Monitoring Tool
Technical Assistance

- One-on-one assistance to give tips to maintain compliance
- Clarification of processes, policies, and regulations
- Feedback on how to strengthen internal policies, protocols, Member management
- Assistance on how to improve fiscal and programmatic practices
- Sharing best practices
REVIEW AND LESSONS LEARNED

- Member contracts missing signatures
- Accompaniment documentation missing
- Incomplete certification on the I-9 form
- Child care waiver form for those who are eligible
- Documentation of healthcare for those who waived coverage
- End-of-term performance evaluation forms for those members exited early
- Americorps is not posted at site locations
FORMS LINKED ON MCSC’S WEBSITE (MOVOLUNTEERS.ORG)

- Request for Reimbursement Form
- Desk Review Reimbursement Approval Form
- Programmatic Risk-Based Assessment Form
- AmeriCorps Program Site Visit Monitoring Tool
- AmeriCorps Program Site Visit Self-Evaluation