



2015 Terms and Conditions for AmeriCorps State Grants

These Corporation for National and Community Service (CNCS) Grant Program Specific Terms and Conditions and the General Terms and Conditions, and OneStar Terms and Conditions are binding on the recipient.

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I. CHANGES FROM THE 2014 AMERICORPS GRANT PROVISIONS

For your convenience, CNCS has identified changes from last year's AmeriCorps State grant provisions. The list below is general and informational in nature, not comprehensive. We reiterate the importance of reviewing all award terms and conditions, because subrecipients are responsible for knowing, understanding, and complying with all award terms and conditions.

1. Changed the name of the AmeriCorps State Grant Provisions to Terms and Conditions for AmeriCorps State Grants.
2. Moved the General Provisions included in these terms and conditions to the General Terms and Conditions.
3. Updated citations throughout these specific terms and conditions.
4. Section II – Added definitions related to planning grants and the NCSA.
5. Section XII – Added award period information for planning grants.
6. Section XV – Updated the frequency of CNCS review of the amount of hours members serve in fixed amount awards.

II. DEFINITIONS

The following definitions apply to the entire Grant Award.

A. **Member or participant** means an individual:

- a. Who has been selected by a subrecipient to serve in an approved national service position;
- b. Who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States;
- c. Who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program as defined in the NCSA (42 U.S.C. § 12572 (a)(3)(B)(x))), in which case he or she must be between the ages of 16 and 25, inclusive, and
- d. Who has received a high school diploma or its equivalent, agrees to obtain a high school diploma or its equivalent (unless this requirement is waived based on an individual education assessment conducted by the program) and the individual did not drop out of an elementary or secondary school to enroll in the program, or is enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under 20 U.S.C § 1091.

B. **NCSA** means the National and Community Service Act of 1990, as amended. See 45 U.S.C §§ 12501-12657.

C. **Operating Site** means the organization that manages the AmeriCorps program and places members into service locations. State subrecipients (programs) are operating sites.

D. **Planning Grant**, for the purposes of this agreement, is an award or subaward provided to a qualified applicant that submits an application for the planning of a national service program. State Service Commissions may award planning grants as part of their Formula Cost Reimbursement prime award.

Planning grants do not include member positions. Planning grants may not exceed an amount greater than \$75,000 per program.

- E. **Program** refers to the activities supported under the award.
- F. **Recipient**, for the purposes of this agreement, means the direct recipient of the award from CNCS. The Recipient (OneStar Foundation) is legally accountable to CNCS for the use of award funds, or member positions, and is bound by the provisions of the award. The recipient is responsible for ensuring that subrecipients or other organizations carrying out activities under this award comply with all applicable Federal requirements, including the CNCS General Terms and Conditions, these specific terms and conditions, regulations incorporated by reference, and the NCSA.
- G. **Service Location** means the organization where or with which a member actually provides his or her service in the community. Typical service locations are schools, food banks, health clinics, community parks, etc. The service location may be the same as the operating site, but only if the member actually serves at or with the operating site organization. A member may serve at multiple service locations, all of which must be listed in the portal, although the program must select only one for the member's primary assignment.
- H. **Subrecipient** refers to an organization receiving AmeriCorps award funds or member positions from a recipient of CNCS. See 2 CFR § 200.93.

III. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE PROGRAM

- A. **Identification as an AmeriCorps Program or Member.** The subrecipient shall identify the program as an AmeriCorps program and members as AmeriCorps members. All agreements with subrecipients, operating sites, or service locations, related to the AmeriCorps program must explicitly state that the program is an AmeriCorps program and AmeriCorps members are the resource being provided.

AmeriCorps members must wear an AmeriCorps logo on a daily basis.

- B. **The AmeriCorps Name and Logo.** AmeriCorps is a registered service mark of CNCS. CNCS provides a camera-ready logo. All subrecipient websites shall clearly state that they are an AmeriCorps subrecipient and shall prominently display the AmeriCorps logo. Recipients and subrecipients shall use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, on-line position postings or other recruitment materials, member curriculum materials, signs, banners, press releases and publications related to their AmeriCorps program in accordance with CNCS requirements.

