

# AmeriCorps Document Checklist for Programs 2020-2021 Program Year

## Required Documentation for Planning Grant Contract Due before program start date – please submit one copy to:

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 UServeUtah  
 300 S. Rio Grande St.  
 Salt Lake City, Utah 84101

Planning Grant Timeline	Organization Chart/Structure	Resumes and position descriptions for all staff contributing to grant activities	Organization's financial policies and procedures	Corporation Funding Compliance Agreement

## A-133 Audit/Financial Info

**Contract will not be generated unless Audit or Financial Info is received**

End of Program Fiscal Year	Date of Audit	Programs must submit copies of the most recently completed audit and/or financial reports as required by state and federal codes. Requirements are based upon the total amount of grant funding received. Please see page two of this document for details.	Report Received by Commission	Findings/Issues

***For Commission Use Only***

Program Name: \_\_\_\_\_ Program Year: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUIRED REPORTING OF FINANCIAL PERFORMANCE:**

The GRANTEE hereby assures and certifies that it will comply with all appropriate federal guidance applicable to their organization found in 2 CFR Part 200, Subpart F –Audit Requirements as well as Utah State requirements for a non-profit entity, specifically, UCA 51-2a-201 and 51-2a-201.5 which requires a nonprofit organization (NGO) to disclose annually, whether the NGO received a minimum of \$25,000 in combined federal pass-through, state, and local money in both the previous year and the current fiscal year, to the State Agency which provided state or federal pass-through money.

Additional reporting is required by law to the State Auditor and will vary, depending on the amount of total federal, state and local funding received from all sources during an NGO's fiscal year. The type of report required to the State Auditor is based on the following thresholds:

- More than \$25,000 but less than \$100,000 requires a fiscal report to the Auditor,
- More than \$100,000 but less than \$350,000 requires a compilation of its accounts by an independent CPA,
- More than \$350,000 but less than \$750,000 requires a review of its accounts by an independent CPA,
- More than \$750,000 requires an audit by an independent CPA. Definitions of each of these reports are found in UCA 51-2a-102.