



# Ohio AmeriCorps Supplementary Provisions Program Year 2012-2013

Revised August 2012

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These Supplementary Provisions detail requirements imposed by the Ohio Commission on Service and Volunteerism (ServeOhio) in addition to requirements under the AmeriCorps Grant Provisions (effective June 1, 2012) issued by the Corporation for National and Community Service (CNCS). Unless specifically noted otherwise herein, CNCS AmeriCorps Grant Provisions remain binding on the Sub-grantee. [The word “Grantee” in the CNCS AmeriCorps Grant Provisions is understood to mean “Sub-grantee” for the purposes of this AmeriCorps sub-grant.] By signing the Notice of Grant Award, Sub-grantee acknowledges having read all Provisions, and agrees to be bound by same in operation of an AmeriCorps program for Program Year 2012-2013.

## **OSP – 1. Program Administration**

- 1.1 Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, member oversight, and certification of member hours, financial operations, record keeping, compliance, evaluation, and sustainability.
- 1.2 Sub-grantee shall immediately notify ServeOhio of losses of funds or of any goods or services supported with funds provided under this Award, or when there has been waste, fraud, abuse, and any violation or an accusation of a violation of state, federal, or local law by the Program or an AmeriCorps member. Sub-grantee shall cooperate at all times with ServeOhio, the CNCS, and any other state, federal and local officials in the investigation of any criminal or civil laws, rules, ordinances or regulations and audits.
- 1.3 Sub-grantee must credit ServeOhio for its support and use the name “ServeOhio, Ohio’s commission on service and volunteerism,” and/or current logo on communication, marketing and media materials as outlined in ServeOhio’s communication guidelines. Detailed instructions, guidelines and training to be provided. Failure to comply is a

factor considered by ServeOhio when making continuation funding decisions.

1.3.1. Acknowledgement of Support: Publications created by members or grant-funded staff must be consistent with the purposes of the grant. The AmeriCorps logo and ServeOhio logo must be included on such documents. The Sub-grantee is responsible for assuring that CNCS and ServeOhio acknowledgment appears in any external report or publication of material based upon work supported by this grant.

1.4 CNCS AmeriCorps Grant Provision IV.K. applies only to direct grantees of CNCS (i.e., ServeOhio) and should be disregarded by the Sub-grantee.

1.5 Sub-grantee shall use the ServeOhio AmeriCorps Grievance Procedure, which is designed to meet the requirements of CNCS, Code of Federal Regulations, Title 45, Part 2540.230. The procedure shall be included in the Sub-grantee member agreement. Sub-grantee shall notify the ServeOhio Compliance Officer of any impending grievance.

1.6 Sub-grantee shall coordinate local community efforts and projects, related to the program objectives, to support national events or holidays which promote community service and engagement. Sub-grantee should select at least one nationally recognized day/week to host and/or co-coordinate a service project.

1.7 Sub-grantee will notify ServeOhio of program staff changes within 7 days of the change. New program staff shall contact ServeOhio within their first 14 days in the position. In addition, new program staff are required to attend the next scheduled New Program Staff Orientation conducted by ServeOhio.

## **OSP – 2. Meetings and Training Events**

2.1 Sub-grantee will send at least one representative to the Ohio Conference on Service and Volunteerism to be held in Columbus, Ohio in 2012. Sub-grantee may cover the costs for this conference using funds provided under this Grant Award.

2.2 Sub-grantee is required to send at least one representative to all ServeOhio-sponsored Program Directors and Coordinators meetings and/or trainings. Sub-grantee is required to participate in any Program Director meeting mandated by the CNCS. Sub-grantee may cover the costs of attendance using funds provided under this Grant Award.

2.3 Sub-grantee will identify at least one member to participate in Justice Talking Leader Training sponsored by ServeOhio. Sub-grantee will identify members to attend other

leadership training opportunities convened by ServeOhio. Associated costs, not covered by ServeOhio, may be paid using funds provided under this Grant Award.

