

Volunteer Tennessee Policy

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POLICY: ADMINISTRATIVE GRANT FINANCIAL TRACKING

Volunteer Tennessee tracks monthly expenditures through its Budget v Actual (BvA) spreadsheet, according to the monthly Edison financial reports. The Executive Director reviews the BvA on a monthly basis to ensure that the budget is on track for the year and that costs are within budget. Any notable issues are discussed with the Board Chair.

Federal Financial Reports (FFRs) reports are prepared by the Office of Business and Finance. To ensure accuracy, the ED verifies that totals on these reports match Volunteer Tennessee's grant awards.

8/17/05

POLICY: AWARD LETTER RECEIPT AND CONTRACT GENERATION

Federal grant award letters are critically important as the official obligation of the federal funder to the state to support approved services. Proper processing of the award letter is part of the foundation for sound fiscal management. Once received, any contracts waiting to be generated, can begin the process.

System for when Award letter arrives:

- 1) Executive Director receives email “Grant Award Notification from CNCS”.
- 2) Executive Director forwards notification to program officer and OBF, noting the project to which the award should be posted.
- 3) Program Officer saves electronic copy to appropriate grant file on the H:/ drive.
- 4) Program Officer reviews the award for:
 - General accuracy
 - Specific dollar amount compared to the grant application

If there are any discrepancies or changes needed, the program officer should follow-up by responding to the Corporation.

- 5) Program Officer checks CNCS web site for provisions and reviews the provisions for:
 - Any policy changes in the provisions
 - Deadlines for any reports
- 6) Program Officer uses the award letter and provisions to double check contracts and budgets; to update and reconcile the Volunteer Tennessee grant roster; and to note any changes in Title VI or IX provisions.
- 7) Program Officer notes any report deadlines in own calendar and provides the dates and information to Executive Director.

System for Generating a Sub-grantee’s Contract:

- 1) Note contract begin and end date and verify with the grantee. Note budget amount.
- 2) Complete the Contract Generation form and review checklist. Make sure that all information is accurate. Refer to the application provided by the grantee. Provide both pages of the completed generation form and any attachments to Shared Services Solutions.
- 3) Review the contract generated by Shared Services for accuracy. Make special note of the contract dates, amount, scope of services, contact information, and attachments. Also, make sure the legal applicant name is correct throughout the grant. Return noting any changes to Shared Services.

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- 4) Shared Services will then facilitate the process, sending the contract to be reviewed, to be signed the grantee and other relevant parties, and then providing copies of the contract to all who need one.
- 5) The final executed contract should be filed electronically in the official program files.

Last updated 2/22/08

POLICY: CHECK RECEIPTS

Volunteer Tennessee occasionally receives checks, usually from sub-recipients. The checks are usually refunds on a grant or for questioned costs being repaid by a sub-recipient. According to F&A Policy 25, Deposit Practices Policy (www.tennessee.gov/finance/act/policy25.pdf), checks received must be deposited immediately. Volunteer Tennessee should log and process checks within the guidelines of the policy.

Procedures:

1. The person opening the mail should date stamp the check and stamp “For Deposit Only” on the back of the check, record the check on the appropriate check log file found in the binder and scan and make a hard copy of the check. Send the scanned and hard copy of the check to the Program Manager.
2. If a check is received without identifying information the person opening the mail should follow step number 1 and then inform the program manager who should try to find the source and purpose of the check. When the purpose is known, either continue with step number 3, or if appropriate, return the check to the sender.
3. The person opening the mail should hand deliver the original check and one hard copy of it to the Program Manager. If the Program Manager is out of the office or away from his/her desk, the person opening the mail will keep the check in a locked drawer until the Program Manager returns. If the Program Manager will be away from the office for an extended period of time that would prevent delivery of the check to OBF within 24 hours of its receipt, then the person opening the mail will request that another Program Manager process the check.
4. The Program Manager will code the check with a cover memo and deliver it to OBF within 24 hours. The Program Manager should hand deliver a copy of the cover memo to Jim Hamdorff in OBF, the original cover memo and original check to Tami Jefferson in OBF, and a copy of the check to Tami Jefferson. Tami will initial on the copy of the check that she received the original and the Program Manager can file that hard copy as proof of OBF receipt. The Program Manager may also save a scanned copy of the check that the person who opened the mail emailed him/her. If the Program Manager is not able to immediately process the check, the Program Manager will keep the check in a locked drawer until he/she can process the check.
5. Program Manager should fill out the remainder of the check log in the binder to notify the date it was sent to OBF and the person who received it. Once a month, the person opening the mail should scan the check log file and save it on the H drive.

