

# Ohio AmeriCorps Supplementary Terms and Conditions

## Program Year 2021-2022

### Effective July 1, 2021

These Ohio AmeriCorps Supplementary Terms and Conditions detail requirements imposed by the Ohio Commission on Service and Volunteerism (ServeOhio) in addition to requirements of the federal funding agency, the Corporation for National and Community Service (dba AmeriCorps). Federal AmeriCorps requirements are detailed in the documents: [2021 AmeriCorps General Grant and Cooperative Agreement Terms and Conditions](#) and [2021 Terms and Conditions for AmeriCorps State and National Grants](#). The word “Grantee” in the AmeriCorps Grant Terms and Conditions is understood to mean “Sub-grantee” referring to the Ohio AmeriCorps program’s sub-grant from ServeOhio. Unless specifically noted otherwise herein, all AmeriCorps requirements remain binding on the Sub-grantee. By signing the Notice of Grant Award, Sub-grantee acknowledges having read all Terms and Conditions, and agrees to be bound by same in operation of an AmeriCorps program for the 2021-2022 program year.

Failure to comply with the Terms and Conditions of the Notice of Grant Award, these Ohio Supplementary Terms and Conditions, both sets of AmeriCorps Terms and Conditions noted above, and all additional program regulations and reporting requirements will be a consideration in any future request for funding continuation. Additionally, non-compliance may lead to suspension of payments or termination of the grant award. *In the event of suspension the Sub-grantee agrees to provide funding from alternate resources to continue payment of member stipends.*

#### **Summary of Changes from the 2020-21 Ohio AmeriCorps Supplementary Terms and Conditions**

- Changed CNCS/Corporation to AmeriCorps
- Updated AmeriCorps logo
- Updated AmeriCorps Terms and Conditions document links & Basecamp links
- Added “Changes” section
- 1.3.2: Removed requirements for award announcements
- 1.7: Added “business” days and changed “30” to “45” days.
- 1.9: Monitoring Details removed and added ServeOhio Risk Assessment Document
- 1.11: Added “grant project period” to clarify
- 1.12: Added requirement to maintain active Basecamp account
- 1.13: Added self-assessment requirement

- 1.14: Added OnCorps legislative data requirement
- 1.15: Added Get Connected requirement
- 1.16: Added planning grant requirements
- 2.13: Added language on requiring attendance at Starting Strong
- 2.2.1: Added language about liability insurance
- 2.3: Remove Justice Talking requirement
- 2.4: Due date for annual NSCHC Training is September 1<sup>st</sup>
- 2.5 became 2.4
- Section 3 Summary: Added Subgrantee is responsible for NSCHC records retention
- 3.1: Updated definition of covered and required positions for NSCHC
- 3.1.1 -.3: Previous sections now covered in the NSCHC Manual.
- 3.1.1: NSCHC Pre Approved Waiver for NFF states
- 3.2.1: Removed, now covered in NSCHC Manual
- 3.3: Updated NSCHC eligibility determination timeline
- 3.3.1: Removed language regarding NSCHC initiation
- 3.4: Added Truescreen and Fieldprint adjudication documentation
- 3.4.1: Added clarifying language when using the National Sex Offender Public website
- 3.4.3: Removed accompaniment
- 3.5.1: Removed
- 3.7: Updated to reflect program NSCHC policy requirement and expectations
- 3.9: Revised language and updated requirements for NSCHC review
- 4.5.1: Added clarifying language around member enrollment date in eGrants
- 4.6: Added slot cannot be refilled if CPC awarded
- 4.7.3: Added clarifying language that start date must match eGrants, MSA and OnCorps
- 4.8.6: Added reference to using slot conversion form
- 5.4: Updated language and included section details
- 5.4.1-5.4.3: New section on budget changes
- 5.10: Updated monitoring timeline and requirements
- 6.3: Updated language
- 6.4: PER due dates updated
- 6.4.3: Updated language
- 6.6: GPR due dates updated
- 7.3: Updated requirements for formula sub-grantees

## **OSTC-1      Program Administration**

- 1.1 Sub-grantee is 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.
  - 1.1.1 This award must be managed in accord with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* issued by the federal Office of Management and Budget at [2 CFR Part 200](#) and the AmeriCorps implementing regulations at [2 CFR Part 2205](#). Sub-grantees are responsible for carefully reviewing the Uniform Guidance and making any

necessary adaptations to their grants management and internal control systems to ensure compliance.

