



Ohio AmeriCorps Supplementary Terms and Conditions

Program Year 2019-2020

Effective July 1, 2019

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 the documents: [2019 CNCS General Grant and Cooperative Agreement Terms and Conditions](#) and [2019 CNCS Terms and Conditions for AmeriCorps State and National Grants](#). The word “Grantee” in the CNCS AmeriCorps Grant Terms and Conditions is understood to mean “Sub-grantee” referring to the Ohio AmeriCorps program’s sub-grant from ServeOhio. Unless specifically noted otherwise herein, all CNCS requirements remain binding on the Sub-grantee. 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 2019-2020.

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. *In the event of suspension the Sub-grantee agrees to provide funding from alternate resources to continue payment of member stipends.*

OSTC-1 Program Administration

- 1.1 Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, member oversight, certification of member hours, financial operations, record keeping, compliance, evaluation, and sustainability.
 - 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.

- 1.1.2 Sub-grantee may not further subaward funds unless authorized by ServeOhio as a special condition in the Notice of Grant Award, in response to a written request from and justification by Sub-grantee to ServeOhio. Without such authorization all direct expenditures of federal funds are to be made by the Sub-grantee, including payment of member stipends.
 - 1.1.3 Sub-grantee must enter into written agreements with all partner agency service sites and otherwise act to ensure that all sites comply with grant requirements, including but not limited to member supervision and timekeeping, member prohibited activities, member and staff National Service Criminal History Checks (see Section OSTC-3 below), in-kind match documentation, and records access/retention. Sub-grantee will maintain records to document their monitoring of sites 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 members or 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.

- 1.3.2 To satisfy the requirements of CNCS General Terms and Conditions III.M., when announcing the initial grant award, include the grant amount, the percentage that represents of the total grant, and the amount of non-governmental funds from the match source.
- 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 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. All Sub-grantees are required to abide by ServeOhio's Records Retention Requirements (available on the [ServeOhio website](#)).
- 1.5 Sub-grantee must use the ServeOhio AmeriCorps Grievance Procedure (available on the [ServeOhio Website](#)), which is designed to meet the CNCS requirements at 45 CFR 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 In coordination with the sub-grantee's LeaderCorps member(s), sub-grantee must coordinate local community efforts and projects, related to the program objectives, to support national Days of Service which promote community service and engagement. Sub-grantee must select at least one nationally-recognized Day of Service (9/11 Day of Service, Make a Difference Day, MLK Day, or Global Youth Service Day) or ServeOhio Day (June 21) to host and/or co-coordinate a service project.
- 1.7 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 no later than 30 days from start date. Changes in key personnel, as described in the Uniform Guidance 2 CFR § 200.407 and CNCS General Terms and Conditions, may require a budget amendment and must be communicated to ServeOhio as soon as program staff are made aware.
- 1.8 Programs are expected to abide by ServeOhio's memo regarding Employing Members. See the [ServeOhio website](#) for the guidance.
- 1.9 All programs will be monitored during the program year to include on-site monitoring visits for programmatic reviews. Programmatic reviews will consist of a Terms and Conditions review, member file audit and may include one or combination of a data review, member interviews and site visits. Programs will receive at least two additional site visits which will include member orientation and at least one of the following for program staff/director TTA, program events, member training and end of year events.

See the program management calendar for program monitoring details and OSTC-5.10 for the financial monitoring requirements.

- 1.9.1 At least 25% of all member files will be reviewed unless a program has less than 25 members and then all files will be reviewed in the member file audit.
- 1.9.2 If during a single monitoring activity, two or more individuals' NSCHC checks are discovered to be noncompliant, the scope of review will be expanded to include all of the currently-serving individuals in covered positions, as of the date of the initial monitoring activity. In cases where there are large numbers of files to review, ServeOhio may opt to conduct the review at a later date. If there is evidence that the noncompliance is limited to a subset of files, the scope of review may be limited to that subset.
- 1.9.3. All programs must complete a self-assessment, which is one factor in determining a program's monitoring and site visit schedule. The self-assessment is due 30 days before the first member begins service.