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POLICY: CONTRACT CLOSEOUT & RECORDS RECONCILIATION

A contract between the State of Tennessee and a sub-grantee, which is part of a larger three-year AmeriCorps Federal grant, should follow the Federal Grant Closeout Process at the end of its three-year term. The Grant Closeout Process should also be followed for discontinued programs, which will not fulfill the full three-year Federal grant term.

Program Officers (PO) should adhere to the following guidelines for continuing grantees. These guidelines should be followed annually, within 45 days of the end of the contract term, to ensure proper contract, program and file management.

AmeriCorps Programs

- 1) **Records Check:** PO conducts a program records check within 45 days of contract end date using the closeout checklist tool at H:\Closeouts\Closeout-Review Checklist.doc to ensure that final invoices, final FSR, most recent progress report, most recent audit and monitoring report with any required responses have been received. PO notes any missing documentation and follows up with program as needed. Please note that monitoring reports may not be completed or available within 45 days of contract end.
- 2) **Financial Reconciliation:** PO prepares FSR Worksheet and Feedback forms for each program within 30 days of receiving the final FSR.
- 3) **Final Letter** (See Sample): Once it is determined that there is no missing documentation, a letter is sent to each program. It should be sent after the final invoice appears on the Edison financial report. The letter verifies receipt of the final FSR and any needed monitoring report responses and verifies the programs expenditures under the previous year's contract.
- 4) **Send & File:** The letter should be addressed to the legal applicant and a copy sent to the program contact person. Make sure to identify the contract number in the letter. The sample letter should be revised for contract specific information. File a copy of the letter in the official file.

Non-AmeriCorps Programs

- 1) **Reminder Memo** (See Sample): PO sends a reminder memo to program within one week following the contract expiration. This memo contains information regarding clause C.5 in the contract, reminding programs that they must submit their final invoices within 45 days of the end of their contract. A blank FSR form should also be sent with the memo. Instructions on filling out the FSR are in the sample memo.
- 2) **Send & File:** The memo should be addressed to the legal applicant and a copy sent to the program contact person. Make sure to identify the contract number in the letter. The sample letter should be revised for contract specific information. File a copy of the memo.
- 3) **Records Check:** PO conducts a program records check within 45 days of contract end date to ensure that final invoices, final FSR, most recent progress report, most recent audit and monitoring report with any required responses have been received. PO notes any missing documentation and follows up with program as needed.
- 4) **Financial Reconciliation:** PO ensures that the proper Budget v Actual and reconciliation spreadsheets are completed.
- 5) **Final Letter** (See Sample): Once it is determined that there is no missing documentation, a letter is sent to each program. It should be sent after the final invoice appears on the Edison financial report. The letter verifies receipt of the final FSR and any needed monitoring report responses and verifies the programs expenditures under the previous year's contract.

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- 6) **Send & File:** The letter should be addressed to the legal applicant and a copy sent to the program contact person. Make sure to identify the contract number in the letter. The sample letter should be revised for contract specific information. File a copy of the letter in the official file.

1/07

POLICY: DRESS CODE

Finance and Administration is a natural leader for State Government and employees should project this leadership role by maintaining a high standard of dress and personal grooming. This standard should be determined by practical common sense and a desire to reflect the department's professional business image in a favorable light to customers, co-workers, other state agency employees, and the public.

