

**SERVE WASHINGTON
2022-23 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. 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. 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.

D. 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.

E. 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.

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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*) 3) Staff Timesheets (that correlate to the monthly PER for both federal and grantee share of expenditures) (*format of your choosing*); and 4) a General Ledger Report (an itemized expense report that correlates to the monthly PER for both federal and grantee share of expenditures) (*format of your choosing*). 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.
- 3. 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 August 1, 2022, through March 31, 2023; and no later than
 - October 13, 2023, for the period starting April 1, 2023, through July 31, 2023.

F. 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 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.

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

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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.