

2008 AMERICORPS GRANT PROVISIONS

Effective May 20, 2008

These AmeriCorps Grant Provisions are binding on the grantee. By accepting funds under this grant, the grantee agrees to comply with, and include in all subgrants, the AmeriCorps Provisions, all applicable federal statutes, regulations and guidelines, and any amendments thereto. The grantee agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representations made in support of the approved grant application. For the purposes of these Provisions, “AmeriCorps” refers to AmeriCorps State and National grantees only. The term grantee is used to connote either grantee or subgrantee, as appropriate, throughout these Provisions.

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I. CHANGES IN THE 2008 AMERICORPS GRANT PROVISIONS

A previously separate set of Provisions for Education Award Programs (EAPs) has been incorporated into these 2008 AmeriCorps Provisions. The Corporation will no longer maintain two separate sets of Provisions. The Provisions were edited throughout for clarity and accuracy. The AmeriCorps Statute, Regulations, these Provisions, and the Policy FAQs can be found in keyword searchable format here:

http://www.americorps.gov/for_organizations/manage/index.asp.

The following sections from the 2007 Provisions were deleted or revised in the 2008 Provisions.

Section IV. A. 1. The definition for “AmeriCorps National Service Network” was deleted and can be found in the Policy FAQ entitled Definitions.

Section IV. A. 2. The definition for “Approved National Service Position” was deleted and can be found in the AmeriCorps regulations 45 CFR 2550.20.

Section IV. A. 3, 6 and 7. The definitions for “Faith Based Organization,” “Parent Organization,” and “Service Recipient” were deleted as immaterial to these Provisions.

Section IV. B. 3. and 4. on AmeriCorps Service Gear and Participation in AmeriCorps Events were deleted and can be found in the AmeriCorps regulations 45 CFR 2520.65 and 2522.100(n), and the Policy FAQ entitled Member Service Gear.

Section IV. C. on Enrollment was revised, re-titled “Member Recruitment, Selection, and Exit” and includes Exit information.

Section IV. C. 1. on Enrollment Procedures was deleted and replaced with former IV. E. 2. Notification to the National Service Trust.

Section IV. C. 4. on Reasonable Accommodation, paragraphs 2 and 3 were deleted and can be found in the AmeriCorps regulations 45 CFR 2522.100 (h) and the Policy FAQ entitled Reasonable Accommodation.

Section IV. C. 5. on Member Classification was deleted and can be found in the Policy FAQ entitled Member Classification.

Section IV. C. 7. on Criminal Charges was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.230(c) and (d) and the Policy FAQ entitled Criminal Charges.

Section IV. D. on Training, Supervision, and Support has been re-titled “Supervision and Support.”

Section IV. D. 1. on Completion of Term can be found in the Policy FAQ entitled Completion of Term.

Section IV. D. 2. on Member Contracts was revised and includes a paragraph recommending that a member signs a contract before commencement of service.

Section IV. D. 3. on Training and Orientation was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.100(g)(2) and (j) and the Policy FAQ entitled Orientation.

Section IV. D. 4. on Service Learning was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.100 (j).

Section IV. D. 7. on Registration to Vote was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.100(i) and the Policy FAQ entitled Voting. Section IV. D. 7. (b) was retained.

Section IV. D. 8. on Jury Duty was deleted and can be found in the Policy FAQ entitled Jury Duty.

Section IV. D. 10. on Armed Forces Reserves was deleted and can be found in the Policy FAQ entitled Armed Forces Reserves.

Section IV. E. on Terms of Service, paragraph 1 was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.220 and in the Policy FAQ entitled Definitions. The remainder, on Notification to the National Service Trust, was maintained and moved to IV. C. 1. Member Enrollment and Exit.

Section IV. F. on Changes in Member Status was deleted and can be found in the Policy FAQ entitled Changes in Member Status.

Section IV. F. 4 includes language to clarify the amount of time a person must serve to qualify for healthcare when serving part time in a full time capacity (former Section IV. I. 5. d.)

Section IV. F. 4. on Notice to Childcare and Healthcare Providers was retained and can be found in Section IV. F. 6.

Section IV. G. 2. on Required Disclosure by Member of Prior Release for Cause was deleted and can be found in the AmeriCorps regulations 45 CFR 2522.230 (b) (4) and in the Policy FAQ entitled Release for Cause.

Section IV. H. on Minor Disciplinary Actions was deleted and can be found in the Policy FAQ entitled Minor Disciplinary Actions.

Section IV. I. 2. d. on Unemployment Insurance was deleted and can be found in the Policy FAQ entitled Unemployment Insurance.