As a department that is a leader in State Government, our personal pride and departmental pride should guide our choices regarding appropriate attire in the Finance and Administration workplace.

In recent years, it has become common practice in many business establishments to adopt a more casual and relaxed dress code policy. In light of this, Finance and Administration has adopted a "business casual" dress code policy. This dress code policy offers an alternative to the traditional business attire of dresses, suits, ties, and dress shoes. However, not all casual clothing is appropriate for the office. Items that may be perfect for yard work, picnicking, playing sports, or attending a nightclub are not appropriate to wear at the work place, nor is clothing that is too revealing, ill fitting, or reflects radical departures for conventional dress or personal grooming. It is also essential to avoid wearing anything to work that is excessively worn, frayed, wrinkled, ripped, or soiled.

Department management staff will enforce the dress code policy. The Human Resource Office (HRO) will answer any questions regarding the dress code policy. When management makes exceptions to this policy HRO should be informed.

Employees who are found in violation of the dress code policy will be sent home on unapproved annual leave and expected to return to work the same day appropriately dressed. Subsequent or chronic violations of the dress code policy may result in disciplinary action.

Following is a listing of **inappropriate dress**. This listing is not to be considered all-inclusive, but should serve as a guideline for defining business casual and help employees make intelligent judgments about items that are not specifically addressed. If an employee is not certain if something is acceptable, the best action to take is to choose something else or inquire first.

Inappropriate Dress

Slacks and Pants- Jeans (of any kind or color), stirrup pants, sweatpants, warm up suits, shorts, overalls, exercise clothing, or leggings.

Shirts and Tops- T-shirts for sports use, exercise use; and shirt which includes slogans, pictures, advertisements, or cartoons; spaghetti-strap tops, sweatshirts, tank tops, halter-tops, or clothing that exposes the midriff.

Dresses and Skirts- Excessively short or mini skirts, spaghetti-strap dresses, or backless dresses.

Footwear- Tennis/ athletic shoes (of any kind), flip flops, or house shoes. Please contact HRO if an exception to this rule is required.

Caps and Hats- All except yarmulkes or other religious head coverings.

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At its discretion the Department may allow employees to dress differently for special occasions such as F&A Employee Recognition Day or moving/ clean-up days. On such occasions, employees will be informed of the dress code options available for those days.

POLICY: FRAUD OR ABUSE REPORTING

Volunteer Tennessee is committed to high standards of honesty and integrity as reflected in the Department of Finance & Administration values. (See F&A intranet "Financial Integrity"). If, however, at any time you should see something that does not seem right, please do investigate or report to your supervisor or his/her supervisor. If, however, your concern relates to something that you do not feel comfortable discussing with management, there are a couple of confidential reporting routes that you may take.

1. Speak confidentially to F&A Assistant Commissioner Buddy Lea, departmental representative to Volunteer Tennessee.
2. Call and speak confidentially to an Executive Committee board member:
Tracy Van de Vate, Ken Hall, Jonathan Farmer, or Justin Crowe.
For contact information, see H:\AMERI\Board\Volunteer TN Board Database.xls.
Executive Committee members are at the top of the page with their positions noted.

Serious conditions or situations should also be reported to the Office of the Inspector General of the Corporation for National & Community Service or the TN Office of the Comptroller at 1-800-232-5454. See <http://www.cncsoig.gov/> for the federal CNCS IG contact information.

Draft discussed at staff meeting 11/6/06.

Revised 11/17/06 per notes from staff meeting.

POLICY: GRIEVANCE PROCESS

According to 45 CFR Part 2540.230, any national service participant, labor organization or other interested individual may file a grievance related to the operations of Volunteer Tennessee. The process is outlined below. Civil service employees of Volunteer Tennessee also have recourse to due process in the disciplinary process as outlined in the “Employee Information” on the Department of Finance & Administration website.

