

**SERVE WASHINGTON
2022-23 SPECIAL TERMS AND CONDITIONS**

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. SIGNIFICANT CHANGES FROM 2020-21 SPECIAL TERMS AND CONDITIONS

1. Section III – re-lettered sections as applicable
2. Section III.B. – added Staff Time Keeping section
3. Section III.I.7 and III.J.4-5 – updated due dates for reporting requirements
4. Section III.J – removed FFR requirement for cost-reimbursement subgrantees
5. Section III.J – changed the timing and intention of the Program Income Report for cost-reimbursement subgrantees
6. Section III.M – updated quick reference table

III. 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 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. Staff Time Keeping

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Including the support of distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award. Budget estimates alone do not qualify as support for charges to federal awards. Standards for documentation of personnel expenses can be found in 2 CFR 200.430.

A compliant timesheet will demonstrate a clear distinction between hours claimed on the grant (federal and grantee share both) and non-AmeriCorps hours and will reflect an accurate allocation of wages to the grant during actual pay periods. Any nonallowable activities must be recorded as non-AmeriCorps hours, but all hours recorded by the employer must be recorded on this timesheet. Timesheets should document approval by both employee and supervisor and reconcile to payroll records.

C. My AmeriCorps Portal

Member management functions including service opportunities, enrollments, exits, suspensions, reinstatements, transfers, slot conversions, etc., are to be conducted in the My AmeriCorps Portal in eGrants. Subgrantees are required to input all active service locations where AmeriCorps members will be serving in the My AmeriCorps Portal. In addition, service locations no longer hosting AmeriCorps members should be inactivated. Pre-Enrollment must be completed prior to a member's first day of service (start date), enrollment must be completed within 7 calendar days of a member's first day of service (start date) and exit must be completed within 30 calendar days of a member's last day of service (end date); this includes members completing their portion in their My AmeriCorps account and staff completing their portion in eGrants.

D. Member Placement Form

Each service year, Serve Washington will request subgrantees submit a member placement form. The form includes all active service locations similar to the active service locations in eGrants. The form will aid in identifying the congressional and legislative district placements for AmeriCorps members serving in Washington State, as well as focus areas and types of organizations, which is not fully captured in eGrants. The member placement form is a valuable tool for Serve Washington and commissioners to use throughout the year when educating elected officials during legislative committee assembly days, legislative session, AmeriCorps Week, and hill days with members of the congressional delegation. Serve Washington will provide subgrantees with a partially completed template a month prior to the due date.

Understanding programs operate off of different program years, there are **two due dates**: 1) January 21, 2022 (required), and 2) April 1, 2022 (optional for updated data).

E. Member Service Agreement

Subgrantees must submit a copy of the program's proposed member service agreement to their Program Officer for review and approval at least 10 working days prior to the first day of service. Subgrantees must ensure their member service agreement contains the elements outlined in the current Terms and Conditions for AmeriCorps State and National Grants. Upon submission, please indicate whether or not changes have been made from the prior year.

F. National Service Criminal History Check (NSCHC)

Serve Washington requires all programs use the AmeriCorps designated vendors; Truescreen and Fieldprint. Truescreen will provide the NSOPW check, State of Service check, and State of Residence check. Fieldprint will provide the FBI check.

Serve Washington also requires all programs to have a policy/procedure on Criminal History Checks, including the roles and responsibilities of staff conducting and documenting NSCHCs. Subgrantees' policy and procedure must comply with 45 CFR 2522 and 2540.

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). The annual requirement is the responsibility of the program. Completion of this annual requirement is verified during site monitoring.

G. Certification of Member Time and Attendance

In order for a member to receive a post-service education award from the National Service Trust, the subgrantee is required to have a time and attendance recordkeeping system in place to certify to the National Service Trust that the member is eligible to receive in-service and post-service benefits including the Segal Education Award. The subgrantee (and any individual or entity acting on behalf of the subgrantee) is responsible for the accuracy of the information certified on the end-of-term certification. The subgrantee is required to ensure that time and attendance records are signed and dated both by the member and by an individual with oversight responsibilities.

