

**2017 Terms and Conditions for Training and Technical Assistance
Commission Investment Fund Grants
Updated February 12, 2018**

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 2016 TERMS AND CONDITIONS FOR COMMISSION INVESTMENT FUNDS GRANTS

The following revision was made to the original 2017 Commission Investment Fund Grant Terms and Conditions:

Section IV – Deleted the requirement to submit an annual progress report. Corrected Section IV.D., noting only a final progress report is required.

The changes listed below were the original changes noted as changes from the 2016 Commission Investment Fund Grant Terms and Conditions:

Section III.B.1. – Updated the language regarding pre-approval of costs.

Section IV.B. – Added an additional financial reporting period.

Section IV.A. – Changed reporting requirements for progress reports.

Section V. – Changed the award period to a two year period.

Section VI. – Revised the language related to program income and deleted the excess program income section.

Added Section VII – National Service Criminal History Check Training.

All references to subrecipients have been removed because subgranting is unallowable for these grants. All references to grantee share of funds have been removed because match is not required for CIF grants. All references to national criminal history checks and training have been removed because the checks are not applicable and training not required for the CIF grants.

II. DEFINITIONS

A. **Recipient**, for the purposes of this agreement, means the direct recipient of this award. The recipient is legally accountable to CNCS for the use of award funds and is bound by the provisions of the award. The recipient is responsible for ensuring compliance with all applicable Federal requirements, including the CNCS General Terms and Conditions, these specific terms and conditions, regulations applicable to the program, and the NCSA.

B. **Program** refers to the activities supported under the award.

C. **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 Program Office 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 CNCS's Office of Grants Management 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 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 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 are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Grants Officers will execute written amendments, and recipients should not assume approvals have been granted unless documentation from the Grants Office has been received. Programmatic changes also require final approval of CNCS's Office of Grants Management after written recommendation for approval is received from the Program Office.

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> |
|-----------------|------------------------------------|
| January 31 | Start of award through December 31 |
| July 31 | January 1 – 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. **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 the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the AmeriCorps Program Office.

- C. **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.
- D. **Final Progress Reports.** A recipient must submit a final project 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 two 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.