Section IV. I. 7. on Administration of Childcare Payments, paragraph 2 was deleted and can be found in the Policy FAQ entitled Administration of Childcare Payments.

Section IV. I. 8. on Family and Medical Leave was deleted and eligibility requirements can be found in the AmeriCorps regulations 45 CFR 2523.100 and 2540.220(b). The remainder of the Provision can be found in the Policy FAQ entitled Family and Medical Leave.

Section IV. I. 9. on Federal Work Study was deleted and can be found in the Policy FAQ entitled Federal Work Study.

Section IV. J. on Post-Service Education Awards, paragraph 1 was moved to C. 6. and retitled Exit.

Section IV. J. on Post-Service Education Awards, paragraphs 2 was deleted and can be found in the AmeriCorps regulations 45 CFR 2526.50. Paragraph 3 can be found Policy FAQ entitled Post-service Education Awards.

Section IV. K. on Matching Requirements was deleted and can be found in the AmeriCorps regulations 45 CFR 2521.35—2521.95. The section on the Exception for Donated Professional Service can be found in the Policy FAQ entitled Exception for Donated Professional Service. Changes in Matching Requirements implemented through appropriations language are reflected in Application Instructions.

Section V. C. on Administrative Costs was deleted and can be found in the AmeriCorps regulations 45 CFR 2510.20 and 45 CFR 2521.95.

Section V. D. on Program Income was revised to specify how grantees must use program income in excess of match.

Section V. E. on Retention of Records was deleted and can be found in the AmeriCorps regulations 45 CFR 2543.53 and 2541.420.

Section V. F. on Liability was moved to Section IV. F. 2. (a).

Section V. E entitled Liability and Safety Issues has been retitled Safety.

Section V. G. on Non-Discrimination was deleted. The AmeriCorps requirements on non-discrimination can be found in the AmeriCorps regulations 45 CFR 2540.210, the Attachment to these Provisions, the Certifications and Assurances, and the Policy FAQ entitled Non-Discrimination. The sections on Public Notice and Records Compliance were retained.

Sections V. I. on Ownership and Sharing of Grant Products, paragraph 3 and V. J. on Publications were merged, revised, and retitled V. G. Grant Products.

Section V. I. on Ownership and Sharing of Grant Products, paragraphs 1 and 2 were deleted and can be found in the AmeriCorps regulations 45 CFR 2541.340 and 2543.36.

Section V. J. 2. on Materials Provided to the Corporation was deleted and is no longer required.

Section V.J. on Trafficking in Persons was added to comply with a government-wide administrative order.

Section VI. ATTACHMENTS

A revised Grant Program Civil Rights and Non-harassment Policy, effective November 5, 2007, replaces former attachments.

II. LEGISLATIVE AND REGULATORY AUTHORITY

This grant is authorized by and subject to the National and Community Service Act of 1990 as amended, codified as 42 U.S.C. 12501 *et seq.*, and 45 CFR 2510 *et seq.* Grantees must comply with the requirements of the Act and its implementing regulations.

III. OTHER APPLICABLE STATUTORY AND ADMINISTRATIVE PROVISIONS

The following applicable federal cost principles, administrative requirements and audit requirements are incorporated by reference.

A. STATES, INDIAN TRIBES, U.S. TERRITORIES, AND LOCAL GOVERNMENTS

The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:

1. OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments – 45 CFR part 2541.
2. OMB Circular A-87, Cost Principles for State and Local Governments – 2 CFR part 225.
3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

B. NONPROFIT ORGANIZATIONS

The following circulars and their implementing regulations apply to nonprofit organizations:

1. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations – 45 CFR 2543 or 2 CFR part 215.
2. OMB Circular A-122, Cost Principles for Nonprofit Organizations – 2 CFR part 230.
3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

C. EDUCATIONAL INSTITUTIONS

The following circulars and their implementing regulations apply to educational institutions:

1. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations – 45 CFR 2543 or 2 CFR part 215.
2. OMB Circular A-21, Cost Principles for Educational Institutions – 2 CFR part 220.
3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

These documents can be found here:

http://www.access.gpo.gov/nara/cfr/waisidx_07/2cfrv1_07.html#215 and here:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=1289932cf6539210eb14f3d8d3052a8b&c=ecfr&tpl=/ecfrbrowse/Title02/2cfrv1_02.tpl#200

D. OTHER APPLICABLE STATUTES AND REGULATIONS

The grantee must comply with all other applicable statutes, executive orders, regulations, and policies governing the grant, including, but not limited to, those cited in these Grant Provisions, the Grant Assurances and Certifications, and those cited in 45 CFR Parts 2541 and 2543.

