



onestar
foundation

2016 AmeriCorps Texas

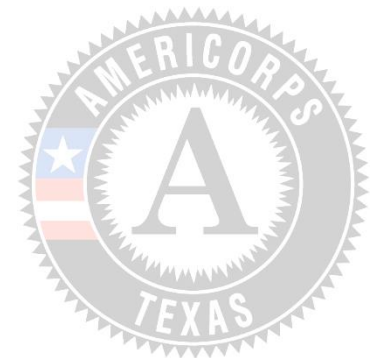
All-Grantee Meeting

February 25-26, 2016

Grant Making Updates



- 2016-2017 Grant Making Process
- 2017-2018 Grant Making Process
- Amendments
- Risk Assessment
- Deobligation
- Grant Award Terms and Conditions
- Document Retention
- Pre-Award Costs
- Getting Started Documents
- DocuSign
- GrantVantage



- **2016-2017 Grant Making Process**
 - Still ongoing
 - Changes made to this year's process:
 - Prior experience required to apply for Competitive consideration
 - Expect to have a large pool of applicants for Formula consideration
 - Removed scored Past Performance section
 - Yes/No categorization for performance indicators.
 - Expect a very competitive process
 - Unknown amount of Formula funds at this time
 - \$7,985,282 in 2015-2016



- **2016-2017 Grant Making Process**
 - Full-Time Fixed Amount Grants
 - Not available to New organizations.
 - *Existing subgrantees/operating sites of Fixed Amount grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants.*
 - *Successfully Administered is defined as having a high level of past performance as evaluated by the OneStar Foundation Commission Board in relation to OneStar's Grantee Expectations Policy.*



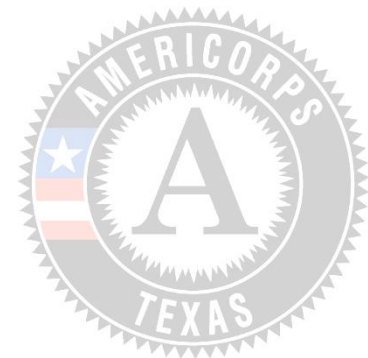
- **2016-2017 Grant Making Process**
 - CNCS Performance Indicators. Past Performance factors, required by CNCS, are assessed based on the last completed program year. This method for reporting past performance (strict “yes”/“no”) is new from CNCS for the 2016-2017 year.
 - Performance Measures
 - Enrollment
 - Retention
 - Compliance with 30-Day Enrollment
 - Compliance with 30-Day Exit
 - Monitoring Findings
 - Significant Opportunities
 - Significant Risks



- **2016-2017 Grant Making Process**
 - National Consultation Process
 - All National organizations proposing to place AmeriCorps members in Texas are required to Consult with the State Commission.
 - We collect Consultation Forms as well as Member Placement Spreadsheets
 - We received consultations from 28 organizations for 2016-2017
 - By getting consultations we're able to:
 - Invite National Programs to Trainings and Events
 - Coordinate activities for Days of Service and Swearing In
 - Attempt to avoid duplication of service
 - Know what's happening in our state!



- **2017-2018 Grant Making Process**
 - Is 2016-2017 the final year of your project period?
 - Boys & Girls Club of Austin, Breakthrough, Front Steps, Project Transformation, United Way of El Paso County
 - Recompete process similar to 2016-2017
 - Submit REQUIRED Notice of Intent Form in October
 - Submit First Draft of Application in mid-November
 - Submit Final Application in early December
 - CNCS Submission late January
 - Continuation
 - Competitive: Early December
 - Formula: Early March



- **Amendments**
 - Programmatic Changes
 - Budget Changes
 - Any Change to your approved Grant Application requires **PRIOR** approval by OneStar.
 - Grants Officers will approve or deny requests
 - Formal Amendment

- **Risk Assessment Process**
 - Annual Risk Assessment conducted in September
 - Three Risk Categories:
 - Inherent Risk
 - 8 Subcategories
 - Program Start Up and Fiscal Readiness Review
 - 5 Subcategories
 - Ongoing Risks
 - 13 Subcategories
 - Directly informs the Monitoring that your program receives.

