

Terms and Conditions AmeriCorps*VISTA Program Grant

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.

The grantee may not expend funds approved for payment of stipends for any other purpose without the prior written approval of the Corporation's Grants Officer.

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. Standard Form 270.

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.

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

VISTA grant sponsors must pay members allowances biweekly or twice monthly in arrears throughout their term of service. The grant sponsor shall send a detailed payroll listing to the Project Manager on at least a monthly basis, showing volunteer name, social security number, and amounts of allowances and deductions.

AmeriCorps*VISTA members are regarded as federal employees only for certain limited purposes. Among the limited purposes are income tax and FICA tax withholding. They are not employees of the grant sponsor. The rules that apply to FICA withholding for other employees of the sponsor do not apply to the AmeriCorps*VISTA members. (FICA is withheld from the stipend only at the time it is paid to the member).

Since the AmeriCorps*VISTA members are considered federal employees for purposes of the Internal Revenue Code, the sponsor must withhold taxes. Because of this relationship, the VISTA grant sponsor must obtain a separate taxpayer identification number (EIN Employer Identification Number) for the VISTA program.

Grant sponsors must obtain a W-4 Form, Employee's Withholding Allowance Certificate, or a W-4E Form, Exemption from Withholding. The grant sponsor must provide each member with a W-2 Form, Wage and Tax Statement, showing total VISTA earnings and federal taxes withheld for the period in which the member volunteer was paid by the grantee by January 31 of the year following the payments. The Corporation will provide the members with a W-2 Form for any payments made directly by the Corporation .

Grant sponsors must obtain a W-5 Form, Earned Income Credit Advance Payment Certificate, from each member who qualifies for the earned income credit and wants to receive the advance payment.

Grant sponsors shall make no deductions from member allowances for workmen's compensation, health insurance, or other types of "fringe benefits. AmeriCorps*VISTA members are covered by the Corporation's Agency's full-time health benefits program, and by the Federal Employees Compensation Act upon determination by the Department of Labor.

AmeriCorps*VISTA grant sponsors shall deduct life insurance premiums from AmeriCorps*VISTA members who currently have coverage and from new members who elect to be covered. After attaining grant status, the grantee must send a list of all "covered" volunteers to the Corporation for National Service, AmeriCorps*VISTA, Life Insurance Manager, 1201 New York Ave., NW, Washington, D.C. 20525. This listing must also be prepared and submitted each month.

Grantees must deduct a life insurance premium of \$2.07 per pay period from the subsistence allowance of each covered member One check in the amount of the total premiums deducted, made payable to Reliance Standard, must be sent each pay period to the Corporation for National Service, AmeriCorps*VISTA, Life Insurance Manager, 1201 New York Ave., NW, Washington, D.C. 20525. This check must be accompanied by a list of members covered during the pay period. The grantee must notify the

Corporation, AmeriCorps*VISTA, in writing, as soon as a member terminates so that the life insurance coverage of the member under the Corporation group policy will cease.

Allowances shall be paid to members bi-weekly or twice monthly in arrears. The grantee shall use a separate Federal Employer Identification Number for reporting disbursements applicable to the AmeriCorps*VISTA member payroll. The subsistence allowance paid to AmeriCorps*VISTA members shall be at the same rate as that paid to other VISTA members serving in similar circumstances in the same state. Allowances and stipends paid to AmeriCorps*VISTA members shall be modified by the grantee to reflect any changes to such allowances as determined by the Corporation.

The grantee shall submit to the Project/Program Manager, at least monthly, a report of AmeriCorps*VISTA member payments disbursed, showing the members by name and social security number, and the amounts disbursed. A photocopy of a computer printout or accounting ledger will suffice.

Federal income taxes will be withheld on all taxable member payments, and FICA withheld on stipends at time of payment only.

AmeriCorps*VISTA members are covered by the Federal Employees Compensation Act; therefore, no additional payment for workers' compensation shall be paid to the state. AmeriCorps*VISTA members are not eligible for unemployment insurance at completion of service; therefore, no unemployment tax shall be paid.

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.

The grantee shall make every reasonable effort to ensure that the health and safety of AmeriCorps*VISTA members are protected during the performance of their assigned duties. The grantee and the project site staff shall not assign or require them to perform duties which would jeopardize their safety or cause them to sustain injuries.

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.

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

Financial Status Reports: 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:

<i>Period Covering:</i>	<i>Report Due:</i>
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.

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.