

Fiscal Bi-Monthly Call

Mary Voorhies and Betty Jo Schafer May 9th, 2019





2018-2019 Pre-Award Risk Assessment Fiscal

- Instructions
- Checklists
- Documents
- Due Dates
- OnCorps Updates
- Questions







Instructions:

- Continuation: http://onestarfoundation.org/wp-content/uploads/2019/04/Pre-Award-Risk-Assessment Continuation 2019-2020.pdf
- Recompete: http://onestarfoundation.org/wp-content/uploads/2019/04/Pre-Award-Risk-Assessment Recompete 2019-2020.pdf
- New: http://onestarfoundation.org/wp-content/uploads/2019/04/Pre-Award-Risk-Assessment New 2019-2020.pdf





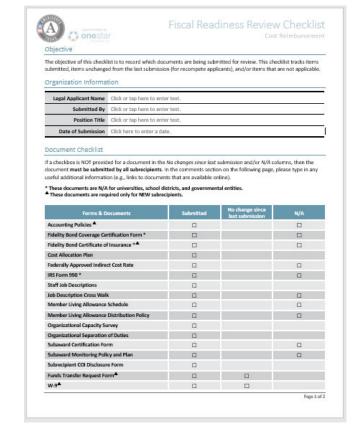
Checklists

- 2 unique checklists
 - Cost Reimbursement: http://onestarfoundation.org/wp-content/uploads/2019/04/Fiscal-Readiness-Review-Submission-Checklist CR.docx
 - Fixed: http://onestarfoundation.org/wp-content/uploads/2019/04/Fiscal-Readiness-Review-Submission-Checklist Fixed.docx





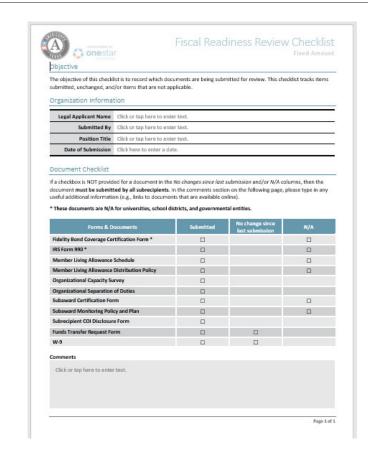
















Accounting Policies

Only required for new subrecipients





Cost Allocation Plan

- Cost Allocation Plan
 - Required for Cost Reimbursement Grants
 - Applies to programs with costs that simultaneously benefit the AmeriCorps project and other projects
 - Should clearly show the methodology used for allocation





Federally Approved Indirect Cost Rates

- For Cost Reimbursement Grants
- Submit the documentation from your cognizant agency



Fidelity Bond Coverage Certification Form and Certificate of Insurance



- Coverage is required for all programs except public universities, school districts and governmental agencies
- Form is required for new programs only
 - Fidelity Bond Coverage Certification Form:
 http://onestarfoundation.org/wp-content/uploads/2019/04/Fidelity-Bond-Coverage-Certification.docx







- Required for all programs except public universities, municipalities and school districts
- Most recent 990
- Complete and signed





Staff Job Description

- Required for all cost reimbursement grants
- Submit job descriptions for all staff listed in the budget
- Job Description Cross Walk: http://onestarfoundation.org/wp-content/uploads/2019/04/Job-Description-Cross-Walk-Form.docx





Job Description Cross-Walk Form

onestar	
OBJECTIVE	
The objective of the Job Description Cre approved budget in eGrants and Job/po.	oss-Walk Form is to document instances of differences in job titles between th sition descriptions in personnel files.
GENERAL INFORMATION	ordensition and the site part and the analysis are the con-
Organization:	
Legal Applicant Name: Program Name:	
Submitted by:	
INSTRUCTIONS AND CROSS WAI	LK INFORMATION
INSTRUCTIONS AND CROSS WAI	######################################
INSTRUCTIONS AND CROSS WAI Instructions: To complete this form: • Enter your response in the grey	cells "
INSTRUCTIONS AND CROSS WAI Instructions: To complete this form: • Enter your response in the grey	######################################
INSTRUCTIONS AND CROSS WAI Instructions: To complete this form: • Enter your response in the grey	cells "
Instructions and cross wal Instructions: To complete this form: • Enter your response in the grey • List egrants Position Titles on the	cells "" he left and Job Description Titles on the right Title listed on submitted job description
Instructions and cross wal Instructions: To complete this form: • Enter your response in the grey • List egrants Position Titles on the	cells "" he left and Job Description Titles on the right Title listed on submitted job description
INSTRUCTIONS AND CROSS WAI Instructions: To complete this form: Enter your response in the grey List GGADGE Position Titles on the	cells "" ne left and Job Description Titles on the right





Member Living Allowance Schedule

- Required for all grant and application types that pay a living allowance
- Member Living Allowance Pay Schedule:
 http://onestarfoundation.org/wp-content/uploads/2019/04/Member-Living-Allowance-Schedule template.xls
- OneStar's Member Living Allowance Distribution Policy: <u>http://onestarfoundation.org/wp-</u> <u>content/uploads/2018/04/OneStar-Living-Allowance-</u> Distribution-Policy.pdf





