

**AmeriCorps VISTA Campus Recruiters**  
**FY 2019 AWARD TERMS AND CONDITIONS**  
**Effective September 2019**

These Corporation for National & Community Service (CNCS) Award Terms and Conditions are binding on the recipient. By accepting funds under this award, the recipient agrees to comply with, and include in all awards, these specific Award Terms and Conditions, the CNCS general Terms and Conditions, all applicable federal statutes, regulations and guidelines, and any amendments thereto. The recipient agrees to operate the funded program in accordance with the approved application and budget, supporting documents, and other representations made in support of the approved application. The term “recipient” is used to connote a funding recipient throughout these Award Terms and Conditions.

**TABLE OF CONTENTS**

I.	Notice of Funding Opportunities	2
II.	Award Acceptance	2
III.	Funding Period	2
IV.	Encumbrance of Award Funds	2
V.	Reporting Requirements	2
VI.	Federal Financial Reports (FFRs)	3
VII.	Federal Financial Reporting/Disbursements	3
VIII.	Project Progress Report	4
IX.	Recognition of Federal Funding	4
X.	Program/Project Manager Authority	4
XI.	External and Data Collection	4
XII.	Allowable Costs	4
XIII.	Audits and Attestation Agreements	4
XIV.	Monitoring	4
XV.	Subawards Prohibited	5
XVI.	Budget and Programmatic Changes	5
XVII.	Lobby Disclosure	5

**I. NOTICE OF FUNDING OPPORTUNITY**

The Notice of Funding opportunity (NOFO) and any amendments are hereby incorporated into this agreement. Recipients are bound by the authorizations, restrictions and requirements contained in the NOFO. If there are any inconsistencies between the NOFO and any statute, regulation, guidance or cost principle, the statute, regulation, guidance or cost principle take precedence over matters set forth in the NOFO.

**II. AWARD ACCEPTANCE**

The signature on the SF-424, including electronic signature via e-authentication on e-grants, constitutes a binding offer and constitutes agreement to the terms and conditions of award. CNCS

reserves the right to withdraw the award if activity does not begin upon award and/or as a remedy for non-compliance as described in 2 CFR 200.338-339.

### **III. FUNDING PERIOD**

Unless otherwise specified, the award covers a one-year project period. If approving a multiyear project period, CNCS makes an initial award for the first budget period. Additional funding for subsequent budget periods is contingent upon satisfactory progress and the availability of funds. The project period and the budget are noted on the award document.

### **IV. ENCUMBRANCE OF AWARD FUNDS**

Award funds may not be encumbered or obligated by the recipient prior to or after the award period. Encumbrances or obligations outstanding as of the end of the award period may be liquidated (paid out) after the end of the award period. Such encumbrances or obligations shall involve only specified commitments for which a need existed during the award period and that are supported by approved contracts, purchase orders, requisitions, invoices, bills, or other evidence of liability consistent with the recipient's purchasing procedures and incurred within the award period. All encumbrances/obligations incurred during the award period shall be liquidated no later than 90 days after the end of the award period or prior to the expiration of the awarded funds, whichever is sooner.

### **V. REPORTING REQUIREMENTS**

The recipient is responsible for timely submission of periodic financial, progress, and member reports during the project period and a final financial report. The recipient is also responsible for setting submission deadlines for its respective subrecipients, if applicable, that ensure the timely submission of recipient reports.

- A. Federal Financial Reports (CNCS). See Part VI.**
- B. Final Federal Financial Report (CNCS). See Part VI.**
- C. Reporting at the Dept. of Health and Human Services/Payment Management System (HHS/PMS). See Part VII.**
- D. Progress Reports. See Part VIII.**
- E. Requests for Extensions.** 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 CNCS, legitimately beyond the control of the grantee, and 2) CNCS receives a written request explaining the need for an extension before the due date of the report.
- F. Other.** The recipient shall meet as necessary with CNCS staff or consultants designated by the CNCS Program Officer to exchange views, ideas, and information concerning the project. The recipient shall submit such special reports as may be reasonably requested by CNCS.

### **VI. FEDERAL FINANCIAL REPORTS (CNCS)**

CNCS Semi-Annual SF-425 Federal Financial Report. Recipients complete a semi-annual Federal

Financial Report (FFR), twice yearly in six month increments from the budget start date of the award to report federal expenditures of funding.

CNCS Final Federal Financial Report. Recipients completing the final year of their funding must submit, in lieu of the last semi-annual FFR, a final FFR. The final FFR is cumulative over the performance period of the funding within 90 days after the close of the grant. Final FFRs must report expenditure of funds on a cumulative basis over the budget period of the award and must be submitted through the CNCS eGrants system.

