

**SERVE WASHINGTON  
2015-16 SPECIAL TERMS AND CONDITIONS**

**I. PURPOSE**

Serve Washington developed these Special Terms and Conditions to provide guidance on specific items that are relevant to its subgrantees and not otherwise covered in the Corporation for National and Community Service (CNCS) General Grant Terms and Conditions, Terms and Conditions for AmeriCorps State and National Grants, federal statutes, applicable regulations, FAQs and other guidelines.

**II. SIGNIFICANT CHANGES FROM 2014-15 SPECIAL TERMS AND CONDITIONS**

1. Multiple Sections – Changed name of CNCS AmeriCorps Grant Provisions to CNCS General Grant Terms and Conditions **and** Terms and Conditions for AmeriCorps State and National Grants.
2. Section III.F. – Updated requirements under National Service Criminal History Check Policy and Procedure.
3. Section III.H. – Updated Compliance with 2 CFR, Part 200, Subpart F (previously known as OMB Circular A-133).
4. Section III.I and III.J – Separated Invoice Packages from Monthly Status Reports. Updated Due Dates and Submission Requirements.
5. Section III.I.2 – Updated Exemptions from Cost Principles for Fixed Amount Grants.
6. Section III.I.4 – Removed Slot Conversions Not Allowed for Fixed Amount Grants.
7. Section V. – Updated language on budget modifications for Cost Reimbursement Grants.

**III. REPORTING EXPECTATIONS & REQUIREMENTS**

The subgrantee is required to comply with all reporting requirements as outlined below as well as any modifications to the reporting requirements and/or deadlines requested by Serve Washington. In the event the subgrantee is not able to meet the stated deadline in a timely manner for reasons legitimately beyond the control of the subgrantee, an extension will be considered only if Serve Washington receives a written request explaining the need for an extension prior to the deadline. Subgrantees should not assume approval has been authorized by Serve Washington until it receives written confirmation.

**A. Staff Changes - Program and Fiscal**

Subgrantees must ensure that Serve Washington is informed in writing of changes regarding key staff positions including the legal applicant's executive, the AmeriCorps program director and fiscal staff assigned to the AmeriCorps program.

**B. My AmeriCorps Portal**

Member management functions including enrollments, exits, suspensions, reinstatements, transfers, slot conversions, etc., are to be conducted in the My AmeriCorps Portal in eGrants. Subgrantees are required to input all active operating sites and service locations where AmeriCorps members will be serving in the My AmeriCorps Portal. In addition, operating sites no longer hosting AmeriCorps members should be inactivated. Enrollments and exits must be completed within 30 days; this includes members completing their portion in their My AmeriCorps account and staff completing their portion in eGrants. Serve Washington will conduct a timeliness review on a quarterly basis. Any subgrantee with late enrollments or exits will be asked to develop an improvement plan to ensure the program is in full compliance with timeliness standards in the future.

**C. Member Placement Form**

Near the beginning of each service year, Serve Washington will request subgrantees submit a member placement form. The form includes all active service locations similar to the active operating sites in the My AmeriCorps Portal. The form will aid in identifying the congressional and legislative district placements for AmeriCorps members serving in Washington state.

**D. Member Eligibility Certification**

Subgrantees must submit the eligibility certification form signed by an authorized program official stating that newly enrolled members meet CNCS eligibility requirements and attach a current member roster. The signed certification form shall be sent to Serve Washington with the monthly reimbursement request only in any month in which new member enrollments occur.

**E. Member Service Agreement**

Subgrantees must submit a copy of the program's proposed member service agreement to their program officer for review and approval at least 10 working days prior to the first day of service. Subgrantees must ensure their member service agreement contains the elements outlined in the current Terms and Conditions for AmeriCorps State and National Grants. Upon submission, please indicate whether or not changes have been made from the prior year.

**F. National Service Criminal History Check (NSCHC) Policy and Procedure**

Serve Washington requires all programs to have a policy/procedure on Criminal History Checks, including the roles and responsibilities of staff conducting and documenting NSCHCs. Subgrantees' policy and procedure must comply with 45 CFR 2522 and 2540.

New program staff identified as having a role or responsibility in conducting and documenting NSCHCs must complete the CNCS Criminal History Check Tutorial found on the National Service Knowledge Network. After completing the tutorial, submit a copy of the certification of completion to your Program Officer.