1. Complaint. Submit the complaint in writing to Volunteer Tennessee no later than one year after the date of the alleged occurrence. If the complainant is an AmeriCorps member whose contract specifies a local grievance process, Volunteer Tennessee will refer the member to their agency process. For grievances against the commission, the address is:

Volunteer Tennessee
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 18th Floor
Nashville, TN 37243-1102
Phone: 615-253-1426
Fax: 615-741-1789

2. Fraud or Criminal Activity. If the complaint alleges fraud or criminal activity, it must be immediately brought to the attention of the Inspector General of the Corporation for National and Community Service. There is no time limit on grievances against such activity. The Inspector General’s address is:

Inspector General
Corporation for National and Community Service
1201 New York Avenue, NW
Washington, DC 20525

3. Nondiscrimination. It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most programs, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint against such discrimination.

In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National & Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact the state commission as shown in #1 above or contact the federal agency at:

Equal Opportunity Office
Corporation for National & Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
202-606-5000 x 312 (voice); 202-565-2799 (TDD)

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202-565-2816 (fax); eo@cns.gov (email)

4. Informal resolution. Within 15 days of receipt of the complaint, a representative of Volunteer Tennessee shall contact the complainant to seek an informal resolution. Such efforts shall consist of sharing information explaining Volunteer Tennessee action and/or identifying a mutually agreeable neutral party to facilitate alternative dispute resolution such as mediation or facilitation. It is expected that most complaints will be misunderstandings that can be resolved through informal communication.

5. Alternative dispute resolution. Complainants may choose alternative dispute resolution or proceed directly to the grievance process (step 5). If ADR is chosen, proceedings must be initiated within 45 calendar days of the alleged occurrence. If mediation, facilitation or other alternative dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to the issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed upon dispute resolution agreement, the proceedings must be confidential. If the matter is resolved, and a written agreement is reached, the complaint will agree to forego filing a grievance in the matter under consideration.

6. Grievance procedure for unresolved complaints. If the matter is not resolved within 30 days from the date the informal dispute resolution process began, the neutral party must inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieving party files a grievance, the neutral party from the informal resolution process may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance arbitration hearing. Any decision by the neutral party is advisory and not binding unless both parties agree.

7. Hearing. Upon the filing of a formal written grievance with Volunteer Tennessee, a hearing before a neutral party must be held within 30 days. A decision on any such grievance must be made no later than 60 calendar days after the filing of the grievance.

8. Arbitration. If there is an adverse decision against the party who filed the grievance, or if 60 calendar days have passed after the filing of the grievance and no decision has been reached, then the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the CEO of the Corporation for National and Community Service will appoint an arbitrator from a list of qualified arbitrators.

An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the CNCS CEO, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.

A decision must be made by the arbitrator no later than 30 days after the date the arbitration proceeding begins.

The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, the grievant prevails, Volunteer Tennessee must pay the total cost of the proceeding and the attorney's fees of the prevailing party.

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9. Enforcement. A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.

Updated 7/1/08

POLICY: MONITORING RESOLUTION

The Monitoring Coordinator (MC) issues monitoring reports and copies the Executive Director (ED) and appropriate Program Officer (PO).

If corrective action plan is received by ED within 15 days:

1. ED copies response to PO.
2. ED generates simple acknowledgement of receipt to program via email.
3. If ED has concerns about resolution, conveys them to PO.
4. PO enters date of receipt on contract roster.
5. PO reviews plan for sufficiency within five business days. If response is sufficient, PO notifies program that resolution is complete and copies ED. If response is not sufficient, PO follows up with program until sufficient resolution. If PO does not follow up within five business days, ED generates a reminder to PO.
6. PO enters date of resolution of findings on grant roster.
7. Monitoring resolution statement is included within yearly closeout letter to program.

If corrective action plan is not received by ED within 15 days:

3. PO follows up with program as needed regarding corrective action plan and copies ED.
4. Once corrective action is received, follow as step 1 above.