E. ORDER OF PRECEDENCE

Should there be any inconsistency among the Notice of Grant Award, the AmeriCorps Special Provisions, the General Provisions, and the approved grant application, the order of precedence is: (1) Notice of Grant Award; (2) the AmeriCorps Special Provisions; (3) the General Provisions; and (4) the approved Grant Application.

IV. AMERICORPS SPECIAL PROVISIONS

A. DEFINITIONS

For purposes of this grant the following definitions apply:

1. **Grantee**, for the purposes of this agreement, means the direct recipient of this grant (45 CFR 2542.510). The grantee is legally accountable to the Corporation for the use of grant funds and is bound by the provisions of the grant. The grantee is responsible for ensuring that sub-grantees or other organizations carrying out activities under this award comply with these provisions, including regulations and OMB circulars incorporated by reference.
2. **Sub-grantee** refers to an organization receiving AmeriCorps grant funds or member positions from a grantee of the Corporation. See 45 CFR 2541.370.
3. **Member or participant** means an individual:
 - a. Who has been selected by a grantee or sub-grantee to serve in an approved national service position;
 - b. Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States;

- c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled
 - i. in a full-time, year-round youth corps or full-time summer program as defined in the Act (42 U.S.C. 12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or
 - ii. in a program for economically disadvantaged youth as defined in the Act (42 U.S.C. 12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and
 - iii. Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award) and who has not dropped out of elementary or secondary school in order to begin a term of service as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the grantee to be incapable of obtaining a high school diploma or its equivalent.

B. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

1. **Identification as an AmeriCorps Program or Member.** The grantee must identify the program as an AmeriCorps program and members eligible for an education award as AmeriCorps members.
2. **The AmeriCorps Name and Logo.** AmeriCorps is a registered service mark of the Corporation for National and Community Service.

Grantees and sub-grantees except for Education Award Programs (EAPs) must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications created by AmeriCorps members in accordance with Corporation requirements. The Corporation provides a camera-ready logo. EAPS are strongly encouraged to use the AmeriCorps name and logo on such materials.

To establish the relationship between the program and AmeriCorps, the grantee must use the phrase “The AmeriCorps National Service Network” or “an AmeriCorps program” and may use the slogan “Getting Things Done”™ on such materials in accordance with Corporation guidelines and requirements.

The grantee may not alter the AmeriCorps logo, and must obtain the written permission of the Corporation before using the AmeriCorps name or logo on materials that will be sold, or permitting donors to use the AmeriCorps name or logo in promotional materials. The grantee may not use or display the AmeriCorps name or logo in connection with any activity prohibited in these grant provisions.

C. MEMBER RECRUITMENT, SELECTION, AND EXIT

Member recruitment and selection requirements are in the Corporation's regulations at 45 CFR part 2522.210. In addition, the grantee must ensure that the following procedures are followed:

1. **Notice to the Corporation's National Service Trust.** The grantee must notify the Corporation's National Service Trust within 30 days of a member's selection for, completion of, suspension from, or release from, a term of service. Suspension of service is defined as an extended period during which the member is not serving, nor accumulating service hours or receiving AmeriCorps benefits.

The grantee also must notify the Trust when a change in a member's status is approved and changed (i.e. from full-time to less than full-time or vice versa). Failure to report such changes within 30 days may result in sanctions to the grantee, up to and including, suspension or termination. Grantees or sub-grantees meet notification requirements when they use the appropriate electronic system to inform the Corporation within the approved time frames. Any questions regarding the Trust should be directed to the Trust Office (800) 942-2677.

Penalties for false information: Any individual who makes a materially false statement or representation in connection with the approval or disbursement of an education award or other payment from the National Service Trust may be liable for the recovery of funds and subject to civil and criminal sanctions.

2. **Parental Consent.** Parental or legal guardian consent must be obtained for members under 18 years of age before beginning a term of service. Grantees may also include an informed consent form of their own design as part of the member contract materials.
3. **Reasonable Accommodation.** Programs and activities must be accessible to persons with disabilities, and the grantee must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. See the Policy FAQ entitled Reasonable Accommodation for more information.
4. **Timekeeping.** The grantee is required to ensure that time and attendance recordkeeping is conducted by the individual who supervises the AmeriCorps member. This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and by an individual with oversight responsibilities for the member.
5. **Completion of Terms of Service.** The grantee must ensure that each member has sufficient opportunity to complete the required number of hours of service to qualify for their education award. Members must be exited within 30 days of the end of their term of service. Should a program not be renewed, a member who was scheduled to continue in a term of service may either be placed in another program where feasible, or a member

may receive a pro-rated education award if the member has completed at least 15% of the service hour requirement.

