

**2008 Provisions for
State Administrative, Program Development and Training,
and Disability Placement Awards**

Effective January 1, 2008

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A. CHANGES FROM THE 2007 ADMIN/PDAT/DISABILITY PROVISIONS

1. Moved Legislative and Regulatory Authority, Other Applicable Statutory and Administrative Provisions, and Order of Precedence to the beginning of the Provisions for consistency with other Provisions. Added links to regulations and Policy FAQs.
2. Re-ordered sections on Purpose and Match to reflect common usage.
3. Deleted former Section A., Definitions and added to Policy FAQs.
4. Added the word “generally” to Section B. 6, “Grant Period and Incremental Funding:” “In approving a multi-year project period, the Corporation **generally** makes an initial award covering the first budget period.”
5. Deleted reference to Progress Reports for the Administrative grant in Section B. 5. Grantees are no longer required to submit Progress Reports for the Administrative grant.
6. Deleted former Section C. 8, “Retention of Records” as it is in regulation 45 CFR 2541.420.
7. Updated Section C. 11 on Non-Discrimination.
8. Updated the Policy on Civil Rights and Non-harassment and the Grants Program Policy on Civil Rights and Non-harassment appended to the Provisions.
9. Changed the numbering of the Provisions to accommodate these changes.
10. Created a new section of the Provisions to group existing policies within an ‘Attachments’ section. Revised policies are included.

B. LEGISLATIVE AND REGULATORY AUTHORITY

These Provisions are binding on the Grantee. By accepting funds under this Grant, the Grantee agrees to comply with the Provisions and all applicable federal statutes, regulations and guidelines. The Grantee agrees to administer the grant in accordance with the approved Grant application and budget, supporting documents, and other representations made in support of the approved Grant application. The Grantee agrees to include in all subgrants the applicable terms and conditions contained in this award.

All applicable Provisions of the Grant, including regulations and OMB circulars that are incorporated by reference, shall apply to any Grantee, sub-Grantee, or other organization carrying out activities under this award. This Grant is authorized by and subject to the National and Community Service Act of 1990, 42 U.S.C. 12501 *et seq.*, and the Corporation’s implementing regulations at 45 CFR 2510 *et seq.*

C. 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:
- i.** OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—45 CFR part 2541.
 - ii.** OMB Circular A-87, Cost Principles for State and Local Governments - 2 CFR part 225.
 - iii.** 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:
- i.** OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations—45 CFR 2543.
 - ii.** OMB Circular A-122, Cost Principles for Nonprofit Organizations - 2 CFR part 230.
 - iii.** 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:
- i.** OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations—45 CFR 2543.
 - ii.** OMB Circular A-21, Cost Principles for Educational Institutions - 2 CFR part 220.
 - iii.** OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

These documents can be found at:

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

Other Applicable Statutes and Regulations. The Grantee must comply with all other applicable statutes, executive orders, regulations, and policies governing the Program, 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.

Order of Precedence. Should there be any inconsistency among the Grant Award, the AmeriCorps Special Provisions, the General Provisions, and the approved Grant Application, the order of precedence that will prevail is: (1) Grant Award; (2) the AmeriCorps Special Provisions; (3) the General Provisions; and (4) the approved Grant Application.

D. SPECIAL PROVISIONS

1. PURPOSE OF THE STATE ADMINISTRATIVE AWARD

State Administrative grant funds are to support the operations of State Commissions and alternative administrative entities in implementing their duties as required by the National and Community Service Act of 1990.

- a. Duties of State Commissions.** The duties of the State Commissions are listed below.
 - i.** Development of a three-year comprehensive national and community service plan and establishment of State priorities consistent with the Corporation's broad goals of meeting human, educational, environmental and public safety needs. The State entity must develop and annually update a Statewide plan for national service which meets the following minimum requirements:
 - (a)** The plan must be developed through an open and public process (such as through regional forums or hearings) that provides for maximum participation and input from national service programs within the State, and from other interested members of the public.
 - (b)** The outreach process must, to the maximum extent practicable, include input from representatives of established State service programs, representatives of diverse, broad-based community organizations that serve under-served populations, and other interested individuals, including young people; the State entity should do so by creating State networks and registries or by utilizing existing ones.
 - (c)** The plan may contain such other information as the State Commission considers appropriate and must contain such other information as the Corporation may require.
 - ii.** Pre-selection of subtitle C programs and preparation of applications to the Corporation. Each State must:
 - (a)** Administer a competitive process to select national service programs to be included in any application to the Corporation for funding;
 - (b)** Prepare an application to the Corporation to receive funding and/or educational awards for the programs selected; and