OSTC-2 Meetings and Training Events

- 2.1 Sub-grantee must send at least one AmeriCorps program staff to all ServeOhio-sponsored Program Director and Coordinator meetings and/or training mandated by ServeOhio and/or CNCS. A complete list of required training events and meetings is available on the Program Schedule found on the [ServeOhio website](#).
 - 2.1.1 Sub-grantee must send all new AmeriCorps program staff to the entire 2019-2020 Starting Strong AmeriCorps Orientation. Staff is considered new if they started their position after the 2018-2019 Starting Strong Orientation.
 - 2.1.2. All Programs must send staff to no less than one day of Starting Strong Orientation unless requested by ServeOhio to attend additional days/times.
- 2.2 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 training may be paid from funds provided under this grant award.
- 2.3 Sub-grantee must require new staff and at least one AmeriCorps member to participate in Justice Talking Facilitation Training provided by ServeOhio. Sub-grantee must integrate use of the Ohio Justice Talking curriculum into member professional development activities and facilitate Justice Talking sessions at a minimum of three times per year. Sessions can take place face-to-face or online, and can be conducted regionally for statewide programs.
- 2.4 Sub-grantee must require at least one AmeriCorps member to participate in the Ohio AmeriCorps LeaderCorps program unless prior approval was received from ServeOhio to opt-out. The LeaderCorps member(s) is required to attend all scheduled meetings and

events, which can be found on the [ServeOhio Program Schedule](#).

- 2.5 All recipients and subrecipients must complete CNCS National Service Criminal History Check (NSCHC) training every year. The CNCS designated e-course provides a thorough overview of the requirements. Each recipient 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. Recipients and subrecipients should complete this requirement and be certified no later than thirty days after completing Starting Strong training. New staff and site supervisors who begin work after Starting Strong training should complete this requirement and be certified within the first thirty days of working within the capacity of AmeriCorps Member Management. Send the certificate to your AmeriCorps Program Officer upon completion.

NOTE: you will need to print off or take a screenshot of the certificate before exiting the session and send the certificate to your ServeOhio Program Officer

- 2.5.1 The annual NSCHC training has been required since 2016 by CNCS's grant terms and conditions. Please visit CNCS's new online learning system, [Litmos](#), to access the e-course. The website will redirect to the NSCHC course page. If it does not, search for the course called "National Service Criminal History Check." (First-time users can request log-in information by sending an email to serviceresources@cns.gov.) You must complete the course and pass its post-test to meet the requirement. The system will generate a certificate of completion for you when you're done. You must maintain this certificate as a grant record.

OSTC-3 National Service Criminal History Check

- 3.1 Sub-grantee must complete the following elements of the CNCS National Service Criminal History Check (NSCHC) for all "covered positions":
1. Individual's consent to perform checks
 2. Nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW (<https://www.nsopw.gov/>) is a centralized system that identifies people who are registered as sex offenders in states, territories, and with many federally-recognized Tribes
 3. Fingerprint-based FBI check
 4. State of Residence if different from State of Service and not an NFF state (see 3.1.2)
- 3.1.1 "Covered positions" include AmeriCorps members and all other persons who receive a 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.

ServeOhio requires the staff position that has oversight of the program's day-to-day operations and member management, even if the position is not in the grant budget, complete the CNCS National Service Criminal History Check.

In Ohio, all individuals in covered positions are considered to have recurring access to vulnerable populations. Note: This is a more stringent standard than mandated by CNCS requirements.

- 3.1.2 As of September 24, 2018, states that participate in the FBI's National Fingerprint File (NFF) program, a fingerprint FBI checks satisfies the state criminal registry check requirement. There are 20 states that participate in the FBI NFF Program. Ohio participates in the NFF program.