6. **Member Exit.** In order for a member to receive a post-service education award from the National Service Trust, the grantee must certify to the National Service Trust that the member is eligible to receive the education benefit. The grantee (and any individual or entity acting on behalf of the grantee) is responsible for the accuracy of the information certified on the end-of-term certification.

D. SUPERVISION AND SUPPORT

1. **Planning for the Term of Service.** The grantee must develop member position descriptions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. In planning for the member's term of service, the grantee must account for holidays and other time off, and must provide each member with sufficient opportunity to make up missed hours.
2. **Member Contracts.** The grantee must require that each member signs a contract that, at a minimum, includes or refers to the following:
 - a. Member position description;
 - b. The minimum number of service hours (as authorized by statute) and other requirements (as developed by the grantee) necessary to successfully complete the term of service and to be eligible for the education award;
 - c. Standards of conduct, as developed by the grantee or sub-grantee;
 - d. Prohibited activities, including those specified in the regulations;
 - e. Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq.*);
 - f. Suspension and termination rules;
 - g. The specific circumstances under which a member may be released for cause;
 - h. Grievance procedures; and
 - i. Other requirements as established by the grantee.

The grantee should ensure that the contract is signed before commencement of service so that members are fully aware of their rights and responsibilities.

3. **Supervision.** The grantee must provide members with adequate supervision by qualified supervisors in accordance with the approved application. The grantee must conduct an orientation for members and comply with any pre-service orientation or training required by the Corporation.
4. **Performance Reviews.** The grantee must conduct and keep a record of at least a midterm and end-of-term written evaluation of each member's performance for Full and Half-Time members and an end-of-term written evaluation for less than Half-time members. The evaluation should focus on such factors as:
 - a. Whether the member has completed the required number of hours;
 - b. Whether the member has satisfactorily completed assignments; and

- c. Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.
5. **Voter Registration Activities Prohibited.** In addition to the prohibited activities listed in 45 CFR 2520.65, staff and members may not engage in voter registration drives, and the grantee may not use grant funds to conduct a voter registration drive.
6. **Member Death or Injury.** The grantee must report any member deaths or serious injuries to the designated Corporation Program Officer immediately.

E. RELEASE FROM PARTICIPATION

Grantees may release members from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause. See 45 CFR §2522.230 for requirements. In addition to the regulations, the following applies:

No Automatic Disqualification if Released for Cause: A release for cause covers all circumstances in which a member does not successfully complete his/her term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a member to receive a satisfactory performance review and be released for cause. For example, a member who is released for cause for a first term for personal reasons—e.g. he/she has decided to take a job offer—but who, otherwise, was performing well up until the time he/she decided to leave, would not be disqualified for a second term as long as he/she received a satisfactory performance evaluation for the period he/she served.

F. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES

1. **Living Allowance Distribution.** A living allowance is not a wage. Grantees must not pay a living allowance on an hourly basis. Grantees should pay the living allowance in regular increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period, and must cease when a member concludes a term of service.

If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the grantee may not provide a lump sum payment to the member. Similarly, if a member is selected after the program's start date, the grantee must provide regular living allowance payments from the member's start date and may not increase the member's living allowance incremental payment or provide a lump sum to make up any missed payments.

AmeriCorps EAPs may provide a living allowance or other in-service benefits to their members, but are not required to do so.

2. **Waiving the Living Allowance.** If a living allowance is paid, a member may waive all or part of the payment of a living allowance if he or she believes his or her public

assistance may be lost or decreased because of the living allowance. Even if a member waives his or her right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the member is eligible to receive will be deemed available. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance prospective to the revocation date; the member may not receive any portion of the living allowance accrued during the waiver period.

3. **Taxes and Insurance.** Requirements related to member living allowances and benefits are in 45 CFR §§2522.240 and 2522.250. In addition, grantees must ensure that the following procedures are followed:
 - a. **Liability Insurance.** The grantee is responsible for ensuring adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.
 - b. **FICA (Social Security and Medicare taxes).** Unless the grantee obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the grantee must pay FICA for any member receiving a living allowance. The grantee also must withhold 7.65% from the member's living allowance.
 - c. **Income Taxes.** The grantee must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The grantee must comply with any applicable state or local tax requirements.
 - d. **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. Grantees must check with State Departments of Labor or state commissions to determine worker's compensation requirements. If worker's compensation is not required, grantees must obtain Occupational, Accidental, and Death and Dismemberment coverage for members to cover in-service injury or incidents.

