

2015 TERMS AND CONDITIONS
FOR
TRAINING AND TECHNICAL ASSISTANCE - REGIONAL TRAINING CONFERENCES

These Corporation for National & Community Service (CNCS) Grant Specific Terms and Conditions and the General Terms and Conditions are binding on the recipient.

A. DEFINITIONS. For this award 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 recipient 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. Copies of the assurances and certifications agreed to in the eGrants system are included for reference as appendices to these Terms and Conditions.
2. **Recipient** means the direct recipient of this award.

B. ROLES AND RESPONSIBILITIES OF THE RECIPIENT

Performance under this award is subject to the general oversight and monitoring of CNCS. Substantial involvement of CNCS will include:

1. General

The recipient must perform the activities supported by this award in compliance with the statutes, regulations, and administrative authorities cited or referred to in the CNCS General Terms and Conditions and these Regional Training Conference Specific 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 award. The recipient is legally accountable to CNCS for the use of award funds and is bound by these Terms and Conditions. The recipient is responsible for ensuring that subrecipients or contractors carrying out activities under this award comply with these Terms and Conditions, including all law and regulations incorporated by reference.

2. Time Line and Project Plan

- a. The period of grant performance is October 1, 2015 through June 30, 2016. Each Awardee must conduct the Regional Training Conference not later than June 30, 2016.

- b. By not later than November 2, 2015, the Awardee will submit to CNCS a detailed time line and project plan that includes the proposed dates of the conference and the schedule and plans for including prospective participants in the conference planning process. The proposed dates must not conflict with other CNCS-sponsored events or other regional training conferences in which CNCS participates.
- c. The Awardee must submit the proposed presenter names, conference agenda that follows the CNCS-provided template, and presentation content to CNCS for review and approval, not later than eight (8) weeks prior to the training delivery date and prior to publicizing the event content to potential attendees. (Note: "Save the Date" or similar information may be publicized at any time. Registration may open prior to final agenda approval, if the registration site does not include specific agenda and presenter details.)
- d. No less than four (4) weeks prior to training delivery, the Awardee must submit all conference presentations and handouts for review and approval by CNCS.

3. Conference Dates, Location, and Facility Approval

The Awardee will request final approval from CNCS for the conference dates, location, and facility, no later than 120 days prior to the proposed training delivery date. All proposed facilities must be reasonably priced and compliant with the requirements of the Americans with Disabilities Act (ADA.) and Section 504 of the Rehabilitation Act of 1973.

4. Curriculum and Assessment Instrument

The Awardee must include in its proposed curriculum up to nine (9) hours of content for sessions that address the required training outcomes of performance measurement and evaluation competencies and compliance competencies, established by CNCS and delivered by CNCS. The awardee is responsible for integrating the core content sessions into the overall conference agenda. CNCS will provide the Awardee with presenter names, session titles, and materials no less than three (3) weeks prior to training delivery. The Awardee is responsible for reporting the numbers of participants and participant feedback using the evaluation form provided by CNCS.

5. Evaluation

The Awardee must monitor the quality of activities supported under the Agreement and the satisfaction of those receiving training or technical assistance using the provided template. Internal evaluation and monitoring should be a continuous process, allowing for frequent feedback and the quick correction of weaknesses.

6. Awardee Products

The Awardee must submit digital copies of all curricula, handouts, and other materials developed to CNCS within two weeks of conference completion.

7. Liability Insurance Coverage

The Awardee must have adequate liability insurance coverage for the organization and for individuals engaged in activities under the Agreement.