To publicize the relationship between the program and AmeriCorps, the subrecipient shall describe their program as "an AmeriCorps program." Subrecipients shall provide information or training to their AmeriCorps members about how their program is part of the national AmeriCorps program and about the other national service programs of CNCS. Subrecipients are strongly encouraged to place signs that include the AmeriCorps name and logo at their service sites and may use the slogan "AmeriCorps Serving Here." AmeriCorps members should state that they are AmeriCorps members during public speaking opportunities.

The subrecipient may not alter the AmeriCorps logo, and must obtain written permission from CNCS before using the AmeriCorps name or logo on materials that will be sold, or permitting donors to use the



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AmeriCorps name or logo in promotional materials. The subrecipient may not use or display the AmeriCorps name or logo in connection with any activity prohibited by statute, regulation, or CNCS General Terms and Conditions, and these specific award terms and conditions.

IV. MEMBER RECRUITMENT, SELECTION, AND EXIT

Member recruitment and selection requirements are in CNCS's regulations at 45 CFR §§ 2522.210 and Part 2540, subpart B. In addition, the subrecipient must ensure that the following procedures are followed:

- A. **Notice to CNCS's National Service Trust.** The subrecipient must notify CNCS's National Service Trust, via the My AmeriCorps Portal, within 30 days of a member's start of, completion of, suspension from, or release from, a term of service. Suspension of service is defined as an extended period during which the member is not serving, nor accumulating service hours or receiving AmeriCorps benefits.

The subrecipient also must notify the Trust, via the My AmeriCorps Portal, when a change in a member's term of service is approved and changed (i.e. from full-time to less than full-time or vice versa.) Failure to report such changes within 30 days may result in sanctions to the subrecipient, up to and including suspension or termination of the award. Subrecipients meet notification requirements by using the appropriate electronic system to inform CNCS of changes within the required time frames. Any questions regarding the Trust should be directed to the Trust Office (800) 942-2677.

- B. **Parental Consent.** Parental or legal guardian consent must be obtained for members under 18 years of age before members begin a term of service. Subrecipients may also include an informed consent form of their own design as part of the member service agreement materials.
- C. **Reasonable Accommodation.** Programs and activities must be accessible to persons with disabilities, and the subrecipient must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation. See the FAQ for more information:
http://www.nationalservice.gov/sites/default/files/documents/AmeriCorps_State_National_Policy_FAQs.pdf.
- D. **Assigning Members to Service Locations.** The subrecipient is required to ensure that all operating sites and all service locations are entered in the My AmeriCorps Portal for all members within 30 days of the members' starting a term of service. The subrecipient is required to include the name of the organization, and the full address or zip-plus-four of the service locations where each member will be serving. If a member is serving at multiple service locations, the subrecipient must select the one where the member serves a majority of his or her hours for the member's assignment; however, all service locations must be listed in the portal.
- E. **Completion of Terms of Service.** The subrecipient must ensure that each member has sufficient opportunity to complete the required number of hours of service to qualify for the education award. Members must be exited within 30 days of the end of their term of service. If this award expires or is not renewed, a member who was scheduled to continue in a term of service may either be placed in another program, where feasible, or if the member has completed at least 15% of the service hour requirement, the member may receive a pro-rated education award.

- F. **Member Exit.** In order for a member to receive an education award from the National Service Trust, the subrecipient must certify to the National Service Trust that the member satisfactorily and successfully completed the term of service, and is eligible to receive the education benefit. The subrecipient (and any individual or entity acting on behalf of the subrecipient) is responsible for the accuracy of the information certified on the end-of-term certification.
- G. **Penalties for false information:** Any individual who makes a materially false statement or representation in connection with the approval or disbursement of an education award or other payment from the National Service Trust may be liable for the recovery of funds and subject to civil and criminal sanctions.

