**Program Sub-Grant Management Policy**

**Overview**

This document is to describe the specific policies and requirements for AmeriCorps Texas sub-grantees that use the Program Sub-Grant model.

**Category/Description of section**

**PART I: Definitions**

* “**Sub-Award** or **Sub-Grant** means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract…” (2 CFR Part 215)
* “**Program Sub-Grantee** refers to an organization receiving AmeriCorps grant funds from a Sub-Grantee. The Program Sub-Grantee carries out in part or in whole, a National Service Program, described in the Act (42 U.S.C, 12572 (a)) and in accordance with federal requirements and the Provisions of this Grant.” (OneStar’s 2010-2011 Terms and Conditions)

**Part II: Policy Statements**

During the Fiscal Readiness Review, designated OneStar Grants Officers (Fiscal) will assess the capacity of Sub-grantees who use Program Sub-grants. This assessment will include the review of any sub-grant related documents as required by the award Terms and Conditions as well as questions about the Sub-Grantee’s granting process and management of its grantees.

All AmeriCorps\*Texas Sub-Grantees who are carrying out their work through Program Sub-Grantees are required to have the following:

* A contract or official grant award document (including or referencing all applicable Federal requirements and AmeriCorps Provisions) between the Sub-Grantee and the Program Sub-Grantee;
* Monitoring procedures and tools that cover both the programmatic and fiscal sides of the project;
* Conflict of Interest forms on file for all employees and governing body members; and
* A close-out process.

Sub-Grantees must also provide the Program Sub-Grantees’ contact information to OneStar within 30 days of execution of the contract. Specifically, they must include the organization’s name, address, phone number, contact person, grant amount and program description.

*Detailed requirements can be found in Section 8: Program Sub-grants of the Terms and Conditions.*

It is also highly recommended that all AmeriCorps\*Texas Sub-Grantees who utilize Program Sub-Grants have:

* A readiness review or assessment process for its Program Sub-Grantees;
* An annual training plan to ensure Program Sub-Grantees are equipped and aware of requirements, governing authorities, and knowledge to carry out their required deliverables;
* Means to provide on-going support and training and technical assistance to Program Sub-Grantees.

In the event that a Sub-Grantee is missing one of more of these items, OneStar staff will work with them to develop the necessary policies, procedures and tools.