

Continuity Planning – Self-Assessment

Tool created by AmeriCorps State and National Program Officers

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1. **Timeline/Calendar** - *Manage a calendar that incorporates CNCS, organizational, program, and subgrantee level timelines.*

Current practices assessment:

Improvements:

2. **\$/Funding** - *Keep records of types, amounts, and sources of program funding, as well as grant end dates, spending status and how the budgets are managed at your organization.*

Current practices assessment:

Improvements:

3. **“Playbooks”** - *Maintain written policies and procedures on all program management aspects and AmeriCorps requirements. Develop transition materials for potential new staff.*

Current practices assessment:

Improvements:

4. **Staff Engagement** - *Develop program management in which operational knowledge is shared by multiple staff, leadership is engaged at multiple levels, and financial and program staff cooperate.*

Current practices assessment:

Improvements:

5. **Technology** - *Prepare information on technology used in program management – how to access and use it and where to go for help.*

Current practices assessment:

Improvements:

6. Recordkeeping - *Maintain complete and compliant records. Provide new staff with access to program files and educate them about recordkeeping procedures and requirements.*

Current practices assessment:

Improvements:

7. Performance Measurement and Reporting - *Prepare clear guidance on your performance measurement and data collection processes and instruments and how they are used for reporting.*

Current practices assessment:

Improvements:

8. Member Management and Support - *Outline member management processes – recruitment, enrollment/ exit deadlines, service sites, training, timekeeping and payroll, supervision, pending grievances, alumni engagement, etc.*

Current practices assessment:

Improvements:

9. Contacts/Relationships - *List and describe contacts and functions of key stakeholders, such as board members, partners, funders, subgrantees, site directors/member supervisors, media, etc.*

Current practices assessment:

Improvements:

10. Resources - *Outline external support available to your program(s) during transition, such as: AmeriCorps regulations and guidance; CNCS staff; peers; grantee groups; etc.*

Current practices assessment:

Improvements: