



SERVE OHIO
Ohio Commission on Service and Volunteerism



Ohio AmeriCorps Planning Grant Supplementary Provisions 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.

OSTC-1 Program Administration

1.1 Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, financial operations, record keeping, compliance, evaluation, and sustainability. Sub-grantee may not sub-award funds under this grant. All direct expenditures of federal funds are to be made by the Sub-grantee.

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.

- 1.2 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 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 no more than 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 requirements of CNCS, Code of Federal Regulations, Title 45, 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 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.

- 1.7 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 member to the Ohio Conference on Service and Volunteerism.
- 2.2 Sub-grantee must send at least one AmeriCorps program staff member to all ServeOhio-sponsored Program Directors and Coordinators meetings and/or trainings mandated by ServeOhio and/or the CNCS.
- 2.3 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 Requirements

- 3.1 Sub-grantee must meet all requirements of the CNCS National Service Criminal History Check (NSCHC) for all "covered positions" as if they will have access to vulnerable populations. Note this is a more stringent standard than mandated by CNCS requirements.
 - 3.1.1 "Covered positions" and persons who receive a stipend, 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 There are three elements that must be completed and documented as part of the NSCHC: (1) National Sex Offender Public Website (NSOPW), (2) Ohio Bureau of Criminal Investigation (and additional state of residence, if applicable) and (3) FBI fingerprint. The NSPOW check must be completed prior to the date when staff time is first charged to the grant. BCI and FBI checks must be initiated no later than the date when staff time is first charged to the grant.
 - 3.1.3 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 actual physical presence and must be adequately documented. Programs are encouraged to avoid the need for accompaniment by

prohibiting access to vulnerable populations until all results are final.

3.1.4 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>.

3.2 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 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 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 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.

4.3 Sub-grantee must meet the statutory matching level and voluntary cost share as specified in the Notice of Grant Award. The match compliance will be required on the ServeOhio administrative share in addition to the funds expended by the sub-grantee.

4.3.1 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.

- 4.3.2 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.
- 4.4 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.
- 4.4.1 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.
- 4.4.2 Budgetary changes that do not meet the level detailed in 4.4.1 above do not require an OnCorps budget modification; original budget lines may be over-spent or under-spent as necessary.
- 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 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.

- 4.7 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:
- 4.7.1 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 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.

4.7.2 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.

4.8 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.

4.8.1 All Sub-grantees are required to submit an annual Audit Determination Form (see OSTC 4.6) through which ServeOhio will assess and monitor compliance with audit requirements.

4.8.2 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.

4.8.3 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-5 Reporting Requirements

5.1 Section XI of the CNCS AmeriCorps Grant Terms and Conditions is hereby replaced by this Article OSTC-5.

5.2 Sub-grantee must use the OnCorps grants management system for required quarterly financial and monthly programmatic reporting, and must comply with other ServeOhio requests for supplemental reporting or other information.

5.3 Sub-grantee is required to submit their eGrants budget in OnCorps within 15 days of receipt of their Notice of Grant Award.

5.4 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; and 4/15/2017 for the period ending 3/31/2017.

5.4.1 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.

- 5.4.2 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-4.7.1).
 - 5.4.3 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).
 - 5.4.4 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 31st. 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.
- 5.5 Monthly Progress Reports must be submitted to the Director of AmeriCorps and Program Officer by the agreed upon regularly occurring monthly deadline established upon Notice of Grant Award.
- 5.5.1 If the monthly report due date falls on a weekend or holiday, reports are due the next business day after the due date.
- 5.6 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.
- 5.7 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 CNCS Provision V.J.

OSTC-6 Program Effectiveness and Evaluation

- 6.1 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.

- 6.2 In addition to monthly 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.
- 6.2.1 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.
- 6.2.2 During the program's first three-year operational 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.
- 6.2.3 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.