

Terms and Conditions AmeriCorps*VISTA Support 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.

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 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.