

**Ohio AmeriCorps  
Supplementary Provisions  
Program Year 2008-2009**

These Supplementary Provisions detail requirements imposed by the Ohio Community Service Council in addition to requirements under the AmeriCorps Grant Provisions (effective May 20, 2008) issued by the Corporation for National and Community Service. Unless specifically noted otherwise herein, the Corporation AmeriCorps Grant Provisions remain binding on the Sub-grantee. [The word “Grantee” in the Corporation AmeriCorps Grant Provisions is understood to mean “Sub-grantee” for the purposes of this AmeriCorps sub-grant.] By signing the Notice of Grant Award, Sub-grantee acknowledges having read all Provisions, and agrees to be bound by same in operation of an AmeriCorps program for Program Year 2008-2009.

**OSP-1. Program Administration**

- 1.1 Sub-grantee shall be 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. Sub-grantee is responsible for notifying the Council of the need for training or other assistance in fulfilling its administrative responsibilities.
- 1.2 Sub-grantee shall immediately notify the Council of losses of funds or of any goods or services supported with funds provided under this Award, or when there has been waste, fraud, abuse, and any violation or an accusation of a violation of state, federal, or local law by the Program or an AmeriCorps member. Sub-grantee shall cooperate at all times with the Council, the Corporation, 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 the Council for its support by using the Council’s current logo. The logo will be supplied to all sub-grant recipients via electronic format and must be reproduced without alteration. Sub-grantees must give logo credit to the Council in all printed materials, e.g., newsletters, brochures, letterhead, videotapes and electronic transmissions, including Internet websites, for all activities in which Council funds are used.
- 1.4 Corporation AmeriCorps Grant Provision IV.J. applies only to direct grantees of the Corporation (i.e. the Council) and should be disregarded by the Sub-grantee.
- 1.5 Sub-grantee shall use the Council’s Ohio AmeriCorps Grievance Procedure, which is designed to meet the requirements of Corporation for National and Community Service, Code of Federal Regulations, Title 45, Part 2540.230. The procedure shall be included in the sub-grantee member agreement. Sub-grantee shall notify their Council program officer of any impending grievance.
- 1.6 Sub-grantee shall coordinate local community efforts and projects, related to the program objectives, to support national events or holidays which, in the opinion of the Council and/or the Corporation, promote community service, including but not limited to National Days of Service, Make a Difference Day, AmeriCorps Week, National Volunteer Week, and Martin Luther King, Jr. Day.
- 1.7 Sub-grantee shall notify Council of all program staff changes within 14 days of the change. New program staff shall contact their Council program officer within their first 30 days in the position. In addition, new program staff are required to attend the next scheduled New Program Staff Orientation conducted by the Council.

## OSP-2. Meetings and Training Events

- 2.1 Sub-grantee shall send at least one representative to the Forging New Links conference to be held March 30-31, 2009. Sub-grantee may cover the costs for this conference using funds provided under this Grant Award.
- 2.2 Sub-grantee shall require the Program Director to attend program director's meetings sponsored by the Council, and encourage participation in other trainings sponsored by the Council; Program Coordinators are highly encouraged to also attend these meetings, as appropriate. Sub-grantee shall require the Program Director to attend all trainings or meetings for program directors sponsored by the Corporation. Sub-grantee may cover the costs of attendance using funds provided under this Grant Award.
- 2.3 Sub-grantee shall encourage attendance by staff and AmeriCorps members at all Council-sponsored member training events, and handle transportation and other logistical arrangements related thereto. Associated costs may be paid using funds provided under this Grant Award.
- 2.4 Sub-grantee acknowledges that attendance by staff and AmeriCorps members at all Council-sponsored member training events are factors considered by the Council when making continuation funding decisions.
- 2.5 Sub-grantee agrees to assume liability for any injuries or damages resulting from participation in these events. Sub-grantee shall reimburse the Council, if so requested, for any costs resulting from late registrations, non-attendance by registered participants, or other actions by persons associated with Sub-grantee's program. All costs relative to this sub-section must be paid from non-federal sources.

## OSP-3. AmeriCorps Members

- 3.1 AmeriCorps Policies and Policy FAQs entitled, "Changes in Member Status" (see [www.americorps.gov/for\\_organizations/manage/index.asp](http://www.americorps.gov/for_organizations/manage/index.asp)) is hereby replaced with the following language:

Sub-grantee may not change the number of full-time equivalent member slots, or the distribution between full-time and less than full-time slots, without first making a written request to the Council and receiving prior consent of the Council. Likewise, Sub-grantee may not change the status of enrolled members from full-time to less than full-time or vice versa, without prior consent from the Council. If necessary, Council will consult with the Corporation prior to taking action on the Sub-grantee request. [Note: once a member is given a partial education award, the remaining portion of that education award is not available for use.] **Any slot once filled, if vacated, can be refilled, per the Corporation's 30% refill policy.**
- 3.2 Sub-grantee may not approve partial education awards for exiting members without first submitting a written request and documentation to the Council, and receiving written consent from the Council prior to exiting members.
- 3.3 Sub-grantee will use the Corporation's Web-Based Reporting System (WBRS), or as otherwise directed, for filing member commitments, enrollment, change-of-status and end of term forms. Sub-grantee is required to maintain fully-completed and signed paper originals of these forms for audit purposes. Also member time logs must be approved via WBRS for each calendar month. The logs are due no later than the 15<sup>th</sup> day of the month following the month in which the hours are served. Sub-grantee acknowledges that Council may withhold payment of funds if Sub-grantee fails to meet reporting

requirements.