Living Allowance Distribution Schedule

Pay Period Start Date (or first day of term of service if after pay	Pay Period End Date (or last day of term of	Date Payment will be made			Livir	ng Allowance Amo	ount		
period beginning date)	service if before the pay period end date)	be made	FT - Gross	FT- Year 2	TQT - Gross	HT - Gross	RHT - Gross	QT - Gross	MT - Gross
8/19/2019	9/1/2019	9/6/2019	\$700.00	\$775.00				\$200.00	
9/2/2019	9/15/2019	9/20/2019	\$700.00	\$775.00				\$200.00	
9/16/2019	9/29/2019	10/4/2019	\$700.00	\$775.00				\$200.00	
9/30/2019	10/13/2019	10/18/2019	\$700.00	\$775.00				\$200.00	
10/14/2019	10/27/2019	11/1/2019	\$700.00	\$775.00				\$200.00	
10/28/2019	11/10/2019	11/15/2019	\$700.00	\$775.00				\$200.00	
11/11/2019	11/24/2019	11/29/2019	\$700.00	\$775.00				\$200.00	
11/25/2019	12/8/2019	12/13/2019	\$700.00	\$775.00				\$200.00	
12/9/2019	12/22/2019	12/27/2019	\$700.00	\$775.00				\$200.00	
12/23/2019	1/5/2020	1/10/2020	\$700.00	\$775.00				\$200.00	
1/6/2020	1/19/2020	1/24/2020	\$700.00	\$775.00				\$200.00	
1/20/2020	2/2/2020	2/7/2020	\$700.00	\$775.00				\$200.00	
2/3/2020	2/16/2020	2/21/2020	\$700.00	\$775.00				\$200.00	
2/17/2020	3/1/2020	3/6/2020	\$700.00	\$775.00				\$200.00	
3/2/2020	3/15/2020	3/20/2020	\$700.00	\$775.00				\$200.00	



Living Allowance Distribution Policy

- Submit your programs Living Allowance Distribution Policy
- Should articulate how your program handles:
 - Suspensions
 - Early terminations
 - Late starting members





Organizational Capacity Survey

- Required for all grant and application types
- Link: https://www.tfaforms.com/4730111





Organizational Separation of Duties

- Required for all grant and application types
- Form: http://onestarfoundation.org/wp-content/uploads/2019/04/Organizational-Separation-of-Duties.xlsx





Organizational Separation of Duties

A	ADMINISTERED BY Onestar foundation						
Organi	zational Separation of Duties						
	ipient Legal Name: m Name (if different) ed By:			iormation ii ' <u>Y</u> " for e			ILY yee performs.
		Harles	Ague Haue	The The	The Title	Hallo The Position	Comments
I. CAS	SH RECEIPTS					`	
1.1	Opens mail						
1.2	Prepares receipt forms						
1.3	Prepares bank deposits						
1.4	Endorses the check for deposit						
1.5	Banks the deposit						
I.6	Compares receipt forms with deposit						
II BAN	NK RECONCILIATIONS						
	Posting to the books of accounts		·····	······································	····š···	······×	





Sub-Award Certification Form

- Only required for programs who sub-award all or a portion of their OneStar AmeriCorps grant
- Link: http://onestarfoundation.org/wp-content/uploads/2019/04/SubAward-Certification-Form.docx





Sub-Award Monitoring Policy and Plan

- Only for programs who sub-award
- Submit a copy of the sub-award monitoring policy and plan





Conflict of Interest (COI) Disclosure Form

- Required for grant and application types
- Allows subrecipients to report potential conflicts of interest (2CFR 200.112)
- Form link: http://onestarfoundation.org/wp-content/uploads/2019/04/Subrecipient-Conflict-of-Interest-Disclosure-Form.docx





Conflict of Interest Disclosure Form

The objective of the Conflict	t of Interest Disclosure Form is to collect information from subrecipients on their conflict
interest policies and for subr	recipients to report known, potential, or perceived conflicts of interest.
GENERAL INFORMATIO	N
Organization:	
Legal Applicant Name:	
Program Name:	1
Information about the Perso	on Completing this Survey:
Respondent Name:	A Complexing this out very
	_
Title:	
Title:	
Email:	
Email:	T POLICY
Email: Phone Number: CONFLICT OF INTEREST	
Email: Phone Number: CONFLICT OF INTEREST	T POLICY on's Conflict of Interest Policy below or submit a copy to your OneStar Grants Officer.
Email: Phone Number: CONFLICT OF INTEREST	
Email: Phone Number: CONFLICT OF INTEREST	





Funds Transfer Request Form

- Required for all new subrecipients
- Form Link: http://onestarfoundation.org/wp-content/uploads/2019/04/Funds-Transfer-Request-Form.docx



W-9



Only required of new subrecipients





Due Dates

- Submission via Dropbox
- New: August 3rd
- Continuation: May 31st
- Recompete:
 - June 28th—budget periods that start in August
 - July 27th –budget periods that start in September or later





OnCorps Updates

- Copy Program to 2019-2020 grant year
 - Available to copy over on June 1st
 - Live Webinar on May 29th, link to webinar: https://register.gotowebinar.com/register/5567595228938
 109443





Questions?

- Thanks for attending!
- Next Fiscal Webinar is July 11th at 1pm CDT
 - Registration link: <u>https://register.gotowebinar.com/register/5167526923189</u>
 726979

