

GRANTEE EXPECTATIONS

Overview

This policy is to outline the expectations that OneStar has for its AmeriCorps Texas sub-grantees.

Grantee Expectations Overview

FEDERAL RULES AND REGULATIONS:

AmeriCorps Texas sub-grantees are required to read and become knowledgeable of and compliant with all applicable federal rules and regulations governing their program including but not limited to the following:

- Serve America Act of 2009
 - <https://www.gpo.gov/fdsys/pkg/PLAW-111publ13/html/PLAW-111publ13.htm>
- National and Community Service Act of 1990
 - http://www.nationalservice.gov/pdf/cnsc_statute.pdf
- Other Legislation
 - Appropriation bills
 - Cross-cutting law and regulation
- Code of Federal Regulations
 - 45 CFR 2520-2528 for CNCS - <https://www.gpo.gov/fdsys/granule/CFR-2010-title45-vol4/CFR-2010-title45-vol4-part2520>
 - §2510 Overall Purposes and Definitions
 - §2520 General Provisions: AmeriCorps Subtitle C Programs
 - §2522 AmeriCorps participants, programs, and applicants
 - §2525-2528 National Trust & Education Awards
- OMB Circulars
 - https://www.whitehouse.gov/omb/circulars_default
- AmeriCorps Terms and Conditions
 - <http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>
 - Prohibited Activities:
http://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf
- AmeriCorps State and National Policy FAQs
 - <http://www.nationalservice.gov/sites/default/files/upload/policy%20FAQs%207.31.14%20final.pdf>

ONESTAR GRANT GUIDELINES:

In addition to the above federal regulations, all AmeriCorps Texas sub-grantees are required to read and agree to the OneStar Terms and Conditions (posted online [here](#)) provided to them at the beginning of the grant year (which also reference the applicable federal rules and regulations). Sub-grantees are held to all the requirements listed in the Terms and Conditions.

As outlined in Section XVII of the OneStar Foundation Terms and Conditions, sub-grantees must adhere to reporting deadlines for the reports listed. OneStar also requires sub-grantees to attend and fully participate in events as outlined in Section XVI of the OneStar Foundation Terms and Conditions. In addition, sub-grantees

must comply with what is outlined in their approved grant application including any assurances, certifications, attachments, and pre-award negotiations.

ONESTAR'S METHODS OF COMMUNICATION:

- Bi-weekly AmeriCorps Update eNewsletter
 - This is a bi-weekly e-newsletter sent to all AmeriCorps*Texas authorized contacts and other interested parties that serves as the primary source of formal communication regarding new policies, deadlines, and event reminders.

- Regular calls with OneStar team
 - Each sub-grantee in the Texas portfolio is assigned a team of two OneStar Grants Officers that serve as their primary liaisons throughout their grant period. One staff member specializes in programmatic areas and the other in fiscal areas. Each team has a standard bi-monthly call (or more often, if deemed necessary) with each of the sub-grantees in their portfolio.
 - These individualized calls alternate every other month with a portfolio-wide “Updates from the Field” call led by the Director, National Service Programs to cover high-level topics and updates and to build a community of AmeriCorps grantees in Texas. These regular calls are another way to help ensure consistent and regular communication to not only provide support but to also communicate important changes and updates, and to ensure that OneStar is aware of any possible compliance issues within the portfolio.

MONITORING EXPECTATIONS:

OneStar uses a combination of formal desk-based and on-site monitoring processes to manage and mitigate risk.

- **Risk Assessment:** OneStar conducts a formal risk assessment of all of its sub-grantees in the AmeriCorps Texas portfolio. The risk assessment is conducted twice a year and helps determine the organizations that OneStar will conduct on-site monitoring visits for in a given year.
- **Pre-Award Program and Fiscal Readiness Reviews:** OneStar reviews sub-grantee programmatic documents such as member service agreements, position descriptions, timesheets, performance evaluation forms, health care policies and forms, and National Service Criminal History Check policies, and any other key documents members are required to sign or abide by (such as Member Manuals or Policy Handbooks) to ensure sub-grantees are in compliance with AmeriCorps and OneStar requirements before beginning work on the grant. The member service agreement, member time-keeping, and criminal history checks are main sources of programmatic compliance issues resulting in questioned costs. This review is intended to help sub-grantees begin their grant with correct documents on the front end in order to reduce compliance issues in the future. On the fiscal side, OneStar reviews a separation of duties chart for the organization staff, an organizational capacity survey, accounting policies and procedures, the cost allocation plan, and the IRS 990 in order to help identify any risks so that they can be addressed as well as to better understand the fiscal environment the sub-grantee operates in.
- **On-Site Visits:** OneStar conducts on-site monitoring visits of its sub-grantees at least once per three-year grant cycle the address both fiscal and programmatic elements. While on-site, OneStar staff conduct staff, member, and site supervisor interviews, review the sub-grantees policies and procedures, and observe the AmeriCorps program in action. Programs may receive other types of visits such as an Impact (to see the program in action and interview staff, members, and others) and Start-Up (for new programs as a means of building relationships and providing resources to help programs start strong).