## **VII. FEDERAL FINANCIAL REPORTING/DISBURSEMENTS (HHS)**

U.S. Department of Health and Human Services Payment Management System SF-425 Federal Financial Report/Federal Cash Transaction Report (FCTR). CNCS issues VISTA Recruitment Support funds to award recipients through the U.S. Department of Health and Human Service (HHS) Payment System. Recipients receiving funds through this system must submit a Federal Financial Report (FFR) to report AmeriCorps VISTA CNCS federal funding disbursements and cash on hand, 30 days after each calendar quarter beginning with the first calendar quarter that contains the start date of the award. FFR/FCTRs must report disbursement of funds on a cumulative basis over the performance period of the grant and be submitted through the HHS Payment Management System on the following schedule:

<u>Period Covering:</u>	<u>Report Due No Later Than:</u>
January 1 to March 31	April 30
April 1 to June 30	July 30
July 1 to September 31	October 30
October 1 to December 31	January 30

## **VIII. PROJECT PROGRESS REPORT**

The recipient shall complete and submit Project Progress Reports via CNCS' eGrants system or other designated mechanism to the CNCS VISTA HQ Office. The Project Progress Reports shall report on the progress toward achievement of project performance targets. The Project Progress Report will be submitted on the following schedule:

<u>Period Covering:</u>	<u>Report Due No Later Than:</u>
September 30 to March 31	April 30
April 1 to September 29	October 30

## **IX. RECOGNITION OF FEDERAL FUNDING**

When issuing statements, press releases, requests for proposals, bid solicitations, annual reports and other documents describing projects or programs funded in whole or in part with CNCS money, the recipient receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program which will be financed with CNCS money, and (2) the dollar amount of CNCS funds for the project or program.

## **X. PROGRAM/PROJECT MANAGER AUTHORITY**

The CNCS Program/Project Manager for this award is listed on the first page of the Notice of

Grant Award. The Program/Project Manager has full authority to represent CNCS in connection with the management of the technical and programmatic performance of the award. However, they are not authorized to change the terms and conditions, estimated costs, or period of performance, or to give approvals, written or verbal, specifically reserved for the Grant Officer.

#### **XI. EXTERNAL AND DATA COLLECTION**

The recipient must cooperate with CNCS and its evaluators in all monitoring and evaluation efforts. As part of this effort, must provide data as requested or needed to support external evaluations.

#### **XII. ALLOWABLE COSTS**

Costs allowed under this grant are limited to those categories contained in the signed application package.

#### **XIII. AUDITS AND ATTESTATION ENGAGEMENTS**

Recipients must comply with the audit requirements set forth in Subpart F – Audit Requirements of the Uniform Guidance (2 CFR Part 200) and must comply with the timeframes established in those regulations for the submission of their audits to the Federal Audit Clearinghouse. Recipients must notify their assigned GMS of each audit conducted within the timeframe of the CNCS-funded project at the time it is submitted to the Federal Audit Clearinghouse.

#### **XIV. MONITORING**

CNCS, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments, financial and performance records, fiscal and administrative control systems and to provide such technical assistance as may be required. CNCS intends to make every effort to notify the recipient at least two weeks in advance of any trip to the CNCS-funded project site. If CNCS makes any site visit on the premises of a recipient or a subrecipient(s), the recipient must provide all reasonable facilities and assistance for the safety and convenience of government officials in the performance of their duties. All site visits and evaluations are expected to be performed in a manner designed to not unduly delay or disrupt the implementation of the project.

#### **XV. SUBAWARDS PROHIBITED**

Award recipients may not make subawards of grant funds.

#### **XVI. BUDGET AND PROGRAMMATIC CHANGES**

CNCS's Grants Officers are the only officials who have the authority to alter or change the provisions or requirements of the grant. Programmatic changes also require final approval of Program Office representative after written recommendation for approval is received from the

CNCS VISTA HQ Office. The Grants Officer will execute written amendments, and the Recipient should not assume approvals have been granted unless and until the Grants Officer has notified the Recipient of that the alteration or change has been approved.

## **XVII. LOBBY DISCLOSURE**

For awards exceeding \$100,000, pursuant to 31 U.S.C. 1352, the Grantee is required to file a disclosure report, Standard Form LLL, Disclosure of Lobbying Activities, at the end of any quarter, when the Grantee has paid or agreed to pay any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. The report must be submitted to CNCS VISTA HQ Office.