1/25/08

POLICY: PRE-AWARD RISK ASSESSMENT FOR NEW GRANT APPLICANTS

In order to determine if a potential grantee complies with Title VI of the Civil Rights Act of 1964; is responsible and financially stable; has a history of performance and a management and a financial system which provides adequate accounting for allowable and unallowable costs, documentation of expenditures, allocation of costs, cash management, etc., Volunteer Tennessee will conduct a pre-award risk assessment of all new grant applicants. As part of the pre-award risk assessment, Volunteer Tennessee will request that all new grant applicants complete a financial management survey; send their most recent IRS Form 990 and most recent OMB A-133 audit report; and describe their Title VI compliance activities (see “Sample Memo to new applicant RE pre-award review” – H:\AmeriCorps\AC Funding Process Files\Pre-Award Risk Assessment Process). To the extent practicable, the Program Officer will make this request at least three weeks before the Volunteer Tennessee funding vote meeting.

The Program Officer will send the completed financial management survey, Form 990, audit report and Title VI compliance response to the Monitoring Coordinator for review at least one week prior to the Volunteer Tennessee funding vote meeting (see “Sample Memo to Monitor RE pre-award review” – H:\AmeriCorps\AC Funding Process Files\Pre-Award Risk Assessment Process). Any significant findings will be reported to the Volunteer Tennessee Board prior to the funding vote.

updated 6/12/08

POLICY: RECORDS MANAGEMENT

Volunteer Tennessee (VT) program managers are responsible for each federal or private grant that VT receives related to that manager's assigned program(s). Assignments are reflected on the official grant roster. Program managers are responsible for overall management of their grants, including subgrants, reporting, monitoring and **records management**.

1. Award letters. When a grant award letter is received (paper or egrants), the Program Manager is responsible for making an electronic copy for the Program Officer's files. The Program Manager develops an email memo noting which Edison program(s) the award should be applied too and forwards the award letter and provisions to the Fiscal Officer in the Office of Business & Finance, copying the ED.

OBF Fiscal Officer. Enters data from award letters into state fiscal system resulting in Commission's ability to obligate and spend against the awards.

Program Manager. Enters data from grant award letters and amendments on Grants Roster, the commission's system for tracking grants and subgrants. (H:\AMERI\Contract Rosters) Keeps grant award letters and budget, provisions, amendments, related correspondence and closeout notice in electronic file.

Responsible for implementation of the grant according to the award letter budget and program provisions. Maintains an official file that includes:

- Federal Request For Proposal or Notice of Funds Available
- Copy of the state's official application
- Copy of VT board minutes that reflect approval of budget and any other mentions of grant in commission board minutes
- Award letter and provisions
- Grant award amendments
- Related notices from or correspondence with funder
- Budget vs. actual spreadsheet that reconciles to grant total, if appropriate
- Progress Reports, FFRs and feedback, if any, submitted to CNCS

The location of the official file is with the Program Manager and the Program Manager's name should be reflected on the Grants Roster. When close-out is complete, the Program Manager's files (paper and electronic) should be clearly labeled and archived.

2. Subgrant allocation process. Program Managers are responsible for maintaining files on the funding allocation process of any subgrants. Funding allocation files should contain:

- Commission board process authorization, if appropriate
- Funding process timeline
- Notice of funding availability
- List of agencies and media that received notice of funding availability
- Request for Proposals, including review criteria
- Documentation of any grant information or technical assistance meetings
- Original applications
- Staff review guide and completed forms

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- Peer review process documentation, if needed
- Roster of peer reviewers
- Peer reviewer training documentation
- Peer review forms
- Signed conflict of interest statements of peer reviewers
- Recommendations to the Commission board
- Pre-award financial risk assessments for new programs
- Signed conflict of interest statements of Commission board members
- Minutes documenting board authorizations
- Any relevant correspondence

3. Subgrants. Program Managers are responsible for maintaining official files on each subgrant made through their grant(s). Subgrant files should contain:

- Original signed contract
- Most recent copy of agency audit
- If needed, documentation of indirect cost rate
- Risk Assessments and Monitoring reports. (Note: Program Officer must also save a copy of each Risk Assessment with the Monitoring Plan central office files.)
- Corrective action plans or other responses to monitoring reports
- Progress reports and feedback
- Financial reports and feedback
- Site Visit agendas, tools and feedback, except PDAT which are a part of the AmeriCorps official files
- If appropriate, invoices and match documentation
- Any related grievance process files
- Correspondence
- Closeout report, including initial request, closeout documentation, final closeout letter and budget versus actual, if applicable.