- (c) Certify that in conducting their grant review process, they have ensured compliance with the National and Community Service Act of 1990, as amended, the Corporation's peer review requirements, all state laws and conflicts of interest rules.
- iii. Preparation of Service Learning applications.
 - (a) The State entity is required to assist the State education agency in preparing the application for subtitle B school-based service learning programs.
 - (b) The State entity may apply to the Corporation to receive funding for community-based subtitle programs after coordination with the State Educational Agency.
- iv. Administration of the grants program. After subtitle C and community-based subtitle B funds are awarded, States entities will be responsible for administering the grants and overseeing and monitoring the performance and progress of funded programs.
- v. Evaluation and monitoring. State entities, in concert with the Corporation, shall be responsible for implementing comprehensive, non-duplicative evaluation and monitoring systems.
- vi. Technical assistance. The State entity will be responsible for providing technical assistance to local nonprofit organizations and other entities in planning programs, applying for funds, and in implementing and operating high quality programs. States should encourage proposals from under-served communities.
- vii. Program development assistance and training. The State entity must assist in the development of subtitle C programs; such development might include staff training, curriculum materials, and other relevant materials and activities. A description of such proposed assistance must be included in the State comprehensive plan referred to in subsection (a).
- viii. Recruitment and placement. The State entity, as well as the Corporation, will develop mechanisms for recruitment and placement of people interested in participating in national service programs.
- ix. Benefits. The State entity shall assist in the provision of health and child care benefits to subtitle C program participants, as will be specified in the regulations implementing the subtitle C programs.
- x. Activity ineligible for assistance. A State Commission or Alternative Administrative Entity may not directly operate or run any national service program receiving financial assistance, in any form, from the Corporation.

- xi.** Make recommendations to the Corporation with respect to priorities within the State for programs receiving assistance under DVSA.
- xii.** Coordination.
 - (a)** Coordination with other State agencies.—A State entity must coordinate its activities with the activities of other State agencies that administer Federal financial assistance programs under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.) or other appropriate Federal financial assistance programs.
 - (b)** Coordination with volunteer service programs. - In general, the State entity shall coordinate its functions (including recruitment, public awareness, and training activities) with such functions of any division of the Corporation, which carries out volunteer service programs in the State. Specifically, the State entity may enter into an agreement with a division of the Corporation to carry out its functions jointly, to perform its functions itself, or to assign responsibility for its functions to the Corporation.
 - (c)** In carrying out the activities under paragraphs (a) and (b), the parties involved must exchange information about the programs carried out in the State.

b. Structure of State Commissions and Alternative Administrative Entities.

- i. Size of the State Commission and terms of State Commission members.** The chief executive officer of a State must appoint 15-25 voting members to the State Commission (in addition to any non-voting members he or she may appoint). Voting members of a State Commission must be appointed to renewable three-year terms, except that initially a chief executive officer must appoint a third of the members to one-year terms and another third of the members to two-year terms.
- ii. Required voting members on a State Commission.** A member may represent none, one, or more than one category, but each of the following categories must be represented:
 - (a)** A representative of a community-based agency or organization in the State;
 - (b)** The head of the State education agency or his or her designee;
 - (c)** A representative of local government in the State;
 - (d)** A representative of local labor organizations in the State;
 - (e)** A representative of business;
 - (f)** An individual between the ages of 16 and 25, inclusive, who is a participant or supervisor of a service program for school-age youth, or of a campus-based or national service program;
 - (g)** A representative of a national service program;

- (h) An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth; and
- (i) An individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism.

iii. **Appointment of other voting members of a State Commission.** Any remaining voting members of a State Commission are appointed at the discretion of the chief executive officer of the State; however, although this list should not be construed as exhaustive, the Corporation suggests the following types of individuals:

- (a) Educators, including representatives from institutions of higher education and local education agencies;
- (b) Experts in the delivery of human, educational, environmental, or public safety services to communities and persons;
- (c) Representatives of Indian tribes;
- (d) Out-of-school or at-risk youth; and
- (e) Representatives of programs that are administered or receive assistance under the Domestic Volunteer Service Act of 1973, as amended (DVSA) (42 U.S.C. 4950 et seq.).

iv. **Appointment of ex officio, non-voting members of a State Commission.** The chief executive officer of a State may appoint as ex officio, non-voting members of the State Commission, officers or employees of State agencies operating community service, youth service, education, social service, senior service, or job training programs. In addition, the Corporation may designate a state representative who will serve as an ex officio, non-voting member of the Commission.

v. **Other composition requirements.** To the extent possible, the chief executive officer of a State shall ensure that the membership of the State Commission is balanced with respect to race, ethnicity, age, gender, and disability characteristics. Not more than 50% plus one of the members of a State Commission may be from the same political party. In addition, the number of voting members of a State Commission who are officers or employees of the State may not exceed 25% of the total membership of that State Commission.