- 2.4 Sub-grantee acknowledges that attendance by staff and AmeriCorps members at all ServeOhio-sponsored staff and member training events are factors considered by ServeOhio when making continuation funding decisions.
- 2.5 Sub-grantee agrees to assume liability for any injuries or damages resulting from participation in the above referenced events. Sub-grantee shall reimburse ServeOhio, if so requested, for any costs resulting from late registrations, non-attendance by registered participants, or other actions by persons associated with Sub-grantees program. All costs relative to this sub-section (OSP-2.5) must be paid from non-federal sources.

### **OSP – 3. AmeriCorps Members**

- 3.1 Sub-grantee agrees to meet all requirements of the CNCS's National Service Criminal History Check for members and employees, as part of the overall screening process. In addition, **ServeOhio requires background checks for all grant-funded direct staff (Federal, State or Grantee share) and members regardless of a member's service.** Members serving a second year of service are required to undergo new criminal background checks, if there is a 30-day lapse in service. All eligibility documentation, including the CNCS's baseline process for background checks must be on file at the time of enrollment (see 45 CFR 2522.205 and 2522.206). Sub-grantee must complete an Ohio Bureau of Criminal Identification & Investigation (BCI&I); Sex Offender National Registry; and Federal Bureau of Investigation (FBI) check.
- 3.2 Sub-grantee will require all AmeriCorps members to sign a Member Service Agreement, which is pre-approved by ServeOhio and includes the member position description, prior to commencing service, which meets all of the requirements of the CNCS AmeriCorps Provision IV.D.2. and the following stipulations specified by ServeOhio:
  - 3.2.1 Sub-grantee will advise members to exhaust all grievance procedures available through their Program, ServeOhio, and the CNCS, prior to seeking any other remedy available at law, as referenced in OSP 1.5; and
  - 3.2.2 Sub-grantee will notify every member that the member agrees to be bound by the requirements of their Member Service Agreement and all other requirements contained in this Agreement and/or the AmeriCorps Member Handbook.
- 3.3 Sub-grantee will enroll members in the eGrants Portal system and OnCorps online

reporting system within 30 calendar days of their start date and exit members from the eGrants Portal system and OnCorps online reporting system no later than 30 calendar days after their last day of service. Sub-grantee acknowledges that ServeOhio may withhold payment of funds if Sub-grantee fails to meet this requirement.

- 3.4 Sub-grantee will use ServeOhio's OnCorps online reporting system and eGrants Portal system for filing member enrollment, change-of-status and end of term forms. Member time logs must be approved via OnCorps for each calendar month. The logs are due no later than the 15th day of the month following the month in which the hours are served.
- 3.5 Sub-grantee may enroll full-time members only during the first 45 days of the project year. Full-time slots may only be re-filled during the first 90 day of the project year. Programs may enroll half-time members only if they have at least 6 months to serve. One-year, half-time members may be enrolled and serve in half-time positions, only during the first six months of the project year. Half time members enrolled with no more than 6 months to serve, must serve in a full-time capacity and with prior approval from ServeOhio.
- 3.6 ServeOhio reserves the right to review, reallocate and/or reassign any member slot (MSY) and associated costs not filled by the Sub-grantee by October 1<sup>st</sup> of the project year.
- 3.7 Sub-grantee may not transfer a member to another AmeriCorps program, without first making a written request to ServeOhio and receiving prior consent from ServeOhio.
- 3.8 CNCS AmeriCorps provision IV.E is hereby replaced with:

*Sub-grantee may not change the number of full-time equivalent member slots, or the distribution between full-time and less than full-time slots, without first making a written request to ServeOhio and receiving prior consent of ServeOhio. Likewise, sub-grantee may not change the status of an enrolled member from full-time to less than full-time or vice versa, without prior consent from ServeOhio. [Note: once a member is given a partial education award, the remaining portion of that education award is not available for use.]*

***Any slot once filled, if vacated, can be refilled (if within the permitted enrollment period), per the CNCS's 30% refill policy.***

- 3.9 Sub-grantee may not approve partial education awards for exiting members without first submitting a written request and documentation to ServeOhio and receiving written consent from ServeOhio prior to exiting members.
- 3.10 Sub-grantee acknowledges that ServeOhio may withhold payment of funds if Sub-grantee fails to meet any reporting requirement(s).

