

FY 2020 Terms and Conditions
Community Conversations Research Cooperative Agreements

These Corporation for National & Community Services (CNCS) Cooperative Agreement Program Specific Terms and Conditions and the General Terms and Conditions are binding on the Awardee.

Due to COVID 19, CNCS has provided guidance that informs the applicability, implementation, or enforcement of the terms and conditions due to legislative changes and new facts that support discretionary agency action. Please refer to the [COVID-19 FAQs](#).

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I. CHANGES FROM THE 2019 COMMUNITY CONVERSATIONS RESEARCH COMPETITION

1. Changed Office of Grants Management to Office of Grant Administration (OGA) and updated Grants Officer titles to Grants Award Specialist throughout.
2. III.B(3)(d). – Removed program specific acknowledgement.
3. III.E(1) Removed the quarterly requirement to notify a Program Officer if the workplan changes.
4. III.E(3), (4), (5), & (7) – Updated these sections to reflect final, Year 3, reporting requirements.
5. III.(G). – Removed the section on Breaches of Personally Identifiable Information as it exists in the General Terms and Conditions.

II. STATUTORY AUTHORITY

This award is authorized by and subject to Subtitle H – Investment for Quality and Innovation, Part III – National Service and Civic Engagement Research Competitions Pilot Program, Section 198K (Funds) of the National and Community Service Act of 1990, as amended by the Serve America Act (the “NCSA”), 42 U.S.C. §12653(d) and by the Federal Grant and Cooperative Agreement Act (FGCAA), 31 U.S.C. §§6301-6308. Other authorities are outlined in the General Terms and Conditions.

III. COMMUNITY CONVERSATIONS RESEARCH COOPERATIVE AGREEMENT SPECIFIC TERMS AND CONDITIONS

A. DEFINITIONS- For this Cooperative Agreement the following definitions apply:

1. **Application** means all information and materials (including all assurances and certifications, the proposed budget as approved by CNCS, or any information incorporated by reference) submitted by the Awardee in CNCS’s eGrants system in response to the Notice of Federal Funds Availability, including any amendments or modifications to the information and materials made in response to any CNCS request for clarification.
2. **Awardee** means the direct recipient of this Cooperative Agreement.
3. **Communities** include a group of people including residents, local stakeholders, organizations or other institutions that are working collectively, share a common concern, or identity.

4. **Civic engagement** is defined as a cluster of individual efforts and activities oriented toward making “a difference in the civic life of ... communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes” and through informal or formal networks.
5. **Civic infrastructure** is defined as the “invisible structures and processes through which the social contract is written and rewritten in communities,” “the formal and informal processes and networks through which communities make decisions and solve problems”, or “the network that exists among local groups such as community development corporations (CDCs), foundations, other nonprofits, local governments, public housing authorities, businesses, and voluntary associations.”
6. **Civic health** is defined as the way that communities are organized to define and address public problems.
7. **Field research site** is a local community or communities identified as the location(s) where the research will take place and where community residents and stakeholders will be recruited and trained as community researchers (i.e., co-researchers).
8. **National service** is defined as a structured opportunity for individuals to serve their communities for an extended period of time through volunteering with or without a stipend. CNCS is the largest supporter of national service, though other avenues for national service exist and this competition is not exclusive to opportunities funded by CNCS.
9. **Participatory research** is a broad term to denote approaches that focus on collaborative knowledge production and co-learning, social change, capacity building, and strengthening communities. Knowledge is produced jointly, between social researchers and a group of people or “community,” for the goal of addressing communities’ concerns with practical solutions. With participatory research, “the process of conducting research is as important as the research outcome” and there is mutual benefit for all partners. Participants are actively engaged in the entire research and action process and gain skills and knowledge that can bring about individual or collective change.

10. **Social capital** can be understood as the “shared norms or values that promote social cooperation, instantiated in actual social relationships” or as the facilitating agent for social cohesion and civic engagement.
11. **Volunteering** is unpaid, noncompulsory work, specifically, time one gives without pay to activities performed either through organizations such as schools, nonprofits, churches; civic, or political organizations (e.g., formal); or directly for others outside one’s own household (e.g., informal).

B. ROLES AND RESPONSIBILITIES OF THE AWARDEE

1. General

The Awardee must perform the activities supported by this Cooperative Agreement in compliance with the statutes, regulations and administrative authorities cited or referred to in these Terms and Conditions, in conformance with its approved application (including the approved budget), and consistent with any approvals or directions provided by CNCS in the course of carrying out the Cooperative Agreement. The Awardee is legally accountable to CNCS for the use of award funds and is bound by the provisions of the award.

2. National Service Criminal History Check Requirements

CNCS has determined that the National Service Criminal History Check Requirements as set forth under the General Terms and Conditions, Section III.F., are not applicable to this Research competition and that Awardees need not fulfill that requirement to be in compliance with the responsibilities under this Cooperative Agreement.