V. SUPERVISION AND SUPPORT

- A. **Planning for the Terms of Service.** The subrecipient must develop member positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. The subrecipient is responsible for ensuring that the positions do not include or put the AmeriCorps member in a situation where the member is at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the non-duplication and non-displacement requirements (see 45 CFR § 2540.100), or exceeding the limitations on allowable fundraising activity (see 45 CFR §§ 2520.40-45). The subrecipient must accurately and completely describe the activities to be performed by each member in a position description. Position descriptions must be provided to CNCS upon request. The subrecipient must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for an education award. In planning for the member's term of service, the subrecipient must account for holidays and other time off, and must provide each member with sufficient opportunity to make up missed hours.
- B. **Member Service Agreements.** The subrecipient must require that each member sign a member service agreement that includes, at minimum, the following:
1. Member position description;
 2. The minimum number of service hours (as required by statute) and other requirements (as developed by the subrecipient) necessary to successfully complete the term of service and to be eligible for the education award;
 3. The amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
 4. Standards of conduct, as developed by the recipient or subrecipient;
 5. The list of prohibited activities, including those specified in the regulations at 45 CFR § 2520.65 (see paragraph C, below);
 6. The text of 45 CFR §§ 2540.100(e)-(f), which relates to non-duplication and non-displacement;
 7. The text of 45 CFR §§ 2520.40-45, which relates to fundraising by members;
 8. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 *et seq.*);
 9. Civil rights requirements, complaint procedures, and rights of beneficiaries;

10. Suspension and termination rules;
11. The specific circumstances under which a member may be released for cause;
12. Grievance procedures; and
13. Other requirements established by the subrecipient.

The subrecipient should ensure that the service agreement is signed before commencement of service so that members are fully aware of their rights and responsibilities.

C. **Prohibited Activities.** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65.):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to-
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;

10. Providing abortion services or referrals for receipt of such services; and

11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

D. Supervision. The subrecipient must provide members with adequate supervision by qualified supervisors consistent with the approved award application. The subrecipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS. The subrecipient must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR § 2520.50.

E. Performance Reviews. The subrecipient must conduct and keep a record of at least a midterm and an end-of-term written evaluation of each member's performance for Full and Half-Time members and an end-of-term written evaluation for less than Half-time members. The end-of-term evaluation should address, at a minimum, the following factors:

1. Whether the member has completed the required number of hours;
2. Whether the member has satisfactorily completed assignments; and
3. Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

F. Timekeeping. The subrecipient is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member's supervisor. This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and his/her supervisor.

If a Professional Corps program wants to follow the timekeeping practices of its profession and certify that members have completed the minimum required hours, excluding sick and vacation days, it must get advance written approval from CNCS.

G. Member Death or Injury. The subrecipient must immediately report any member deaths or serious injuries to the designated OneStar Grants Officer.

VI. CHANGES IN MEMBER TERMS OF SERVICE OR PROGRAM SLOTS

A. Changes that Require CNCS Approval. Circumstances may arise within a program that necessitate changing the type of unfilled AmeriCorps member positions awarded to a subrecipient, or changing the term of service of a currently enrolled member. Note that once a member is exited with a partial education award, the remaining portion of that education award is not available for use. The following changes may require written approval from CNCS's Office of Grants Management as well as written approval and concurrence from OneStar Foundation:

1. A change in the number of member service year (MSY) positions in the award; and/or

2. A change in the funding level of the award.

B. Changing Slot Types (unfilled positions). Subrecipients may change the type of slots awarded to their program if:

1. The change does not increase the total MSYs authorized in the Notice of Grant Award (e.g. one half-time position cannot be change to one full-time position); and
2. The change does not increase the value of the education award; and
3. If the award is a Full-cost Fixed Amount or Professional Corps Fixed Amount award, the slot will be filled by a member serving in a full-time capacity.

All changes to slot type are subject to availability of funds in the Trust, must be Trust neutral, and must comply with all assumptions on which Trust prudence and continued solvency are predicted. Changes in slot type may be made by the subrecipient directly in the My AmeriCorps Portal.

C. Changing a Term of Service (currently enrolled positions). Changes in terms of service may not result in an increased number of MSYs for the program. With the exception of Education Award only awards, subrecipients with Fixed Amount awards may not convert members to less-than-full-time slots.