2. PURPOSE OF THE PROGRAM DEVELOPMENT ASSISTANCE AND TRAINING (PDAT) AWARD

Grant funds are for capacity building and infrastructure development consistent with Administrative Standard Seven for Implementing Training and Technical Assistance and to use strategies that maximize the impact of resources provided to national service programs in the state. The following kinds of activities are appropriate uses for PDAT funds:

- a.** Leadership development, training and technical assistance activities to enhance the effectiveness of AmeriCorps programs and program staff.
- b.** Joint cross-program training events that include AmeriCorps and other national service programs.
- c.** Statewide or regional events for member training when conducted collaboratively among multiple programs or organized by multiple states. Member/participant training for a single local program should be funded from the sub-grantee's budget.
- d.** Evaluation, performance measurement and accountability activities for AmeriCorps programs.
- e.** Travel costs for program staff to state-sponsored, cluster-wide, regional, and national-provider training events.
- f.** Travel costs for member/participant attendance at regional and national training events to increase member/participant effectiveness (such as service-learning and youth-service conferences and/or events in support of local capacity building).
- g.** Cost-sharing with national T/TA provider(s) as appropriate.
- h.** Funding for up to 1.0 full-time equivalent as a staff person, contractor or consultant to conduct functions associated with Administrative Standards review. Activities may include conducting needs assessments; planning, implementing and managing the state's T/TA effort; providing for on-site training and technical assistance; connecting programs to resources; identifying and developing local T/TA resources; and promoting peer exchanges.
- i.** Travel by staff whose positions are funded through PDAT when such travel involves the performance of T/TA function or to attend CNCS sponsored training that strengthens the training function. (Administrative funds must be used for travel to conduct administrative functions, such as monitoring and compliance review.) When travel costs are shared, expenditures must be documented separately for financial control purposes.
- j.** Preparation and implementation of joint cross-program training plans to the extent that such expenditures are consistent with other PDAT policies
- k.** Communication equipment and systems that link programs for T/TA purposes (for example, newsletters and Internet discussion groups). Administrative funds are to be used for communication equipment and systems for operational and monitoring activities. Sharing costs for systems that meet both needs is allowable with appropriate documentation for financial control purposes.
- l.** Outreach and public education to potential grantees, sub-grantee and sites to promote and strengthen the (national) service infrastructure in the state.

3. PURPOSE OF THE DISABILITY AWARD

Grant funds are for the placement, reasonable accommodation, and auxiliary services for members and potential members with disabilities, serving in AmeriCorps State or AmeriCorps National Direct programs.

- a. Use of Grant Funds.** Commissions may use grant funds to provide reasonable accommodations and auxiliary aids to members and potential members in circumstances including, but not limited to the following:
 - i.** Provide reasonable accommodations for AmeriCorps State and AmeriCorps National members.
 - ii.** Purchase reasonable accommodation and auxiliary aid equipment to be used by or loaned to AmeriCorps State and AmeriCorps National programs to assist in the placement of AmeriCorps members with disabilities.
 - iii.** Purchase reasonable accommodation and auxiliary aid equipment that an AmeriCorps State or AmeriCorps National uses to assist in the placement of AmeriCorps members with disabilities.
 - iv.** Partner with disability organizations to develop action plans that result in increases in referrals, member applications, and member support strategies.
 - v.** Engage disability inclusion experts to review and provide feedback on existing recruitment, outreach, and programmatic materials on inclusions and accessibility.
 - vi.** Provide funds to programs for the development of materials in alternative formats.
 - vii.** Support the costs associated with the development of a statewide working group made up of representatives from the commission, State Office, University Center for Excellence in Disabilities, disability organizations, and self-advocacy groups to develop and implement plans to recruit and retain individuals with disabilities in service positions and to ensure positive experiences.
 - viii.** Pay for a disability coordinator, disability inclusion expert consultant, or contractor (including a disability-related organization) to assist with outreach, recruitment, and training and technical assistance on disability inclusion issues including outreach, recruitment, reasonable accommodation, and retention. The time apportioned to this cannot exceed 1.0 FTE.
 - ix.** Travel by commission staff whose position is funded through the disability grant, AmeriCorps members, or members of state-wide disability inclusion working groups when such travel is integrally related to facilitating the placement, recruitment, and retention of individuals

with disabilities in AmeriCorps State and National Direct programs, including attending CNCS-sponsored trainings that strengthen the commission's disability inclusion function.

- x. Sponsor training sessions for and with AmeriCorps State or National programs to educate program staff (and/or members) as to how they can increase the participation of individuals with disabilities.
 - xi. To modify or enhance an activity or deliverable (e.g., training, brochure, or website) that is intended to achieve objectives outside the scope of these grant funds, prorate the costs accordingly. For example, if a training event has 10 modules, one of which falls within the purposes of the grant funds, the grant funds may be used to defray 10% of the total cost of the training event.
- b. Restrictions on Use of Funds.** Commissions may not use these funds to support the following activities:
- i. Costs attributable to programs that are not funded under subtitle C of Title 1 of the National and Community Service Act such as Learn and Service America, AmeriCorps VISTA or Senior Corps.
 - ii. Reasonable accommodations and auxiliary aids for program or commission staff or for commissioners or for community beneficiaries of programs.
 - iii. Making the commission's facilities accessible (unless doing so is integrally related to increasing the placement of individuals with disabilities in AmeriCorps State and National programs).
 - iv. Training of members concerning disability related issues (unless this activity is integrally related to increasing the placement of individuals with disabilities in AmeriCorps State and National programs).
 - v. Research or evaluation (unless this activity is integrally related to increasing the placement of individuals with disabilities in AmeriCorps State and National programs).

