

OVERVIEW

Before your Notice of Grant Award (NOGA) can be released, several steps must be completed during the pre-award phase. Please note that without an executed NOGA on file at OneStar, no reimbursement payments can be made. The pre-award steps include:

- Completion and approval of Member Start-Up Documents
- Completion and approval of the Fiscal Readiness Review
- Phone interview
- Update of program contact information and the funds transfer request form

Submission instructions: All documents required for your Pre-Award Grant Requirements must be sent to americorps@onestarfoundation.org by the specified deadline.

DEADLINE:

Submit all documents to OneStar by **May 25, 2012.**

MEMBER START-UP DOCUMENTS

OneStar reviews member documents to ensure that all required elements are included. Through this we hope to start out the year strong with compliant documents and help decrease the number of issues during the year. The documents that need to be submitted to OneStar for review are:

1. **Sample Member Timesheet** – Update these as necessary to include space to document accompaniment of members whose criminal history check results are still pending. *Template available upon request.*
2. **Member Service Agreements** – This must also include **member position descriptions** for ALL member types. Please note that OneStar Grants Officers will review and provide feedback on these documents in accordance with recent CNCS guidance on best practices.
3. **Organization Chart** – The organization chart should be current and show where/how the AmeriCorps program fits in the organization. For those of you within large organizations, you do not need to include the entire organization's structure (i.e. university or local government) but please include a snapshot that provides enough information to determine where the program fits in the whole organization.
4. **Member Living Allowance Pay Schedule worksheet** – *Excel template provided by OneStar.* A living allowance schedule is a requirement within the member service agreement. The member living allowance pay schedule should show each different member type and member term of service that is part of your program design and the proposed pay schedule. **Note:** If you do not have member living allowance costs on your grant, you do not have to submit this form.
5. **Any additional forms that your program requires members to sign** – This could include a handbook, policy and procedure handbook, etc.

FISCAL READINESS REVIEW

In OneStar's role as grantor, we are required to conduct risk assessments and monitoring throughout the grant period. The fiscal readiness review assesses different aspects of your financial systems.

Important Note: As a continuation grantee, you are not required to re-submit documentation you originally sent in the first year of your project period. However, we expect that all documents on file at OneStar that are noted in the list below are accurate, complete, and up-to-date. If the documents we currently have on-file are incorrect or out-of-date, you **must submit updated documents in order to be compliant with the fiscal readiness requirements.** These documents form the basis of the fiscal readiness review and OneStar's monitoring processes throughout the year.

- **Organizational Capacity Survey** – This document is similar to the previously submitted version, however, please complete this required form as some questions have changed. *(If you submitted this form in the Spring of 2012 then you will not need to resubmit unless there have been changes)*



Pre-Award Grant Requirements 2012-2013 | Continuation

- **Audit/Financial Statements Certification letter (A-133 or other audit)** – Word document provided by OneStar for you to complete along with any applicable documents as referenced in the certification letter.
- **Separation of Duties** (*Excel document provided by OneStar*) – *Please review your original submission to ensure that no changes have been made.*
- **Accounting Policies & Procedures** – *Please review your original submission to ensure that no changes have been made.*
- **Cost Allocation Plan (required)** - *Please review your original submission to ensure that no changes have been made.*
- **Federally Approved Indirect Cost Rate (if applicable)** - *Please review your original submission to ensure that no changes have been made.*
- **IRS Form 990** – Submit the most recent IRS Form 990. If this is not applicable to your organization, please note this in your submission email to americorps@onestarfoundation.org.
- **Job Descriptions** – *Please review your original submission to ensure that no changes have been made, if so, provide a copy of the job description of any Program staff listed on the grant and any fiscal staff that are responsible for the management of the AmeriCorps grant.*

To view forms currently on file at OneStar for determining if changes have been made, please contact your Grants Officer.

PHONE INTERVIEW

Your assigned Grants Officers will set a time to hold a phone call to discuss programmatic and fiscal elements to gain a better understanding of your program's policies and procedures and go over any questions and/or follow-up from the start-up document and fiscal readiness review. For continuation years, phone interviews will only cover items that have been updated and or changed from the previous year. When possible, interview calls will be held during your regularly scheduled monthly call. Your Grants Officers will send interview questions in advance for your review prior to your call.

UPDATING PROGRAM CONTACT INFO AND FUNDS TRANSFER REQUEST FORM

OneStar has created an online method for programs to update their program contact information (i.e. when adding/deleting program or fiscal contacts). OneStar utilizes this online system for managing contact information for all AmeriCorps programs. If you have not already done so, ensure that the contact information for the primary and secondary program and fiscal contacts and the authorized legal signatory is correct. The form can be found online here: <http://www.tfaforms.com/159770>

In order to process payments, all sub-grantees must submit to OneStar a Funds Transfer Request Form. If you have previously submitted a funds transfer request form to OneStar, resubmission of this form is only necessary if there have been changes to your account information.

If you have any questions updating your contacting information or completing your Funds Transfer Request Form, contact Kathy Hernandez, Project Coordinator, at Kathy@onestarfoundation.org or 512.287.2028 and she will be able to assist you.