



**The Alabama Governor's Office of Faith-Based and Community Initiatives
(GFBCI)**

Alabama AmeriCorps State Monitoring System

The following monitoring system is based on Massachusetts and North Carolina Commissions' Monitoring Tools. The system consists of nine individual Modules. This system will be reviewed and updated annually based on input from sub-grantees, the State Commission staff, and the Corporation for National and Community Service. The intent of this system is to provide comprehensive and adequate feedback to the sub-grantees in order to help them develop a strong AmeriCorps program that is in compliance with all of the Standards set forth by the Corporation for National and Community Service.

Module A - Organizational Profile: This Module reviews the organizations capacity to administer the program, general organizational information, policies and procedures, timeliness of reporting, Board structure/involvement and service sites.

Module B – Organization's Member Management: This Module covers organizational policy and procedure in reference to member recruitment, application, interview, member contract, discipline and general member management.

Module C - Individual Member File Review: This must be filled out on each member file reviewed. Includes a check of all required elements for a member file to be in compliance with CNCS standards.

Module D - Financial Review: This Module reviews the fiscal capacity of the organization including match, internal controls, and documentation.

Module E - Performance Measure Review: Review of performance measures, how data is tracked, collected and entered into WBRS. Also how data is interpreted to make program modifications.

Module F - Program Development and Training Review: This Module reviews the program's training plan for the year and assesses additional training needs.

Module G - Inclusion Review: This Module reviews all aspects of inclusion and accessibility for individuals with disabilities including member recruitment. It also includes the program's outreach to individuals and organizations in the community that serve individuals with disabilities.

Module H - Member Interview: Questionnaire developed for Member interviews to help determine the members understanding of AmeriCorps and gage the quality of their individual AmeriCorps experience. To be administered by Commission staff.

AmeriCorps*State Applicant:

Pre-Award Financial Risk Assessment

Prior to Beginning of Each Program Year:

GFBCI Risk Assessment

Each sub-grantee will be rated using the GFBCI Risk Assessment Tool.

The sub-grantee will be assessed on the following (5) categories:

- Audit and Grant History
- Organizational and Staffing Capacity
- Program Management
- Fiscal Management
- Other Risk Factors

Desk Based Monitoring:

The purpose of this tool is have a comprehensive review for all sub-grantees at intervals during the program year. This will allow for review of the following items:

- WBRS:
 - Member enrollment
 - Member retention rates
 - Timely entry of service hours
 - Review of APR map
 - Review of timely submission and feedback for progress reports
 - FSR's and PER's
 - Self reporting on the monitoring Modules
 - Fiscal desk review