

## **2b. Subgrant Agreements and Pre-Award Requirements**

Your Subgrant Agreement is the formal agreement between Nevada Volunteers and your organization that outlines the expectations and requirements for both parties. It provides you with a thorough list of your financial, reporting, and programmatic requirements as a grantee. It is essential that you have read and understood this document and worked with your financial program representative to ensure that all compliance requirements are met. Funds are available based on the dates in the subgrant agreement and after the agreement is executed with signatures of both parties. Programs may not start prior to the actual start date of the approved grant period as listed in the subgrant agreement. If pre-award costs are needed for a grantee to begin preparing to launch their program, a request for approval must be submitted in writing to Nevada Volunteers for approval of these costs prior to incurring such costs.

- [Cost Reimbursement Subgrant Agreement](#)
- [Fixed-Price Subgrant Agreement](#)

After funding recommendations have been made to CNCS, Nevada Volunteers works closely with subgrantees to ensure that all pre-award requirements are completed prior to your grant start date. The pre-award grant phase is an interactive process in which subgrantees develop and submit key grant documents which are reviewed and approved, where required, by Nevada Volunteers. Some pre-award grant deliverables may need to be entered into the OnCorps system as noted below. Nevada Volunteers typically updates this process each year to incorporate any new grant requirements and best practices. Pre-award grant requirements, at a minimum include:

- Member Service Agreement/ Contract
- [Host Site Agreement](#)
- [Key Concepts of Grants and Financial Management](#)
- [Member Position Descriptions](#)
- [NSCHC On-line Training](#)
- Program Contact Information
- Member Timesheets created in the OnCorps system
- Service Sites entered into the OnCorps system
- Grant Budget entered into the OnCorps system
- Performance Measures entered in the OnCorps system
- Data Collection Instruments
- Organizational Chart
- Start-up Institute attendance
- [Slot Enrollment Worksheet](#)