



# Ohio AmeriCorps Supplementary Terms and Conditions

## Program Year 2016-2017

These Supplementary Terms and Conditions detail requirements imposed by the Ohio Commission on Service and Volunteerism (ServeOhio) in addition to requirements of the federal funding agency, the Corporation for National and Community Service (CNCS). Federal requirements are detailed in two documents: [CNCS 2016 General Grant and Cooperative Agreement Terms and Conditions](#) and [CNCS 2016 Terms and Conditions for AmeriCorps State and National Grants](#). Unless specifically noted otherwise herein, all CNCS requirements remain binding on the Sub-grantee. [The word “Grantee” in the CNCS AmeriCorps Grant Terms and Conditions 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 Terms and Conditions, and agrees to be bound by same in operation of an AmeriCorps program for Program Year 2016-2017.

Failure to comply with the Terms and Conditions of the Notice of Grant Award, these Supplementary Terms and Conditions, both sets of CNCS Terms and Conditions noted above, and all additional program regulations and reporting requirements will be a consideration in any future request for funding continuation. Additionally, non-compliance may lead to suspension of payments or termination of the grant award. *In the event of suspension the Sub-grantee agrees to provide funding from alternate resources to continue payment of member stipends.*

### **OSTC-1 Program Administration**

- 1.1 Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, member oversight, certification of member hours, financial operations, record keeping, compliance, evaluation, and sustainability.
  - 1.1.1 This award must be managed in accord with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* issued by the federal Office of Management and Budget at [2 CFR Part 200](#) and

the CNCS implementing regulations at [2 CFR Part 2205](#). These regulations, sometimes referred to as the Uniform Guidance, OmniCircular, or SuperCircular, consolidate and replace guidance formerly contained in OMB Circulars A-21, A-87, A-102, A-110, A-122, and A-133 effective as of this grant award. Prior year awards that remain ongoing are still governed by the former circulars. Sub-grantees are responsible for carefully reviewing the Uniform Guidance and making any necessary adaptations to their grants management and internal control systems to ensure compliance.

- 1.1.2 Sub-grantee may not further subaward funds unless authorized by ServeOhio as a special condition in the Notice of Grant Award, in response to a written request from and justification by sub-grantee to ServeOhio. Without such authorization all direct expenditures of federal funds are to be made by the Sub-grantee, including payment of member stipends.
  - 1.1.3 Sub-grantee must enter into written agreements with all partner agency service sites and otherwise act to ensure that all sites comply with grant requirements, including but not limited to member supervision and timekeeping, member prohibited activities, member and staff National Service Criminal History Checks (see Section OSTC-3 below), in-kind match documentation, and records access/retention. Sub-grantee will maintain records to document their monitoring of sites to ensure compliance.
- 1.2 Reporting of Fraud, Waste and Abuse. Sub-grantee must immediately notify ServeOhio of losses of funds or of any goods or services supported with funds provided under this Award, or when there is suspected waste, fraud, abuse, or any violation or accusation of a violation of state, federal, or local law by the Program or an AmeriCorps member. ServeOhio will in turn refer any such information to the CNCS Office of Inspector General and program officer. Sub-grantee shall cooperate at all times with ServeOhio, 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 communications, publications, marketing and media materials as outlined in the [ServeOhio Communication Guidelines](#). Detailed instructions and training are found on the [ServeOhio website](#).
    - 1.3.1 Acknowledgement of Support: Publications created by members or grant-funded staff must be consistent with the purposes of the grant and must include the AmeriCorps logo and ServeOhio logo. 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. Acknowledgement also must meet federal requirements under CNCS AmeriCorps Grant Terms and Conditions III.B.

- 1.4 Section XII of the CNCS AmeriCorps Terms and Conditions entitled Award Period and Incremental Funding is not applicable to this sub-award. ServeOhio sub-grants are issued for a one-year term only and are closed out annually. Closeout instructions will be provided by ServeOhio in the last quarter of the grant period.
- 1.5 Sub-grantee must use the ServeOhio AmeriCorps Grievance Procedure (available on the [ServeOhio website](#)), which is designed to meet the CNCS requirements at 45 CFR Part 2540.230. AmeriCorps members, labor unions, and other interested individuals may avail themselves of the grievance procedure for any issue related to the AmeriCorps project including member service issues, non-selection, displacement of employees, or duplication of services complaints.
- 1.6 Sub-grantee must coordinate local community efforts and projects, related to the program objectives, to support national Days of Service which promote community service and engagement. Sub-grantee must select at least one nationally-recognized Day of Service (9/11 Day of Service, Make a Difference Day, MLK Day, or Global Youth Service Day) to host and/or co-coordinate a service project.
- 1.7 Sub-grantee must notify ServeOhio of program staff changes within 7 days of the change. New program staff must contact ServeOhio within their first 7 days in the position. In addition, new program staff are required to attend a New Program Staff Orientation that will be scheduled and conducted by ServeOhio.
- 1.8 Programs are expected to abide by ServeOhio's memo regarding the Hiring of AmeriCorps Members. See the [ServeOhio website](#) for the guidance.