H. 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.

I. Reporting for Fixed-Amount Subgrantees

1. **Uniform Guidance:** Guidance for all AmeriCorps State and National grants apply to fixed-amount grants. They stipulate the standards for financial management systems and procurement services you must establish and your responsibilities before, during and after the grant period. These requirements follow generally accepted accounting principles, and your accounting system should comply without additional burden.
2. **Exemptions from Cost Principles:** Fixed-amount grants are exempt from the cost principles in 2 CFR, Part 200, Subpart E. However, fixed-amount grants must comply with the remaining provisions of 2 CFR Part 200, including Subpart F relating to audit requirements.
3. **Accessing Grant Funds under Fixed-Amount Grants:** For fixed-amount grants, you must ensure that you do not request more funds from Serve Washington than you are entitled to draw based on members enrolled. You may request funds on a monthly basis throughout the year. Reconciliation will occur in the final month to ensure the subgrantee does not draw funds in excess of member hours served. The schedule to request funds from Serve Washington is based on a monthly report of hours served by members.

An invoice package is **due on or before the 15th** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher (*signed PDF*); 2) Invoice Tracking Sheet (*submit in original Excel format*); 3) a current Member Roster from the My AmeriCorps Portal (*PDF*); and 4) a relevant timekeeping report from a timekeeping system (*any format*). Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer.

4. **Budget Modifications:** Fixed-amount grants are not subject to the Terms and Conditions for AmeriCorps State and National Grants related to "Budgetary Changes."
5. **Status Reports:** Subgrantees shall complete a status report via the status report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
 - 45 calendar days after the start of the grant (*for example, programs starting August 1, would submit September 14*); and
 - 90 calendar days after the start of the grant (*for example, programs starting August 1, would submit October 30*)
6. **Service Project/Special Event Requests & Reports:** Subgrantees will identify three service project days or special events prior to the member service year that their organization will commit to promoting and reporting on. At minimum, one event must include either the 9/11 Day of Service and Remembrance, the Martin Luther King, Jr. Day of Service, or the National Service Recognition Day. Choosing more than one of these days is highly recommended to amplify the National Service and AmeriCorps brand in alignment with the rest of the nation and service network. Alternatively, subgrantees may choose to include specific days relative to their focus area and/or organization mission; such as, but not limited to, Veterans Day, Earth Day, or Global Youth Service Day. Subgrantees shall complete a request form and report via the template provided by Serve Washington. Submit by email to your Program Officer. Due dates to Serve Washington are as follows:

- Service Project/Event Request Form at least 10 working days prior to the first day of service.
 - Service Project/Event Report no later than 10 working days after the completion of the service project/event.
- 7. Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
- April 14, 2023, for the period starting on the first day of the grant through March 31; and no later than
 - October 13, 2023, for the period starting on the first day of the grant through September 30 or the end date of the grant, whichever is earlier.

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.

J. Reporting for AmeriCorps State “Cost-Reimbursement” Subgrantees

- 1. Cost-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 15th** of the month for the previous month’s reporting period and must include: 1) a Washington state A-19 Invoice Voucher (*signed PDF*); 2) the Periodic Expense Report (*submit original whole Excel workbook*); and 3) a current Member Roster from the My AmeriCorps Portal (*PDF*). Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer.

- 2. Status Reports:** Subgrantees shall complete a status report via the status report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
- 45 calendar days after the start of the grant (*for example, programs starting August 1, would submit September 14*); and
 - 90 calendar days after the start of the grant (*for example, programs starting August 1, would submit October 30*)

- 3. Service Project/Special Event Requests & Reports:** Subgrantees will identify three service project days or special events prior to the member service year that their organization will commit to promoting and reporting on. At minimum, one event must include either the 9/11 Day of Service and Remembrance, the Martin Luther King, Jr. Day of Service, or the National Service Recognition Day. Choosing more than one of these days is highly recommended to amplify the National Service and AmeriCorps brand in alignment with the rest of the nation and service network. Alternatively, subgrantees may choose to include specific days relative to their focus area and/or organization mission, such as, but not limited to, Veterans Day, Earth Day, or Global Youth Service Day. Subgrantees shall complete a request form and report via the template provided by Serve Washington. Submit by email to your Program Officer. Due dates to Serve Washington are as follows:

- Service Project/Event Request Form at least 10 working days prior to the first day of service.
- Service Project/Event Report no later than 10 working days after the completion of the service project/event.

