

**2018 Terms and Conditions for
Community Conversations Research Grant Competition
Effective October 1, 2018**

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

Table of Contents

I.	Statutory Authority	2
II.	Community Conversations Research Grant Competition Specific Terms and Conditions	2
A.	Definitions	2
B.	Roles and Responsibilities of the Recipient	3
C.	Roles and Responsibilities of CNCS	5
D.	Notification of Budget, Staff and Management Changes	6
E.	Reporting Requirements	7
F.	Cooperative Agreement Period and Incremental Funding	9
G.	Breaches of Personally Identifiable Information (PII)	9

I. STATUTORY AUTHORITY

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

II. COMMUNITY CONVERSATIONS RESEARCH GRANT COMPETITION SPECIFIC TERMS AND CONDITIONS

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

1. **Application** means all information and materials (including all assurances and certifications, the proposed budget as approved by CNCS, or any information incorporated by reference) submitted by the Awardee in CNCS’s eGrants system in response to the Notice of Federal Funds Availability, including any amendments or modifications to the information and materials made in response to any CNCS request for clarification. Copies of the assurances and certifications agreed to in the eGrants system are included for reference as appendices to these Terms and Conditions.
2. **Awardee** means the direct recipient of this Cooperative Agreement.
3. **Communities** include a group of people including residents, local stakeholders, organizations or other institutions that are working collectively, share a common concern, or identity.
4. **Civic engagement** is defined as a cluster of individual efforts and activities oriented toward making “a difference in the civic life of ... communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes” and through informal or formal networks.
5. **Civic infrastructure** is defined as the “invisible structures and processes through which the social contract is written and rewritten in communities,” “the formal and informal processes and networks through which communities make decisions and solve problems”, or “the network that exists among local groups such as community development corporations (CDCs), foundations, other nonprofits, local governments, public housing authorities, businesses, and voluntary associations”.

6. **Civic health** is defined as the way that communities are organized to define and address public problems.
7. A **field research site** is a local community or communities identified as the location(s) where the research will take place and where community residents and stakeholders will be recruited and trained as community researchers (i.e., co-researchers).
8. **National service** is defined as a structured opportunity for individuals to serve their communities for an extended period of time through volunteering with or without a stipend. CNCS is the largest supporter of national service, though other avenues for national service exist and this competition is not exclusive to opportunities funded by CNCS.
9. **Participatory research** is a broad term to denote approaches that focus on collaborative knowledge production and co-learning, social change, capacity building, and strengthening communities. Knowledge is produced jointly, between social researchers and a group of people or “community,” for the goal of addressing communities’ concerns with practical solutions. With participatory research, “the process of conducting research is as important as the research outcome” and there is mutual benefit for all partners. Participants are actively engaged in the entire research and action process and gain skills and knowledge that can bring about individual or collective change.
10. **Social capital** can be understood as the “shared norms or values that promote social cooperation, instantiated in actual social relationships” or as the facilitating agent for social cohesion and civic engagement.
11. **Volunteering** is unpaid, noncompulsory work, specifically, time one gives without pay to activities performed either through organizations such as schools, nonprofits, churches; civic, or political organizations (e.g., formal); or directly for others outside one’s own household (e.g., informal).

B. ROLES AND RESPONSIBILITIES OF THE RECIPIENT

1. General

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

provisions of the award.

2. National Service Criminal History Check Requirements

CNCS has determined that the National Service Criminal History Check Requirements as set forth under the General Terms and Conditions, paragraph 3. E., are not applicable to this Research grant competition and that awardees need not fulfill that requirement to be in compliance with the responsibilities under this Cooperative Agreement.

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

- a. Sharing Award Products. Awardees will make their products available to others in the field.
- b. Acknowledgement of Support. All publications, conference presentations, posters, or other dissemination activities related to the project funded by the Community Conversations research grant competition must explicitly state that the project is funded by CNCS.
- c. The awardee is responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon work supported by this award:

“This material is based upon work funded by the Office of Research and Evaluation at the Corporation for National and Community Service (CNCS) under Grant No. ____ through the Community Conversations research grant competition. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS.”

- d. Some of the 2018 awardees are also receiving funding from NCCC and/or VISTA. An Awardee with more than one type of a funding stream will also acknowledge the CNCS program that has contributed funds.

“This material is based upon work funded by the Office of Research and Evaluation and _____ (reference the particular program here) at the Corporation for National and Community Service (CNCS) under Grant No. ____ through the Community Conversations research grant competition. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS.”

If you are unclear about whether you are receiving funding from another CNCS program, please ask your Program Officer.

- e. The Awardee will include the appropriate CNCS logo(s) on documents and presentation materials.
- f. The Awardee may not use or display the CNCS name or logo in connection with any activity prohibited in these provisions, or if the activity is not funded by this grant or is not prohibited in these provisions, the Awardee may not use or display the CNCS name or logo unless they have received written permission to do so from the CNCS Office of External Affairs.