- 1.1.2 Sub-grantee may not further subaward funds unless authorized by ServeOhio as a special condition in the Notice of Grant Award, in response to a written request from and justification by Sub-grantee to ServeOhio. Without such authorization all direct expenditures of federal funds are to be made by the Sub-grantee, including payment of member stipends.
- 1.1.3 Sub-grantee must enter into written agreements with all partner agency service sites and otherwise act to ensure that all sites comply with grant requirements, including but not limited to member supervision and timekeeping, member prohibited activities, member and staff National Service Criminal History Checks (see Section OSTC-3 below), in-kind match documentation, and records access/retention. Sub-grantee will maintain records to document their monitoring of sites to ensure compliance.
- 1.2 Reporting of Fraud, Waste and Abuse. Sub-grantee must immediately notify ServeOhio of losses of funds or of any goods or services supported with funds provided under this Award, or when there is suspected waste, fraud, abuse, or any violation or accusation of a violation of state, federal, or local law by the Program or an AmeriCorps member. ServeOhio will in turn refer any such information to the AmeriCorps Office of Inspector General and Portfolio Manager, as appropriate. Sub-grantee shall cooperate at all times with ServeOhio, AmeriCorps, 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 ServeOhio for its support and use the name “ServeOhio, Ohio’s commission on service and volunteerism,” and/or current logo on communications, publications, marketing and media materials as outlined in the ServeOhio Communication Guidelines found on [Basecamp](#).
  - 1.3.1 Acknowledgement of Support: Publications created by members or grant-funded staff must be consistent with the purposes of the grant and must include the AmeriCorps logo and ServeOhio logo. The Sub-grantee is responsible for assuring that AmeriCorps and ServeOhio acknowledgment appears in any external report or publication of material based upon work supported by this grant. Acknowledgement also must meet federal requirements under AmeriCorps Specific Grant Terms and Conditions III and AmeriCorps General Grant Terms and Conditions III.H.
- 1.4 Section XII of the AmeriCorps State Terms and Conditions entitled Award Period and Incremental Funding is not applicable to this sub-award. ServeOhio sub-grants are issued for a one-year term only and are closed out annually. Closeout instructions will be provided by ServeOhio in the last quarter of the grant period. All sub-grantees are required to abide by [ServeOhio’s Records Retention Requirements](#).

- 1.5 Sub-grantee must use the [ServeOhio AmeriCorps Grievance Procedure](#) which is designed to meet the AmeriCorps requirements at 45 CFR Part 2540.230. AmeriCorps members, labor unions, and other interested individuals may avail themselves of the grievance procedure for any issue related to the AmeriCorps project including member service issues, non-selection, displacement of employees, or duplication of services complaints.
- 1.6 In coordination with the sub-grantee's LeaderCorps member(s), sub-grantee must participate in local community efforts or projects to support at least one national or community day of service which promotes community service and engagement. Sub-grantee must annually participate in at least one of the following: a) nationally-recognized Day of Service including 9/11 Day of Service, Make a Difference Day, MLK Day, Global Youth Service Day; b) ServeOhio Day, or; c) other recognized day of service that aligns with the AmeriCorps program objectives and/or sub-grantee's mission.
- 1.7 Sub-grantee must notify ServeOhio of program staff changes within 7 business days of the change. New program staff must contact ServeOhio within their first 7 business days in the position. In addition, new program staff are required to attend a New Program Staff Orientation that will be scheduled and conducted by ServeOhio no later than 45 days from start date. Changes in key personnel, as described in the Uniform Guidance 2 CFR § 200.407 may require a budget amendment and must be communicated to ServeOhio as soon as program staff are made aware.
- 1.8 Programs are expected to abide by ServeOhio's memo regarding [Employing Members](#).
- 1.9 All programs will be monitored during the program year. [See ServeOhio's Risk Assessment](#) document for more information.
- 1.10 All Ohio AmeriCorps programs must provide the following notification to all enrolled members, "At the request of ServeOhio, I understand that I may be required to respond to a Notice of Required Member Activation and that my service activities may be reassigned and/or deployed in preparation, response and/or recovery to a state or national declared disaster and/or emergency, state or local public health concern, or at the request of ServeOhio or the Governor of Ohio." A member's signature or initials are required next to this language.
  - 1.10.1 A program may submit a Notice of Required Member Activation waiver to ServeOhio. The waiver must include details as to why the program should be exempt due to member service activities, program timeline, service locations or other program constraints. Approved waivers are in effect for one year. Unless approved in writing, programs are not exempt from this requirement and must respond the Notice.