- **Annual Desk-Based Monitoring** – OneStar conducts detailed monitoring of sub-grantee documents and records via an annual desk-based review. For programmatic monitoring, OneStar will conduct an audit of AmeriCorps member files including service eligibility documentation, member service agreements, enrollment/exit documents, timesheets, and more. For fiscal monitoring, OneStar will review and reconcile a specific Periodic Expense Report (PER)'s expenditures to the sub-grantee's general ledgers and source documentation to ensure allowability of grant costs.
- **Final Periodic Expense Report (PER) Monitoring – desk-based**
 - Final PER Monitoring: Before OneStar will issue final payment for a grant, the PER must undergo final PER monitoring and resolution. This includes an analysis of the reasonableness of costs and alignment with program progress, compliance with required percentages, living allowance disbursements and resolution of any previous monitoring issues, if applicable.
- **Source Documentation Testing of PERs**
 - OneStar may also utilize source documentation testing of its AmeriCorps sub-grantees. OneStar selects a sample PER for each grantee (the period will vary by grantee) to test and the sub-grantee must submit the source documentation to OneStar for review. This also includes reconciliation of the sample period's general ledger to the PER. May be used as a strategy for high-risk grantees or for those that are working within a corrective action plan. The requirement to submit source documentation with each PER may be used as a corrective action and/or for high risk sub-grantees

PORTFOLIO GOALS:

OneStar has set goals for each program year of the AmeriCorps Texas Portfolio in alignment with our State Service Plan and Commission Logic Model. Below are OneStar's grant portfolio goals:

- Increased Resources to TX
 - Texas will increase its available national service resources to pilot, sustain, expand, and replicate promising program service models, including:
 - Increased AmeriCorps grant dollars
 - Increased number of AmeriCorps members serving with TX organizations
- Performance and Impact:
 - By grant closeout, OneStar's AmeriCorps grantees will meet or exceed an average of **75%** of National Performance Measures reported on across all primes. *This target may be adjusted to meet or exceed state or national average.*
- Enrollment
 - Maintain or increase enrollment rates for AmeriCorps programs. OneStar's enrollment rate expectation is **95%**. *This target may be adjusted to meet or exceed state or national average.*
- Retention
 - Maintain or increase retention rates for AmeriCorps programs. OneStar's retention rate expectation is **90%**. *This target may be adjusted to meet or exceed state or national average.*
- 30-Day Enrollment Cycle Time
 - Maintain or increase 30-day enrollment cycle time rates for AmeriCorps programs. OneStar's 30-day enrollment cycle time rate expectation is **100%** (not including factors outside the program's control such as eGrants glitches that cause members to appear

out of the 30-day window). *This target may be adjusted to meet or exceed state or national average.*

- 30-Day Exit Cycle Time
 - Maintain or increase 30-day enrollment cycle time rates for AmeriCorps programs. OneStar’s 30-day enrollment cycle time rate expectation is **100%** (not including factors outside the program’s control such as eGrants glitches that cause members to appear out of the 30-day window). *This target may be adjusted to meet or exceed state or national average.*
- 30-Day Service Site Location Assignment Cycle Time
 - Maintain or increase 30-day service site location assignment cycle time rates for AmeriCorps programs. OneStar’s 30-day service site location assignment cycle time rate expectation is **100%** (not including factors outside the program’s control such as eGrants glitches that cause members to appear out of the 30-day window). *This target may be adjusted to meet or exceed state or national average.*
- Asset Utilization
 - Achieve a **97%** Average Asset Utilization Rate for the entire portfolio. The Asset Utilization Rate is calculated by taking the Total Funds Expended Divided by (Funds Awarded minus Funds Deobligated). *This target may be adjusted to meet or exceed state or national average.*
- Match
 - Ensure **100%** of grantees are meeting regulatory match and 98% are meeting budgeted match. Exceptions to budgeted match rate are rare and may be reviewed on a case by case basis. *This target may be adjusted to meet or exceed state or national average.*

ONESTAR INTERNAL GOALS

OneStar’s AmeriCorps Texas Team have an annual scorecard that, in addition to portfolio goals, outlines goals related to service delivery and quality, timeliness, and responsiveness.

For example:

- All monitoring activities and reports must be completed within the timeframe outlined on the scorecard to ensure that reports are relevant and issues are resolved as efficiently as possible.
- Based on an annual grantee survey, 100% of grantees will respond that OneStar “met” or “exceeded” their expectations overall.
- Based on an annual grantee survey, 75% of grantees will respond that they are “Very Satisfied” with the programmatic support they receive from their Grants Officers-Program.
- Based on an annual grantee survey, 75% of grantees will respond that they are “Very Satisfied” with the programmatic support they receive from their Grants Officers-Fiscal.