There are 30 states, the District of Columbia and 5 territories that do not participate in the NFF program and state of residency checks are required from those states, per NSCHC regulations and guidance.

- 3.2 Consent for National Service Criminal History Checks and State of Residence at the time of application must be documented in the member file.

- 3.2.1 Per CNCS guidance, a person applying to serve or work who is enrolled full-time in college is deemed to be residing in the state where he or she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located.

- 3.3 Timing of checks. The NSOPW check must be completed at least one day (24 hours) prior to the member start date or the date when staff time is first charged to the grant. A completed NSOPW check is defined as one complete check where all states, territories and federally-recognized Tribes are reporting.

FBI checks and state of residence (if applicable) must be initiated prior to the start of service or the date when staff time is first charged to the grant. Programs must obtain and retain written consent from candidates prior to initiating the state and FBI components.

The timing of the checks also applies to staff required by ServeOhio to complete this process prior to any grant or program related activities. See OSTC-3.1.1

- 3.3.1 If a sub-grantee fails to maintain documentation of initiation as specified above, for audit purposes the initiation date will be the same as the results date in OSTC-3.4, and sub-grantee may be subject to cost disallowance for member/staff

time and benefits costs incurred prior to the results date.

3.4 AmeriCorps program staff must document review of FBI check and state of residency check (if applicable) results. The Program Director or other AmeriCorps or agency staff (as defined in the sub-grantee's written NSCHC policy) must sign and date the printed documentation of review for cleared member results.

3.4.1 Electronic verification, complete with a compliant timestamp and electronic signature, must be made available to ServeOhio upon request.

3.4.2 Accompaniment occurs during work or service while FBI checks and state of residency checks (if applicable) are pending. A person is accompanied when an individual in a covered position is in the physical presence of a person who is cleared for access to vulnerable population.

As of July 1, 2019, accompaniment ceases when both the FBI check and state of residency check (if applicable) results are reviewed to determine the individual is eligible and cleared to work or serve.

3.5 Using Fieldprint and Truescreen for NSOPW, State and FBI Checks

(https://www.nationalservice.gov/sites/default/files/documents/NSCHC_Using_Fieldprint_and_Truescreen_11-15-18_508.pdf)

3.5.1 In September 2015, CNCS contracted Fieldprint, Inc., (Fieldprint) to provide FBI fingerprint-based checks (FBI checks) to grant and sub grant recipients (recipient(s)). Fieldprint is one of a limited number of contractors, called Channelers, approved by the FBI to offer expedited access to the FBI's national criminal history information. Service to CNCS recipients began in January 2016 and can be accessed here: www.fieldprintcncs.com.

3.5.2 In July 2018, CNCS approved Truescreen to provide state and National Sex Offender Public Website (NSOPW) checks to recipients. Truescreen is a vendor approved by CNCS to provide NSOPW and state criminal history checks; research source-level documentation when needed; make adjudication recommendations to recipients; facilitate compliance with the Fair Credit Reporting Act (FCRA), including pre-adverse and adverse action notices; provide time records of relevant compliance steps like adjudication; and maintain records. All CNCS recipients may use Truescreen. Service to CNCS recipients began in November 2018 and can be accessed here: <https://applicationstation.truescreen.com>, using the CNCS specific agreement code: CNCSAgreement.

3.6 Effective July 1, 2019, the Corporation for National and Community Service issued the [National Service Criminal History Check \(NSCHC\) Guide to Enforcement Action](#). This

guide describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.

- 3.6.1 Per CNCS, noncompliance refers to a situation in which an individual in a covered position is eligible to serve, but the recipient did not fully comply with all NSCHC requirements.

- 3.7 If you receive a FBI result that states the person's results "May Not Meet Requirements" please follow the guidance found on the [ServeOhio website](#) in the Ohio AmeriCorps Program Guide regarding RAP Sheet Guidance. Sug-grantees make the decision to select individuals for work or service on the grant. Please follow your organizational policies to determine if a member is eligible to serve outside of the CNCS eligibility requirements.
 - 3.7.1 Sub-grantees using Fieldpilot for NSCHC checks and need to challenge a not cleared recommendation, please see <https://www.nationalservice.gov/Challenging-Not-Cleared-Fieldprint-Recommendation-Applicants> for instructions.

