

SPECIAL PROVISIONS

LEARN AND SERVE AMERICA: COMMUNITY-BASED PROGRAMS STATE COMMISSIONS AND GRANTMAKING ENTITIES

1. USE OF FUNDS.

The Learn and Serve America Program will fund State Commissions, Alternative Administrative Entities (AAE), Transitional Entities (TE), and Grantmaking Entities (GME) which will provide support to local community-based programs that engage youth between the ages of 5 to 17. State Commissions, AAEs, or TEs will distribute sub-grants to support local partnerships within their State. Grantmaking entities must make sub-grants in two or more States.

Grant funds may be used for:

- a. Providing sub-grants to local partnerships to implement, operate, expand, or replicate community-based service-learning programs; and
- b. Providing training and technical assistance to funded local partnerships.

2. IMPLEMENTATION OF PROGRAM DESIGN.

Unless otherwise approved by the Corporation in accordance with clause 17 of the Learn and Serve America General Provisions, the Grantee agrees to implement the program design described in its approved application including, but not limited to, the number and type of participants targeted in the application, targeted number of service hours, the service activities, and the management structure.

3. TRAINING AND SUPERVISION.

- a. **General.** The Grantee must ensure that participants receive the training, skills, knowledge, and supervision necessary to perform the tasks required in their assigned projects.
- b. **Service-learning.** The Grantee must ensure the program provides participants with an opportunity to reflect on their service-learning experiences. The Grantee must use service-learning experience to help participants achieve the skills and education needed for productive, active citizenship.
- c. **Supervision.** The Grantee must provide participants with adequate supervision by qualified supervisors in accordance with the approved application.

4. PROGRAM PARTICIPANTS.

Participants must be between the ages of 5 and 17, inclusive, and may include out-of-school youth.

5. REPORTING REQUIREMENTS.

- a. Progress Reports.** Grantees must submit timely Progress Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	January 31
January 1 - June 30	July 31

All Progress Reports must be submitted in eGrants or to:

The Corporation for National Service
Learn and Serve America
9th Floor
1201 New York Ave., N.W.
Washington, DC 20525

- b. Financial Status Reports.** Grantees must submit the Standard Form 269, Financial Status Report (FSR), to report the status of all funds. Grantees must submit timely cumulative Financial Status Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	January 31
January 1 - June 30	July 31

All Financial Status Reports must be submitted in eGrants or to:

The Corporation for National Service
Office of Grants Management
9th Floor
1201 New York Ave., N.W.
Washington, DC 20525

- c. Final Progress Reports.** Grantees completing the final year of their Grant must submit a final progress report that is cumulative over the entire Grant period. This progress report is in lieu of the second semi-annual report and is due 90 days after the close of the Grant.
- d. Final Financial Status Report.** Grantees completing the final year of their Grant must submit a final FSR that is cumulative over the entire Grant period. This FSR is in lieu of the second semi-annual report and is due 90 days after the close of the Grant.

Note: Sub-Grantee Financial Status and Progress Reports

- e. The Corporation expects each Grantee to set its own Sub-Grantee reporting requirements. Grantees are responsible for monitoring Sub-Grantee activities and training needs, tracking progress toward objectives, and identifying challenges. Sub-Grantees must adhere to the reporting requirements outlined and communicated by its Grantee for the program year. The Corporation will provide a performance measurement format which sub-grantees will be required to submit, according to Corporation direction.

6. FUNDING GUIDELINES.

There are five basic requirements concerning funding for community-based service-learning grants:

- a. The Corporation share of the total cost of carrying out a funded program may not exceed:
 - i. **Ninety percent** for the first program year,
 - ii. **Eighty percent** for the second program year,
 - iii. **Seventy percent** for the third program year, and
 - iv. **Fifty percent** for the fourth program year and any subsequent program year.
- b. Each Grantee shall provide for the remaining share of the cost of carrying out a funded program through payments in cash or in-kind, and may provide for such share through State, Local, or Federal sources other than funds made available under National Service Laws.
- c. A State Commission or Grantmaking Entity and the Sub-Grantees carrying out the service-learning program, combined, may spend no more than 5 percent of the total grant funds on administrative costs for any fiscal year.
- d. A Grantee must spend between 10 and 15 percent of the grant to provide training, technical assistance, curriculum development, and coordination activities.
- e. Stipends, allowances, or other financial support may not be paid to any program participant except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation. This applies to both the federal and non-federal share of the award. Minor expenses for identification of service-learning participants or recognition of excellent or outstanding participant service, such as the President's Volunteer Service Awards are allowable.