4. Semi-Annual Progress Reports: Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:

- April 14, 2023, for the period starting on the first day of the grant through March 31; and no later than
- October 13, 2023, for the period starting on the first day of the grant through September 30 or the end date of the grant, whichever is earlier.

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.

5. Program Income Report: Subgrantees shall complete a Program Income Report and Other Federal Funds Report (OFFR) using the reporting tool provided by Serve Washington. Submit the report by email to your Program Officer and Fiscal Grants Officer in the original format on or before the dates noted below:

- April 14, 2023, for the period starting on the first day of the grant through March 31; and no later than
- October 13, 2023, for the period starting April 1 through September 30 or the end date of the grant, whichever is earlier.

K. 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.

L. Close-out Form

Subgrantees shall complete a Close-out Form when requested by Serve Washington. Serve Washington will notify each affected subgrantee when the close-out of a prime grant occurs and what documentation is required. Close-out includes; equipment inventory, inventory of residual supplies, and certification of subgrant close-out.

M. Quick Reference Table

	Fixed-Amount	Cost-Reimbursement
Monthly:		
A-19 Invoice	X	X
Periodic Expense Report (PER)		X
Invoice Tracking Sheet	X	
Timekeeping Report	X	
Member Roster	X	X
Periodically:		
Status Reports (45-day and 90-day)	X	X
Project/Event Reports (3x year)	X	X
Member Placement Form	X	X
Semi-Annually:		
Program Income Report		X
Other Federal Funds Report (OFFR)		X
Semi-Annual Progress Reports	X	X
Annually:		
Unexpended Funds Report	when asked	when asked
Close-out Form	when asked	when asked

IV. RECORDS RETENTION

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance with 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.

V. CONTRACT AMENDMENTS & BUDGET MODIFICATIONS

The subgrantee must first obtain written approval from Serve Washington prior to making the following changes: a) changes in the scope, slot conversion, or performance measures of the program, whether or not they involve budgetary changes; and b) entering into additional subgrants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget.

For cost-reimbursement grants only, 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.

VI. NO-COST EXTENSIONS

A No-Cost Extension (NCE) occurs when a subgrantee's contract end date is changed to an agreed upon later date without any increase to the grant budget (no additional funds are awarded). NCEs may be favorable when a disruption to member service needs extended, or a program design change is warranted. Subgrantees interested in a NCE should talk with their Program Officer as soon as relevant, but no later than 60 days before the end of the contract. A request for a NCE is not a guarantee for approval. Serve Washington will make the final determination. If approved, a formal contract amendment will commence.

VII. SITE MONITORING

Serve Washington utilizes a risk-based process for subgrantee monitoring with variables including new subgrantee; new legal applicant; new staff; size of grant; past monitoring findings or compliance issues; audit findings; financial compliance or length of time passed since the last monitoring visit. The monitoring visit may consist of an on-site visit, desk review or other methods deemed suitable based upon the Commission's programmatic and financial risk assessment of the subgrantee.

A. Attention to Prohibited Activities

Serve Washington staff will review member service agreements and host site agreements to ensure that all prohibited activities are stated. Position descriptions will also be reviewed to guarantee that no prohibited or unallowable activities are permitted. AmeriCorps members' service activities must correlate to what is stated in the approved application. It is important that the position descriptions be reviewed and updated to accurately reflect the assigned duties (i.e., if a new or alternative service site should be reflected). Any changes to position descriptions and performance outcomes that differ from what was previously approved in the grant application – even temporarily – must be discussed in advance with Serve Washington staff.

B. Subgrantee Oversight and Monitoring Responsibilities

Each subgrantee must have and implement a plan for oversight and monitoring to ensure that its subgrantees and/or service locations have agreed to comply and are complying with the current Terms and Conditions for AmeriCorps State and National Grants and other relevant grant requirements.