- 3.8 Programs must use the Member File NSCHC Checklist found on the [ServeOhio Website](#) to document the NSCHC process has been completed for each member. Programs must place completed form in each member file.

- 3.9 Whether an individual is fit to work or serve with a selecting organization is a matter of discretion for the selecting organization, even though an individual may otherwise be eligible. Selecting organizations have a right and a duty to exercise their discretion in a manner that promotes a safe and effective program, mindful of state and federal nondiscrimination laws. Any eligibility determination must be dated contemporaneously with the determination and must be maintained as a grant record.

OSTC-4 AmeriCorps Member Management

- 4.1 Verification of Eligibility. Sub-grantees must verify member eligibility to serve in accordance with [2019 CNCS AmeriCorps Terms and Conditions](#) Section II, G and Section IX, B. ServeOhio does not require copies of documents used to verify eligibility be maintained, so long as the member file contains a list of the documents that were reviewed, along with a signature and date indicating the staff member who reviewed the documents. The exception is if a member's eligibility had to be manually verified. All documents submitted to the AmeriCorps Hotline must be maintained in the member's file (see 2019 CNCS AmeriCorps Terms and Conditions Section IX, B).

- 4.2 Pre-Enrollment. Sub-grantee must initiate pre-enrollment for all members prior to member start date. Potential members must be invited in the eGrants portal and citizenship and social security status must be verified before their first day of service. Enrollment training materials and flow chart can be found on the [CNCS Knowledge Network](#) or on the [ServeOhio Website](#) and in the Ohio AmeriCorps Program Guide.
- 4.3 Sub-grantee must require all AmeriCorps members to sign, before the 1st day of service, a Member Service Agreement (MSA) which includes the member position description, and meets all of the requirements of the CNCS 2019 AmeriCorps Terms and Conditions V.B. In addition, ServeOhio prescribes the following conditions relating to the MSA:
- 4.3.1 The grievance procedure specified in the MSA pursuant to federal requirements will be the Ohio AmeriCorps Grievance Procedure (OAGP) as referenced in OSTC 1.5. Sub-grantee will provide each member with a copy of the OAGP and will require members to initial the grievance clause attesting to their receipt of the OAGP.
- 4.3.2 The MSA will contain a clause advising members that the Ohio Department of Job and Family Services has determined that service as an AmeriCorps member is excluded from coverage under the Ohio unemployment law and cannot be used in establishing a claim for unemployment benefits or in the computation of benefit amounts. Members will be required to initial the unemployment exclusion clause in addition to signing the MSA.
- 4.3.3 A summary of the requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.) (AC V.B.8) is also required in the MSA and initialed by the member.
- 4.3.4 The MSA must be submitted in advance to ServeOhio for review and approval prior to use.
- 4.4 The Member Service Enrollment Period defines the period during which AmeriCorps members may be enrolled. For each AmeriCorps program, the enrollment period starts concurrent with the first day of service by an AmeriCorps member.
- 4.4.1 Full-time members may be enrolled only during the first 45 days of the Member Service Enrollment Period. Any exceptions to this enrollment requirement, including enrollment periods for less than full-time member positions, please submit a request to your ServeOhio Program Officer. Approval will or will not be given based on submitted information.
- 4.4.2 Half-time members must have at least 6 months to serve, unless sub-grantee receives prior written approval from ServeOhio for half-time members to serve in a full-time capacity.
- 4.5 Sub-grantee must use both the OnCorps online reporting system and eGrants Portal

system for member enrollment and exit. eGrants is the official, legal registry of AmeriCorps Service. OnCorps is a reporting tool, but is not the official record.