## **OSTC-2 Meetings and Training Events**

- 2.1 Sub-grantee must send at least one AmeriCorps program staff and one AmeriCorps member to the Ohio Conference on Service and Volunteerism.
- 2.2 Sub-grantee must send at least one AmeriCorps program staff to all ServeOhio-sponsored Program Directors and Coordinators meetings and/or trainings mandated by ServeOhio and/or CNCS. A complete list of trainings is available on the [ServeOhio website](#).
- 2.3 Sub-grantee must require new staff and at least one AmeriCorps member to participate in Justice Talking Facilitation Training provided by ServeOhio. Sub-grantee must integrate use of the Ohio Justice Talking curriculum into member professional development activities and facilitate Justice Talking sessions at a minimum of three times per year. Sessions can take place face-to-face or online, and can be conducted regionally for statewide programs.
- 2.4 Sub-grantee agrees to assume liability for any injuries or damages resulting from

participation in the above referenced events. All costs related to participation in required meetings and trainings may be paid from funds provided under this grant award.

### **OSTC-3 National Service Criminal History Check**

- 3.1 Sub-grantee must complete all three elements of the CNCS National Service Criminal History Check (NSCHC) for all “covered positions”. Note this is a more stringent standard than mandated by CNCS requirements.
  - 3.1.1 “Covered positions” include AmeriCorps members and all other persons who receive a wage, salary, or other compensation paid from the grant or matching funds. This includes site supervisors whose time is counted as sub-grantee match, and contracted staff who have responsibilities for program operations. Excluded are staff whose time is charged as an indirect or administrative cost and short-term contractors such as trainers who are not responsible for program operations.
  - 3.1.2 The three elements that must be completed and documented as part of the NSCHC are: (1) National Sex Offender Public Website (NSOPW), (2) Ohio Bureau of Criminal Investigation (and additional state of residence, if applicable) and (3) FBI fingerprint.
- 3.2 Timing of checks. The NSOPW check must be completed prior to the member start date or the date when staff time is first charged to the grant. BCI, state of residence, and FBI checks must be initiated no later than the member start date or the date when staff time is first charged to the grant. Programs must obtain and retain written consent from candidates prior to initiating the state and FBI components.
  - 3.2.1 CNCS defines “initiation” as “one step beyond getting permission to conduct the background checks”. Effective as of the 2015-16 program year ServeOhio is standardizing initiation to mean completion of fingerprinting. Programs must maintain written documentation of the fingerprint date for the state and FBI checks (e.g. a dated receipt from the background check provider that identifies the party fingerprinted.) Sub-grantees that process background checks “in-house” via Webcheck may use an internal form signed by the human resources or other authorized staff member who completes the fingerprinting process. In the event that a name-based search must be done in lieu of fingerprints, programs must maintain appropriate documentation of initiation.
  - 3.2.2 If a sub-grantee fails to maintain documentation of initiation as specified above, for audit purposes the initiation date will be the same as the results date in OSTC-3.4 below, and sub-grantee may be subject to cost disallowance for member/staff time and benefits costs incurred prior to the results date.
- 3.3 Persons for whom BCI and FBI checks have been initiated, but results remain pending, must be accompanied when in the presence of vulnerable populations. Accompaniment means the physical presence of a person cleared for access to vulnerable populations

through a valid NSCHC, professional licensure or placement site rules.