4. **Healthcare Coverage.** Except for EAPs, Professional Corps, or members covered under a collective bargaining agreement, the grantee must provide healthcare insurance to those members serving on a full-time basis who are not otherwise covered by a healthcare policy at the time each begins his/her period of full-time service. For purposes of this provision, a member is serving on a full-time basis when his/her regular term of service will involve performing service on a normal full-time schedule for a period of six weeks or more. A member may be serving on a full-time basis without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award. The grantee must also provide healthcare insurance to members serving on a full-time basis who lose coverage during their term of service as a result of service or through no deliberate act of their own. The Corporation will not cover healthcare costs for family members or for members who have not served on a full-time, or who have ceased serving on a full-time basis.

Minimum Benefits. When required to provide healthcare insurance coverage, the grantee may obtain healthcare from any provider as long as the coverage provided by the grantee provides the following minimum benefits:

- a. Physician services for illness or injury
 - b. Hospital room and board
 - c. Emergency room
 - d. X-ray and laboratory
 - e. Prescription drugs
 - f. Limited mental/nervous disorders
 - g. Limited substance abuse coverage
 - h. An annual deductible of no more than \$250 charges per member
 - i. No more than \$1,000 total annual out-of-pocket per member
 - j. A 20% co-pay or a comparable fixed fee with the exception of a 50% co-pay for mental and substance abuse care
 - k. A maximum benefit of at least \$50,000 per occurrence or cause
5. **Administration of Childcare Payments.** In general, the Corporation will provide for childcare payments, which will be administered through the National Association of Child Care Resource and Referral Agencies (NACCRRA), hereafter referred to as AmeriCorps@CARE. Requirements and eligibility criteria are in the AmeriCorps regulation 45 CFR §2522.250. Grantees that choose to provide childcare as a match source (as approved in their budget) may use AmeriCorps@CARE for technical assistance. Grantees can contact AmeriCorps@CARE at (800) 570-4543 with questions regarding childcare. The criteria for member eligibility are contained in 45 CFR 2522.250. Members are considered to be full-time participants for purposes of eligibility for childcare payments on the same basis as eligibility for healthcare coverage. Members who excluded from healthcare coverage solely on the basis of serving in a Professional Corps, or because they are covered under a collective bargaining agreement are not excluded from receiving childcare benefits on that basis. Members serving in EAPs are not eligible for the childcare benefit. The Corporation will not cover childcare costs for family members or for members who have not served on a full-time, or who have ceased serving on a full-time basis. Also see the Policy FAQs for more detailed information on administering childcare and healthcare.

6. **Notice to Childcare and Healthcare Providers.** The grantee must notify the Corporation's designated agents immediately in writing when a member's status changes, such that it would affect eligibility for childcare or healthcare. Examples of changes in status include: changes to a member's scheduled service so that he/she is no longer serving on a full-time basis; terminating or releasing a member from service; and suspending a member for cause for a lengthy or indefinite time period. Program directors should contact AmeriCorps@CARE at NACCRRA at (800) 570-4543 on childcare related changes, and their health insurance provider about health insurance related changes.

G. MEMBER RECORDS AND CONFIDENTIALITY

1. **Recordkeeping.** The grantee must ensure that records are maintained sufficient to establish that each member was eligible to participate and that the member successfully completed all requirements. A program may store member files electronically if the program can ensure that the validity and integrity of the record is not compromised. The Corporation will recognize electronically stored files where:

The electronic storage procedures and system provide for the safe-keeping and security of the records, including:

- a. Sufficient prevention of unauthorized alterations or erasures of records;
- b. Effective security measures to ensure that only authorized persons have access to records;
- c. Adequate measures designed to prevent physical damage to records; and
- d. A system providing for back-up and recovery of records; and

The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including:

- e. Storage of the records in a physically accessible location;
- f. Clear and accurate labeling of all records; and
- g. Storage of the records in a usable, readable format.

Where there is a requirement for a signature on a record, electronically stored records must include an image of the original signature; records without signatures, when required, are considered incomplete.

2. **Documentation.** The grantee must obtain and maintain documentation as required by 45 CFR§2522.200(c). The Corporation does not require programs to make and retain copies of the actual documents used to confirm age or citizenship eligibility requirements, such as a driver's license, or birth certificate, as long as the grantee has a consistent practice of identifying the documents that were reviewed and maintaining a record of the review.

To verify whether the member meets the requirements relating to high-school education, the grantee must obtain from the member, and maintain in the member's file, a written declaration under penalty of law that the member meets the requirements of these provisions relating to high school education as required by 45 CFR§2522.200(b). If the member has been determined to be incapable of obtaining a high school diploma or its equivalent, the grantee must retain a copy of the supporting independent evaluation.