- 3.4 Sub-grantee will require all AmeriCorps members to sign contracts which meet all of the requirements of Corporation AmeriCorps Provision IV.D.2. and the following stipulations specified by the Council:
  - Member will exhaust all grievance procedures available through their Program, the Council, and the Corporation, prior to seeking any other remedy available at law; and
  - Member agrees to be bound by the requirements of their contract, and all other requirements contained in this Agreement and/or the AmeriCorps Member Handbook.
- 3.5 Sub-grantee may enroll full-time members only during the first 90 days of the project year. Members may be enrolled and serve in half-time positions, only during the first six months of the project year. **Half-time members may be enrolled after the first six months of the project year, with the understanding they must be enrolled as half-time serving in a full-time capacity and with prior approval from the Council.**
- 3.6 Sub-grantee agrees to meet all requirements of the Corporation's National Service Criminal History Check for members and employees, as part of the overall screening process. In addition, the Council requires **background checks for all grant-funded direct staff, and members regardless of a member's service.** Members serving a second year of service are required to undergo new criminal background checks, if there is a 30-day lapse in service. All eligibility documentation, including the Corporation's baseline process for background checks (see Federal Register, Vol. 72, No. 164 @ [www.nationalservice.gov/pdf/notices/fy07\\_07\\_0824\\_41.pdf](http://www.nationalservice.gov/pdf/notices/fy07_07_0824_41.pdf)), must be on file at the time of enrollment.

#### **OSP-4. Budget and Fiscal Procedures**

- 4.1 Funds provided pursuant to this Grant Award are intended to be used for Program expenditures as outlined in your Approved Budget (see [www.cns.gov/egrants/index.asp](http://www.cns.gov/egrants/index.asp)) and may not be used for any purpose inconsistent with this Award.
- 4.2 Corporation funds available to the Sub-grantee are limited to 99% of the Approved Budget, since the 5% shown for Administration includes 1% which is retained by the Council. Sub-grantee is reminded that the Administration percentages are based on actual expenditures; if the entire budget is not expended, then the amount which can be charged to Administration is reduced proportionately. [This article applies to all Sub-grantees.]
- 4.3 Paragraph IV.H.3.b. of the Corporation AmeriCorps Grant Provisions is hereby replaced with the following language:

Purchases of equipment over **\$1,000** using grant funds, unless specified in the Approved Budget.
- 4.4 Provided that the total federal funds expended do not exceed the budgeted total, and within the parameters outlined in Article IV.H.3. of the Corporation AmeriCorps Grant Provisions [as revised by OSP-4.3], Sub-grantee is given blanket authority to reallocate Corporation funding among:
  - (a) budget categories by up to ten percent (10%) of the total budget, or
  - (b) budget lines within a single category as desired.

Budgetary changes exceeding the limitations of this article or Article IV.H.3. of the Corporation AmeriCorps Grant Provisions require that Sub-grantee submit to the Council Grants Officer a written request for a budget modification; change(s) should not be

assumed to be approved until a written response has been received.

- 4.5 Any federal funds authorized under this Grant Award which remain unexpended by Sub-grantee at the end of the Funding Period shall immediately revert to the Council.
- 4.6 By accepting this Grant Award, Sub-grantee agrees to meet the statutory matching level and any “overmatch” or voluntary cost share documented in the project Budget. In exceptional circumstances only, Sub-grantee may petition Council for a reduction in the voluntary cost share by submitting a budget revision and explanation to the Council Grants Officer. Failure to fully meet the budgeted match level will be considered by the Council as a factor in future funding decisions. Should a Sub-grantee be unable to meet the statutory match level, a request for waiver must be submitted to the Corporation via the Council Grants Officer; any future or pending funding would automatically be forfeited by the Sub-grantee in such a case.
- 4.7 Prior to receiving funds under this grant, all Sub-grantees must file with the Council:
  - Notice of Grant Award Signature Page
  - Sub-grantee Financial Information Form
  - A copy of their most recent audit
  - 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
  - Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA)

In addition to the above, **NEW Sub-Grantees must also submit** the following forms in order to register as a vendor and do business with the State of Ohio:

- IRS Form W-9
- Vendor Information Form (OBM-3456)
- EFT - Direct Deposit Form (OBM-1234)

To request a payment of grant funds, Sub-grantee must submit a Request for Funds form to the Council Grants Officer and, approve in WBRS, or as otherwise directed, a Periodic Expense Report (PER) to document the spending shown on the Request for Funds. Grant payments may be requested no more than once per month, and are limited to reimbursement of prior expenditures plus estimated expenditures for no more than one month in advance. The Council reserves the right to reduce the amount of any requested advance if the estimate seems extreme. [Sub-grantees drawing funds in advance will be expected to demonstrate, as part of the annual compliance monitoring review, that their financial system meets the federal requirements for advance draws.] ***All payments to sub-grantees will be made by electronic funds transfer.*** All forms referenced in this subsection are available via the Council website at [www.serveohio.org](http://www.serveohio.org).