1. **Full-time.** OneStar Foundation may authorize or approve occasional changes of currently enrolled full-time members to less than full-time members. Impact on program quality should be factored into approval of such requests. CNCS will not cover health care or childcare costs for less than full-time members. It is not allowable to transfer currently enrolled full-time members to a less than full-time status simply to provide a less than full-time education award.
2. **Less than Full-time.** CNCS discourages changing less than full-time members to full-time because it is very difficult to manage, unless done very early in the member's term of service. OneStar Foundation may authorize or approve such changes so long as their current budget can accommodate such changes. Programs must keep in mind that a member's minimum 1700 hours must be completed within 12 months of the member's original start date.
3. **Refilling Slots.** With the exception of subrecipients whose awards have special award conditions under 2 CFR §§ 200.207 or 200.338, AmeriCorps State programs that have fully enrolled their awarded member slots are allowed to replace any member who terminates service before completing 30 percent of his/her term provided that the member who is terminated is not eligible for and does not receive a pro-rated education award. Programs may not refill the same slot more than once.

As a fail-safe mechanism to ensure that resources are available in the National Service Trust to finance all earned education awards, CNCS will suspend refilling if either:

- a. Total AmeriCorps enrollment reaches 97 percent of awarded slots; or
 - b. The number of refills reaches 5 percent of awarded slots.
4. Direct subrecipients may transfer slots between operating sites as long as they can ensure and document that the same slot is not refilled more than once. Refill slot transfers between operating sites require CNCS Program Officer assistance. Refill slots may not be combined with unfilled slots.

- D. **Formula and State Competitive Award Slot Transfers.** State commissions are allowed to transfer slots among their state formula and competitive subrecipients in order to maximize enrollment and cost effectiveness without prior approval. State commissions may not transfer slots between competitive and formula subrecipients, or vice-versa. State commissions may not transfer funds among their competitive subrecipients.
- E. **Notice to Childcare and Healthcare Providers.** The subrecipient must immediately notify CNCS's designated agents, in writing, when a member's status changes in a manner that affects eligibility for childcare or healthcare.

VII. RELEASE FROM PARTICIPATION

Subrecipients may release members from participation for two reasons: (a) for compelling personal circumstances; and (b) for cause. See 45 CFR § 2522.230 for requirements. Whether the reason for the release amounts to circumstances beyond the member's control is determined by the subrecipient, consistent with the criteria listed in 45 CFR § 2522.230(a). Failure to follow the requirements set forth in regulation (e.g., releasing an individual for a non-compelling personal circumstance, such as when the individual is leaving to go to school) is considered non-compliance with award requirements and may result in disallowed costs and other remedies for non-compliance. In addition to the regulations, the following applies:

No Automatic Disqualification if Released for Cause: A release for cause covers all circumstances in which a member does not successfully complete his/her term of service for reasons other than compelling personal circumstances. Therefore, it is possible for a member to receive a satisfactory performance review and be released for cause. For example, a member who is released for cause from a first term-e.g. the individual has decided to take a job offer- but who, otherwise, performed well, would not be disqualified from enrolling for a subsequent term as long as the individual received a satisfactory performance evaluation for the first period of service.

VIII. LIVING ALLOWANCES, OTHER IN-SERVICE BENEFITS, AND TAXES

Requirements related to member living allowance and benefits are in 45 CFR §§ 2522.240 and 2522.250. In addition, subrecipients must ensure that the following procedures are followed:

- A. **Living Allowance Distribution.** A living allowance is not a wage. Subrecipients must not pay a living allowance on an hourly basis. Subrecipients should pay the living allowance in regular increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period, and must cease when the member's service ceases.

If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the subrecipient may not provide a lump sum payment to the member. Similarly, if a member is selected after the program's start date, the subrecipient must provide regular living allowance payments from the member's start date and may not increase the member's living allowance incremental payment or provide a lump sum to make up any missed payments.

Education Award Program Fixed Amount awards (EAPs) may provide a living allowance or other in-service benefits to their members, but are not required to do so. Full-cost and other Fixed Amount subrecipients must provide a living allowance to their members.