3. Affiliation with CNCS and with the Community Conversations Research Competition

- a. **Sharing Award Products.** Awardees will make their products available to others in the field.
- b. **Acknowledgement of Support.** All presentations such as PowerPoint slides, publications, conference presentations, posters, infographics, or other dissemination activities related to the project funded by the Community Conversations research cooperative agreement must explicitly state that the project is funded by the Office of Research and Evaluation at CNCS.

- c. The Awardee is responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon work supported by this award:

“This material is based upon work funded by the Office of Research and Evaluation at the Corporation for National and Community Service (CNCS) under Grant No. ____ through the Community Conversations research cooperative agreement competition. 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, CNCS.”
- d. The Awardee will include the appropriate CNCS logo(s) on documents and presentation materials. If you unclear about the appropriate CNCS logo(s), please ask your Program Officer.
- e. The Awardee may not use or display the CNCS name or logo in connection with any activity prohibited in these terms and conditions, or if the activity is not funded by this award or is not prohibited in these terms and conditions, the Awardee may not use or display the CNCS name or logo unless they have received written permission to do so from the CNCS Office of Government Relations and Strategic Engagement.

C. ROLES AND RESPONSIBILITIES OF CNCS

Performance under this Cooperative Agreement is subject to the general oversight and monitoring of CNCS. Additional substantial involvement of CNCS will include:

1. Research Plans

Reviewing and approving the Awardee’s work plan and final research plan for carrying out the research project.

2. Convening of Awardees

Convening Awardees either in-person or virtually to discuss projects and share feedback with one another. These convenings may include Awardees attending and presenting at the CNCS Research Summit, Grantee meetings, CNCS program convenings, webinars, etc. The convenings may also include CNCS staff and external experts identified by CNCS and the Awardees.

3. Access to CNCS data and Program Staff

- a. Facilitating access to CNCS data sources that are publicly available and reasonable to obtain as well as facilitating restricted use data with additional data sharing agreements.
- b. Facilitating access to CNCS program staff relevant to the Awardees' research projects, in a manner that is reasonable and not overly burdensome on CNCS staff.
- c. CNCS is under no obligation to provide access to data or staff if such access is not feasible or deemed overly costly by CNCS.

4. Dissemination of Research Project Results

- a. CNCS may decide to disseminate the results of Awardee research projects, either in a report produced by Awardees, or material produced by CNCS based on the report.
- b. CNCS will provide feedback for final product.

D. NOTIFICATION OF BUDGET, STAFF AND MANAGEMENT CHANGES

1. Within 5 business days, the Awardee must notify CNCS of any change in the staffing of any key position included (in whole or in part) as a cost in the award budget. This requirement applies regardless of whether the position is included in the federal or matching cost portions of the budget. The Awardee must also notify CNCS of any changes in any positions which are not included in the approved budget, but which involve leadership oversight of the activity under this award. The Awardee must also notify CNCS of any change in the senior leadership of the Awardee.
2. The Awardee must first obtain the prior written approval of the Program Office before changes in the scope, objectives or goals of the program, and whether they involve budgetary changes.
3. The Awardee must obtain the prior written approval of CNCS's OGA before deviating from the approved budget in any of the following ways:
 - a. 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 award agency for the cost to be incurred as allowable. Please ensure you consult the regulations prior to incurring costs to ensure allowability.

- b. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 - c. Unless the CNCS award is \$50,000 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 CNCS. Awardees 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. CNCS Grant Award Specialists are the only officials who have the authority to alter or change the terms and conditions of the award. Grant Award Specialists will execute written amendments, and Awardees should not assume approvals have been granted unless documentation from OGA has been received. Programmatic changes also require final approval of CNCS' OGA after written recommendation for approval is received from the Program Office.

E. REPORTING REQUIREMENTS

Awardee Reports and Deliverables for 2020 Continuation Awardees (i.e., Year 3, for the 2018 Community Conversations Research Competition Awardees)

- 1. Each Awardee will deliver to the CNCS Program Officer a revised research workplan for Year 3 by October 31, 2020. The workplan will set forth the process including activities and timeline, to be used to fulfill the award requirements. The Awardee shall notify the Program Officer during Year 3 if there are changes to the workplan and will update the workplan accordingly.
- 2. In Year 3, each Awardee shall participate in phone meetings with other Awardees as requested and with staff from the Office of Research and Evaluation (ORE) on a regular schedule to be determined to discuss the workplan, research projects, paper presentations, and publications.
- 3. In Year 3, each Awardee shall work with ORE to prepare documents which will lead to 1) a final technical report to be made available on the CNCS Evidence Exchange and 2) articles, book chapters, briefs, and other materials to be used publicly regarding the research completed during Years 1, 2 and 3.

