

**2016 Terms and Conditions for
Commission Program Development Grants
Effective June 1, 2016**

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

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I. DEFINITIONS

- A. **Recipient**, for the purposes of this agreement, means the direct recipient of this award. The recipient is legally accountable to CNCS for the use of award funds and is bound by the provisions of the award. The recipient is responsible for ensuring that subrecipients or other organizations carrying out activities under this award comply with all applicable Federal requirements, including the CNCS General Terms and Conditions, these specific terms and conditions, regulations applicable to the program, and the NCSA.
- B. **Subrecipient** refers to an organization receiving AmeriCorps award funds from a recipient of CNCS funds. See 2 CFR § 200.93.
- C. **Program** refers to the activities supported under the award.
- D. **NCSA** means the National and Community Service Act of 1990, as amended. See 45 U.S.C. §§ 12501-12657.

II. BUDGET AND PROGRAMMATIC CHANGES

- A. **Programmatic Changes.** The recipient must first obtain the prior written approval of the AmeriCorps Program Office before making any of the following changes:
 - 1. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes.
 - 2. Entering into subawards or contracts for activities funded by the award, but not identified or included in the approved application and/or award.
- B. **Budgetary Changes.** The recipient must obtain the prior written approval of CNCS's Office of Grants Management before deviating from the approved budget in any of the following ways:
 - 1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the awarding agency for the cost to be allowable. Examples of these costs are overtime pay, rearrangement and alteration costs, and pre-award costs.
 - 2. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 - 3. Unless the CNCS share of the award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10

per cent or more of the total budget must be approved in writing in advance by CNCS. The total budget includes both the CNCS and recipient shares. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.

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

III. REPORTING REQUIREMENTS

This section applies only to the recipient. The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final financial report and for setting submission deadlines for its respective subrecipients that ensure the timely submission of recipient reports.

- A. **Progress Reports.** The recipient shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets.

<u>Due Date</u>	<u>Reporting Period Covered</u>
January 31	Start of award through December 31
July 31	Start of award year through end of award year or June 30, whichever is earlier

- B. **Financial Reports.** The recipient shall complete and submit financial reports in eGrants to report the status of all funds. The recipient must submit timely cumulative financial reports in accordance with CNCS guidelines according to the following schedule:

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

A recipient must set submission deadlines for its respective subrecipients that ensure the timely submission of recipient reports.

The recipient must submit the Federal Financial Report (FFR) - Cash Transactions Report on a quarterly basis to the Department of Health and

Human Services Payment Management System per the Electronic Funds Transfer Agreement.

- C. **Requests for Extensions.** Each recipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when 1) the report cannot be furnished in a timely manner for reasons, in the determination of CNCS, legitimately beyond the control of the recipient, and 2) CNCS receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for Financial Reports may only be granted by the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the AmeriCorps Program Office.

- D. **Final Financial Reports.** A recipient must submit, in lieu of the last semi-annual financial report, a final financial report. This final report is due no later than 90 days after the end of the project period.
- E. **Final Progress Reports.** A recipient must submit, in addition to the last semi-annual project report, a final project report. This final progress report is due no later than 90 days after the end of the project period.

IV. **AWARD PERIOD**

For the purpose of the award, the project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A budget period is a specific interval of time for which Federal funds are being provided to fund a recipient's approved activities and budget. Unless otherwise specified, the award covers a one-year project period. The project period and the budget period are noted on the award document.

V. **PROGRAM INCOME**

Income, including fees for service earned as a direct result of the award-funded program activities during the award period. The recipient must notify its Grants Officer if it earns program income in excess of the amounts needed to cover all expenditures under the award. The Grants Officer will determine the disposition of the excess program income.

VI. **NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT**

CNCS has determined that the National Service Criminal History Check Requirements as set forth in the 2016 General Grant and Cooperative Agreement Terms and Conditions, Section II General Terms and Conditions, section E, are not applicable to this Program Development Grant competition and that awardees need not fulfill that requirement to be in compliance with the responsibilities under this grant.