4. BUDGET AND PROGRAMMATIC CHANGES

- a. Programmatic Changes.** The Grantee must obtain the prior written approval of the Corporation before making the following changes:
- i. Changes in the scope, objectives or goals of the Program, whether or not they involve budgetary changes.

Financial Status Report deadlines are:

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

- b. Progress Reports.** A single annual progress report will be due with the submission of the continuation application for the State Disability and Program Development and Training grants.
- c. Final Financial Status Reports.** A Grantee completing the final year of its grant must submit, in lieu of the last semi-annual FSR, a final FSR that is cumulative over the entire project period. This FSR is due within 90 days after the end of the grant.

6. GRANT PERIOD AND INCREMENTAL FUNDING

Under this grant, the project period is the complete length of time the grantee is proposed to be funded in order to complete the approved program activities. A project period may contain one or more budget periods. A budget period is a specific interval of time for which federal funds are provided to finance 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 covering the first budget period. Additional funding is contingent upon satisfactory progress and the availability of funds. The project period and the budget period are noted on the award document.

7. MATCH REQUIREMENTS FOR STATE ADMINISTRATIVE GRANTS

The amount of grant funds provided to a State Commission, together with other Federal funds available to establish or operate the State Commission, may not exceed:

- a.** 85 percent of the total cost to establish or operate the State Commission for the first year for which the State Commission receives grant funds.
- b.** Such smaller percentage of such cost as the Corporation may establish for the second, third, and fourth years to ensure that the Federal share does not exceed 50 percent of such costs for the fifth year, and any subsequent year.

8. MATCH REQUIREMENTS FOR PDAT AND DISABILITY PLACEMENT GRANTS

There are no match requirements for the Program Development and Training and State Disability Placement grants.

C. GENERAL PROVISIONS

9. RESPONSIBILITIES UNDER GRANT ADMINISTRATION

- a. **Accountability of Grantee.** The Grantee has full fiscal and programmatic responsibility for managing all aspects of 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. It must expend grant funds in a judicious and reasonable manner. 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.
- b. **Notice to Corporation.** The Grantee will notify the appropriate Corporation's 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.
- c. **Notice to the Corporation's Office of Inspector General.** The Grantee must notify the Office of Inspector General immediately of losses of federal funds, or goods/services supported with federal funds, or when information discovered by someone at a program indicates that there has been waste, fraud or abuse, or any violation of criminal law, at the program or at a sub-Grantee.

10. FINANCIAL MANAGEMENT PROVISIONS

- a. **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. This system 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 C.F.R. 2543) or A-110 and its implementing regulations (45 C.F.R. 2541), as applicable.
- b. **Source Documentation.** The Grantee must maintain adequate supporting documents for its expenditures (federal and non-federal) and in-kind

contributions made under this Grant. Costs must be shown in books or records [e.g., a disbursement ledger or journal], and must be supported by a source document, such as a receipt, travel voucher, invoice, bill, in-kind voucher, or similar document.

c. Time and Attendance Records

i. Staff

- (a) Except as provided in (b) and (c) below, salaries and wages charged directly to this Grant or charged to matching funds must be supported by signed time and attendance records for each individual employee regardless of position, and by documented payrolls approved by a responsible official of the Grantee. Except as provided in (b) and (c) below, salaries and wages chargeable between this Grant and other programs or functions of the Grantee organization must be supported by signed time and attendance records for each individual regardless of position appropriately distributing the individual's time to the different programs or functions.
- (b) Educational institutions are not required to support charges for salaries and wages with signed time and attendance records for professorial and professional staff if they are in compliance with the criteria in Section 8.b of OMB Circular A-21 for acceptable methods of documenting the distribution of charges for personal services.
- (c) State, Local and Indian Tribal governmental units are not required to support charges for salaries and wages with signed time and attendance records if they are in compliance with the standards of Section 11.h of OMB Circular A-87 for the support and documentation of salaries and wages.

d. 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 programs, 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 subrecipients of all requirements imposed on them; (3) monitor subrecipient activities and compliance; (4) ensure subrecipients have A-133 audits when required; (5) issue decisions and ensure follow-up on audit findings in a timely

way; (6) where necessary, adjust its own records and financial statements based on audits; and (7) require subrecipients 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.

11. EQUIPMENT AND SUPPLIES

Equipment and supplies will be handled in accordance with OMB Circular A-102 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government or with 2 CFR 215 – Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations.

12. CONSULTANT SERVICES

Payments to individuals for consultant services under this Grant will not exceed \$540.00 per day (exclusive of any indirect expenses, travel, supplies and other non-fee costs).

13. PROGRAM INCOME

Income earned as a direct result of the Grantee's activities during the award period will be retained by the Grantee and used to finance the non-Corporation share of the Program.