Any time a program makes changes to their policy/procedure on NSCHCs it should also be submitted to your Program Officer for final approval.

**G. Certification of Time and Attendance**

In order for a member to receive a post-service education award from the National Service Trust, the subgrantee is required to have a time and attendance recordkeeping system in place to certify to the National Service Trust that the member is eligible to receive in-service and post-service benefits including the Segal Education Award. The subgrantee (and any individual or entity acting on behalf of the subgrantee) is responsible for the accuracy of the information certified on the end-of-term certification. The subgrantee is required to ensure that time and attendance records are signed and dated both by the member and by an individual with oversight responsibilities.

**H. Compliance with 2 CFR, Part 200, Subpart F (previously known as OMB Circular A-133)**

Subgrantees must comply with the Uniform Administrative Requirements for those expending federal grant awards amounting to \$750,000 or more.

## I. Reporting for Fixed Amount Subgrantees

- 1. The Uniform Administrative Requirements:** The Uniform Administrative Requirements for all AmeriCorps State and National grants apply to fixed amount grants. They stipulate the standards for financial management systems and procurement services you must establish and your responsibilities before, during and after the grant period. These requirements follow generally accepted accounting principles and your accounting system should comply without additional burden.
- 2. Exemptions from Cost Principles:** Fixed amount grants are exempt from the cost principles in 2 CFR, Part 220, Subpart E. However, fixed amount grants must comply with the remaining provisions of 2 CFR Part 220, including Subpart F relating to audit requirements.
- 3. Accessing Grant Funds under Fixed Amount Grants:** For full-cost fixed amount grants, you must ensure that you do not request more funds from Serve Washington than you are entitled to draw based on members enrolled. You may request funds on a monthly basis throughout the year. Reconciliation will occur in the final month to ensure the subgrantee does not draw funds in excess of member hours served. You should set up a schedule to request funds from Serve Washington based on periodic review of member rosters and request reimbursement by invoice based on 1/10<sup>th</sup>, 1/11<sup>th</sup> or 1/12<sup>th</sup> of the fixed amount per member enrolled based upon your program model.

An invoice package is **due on or before the 10<sup>th</sup>** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher; 2) a current Member Roster from My AmeriCorps Portal; and 3) a Member Eligibility Certification Form (for any month in which new member enrollments occur). Submit the entire invoice package by email to your Program Officer and OFM Financial Analyst. Any documents requiring signature shall be a scanned original.

- 4. Budget Modifications:** Fixed amount grants are not subject to the Terms and Conditions for AmeriCorps State and National Grants related to "Budgetary Changes."
- 5. Monthly Status Report:** Subgrantees shall complete a monthly status report via the monthly status report template provided by Serve Washington. The monthly status report is **due on or before the 15<sup>th</sup>** of the month for the previous month's reporting period. Submit the report by email to your Program Officer.

NOTE: The Semi-Annual Progress Report may replace the Monthly Status Report for the month of March.

- 6. Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
  - 5:00 p.m. on Friday, April 15, 2016 for the period starting on the first day of the grant through March 31, 2016; and
  - 5:00 p.m. on Friday, October 14, 2016 for the period starting April 1 through September 30, 2016 or the end date of the grant, whichever is earlier.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions not its subgrantees.

## J. Reporting for AmeriCorps State “Reimbursement” Subgrantees

1. **Reimbursement Requests:** Subgrantees are required to submit requests for reimbursement on a monthly basis unless an alternative frequency has been approved by Serve Washington.

An invoice package is **due on or before the 10<sup>th</sup>** of the month for the previous month’s reporting period and must include: 1) a Washington state A-19 Invoice Voucher; 2) a Periodic Expense Report; 3) a Program Income Report; 4) a current Member Roster from My AmeriCorps Portal; and 5) a Member Eligibility Certification Form (for any month in which new member enrollments occur). Submit the entire invoice package by email to your Program Officer and OFM Financial Analyst. Any documents requiring signature shall be a scanned original.

2. **Monthly Status Report:** Subgrantees shall complete a monthly status report via the monthly status report template provided by Serve Washington. The monthly status report is **due on or before the 15<sup>th</sup>** of the month for the previous month’s reporting period. Submit the report by email to your Program Officer.

