

2024 Terms and Conditions for Training and Technical Assistance Commission Investment Fund Grants

These AmeriCorps (AmeriCorps is the operating name for the Corporation for National and Community Service) **Grant Program Specific Terms and Conditions and the General Terms and Conditions, are binding on the recipient.**

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I. CHANGES FROM THE 2023 TERMS AND CONDITIONS FOR COMMISSION INVESTMENT FUNDS GRANTS

- Section IV.B. - Changed reporting period and due date to align with FY24 CSG Guidance
- Section VII - Removed reference to subrecipients

II. PURPOSE OF COMMISSION INVESTMENT FUND GRANTS

The purpose of the funding is training and technical assistance.

These grants may not be sub-granted out to AmeriCorps members, AmeriCorps or other service programs, or other nonprofits for their own training needs or purposes unless detailed in the application guidance.

III. BUDGET AND PROGRAMMATIC CHANGES

- A. **Programmatic Changes.** The recipient must first obtain the prior written approval of the Portfolio Manager before making any of the following changes:

1. Changes in the objectives or goals of the program, whether or not they involve budgetary changes.
 2. Entering into contracts for activities funded by the award, but not identified or included in the approved application and/or award.
- B. **Budgetary Changes.** The recipient must obtain the prior written approval of the Portfolio Manager before deviating from the approved budget in any of the following ways:
1. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the awarding agency for the cost to be allowable. Please ensure you consult the regulations prior to incurring costs to ensure allowability.
 2. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
 3. Unless the AmeriCorps share of the award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 per cent or more of the total budget must be approved in writing in advance by AmeriCorps. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
- C. **Approvals of Programmatic and Budget Changes.** AmeriCorps' Portfolio Managers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Portfolio Managers will execute written amendments, and recipients should not assume approvals have been granted unless documentation from AmeriCorps' Office of Grant Administration (OGA) has been received via a notice of grant award. Programmatic changes also require final approval of AmeriCorps' OGA after written recommendation for approval is received from the Portfolio Manager.

IV. **REPORTING REQUIREMENTS**

The recipient is responsible for timely submission of periodic financial and progress reports during the project period and a final financial report.

- A. **Financial Reports.** The recipient shall complete and submit financial reports in eGrants (Financial Status Reports on menu tree) to report the status of all funds. The recipient must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

Due Date	Reporting Period Covered
July 30	Start of award through June 30
January 30	July 1 - December 31

- B. **Progress Reports.** The recipient shall complete and submit progress reports in eGrants according to the following schedule:

Due Date	Reporting Period Covered
September 30	Start of award year through June 30

- C. **Final Financial Reports.** A recipient must submit, in lieu of the last semi-annual financial report, a final financial report. This final report is due no later than 120 days after the end of the project period.
- D. **Final Progress Reports.** A recipient must submit, in lieu of the last annual progress report, a final progress report. This final progress report is due no later than 90 days after the end of the project period.
- E. **Requests for Extensions.** Each recipient must submit required reports by the given dates. Extensions of reporting deadlines will be granted only when 1) the report cannot be furnished in a timely manner for reasons, in the determination of AmeriCorps, legitimately beyond the control of the recipient, and 2) AmeriCorps receives a written request explaining the need for an extension before the due date of the report.

Extensions of deadlines for financial and progress reports may only be granted by a Portfolio Manager.

V. **AWARD PERIOD AND INCREMENTAL FUNDING**

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

Unless otherwise specified, the award covers a three-year project period. In approving a multi-year project period, AmeriCorps generally makes an initial

award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage an award and comply with award requirements, and the availability of Congressional appropriations. The project period and the budget period are noted on the award document.

The project and budget period may be extended—at no additional cost to the government—via a No Cost Extension, which the grantee should request prior to the expiration of the award.

VI. PROGRAM INCOME

- A. **Program Income:** Income, including fees for service earned as a direct result of the award-funded program activities during the award period, must be retained by the grantee and be deducted from total claimed costs and noted on the Federal Financial Report.
- B. **Fees for Service.** When using assistance under this award, the recipient may not enter into a contract for or accept fees for service when:
 - 1. The service benefits a for-profit entity,
 - 2. The service falls within the other prohibited activities set forth in these award provisions, or
 - 3. The service violates the provisions of 42 U.S.C. § 12637 - Nonduplication and Nondisplacement.

VII. KEY CONCEPTS OF FINANCIAL GRANTS MANAGEMENT TRAINING

All recipients must complete and retain a certificate of completion of the AmeriCorps' Key Concepts of Financial Grants Management eCourse training every year to ensure that recipients are aware of major financial grants management requirements for all federal recipients. The AmeriCorps designated eCourse provides a thorough overview of the requirements and can be found at:

<https://americorpsonlinecourses.litmos.com/account/login/?C=7513619>. Each grant recipient must identify at minimum one staff person who has some responsibility for financial grants management compliance to fulfill this requirement on behalf of the grant recipient. The grant recipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients must save certificates of completion from each year as grant records.