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 may be
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 multiyear
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:

<table>
<thead>
<tr>
<th>Period Covering</th>
<th>Report Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 to June 30</td>
<td>August 1</td>
</tr>
<tr>
<td>July 1 to December 31</td>
<td>February 1</td>
</tr>
</tbody>
</table>

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:

<table>
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<th>Period Covering</th>
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</thead>
<tbody>
<tr>
<td>April 1 - September 30</td>
<td>November 1</td>
</tr>
<tr>
<td>October 1 - March 30</td>
<td>May 1</td>
</tr>
</tbody>
</table>

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.

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.