14. PAYMENTS UNDER THE GRANT

- a. Advance Payments.** The Grantee may receive advance payments of Grant funds, provided the Grantee meets the financial management standards specified in OMB Circular A-102 and its implementing regulations (45 CFR part 2541) or OMB Circular A-110 and its implementing regulations (45 CFR part 2543), as applicable.
- b. Immediate Cash Flow Needs.** The amount of advance payments requested by the Grantee must be based on actual and immediate cash needs in order to minimize federal cash on hand in accordance with policies established by the U.S. Department of the Treasury in 31 CFR part 205.
- c. Discontinuing Advance Payments.** If a Grantee does not establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement, the Corporation may, after providing due notice to the Grantee, discontinue the advance payment method and allow payments in advance only by individual request and approval or by reimbursement.
- d. Interest-Bearing Accounts.** The Grantee must deposit advance funds received from the Corporation in federally-insured, interest-bearing accounts. The exceptions to this requirement follow:

i. Institutions of Higher Education and Other Nonprofit Organizations.

If a Grantee is covered by 45 CFR part 2543 it must maintain advance funds in interest-bearing accounts unless:

- (a) It receives less than \$120,000 in federal funds per year;
- (b) The best reasonably available account would not be expected to earn interest in excess of \$250 per year on federal cash balances; or
- (c) The required minimum balance is so high that it would not be feasible within expected federal and non-federal cash resources.

Earned interest must be remitted annually to HHS-PMS, Rockville, MD 20852. Grantees may keep up to \$250 of interest per year to offset administrative expenses.

ii. State and Local Governments. All Grantees and sub-Grantees covered by 45 CFR part 2541, with the exception of State Governments and Indian Tribes, must remit earned interest quarterly to the Corporation. Grantees may keep up to \$100 of the earned interest per year to offset administrative expenses.

15. SITE VISITS

The Corporation reserves the right to make site visits to review and evaluate Grantee records, accomplishments, organizational procedures and financial control systems; to conduct interviews; and to provide technical assistance as necessary.

16. DRUG-FREE WORKPLACE

a. Notice to Employees and Members. In accordance with the Drug-Free Workplace Act, 41 U.S.C. 701 et seq., implementing regulations, 45 CFR 2542, and the Grantee's certification, the Grantee must publish a statement notifying employees and members that:

- i.** The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the Grantee's workplace and Program;
- ii.** Conviction of any criminal drug statute must be reported immediately to the Grantee;
- iii.** The employee's employment or member's participation is conditioned upon compliance with the notice requirements; and
- iv.** Certain actions will be taken against employees and members for violations of such prohibitions.

b. Criminal Drug Convictions. The Grantee's employees and members must notify the Grantee in writing of any criminal drug convictions for a violation occurring in the workplace or during the performance of project activities no later than 5

days after such conviction. The Grantee must notify the Corporation within 10 days of receiving notice of such conviction. The Grantee must take appropriate action against such employee or member, up to and including termination or member release for cause consistent with the Corporation's rules on termination and suspension of service, or require the employee or member to satisfactorily participate in an approved drug abuse assistance or rehabilitation Program.

- c. **Drug-Free Awareness Program.** The Grantee must establish a drug-free awareness Program to inform employees and members about the dangers of drug abuse in the workplace, the Grantee's policy of maintaining a Drug-Free workplace, any available drug counseling, rehabilitation, and employee assistance and member support services, and the penalties that may be imposed for drug abuse violations.
- d. **Grantee Non-Compliance.** The Grantee is subject to suspension, termination or debarment proceedings for failure to comply with the Drug-Free Workplace Act.
- e. **Non-Discrimination and Confidentiality Laws.** In implementing the Drug-Free Workplace Act, the Grantee must adhere to federal laws and its Grant assurances related to alcohol and substance abuse non-discrimination and confidentiality.

17. NON-DISCRIMINATION

- a. **Assurances.** The Grantee must assure that its program or activity, including those of its sub-Grantees, will be conducted, and facilities operated, in compliance with the applicable statutes set forth below, as well as with their implementing regulations. The Grantee must obtain an assurance of such compliance prior to extending Federal financial assistance to sub-Grantees. The U.S. Government shall have the right to seek judicial enforcement of these assurances.
- b. **Discrimination Prohibited.** A person, including a member, a service recipient, or Program staff, may not, on the grounds of race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance. The prohibition on discrimination on the basis of disability protects otherwise qualified individuals with disabilities. The prohibition against discrimination on the basis of religion with respect to Program staff applies only to Program staff paid with Corporation funds but excludes staff paid with Corporation funds that were employed by the Grantee on the date the Corporation grant was awarded.

This prohibition against discrimination includes but is not limited to:

