

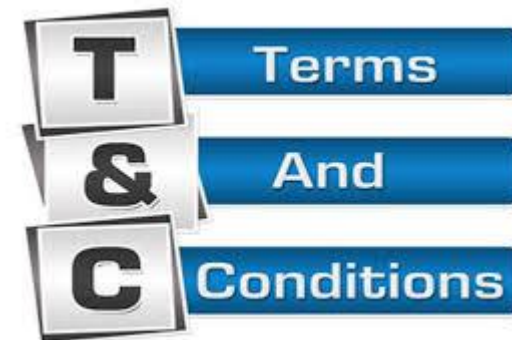
Know your T&Cs

Terms and Conditions



Terms and Conditions

- Two types of T&Cs for AmeriCorps:
 - General Terms and Conditions
 - Specific Terms and Conditions
- Generally updated annually with changes from the prior version noted at the beginning of the document
- Links to Terms and Conditions can be found under Financial and Grants Management:
<https://www.nationalservice.gov/resources/financial-management/terms-conditions-and-certifications-assurances-cnscs-grants>



Importance of Terms and Conditions

- These are key documents outlining program, financial and administrative compliance requirements for recipients and subrecipients
- These are binding requirements on your award established by Corporation for National and Community Service (CNCS) which, when not met, can result in corrective actions, including disallowances
- A Program's compliance with T & Cs is continually assessed throughout the award period
(e.g. NSCHC requirements, member liability and safety issues)

- These requirements flow down from CNCS to the Virginia Department of Social Services- OVCS, as the pass-through entity, through the Notice of Grant Award.
- They further flow down, or apply, to you as subrecipients through the VDSS Request for Applications and subaward documents
- Recipient = Virginia Department of Social Services, OVCS
- Subrecipients = Entities operating Virginia AmeriCorps Programs

General Terms & Conditions

- Content of a general nature related to federal standards for grants management, such as procurement and transparency reporting
- Some content areas are repeated in the Specific Terms and Conditions with more detail, for example *prohibited activities*
- Also an important resource for locating additional guidance documents and contact information, such as email addresses and hotline numbers

Highlights:

FY 2019 General Grant and Cooperative Agreement Terms and Conditions

- Financial Management Standards (III.B.)
 - See also 2 CFR Part 200 and Project Director's Manual for VDSS guidance
- Role of the Office of Inspector General (III.G.)
 - Independent audits
- Reporting of Fraud, Waste and Abuse (III.H.)
 - Complaints, investigations and Hotline information
- National Service Criminal History Check Requirements (III.F)
- Conflict of Interest (III.T.)
 - Written standards of conduct
- Identification of Funding (III.M)
 - Explanation of federal funding in documents describing your program

Breaches of Personally Identifiable Information (PII)



- Ensure programs have procedures in place to prepare for and respond to breaches of PII, and notify the Federal awarding agency in the event of a breach.

Specific Terms and Conditions:

2019 Terms and Conditions for AmeriCorps State and National Grants

- Emphasis on specific requirements for managing members:
 - Prohibited Activities- “All locations where members serve should post a list of the prohibited activities.”
 - Requirements for Member Service Agreement
 - Changes in Member Positions that require CNCS approval
 - Member Supervision- Limit on percentage of time spent on education and training activities
 - Requirements for reporting slot conversions
 - Recordkeeping
- Also notes changes from the prior version, including deletions and corrections
- Takes precedence over General Terms and Conditions if a conflict exists between the two (Order of Precedence)

Does this apply to me? Other Questions?

- If you need assistance interpreting the language and how it applies to your program, please request clarification from OVCS staff.
- Keep in mind that VDSS, as the recipient and pass-through entity, can institute additional safeguards to ensure compliance with these General and Specific Terms and Conditions.