- 4.8 Sub-grantee acknowledges that Council may withhold payment of funds if Sub-grantee fails to meet reporting requirements or if Periodic Expense Reports indicate a failure to meet matching requirements.

## **OSP-5. Reporting Requirements**

- 5.1 Article IV.I. of the Corporation AmeriCorps Grant Provisions is hereby replaced by this Article OSP-5. Sub-grantee agrees to comply with reporting deadlines and requirements as detailed below.
- 5.2 Reporting will be handled electronically via the Corporation’s Web-Based Reporting System (WBRS) or as otherwise directed. Sub-grantee agrees to attend training on the use

of this system, or as otherwise directed, and further agrees to ensure that computer system resources are adequate to permit participation in WBRS. WBRS-based reports include a Periodic Expense Report (PER), Financial Status Report (FSR), and Progress Report (PR). [See OSP-3 for information regarding the use of WBRS for member-related forms.]

- 5.3 Periodic Expense Reports must be approved in WBRS at the end of each calendar quarter according to the following schedule: 1/15/09 for the period ending 12/31/08; 4/15/09 for the period ending 3/31/09; 7/15/09 for the period ending 6/30/09; and 10/15/09 for the period ending 9/30/09. Additional PERs will be required if the Sub-grantee wishes to draw funds more frequently than quarterly; there is no specific deadline for these additional PERs. [See OSP-4.7].

*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) the Council 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 Grants Officer.*

- 5.4 Financial Status Reports must be approved in WBRS no later than 4/15/2009 and 10/15/2009, for the periods ending 3/31/2009 and 9/30/2009 respectively. FSR data pulls automatically from the PER data, so the quarterly PER must be approved in WBRS prior to generating the FSR.

*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) the Council 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 FSRs may only be granted by the Grants Officer.*

- 5.5 Progress Reports must be approved in WBRS at the end of each calendar quarter according to the following schedule: 1/15/09 for the period ending 12/31/08; 4/15/09 for the period ending 3/31/09; 7/15/09 for the period ending 6/30/09; and 10/15/09 for the period ending 9/30/09.

*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) the Council 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 Progress Reports may only be granted by a Program Officer. (Also see OSP 7.3 for Performance Measures Corrective Action Plans.)*

- 5.6 Sub-grantee acknowledges that failure to report as required will be considered a material breach of this Agreement, subject to corrective action as detailed in OSP-5.7. Sub-grantee further acknowledges that accuracy and timeliness of reporting are factors considered by the Council when making continuation funding decisions.

- 5.7 Sub-grantee acknowledges that failure to report as required will result in suspension of payments under the grant, and agrees to provide funding from alternate resources to continue payment of member stipends in the event of such a suspension.

## **OSP-6. Records Retention**

45 CFR 2543.53 and 2541.420 of the AmeriCorps Regulations is hereby replaced with the following language:

Sub-grantee must retain and make available all financial records, supporting

documentation, statistical records, evaluation data, member information and personnel records for 3 years from the date of the submission of the Council's final Financial Status Report (SF 269A) to the Corporation. Once the Council's final FSR has been approved, Sub-grantee will be notified to begin the 3-year records retention period. If an audit is started prior to the expiration of the 3-year period, the records must be retained until the audit findings involving the records have been resolved and final action taken.

## **OSP-7. Continuous Improvement**

- 7.1 Sub-grantee shall undertake evaluation efforts as necessary to demonstrate the effectiveness of Program operations, and shall actively use the results of such evaluation efforts to improve program quality. One outside evaluation is required in the three-year funding cycle.
- 7.2 Council shall continually assess the success and effectiveness of the Program and provide guidance as appropriate to promote continuous improvement in program quality, and shall 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 Council requests for information, and cooperating in site visits, program assessments, and/or evaluations.
- 7.3 Sub-grantee shall submit to Council a written Corrective Action Plan (email is acceptable) within 30 days of noticing you are not on track for meeting one or more performance measure, as required by the Corporation for National and Community Service, Code of Federal Regulations, Title 45, Part 2522.630.

Sub-grantee further acknowledges that failure to monitor progress on performance measure(s) or failure to submit a written Corrective Action Plan are factors considered by the Council when making continuation funding decisions.

Sub-grantee shall monitor performance measures, at minimum, on a quarterly basis, in conjunction with completion of the WBRs Progress Report (also see OSP 5.5). **Council reserves the right of final approval of sub-grantee Performance Measures and any revisions.**

- 7.4 Sub-grantee's breach of this Agreement may result in withholding of or reduction of funds payable under this Agreement until said breach is cured and/or the termination of this Agreement at the option of the Council or the Corporation. Except as detailed in OSP-4.8, any such withholding or reduction will follow guidelines detailed in Corporation AmeriCorps Provision V.H.