- 1.11 ServeOhio does not allow programs to start members on the same day the grant project period begins due to member enrollment requirements. Programs must plan for all members to start after the first day of their grant project period.
- 1.12 ServeOhio will provide all Ohio AmeriCorps programs will access to the “[ServeOhio Program Staff](#)” Basecamp account. Program staff are required to maintain an active account to access the information.
- 1.13 Programs are required to complete and submit the [ServeOhio Program Self-Assessment](#). New programs will work with their Program Officer to complete the Self-Assessment to ensure all required documents are approved prior to members starting.
- 1.14 Programs are required to use, and keep up to date, [OnCorps](#) for program management aspects including progress reporting, fiscal reporting, member timesheet tracking, sub-grantee contact information and service site details.
  - 1.14.1 Programs are required to list all service sites and include the legislative district information including the State Senate District, Legislative House District and Federal Congressional District.
  - 1.14.2 ServeOhio will provide the program’s primary point of contact with initial access to OnCorps. Programs staff must provide access to all other necessary individuals including members, site supervisors and fiscal staff.
  - 1.14.3 Returning programs are responsible for transferring previous program data into the current program year. See the OnCorps tutorials for instructions.
- 1.15 Programs are required to use [Get Connected](#) to post their member service opportunities. [A checklist is on Basecamp](#).
- 1.16 [Planning Grants](#). Except for OSTC 2.1.1, 2.3, 6.5, 6.6, section OSTC-4, and applicable member-specific terms, all terms and conditions, guidance and requirements apply to and must be adhered by planning grants for the entire planning grant project period.

## **OSTC-2 Meetings and Training Events**

- 2.1 Sub-grantee must send at least one AmeriCorps program staff to all ServeOhio-sponsored Program Director and Coordinator meetings and/or training mandated by ServeOhio and/or AmeriCorps. A complete list of required training events and meetings is available on the program schedule found on [Basecamp](#).
  - 2.1.1 Sub-grantee must have all new AmeriCorps program staff attend all of the 2021-2022 Starting Strong AmeriCorps Orientation. Staff is considered new if they started their position after the 2020-2021 Starting Strong Orientation.

- 2.1.2 All Programs must have at least one program staff attend at least one day of Starting Strong Orientation.
- 2.1.3 ServeOhio staff reserves the right to require program staff to attend all or some of Starting Strong regardless of previous attendance.
- 2.2 Sub-grantee agrees to assume liability for any injuries or damages resulting from participation in the above referenced events. All costs related to participation in required meetings and training may be paid from funds provided under this grant award.
  - 2.2.1 Sub-grantee must ensure the organization's liability insurance is active and covers all staff and member activities, travel, meetings and trainings.
- 2.3 Sub-grantee must require at least one AmeriCorps member to participate in the Ohio AmeriCorps LeaderCorps program unless prior approval was received from ServeOhio to waive this requirement. The LeaderCorps member(s) is required to attend all scheduled meetings and events as listed on the [LeaderCorps position description](#).
- 2.4 All sub-grantees must complete [National Service Criminal History Check \(NSCHC\) training](#) every year. The designated e-course provides a thorough overview of the requirements. Each sub-grantee must identify at minimum one relevant staff person to fulfill this requirement on behalf of the program. The program must retain the certificate of completion and assign AmeriCorps program staff to retake the course annually prior to the expiration of the certificate. Programs should save certificates of completion from each year as part of grant record. Sub-grantees should complete this requirement and be certified by September 1<sup>st</sup>. New staff and site supervisors who begin work after Starting Strong training should complete this requirement and be certified within the first thirty days of working within the capacity of AmeriCorps Member Management. Send the certificate to your ServeOhio Program Officer upon completion.  
NOTE: you will need to print off or take a screenshot of the certificate before exiting the session and send the certificate to your ServeOhio Program Officer

### **OSTC-3 National Service Criminal History Check**

Sub-grantees are responsible for reviewing and adhering to the National Service Criminal History Check requirements located in statute [42 U.S.C. § 12645g](#) and supplemented by regulatory requirements at [45 CFR §§ 2540.200-2540.207](#) and the [the NSCHC Manual, effective May 1, 2021](#). Additional resources can be found on the [AmeriCorps website](#) and [ServeOhio Basecamp](#). Sub-grantees should contact their ServeOhio Program Officer for questions regarding these requirements as there **could be a cost disallowance for failure to adhere to the regulations**.