- 4.5.1 Sub-grantee must enroll members first in the eGrants portal within 8 calendar days of their start date. The 8 calendar days includes the first day of service. Only after enrollment in eGrants may a member be enrolled in the OnCorps online reporting system. OnCorps enrollment must happen within 15 calendar days of the member start date. Member names and service start date must match in both OnCorps and eGrants and they must match their government issued ID.
 - 4.5.2 No status changes in eGrants or OnCorps are allowed before notifying the AmeriCorps Program Officer. A status change includes an early exit or suspension of a member for any reason.
 - 4.5.3 After notifying the AmeriCorps Program Officer, sub-grantee must complete status change in eGrants and OnCorps within 15 calendar days of the status change date.
 - 4.5.4 Sub-grantee must first exit members from the OnCorps online reporting system to obtain an accurate count of service hours earned and then exit members within the eGrants Portal system. Both actions should occur no later than 15 calendar days after the member's last day of service. An exit from eGrants is final and cannot be changed without prior approval from ServeOhio. The only acceptable "reason for early exit" categories in OnCorps are:
 - *For cause (performance, behavior issues, leaving for a job, education, etc)
 - *Compelling personal circumstances (which must be approved by ServeOhio)
 - 4.5.5 When exiting a member from eGrants, sub-grantee must unlock the Exit Form first. If the member fails to complete their portion of the Exit Form, programs should take action to ensure members are exited from service within the 15-day requirement specified above in 4.5.4.
 - 4.5.6 Professional Corps programs approved for alternative timekeeping under 4.7.2 below are not required to use OnCorps for member enrollment and exit; members will be enrolled and exited in eGrants only. The deadlines noted above remain in effect.
- 4.6 Sub-grantee may not approve a compelling personal circumstance exit, which may result in a partial education award for exiting members, without first submitting a written request and documentation to ServeOhio and receiving written consent from ServeOhio prior to exiting members. [Note: Once a member is given a partial education award, the remaining portion of that education award is not available for use.] Programs must submit ServeOhio's [Compelling Personal Circumstance](#) form to receive approval.
- 4.7 Sub-grantee must use the OnCorps online reporting system for tracking member service hours.

- 4.7.1 All member timesheet schedules must be submitted and reviewed through the annual Program Self-Assessment prior to member start dates. Timesheet monitoring will occur by the AmeriCorps Program Officer based on each sub-grantee's timesheet schedule. Sub-grantee must communicate any changes to the schedule or delays in timesheet approval to their AmeriCorps Program Officer immediately.
 - 4.7.2 Professional Corps programs may petition ServeOhio for a waiver of this provision and instead use an alternative timekeeping protocol based on the process in place for similar professionals at each service site. Sub-grantee must submit its request to ServeOhio for review; upon concurrence ServeOhio will submit the request to CNCS for final approval. Sub-grantee may not begin using the alternative timekeeping system until it receives written approval.
 - 4.7.3 Orientation and training hours are service hours and should be tracked in the training service hours category in OnCorps. Member training cannot exceed 20 percent of each individual AmeriCorps member service hours. With that being said, the first day for a member's serve term is the first day of orientation and must align with the member's service agreement.
 - 4.7.4 Teleservice: programs must abide by the ServeOhio Teleservice policy found on the [ServeOhio Website](#). Programs should be aware that their Directors and Site Supervisors may be subject to legal sanctions for erroneously certifying that AmeriCorps Members have valid service hours for time claimed in teleservice. In addition, there are legal and financial penalties for knowingly submitting false claims to the government.
- 4.8 [CNCS 2019 AmeriCorps Terms and Conditions](#) Section VI. B. and C. regarding changes in member terms of service and program member positions are hereby replaced with this Section OSTC 4.8.
- 4.8.1 Sub-grantee may not change the number of full-time member positions, or the distribution between full-time and less than full-time member positions, without first making a written request to ServeOhio and receiving prior written consent of ServeOhio.
 - 4.8.2 Sub-grantee may not change the status of an enrolled member from full-time to less than full-time or vice versa, without prior written consent from ServeOhio.
 - 4.8.3 If all member positions have been filled, sub-grantee may refill any slot vacated by a member who completed less than 30% of his/her term and who did not receive a pro-rated education award. Full-time member positions may be refilled only during the first 90 days of the period of performance. The same slot may not be refilled more than once.
- Any exceptions to this enrollment requirement, including enrollment periods

for less than half-time member positions, must receive prior written approval from ServeOhio.