- **Deobligation**

- Program and Fiscal Staff must work together to provide an accurate assessment of deobligated funds.
- You must report any deobligation as part of your mid-year FFR. (due April 14th)
- What happens to the deobligated funds?
 - Competitive: Reported to CNCS (always)
 - Formula Cost Reimbursement: Reported to CNCS
 - Formula Fixed: Recaptured to award for 2016-2017



- **Grant Award Terms and Conditions**
 - Always available on the OneStar Resources page
 - General, AmeriCorps State and OneStar
 - OneStar:
 - Includes all training requirements
 - Includes all reporting deadlines
 - A violation of the Terms and Conditions will result in your organization receiving a Notice of Noncompliance.
 - As a general rule, we will typically send reminders and give one warning.



2015 OneStar Foundation
Terms and ConditionsAdded for
2015-2016**IV. PROGRAM SUBGRANTS, CONTRACTS, AND PARTNERSHIP AGREEMENTS**

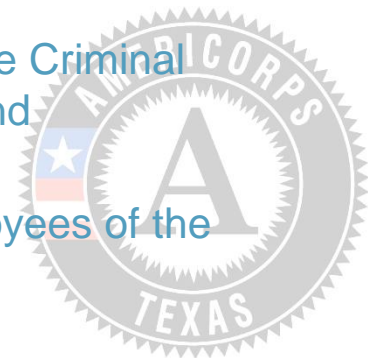
- A. The Subrecipient shall identify to the Commission if it operates or intends to operate the AmeriCorps program as a sub-grant, contract, or partnership model, including the following types of structures: 1) Fiscal Agent/Sponsorship 2) Chapter Model 3) Intermediary/Consortium Model 4) Formal Subgrant Model 5) Fee for Service Contracts 6) or General Partnerships with multiple parties involved in grant administration and implementation.
- B. The Subrecipient shall ensure that the performances rendered under all such program sub-grants, contracts, or partnership agreements are rendered in compliance with all the terms and conditions of this Grant Award as if the performances rendered were rendered by the Subrecipient.
- C. Should the Subrecipient enter into a subsequent sub-grant, contract, or partnership relationship and/or agreement with any third parties related to any of the performances hereunder (hereas referred to as "Program Subrecipients"), the Subrecipient shall:
 1. Remain liable for the performance of the terms, conditions, and attachments of this Grant Award.
 2. Provide to the Commission in advance a proposed contract (or like agreement) prior to execution regarding the Subrecipient's intent to subgrant, contract, or partner with any third parties, including: the Program Subrecipient's name, address, contact information, contract amount, program description, and proposed division of responsibilities for each sub-grantee, contractor, or partner to this Grant Award.
 3. Provide to the Commission, within thirty (30) days of subgrant, contract, or partnership agreement execution, the Program Subrecipient's name, address, contact information, contract amount, program description, agreed-upon division of responsibilities, and a copy of any written agreement(s) for each sub-grantee, contractor, or partner to this Grant Award.
 4. Exceptions to this requirement may be considered on a case-by-case basis and must be approved in advance by OneStar.



- Unless an exception is granted, sub-recipients must submit drafts of any and all proposed subgrants, contracts, partnership agreements, and MOUs to their GO-Fiscal for review prior to execution, showing the Subrecipient's intent to subgrant, contract, or partner with any third parties ("Program Subrecipients"), which must include at minimum the following information:
 - The proposed Program Subrecipient's name
 - Address
 - Contact information
 - Contract amount
 - Program description; and
 - Proposed division of responsibilities for each sub-grantee, contractor, or partner



- While reviewing, the GO-Fiscal should carefully consider the following questions:
 - Is the relationship between the entities clearly articulated so that the division of responsibilities of each party are clear as it relates to the grant?
 - Does the contract or agreement include a copy of, the exact language from, or clear references to the original Grant Award Terms and Conditions so that the Program Subrecipient is aware that they are subject to those terms and conditions for compliance purposes?
 - Does the contract or agreement include the correct document and record retention language in alignment with AmeriCorps and OneStar requirements?
 - Are AmeriCorps-specific requirements (such as National Service Criminal History Checks) and related tasks and responsibilities clearly and thoroughly addressed?
 - When the word *staff* is used, is it referring to members or employees of the sub-recipient?