3. **Confidential Member Information.** The grantee must maintain the confidentiality of information regarding individual members. The grantee must obtain the prior written consent of all members before using their names, photographs and other identifying information for publicity, promotional or other purposes. Grantees may release aggregate and other non-identifying information, and are required to release member information to the Corporation and its designated contractors. The grantee must permit a member who

submits a written request for access to review records that pertain to the member and were created pursuant to this grant.

H. BUDGET AND PROGRAMMATIC CHANGES

1. **Programmatic Changes.** The grantee must first obtain the prior written approval of the AmeriCorps Program Office before making the following changes:
 - a. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes;
 - b. Substantial changes in the level of participant supervision;
 - c. Entering into additional sub-grants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget.
2. **Program Changes for Formula Programs.** State Commissions are responsible for approving the above changes for state formula programs.
3. **Budgetary Changes.** The grantee must obtain the prior written approval of the Corporation's Office of Grants Management before amending the approved budget in any of the following ways:
 - a. Specific Costs Requiring Prior Approval before Incurrence under OMB Circulars A-21 (2 CFR part 220), A-87 (2 CFR part 225) or A-122 (2 CFR part 230). For certain cost items, the cost circulars require approval of the awarding agency for the cost to be allowable. Examples of these costs are overtime pay, rearrangement and alteration costs, and pre-award costs.
 - b. Purchases of Equipment over \$5,000 using grant funds, unless specified in the approved application and budget.
 - c. Unless the Corporation share of the award is \$100,000 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 the Corporation. The total budget includes both the Corporation and grantee shares. Grantees may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
4. **Approvals of Programmatic and Budget Changes.** Programmatic changes also require final approval of the Corporation's Office of Grants Management after written recommendation for approval is received from the Program Office. The Grants Officers will execute written amendments, and grantees should not assume approvals have been granted unless documentation from the Grants Office has been received.

I. REPORTING REQUIREMENTS

1. **Grantee Progress Reports.** Each grantee must submit an annual progress report due to the Corporation by the first Monday in December. The report is submitted through the appropriate electronic system.

2. **Financial Reports.** The grantee must submit semi-annual cumulative financial reports, summarizing expenditures during the reporting period. These reports will be submitted through the appropriate electronic system. Financial report deadlines are as follows:

<u>Due Date</u>	<u>Reporting Period Covered</u>
April 30	Start of grant through March 31
October 31	April 1 – September 30

A grantee must set its own submission deadlines for its respective sub-grantees sufficient to enable the grantee to report on-time. National Professional Corps grantees submit one financial report per year.

All grantees including EAPs must submit cash transaction reports on a quarterly basis to the Department of Health and Human Services Payment Management System per the Electronic Funds Transfer Agreement.

3. **Financial Reports for EAPs.** EAP grants are fixed amount awards, so the financial report is not required.
4. **Requests for Extensions.** Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the grantee and 2) the Corporation receives a 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 the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the AmeriCorps Program Office.

5. **Final Financial Reports.** A grantee completing the final year of its grant must submit, in lieu of the last semi-annual financial report, a final financial report that is due within 90 days after the end of the grant.

J. GRANT PERIOD AND INCREMENTAL FUNDING

For the purpose of the grant, a project period is the complete length of time the grantee is proposed to be funded to complete approved activities under the grant. 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 grantee's approved activities and budget.

Unless otherwise specified, the grant covers a three-year project period. In approving a multi-year project period, the Corporation generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance and the availability of funds. The project period and the budget period are noted on the award document.

V. GENERAL PROVISIONS

A. RESPONSIBILITIES UNDER GRANT ADMINISTRATION

1. **Accountability of Grantee.** The grantee has full responsibility for managing all aspects of the grant and grant-supported activities, subject to the oversight of the Corporation. The grantee is accountable to the Corporation for its operation of the AmeriCorps program and the use of Corporation grant funds. The grantee must expend grant funds in a judicious and reasonable manner, and it must record accurately the service activities and outcomes achieved under the grant. Although grantees are encouraged to seek the advice and opinion of the Corporation on special problems that may arise, such advice does not diminish the grantee's responsibility for making sound judgments and does not mean that the responsibility for operating decisions has shifted to the Corporation.
2. **Notice to Corporation.** The grantee will notify the appropriate Corporation Program or Grants Officer immediately of any developments or delays that have a significant impact on funded activities, any significant problems relating to the administrative or financial aspects of the grant, or any suspected misconduct or malfeasance related to the grant or grantee. The grantee will inform the Corporation official about the corrective action taken or contemplated by the grantee and any assistance needed to resolve the situation.

