**program document REview**

**Overview**

OneStar performs an annual program document review of all AmeriCorps grantees prior to granting funds.  The purpose of this review is to ensure that the program has key program documents in place as required by the regulations and provisions (mostly related to members).

**Program Document Review**

Grants Officers (Program) review all submitted Program Document Review documents. Their review progress is tracked in the “Report and Document Tracker” spreadsheet. The process also may include an interview with the sub-grantee staff to discuss any issues or questions that may come up during the document review or program policies.

The Program Review consists of a review of the following documents and topics:

* Member Service Agreement
* Member Timesheet
* Organizational Chart
* Member Living Allowance Pay Schedule
* Any additional member documents
* Member performance standards and how to handle members not meeting expectations
* Member evaluation policies
* Policy on social media
* Policies on timekeeping
* Any other expectations (training, national days of service, etc).

Upon approval of the documents, the Program Impact Specialists will change the status in the “Intake and NOGA Status XX-XX” tab of the “Report and Document Tracker” spreadsheet to “Pass to NOGA”.

*Note: Components of the Program Documents may be reviewed during the year if the need arises.*

**Required Forms and Documents**

Report & Document Tracker

Location: Z:\OneStar Shared\SERVICE AND VOLUNTEERISM\Grants Management\GRANT ADMINISTRATION\Monitoring & Compliance

Worksheet Tab: Intake and NOGA Status XX-XX

List of Sample Pre-Award Questions and Topics

Name: Program + Fiscal Startup Call List.doc

Location: Z:\OneStar Shared\SERVICE AND VOLUNTEERISM\AmeriCorps Texas Policies and Procedures\Monitoring and Resolution

Getting Started Documents (outlines required documents based on type of grant – new, continuation, fixed amount, etc)

Name: Pre-Award Grant Requirements \_XXXXXname of type of grant\_20XX-XX.doc

Location: Z:\OneStar Shared\SERVICE AND VOLUNTEERISM\Grants Management\GRANT MAKING\20XX-20XX\Pre-Award\Getting Started

**Related Topics**

* Notice of Grant Award Policy
* Fiscal Readiness and Program Document Process
* Start-Up Document Process