

**2018 Terms and Conditions for
Day of Service Grants**

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

TABLE OF CONTENTS

| | | |
|-------|------------------------------------------------------------|---|
| I. | Changes from the 2017 Days of Service Terms and Conditions | 2 |
| II. | Definitions | 2 |
| III. | Budget and Programmatic Changes | 2 |
| IV. | Reporting Requirements | 3 |
| V. | Award Period and Incremental Funding | 4 |
| VI. | Program Income | 4 |
| VII. | National Service Criminal History Check Training | 5 |
| VIII. | Breaches of Personally Identifiable Information | 5 |

I. CHANGES FROM THE 2017 DAYS OF SERVICE TERMS AND CONDITIONS

- A. Section IV.A – Changed progress reports “in eGrants” to in CNCS' online grants management system”.
- B. Section IV.B - Changed financial reports “in eGrants” to in CNCS' online grants management system”.

II. DEFINITIONS

- A. **Recipient**, for the purposes of this agreement, means the direct recipient of this award. The recipient is legally accountable to CNCS for the use of award funds and is bound by the provisions of the award. The recipient is responsible for ensuring 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, and regulations applicable to the program, and the NCSA.
- B. **Subrecipient** refers to an organization receiving CNCS grant 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 42 U.S.C. §§ 12501 et. seq.

III. BUDGET AND PROGRAMMATIC CHANGES

- A. **Programmatic Changes.** The recipient must first obtain the prior written approval of the 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 award budget.
- 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 incurred as allowable. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
 - 2. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 - 3. Unless the CNCS share of the award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent 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.

IV. REPORTING REQUIREMENTS

The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final financial report 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 CNCS's online grants management system to report on progress toward achievement of its approved performance targets.

| <u>Due Date</u> | <u>Reporting Period Covered</u> |
|------------------------|----------------------------------------------|
| January 31 | Start of the award through December 31, 2018 |
| July 30 | Start of the award through June 30, 2019 |

- B. **Federal Financial Reports.** The recipient shall complete and submit financial reports in CNCS's online grants management system. 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 the award through December 31, 2018 |
| July 30 | January 1, 2019 – June 30, 2019 |

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 Federal Financial Reports submitted in CNCS's online grant system may only be approved by the Office of Grants Management, and extensions of deadlines for Progress Reports may only be approved by the CNCS 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.

V. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of the award, the project period is the complete length of time the recipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund a recipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. CNCS reserves the right to adjust the amount of an award, or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

VI. PROGRAM INCOME

- A. **General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the recipient and used to finance the award's non-CNCS share.
- B. **Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR Part 200 and be deducted from total claimed costs. Recipients that earn excess income must

specify the amount of the excess in the comment box on the financial report.

- C. **Fees for Service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service performed under the grant when:
1. The service benefits a for-profit entity,
 2. The service falls within the other prohibited activities set forth in these award provisions, or
 3. The service violates the provisions of 42 U.S.C. § 12637 – Nonduplication and Nondisplacement.

VII. NATIONAL SERVICE CRIMINAL HISTORY CHECK TRAINING

All recipients and subrecipients **must** complete CNCS NSCHC training every year. The CNCS designated e-course provides a thorough overview of the requirements and can be found at: <https://cncsonlinecourses.litmos.com?C=325500>. To request Litmos account access, email serviceresources@cns.gov. Each grant recipient and subrecipient must identify at minimum one staff person who has responsibility for NSCHC compliance on behalf of the recipient or subrecipient. The grant recipient and subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and subrecipients should save certificates of completion from each year as grant records.

VIII. BREACHES OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

All recipients and subrecipients need to be prepared for potential breaches of Personally Identifiable Information, PII. OMB defines PII as any information about an individual, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. All recipients and subrecipients must ensure that they have procedures in place to prepare for and respond to breaches of PII, and notify CNCS in the event of a breach.

If your CNCS grant-funded program or project creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of that Federal grant award, or uses or operates a Federal information system, you must establish procedures to prepare for and respond to a potential breach of PII, including notice of a breach of PII to CNCS. Your policy must comply with requirements in your state. Grantees experiencing a breach should immediately notify CNCS's Office of Information Technology, and your CNCS Program Officer.