

# FY 2024 Commission Support Grant Terms and Conditions

**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 SUPPORT GRANTS

We have identified additional changes from the initial 2023 Commission Support Grant terms and conditions. We reiterate the importance of reviewing all award terms and conditions, because recipients are responsible for knowing, understanding, and complying with all award terms and conditions.

- Section V.B. - Changed reporting period and due date to align with FY24 CSG Guidance

## II. PURPOSE OF COMMISSION SUPPORT GRANTS

The activities must be consistent with the AmeriCorps Regulations 45 CFR 2550.80, the application instructions, the Program Specific and General Terms and Conditions, and with the recipient’s State Service Plan. The duties of state commissions are described in 45 CFR 2550.80. Composition requirements and other requirements, restrictions and guidelines are described in 45 CFR 2550.50.

### **III. PROHIBITION ON THE USE OF FUNDS**

While charging time to the Commission Support award, the recipient and/or anyone acting under the supervision or authority of the recipient, may not engage in the following activities:

- A. Attempting to influence legislation.
- B. Organizing or engaging in protest, petitions, boycotts, or strikes.
- C. Assisting, promoting, or deterring union organizing.
- D. Impairing existing contracts for services or collective bargaining agreements.
- E. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive.
- F. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- G. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- H. Engaging in religious instruction; conducting worship services providing instructions as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- I. Providing a direct benefit to:
  - 1. A for-profit entity;
  - 2. A labor union;
  - 3. A partisan political organization;
  - 4. An organization engaged in the religious activities described in the preceding sub-clause (h), unless award funds are not used to support the religious activities; or
  - 5. A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that

nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

- J. Providing abortion services or referrals for receipt of such services.
- K. Award funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.
- L. In addition to the above activities, the below activities are additionally prohibited:
  - 1. Census-related activities (e.g., promotion of the Census, education about the importance of the Census).
  - 2. Election and Polling Activities, including services for election or polling locations or in support of such activities.
- M. Other activities as AmeriCorps determines will be prohibited, upon notice to the recipient.
- N. Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non- AmeriCorps time, and using non-AmeriCorps funds.

#### **IV. BUDGET AND PROGRAMMATIC CHANGES**

**A. Programmatic Changes.** The recipient must obtain the prior written approval of AmeriCorps before making the following changes:

- 1. Changes in the objectives or goals of the program, whether or not they involve budgetary changes.
- 2. Entering into subawards or contracting out any activities funded by the award and not specifically identified in the approved application and/or award.

**B. Changes in the Budget.** The recipient must obtain the prior written approval of the AmeriCorps 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.

**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 the Office of Grant Administration (OGA) has been received via a notice of grant award. Programmatic changes also require final approval of OGA after written recommendation for approval is received from the Portfolio Manager.

## V. REPORTING REQUIREMENTS

Reporting requirements in these terms and conditions apply only to the recipient. The recipient is responsible for timely submission of periodic financial and progress reports during the project period and 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. Recipients 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 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.** Recipients completing the final year of their award must submit, in lieu of the last financial report, a final financial report in

eGrants. This final financial report is due no later than 120 days after the end of the project period.

**D. Final Progress Reports.** Recipients completing the final year of their award must submit, in lieu of the last annual progress report, a final progress report. The final progress report is due no later than 90 days after the end of the project period.

**E. Request for Extensions.** Each recipient must submit financial and progress report 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 legitimately beyond the control of the recipient, and 2) AmeriCorps receives a 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.

## **VI. AWARD PERIOD AND INCREMENTAL FUNDING**

For the purpose of this award, the project period is the complete length of time the recipient is proposed to be funded to complete the 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 provided to finance 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.

## **VII. PROGRAM INCOME**

**A. General. 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 recipient and used to finance the Commission Support grant's non-AmeriCorps share.

**B. Excess Program Income.** Program income earned in excess of the amount needed to finance the recipient share must follow the appropriate requirements of 2 CFR Parts 200 and 2205, in particular, 2 CFR 200.307 - Program Income and be deducted from total claimed costs, or with approval from AmeriCorps through a budget amendment be used to enhance the program (additive process). Recipients that have unexpended program income must report it on-line "O" of the Federal Financial Report (FFR).

## **VIII. KEY CONCEPTS OF FINANCIAL GRANTS MANAGEMENT TRAINING**

All recipients and subrecipients 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 and subrecipients are aware of major financial grants management requirements for all federal recipients and subrecipients. 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 and subrecipient 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 or subrecipient. The grant recipient and subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and subrecipients must save certificates of completion from each year as grant records.