#### **OSP-4            Budget and Fiscal Procedures**

- 4.1 Funds provided pursuant to this Grant Award are intended to be used for Program expenditures as outlined in your Approved Budget (see: [www.cns.gov/egrants/index.asp](http://www.cns.gov/egrants/index.asp)) and may not be used for any purpose inconsistent with this Award. Sub-grantee must follow all applicable laws, regulations, guidelines, and policies and procedures related to the financial management of the grant.
- 4.2 CNCS funds available to the Sub-grantee are limited to 99% of the Approved Budget since the 5% shown for Administration includes 1% which is retained by ServeOhio. Sub-grantee is reminded that the Administration percentages are based on actual expenditures; if the entire budget is not expended, then the amount which can be charged to Administration is reduced proportionately.
- 4.3 Paragraph IV.I.3.b of the CNCS AmeriCorps Grant Provisions is hereby replaced with the following language:
- Purchases of equipment over \$1,000 using grant funds, unless specified in the Approved Budget.
- 4.4 Provided the total federal funds expended do not exceed the budgeted total, and within the parameters outlined in Article IV.I.3. of the CNCS AmeriCorps Grant Provisions [as revised by OSP-4.3], Sub-grantee is given blanket authority to reallocate CNCS funding among:
- 4.4.1 budget categories by up to ten percent (10%) of the total budget, or  
4.4.2 budget lines within a single category as desired.
- Budgetary changes exceeding the limitations of this article or Article IV.I.3 of the CNCS AmeriCorps Grant Provisions require that Sub-grantee submit to the ServeOhio AmeriCorps Grants Officer a written request for a budget modification; change(s) should not be assumed to be approved until a written response has been received.
- 4.5 Any federal funds authorized under this Grant Award which remain unexpended by Sub-grantee at the end of the Funding Period shall immediately revert to ServeOhio.
- 4.6 By accepting this Grant Award, Sub-grantee agrees to meet the statutory matching level and any overmatch or voluntary cost share documented in the project Budget. In exceptional circumstances only, Sub-grantee may petition ServeOhio for a reduction in the voluntary cost share by submitting a budget revision and explanation to the ServeOhio AmeriCorps Grants Officer. Failure to fully meet the budgeted match level will be considered by ServeOhio as a factor in future funding decisions.  
Should a Sub-grantee be unable to meet the statutory match level, a request for waiver

must be submitted to CNCS via the ServeOhio AmeriCorps Grants Officer; any future or pending funding would automatically be forfeited by the Sub-grantee in such a case.

4.7 Prior to receiving funds under this grant, all Sub-grantees must file with ServeOhio:

- \* Notice of Grant Award Signature Page
- \* Sub-grantee Financial Information Form
- \* A copy of their most recent audit
- \* A copy of their Liability Insurance Policy showing adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities, or documentation of self-insurance

In addition to the above, NEW Sub-grantees must also submit the following Vendor Forms in order to register as a vendor and do business with the State of Ohio (see [http://ohioshared\\_services.ohio.gov/Vendors.aspx?Page=2](http://ohioshared_services.ohio.gov/Vendors.aspx?Page=2)):

- IRS Form W-9
- Vendor Information Form (OBM – 5657) EFT
- Direct Deposit Form (OBM – 1234)

To request a payment of grant funds, Sub-grantee must submit a Request for Funds form to the ServeOhio AmeriCorps Grants Officer and, approve in OnCorps, a Periodic Expense Report (PER) to document the spending shown on the Request for Funds. Grant funds must be requested at least quarterly, but also may be requested once per month, and are limited to reimbursement of prior expenditures plus estimated expenditures for no more than one month in advance. ServeOhio reserves the right to reduce the amount of any requested advance if the estimate seems extreme.

[Sub-grantees drawing funds in advance will be expected to demonstrate, as part of their risk assessment, that their financial system meets the federal requirements for advance draws.] All payments to sub-grantees will be made by electronic funds transfer. All ServeOhio forms referenced in this subsection are available via the ServeOhio website at <http://www.serveohio.org/professional-development/program-director-resources/grants-and-financial-management/>

4.8 Sub-grantee acknowledges that ServeOhio may withhold payment of funds if Sub-grantee fails to meet reporting requirements or if Periodic Expense Reports indicate a failure to meet matching requirements.