- 3.3.1 Sub-grantees are to utilize the Ohio AmeriCorps Accompaniment Log available on the [ServeOhio website](#), to document all accompaniments during the period of performance. A copy of the log must be placed in the Member's file with all required signatures present.
- 3.4 Programs must document receipt and review of state and FBI check results. Effective with the 2015-16 program year, the Program Director or other AmeriCorps staff member (as defined in the sub-recipient's written NSCHC policy) must sign and date the printed documentation of review for cleared member results. *The date of review will be the effective "received" date for results, and accompaniment must continue through that date.*
- 3.5 In August 2015, the Corporation for National and Community Service issued the National Service Criminal History Check (NSCHC) Interim Disallowance Guide. The purpose of the guide is to explain how to resolve NSCHC findings that have been identified through a Commission's oversight and monitoring of its subgrantees. Rather than disallowing expenses based only on the timeframe for non-compliance, the guide includes a matrix dictating disallowed amounts per occurrence based on risk level and mitigation factors. Detailed information about the NSCHC requirements and resources to assist with program compliance may be found at: <http://www.nationalservice.gov/resources/criminal-history-check>.
- 3.6 Per CNCS AmeriCorps Terms and Conditions XV, National Service Criminal History Check Training:

All subgrantees must complete CNCS NSCHC training every year. The CNCS designated e-course provides a thorough overview of the requirements and can be found at: <http://cncstraining.articulate-online.com/4240214797>. Each subgrantee must identify at minimum one relevant staff person to fulfill this requirement on behalf of the program. The program must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Programs should save certificates of completion from each year as part of grant record. For 2016, subgrantees should complete this requirement and be certified by December 31, 2016.

#### **OSTC-4 AmeriCorps Member Management**

- 4.1 Verification of Eligibility. Sub-grantees must verify member eligibility to serve in accordance with CNCS 2016 AmeriCorps Terms and Conditions Section IX.B. Effective for Program Year 2015-16, ServeOhio will no longer require that copies of documents used to verify eligibility be maintained, so long as the member file contains a list of the documents that were reviewed, along with a signature and date indicating the staff member who reviewed the documents.

- 4.2 Sub-grantee must require all AmeriCorps members to sign, prior to commencing service, a Member Service Agreement (MSA) which includes the member position description, and meets all of the requirements of the CNCS AmeriCorps Terms and Conditions V.B. In addition, ServeOhio prescribes the following conditions relating to the MSA:
  - 4.2.1 The grievance procedure specified in the MSA pursuant to federal requirements will be the Ohio AmeriCorps Grievance Procedure (OAGP) as referenced in OSTC 1.5. Sub-grantee will provide each member with a copy of the OAGP and will require members to initial the grievance clause attesting to their receipt of the OAGP.
  - 4.2.2 The MSA will contain a clause advising members that the Ohio Department of Job and Family Services has determined that service as an AmeriCorps member is excluded from coverage under the Ohio unemployment law and cannot be used in establishing a claim for unemployment benefits or in the computation of benefit amounts. Members will be required to initial the unemployment exclusion clause in addition to signing the MSA.
  - 4.2.3 The MSA will be submitted in advance to ServeOhio for review and approval prior to use.
- 4.3 The Member Service Enrollment Period defines the period during which AmeriCorps members may be enrolled. For each project, the enrollment period starts concurrent with the first day of service by an AmeriCorps member.
  - 4.3.1 Full-time and half-time members may be enrolled only during the first 45 days of the Member Service Enrollment Period. Any exceptions to this enrollment requirement, including enrollment periods for less than half-time member positions, must receive prior written approval from ServeOhio at the beginning of each program year.
  - 4.3.2 Half-time members must have at least 6 months to serve, unless sub-grantee receives prior written approval from ServeOhio for half-time members to serve in a full-time capacity.
- 4.4 Sub-grantee must use both the OnCorps online reporting system and eGrants Portal system for member enrollment and exit.
  - 4.4.1 Sub-grantee must enroll members in the eGrants Portal system and OnCorps online reporting system within 15 calendar days of their start date.
  - 4.4.2 Sub-grantee must exit members from the eGrants Portal system and OnCorps online reporting system no later than 15 calendar days after their last day of service.
  - 4.4.3 Sub-grantee must complete change of term (e.g. suspensions) within 15 calendar days of their change date.

