

Terms and Conditions
AmeriCorps*VISTA Support Grant
Revised December 22, 2008

Grantees shall prepare a Project Progress Report (CNS 1035) for part C grants; CNS 1433 for AmeriCorps*VISTA grants) at the end of each fiscal quarter (Dec 31, Mar31, Jun30, and Sep 30) of the budget period. The report shall be submitted to the Corporation Program Manager no later than 30 days after the end of each fiscal quarter. Stipends cannot be reduced without prior written approval of the Corporation.

Institutions of higher education and other non-profit organizations covered by OMB Circular A-110 must maintain advance Federal funds in an interest bearing account. Interest earned on advances deposited in such accounts shall be remitted annually in a check, made payable to the U.S. Treasury, to the Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. The document transmitting the check must indicate that the payment is interest earned on advanced Federal funds. Interest up to \$250 per year maybe retained by the grantee for administrative expenses.

Grantee will assure that at Recognition events, the Corporation is acknowledged as the Federal agency responsible for the primary Federal funding of the project.

Unexpended Federal funds from a prior budget period should be applied to reduce the advance amount by no later than the second advance.

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 project data, as defined in the Project Profile and Volunteer Activity (PPVA) and must provide data as requested or needed to support external evaluations.

All provisions in the Memorandum of Agreement are incorporated by reference into this document.

Grantees may not, in whole or in part, delegate or transfer responsibility for the management of the grant, or stewardship and control of grant funds, to any other organization, institution, or entity.

No individual shall be selected for employment as a supervisor unless he/she meets the qualifications established for the position. No commitment for employment shall be made by the grantee or actual services rendered by any supervisor under this grant, until the Grantee's selection has been reviewed and approved by the Program Program/Project Manager in writing. The Grantee shall submit biographical data on each proposed supervisor and a summary of its selection process at least ten (10) days prior to the anticipated date that such supervisor will begin employment hereunder, if approved.

The grantee shall adhere to regulations concerning VISTA Supervision and Transportation Support Guidelines as published in the Federal Register, Volume 63, Number 111, dated June 10, 1998.

Costs allowed under this grant are limited to those categories contained in signed application package.

Financial Reports: Grantees paid through HHS/PMS must submit financial reports semi-annually from the start date of the grant to report the status of all funds. Financial reports must report expenses on a cumulative basis over the performance period of the grant and be submitted according to the following schedule:

Period Covering:	Report Due:
January 1 to June 30	July 31
July 1 to December 31	January 31

Programs completing the final year of their grant must submit a final financial report that is cumulative over the entire grant period. This report is due 90 days after the close of the grant.

Program Income: Program Income is defined as gross income earned by the VISTA project grant recipient that is directly generated by a VISTA-supported activity during the grant award period, or earned as a result of the grant award. If you believe your VISTA project has earned gross income that constitutes program income, please contact your CNCS grants officer for assistance.

Compliance with OMB Cost Principle Circulars: A21 (Educational Institutions); A87 (State and Local Governments and Indian tribes); A-122 (Non Profit Organizations). Compliance with OMB Uniform Requirement Circulars: A-87 (State and Local Governments and Indian Tribes); A-110 (Educational Institutions and Non profit Organizations). Compliance with OMB Circular A-133 (Single Audit) is required.

This term of award is pursuant to paragraph (g) of section 106 of the Trafficking Victims Protections Act of 2000, as amended (22 USC 7104).

- a. Provisions applicable to a recipient that is a private entity.
 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.
 - b. Provision applicable to a recipient other than a private entity.
We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.
 - c. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
 - d. Definitions. For purposes of this award term:
 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are

contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.

"Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)