NOTE: The Semi-Annual Progress Report may replace the Monthly Status Report for the month of March.

3. **Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:

- 5:00 p.m. on Friday, April 15, 2016 for the period starting on the first day of the grant through March 31, 2016; and
- 5:00 p.m. on Friday, October 14, 2016 for the period starting April 1 through September 30, 2016 or the end date of the grant, whichever is earlier.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions not its subgrantees.

4. **Federal Financial Reports:** Subgrantees shall complete a Federal Financial Report (FFR) using the reporting tool provided by Serve Washington. Submit the FFR by email to your Program Officer and OFM Financial Analyst. Serve Washington must receive a scanned signed copy on or before the dates noted below:

- 5:00 p.m. on Friday, April 15, 2016 for the period starting on the first day of the grant through March 31, 2016; and
- 5:00 p.m. on Friday, October 14, 2016 for the period starting April 1 through September 30, 2016 or the end date of the grant, whichever is earlier.

The subgrantee 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 subgrantees and operating sites and claimed as match. This information shall be reported annually on the Report of Other Federal Funds form due October 14, 2016 or at the time the final financial report is submitted if the final report is due prior to October 14, 2016.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions not its subgrantees.

**K. Quick Reference Table**

	<b>Fixed Grants</b>	<b>Reimbursement Grants</b>
<b>Monthly:</b>		
<b>A-19 Invoice</b>	X	X
<b>Periodic Expense Report (PER)</b>		X
<b>Program Income Report</b>		X
<b>Member Roster</b>	X	X
<b>Member Eligibility Certification</b> (only for months when new members are enrolled)	X	X
<b>Monthly Status Report</b>	X	X
<b>Semi-Annually or Other:</b>		
<b>Federal Financial Report (FFR)</b>		X
<b>Other Federal Funds</b>		X
<b>Semi-Annual Progress Report</b>	X	X

**IV. RECORDS RETENTION**

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance to Washington state Law RCW 40.14.060, which requires official public records or office files and memoranda to be retained for a period of six years following the formal closeout of the prime Serve Washington grant. Because state law is more restrictive than the federal law, subgrantees of Serve Washington must retain records for the longer period of time.

Serve Washington will provide a formal notice to each affected subgrantee when the closeout of a prime grant occurs. This notice will include which subgrant agreements are included and when to begin the retention period.

**V. CONTRACT AMENDMENTS & BUDGET MODIFICATIONS**

The subgrantee must first obtain written approval from Serve Washington prior to making the following changes: a) changes in the scope, slot conversion (reimbursement subgrantees only), or performance measures of the program, whether or not they involve budgetary changes; b) entering into additional subgrants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget.

For reimbursement grants only, subgrantees may transfer funds among approved line items when the cumulative amount of such transfers does not exceed 10% of the total budget. Line items may reflect under-spending or over-spending as long as the budget total remains positive. Significant over-spending in any one line item requires notification to and approval from your Program Officer via email. Formal budget modifications are only required when the cumulative amount of such transfers exceeds 10% of the total budget. Such an occurrence is rare and should be discussed with your Program Officer.

## **VI. SITE MONITORING**

Serve Washington utilizes a risk-based process for subgrantee monitoring with variables including: new subgrantee; new legal applicant; new staff; size of grant; past monitoring findings or compliance issues; audit findings; financial compliance or length of time passed since the last monitoring visit. The monitoring visit may consist of an on-site visit, desk review or other methods deemed suitable based upon the Commission's programmatic and financial risk assessment of the subgrantee.

### **A. Attention to Prohibited Activities**

Serve Washington staff will review member service agreements and host site agreements to ensure that all prohibited activities are stated. Position descriptions will also be reviewed to guarantee that no prohibited or inappropriate activities are permitted. AmeriCorps members' service activities must correlate to what is stated in the approved application. It is important that the position descriptions be reviewed and updated to accurately reflect the assigned duties (i.e., if a new or alternative service site should be reflected). Any changes to position descriptions and performance outcomes that differ from what was previously approved in the grant application – even temporarily – must be discussed in advance with Serve Washington staff.

### **B. Subgrantee Oversight and Monitoring Responsibilities**

Each subgrantee must have and implement a plan for oversight and monitoring to ensure that its subgrantees and/or service locations have agreed to comply and are complying with the current Terms and Conditions for AmeriCorps State and National Grants and other relevant grant requirements.

