

## 2022 Terms and Conditions for Day of Service Grants

*These AmeriCorps<sup>1</sup> Grant Program- Specific Terms and Conditions as well as the 2022 AmeriCorps General Terms and Conditions are binding on the recipient.*

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### I. CHANGES FROM THE 2021 DAY OF SERVICE PROGRAM TERMS AND CONDITIONS

- Section IV. A-C: removed years from progress reporting dates.
- Section IV.F: Clarified Payment Management System reporting requirements.
- Section VII: updated the links for the required National Service Criminal History Check training.

### II. DEFINITIONS

- A. Recipient**, for the purposes of this agreement, means the direct recipient of this award. The recipient is legally accountable to AmeriCorps for the use of award funds and is bound by the provisions of the award. The recipient is responsible for ensuring that subrecipients or other organizations carrying out activities under this award comply with all applicable Federal requirements, including the AmeriCorps General Terms and Conditions, these specific terms and conditions, and regulations applicable to the program, and the National and Community Service Act of 1990, as amended. See 42 U.S.C. §§ 12501 et. seq.
- B. Subrecipient** refers to an organization receiving AmeriCorps grant funds from a recipient of AmeriCorps funds. See 2 CFR § 200.93.
- C. Program** refers to the activities supported under the award.

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<sup>1</sup> AmeriCorps is the operating name for the Corporation for National and Community Service.

### III. BUDGET AND PROGRAMMATIC CHANGES

- A. Programmatic Changes.** The recipient must first obtain the prior written approval of the AmeriCorps Portfolio Manager before making any of the following changes (1-3):
1. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes.
  2. Entering into subawards or contracts for activities funded by the award, but not identified or included in the approved application and award budget.
- B. Budgetary Changes.** The recipient must obtain the prior written approval of AmeriCorps' Portfolio Manager before deviating from the approved budget in any of the following ways:
1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal grants at 2 CFR § 200.407. Certain cost items in 2 CFR § 200.407 require prior written approval of the awarding agency for the cost to be allowable such as pre-award costs. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
  2. Purchases of Equipment over \$5,000 using grant funds, unless specified in the approved application and budget.
  3. Unless the AmeriCorps share of the grant is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by AmeriCorps. The total budget includes both the AmeriCorps and recipient shares. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
- C. Approval of Programmatic and Budget Changes.** AmeriCorps' Portfolio Managers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Portfolio Managers will execute written amendments and recipients should not assume approvals have been granted unless documentation from AmeriCorps' Office of Grant Administration (OGA) has been received via a Notice of Grant Award. Programmatic changes also require final approval of AmeriCorps' OGA after written recommendation for approval is received from the Portfolio Manager.

#### IV. REPORTING REQUIREMENTS

The recipient is responsible for timely submission of periodic progress and financial reports during the project period and a final progress and financial report at the end of the period. Recipients will also be asked to submit a list of all their day of service projects not less than one month before the day of service and to provide snapshot reports of accomplishments within 24 hours of the day of service activities.

- A. Progress Reports for MLK Awards that end in September.** Continuation recipients shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets.

<b><u>Due Date</u></b>	<b><u>Reporting Period Covered</u></b>
December 29	Start of the award through September 30

- B. Progress Reports for MLK Awards that end in July.** The recipient shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets.

<b><u>Due Date</u></b>	<b><u>Reporting Period Covered</u></b>
October 12	Start of the award through July 14

- C. Progress Reports for September 11 Awards.** The recipient shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets.

<b><u>Due Date</u></b>	<b><u>Reporting Period Covered</u></b>
December 29	Start of the award through September 30

- D. Final Progress Reports for All Awards.** A recipient must submit, in addition to the last semi-annual progress report, a final project report. This final progress report is due no later than 120 days after the end of the project period.

- E. Federal Financial Reports (FFRs).** The recipient shall complete and submit financial reports in eGrants. The recipient must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

<b><u>Due Date</u></b>	<b><u>Reporting Period Covered</u></b>
April 30	Start of the award through March 31
October 31	April 1 - September 30

A recipient must set submission deadlines for its respective subrecipients that ensure the timely submission of recipient reports.

- F. Final Financial Report.** A recipient must submit, in lieu of the last semi-annual financial report, a final financial report. The final report is due no later than 120 days after the end of the project period. Additionally, grantees must submit a quarterly FFR/Federal Cash Transaction Report to PMS no later than 120 days after the end of the project period.
- G. Reporting at the Dept. of Health and Human Services/Payment Management System (HHS/PMS).** The recipient must submit the Federal Financial Report (FFR) Cash Transactions Report on a quarterly basis to the HHS/PMS per the Electronic Funds Transfer Agreement.
- H. Requests for Extensions.** Each recipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when: 1) the report cannot be furnished in a timely manner for reasons, in the determination of AmeriCorps, which are legitimately beyond the control of the recipient, and 2) AmeriCorps receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for reports may only be granted by the AmeriCorps Portfolio Manager, as appropriate.

## **V. AWARD PERIOD AND INCREMENTAL FUNDING**

For the purpose of this award, a project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are provided to fund a recipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period. In approving a multi-year project period, AmeriCorps generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. AmeriCorps reserves the right to adjust the amount of an award or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

## **VI. PROGRAM INCOME**

- A. General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and used to finance the grant's non-AmeriCorps share.

September 11th Day of Service and Remembrance Awards – For September 11th awards that do not have a matching requirement, income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and be deducted from total claimed costs and noted on the FFR.

- B. Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR § 200.307(e)(1) and be deducted from total claimed costs. Recipients that earn excess income must specify the amount of the excess on the financial report.
- C. Fees for service.** When using assistance under this grant, the recipient may not enter into a contract for or accept fees for service performed under the award when:
  - 1. The service benefits a for-profit entity;
  - 2. The service falls within the other prohibited activities set forth in statute, regulation, or these grant terms and conditions, or
  - 3. The service violates the provisions of 42 U.S.C. § 12637 – Nonduplication and Nondisplacement.

## **VII. NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING**

All recipients and subrecipients **must** complete and retain a certificate of completion of the AmeriCorps' National Service Criminal History Check (NSCHC) e-course training every year to ensure that recipients and subrecipients conducting criminal history background checks comply with all NSCHC requirements.. The AmeriCorps designated e-course provides a thorough overview of the requirements and can be found at: <https://americorpsonlinecourses.litmos.com>.

Each grant recipient and subrecipient must identify at minimum one staff person who has some responsibility for NSCHC compliance to fulfill this requirement on behalf of the grant recipient or subrecipient. The grant recipient and subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients must save certificates of completion from each year as grant records.