B. FINANCIAL MANAGEMENT STANDARDS

1. **General.** The grantee must maintain financial management systems that include standard accounting practices, sufficient internal controls, a clear audit trail, and written cost allocation procedures, as necessary. Financial management systems must be capable of distinguishing expenditures attributable to this grant from expenditures not attributable to this grant. The systems must be able to identify costs by programmatic year and by budget category and to differentiate between direct and indirect costs or administrative costs. For further details about the grantee's financial management responsibilities, refer to OMB Circular A-102 and its implementing regulations (45 CFR§2541) or A-110 (2 CFR part 215) and its implementing regulations (45 CFR§2543), as applicable.
2. **Consistency of Treatment.** To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities, as well as between activities, supported by different sources of federal funds.
3. **Audits.** Grantee organizations that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and OMB Circular A-133. If the grantee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible. A grantee that does not expend \$500,000 in federal awards is exempt from the single audit requirements of OMB Circular A-133 for that year. However, it must continue to conduct financial management reviews of its sub-grantees, and records must be available for review and audit.

A recipient of a Federal grant (pass-through entity) is required in accordance with paragraph 400(d) of OMB Circular A-133, to do the following with regard to its subrecipients: (1) identify the Federal award and funding source; (2) advise sub-recipients of all requirements imposed on them; (3) monitor sub-recipient activities and compliance; (4) ensure sub-recipients have A-133 audits when required; (5) issue decisions and ensure follow-up on audit findings in a timely manner; (6) where necessary, adjust its own records and financial statements based on audits; and (7) require sub-recipients to permit access by the pass-through entity and auditors to records and financial statements, as necessary, for the pass-through entity to comply with A-133.

4. **Consultant Services.** Payments for consultant services under this grant will not exceed \$540.00 per day (exclusive of any indirect expenses, travel, supplies and so on) unless procured consistent with 45 CFR 2543.44.

C. THE OFFICE OF INSPECTOR GENERAL

The Corporation's Office of Inspector General (OIG) conducts and supervises independent and objective audits, evaluations, and investigations of Corporation programs and operations. Based on the results of these audits, reviews, and investigations, the OIG recommends policies to promote economy and efficiency and to prevent and detect fraud, waste, and abuse in the Corporation's programs and operations.

The OIG conducts and supervises audits of Corporation grantees, as well as legislatively mandated audits and reviews. The legislatively mandated audits include the annual financial statement audit, and fulfilling the requirements of the Government Information Security Reform Act and its successor, the Federal Information Security Management Act. A risk-based approach, along with input received from Corporation management, is used to select grantees and grants for audit. The OIG hires audit firms to conduct some of its audits. The OIG audit staff is available to discuss its audit function, and can be reached at (202) 606-9390.

The OIG is available to offer assistance to AmeriCorps grantees that become aware of suspected criminal activity in connection with the AmeriCorps program. Grantees should immediately contact OIG when they first suspect that a criminal violation has occurred. The OIG investigative staff is available to provide guidance and ensure that the appropriate law enforcement agency is notified, if required. The OIG may be reached by email at hotline@cnsioig.gov or by telephone at (800) 452-8210.

D. PROGRAM INCOME

1. **General.** Income, including fees for service earned as a direct result of the grant-funded program activities during the award period, must be retained by the Grantee and used to finance the grant's non-Corporation share.
2. **Excess Program Income.** Program income earned in excess of the amount needed to finance the grantee share must follow the appropriate requirements of 45 CFR §2541.250,

2 CFR 225, 2 CFR 215, or 2 CFR 220 and be deducted from total claimed costs. Grantees that earn excess income must specify the amount of the excess in the comment box on the Financial Report.

3. **Fees for Service.** When using assistance under this Grant, the Grantee may not enter into a contract for or accept fees for service performed by members when:
 - a. The service benefits a for-profit entity,
 - b. The service falls within the other prohibited activities set forth in these Grant Provisions, or
 - c. The service violates the non-displacement Provisions of the Act set forth in these Grant Provisions.

E. SAFETY

The grantee must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.

F. NON-DISCRIMINATION PUBLIC NOTICE AND RECORDS COMPLIANCE

1. **Public Notice of Nondiscrimination.** The grantee must notify members, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or activity subject to the nondiscrimination requirements of the applicable statutes. The notice must summarize the requirements, note the availability of compliance information from the grantee and the Corporation, and briefly explain procedures for filing discrimination complaints with the Corporation.