- B. Waiving the Living Allowance.** If a living allowance is paid, a member may waive all or part of the payment of a living allowance if he or she believes his or her public assistance may be lost or decreased because of the living allowance. Even if a member waives his or her right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the member is eligible to receive will be deemed available. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver. A member may not receive any portion of the living allowance for the period of time the living allowance was waived.
- C. Taxes and Insurance.**
- 1. Liability Insurance Coverage.** The subrecipient is responsible for ensuring adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.
 - 2. FICA (Social Security and Medicare taxes).** Unless the subrecipient obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the subrecipient must pay FICA for any member receiving a living allowance. The subrecipient also must withhold 7.65% from the member's living allowance.
 - 3. Income Taxes.** The subrecipient must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The subrecipient must comply with any applicable state or local tax requirements.
 - 4. Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. Subrecipients must check with State Departments of Labor or OneStar Foundation to determine worker's compensation requirements. If worker's compensation is not required, subrecipients must obtain Occupational, Accidental, and Death and Dismemberment coverage for members to cover in-service injury or incidents.
- D. Healthcare Coverage.** Except for EAPs, Professional Corps, or members covered under a collective bargaining agreement, the subrecipient must provide, or make available, healthcare insurance to those members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time the member begins his/her term of service. The subrecipient must also provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. CNCS will not cover healthcare costs for dependent coverage.

Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (e.g. full-time summer projects) are eligible for healthcare benefits. Programs may provide health insurance to less-than-full-time members serving in a full-time capacity, but they are not required to do so. For purposes of this provision, a member is serving in a full-time capacity when his/her regular term of

service will involve performing serving on a normal full-time schedule for a period of six weeks or more. A member may be serving in a full-time capacity without regard to whether his/her agreed term of service will result in a full-time Segal AmeriCorps Education Award.

Any of the following health insurance options will satisfy the requirement for health insurance for full-time AmeriCorps members (or less than full-time members serving in a full-time capacity): staying on parents' or spouse plan; insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan; insurance obtained through a private insurance broker; Medicaid, Medicare or military benefits. AmeriCorps subrecipients purchasing their own health insurance for members must ensure plans are MEC and meet the requirements of the Affordable Care Act.

Per a May 14, 2014 notice, the Department of Health and Human Services (HHS) issued guidance that created a special healthcare enrollment period for all AmeriCorps State and National members.

Starting Service: If members begin service after the open enrollment period which ended on March 30, 2014, they have 60 days from the service start date to sign-up for healthcare coverage through the federal healthcare marketplace.

Ending Service: At the conclusion of service, members will also be able to purchase a qualified health plan from the federal healthcare marketplace outside of the annual open enrollment period. Members have 60 days from the service end date to sign-up for healthcare coverage.

If coverage is being provided via the Healthcare marketplace, and thus third party payment is not an option, subrecipients must develop a process to reimburse members for monthly premiums.

Reimbursement for health insurance premiums are considered taxable income for the member, and subrecipients must have a way to document such reimbursements.

- E. **Administration of Childcare Payments.** In general, CNCS will provide for childcare payments, which will be administered through an outside contractor. Requirements and eligibility criteria are in the AmeriCorps regulations, 45 CFR § 2522.250. Members serving in EAP programs are not eligible for the childcare benefit. CNCS will not cover childcare costs for members who served on a less-than-full-time basis, or who have ceased serving. Subrecipients may provide child care to less-than-full-time members serving in a full-time capacity, but they are not required to do so. Subrecipients that choose to provide childcare and will claim the costs of childcare as matching costs, as approved in their budget, may contact the childcare contractor for technical assistance. Subrecipients can contact the AmeriCorps hotline at 1-800-942-2677 with questions regarding childcare. The criteria for member eligibility are contained in 45 CFR § 2522.250. Also see the FAQs, (http://www.nationalservice.gov/sites/default/files/documents/AmeriCorps_State_National_Policy_FAQs.pdf) for more detailed information on administering childcare and healthcare benefits.
- F. **Notice to Childcare Providers.** The subrecipient must immediately notify CNCS's designated agents in writing, when a member's status changes in a manner that affects the member's eligibility for childcare. Examples of changes in status include: changes to a member's scheduled service so that he/she is no longer serving on a full-time basis, terminating or releasing a member from service, and suspending a member for cause for a lengthy or indefinite time period. Program directors should contact the childcare provider on childcare related changes.