- **Document Retention**

- You must have a good understanding of the OneStar Prime application that each of your individual grant awards was funded under.
 - If you don't know, email Elisa.
- Three years past OneStar's submission of the final FFR (or the date when the FFR would have been due for Fixed Primes).



- **Pre-Award Costs**

- OneStar will request a Pre-Award Cost allowance from CNCS starting June 1, 2016.
- Any program that would like authorization to incur Pre-Award Costs **MUST** submit a request in writing **PRIOR** to the first day that you would like to begin incurring those costs.
- May request to start as early as 90 days before your budget period start date.
- Can not access Section 2 costs
- Does not give you additional funds, just access to utilize the funds you have been awarded.



- **Pre-Award Costs**

- Fiscal GOs have had to disallow thousands of dollars from programs not having Pre-Award allowance but expending funds anyway.
- OneStar plans to create a policy that would allow us to automatically issue Pre-Award Cost Authorization starting 90 days out from your budget period start date.



• Getting Started Documents

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 (*monthly phone call for current programs*)
- Update of program contact information and the funds transfer request form

DEADLINE:

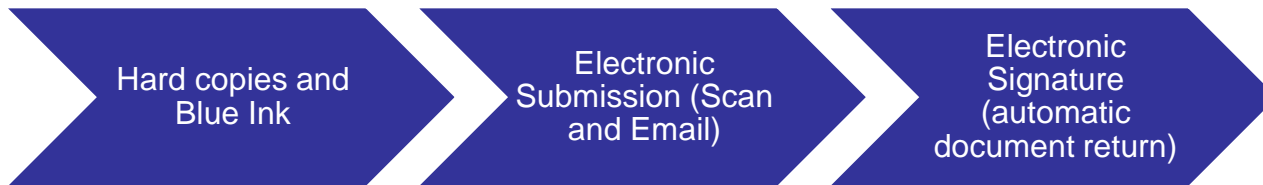
Submit all documents to OneStar by:

July 11, 2016 if your Budget Period start date is August or earlier.

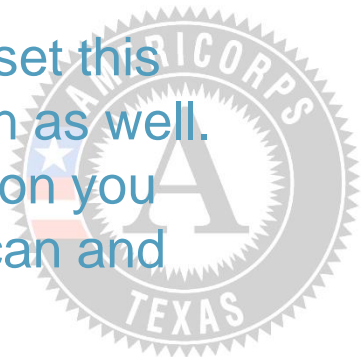
August 1, 2016 if your Budget Period start date is September or later.

OneStar's expectation is that we have accurate documents on file for your organization at all times. If at any point prior to the start of or during your program year any items on this list change, you must submit the revised documents to OneStar.

- DocuSign



- We have been using this on our end for the past few months to electronically sign and return amendments and closeout documents.
- We plan to continue to use this and will most likely set this up to try and have you all start signing via DocuSign as well. If you think that this will not work for your organization you simply have to print off the document, sign it and scan and email it back to us.



- **GrantVantage**

- Robust Grants Management Software System
- Keep track of all grantee data (will eventually replace the ARF!)
- Allow for payment tracking (will eventually replace the PER!)
- Allow for Performance Measure (will eventually replace the APR!)
- Allow us to track Risk Assessment data over time
- Integrates with Office to allow us to send automatic emails and reminders



Questions?





Thank you for coming!
May the Force be with you, always.



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