

PREAWARD SUCCESS CHECKLIST

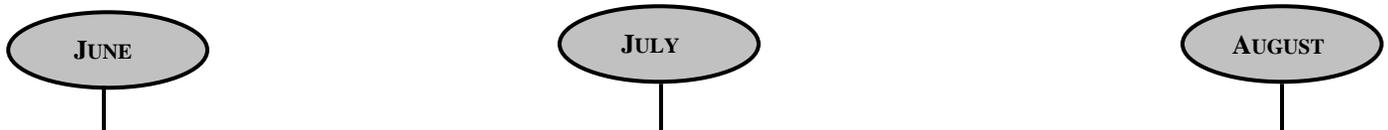
PROGRAM DEVELOPMENT & MANAGEMENT			
✓	Big Step. Big Decision.	Scheduled	Completed
	Review Performance Measures.		
	Develop Annual Calendar for program.		
	Develop Organizational Chart.		
	Review, update, develop staff position descriptions.		
	Assess organization for potential legal and financial risks.		
	Develop a Staff Recruitment Plan (if needed).		
	Develop a Staff Training and Orientation Plan.		
	Review and update organization's policy, procedure, and regulation manuals to ensure compliance with AmeriCorps Grant Provisions.		
	Develop or download necessary program data collection tools.		
	Complete a presentation to your Board.		

COMMUNITY & SITE PARTNERSHIPS			
✓	Big Step. Big Decision.	Scheduled	Completed
	Establish Service Site selection criteria.		
	Outline, clarify, and specify Service Site & Parent Organization role and responsibilities.		
	Identify potential Service Site partners. Have initial discussions.		
	Develop the Request for Proposal(RFP).		
	Review RFPs using the Service Site selection criteria. Select suitable organizations.		
	Respond to RFPs with acceptance or rejection letter.		

MEMBER DEVELOPMENT & SUPPORT			
✓	Big Step. Big Decision.	Scheduled	Completed
	Develop Member Recruitment Plan.		
	Develop Member Administration Plan.		

FINANCIAL & GRANTS MANAGEMENT			
✓	Big Step. Big Decision.	Scheduled	Completed
	Review AmeriCorps Grant Provisions and Federal policies.		
	Complete the Preaward Fiscal Checklist.		
	Review list of Common Audit issues.		
	Initiate a complete financial audit. Address any areas of concern.		

SUGGESTED TIMELINE



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| <ul style="list-style-type: none"> • Review Performance Measures • Develop Annual Calendar, Organizational Chart, Staff Position Descriptions, Risk Assessment & Management. | <ul style="list-style-type: none"> • Develop Staff Orientation Plan. • Review and update organizational policy. • Download program data tools. | <ul style="list-style-type: none"> • Complete Preaward Fiscal Checklist. • Complete financial audit. |
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Mid June – early July

- Community & Site Partnerships
- Member Development & Support.