- 4.8.4 Sub-grantee may not transfer a member to another AmeriCorps program, without first making a written request to ServeOhio and receiving prior written consent from ServeOhio.
- 4.8.5 ServeOhio reserves the right to review, reallocate and/or reassign member member positions between programs if member positions have not been filled by sub-grantees.
- 4.9 Sub-grantee should distribute access to the ServeOhio member pre and post service survey from Ohio State University.
- 4.10 On the first day of service, programs must ensure members are made aware of the benefits of serving with AmeriCorps including health insurance (if applicable), childcare (if applicable), loan deferment, interest payments, education award, etc. Full-time members must be covered by healthcare on their first day of service by either enrolling into the AmeriCorps compliant health care plan provided by the program or by declaring coverage through other means. Healthcare enrollment waiting periods are not permissible. Documentation for healthcare, whether provided by AmeriCorps or coverage through other means, must be present in each member file.

OSTC-5 Budget and Fiscal Procedures

- 5.1 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.
- 5.2 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 administration percentages are based on actual expenditures reported in the CNCS Share for direct costs (i.e., Sections I and II of the budget); if the entire budget is not expended then the amount which can be charged to administration is reduced proportionately.
- 5.3 Sub-grantee must meet the statutory matching level and voluntary cost share as specified in the Notice of Grant Award. Match compliance will be required on the ServeOhio administrative share in addition to the funds expended by the Sub-grantee.
 - 5.3.1 In exceptional circumstances only, Sub-grantee may petition ServeOhio for a reduction in the voluntary cost share by submitting a budget modification

request and explanation to the ServeOhio AmeriCorps Grants Officer.

- 5.3.2 Should a Sub-grantee be unable to meet the statutory match level, and ServeOhio is in approval of a waiver request, then this request must be submitted to CNCS via the ServeOhio AmeriCorps Grants Officer; any future or pending funding would automatically be forfeited in such a case.
- 5.4 Provided the total federal funds expended do not exceed the approved budgeted total, and within the parameters outlined in Article X.C. of the CNCS AmeriCorps Grant Terms and Conditions, and budget-related items outlined in 2 CFR 200.407, which require specific prior written approval, Sub-grantee is given blanket authority to reallocate CNCS funding among approved budget categories by up to ten percent (10%) cumulative change of the total budget (federal and match shares combined), or among approved budget lines within a single category as desired. NOTE: if adding costs to a budget category that has \$0 budgeted initially, a budget modification is required regardless of the amount. This applies to Formula and Competitive-funded programs. In addition, for Competitive funded programs, changes approved by ServeOhio must be approved by CNCS via grant amendment.
- 5.4.1 Budgetary changes exceeding the limitations of this article or Article X.C. of the CNCS AmeriCorps Grant Terms and Conditions require Sub-grantee to 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.
- 5.4.2 Budgetary changes that do not meet the level detailed in 5.4.1 above and noted above in 5.4 do not require an OnCorps budget modification; approved budget lines may be over-spent or under-spent as necessary.
- 5.5 Sub-grantees must abide by the Member Service Recognition guidance listed on the [ServeOhio website](#).
- 5.6 Any federal funds authorized under this Grant Award which remain unexpended by Sub-grantee at the end of the period of performance shall immediately revert to ServeOhio (see OSTC-6.4.4 Reporting Unused Funds Estimate).
- 5.7 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://www.supplier.obm.ohio.gov/>, including registration for electronic funds

transfer.

