**Attachment E: Nevada Volunteers AmeriCorps\*State Planning Grant NOFO 2017-2018**

**Host Site/Community Partner Plan/Fiscal Agent**

***Host Site:***

* Site supervisory list of responsibilities
* Orientation and ongoing training plan for host sites, supervisors, and staff
* Justification for the number of members placed at a site
* Site visit plan for ensuring compliance at host sites

***Agreement:***

* Financial support from sites including cash and in-kind match
* Host Site agreements
	+ Outline responsibilities
	+ Policy and procedure expectations
	+ Member placement
	+ Fiscal responsibilities

***Application, Interview and Selection:***

* Application packet to distribute to interested persons
* Screening and interview process
	+ Final selection of members
	+ Matching members to host sites

***Member Supervision:***

* Plans for bringing members together on a regular basis
* Member evaluation procedure
	+ Mid-term evaluation
	+ End-of-term evaluation
* Plans for visiting host sites
* Plans to prepare members for life after AmeriCorps

**System Manuals and Tracking Instruments**

***Members:***

* Member handbook for each host site
* Member contract (Member Service Agreement) that includes all required items
	+ Position description
	+ Term type and dates
	+ Drug-free workplace policy
	+ Discipline, suspension, and termination policy
	+ Grievance procedure
	+ HS diploma, equivalency, or agreement to obtain prior to using education award
	+ Living allowance payment schedule
	+ Amount of living allowance
* Procedure to assure the program obtains the required information
	+ Signatures
	+ Health care enrollment/waiver
	+ Media/photo release
	+ Child care benefit (as applicable)
	+ Tax forms
	+ Member’s eligibility to serve
	+ I-9 form
* Procedure for criminal history checks using the Corporation for National Community Service National Service Criminal History Check (NSCHC) checklist
	+ NSCHC On-line training

***Program Systems in Place:***

* Policy and procedure manual including all member procedures mentioned above, as well as programmatic policies and procedures
* Position description(s) for program staff
* Financial and accounts procedure manual
* Program tools
* Member time sheets

***In-kind voucher forms:***

* Site reports
* Data collection instruments

**Public Awareness Campaign**

* Plan to educate the community about the program
* Program brochure and/or website
* Develop standard messaging about program based on the Branding and Messaging Guidance issued by the Corporation for National and Community Service

**Sustainability Plan**

* Plan for non-AmeriCorps volunteer generation
	+ Episodic (one-time volunteers)
	+ Reoccurring volunteers
	+ Skills-based volunteers
* Plan for volunteer management, training, and tracking
* Current relationship with funders such as foundations and corporations
* Plans for the next three to five years
* Plans for the program to continue if AmeriCorps resources are cut

**Financial**

* Plans for securing match
* Adjustments for accounting program required to manage AmeriCorps funding
* Spreadsheet development for NERF