

**SERVE WASHINGTON  
2021-22 SPECIAL TERMS AND CONDITIONS FOR PLANNING GRANTS**

**I. PURPOSE**

Serve Washington developed these Special Terms and Conditions to provide guidance on specific items that are relevant to its subgrantees and/or not otherwise covered in the AmeriCorps (AmeriCorps is the operating name for the Corporation for National and Community Service also known as CNCS) federal statutes, applicable regulations, General Grant and Cooperative Agreement Terms and Conditions, Terms and Conditions for AmeriCorps State and National Grants, FAQs and other guidelines.

**II. REPORTING EXPECTATIONS & REQUIREMENTS**

The subgrantee is required to comply with all reporting requirements as outlined below as well as any modifications to the reporting requirements and/or deadlines requested by Serve Washington. In the event the subgrantee is not able to meet the stated deadline in a timely manner for reasons legitimately beyond the control of the subgrantee, an extension will be considered only if Serve Washington receives a written request explaining the need for an extension prior to the deadline. Subgrantees should not assume approval has been authorized by Serve Washington until it receives written confirmation.

**A. Staff Changes - Program and Fiscal**

Subgrantees must ensure that Serve Washington is informed in writing of changes regarding key staff positions including the legal applicant's executive leadership, authorized representative designated for contract signature, the AmeriCorps planning grant program staff and fiscal staff assigned to the AmeriCorps program. This information is gathered annually during grant-making on the Authorized Representatives form and should be updated by the subgrantee when/if changes occur during the year.

**B. National Service Criminal History Check (NSCHC) E-Course**

Program staff identified as having a role or responsibility in conducting and documenting NSCHCs must complete the AmeriCorps Criminal History Check E-Course via the AmeriCorps Learning Management System (Litmos) during the planning grant project period.

**C. Compliance with 2 CFR, Part 200, Subpart F (previously known as OMB Circular A-133)**

Subgrantees must comply with Uniform Guidance for those expending federal grant awards amounting to \$750,000 or more.

**D. Reporting for AmeriCorps State "Reimbursement" Subgrantees**

- 1. Reimbursement Requests:** Subgrantees are required to submit requests for reimbursement on a monthly basis unless an alternative frequency has been approved by Serve Washington.

An invoice package is **due on or before the 15<sup>th</sup>** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher (*signed PDF*); 2) a Periodic Expense Report (*leave and submit in original Excel format*); and 3) a Program Income Report, even in a month when reporting \$0 (*PDF*). Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer.

- 2. Planning Grant Curriculum/Benchmarks:** Subgrantees are required to fully participate in orientation, ongoing monthly training and technical assistance meetings via webinar, any associated training and technical assistance benchmarks, and the Regional National Service Training Conference. Planning grant subgrantees may also be invited to the annual operational grant subgrantee meeting at the end of the planning grant cycle; this will be mutually determined by Serve Washington and the planning grant subgrantee on a case-by-case basis.

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**3. Federal Financial Reports:** Subgrantees shall complete a Federal Financial Report (FFR) and Other Federal Funds Report (OFFR) using the reporting tool provided by Serve Washington. Submit the FFR and OFFR by email to your Program Officer and Fiscal Grants Officer. Serve Washington must receive a scanned signed copy on or before the dates noted below:

- April 15, 2022 for the period starting January 1, 2022 through March 31, 2022; and
- October 14, 2022 for the period starting April 1, 2022 through July 31, 2022.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by AmeriCorps the Federal Agency and apply to State Commissions, not its subgrantees.

**E. Unexpended Funds Report**

Subgrantees shall complete an Unexpended Funds Report when requested by Serve Washington. This report occurs on an annual basis, usually during the month of April, for subgrantees who are funded out of a prime level grant in continuation. Serve Washington will notify subgrantees as applicable.

**III. RECORDS RETENTION**

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance to Washington state Law RCW 40.14.060, which requires official public records or office files and memoranda to be retained for a period of six years following the formal closeout of the prime Serve Washington grant. Because state law is more restrictive than the federal law, subgrantees of Serve Washington must retain records for the longer period of time.

Serve Washington will provide a formal notice to each affected subgrantee when the closeout of a prime grant occurs. This notice will include which subgrant agreements are included and the applicable retention period dates.

**IV. CONTRACT AMENDMENTS & BUDGET MODIFICATIONS**

The subgrantee must first obtain written approval from Serve Washington prior to making changes in the scope of the grant not identified or included in the approved application, whether or not they involve budgetary changes.

Subgrantees may transfer funds among approved line items when the cumulative amount of such transfers does not exceed 10% of the total budget. Line items may reflect under-spending or over-spending as long as the budget total remains positive. Significant over-spending in any one line item requires notification to and approval from your Program Officer and Fiscal Grants Officer via email. Formal budget modifications are only required when the cumulative amount of such transfers exceeds 10% of the total budget or if a subgrantee reallocates dollars to a line item that has zero approved dollars. Such occurrences are rare and should be discussed with your Program Officer.

**V. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK**

AmeriCorps partners play an important role in helping to increase public awareness of AmeriCorps by helping to promote the AmeriCorps brand name, logo, slogans and phrases. To establish the relationship between AmeriCorps and the program, the subgrantee must ensure affiliation with the AmeriCorps national service network.