IX. MEMBER RECORDS AND CONFIDENTIALITY

- A. **Recordkeeping.** The subrecipient must maintain records, including the position description, sufficient to establish that each member was eligible to participate and that the member successfully completed all program requirements. A program may store member files electronically and use electronic signatures if the program can ensure the validity and integrity of the record and signature is maintained.

The subrecipient's electronic storage procedures and system must provide for the safe-keeping and security of the records, including:

1. Sufficient prevention of unauthorized alterations or erasures of records;
2. Effective security measures to ensure that only authorized persons have access to records;
3. Adequate measures designed to prevent physical damage to records; and
4. A system for providing for back-up and recovery of records; and
5. The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including:
 - a. Storage of the records in a physically accessible location;
 - b. Clear and accurate labeling of all records; and
 - c. Storage of the records in a usable, readable format.

- B. **Verification of Eligibility.** Unless an individual's social security number and citizenship was verified through the My AmeriCorps Portal, the subrecipient must obtain and maintain documentation as required by 45 CFR § 2522.200(c). CNCS does not require programs to make and retain copies of the actual documents used to confirm age or citizenship eligibility requirements, such as a driver's license, or birth certificate, as long as the subrecipient has a consistent practice of identifying the documents that were reviewed and maintaining a record of the review.

Enrolling in the My AmeriCorps Portal requires members to certify their high school status. Such certification fulfills the subrecipient's verification requirement to obtain and maintain documentation from the member relating to the member's high school education. If the member is incapable of obtaining a high school diploma or its equivalent, as determined by an independent evaluation, the subrecipient must retain a copy of the supporting evaluation.

- C. **Confidential Member Information.** The subrecipient must maintain the confidentiality of information regarding individual members. The subrecipient must obtain the prior written consent of all members before using their names, photographs and other identifying information for publicity, promotional, or other purposes. Subrecipients may release aggregate and other non-identifying information, and are required to release member information to CNCS and its designated contractors. The subrecipient must permit a member who submits a written request for access to review records that pertain to the member and were created pursuant to this award.
- D. **National Service Criminal History Check.** The specific requirements of the National Service Criminal History Check, including the timing and recordkeeping requirements, are specified at 45 CFR §§ 2540.200-.207. See also the final rule and the CNCS website for more information. Subrecipients must retain a record of the NSOPW search and associated results either by printing the screen(s) or by some

other method that retains paper or digital images of the NSOPW checks, inclusive of the date record for when the search was performed. Inability to demonstrate that you conducted an NSOPW or the required criminal history check, as specified in the regulations, may result in sanctions, including disallowance of all or part of the costs associated with the non-compliance (see 2 CFR § 200.338).

X. BUDGET AND PROGRAMMATIC CHANGES

- A. Programmatic Changes.** The subrecipient must first obtain the prior written approval of the OneStar Foundation Grants Officer and CNCS before making any of the following changes (1-3):
1. Changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes;
 2. Substantial changes in the level of member supervision;
 3. Entering into additional sub-awards or contracts for AmeriCorps activities funded by the award, but not identified or included in the approved application and award budget.

Upon notification to the OneStar Foundation Grants Officer, subrecipients may make programmatic changes due to, or in response to, an officially-declared state or national disaster without written approval from CNCS. As soon as practicable, subrecipients making disaster-related programmatic changes must discuss the recordkeeping, member activities, performance measure adjustments, and other AmeriCorps award requirements with the OneStar Foundation Grants Officer. While written approval from CNCS is not required before making disaster-related programmatic changes, CNCS reserves the right to limit or deny disaster-related programmatic changes.

- B. Program Changes for Formula Programs.** OneStar Foundation is responsible for approving the above changes for state formula programs.
- C. Budgetary Changes.** The subrecipient must obtain the prior written approval of the OneStar Foundation Grants Officer and CNCS's Office of Grants Management before deviating from the approved budget in any of the following ways:
1. Specific Costs Requiring Prior Approval before Incurrence under OMB Cost Principles 2 CFR Part 200, Subpart E. For certain cost items, the cost principles require approval of the awarding agency (CNCS) for the cost to be allowable. Examples of these costs are overtime pay, rearrangement and alteration costs, and pre-award costs.
 2. Purchase of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 3. Unless the CNCS share of the award is \$100,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by OneStar Foundation and CNCS. The total budget includes both the CNCS and subrecipient shares. Subrecipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
- D. Approvals of Programmatic and Budget Changes.** CNCS's Grants Officers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. The Grants Officers will execute written amendments, and subrecipients should not assume approvals have been

granted unless documentation from the Grants Office has been received. Programmatic changes also require final approval of CNCS's Office of Grants Management after written recommendation for approval is received from the Program Office.