4. For the Original Project in Year 3, each Awardee shall submit a final technical report that is of publishable quality to be made publicly available on CNCS's Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>). Publishable quality means a high-quality report that could be the basis for other publications such as peer-reviewed articles, book chapters or a book, etc.
 - a. This final report shall be a culmination of the work completed between Year 1 to 3 and shall constitute the background, relevant literature review, research design (i.e., research questions/objectives, the participatory research approach utilized, research methods, analysis), the findings, action plans developed from the findings, and challenges and lessons learned for principal investigators and the community. The last section on lessons learned, should include a discussion on how the approach used by the research team (see NOFO, p. 2): actively engaged residents and other local stakeholders in the research process; facilitated the identification of a local issue of concern to the community; helped to identify what factors are facilitating or hindering community participation to address the locally-identified issue; and, assisted in building relationships and increasing civic engagement in tackling the community identified issue.
 - b. A draft final report for the Original Project (that will be labeled as a semiannual report in eGrants) is due July 31, 2021 and will be reviewed by CNCS staff within 30 days. The final report (that will be labeled as a second semiannual report in eGrants) will be due October 30, 2021. It will include all the work done to date through September 30, 2021. This report will address any comments offered by CNCS in the review of the draft submitted before July 31, 2021. This final report will be uploaded to the Evidence Exchange.
5. If awarded a Supplement for Year 3, the Awardee shall submit one final technical report that is of publishable quality to be made publicly available on CNCS's Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>). Publishable quality means a high-quality report that could be the basis for other publications such as peer-reviewed articles, book chapters or a book, etc. This final report shall be a culmination of the work completed in Year 3 and shall constitute the background (how this project expands or builds on the Original Project), relevant literature review, research design (i.e., research questions/objectives, research methods, the

participatory research approach utilized, analysis), the findings, and challenges and lessons learned for principal investigators and the community. The last section on lessons learned, should include a discussion on how the approach used by the research team in the Supplement (see NOFO, p. 2): actively engaged residents and other local stakeholders in the research process; facilitated the identification of a local issue of concern to the community; helped to identify what factors are facilitating or hindering community participation to address the locally-identified issue; and, assisted in building relationships and increasing civic engagement in tackling the community identified issue.

- a. A draft final report for the Supplemental Project (that will be labeled as a semiannual report in eGrants) is due July 31, 2021 and will be reviewed by CNCS staff within 30 days. The final report (that will be labeled as a second semiannual report in eGrants) will be due October 30, 2021. It will include all the work done to date through September 30, 2021. This report will address any comments offered by CNCS in the review of the draft submitted before July 31, 2021. This final report will be uploaded to the Evidence Exchange.
- 6. In addition to the report(s) (i.e., draft article), it is expected that the Awardee will submit material that could be publicly shared such as relevant datasets, instruments, interview questions, etc. Please see “Section B.3.” in this document that specifies how Awardees should share grant products and acknowledge CNCS support in publications and other material.
- 7. Awardees will send a brief progress report of their 1) Year 3 activities for the Original and Supplemental projects including dissemination plans; 2) a brief outline of their final technical reports (Original and Supplemental projects); 3) if needed, a revised workplan (noting any changes) to their Program Officer. The Program Officer will follow up within 30 days with feedback.

Due Date	Reporting Period Covered
April 30	October 1, 2020 to March 31, 2021

8. Financial Reports

The Awardee must submit semi-annual cumulative Federal Financial Reports (FFR), summarizing expenditures during the reporting period. These reports will be submitted timely through the appropriate electronic system. At the discretion of CNCS, the FFR deadlines are as follows:

Due Date	Reporting Period Covered
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April 30 Start of the Award (October 1) through March 31
October 31 April 1 through September 30

All Awardees must also submit an 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.

9. Requests for Extensions of Reporting Deadlines

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 Awardee; 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 OGA, and extensions of deadlines for Progress Reports may only be granted by the Office of Research & Evaluation or another office deemed appropriate by CNCS.

10. Final Financial Report

An Awardee completing the final year of its Cooperative Agreement must submit, in lieu of the last semi-annual financial report, a final financial report, this report is due no later than 90 days after the end of the Cooperative Agreement.

F. COOPERATIVE AGREEMENT PERIOD AND INCREMENTAL FUNDING

For the purpose of National Service and Civic Engagement Cooperative Agreements, a project period is the complete length of time an Awardee is funded to complete approved activities under the agreement. 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 an Awardee's approved activities and budget.

Unless otherwise specified, the Awardee's Cooperative Agreement covers a three (3) fiscal year project period, contingent upon the availability of funding and compliance by the Awardee with the Cooperative Agreement. Additional funding is contingent upon satisfactory performance as determined by CNCS and the availability of funds. The project period and the budget period are noted in the Notice of Grant Award.