5.8 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:

5.8.1 Fixed Amount Grants. Sub-grantee must submit, to ServeOhio's AmeriCorps Grants Officer, a copy of the completed eGrants Drawdown Calculations and Amounts Report, showing the maximum amount Sub-grantee may draw on the grant to-date, along with ServeOhio's Request for Funds-Fixed Amount (RFF-FA) form. The form may be found on our website under AmeriCorps Program Director Resources [Financial Management Resources](#). The RFF-FA bases the request amount on the number of member service hours completed to-date. Service hours reported in the RFF-FA must match data in the eGrants report unless there is an approved alternative timekeeping protocol in place per OSTC-4.5.6. At the end of the period of performance a final RFF-FA and eGrants report will be submitted based on actual member completion data.

The signed RFF-FA and eGrants report may be submitted by email to the AmeriCorps Grants Officer.

5.8.2 Cost Reimbursement Grants. Sub-grantee must submit payment requests in OnCorps, using the Request for Funds(RFF) – PaymentCalculator box located in the Periodic Expense Report. (State of Ohio agencies must also submit an ISTV document, in OAKS, to initiate transfer of funds.) Requests for funds are limited to reimbursement of prior expenditures only, as reported in the PER. Sub-grantee may not request estimated expenditures in advance, except as part of your initial draw for start up costs to cover anticipated cash needs (see Uniform Guidance [2 CFR 200.305](#) for additional guidance and reconciling advance payments).

5.8.3 ServeOhio reserves the right to reduce the amount of any request if the amount seems extreme, or limit sub-grantee reimbursement requests if Sub-grantee financial systems do not meet federal requirements.

5.9 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.

5.9.1 All Sub-grantees are required to submit an annual Audit Determination Form (see OSTC 5.7) through which ServeOhio will assess and monitor compliance with audit requirements.

- 5.9.2 For Sub-grantees whose federal spending meets or 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.
- 5.9.3 For Sub-grantees under the single audit threshold, ServeOhio requires submission of an annual elective audit as a proactive demonstration of the Sub-grantee's financial management and internal control, if conducted.
- 5.10 All Sub-grantees will be financially monitored during the program year.
 - 5.10.1 All Sub-grantees must complete a Financial Management Survey (FMS), as part of ServeOhio's annual Risk Assessment of Sub-grantees. New Sub-grantees complete the FMS pre-award; and continuing Sub-grantees complete the FMS post-award. The FMS is one factor in determining a Sub-grantee's Financial Risk Level and the financial monitoring schedule. See OSTC-1.9 for the programmatic monitoring requirements.
 - 5.10.2 Cost Reimbursement Sub-grantees will receive a Standard Documentation Review which includes review of quarterly required Periodic Expense Reports, payment requests and the annual Audit Review. In addition, depending on the level of risk assessed at the beginning of the program year, Sub-grantee may also receive an On-Site Financial Monitoring Review or Transaction Detail/Desk Review.
 - 5.10.3 Fixed Amount Sub-grantees will receive a Standard Documentation Review which includes review of payment requests and the annual Audit Review.

OSTC-6 Reporting Requirements

A. Cost Reimbursement Grants

- 6.1 Section XI. of the CNCS 2019 Terms and Conditions for AmeriCorps State and National Grants is hereby replaced by this Article OSTC-6.
- 6.2 Sub-grantee must use the OnCorps grants management system for required quarterly financial and programmatic reporting, and must comply with other ServeOhio requests for supplemental reporting or other information.
- 6.3 Sub-grantee is required to submit their eGrants budget in OnCorps within 15 days of receipt of their Notice of Grant Award.

6.4 Periodic Expense Reports (PER) must be submitted for approval in OnCorps at the end of each calendar quarter according to the following schedule (unless instructed otherwise): 10/15/2019 for period ending 9/30/2019; 1/15/2020 for the period ending 12/31/2019; 4/15/2020 for the period ending 3/31/2020; 7/15/2020 for the period ending 6/30/2020; and 10/15/2020 for the period ending 9/30/2020.

