

2022 Terms and Conditions for Volunteer Generation Fund Grants

These AmeriCorps (AmeriCorps is the operating name for the Corporation for National and Community Service) Grant Program Specific Terms and Conditions as well as the 2022 AmeriCorps General Terms and Conditions, and the provisions of 45 CFR, Part 2540, are binding on the recipient.

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I. CHANGES FROM THE 2021 VOLUNTEER GENERATION FUND TERMS AND CONDITIONS

- Section IV.D.: Clarified Payment Management System reporting requirements.
- Section VII: updated the link 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, regulations applicable to the program, and the NCSA.

- 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.
- D. NCSA** means the National and Community Service Act of 1990, as amended. See 42 U.S.C. §§ 12501-12657.

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;
 - 3.** Upon notification to the AmeriCorps Portfolio Manager, recipients may make programmatic changes due to, or in response to, an officially declared state or national disaster without written approval from AmeriCorps. As soon as practicable, recipients making disaster-related programmatic changes must discuss the performance measure adjustments and other AmeriCorps grant requirements with the AmeriCorps Portfolio Manager. While written approval from AmeriCorps not required before making disaster-related programmatic changes, AmeriCorps reserves the right to limit or deny disaster-related programmatic changes, including disallowing costs associated with the disaster related activities.
- 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 \$100,000 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. The recipient is responsible for setting submission deadlines for its respective subrecipients to ensure the timely submission of recipient reports.

A. Progress Reports. The recipient shall complete and submit one annual progress report in eGrants to report on progress toward achievement of its approved performance targets.

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

B. Final Progress Reports. A recipient must submit, in lieu of the last annual progress report, a final project report. This final progress report is due 60 days after the end of the project period.

C. Federal Financial Reports (FFRs). The recipient shall complete and submit financial reports in eGrants to report the status of all funds. The recipient must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

<u>Due Date</u>	<u>Reporting Period Covered</u>
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.

- D. Final Financial Report.** A recipient completing the final year of its award must submit, in lieu of the last financial report, a final financial report in eGrants. The final financial 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.
- E. 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.
- F. 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 two-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.
- 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.