

**2020 Terms and Conditions for Training and Technical Assistance
Commission Investment Fund Grants**

These Corporation for National & Community Service (CNCS) Grant Program Specific Terms and Conditions and the General Terms and Conditions, are binding on the recipient.

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I. CHANGES FROM THE 2019 TERMS AND CONDITIONS FOR COMMISSION INVESTMENT FUNDS GRANTS

- The definitions section was deleted.
- Section II – Section added.
- Sections III.A. and B. – Added references for the Portfolio Manager, applicable to states that have transitioned to the regions, as opposed to a Grants Officer and Program Officer for states that have not yet transitioned.
- Section IV.A – Updated the financial reporting requirements.
- Section IV.B – Updated the progress reporting requirements.
- Section IV.C. – Changed Office of Grants Management (OGM) to Office of Grant Administration (OGA).
- Section V – Updated the project period to a three-year project period.

II. PURPOSE OF COMMISSION INVESTMENT FUND GRANTS

The purpose of the funding is training and technical assistance.

III. BUDGET AND PROGRAMMATIC CHANGES

A. **Programmatic Changes.** The recipient must first obtain the prior written approval of the Program Officer/ Portfolio Manager before making any of the following changes:

1. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes.
2. Entering into contracts for activities funded by the award, but not identified or included in the approved application and/or award.

B. **Budgetary Changes.** The recipient must obtain the prior written approval of the Grants Officer/ 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 awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the awarding agency for the cost to be allowable. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
2. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
3. Unless the CNCS share of the award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10

per cent or more of the total budget must be approved in writing in advance by CNCS. 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. **Approvals of Programmatic and Budget Changes.** CNCS’s Grants Officers/ Portfolio Managers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Grants Officers/ Portfolio Managers will execute written amendments, and recipients should not assume approvals have been granted unless documentation from OGA has been received. Programmatic changes also require final approval of CNCS’s OGA after written recommendation for approval is received from the Program Officer/ Portfolio Manager.

IV. REPORTING REQUIREMENTS

The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final financial report.

- A. **Financial Reports.** The recipient shall complete and submit financial reports in eGrants (Financial Status Reports on menu tree) to report the status of all funds. The recipient must submit timely cumulative financial reports in accordance with CNCS guidelines according to the following schedule:

<u>Due Date</u>	<u>Reporting Period Covered</u>
July 31	Start of award through June 30
January 31	July 1 – December 31

The recipient must submit the Federal Financial Report (FFR) - Cash Transactions Report on a quarterly basis to the Department of Health and Human Services Payment Management System per the Electronic Funds Transfer Agreement.

- B. **Progress Reports.** The recipient shall complete and submit progress reports in eGrants according to the following schedule:

<u>Due Date</u>	<u>Reporting Period Covered</u>
March 31	Start of award year through December 31

- C. **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 CNCS, legitimately beyond the control of the

recipient, and 2) CNCS receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for financial reports may only be granted by a Grants Officer/ Portfolio Manager, and extension of deadlines for Progress Reports may only be granted by a Program Officer/ Portfolio Manager.

- D. **Final Financial Reports.** A recipient must submit, in lieu of the last semi-annual financial report, a final financial report. This final report is due no later than 90 days after the end of the project period.
- E. **Final Progress Reports.** A recipient must submit, in lieu of the last annual progress report, a final progress report. This final progress report is due no later than 90 days after the end of the project period.

V. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of the award, the 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 being 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, CNCS 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. The project period and the budget period are noted on the award document.

VI. PROGRAM INCOME

- A. **Program Income:** 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 grantee and be deducted from total claimed costs and noted on the Federal financial report.
- B. **Fees for Service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service when:
 - 1. The service benefits a for-profit entity,
 - 2. The service falls within the other prohibited activities set forth in these award provisions, or

3. The service violates the provisions of 42 U.S.C. § 12637 –
Nonduplication and Nondisplacement.