6.4.1 If the quarter report due date falls on a weekend or Federal holiday, the report is due the next business day after the due date.

6.4.2 Additional PERs are required if the Sub-grantee wishes to draw funds more frequently than quarterly; but not more than once monthly (every 30 days) (See OSTC-5.8).

6.4.3 All Sub-grantees are required to include ServeOhio's 2% for administration in each PER.

6.4.4 Reporting Unused Funds Estimate. Sub-grantee shall submit an Unused Funds Estimate twice in the grant year in conjunction with submission of the required PERs due January 15 and April 15 (see OSTC-6.4 for PER requirements and due dates). A reporting form will be provided by ServeOhio via email distribution in advance of the reporting due dates.

6.4.5 Reporting Other Federal Funds. Sub-grantee shall report the amount and source(s) 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.

6.4.6 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 Uniform Guidance [2 CFR 200.415](#)).

B. Fixed Amount Grants Only

6.4.7 Sub-grantees are excluded from Periodic Expense Reporting and are not required to submit an Aggregate Financial Report, Unused Funds Estimate or report Other Federal Funds.

6.4.8 All Sub-grantees are required to participate in ServeOhio's 2% Fixed Amount Option for Administration. Using this option, ServeOhio will retain 2% of the total amount expended by Sub-grantee leaving Sub-grantee with 98% of the award to use for your program. The 2% will be calculated on each payment request. Guidance and instructions on ServeOhio's 2% Grant Administration

Requirement may be accessed on our website under AmeriCorps Program Director Resources [Financial Management Resources](#).

- 6.5 Performance measures must be entered into OnCorps and for approval by ServeOhio no later than 30 days of the program start date or no later than September 27, 2019, whichever comes first.
- 6.6 Grantee Progress Reports must be submitted in OnCorps according to the following schedule: 1st Quarter reports are due 1/15/20 for activities that occurred from the start of your program year through 12/31/2019; 2nd Quarter reports are due 4/15/20 for the period of 1/1/20 ending 3/31/20; 3rd Quarter reports are due 7/15/20 for the period ending from 4/1/20 through 6/30/20; and 4th Quarter reports are due 10/15/20 for the period from 7/1/20 through ending 9/30/20. If needed, Final Quarter reports will cover the period of 10/1/20 through 12/31/20 or the end of the program year, whichever comes sooner, and be due no later than 1/15/21.
 - 6.6.1 Based on program end dates, the above schedule may be revised with prior approval from the Director of AmeriCorps.
 - 6.6.2 If the quarter report due date falls on a weekend or holiday, reports are due the next business day after the due date.
- 6.7 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 PERs may only be granted by the AmeriCorps Grants Officer. Extensions of deadlines for Grantee Progress Reports may only be granted by the Director of AmeriCorps.
- 6.8 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 2 CFR 200.339.

OSTC-7 Program Effectiveness and Evaluation

- 7.1 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.

- 7.2 Sub-grantee must use the OnCorps online reporting system to establish performance measures consistent with their approved grant application and program design. ServeOhio reserves the right of final approval of sub-grantee performance measures and any revisions.
- 7.2.1 Sub-grantee must monitor performance measures, at minimum, on a quarterly basis, in conjunction with completion of the OnCorps Progress Report (see OSTC-6.6). ServeOhio will provide written notice of corrective action in event that sub-grantee is not on track to meet; far exceed one or more service activity performance measure(s); and/or received approval to make significant changes.
- 7.2.2 Within 30 calendar days of receipt of notice of corrective action from ServeOhio, Sub-grantee must submit (email is acceptable) to the ServeOhio Director of AmeriCorps a written Corrective Action Plan consistent with 45 CFR § 2522.630.
- 7.3 In addition to performance measurement and 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.
- 7.3.1 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.
- 7.3.2 During the first three-year 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.
- 7.3.3 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.