



Pre-Award Program Grant Requirements (REV. 7.2016)

The items listed below must be completed following the instructions provided before we can issue a signed and executed Sub-Grant Agreement (SGA). Members cannot be enrolled and no reimbursement for costs can occur prior to Nevada Volunteers issuing the executed SGA. All items requested to be emailed should be sent to laura@nevadavolunteers.org. The deadline for completion of all items is **Friday, August 15, 2016**. Please note that some items in OnCorps must be completed in steps and approved incrementally so effort must be made to start the process as soon as possible. Nevada Volunteers will make every effort to approve submitted items within 48 hours. Should an approval be time sensitive, please notify the Director of AmeriCorps by email.

Items to be input into OnCorps for approval (in this order)

1. **Performance Measures:** All performance measures based on your approved grant in eGrants must be uploaded to OnCorps. Although rare, if you intend to place members in roles that do not align with your approved national measures you may be asked to add additional measures in OnCorps to capture their most significant activities. Nevada Volunteers will cross check the measures and give you final approval so that you can prepare to collect the data as approved prior to the first day of the 16-17 grant year. This step must be completed prior to entering the Member Position Descriptions so that measures can be selected when creating the Member Position Descriptions. This creates intentional redundancy with information in eGrants and will allow you to submit reports without having to submit multiple documents and spreadsheets.
2. **Service Sites:** All Host Agency Sites where members will serve must be input into OnCorps. This step must be completed prior to entering Member Position Descriptions so that the appropriate site can be assigned to the member.
3. **Member Position Descriptions:** All Member Position Descriptions must be input into OnCorps for approval using the updated Member Position Description and Member Assignment Listing Guidance prior to enrolling new members. During our site reviews for the 16-17 grant year we will cross reference these to ensure they match what is incorporated into the Member Service Agreement in the member's file. If you have member positions that have not yet been defined these must be uploaded for approval no less than 30-days prior to a member starting in the position.
4. **Budget:** All budgets must be input into OnCorps for approval based on your approved budget in eGrants. **Please note that the OnCorps budget requires you to separate the "grantee share" portion of the budget into cash vs. in-kind. We expect all programs to set-up the budget this way in OnCorps as it will provide for stronger reporting of cash and in-kind through the PER process.**
5. **Service Log Creation:** Please use the OnCorps Service Log Creation instructions which provide the step-by-step process for setting-up the service log template for your program and members following Nevada Volunteers recommendations. The goal is to simplify the service logs and prevent possible user error by members.

Items to be emailed to Nevada Volunteers

1. **Program Contact Information:** Please email the contact information for the Executive Director, Program Director, the designated fiscal staff, and any other key staff that assist in recruitment and implementation for your AmeriCorps program (i.e. administrative assistant, compliance staff, HR) for the 16-17 grant year. This should include name, title, address, email, and telephone number for each individual named. Designate one individual with program responsibility and one individual with fiscal responsibility who will need access to input data into OnCorps (i.e., performance measures, PERs, etc.).
2. **Slot Enrollment Worksheet:** Please use the spreadsheet provided to indicate your planned timeline for filling member slots. Any variation from this timeline will require approval and re-submission of the worksheet.
3. **Member Service Agreement:** Please submit the Member Service Agreement template that will be used by your program for all member contracts for the 16-17 grant year for approval. Once approved the expectation is that there should be no changes made to this contract (other than variables such as Member Position Description, member living allowance/stipend, etc.) without approval. During our site reviews for the 16-17 grant year we will cross reference these to ensure they match what was approved.
4. **Host-Site Agreement:** Please submit the Host-Site Agreement template that will be used by your program for the 16-17 grant year. Once approved the expectation is that there should be no changes made without prior approval. During our site reviews for the 16-17 grant year we will cross reference these to ensure that they match what was approved.

Items to be completed online

1. [National Service Criminal History Check Training](#): It is required that each key staff person complete the NSCHC Online Training Course found on the CNCS website's Knowledge Networks and send a copy of the Certificate of Completion to laura@nevadavolunteers.org. This includes any staff that assist directly in recruitment or program implementation. The annual training requirement for all grant staff was announced in the NSCHC FAQs issued on June 16, 2016.
2. [Key Concepts of Financial and Grants Management](#): It is required that the Program Director and Fiscal contact complete this tutorial and submit certification of completion to laura@nevadavolunteers.org. This tutorial discusses the main elements of financial and grants management including CNCS regulations, *OMB circulars**, written policies and procedures, internal controls, financial management systems, managing cash, budget controls, documentation, time and activity reporting, matching requirements, and financial reporting. ***Please note that this training references the OMB circulars and has not been updated to reflect 2CFR200 or the Omni circular. That said, the basic concepts are still applicable.**