## **VII. PARTICIPATION IN SERVE WASHINGTON-SPONSORED EVENTS**

The subgrantee must ensure that the AmeriCorps program director, key staff and AmeriCorps members attend Serve Washington-sponsored meetings, events and training as described below.

### **A. Program Directors and Key Staff**

AmeriCorps program directors and key staff are required to attend mandatory meetings sponsored such as the Pacific Cluster Regional Conference, Subgrantee Training and Technical Assistance meetings, and Subgrantee quarterly conference calls. In the event that the program director is unable to attend a mandatory meeting, the subgrantee must notify Serve Washington at least two weeks prior to the event and name an alternate designee. AmeriCorps members may not represent subgrantees at these meetings. Program directors and staff are strongly encouraged to attend State Commission-sponsored professional development opportunities such as the Leadership Forum for National Service Executives.

### **B. AmeriCorps Members**

As part of their service commitment, AmeriCorps members should participate in statewide activities including but not limited to the 9/11 Day of Service and Remembrance, the AmeriCorps Launch Celebration and Swearing In Ceremony, Martin Luther King, Jr. Day of Service, and National AmeriCorps Week. AmeriCorps program directors and staff are expected to promote and support member attendance at these events.

### **VIII. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK**

AmeriCorps partners and members play an important role in helping to increase public awareness of AmeriCorps by helping to promote the AmeriCorps brand name, logo, slogans and phrases. To establish the relationship between AmeriCorps and the program, the subgrantee must ensure that all organizations affiliated with the AmeriCorps program (e.g. host sites) as well as its AmeriCorps members are identified as part of the AmeriCorps national service network. Strengthened language and requirements are identified in the current Terms and Conditions for AmeriCorps State and National Grants. Suggestions for fulfilling this requirement are noted below:

#### **A. Use of the AmeriCorps Name and Logo**

AmeriCorps is a registered service mark of the Corporation for National and Community Service. Subgrantees must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications in accordance with CNCS and Serve Washington requirements. Serve Washington provides camera-ready logos for use by AmeriCorps programs in Washington state on our website under [subgrantee resources](#).

#### **B. Service Gear**

AmeriCorps members must be identified as part of the AmeriCorps national service network during all service activities and projects. Members should wear appropriate service gear, including but not limited to apparel, lapel pins, badges, etc., suitable to the day's tasks and according to guidelines provided by the Program Director.

#### **C. Host Site**

To further promote AmeriCorps in communities across the state, each subgrantee must ensure that the legal applicant and all of its member host sites have signage designating them as an AmeriCorps host site sponsor. Also, it is recommended that programs have AmeriCorps banners or sandwich boards to increase visibility for special service projects or program-sponsored events.

Various options are available from the national service catalogs. The most commonly used vendors are <http://gooddeed.org/> and <http://www.nationalservicegear.org/>.

#### **D. Website**

Per the current Terms and Conditions for AmeriCorps State and National Grants, the website of all subgrantee organizations must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence.

To help increase the visibility of AmeriCorps programs in Washington state on the internet and various search engines, Serve Washington requires each subgrantee to build a link from the AmeriCorps page of the organization's website to the following website:

Serve Washington <http://www.ofm.wa.gov/servewa/>

## **E. Photographs**

Each subgrantee is expected to take several high quality digital pictures of AmeriCorps members “in action” wearing their AmeriCorps gear. These photos should reflect the diversity of service in Washington as well as of our members. Programs are expected to send any quality photos along with stories or captions that describe the activity to Serve Washington to share and highlight member achievements on a regular basis through social media and with the CNCS, or in publications such as the annual report. Some of the opportunities for programs to share their photos with Serve Washington can be with monthly status reports, progress reports, or when members or programs are featured in local news.

### **1. Member Informed Consent**

During the enrollment of members, programs need to obtain member informed consents to ensure they are aware of this expectation. Members will agree to use of their photo and/or voice recording by signing their member service agreement, or in some cases, programs may elect to have members sign a separate consent form.

### **2. Client Informed Consent**

Some of the best action photos of members are those in which members are performing service with their clients or students. Programs are advised to receive consent from individuals who appear in photos or videos. Programs should keep the completed forms on file when taking and sending photos to Serve Washington.