The location of the official file is with the respective program manager, whose name should be reflected on the Grants Roster.

4. Implementation Documentation. Program Managers are responsible for maintaining official files for all implementation objectives, such as training events and outreach efforts. Files for documentation of achieving grant objectives should contain, but are not limited to:

- Agendas
- Sign-in Sheets
- Evaluation Analysis
- Handouts
- Signed Pre-approval Memorandums
- Invoices

5. Official Files of the Monitoring Plan. Each program manager should save one electronic copy of each program risk assessment in the appropriate Monitoring plan folder (H:\AMERI\Monitoring\Program Monitoring). The plan, risk assessments and related files are to be stored in the appropriate Monitoring plan folder.

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updated 9/26/12

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POLICY: SAME-DAY MULTIPLE FUEL PURCHASE

It is an Admin policy to fill the State owned Admin car after use. If a long-distance trip necessitates multiple fuel purchases on the same day, send a written explanation on the multiple fuel purchases to the Linda Deason in the Office of Business and Finance.

2/4/2009

POLICY: SUB-GRANTEE A-133 AUDIT REVIEW

Volunteer Tennessee relies on the state system through the Comptroller's Office Division of Municipal Audit to identify sub-grantees that expend \$500,000 or more in federal funds through the state and are required to have an A-133 audit. The 2004 Audit Manual describes the requirements and process.

Volunteer Tennessee reviews the Comptroller's Office reports of state sub-grantees annually and notes on its grant roster which agencies are required to have the A-133 audit.

While OMB Circular A-133 places the responsibility for identifying all federal funds on the entity receiving the funding and provides that pass-through organizations like Volunteer Tennessee are only responsible for the federal awards they make, in fact, Volunteer Tennessee requests audits from all its sub-grantees receiving more than \$10,000 to maximize financial accountability. Most Volunteer Tennessee sub-grantees find it advantageous to have an audit to demonstrate accountability for private as well as public funding sources whether they hit the \$500,000 threshold or not. In addition to the collection and review of A-133 audits, Volunteer Tennessee's monitor also reviews the audits as part of the risk-based on-site monitoring program and documents the review in her workpapers.

8. Annually, the Program Manager (PM) requests the level of federal funding from subgrantees.
9. If an A-133 audit is required, PM requests that the agency submit its most recent A-133 audit. If an A-133 audit is not required, the PM requests any other audit report.
10. On receipt of the audit, the PM notes receipt of the audit on the appropriate tracking tool (FSR Worksheet located at "H:\AmeriCorps\Reports\FSR's\FSR Worksheets".
11. The PM reviews the audit for any findings related to Volunteer Tennessee funding.
12. After review, the PM follows up with the agency on any issues noted during the review.

9/2/08 rev

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POLICY: SUB-GRANTEE APPLICATION REVIEW

In order to ensure high-quality programs and compliance with rules and regulations, Volunteer Tennessee staff shall review all sub-grantee applications for funding. After reviewing the applications, staff will prepare a recommendation for the board that includes staff and peer reviewer scores. In making the recommendation to the board, the staff will ensure the use of the published selection criteria.