- i. Denying an opportunity to participate in, benefit from, or provide a service, financial aid, or other benefit;
- ii. Providing an opportunity which is different or provided differently;
- iii. Denying an opportunity to participate as a member of a planning or advisory body integral to the program;
- iv. Segregating or subjecting a person to separate treatment;
- v. Providing an aid, benefit, or service to a qualified disabled person that is less effective in affording opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement;
- vi. Denying a qualified disabled person the opportunity to participate in integrated programs or activities, even though permissibly separate or different programs or activities exist;
- vii. Restricting a person's enjoyment of an advantage or privilege enjoyed by others;
- viii. Providing different or separate aid, benefits, or services to disabled persons unless necessary in order to provide them as effectively as provided to others;
- ix. Treating a person differently in determining admission, enrollment, quota, eligibility, membership or other requirements;
- x. Using criteria or administrative methods, including failing to provide needed auxiliary aids for disabled persons, which have the effect of subjecting persons to discrimination, or defeating or substantially impairing achievement of the objectives of the program for a person;
- xi. Selecting a site or location of facilities with the purpose or effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination under the program;
- xii. Denying a qualified disabled person a benefit, aid, or participation because facilities whose groundbreaking occurred after May 30, 1979 are inaccessible to or unusable by disabled persons or because programs or activities in facilities predating May 30, 1979, when viewed in their entirety, are inaccessible to or unusable by disabled persons; and
- xiii. Failing to provide reasonable accommodation to otherwise qualified individuals with disabilities.

The Corporation's "Civil Rights Non-Harassment Policy," and its "Grant Program Civil Rights Policy" which include additional discrimination prohibitions are attached and incorporated herein.

- c. **Public Notice of Nondiscrimination.** The Grantee must notify members, service recipients, applicants, Program staff, and the public, including those with impaired vision or hearing, that it operates its program or its 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 Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most programs, 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 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 TDD, and preferably toll free – FAX number and e-mail address of the Grantee) or

*Office of Civil Rights and Inclusiveness
Corporation for National Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503, (voice); (202) 606-3472 (TDD)
(202) 606-3465 (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, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, community, or social affiliations, 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.

- d. 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.

The Corporation will provide specific guidance regarding records and compliance information. At a minimum, the Grantee should have available racial, ethnic, sex, and disability data regarding members/applicants, service recipients/applicants

and Program staff/applicants. This data should be sufficient to measure the distribution of benefits to the eligible population and evaluate the services provided to the different segments of the population being served. Data on members and Program staff should be gathered, on a voluntary basis, directly from the individuals. Data on service recipients may be gathered, estimated, or based on census or other statistics.

Racial and ethnic data should be gathered for the following categories:

Hispanic/Latino/Spanish culture or origin or non-Hispanic/Latino/Spanish culture or origin (one or the other) and one or more of the following:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

- e. **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.
- f. **Discrimination Complaints, Investigations and Compliance Reviews.** The Corporation may review the practices of the Grantee to determine civil rights compliance. Any person who believes discrimination has occurred may file a discrimination complaint with the Corporation's Equal Opportunity Office. The Grantee may not intimidate, threaten, coerce, or discriminate against an individual to interfere with a right or privilege secured by the civil rights acts or because the person made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing. The Corporation will keep the identity of complainants and witnesses confidential except as necessary to conduct an investigation, hearing, or judicial proceeding.

The Corporation will investigate whenever a compliance review, report, complaint, or other information indicates a possible failure to comply with the statutes and their implementing regulations. If an investigation indicates a failure to comply, the Corporation will so inform the Grantee and any applicable subgrantees and will attempt to resolve the matter by voluntary means. If the matter cannot be resolved by voluntary means, the Corporation will initiate formal enforcement action.

Discrimination complaints may be raised through the Grantee's grievance procedure. Use of the Grantee's grievance procedure may not be a required precursor to filing a federal discrimination complaint with the Corporation. Use of the Grantee's grievance procedure does not preclude filing a federal

discrimination complaint. The Grantee's grievance procedure should advise members that use of the grievance procedure does not stop the running of Corporation time frames for filing a discrimination complaint with the Corporation. In all cases where discrimination allegations have been raised with the Grantee, the Grantee must submit a written report to the Corporation's Equal Opportunity Office, which has a review authority over the investigation and disposition of all discrimination complaints.

- g. Self-Evaluation Requirements.** The Grantee must comply with (1) the self-evaluation requirements under section 504 of the Rehabilitation Act regarding accessibility for individuals with disabilities; (2) the self-evaluation requirements of the Age Discrimination Act of 1975; and (3) the self-evaluation requirements under title IX of the Education Amendments of 1972 regarding discrimination based on sex. Guidance regarding the self-evaluation requirements may be obtained from the Corporation's Office of Civil Rights and Inclusiveness, 1201 New York Avenue, NW, Washington, D.C. 20525, (202) 606-7503 (voice); (202) 606-3472 (TDD); (202) 606-3465 (FAX); or eo@cns.gov (e-mail).
- h. Applicable Statutes.** In accordance with its assurances, the Grantee must comply with all federal statutes relating to non-discrimination to the extent applicable, including, but not limited to titles VI and VIII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 3601 *et seq.*), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title IX of the Education Amendments of 1972 (20 U.S.C. 1681 *et seq.*) the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*), the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), and the requirements of any other non-discrimination provision in the National and Community Service Act of 1990, (42 U.S.C. 12635) or any other applicable non-discrimination provision.

18. SUPPLEMENTATION, NON-DUPLICATION AND NON-DISPLACEMENT

- a. Supplementation.** Grant funds may not be used to replace state or local public funds that had been used to support Programs or projects of the type eligible to receive Corporation Grant funds. For any given Program, this condition will be satisfied if the aggregate non-federal public expenditure for that Program or project in the fiscal year is not less than the previous fiscal year.
- b. Non-Duplication.** Grant funds may not be used to duplicate services that are available in the locality of a Program or project. The Grantee may not conduct activities that are the same or substantially equivalent to activities provided by a state or local government agency in which the Grantee entity resides.

c. Non-Displacement.