- E. **Exceptions for Fixed Amount Awards.** Subrecipients with Fixed Amount awards are not subject to the requirements in Section C., Budgetary Changes, above.

XI. AWARD PERIOD AND INCREMENTAL FUNDING

For the purpose of the award, a project period is the complete length of time the subrecipient is proposed to be funded to complete approved activities under the award. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal awards are being provided to fund a subrecipient's approved activities and budget.

Unless otherwise specified, the award covers a three-year project period. In approving a multi-year project period, OneStar and CNCS generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a subrecipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. OneStar and CNCS reserve the right to adjust the amount of an award, or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

A planning grant covers a one-year project period.

XII. PROGRAM INCOME

- A. **General.** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the subrecipient and used to finance the award's non-CNCS share.
- B. **Excess Program Income.** Program income earned in excess of the amount needed to finance the subrecipient share must follow the appropriate requirements of 2 CFR Part 220 and be deducted from total claimed costs. Subrecipients that earn excess income must specify the amount of the excess in the comment box on the financial report.
- C. **Fees for Service.** When using assistance under this award, the subrecipient may not enter into a contract for or accept fees for service performed by members when:
1. The service benefits a for-profit entity,
 2. The service falls within the other prohibited activities set forth in these award provisions, or
 3. The service violates the provisions of 42 U.S.C. § 12637- Non-duplication and Non-displacement.
- D. **Full-Cost and Professional Corps Fixed Amount Awards.** The subrecipient must notify its OneStar Foundation Grants Officer if it earns program income in excess of the amounts needed to cover all expenditures under the award. The Grants Officer will work with the CNCS Grants Officer to determine the disposition of the excess program income.

XIII. SAFETY

The subrecipient must institute safeguards as necessary and appropriate to ensure the safety of members. Members may not participate in projects that pose undue safety risks.

XIV. FIXED AMOUNT AWARDS

Fixed Amount awards are not subject to the cost principles in 2 CFR, Part 220, Subpart E. Fixed Amount awards must comply with the remaining provisions of 2 CFR Part 220, including Subpart F relating to audit requirements. Fixed Amount awards include Education Award program (EAP) Fixed Amount Awards, Professional Corps Fixed Amount awards, and Full-Cost Fixed Amount awards.

For Education Award programs (EAP), the fixed federal assistance amount of the award is based on the approved and awarded number of full-time members specified in the award. For full-cost and Professional Corps Fixed Amount awards, the fixed federal assistance amount of the award is based on the approved and awarded numbers of full-time members and the members' completion of their terms of service.

For EAPs, the final amount of award funds that the subrecipient may retain is dependent upon the subrecipient's notifying CNCS's National Service Trust of the members that it has enrolled. All EAP members must carry out activities to achieve the specific project objectives as approved by CNCS. At closeout, CNCS will calculate the final amount of the award based on Trust documentation. CNCS will recover any amounts drawn down by the subrecipient in excess of the final award amount allowed based on member selection documentation in the My AmeriCorps Portal.

For all other Fixed Amount awards, the subrecipient may submit a request for payment based on the number of members who complete a full term of service or if the member leaves before completing service, a pro-rated amount based on hours served.

Full-cost and Professional Corps programs may draw up to 20% of the funds within the first two months to cover start-up costs (recruitment and application, training, criminal history checks, etc.); however, total funds drawn should be based on the number of members on board at the time and the percentage of hours completed. Bi-annually, in some cases quarterly, and at closeout, CNCS will calculate the final amount of the award for the year or entire project period (at closeout) based on the number of successfully completed terms of service (as certified by the program) as well as the hours served that were not certified as successfully completed.