- 4.4.4 Sub-grantee must notify the AmeriCorps Program Officer by email before an early exit or suspension of a member for any reason.
  - 4.4.5 Professional Corps programs approved for alternative timekeeping under 4.5.2 below are not required to use OnCorps for member enrollment and exit; members will be enrolled and exited in eGrants only. The deadlines noted above remain in effect.
- 4.5 Sub-grantee must use the OnCorps online reporting system for tracking member service hours.
- 4.5.1 All member timesheets must be approved via OnCorps by the 15th of each month, in which the member has completed that pay period for all applicable timesheets. The AmeriCorps Program Officer will then verify all timesheets on the 20th of each month. Programs may submit requests to have alternate dates and must get approval from the AmeriCorps Program Officer.
  - 4.5.2 Professional Corps programs may petition ServeOhio for a waiver of this provision and instead use an alternative timekeeping protocol based on the process in place for similar professionals at each service site. Sub-grantee must submit its request to ServeOhio for review; upon concurrence ServeOhio will submit the request to CNCS for final approval. Sub-grantee may not begin using the alternative timekeeping system until it receives written approval from CNCS via ServeOhio.
- 4.6 CNCS AmeriCorps Terms and Conditions VI. B. and C. regarding changes in member terms of service and program member positions are hereby replaced with this Section OSTC 4.6.
- 4.6.1 Sub-grantee may not change the number of full-time member member positions, or the distribution between full-time and less than full-time member positions, without first making a written request to ServeOhio and receiving prior written consent of ServeOhio.
  - 4.6.2 Sub-grantee may not change the status of an enrolled member from full-time to less than full-time or vice versa, without prior written consent from ServeOhio.
  - 4.6.3 If all member member positions have been filled, sub-grantee may refill any slot vacated by a member who completed less than 30% of his/her term and who did not receive a pro-rated education award. Full-time and half-time member positions may be refilled only during the first 90 days of the period of performance. The same slot may not be refilled more than once.  
  
Any exceptions to this enrollment requirement, including enrollment periods for less than half-time member positions, must receive prior written approval from ServeOhio at the beginning of each program year.
  - 4.6.4 Sub-grantee may not transfer a member to another AmeriCorps program,

without first making a written request to ServeOhio and receiving prior written consent from ServeOhio.

- 4.6.5 ServeOhio reserves the right to review, reallocate and/or reassign member member positions between programs if member positions have not been filled by sub-grantees.
- 4.7 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. [Note: Once a member is given a partial education award, the remaining portion of that education award is not available for use.]
- 4.7.1 The only acceptable “reason for early exit” categories in OnCorps are:  
\*For cause (performance, behavior issues, etc)  
\*Compelling personal circumstances
- 4.7.2 Per CNCS AmeriCorps Terms and Conditions VII.  
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.
- 4.8 Sub-grantee must request all members to complete the ServeOhio Member Exit Form prior to program exit.
- 4.9 Programs must ensure members are made aware of the benefits of serving with AmeriCorps, including access to health care coverage for full-time members, on the first day of service. Full-time members must be covered by healthcare on their first day of service by either enrolling into the AmeriCorps compliant health care plan provided by the program or by declaring coverage through other means. Healthcare enrollment waiting periods are not permissible.

#### **OSTC-5 Budget and Fiscal Procedures**

- 5.1 Funds provided pursuant to this Grant Award are intended to be used for program expenditures as outlined in your Approved Budget 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.

- 5.2 CNCS funds available to the Sub-grantee are limited to 98% of the Approved Budget since the 5% shown for Administration includes 2% which is retained by ServeOhio. Sub-grantee is reminded 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. This paragraph does not apply to Fixed Cost Grants.
- 5.3 Sub-grantee must meet the statutory matching level and voluntary cost share as specified in the Notice of Grant Award. Match compliance will be required on the ServeOhio administrative share in addition to the funds expended by the sub-grantee.
  - 5.3.1 In exceptional circumstances only, Sub-grantee may petition ServeOhio for a reduction in the voluntary cost share by submitting a budget modification request and explanation to the ServeOhio AmeriCorps Grants Officer.
  - 5.3.2 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 in such a case.
- 5.4 Provided the total federal funds expended do not exceed the budgeted total, and within the parameters outlined in Article X.C. of the CNCS AmeriCorps Grant Terms and Conditions, Sub-grantee is given blanket authority to reallocate CNCS funding among budget categories by up to ten percent (10%) of the total budget (federal and match shares combined), or among budget lines within a single category as desired.
  - 5.4.1 Budgetary changes exceeding the limitations of this article or Article X.C. of the CNCS AmeriCorps Grant Terms and Conditions require Sub-grantee submit to the ServeOhio AmeriCorps Grants Officer a budget modification request in OnCorps; change(s) should not be assumed to be approved until a written response has been received.
  - 5.4.2 Budgetary changes that do not meet the level detailed in 5.4.1 above do not require an OnCorps budget modification; original budget lines may be over-spent or under-spent as necessary.
  - 5.4.3 Member Service Recognition. Beginning with the 2016-17 program year, ServeOhio is increasing the threshold for member service recognition, from \$20 to \$30 per member per program year. For complete information, see ServeOhio's Incentives, Rewards & Recognition Guidelines on the [ServeOhio website](#).
- 5.5 Any federal funds authorized under this Grant Award which remain unexpended by Sub-grantee at the end of the period of performance shall immediately revert to ServeOhio.
- 5.6 Prior to receiving funds under this grant, Sub-grantee must file with ServeOhio:

- \* Notice of Grant Award Signature Page
- \* Sub-grantee Audit Determination Form
- \* 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 register as a State of Ohio supplier at <http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>, including registration for electronic funds transfer.