It is the sub-grantee's responsibility to retain and maintain documentation of NSCHC for AmeriCorps Members and Staff. Documentation of NSCHC shall be made available to ServeOhio staff when requested.

- 3.1 A National Service Criminal History Check must be conducted for individuals in covered positions. “Covered positions” include AmeriCorps members and individuals in positions in which they will receive a salary, directly or reflected as match, under a cost reimbursement grant. This includes site supervisors whose time is counted as sub-grantee match, and contracted staff who have responsibilities for program operations. Excluded are staff whose time is charged as an indirect or administrative cost and short-term contractors such as trainers who are not responsible for program operations, and individuals who are under the age of 18 on the first day of work or service.

In addition to the above ServeOhio also requires any program position that has oversight of the program’s day-to-day operations and member management, even if the position is not in the grant budget and/or the program is fixed amount or planning grant, to complete the AmeriCorps National Service Criminal History Check process.

- 3.1.1 AmeriCorps has issued Pre-Approved NSCHC Waivers that sub-grantees can use without additional written approval from AmeriCorps. The Pre-Approved NSCHC Waivers are detailed in the [NSCHC Manual](#).

One waiver indicates that if a state participates in the FBI’s National Fingerprint File (NFF) program, a fingerprint FBI check satisfies the state criminal registry check requirement. Ohio participates in the NFF program.

*There are numerous states, the District of Columbia and U.S. territories that do not participate in the NFF program and state of residency checks are required from those states, per NSCHC regulations and guidance.*

- 3.2 Consent for National Service Criminal History Checks and State of Residence at the time of application must be documented in the member file. See the [NSCHC Manual](#) for specific situations.
- 3.3 Timing of checks. The NSCHC must be conducted, reviewed, and an eligibility determination made by the sub-grantee based on the results of the NSCHC no later than the day before a person begins to work or serve on a NSCHC-required grant.
- 3.4 AmeriCorps program staff must document review of NSOPW, FBI check and state of residence check (if applicable) results. The Program Director or other AmeriCorps or agency staff (as defined in the sub-grantee’s written NSCHC policy) must sign and date the printed documentation of review for cleared member results, or document adjudication decision within the approved vendors Truescreen and Fieldprint as described in the [Vendor User Manual](#).

- 3.4.1 For sub-grantees using the National Sex Offender Public Website, ServeOhio



requires at least 2 program staff and/or individuals in the legal applicant organization to review and sign the NSOPW for every member and staff in a covered position after the NSOPW is completed.

- 3.4.2 Electronic verification, complete with a compliant timestamp and electronic signature, must be made available to ServeOhio upon request.
- 3.5 Enforcement. AmeriCorps will apply administrative enforcement related to findings of NSCHC noncompliance. The [NSCHC Manual](#) describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.
- 3.6 If a program receives an FBI result that states the person's results "May Not Meet Requirements" please follow the guidance found on the [ServeOhio Basecamp](#) regarding RAP Sheet Guidance. Sub-grantees using Fieldprint for FBI checks and need to challenge a "not cleared recommendation", please see the challenge process detailed in the Fieldprint [FAQs](#).
- 3.7 Sub-grantees must maintain adequate documentation of their NSCHC process and practices. Sub-grantees make the decision to select individuals for work or service on the grant and should be clearly outlined as part of your NSCHC policy. The [NSCHC Manual](#) describes the required components of program NSCHC policies and procedures. The NSCHC policy will be submitted to ServeOhio for review as part of your Self-Assessment.
- 3.8 Sub-grantee must use the Member/Staff File NSCHC Checklist found on the [ServeOhio Basecamp](#) to document the NSCHC process has been completed for each member or staff in a covered position. Programs must place the completed form in each member/staff file.
- 3.9 New Programs, new program staff and any programs with NSCHC disallowance in the last 2 years must make NSCHC results available through a secure digital format for review by ServeOhio Program Officer no later than 30 days after the first member begins service. Additional members and staff that begin service/work after the initial NSCHC review will follow the same timeline.