#### **OSP-5 Reporting Requirements**

5.1 Article IV.J. of the CNCS AmeriCorps Grant Provisions is hereby replaced by this Article OSP-5.

- 5.2 Sub-grantee acknowledges that failure to report as required will be considered a material breach of this Agreement, subject to corrective action as detailed in OSP-5.3. Sub-grantee further acknowledges that accuracy and timeliness of reporting are factors considered by ServeOhio when making continuation funding decisions.
- 5.3 Sub-grantee acknowledges that failure to report as required will result in suspension of payments under the grant and agrees to provide funding from alternate resources to continue payment of member stipends in the event of such a suspension.
- 5.4 Sub-grantee agrees to ensure their computer system resources are adequate to permit the use of the OnCorps reporting system.
- 5.5 Periodic Expense Reports must be approved in OnCorps at the end of each calendar quarter (**regardless of the day of the week that the deadline falls**) according to the following schedule: 10/15/12 for period ending 9/30/12; 1/15/2013 for the period ending 12/31/2012; 4/15/2013 for the period ending 3/31/2013; 7/15/2013 for the period ending 6/30/2013; and 10/15/2013 for the period ending 9/30/2013. Additional PERs will be required if the Sub-grantee wishes to draw funds more frequently than quarterly; there is no specific deadline for these additional PERs. [See OSP-4.7].

*Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the sub-grantee and 2) ServeOhio receives a written request (email is acceptable) explaining the need for an extension at least two (2) business days in advance of the due date. Extensions of deadlines for PERs may only be granted by the AmeriCorps Grants Officer.*

- 5.6 Progress Reports must be approved in OnCorps at the end of each calendar quarter (**regardless of the day of the week that the deadline falls**) according to the following schedule: 1/15/2013 for the period ending 12/31/2012; 4/8/2013 for the period ending 3/31/2013; 7/15/2013 for the period ending 6/30/2013; and 10/8/2013 for the period ending 9/30/2013.

*Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the sub-grantee and 2) ServeOhio receives a written request (email is acceptable) explaining the need for an extension at least two (2) business days in advance of the due date. Extensions of deadlines for Progress Reports may only be granted by the Program Development and Evaluation Officer. (See OSP 6.3 for Performance Measures Corrective Action Plans.)*

## **OSP-6 Continuous Improvement**

- 6.1 Sub-grantee shall undertake evaluation efforts as necessary to demonstrate the effectiveness of Program operations and shall actively use the results of such evaluation

efforts to improve program quality. One external program impact evaluation is required in the three-year funding cycle.

6.2 ServeOhio shall continually assess the success and effectiveness of the Program and provide guidance as appropriate to promote continuous improvement in program quality, and shall monitor Sub-grantee operations for compliance with all applicable state and federal regulations and requirements. Sub-grantee agrees to assist in this effort through timely and accurate reporting, promptly responding to ServeOhio requests for information, and cooperation in site visits, monitoring visits, program assessments, and/or evaluations.

6.3 Sub-grantee shall submit (email is acceptable) to the ServeOhio Program Development and Evaluation Officer a written Corrective Action Plan (CAP) within 15 calendar days of acknowledgement that Sub-grantee is either; a) not on track for meeting and/or, b) exceeding one or more performance measures, as required by the CNCS Code of Federal Regulations, Title 45, Part 2522.630.

Sub-grantee further acknowledges that failure to monitor progress on performance measure(s) or failure to submit a written Corrective Action Plan are factors considered by ServeOhio when making continuation funding decisions.

Sub-grantee shall monitor performance measures, at minimum, on a quarterly basis, in conjunction with completion of the OnCorps Progress Report (see OSP-5.6). **ServeOhio reserves the right of final approval of Sub-grantee Performance Measures and any revisions.**

6.4 Sub-grantee's breach of this Agreement may result in withholding or reduction of funds payable under this Agreement until said breach is cured and/or the termination of this Agreement at the option of ServeOhio or the CNCS. Except as detailed in OSP-4.8, any such withholding or reduction will follow guidelines detailed in CNCS AmeriCorps Provision V.H.