C. ROLES AND RESPONSIBILITIES OF CNCS

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

a. Research Plans

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

b. Convening of Awardees

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

c. Access to CNCS data and Program Staff

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

d. Dissemination of Research Project Results

- i. CNCS may decide to disseminate the results of awardee research projects, either in a report produced by awardees, or material produced by CNCS based on the report.

- ii. CNCS will provide feedback for final product.

D. NOTIFICATION OF BUDGET, STAFF AND MANAGEMENT CHANGES

- 1) Within 5 business days, the Awardee must notify CNCS of any change in the staffing of any key position included (in whole or in part) as a cost in the award budget. This requirement applies regardless of whether the position is included in the federal or matching cost portions of the budget. The Awardee must also notify CNCS of any changes in any positions which are not included in the approved budget, but which involve leadership oversight of the activity under this award. The Awardee must also notify CNCS of any change in the senior leadership of the Awardee.
- 2) The recipient must first obtain the prior written approval of the Program Office before changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes.
- 3) 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:
 - A. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the award agency for the cost to be incurred as allowable. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
 - B. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 - C. Unless the CNCS award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by CNCS. 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.
- 4) CNCS Grants Officers are the only officials who have the authority to alter or change the terms and conditions 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' Office of Grants Management after written recommendation for approval is received from the Program Office.

E. REPORTING REQUIREMENTS

Recipient Reports and Deliverables for 2018 and 2019

- a. Each awardee will deliver to the CNCS Program officer a revised research workplan for Year 1 by November 15, 2018. The workplan will set forth the process including activities and timeline, to be used to fulfill the grant requirements. The workplan will be updated each quarter (see section f below for due dates) and provided to the Program Officer.
- b. In Year 1, each awardee shall participate in phone meetings with other awardees as requested and with staff from the Office of Research and Evaluation (ORE) on a regular schedule to be determined to discuss the workplan, research projects, paper presentations, and publications.
- c. In Year 1, each awardee shall work with ORE to prepare documents which can lead to papers and other materials.
- d. Each awardee shall submit at least a report in Year 1. This report shall constitute the research design, the findings, and action plans from Year 1. The first draft of this report (that will be labeled as a semiannual report in eGrants) is due July 31, 2019. It will include the work done between October 1, 2018 and June 30, 2019. This first draft will be reviewed by CNCS staff within 45 days. The final version of this report (that will be labeled as a second semiannual report in eGrants) will be due October 30, 2019. It will include all of the work done to date through September 30, 2019. This report will address any comments offered by CNCS in the review of the draft report.
- e. In addition to the report(s), it is expected that the Awardee will submit material that could be publically shared such as relevant datasets, instruments, interview questions, etc. Please see “Section B.3.” in this document that specifies how grantees should share grant products and acknowledge CNCS support in publications and other material.
- f. Given the evolving nature of participatory research, awardees will also send a one to three page progress report with their revised workplan (noting any changes) to their Program Officer on a quarterly basis.

Due Date	Reporting Period Covered
January 31	Start of the Award through December 31

April 30	January 1 through March 31
July 31	April 1 through June 30 (report outlined in section d. above)
October 31	July 1 through September 30 (final report outlined in second d. above)

g. If available and applicable, the Awardee understands and agrees that in subsequent continuation years of the grant, there will be reporting requirements that will be similar to, but may not match exactly, the reporting requirements set forth in paragraphs E. An Awardee receiving a continuation grant in Year 2 agrees to comply with the current reporting requirements.

h. Financial Reports

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

Due Date	Reporting Period Covered
Year 1 of Cooperative Agreement	
April 30	Start of Award through March 31
October 31	April 1 through September 30
Years 2-3 of Cooperative Agreement	
April 30	October 1 through March 31
October 31	April 1 through September 30

All Awardees must also submit an FFR - Cash Transactions Report on a quarterly basis to the Department of Health and Human Services Payment Management System per the Electronic Funds Transfer Agreement.

i. Requests for Extensions of Reporting Deadlines

Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the Awardee; and 2) CNCS receives a written request explaining the need for an extension before the due date of the report. Extensions of deadlines for financial reports may only be granted by the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the Office of Research & Evaluation or another office deemed appropriate by CNCS.

j. Final Financial Report

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

F. COOPERATIVE AGREEMENT PERIOD AND INCREMENTAL FUNDING

For the purpose of National Service and Civic Engagement Cooperative Agreements, a project period is the complete length of time an Awardee is funded to complete approved activities under the agreement. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund an Awardee's approved activities and budget.

Unless otherwise specified, the Awardee's Cooperative Agreement covers a two (2) fiscal year project period, contingent upon the availability of funding and compliance by the awardee with the Cooperative Agreement. Additional funding is contingent upon satisfactory performance as determined by CNCS and the availability of funds. The project period and the budget period are noted in the Notice of Grant Award.

G. BREACHES OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

All recipients need to be prepared for potential breaches of Personally Identified Information, PII. The Office of Management and Budget (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 must ensure they have procedures in place to prepare for and respond to breaches of PII, and notify the federal awarding agency 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. Grantees experiencing a breach should notify CNCS' Office of Information Technology, your CNCS Program Officer, and CNCS' Office of Inspector General..