C. ROLES AND RESPONSIBILITIES OF CNCS

1. Performance under this cooperative agreement is subject to the general oversight and monitoring by CNCS. Substantial involvement of CNCS will include:
 - a. Managing information sharing between the Awardee, other Regional Training Conference Awardees, and CNCS,
 - b. Determining and delivering required core curriculum sessions related to performance measurement and evaluation competencies and compliance competencies, and,
 - c. Reviewing and approving supplemental curricula, presentations, handouts, and other materials developed under this agreement.
2. The assigned Program Officer will receive materials and requests from the Awardee, instruct the Awardee as needed, and coordinate activities with the appropriate program and grants staff within CNCS. The Program Officer will ensure that appropriate offices in CNCS receive and review submissions from the Awardee.
3. The CNCS Program Officer does not have the authority to, and may not: (1) request additional work outside the general scope of the Agreement; (2) increase or decrease the estimated or actual cost, or time required for performance under this agreement; and/or (3) change any of the expressed terms and conditions of this agreement. If, in the opinion of the Awardee, the CNCS Program Officer requests or instructs it to perform in violation of this paragraph, the Awardee is not obligated to comply until it has first notified the CNCS Program Officer and, if appropriate, requested an amendment of this Agreement.

D. REPORTING REQUIREMENTS

1. Recipient Progress Reports

The Awardee must submit one interim program report that includes a summary of accomplishments during the reporting period and one cumulative final program report that is due no more than 30 days after the expiration of the grant. These reports must be submitted in eGrants. Additionally, the Awardee will submit a Conference Data report no later than four weeks after the last day of the regional training conference, via email to the Program Officer. The Conference Data report is limited to two (2) pages. The content should include the final registration and attendance numbers (total attendance, workshop/session attendance, attendance by program and CNCS staff), preliminary participant feedback (if available), lessons learned, and recommendations to improve future regional training conferences.

The Progress Report deadlines are as follows:

<u>Report Type</u>	<u>Reporting Period</u>	<u>Due Date</u>
Interim Program	10/01/2015 – 03/31/2016	04/30/2016
Conference Data	10/01/2015 – 06/30/2016	4 weeks after the last day of the conference
Cumulative Final Program	10/01/2015 – 06/30/2016	09/28/2016

2. Financial Reports

The Awardee must submit interim and final Federal Financial Reports (FFRs), summarizing expenditures during the reporting period, through the eGrants system. In addition, the Awardee will submit two Budget-to-Actual reports. The Budget-to-Actual reports will be based on identified line items in the approved budget and submitted via email to the assigned Grants Officer.

The FFR deadlines are as follows:

<u>Report Type</u>	<u>Reporting Period</u>	<u>Due Date</u>
Interim FFR	10/01/2015 – 03/31/2016	04/30/2016
Interim Budget-to-Actual	10/01/2015 – 03/31/2016	04/30/2016
Final FFR	10/01/2015 – 06/30/2016	09/28/2016
Final Budget-to-Actual	10/01/2015 – 06/30/2016	09/28/2016

The Awardee 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.

3. Requests for Extensions

Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the 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 TTA - Regional Training Conferences Grants Officer and extensions of deadlines for Progress Reports may only be granted by the TTA - Regional Training Conferences Program Officer.

4. Other

The Awardee shall meet as necessary with the TTA - Regional Training Conferences Program Officer and/or with other staff or Regional Training Conference Awardees as designated by the CNCS Program Officer to exchange views, ideas, and information concerning the project. This will include either a face-to-face or virtual grantee orientation within 30 days of grant award.

5. Program Income

- a. General. Income, including any fees for service earned as a direct result of the cooperative agreement-funded program activities during the award period, must be retained by the Awardee and used to finance the cooperative agreement's non-CNCS share to this award only.
- b. Excess Program Income. Program income earned in excess of the amount needed to finance the Awardee share must be deducted from the total claimed costs. Awardees that earn excess income must specify the amount of the excess in the appropriate field on the Federal Financial Report.

E. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of TTA - Regional Training Conferences cooperative agreements, a project period is the complete length of time an Awardee is proposed to be 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.

F. SITE VISITS

CNCS reserves the right to make site visits to review and evaluate Awardee and sub-grantee records, activities, organizational procedures and financial control systems; to conduct interviews; to request additional information; and to provide technical assistance as necessary.