VIII. PARTICIPATION IN SERVE WASHINGTON-SPONSORED TRAINING/EVENTS

The subgrantee must ensure that the AmeriCorps Program Director, key staff and AmeriCorps members attend Serve Washington-sponsored meetings, training and events as described below.

A. Program Directors and Key Staff

AmeriCorps Program Directors and key staff are required to attend mandatory meetings such as the Regional National Service Training Conference, Subgrantee Training and Technical Assistance meetings, and Subgrantee quarterly conference calls. In the event that the Program Director is unable to attend a mandatory meeting, the subgrantee must notify Serve Washington prior to the event and name an alternate designee (alternate designees should be rare and not common place). When available, the Program Director will be asked to listen to replays of recorded calls. AmeriCorps members may not represent subgrantees at these meetings. Program Directors and staff are also strongly encouraged to attend State Commission-sponsored professional development opportunities such as the Leadership Forum for National Service Executives.

B. AmeriCorps Members

As part of their service commitment, AmeriCorps members should participate in statewide activities including but not limited to the 9/11 Day of Service and Remembrance, the AmeriCorps Swearing-In Ceremony, Martin Luther King, Jr. Day of Service, and AmeriCorps Week. AmeriCorps Program Directors and staff are expected to promote and support member attendance at these events.

IX. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

AmeriCorps partners and members 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 that all organizations affiliated with the AmeriCorps program (e.g., host sites) as well as its AmeriCorps members are identified as part of the AmeriCorps national service network. Strengthened language and requirements are identified in the current General Grant and Cooperative Agreement Terms and Conditions. Suggestions for fulfilling this requirement are noted below:

A. Use of the AmeriCorps Name and Logo

AmeriCorps is a registered service mark of AmeriCorps the Federal Agency. Subgrantees must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications in accordance with AmeriCorps and Serve Washington requirements. Serve Washington provides camera-ready logos for use by AmeriCorps programs in Washington state on our website under [Subgrantee Resources](#). The AmeriCorps Washington logo is preferred.

B. Service Gear

AmeriCorps members must be identified as part of the AmeriCorps national service network during all service activities and projects. Members should wear appropriate service gear, including but not limited to apparel, lapel pins, badges, etc., suitable to the day's tasks and according to guidelines provided by the Program Director.

C. Host Site

To further promote AmeriCorps in communities across the state, each subgrantee must ensure that the legal applicant and all of its member host sites have signage designating them as an AmeriCorps host site sponsor. Also, it is recommended that programs have AmeriCorps banners or sandwich

boards to increase visibility for special service projects or program-sponsored events. Serve Washington has some banners and sandwich boards available for programs to temporarily borrow.

Various options are available from the national service catalogs. The most commonly used vendors are <http://gooddeed.org/> and <http://www.nationalservicegear.org/>. Local print shops and graphic designers have also been widely used in recent years; if using a local vendor, Serve Washington strongly encourages programs to use the AmeriCorps Washington logo in place of the generic AmeriCorps logo found in the national service catalogs.

D. Website/Social Media

Per the current General Grant and Cooperative Agreement Terms and Conditions, websites, and social media communications, when applicable, of all subgrantee organizations must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence. The AmeriCorps Washington logo is preferred. Serve Washington will repost/reshare public channels.

E. Photographs/Videos/Recordings/Etc.

Each subgrantee is expected to take several high-quality digital pictures of AmeriCorps members “in action” wearing their AmeriCorps gear. These photos should reflect the diversity of service in Washington as well as of our members. Programs are expected to send any high-quality photos along with stories or captions that describe the activity to Serve Washington to share and highlight member achievements on a regular basis through social media and with AmeriCorps the Federal Agency, or in publications. Some of the opportunities for programs to share their photos with Serve Washington can be with status reports, progress reports, or when members or programs are featured in the media.

1. AmeriCorps Member Informed Consent & Media Release Agreement

During the enrollment of members, programs need to obtain member informed consents to ensure they are aware of this expectation. Members will agree to use of their photo, video and/or voice recording by signing their member service agreement, or in some cases, programs may elect to have members sign a separate consent form. Serve Washington provides a media release agreement template highly suggested for organizations to use. If using an alternate template, AmeriCorps the Federal Agency also known as the Corporation for National and Community Service, Serve Washington, the Office of Financial Management, must all be cited in the release and granted the same permissions as the legal applicant (subgrantee), program, and host site. Serve Washington will monitor for this requirement and may ask for a copy of the release when applicable.

