

To:

From:

Date:

Re: Establishing New Grant with CNCS

The Corporation for National and Community Service (Corporation) has identified your organization as a prospective grantee. If funded, and before a grant award can be made, you must complete the following three documents: Direct Deposit Sign-Up Form (SF-1199A); Recipient Contact Form; and the Financial Management Survey Form (FMS).

Direct Deposit Sign-Up Form (SF-1199A)

The Corporation uses the U.S. Department of Health & Human Services' (HHS) Payment Management System (PMS) to disburse federal grant funds. You will electronically draw funds as you need them from an account we set up with HHS. This is a paperless transaction; the funds are deposited directly into your organization's bank account the day after you request them.

Complete and return form SF-1199A within ten (10) days to establish your PMS account. Copies of the SF-1199A form and instructions for completing this form can be obtained by visiting this website: http://www.census.gov/hrd/www/new_emp/sf1199a.pdf. Only an original 1199A with no white out/crossing out/erasures will be accepted.

Recipient Contact Information Form

Complete and return the Recipient Contact Information form within ten (10) days. Our accounting office needs the information to identify a contact for your organization. Copies of the Recipient Contact Information Form can be obtained at: http://www.nationalservice.org/for_organizations/tta/forms.asp. The form is titled "Momentum Contact Information."

Financial Management Survey Form

The Corporation must ensure that your organization has the capabilities, systems, and controls in place to administer federal funds properly. The FMS is one of the tools that the Corporation uses to collect this information. Complete the FMS located at: http://www.nationalservice.org/for_organizations/tta/forms.asp. Also

submit a copy of your most recently audited financial statements and most recently filed Internal Revenue Service Form 990. The Corporation uses this information to prepare a pre-award site visit and/or provide technical assistance to your program.

Within ten (10) days, send the completed SF-1199A, the Recipient Contact Information Form and the FMS with supporting attachments via traceable mail or courier to:

Kim Hammonds
Office of Grants Management
Corporation for National and Community Service
1201 New York Ave., NW
Washington, DC 20525

Should you have any questions about completing these forms, please call me at (202) 606-6968, or contact your Grants Officer, xxxxxx xxxxxxxx at xxxxx@cns.gov or (202) 606- xxxx.

Sincerely,

Kim Hammonds
Grants Management Assistant