Sample language is:

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

(Name, address, phone number – both voice and TTY, and preferably toll free – FAX number and e-mail address of the grantee) or
Office of Civil Right and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY)
(202) 565-3465 (FAX); eo@cns.gov (e-mail)

The grantee must include information on civil rights requirements, complaint procedures and the rights of beneficiaries in member contracts, handbooks, manuals, pamphlets, and post in prominent locations, as appropriate. The grantee must also notify the public in recruitment material and application forms that it operates its program or activity subject to the nondiscrimination requirements. Sample language, in bold print, is “This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.” Where a significant portion of the population eligible to be served needs services or information in a language other than English, the grantee shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

2. **Records and Compliance Information.** The grantee must keep records and make available to the Corporation timely, complete and accurate compliance information to allow the Corporation to determine if the grantee is complying with the civil rights statutes and implementing regulations. Where a grantee extends federal financial assistance to sub-grantees, the sub-grantees must make available compliance information to the grantee so it can carry out its civil rights obligations.
3. **Obligation to Cooperate.** The grantee must cooperate with the Corporation so that the Corporation can ensure compliance with the civil rights statutes and implementing regulations. The grantee shall permit access by the Corporation during normal business hours to its books, records, accounts, staff, members, facilities, and other sources of information as may be needed to determine compliance.

G. GRANT PRODUCTS

1. **Sharing Grant Products.** To the extent practical, the grantee agrees to make products produced under the grant available at the cost of reproduction to others in the field.
2. **Acknowledgment of Support.** Publications created by members or grant-funded staff must be consistent with the purposes of the grant. The AmeriCorps logo may be included on such documents. The grantee is responsible for assuring that the following acknowledgment and disclaimer appears in any external report or publication of material based upon work supported by this grant.

“This material is based upon work supported by the Corporation for National and Community Service under AmeriCorps Grant No. _____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, the Corporation or the AmeriCorps program.”

H. SUSPENSION OR TERMINATION OF GRANT

Regulations related to the Corporation’s authority to suspend or terminate this grant are contained in 45 CFR§2540.400. In addition, a Grantee may suspend or terminate assistance to

one of its sub-grantees, provided that such action affords the sub-grantee, at a minimum, the notice and hearing rights described in 45 CFR§2540.400.

I. FIXED AMOUNT AWARD (Education Award Programs Only)

EAP awards are for fixed amounts. The fixed federal assistance amount of the grant is based on the approved and awarded number of full time equivalent members (MSYs) specified in the award.

The final award amount that the grantee may retain is dependent upon the grantee's notifying the Corporation's National Service Trust of the members that it has selected (subject to the number of members allotted to the grantee as specified in the award). All such members must carry out activities to achieve the specific project objectives as approved by the Corporation. At closeout, the Corporation will calculate the final amount of the grant based on Trust documentation. The Corporation will recover any amounts drawn down by the grantee in excess of the final grant amount allowed based on member selection documentation in the Trust.

J. TRAFFICKING IN PERSONS

This grant is subject to requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).

a. Provisions applicable to a recipient that is a private entity.

1. You as the grantee, your employees, subgrantees under this grant, and subgrantee's employees may not:

- i. Engage in severe forms of trafficking in persons during the period of time that the grant is in effect;
- ii. Procure a commercial sex act during the period of time that the grant is in effect; or
- iii. Use forced labor in the performance of the grant or subgrants under the grant.

2. We as the Federal awarding agency may unilaterally terminate this grant, without penalty, if you or a subgrantee that is a private entity –

- i. Is determined to have violated a prohibition in paragraph a.1 of this grant term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the grant to have violated a prohibition in paragraph a.1 of this grant term through conduct that is either:
 - A. Associated with performance under this grant; or
 - B. Imputed to you or the subgrantee using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR part 2200.

- b. Provisions applicable to a grantee other than a private entity. We as the Federal awarding agency may unilaterally terminate this grant, without penalty, if a subgrantee that is a private entity –
 - 1. Is determined to have violated an applicable prohibition of paragraph a.1 of this grant term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the grant to have violated an applicable prohibition in paragraph a.1 of this grant term through conduct that is –
 - i. Associated with performance under this grant; or
 - ii. Imputed to the subgrantee using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR part 2200.
- c. Provisions applicable to any grantee.
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this grant term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this grant.
 - 3. You must include the requirements of paragraph a.1 of this grant term in any subgrant you make to a private entity.
- d. Definitions. For purposes of this grant term:
 - 1. “Employee” means either:
 - i. An individual employed by you or a subgrantee who is engaged in the performance of the project or program under this grant; or
 - ii. Another person engaged in the performance of the project or program under this grant and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third part as an in-kind contribution toward cost sharing or matching requirements.
 - 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).



Grant Program Civil Rights and Non-Harassment Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment from anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of noncompliance and administrative procedures that may result in termination of federal financial assistance from CNCS and all other federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI, and if another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

10/31/2007
Date


David Eisner, Chief Executive Officer



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Senior Corps ★ AmeriCorps ★ Learn and Serve America

