

## **Retired Senior Volunteer Program Terms and Conditions**

### **Interest Bearing Account Must Maintain Advance Federal Funds**

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.

### **Recognition Events**

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

### **Lobby Disclosure**

For grant awards exceeding \$100,000, pursuant to 31 U.S.C. 1352, the Grantee is required to file a disclosure report, Standard Form LLL, Disclosure of Lobbying Activities, at the end of any quarter, when the Grantee has paid or agreed to pay any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. The report must be submitted to the Corporation State Program Director.

### **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.

### **Grant Period**

Unless otherwise specified, the Grant covers a three year project period. In approving a multi-year project period the Corporation makes an initial award for the first budget period. Additional funding for subsequent budget periods is contingent upon satisfactory progress and the availability of funds. The project period and the budget are noted on the award document.

### **Financial Status Reports/Jan to Jun and Jul to Dec**

Grantees paid through HHS/PMS must submit the Standard Form 269, Financial Status Report (FSR), semi-annually from the start date of the grant to report the status of all funds. FSRs must report expenses on a cumulative basis over the performance period of the grant and be submitted according to the following schedule:

<b><i>Period Covering:</i></b>	<b><i>Report Due:</i></b>
January 1 to June 30	August 1
July 1 to December 31	February 1

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

**Financial Status Reports/Apr to Sep and Oct to Mar**

Grantees paid through HHS/PMS must submit the Standard Form 269, Financial Status Report (FSR), semi-annually from the start date of the grant to report the status of all funds. FSRs must report expenses on a cumulative basis over the performance period of the grant and be submitted according to the following schedule:

<b>Period Covering:</b>	<b>Report Due:</b>
April 1 - September 30	November 1
October 1 - March 30	May 1

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

**JASON Requirement**

The grantee must use "JASON" (Join Senior Service Now) the Senior Corps web-based recruitment system to post opportunities for senior Volunteers. The grantee must also respond to JASON generated messages of volunteer interest and/or placement using the JASON response system.

The grantee welcome packet will include specific information and instructions. JASON is available online to the general public at [www.seniorcorps.org](http://www.seniorcorps.org) – and then clicking the "Find a Volunteer Opportunity" button. The web address for posting volunteer opportunities is [www.joinseniorservice.org/admin](http://www.joinseniorservice.org/admin).

**SF272 Reporting**

Grantees paid through HHS/PMS will report quarterly disbursements to HHS through SMARTLINK II. Grantees will report disbursements using the web based version of the Standard Form 272, Federal Cash Transaction Report, no later than 45 calendar days following the end of each quarter.

**Recognition of Federal Funding**

When issuing statements, press releases, requests for proposals, bid solicitations, annual reports and other documents describing projects or programs funded in whole or in part with Federal Corporation money, the grantee receiving federal funds, including but not limited to the state and local governments, shall clearly state (1) the percentage of the total cost of the program which will be financed with the Federal Corporation money, and (2) the dollar amount of Federal Corporation funds for the project or program.

**Program/Project Manager Authority**

The Program/Project Manager for this grant is listed on the face page of the Notice of Grant Award. The Program/Project Manager has full authority to represent the Corporation in connection with management of the technical and programmatic performance of the grant. They are not authorized to change the terms and conditions, estimated costs, or period of performance, or to give approvals, written or verbal, specifically reserved for the grant officer.