Application Review:

New/Re-competing

The staff review of new/re-competing applications covers the following basic areas: compliance with published application instructions, compliance with grant requirements and prohibited activities, adherence to budget guidelines, compliance with performance measure requirements, adherence to cost per member limit (if applicable), and demonstration of cost effectiveness. **At least two staff members will review each application.**

For the AmeriCorps Competitive process, the staff will produce feedback based on the staff review. Staff will provide the feedback to each applicant with sufficient time for the applicants to make revisions prior to the Competitive submission deadline. The feedback will include any compliance issues; spelling, grammar and punctuation errors; and continuous improvement issues. If possible, the Access AmeriCorps Manager and Training Officer will provide feedback on inclusion and member training issues respectively.

Continuations

The staff review of continuation applications covers the following basic areas: compliance with published application instructions, compliance with grant requirements and prohibited activities, adherence to budget guidelines, compliance with performance measure requirements, and adherence to cost per Member Service Year (MSY) limit (if applicable).

As part of the application review, staff will do the following: Determine whether the application complies with the application requirements, such as deadlines, completeness, and order of information. Ensure that any proposed changes comply with all grant requirements (e.g. prohibited activities). Conduct a careful review of the budget to check for allowability, compliance with federal regulations, reasonableness, cost per MSY (if applicable) and mathematical correctness.

For the AmeriCorps Competitive process, the staff will produce feedback based on the staff review. Staff will provide the feedback to each applicant with sufficient time for the applicants to make revisions prior to the Competitive submission deadline. The feedback will include any compliance issues; spelling, grammar and punctuation errors; and continuous improvement issues.

Staff Recommendation:

Staff will prepare a recommendation for the Grants Committee that includes the requested amount of funding, the recommended funding level, the staff and review team scores (for new/re-competing applicants), and the cost per MSY (if applicable). The staff recommendation will consider performance results of continuation and re-completing programs. If the staff determines that there are gaps in the existing portfolio in terms of the distribution of programs across the state, diversity of program models, diversity of issue areas, areas of need, or Corporation priorities, staff will note if any applicants can fill the gaps. Pending approval of the Grants Committee, staff will prepare a recommendation to be submitted to the board for its approval.

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POLICY: SUB-GRANTEE FINANCIAL & PROGRESS REPORT REVIEW

The Program Officer reviews each program FSR for timeliness, match budget vs. actuals, and cost per MSY. The PO compares reported actual expenditures with Edison reports to check for lags in drawdowns or any other discrepancies. The PO calls program fiscal officers and the OBF to reconcile any discrepancies and prepares a feedback report for each program. Programs receive the written feedback prepared by the PO approximately 2-4 weeks following the FSR due date. If the FSRs have significant errors, the PO asks the program for a revised report.

The Program Officer reviews each program progress report for timeliness, performance, potential prohibited activities and other compliance issues. Programs receive the written feedback prepared by the PO approximately 2-4 weeks following the FSR due date.

POLICY: SUB-GRANTEE GRIEVANCE PROCESS REVIEW

Program officers will review grievance policies annually prior to program start dates and provide feedback to programs.

The Monitoring Coordinator will review grievance policies during risk-based monitoring reviews.

POLICY: TITLE VI

Volunteer Tennessee will not discriminate against its program beneficiaries or participants on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, or veteran status as required by applicable federal and state laws and regulations. Parties who wish to file a complaint against Volunteer Tennessee for violation of Title VI of the Civil Rights Act of 1964 under 42 U.S.C. § 2000d, T.C.A. § 4-21-904 or any other federal and/or state law (i.e., Title VII, ADA, Section 504, etc.) should direct such complaints to either the Tennessee Human Rights Commission, United States Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity, or the United States Equal Employment Opportunity Commission.

POLICY: WORK TIME AT CONFERENCES/MEETINGS

Volunteer Tennessee staff may count the time for attendance at conference workshops, sessions and plenaries and travel time to and from the conference. Time for receptions, social events and meals (unless it is a working lunch or breakfast) is **not** allowable. Although receptions, social events and meals are often valuable in terms of networking and gathering information, we must be able to justify what we count as work time to our harshest critics. Receptions, social events and meals do not pass this muster (and could even possibly be considered "waste" or "abuse" under Tennessee's Fraud, Waste and Abuse statute).