- i. Prohibition on Displacing an Employee or a Position.** The Grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer of a member in a Program or project.
- ii. Prohibition on Selecting an Employee for Participation.** The Grantee may not select a member who is employed by the Grantee or who was employed by the Grantee in the previous six months, unless the Corporation's AmeriCorps Program Office waives this requirement upon a sufficient demonstration of non-displacement.
- iii. Prohibition on Promotional Infringement.** The Grantee may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.
- iv. Prohibition on Displacing Employee Services, Duties or Activities.** A member in a Program or project may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.
- v. Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A member in a Program or project may not perform any services or duties, or engage in activities, that:
 - (a)** Will supplant the hiring of employed workers; or
 - (b)** Are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- vi. Other Prohibitions.** A member in a Program or project may not perform services or duties that have been performed by or were assigned to any:
 - (a)** Currently employed worker;
 - (b)** Employee who recently resigned or was discharged;
 - (c)** Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (d)** Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
 - (e)** Employee who is on strike or is being locked out.

19. GRIEVANCE PROCEDURE

- a. Setting Up a Grievance Procedure.** In accordance with 42 U.S.C. 12636 and implementing regulations at 45 C.F.R. 2540.230, the Grantee must establish and implement a process for filing and adjudicating grievances from members, labor organizations and other interested parties. A grievance process may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. A grievance process must provide an opportunity for a grievance hearing and binding arbitration. If the grievance alleges fraud or criminal activity, it must be brought to the attention of the Inspector General of

the Corporation immediately. Discrimination complaints may also be raised through the grievance procedure.

- b. In the event that a sub-Grantee of a direct Grantee of the Corporation is no longer in existence or otherwise does not provide a grievance procedure that complies with this Provision, the direct Grantee is responsible for handling any grievance in accordance with 45 C.F.R. 2540.230.

c. Alternative Dispute Resolution.

- i. **Informal Resolution.** The aggrieved party may seek resolution of a grievance through alternative means of dispute resolution (ADR) such as mediation or facilitation. ADR proceedings must be initiated within 45 calendar days of the date of the alleged occurrence. At the initial session of the ADR proceedings, the party must be advised in writing of the right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.
- ii. **Neutral Facilitation.** If ADR is instituted, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed-upon ADR, the proceeding must be confidential. Any decision by the neutral party is advisory and is not binding unless both parties agree. If the grievance is not resolved within 30 calendar days of initiation, the neutral party again must inform the aggrieved party of his or her right to file a formal grievance.

d. Formal Grievance Proceeding.

- i. **Time Limits.** Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such filed grievance must be made no later than 60 days after filing.
- ii. **Effect of Informal Process.** In the event an aggrieved party files a grievance after participating in an informal dispute resolution process, the neutral party may not participate in the formal grievance proceeding. In addition, no communication or proceeding of the informal dispute resolution process may be referred to or introduced into evidence at a grievance or arbitration proceeding.

e. Arbitration.

- i. **Selection of Arbitrator.** If there is an adverse decision against the party who filed the grievance, or no decision has been reached after 60 calendar

days after the filing of a grievance, the aggrieved party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and who is independent of the interested parties. If the parties cannot agree on an arbitrator, within 15 calendar days after receiving a request from one of the parties, the Corporation will appoint an arbitrator from a list of qualified arbitrators.

20. OWNERSHIP AND SHARING OF GRANT PRODUCTS

- a. **Ownership.** Unless otherwise specified, the Grantee owns and may copyright any work that is subject to copyright, including software designs, training manuals, curricula, videotapes and other products produced under the Grant. However, the Grantee may not sell any work that includes an AmeriCorps logo without prior written approval from the Corporation.
- b. **Corporation Use.** The Corporation retains royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish or disseminate products, including data, produced under the Grant and to authorize others to do so. The Corporation may distribute such products through a designated clearinghouse.
- c. **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.

21. PUBLICATIONS

- a. **Acknowledgment of Support.** Publications created may include an AmeriCorps logo if they are consistent with the purposes of the Grant. 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 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.”

- b. **Materials Provided to Corporation.** The Grantee is responsible for assuring that two copies of any such material are sent to the Corporation’s Office of Public Affairs and Program Office.

22. EVALUATION

- a. **Internal Evaluations.** The Grantee must track progress toward achievement of their Program objectives. The Grantee also must monitor the quality of service activities, the satisfaction of both service recipients and members, and

management effectiveness. Internal evaluation and monitoring should be a continuous process, allowing for frequent feedback and the quick correction of weaknesses.

- b. Independent Evaluations.** The Grantee may obtain an independent evaluation if provided for in the approved budget.
- c. External Evaluation and Data Collection.** The Grantee must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts. As part of this effort, the Grantee must collect and submit certain member data, including the total number of members in the Program, and the number of members by race, ethnicity, gender, age, economic background, education level, disability classification and geographic region. The Corporation will provide forms for collecting member data.