2. Service Recipient and/or Subgrantee Staff Informed Consent & Media Release Agreement

Some of the best action photos of AmeriCorps members are those in which members are performing service with their service recipients and program staff. Programs are advised to receive consent from individuals who appear in photos, videos and/or voice recordings. Serve Washington provides a media release agreement template highly suggested for organizations to use. If using an alternate template, AmeriCorps the Federal Agency also known as the Corporation for National and Community Service, Serve Washington, the Office of Financial Management, must all be cited in the release and granted the same permissions as the legal applicant (subgrantee), program, and host site. Programs should keep the completed forms on file when taking and sending media to Serve Washington and Serve Washington may ask for a copy of the release when applicable.

X. DISASTER/EMERGENCY RESPONSE

Serve Washington (and thereby AmeriCorps programs and AmeriCorps members) are currently designated as part of the [Washington State Comprehensive Emergency Management Plan](#) under [Emergency Support Function 6](#) – Mass Care, Emergency Assistance, Temporary Housing and

Human Services. As a supporting agency, our core capability is identified as mass care services. Specifically, “connecting teams of trained volunteers and/or AmeriCorps members to carry out a wide range of response support actions emphasizing disadvantaged communities and residents with disabilities and others with access or functional needs, including, canvassing and information distribution for state response actions and sheltering and feeding support and distribution of water, food, ice, and emergency supplies.” We take this essential role seriously and pledge to assist with statewide preparedness, response and recovery activities when called.

AmeriCorps programs and AmeriCorps members play an integral role in disaster/emergency response. To that end, subgrantees may develop policies to allow for members to provide disaster/emergency services, both within Washington and nationally as an AmeriCorps Disaster Response Team (A-DRT). It is acceptable for members to receive hours towards their term of service for participating in local, state, and national efforts and training opportunities, based on their program’s approved disaster/emergency response policy. All outside requests for AmeriCorps members to provide disaster/emergency response services must be coordinated through Serve Washington and programs must notify Serve Washington in advance of internally reassigning any members to participate in disaster/emergency activities. Depending on the severity of the disaster/emergency, requests may come through county emergency operations centers, the state emergency operations center, or through our federal partners, FEMA and/or AmeriCorps the Federal Agency.

A. Local Response

AmeriCorps programs have the option to respond to local disaster/emergency activities as it fits their program design. If the approved grant application includes disaster/emergency activities, the program may respond to a local or state disaster according to that design. In such cases we ask the program to notify Serve Washington of such intentions. If the program is seeking to respond to a local or state disaster/emergency and such activities are not included in the approved grant application, please contact your Program Officer for approval of any activities outside program design. In the event that you receive a request for disaster/emergency assistance directly from a local contact or state official, please contact your Program Officer immediately for additional instructions and approval.

B. State Response

AmeriCorps programs and AmeriCorps members may be asked to serve in some capacity, as appropriate, in the event of a disaster/emergency that significantly impacts an area(s) of the state. Serve Washington will work closely with the State Emergency Operations Center (SEOC) to determine the necessity of deploying or reassigning AmeriCorps members for disaster/emergency assistance. Requests coming through the SEOC may allow AmeriCorps members to be relieved of their "regular" position descriptions to respond to a disaster/emergency.

C. Federal Disaster Recovery Cooperative Agreement (DRCA) and AmeriCorps Disaster Response Team (A-DRT)

AmeriCorps programs that desire to respond to federally declared disasters may want to proactively apply for a cooperative agreement as an A-DRT. A-DRTs adequately train AmeriCorps members for disaster/emergency response. A-DRTs deploy under a mission assignment approved by FEMA and AmeriCorps the Federal Agency. Deployment is optional and programs can limit deployment to one’s own state. While there are significant requirements, there are also many potential benefits. For more information, contact Serve Washington.