- 5.7 Grant funds must be requested at least quarterly; at the sub-grantee's option monthly requests may be submitted. Payments to State of Ohio agencies will be made via Intra-State Transfer Voucher (ISTV); all other payments to sub-grantees will be made by electronic funds transfer. Procedures for requesting funds are as follows:
- 5.7.1 For Fixed Amount Grants, sub-grantee must submit to the ServeOhio AmeriCorps Grants Officer a Request for Funds-Fixed Amount (RFF-FA) form which bases the request amount on the number of member service hours completed to date. Service hours reported must match data in OnCorps unless there is an approved alternative timekeeping protocol in place per OSTC-4.5.2. The RFF-FA also allows for a draw of up to 20% of the award amount as start-up funding during the first two months of operation. At the end of the period of performance a final RFF-FA will be submitted based on actual member completion data and sub-grantee agrees to return any excess funds previously drawn on the basis of estimated completion data.
- 5.7.2 For standard AmeriCorps grants, sub-grantee must submit a Request for Funds (RFF) form to the ServeOhio AmeriCorps Grants Officer and, approve in OnCorps a Periodic Expense Report (PER) to document the spending shown on the RFF. (State of Ohio agencies must also submit an ISTV document, in OAKS, to initiate transfer of funds.) Requests for funds are limited to reimbursement of prior expenditures plus estimated expenditures for no more than one month in advance.
- 5.7.3 ServeOhio reserves the right to reduce the amount of any requested advance if the estimate seems extreme, or limit sub-grantee to reimbursement requests only if sub-grantee financial systems do not meet the federal requirements for advance draws.
- 5.8 Audit Requirements. Under the OMB [Uniform Guidance-Subpart F](#) the threshold at which an annual single audit is required is \$750,000 in federal expenditures during the organization's fiscal year.

- 5.8.1 All Sub-grantees are required to submit an annual Audit Determination Form (see OSTC 5.6) through which ServeOhio will assess and monitor compliance with audit requirements.
- 5.8.2 For sub-grantees whose federal spending exceeds the audit threshold, ServeOhio will obtain a copy of the audit from the Federal Audit Clearinghouse (FAC) as required by OMB. These sub-grantees are not required to submit audit copies to ServeOhio; rather, it is the sub-grantee's responsibility to ensure their audit is completed and uploaded timely to the FAC. If an audit discloses issues related to the AmeriCorps grant, ServeOhio will contact the sub-grantee regarding any necessary corrective actions or potential adjustments to reported expenditures. If a separate Management Letter is issued, sub-grantee shall forward a copy to ServeOhio upon request.
- 5.8.3 For sub-grantees under the single audit threshold, ServeOhio will continue to encourage submission of an annual elective audit as a proactive demonstration of the sub-grantee's financial management and internal control.

#### **OSTC-6 Reporting Requirements**

- 6.1 Section XI of the CNCS AmeriCorps Grant Terms and Conditions is hereby replaced by this Article OSTC-6.
- 6.2 Sub-grantee must use the OnCorps grants management system for required quarterly financial and programmatic reporting, and must comply with other ServeOhio requests for supplemental reporting or other information.
- 6.3 Sub-grantee is required to submit their eGrants budget in OnCorps within 15 days of receipt of their Notice of Grant Award.
- 6.4 Periodic Expense Reports must be submitted and approved in OnCorps at the end of each calendar quarter according to the following schedule: 10/15/16 for period ending 9/30/16; 1/15/2017 for the period ending 12/31/2016; 4/15/2017 for the period ending 3/31/2017; 7/15/2017 for the period ending 6/30/2017; and 10/15/2017 for the period ending 9/30/2017.
  - 6.4.1 If the quarter report due date falls on a Saturday, Sunday or Federal holiday, the report is due the next business day after the due date.
  - 6.4.2 Additional PERs are required if the Sub-grantee wishes to draw funds more frequently than quarterly; there is no specific deadline for these additional PERs. (See OSTC-5.7.2).
  - 6.4.3 At the end of the Period of Performance, in addition to the final PER, sub-grantee

is required to submit an Aggregate Financial Report, in OnCorps, to certify total grant spending. The report must be signed by an official with legal authority to bind the organization (see 2 CFR 200.415).