23. SUSPENSION OR TERMINATION OF GRANT

- a. Suspension of the Grant.** In an emergency situation the Corporation may suspend a Grant for not more than 30 calendar days. Examples of such situations may include, but are not limited to:
 - i.** Serious risk to persons or property;
 - ii.** Violations of federal, state or local criminal statutes; and
 - iii.** Material violation(s) of the Grant or contract that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause.
- b. Termination of the Grant.** Pursuant to 45 C.F.R. 2540.400, the Corporation may terminate payments under the grant, revoke the designated member positions, or recover Grant funds for failure to comply with applicable provisions of this Grant. However, the Corporation will provide the Grantee reasonable notice and opportunity for a full and fair hearing, subject to the following conditions:
 - i. Notice.** The Corporation will notify the Grantee by letter or telegram that it intends to terminate payments, revoke positions or recover Grant funds, either in whole or in part, unless the Grantee shows good cause why such assistance should not be terminated, revoked or recovered. In this notice, the grounds and the effective date for the proposed termination or revocation will be described. The Grantee will be given at least 7 calendar days to submit written material in opposition to the proposed action.
 - ii. Right to a hearing.** The Grantee may request a hearing on a proposed termination, revocation or recovery. Upon 5 days notice to the Grantee, the Corporation may authorize the conduct of a hearing or other meetings at a location convenient to the Grantee to consider the proposed action. A transcript or recording must be made of a hearing.

- c. The Grantee may suspend or terminate assistance to a Sub-Grantee, provided that such action affords the Sub-Grantee, at a minimum, the notice and hearing rights set forth in the Provisions applicable to the Corporation in this section (36).

F. Attachments

1. Civil Rights and Workforce Diversity Policy
2. Grant Program Civil Rights Policy
3. Civil Rights Non-Harassment Policy



Civil Rights and Workforce Diversity Policy

The Corporation for National and Community Service (CNCS) is committed to achieving a diverse, energized, high performing workforce. Key to achieving this is developing and maintaining effective leaders, managers, and employees who treat all persons with dignity and respect, without regard to non-merit factors such as race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service. We strive to provide a work environment free of sexual, racial, ethnic, religious, or other harassment.

As Chief Executive Officer of CNCS, I am committed to fostering a diverse workplace, a workplace that is free of discrimination or harassment in any form; that is inclusive and fair; and that encourages participation of all employees in every facet of CNCS. I am firmly committed to promoting a climate of mutual respect and appreciation for the strengths of, and differences between, all our employees.

Our mission is to provide opportunities for Americans of all ages and backgrounds to serve their communities and country. We work with national and community nonprofit organizations, faith-based groups, schools, and local agencies to engage Americans in meeting critical needs in education, the environment, public safety, homeland security, and other areas. Integral to our mission is our commitment to diversity, dignity, and equal opportunity, promoting a climate of mutual respect and appreciation for the strengths that a diverse workforce brings to bear. It is essential that our employees provide work and service environments free from discrimination, and free from sexual, racial, ethnic, religious, or other harassment.

I expect every CNCS manager, supervisor, and employee to carry out this policy. Implicit in each employee's "successful" performance level, and explicitly in each supervisor's performance rating, is support of CNCS's workforce diversity and civil rights policies and programs, and the fostering of an inclusive workplace where diversity and individual differences are valued. Any person who violates this policy will be subject to appropriate disciplinary action, up to and including termination.

Any CNCS employee, former employee, or applicant for employment who believes 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), should 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. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

In addition, we encourage everyone to consider our Alternate Dispute Resolution (ADR) Program as an informal way to resolve workplace conflicts. If you are interested in learning more about our ADR program, please contact John Rodgers at (202) 606-6646 or jroddgers@cns.gov.

10/01/2007
Date



David Eisner, Chief Executive Officer



1201 New York Avenue N.W. ★ Washington, DC 20525
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The President's Call to Service



Grant Program Civil Rights 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, without regard to 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 or organizations, 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.

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Civil Rights 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, without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service. 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, will not be tolerated and, if found, will be subject to immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer.

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 work performance or creating an intimidating, hostile, or offensive work 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, and 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. Conduct directed at one person in the workplace may create an offensive environment for co-workers.

I expect CNCS supervisory and management personnel, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any employee who violates this policy or asserts a false claim of harassment with a malicious intent will be subject to appropriate discipline, up to and including termination.

Any CNCS employee, former employee, or applicant for employment 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), should 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. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

Any employee who experiences or witnesses harassment in the workplace may make a report to Andrew Wasilisin, Director, Workforce Relations and Communications in accordance with CNCS Policy #OHC-06-001, "Anti-Harassment Policy and Procedures."

In addition, we encourage everyone to consider our Alternate Dispute Resolution (ADR) Program as an informal way to resolve workplace conflicts. If you are interested in learning more about our ADR program, please contact John Rodgers at (202) 606-6646 or jroddgers@cns.gov

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