**Pre-Award Cost Authorization**

**Overview**

This procedure documents the process for requesting pre-award cost authorization for OneStar’s sub-grantees.

**Defining Pre-Award Costs**

The following types of costs may be approved as part of pre-award costs:

* Personnel expense and benefits
* Travel for staff and prospective members
* Equipment
* supplies
* Contractual and consultant service
* Training for staff and prospective members
* Evaluation; and
* Other program operating costs.

The Strengthen AmeriCorps Program Act specifically indicates that a national service position is approved when the Corporation issues a grant award; therefore, OneStar **cannot** approve member living allowances and support costs, including FICA, workers’ compensation, health care, and child care, as pre-award costs.

Approval of pre-award costs **does not** authorize a grantee or sub-grantee to have AmeriCorps members begin serving. AmeriCorps members may only begin service after a grant award has been issued by OneStar and may not count any hours served prior to the award being issued as part of their term of service.

All pre-award costs are incurred at the sub-grantee’s risk. OneStar is under no obligation to reimburse a sub-grantee for these costs if the sub-grantee does not receive an award or if the award is less than anticipated and inadequate to cover such costs.

**Process for Requesting Pre-Award Costs**

Before OneStar has the authority to authorize pre-award costs for sub-grantees, OneStar must first obtain permission from the Corporation for National and Community Service (CNCS) to incur pre-award costs beginning on a specified date. OneStar follows the pre-award costs policy from CNCS to obtain this approval.

Once OneStar has received permission from CNCS for Pre-Award costs, OneStar sends an email out to all sub-grantees notifying them of their ability to submit requests for pre-award costs. Sub-grantees cannot request a pre-award cost date that is earlier than the approved pre-award cost date approved by CNCS. Sub-grantees must notify OneStar of the date they would like their pre-award cost authorization to begin no later than the date that they will be receiving their Notice of Grant Award.

**Approving Pre-Award Cost Authorization from Subgrantees**

After receiving the requested pre-award cost start date from sub-grantees, OneStar will review and if approved, send a letter signed by the President/CEO (or the President/CEO’s designee) indicating approval of pre-award costs and the official start date approved for pre-award costs.

The approved pre-award cost start date is included as part of the Notice of Grant Award (NOGA) that is sent to the subgrantee. For any subgrantee that did not request pre-award costs, the text “None” is included in this section of the NOGA.