- 6.4.4 Fixed Amount Grants are excluded from Periodic Expense Reporting and are not required to submit an Aggregate Financial Report.
- 6.4.5 Reporting Other Federal Funds. Sub-grantee shall report the amount and sources of federal funds, other than those provided by CNCS, claimed as matching funds. This includes other federal funds expended by sub-grantees and operating sites and claimed as match. This information shall be reported annually in October or at the time the final financial report is submitted if the final report is due prior to October 31<sup>st</sup>. A reporting form will be provided by ServeOhio via email distribution in advance of the reporting date. Fixed Amount sub-grantees are not required to report this information.
- 6.5 Performance measures must be entered into OnCorps and submitted to ServeOhio for approval no later than 30 days of the program start date or no later than September 26, 2016, whichever comes first.
- 6.6 Progress Reports must be submitted in OnCorps according to the following schedule: 1<sup>st</sup> Quarter reports are due **1/13/17** for activities that occurred from the start of your program year through 12/31/2016; 2<sup>nd</sup> Quarter reports are due **4/13/17** for the period of 1/1/17 ending 3/31/17; 3<sup>rd</sup> Quarter reports are due **7/13/17** for the period ending from 4/1/17 through 6/31/17; and 4<sup>th</sup> Quarter reports are due **10/13/17** for the period from 7/1/17 through ending 9/30/17. If needed, Final Quarter reports will cover the period of 10/1/17 through 12/31/17 or the end of the program year, whichever comes sooner, and be due no later than 1/13/18.
  - 6.6.1 If the quarter report due date falls on a weekend or holiday, reports are due the next business day after the due date.
- 6.7 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 Progress Reports may only be granted by the Director of AmeriCorps. Extensions of deadlines for PERs may only be granted by the AmeriCorps Grants Officer.
- 6.8 Failure to report and/or non-response to requests for information will be considered sufficient breach of this agreement to permit suspension of funding as allowed under 2 CFR 200.339.

## **OSTC-7      Program Effectiveness and Evaluation**

- 7.1      ServeOhio will continually assess the success and effectiveness of the Program and provide guidance as appropriate to promote continuous improvement in program quality, and will 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, program assessments, and/or evaluations.
  
- 7.2      Sub-grantee must use the OnCorps online reporting system to establish performance measures consistent with their approved grant application and program design. ServeOhio reserves the right of final approval of sub-grantee performance measures and any revisions.
  - 7.2.1      Sub-grantee must monitor performance measures, at minimum, on a quarterly basis, in conjunction with completion of the OnCorps Progress Report (see OSTC-6.6). ServeOhio will provide written notice of corrective action in event that sub-grantee is not on track to meet or far exceed one or more service activity performance measure(s).
  - 7.2.2      Within 15 calendar days of receipt of notice of corrective action from ServeOhio, Sub-grantee must submit (email is acceptable) to the ServeOhio Director of AmeriCorps a written Corrective Action Plan consistent with 45 CFR § 2522.630.
  
- 7.3      In addition to performance measurement and reporting, federal regulations at 45 CFR §§ 2522.700-740 detail requirements for broader, systematic evaluation of program impact. Sub-grantee must undertake appropriate evaluation efforts consistent with the regulations, which vary depending on type of program, funding cycle, and average program budget.
  - 7.3.1      Federal regulations are specific to national direct, competitive, and education award only programs, while formula programs are deferred to state commissions. ServeOhio hereby provides notice that Ohio formula programs will operate consistent with the federal requirements.
  - 7.3.2      During the first three-year funding cycle, Sub-grantee must develop an evaluation plan and submit the plan (and evaluation results, if any) with their initial re-compete request for continuation funding. In each successive funding period Sub-grantee must carry out the evaluation plan submitted with the re-compete request, and develop a new evaluation plan for the next funding cycle. Sub-grantee must submit the completed evaluation report and the new evaluation plan with each successive re-compete request.
  - 7.3.3      Sub-grantees with an average federal grant of \$500,000 or more must plan for

and secure an independent evaluation. Sub-grantees with an average federal grant of less than \$500,000 may conduct an internal evaluation; however ServeOhio strongly encourages these programs to procure an independent evaluation.