#### **OSTC-4 AmeriCorps Member Management**

- 4.1 Verification of Eligibility. Sub-grantees must verify member eligibility to serve in accordance with [2021 AmeriCorps Specific Terms and Conditions](#) Section II, G and Section IX, B. ServeOhio does not require copies of documents used to verify eligibility be maintained, so long as the member file contains a list of the documents that were



reviewed, along with a signature and date indicating the staff member who reviewed the documents. The exception is if a member's eligibility had to be manually verified. All documents submitted to the AmeriCorps Hotline must be maintained in the member's file.

- 4.2 **Member Enrollment.** Sub-grantee must initiate enrollment for all members prior to member start date. Potential members must be invited in the eGrants portal and citizenship and social security status must be verified before their first day of service. Enrollment training materials and flow chart can be found on [ServeOhio Basecamp](#).
- 4.3 Sub-grantee must require all AmeriCorps members to sign, **before or on the 1<sup>st</sup> day of service**, a Member Service Agreement (MSA) which includes the member position description, and meets all of the requirements of the [2021 AmeriCorps Specific Terms and Conditions V.B.](#) In addition, ServeOhio prescribes the following conditions relating to the MSA:
  - 4.3.1 The grievance procedure specified in the MSA pursuant to federal requirements will be [the Ohio AmeriCorps Grievance Procedure \(OAGP\)](#) as referenced in OSTC 1.5. Sub-grantee will provide each member with a copy of the OAGP and will require members to initial the grievance clause attesting to their receipt of the OAGP.
  - 4.3.2 The MSA will contain a clause advising members that the Ohio Department of Job and Family Services has determined that service as an AmeriCorps member is excluded from coverage under the Ohio unemployment law and cannot be used in establishing a claim for unemployment benefits or in the computation of benefit amounts. Members will be required to initial the unemployment exclusion clause.
  - 4.3.3 A summary of the requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.) ([AC V.B.8](#)) is also required in the MSA and must be initialed by the member.
  - 4.3.4 See OSTC 1.10 for required language regarding Notice of Required Member Activation. Member initials are required next to this section.
  - 4.3.5 The MSA must be submitted in advance to ServeOhio for review and approval prior to use.
- 4.4 The Member Service Enrollment Period defines the period during which AmeriCorps members may be enrolled. For each AmeriCorps program, the enrollment period starts concurrent with the first day of service by an AmeriCorps member.
  - 4.4.1 Full-time members may be enrolled only during the first 45 days of the Member Service Enrollment Period. Any exceptions to this enrollment requirement, including enrollment periods for less than full-time member positions, please submit a request to your ServeOhio Program Officer. Approval will or will not be

given based on submitted information.

- 4.4.2 Half-time members must have at least 6 months to serve, unless sub-grantee receives prior written approval from ServeOhio for half-time members to serve in a full-time capacity.
- 4.5 Sub-grantee must use both the OnCorps online reporting system and eGrants Portal system for member enrollment and exit. eGrants is the official, legal registry of AmeriCorps Service. OnCorps is a reporting tool, but is not the official record.
  - 4.5.1 Sub-grantee must enroll members first in the eGrants portal within 8 calendar days of their start date. The 8 calendar days includes the first day of service. Only after enrollment in eGrants may a member be enrolled in the OnCorps online reporting system. OnCorps enrollment must happen within 15 calendar days of the member start date. Member names and service start date must match in both OnCorps and eGrants and they must match their government issued ID. The member start date in eGrants is the official record and therefore must match the Member Service Agreement as well.
  - 4.5.2 No status changes in eGrants or OnCorps are allowed before notifying the AmeriCorps Program Officer by email. A status change includes an early exit or suspension of a member for any reason.
  - 4.5.3 After notifying the AmeriCorps Program Officer, sub-grantee must complete status change in eGrants and OnCorps within 15 calendar days of the status change date.
  - 4.5.4 Sub-grantee must first exit members from the OnCorps online reporting system to obtain an accurate count of service hours earned and then exit members within the eGrants Portal system. Both actions should occur no later than 15 calendar days after the member's last day of service. An exit from eGrants is final and cannot be changed without prior approval from ServeOhio.  
The only acceptable "reason for early exit" categories in OnCorps are:  
\*For cause (performance, behavior issues, leaving for a job, education, etc)  
\*Compelling personal circumstances (which must be approved by ServeOhio)
  - 4.5.5 When exiting a member from eGrants, sub-grantee must unlock the Exit Form first. If the member fails to complete their portion of the Exit Form, programs should take action to ensure members are exited from service within the 15-day requirement specified above in 4.5.4.
  - 4.5.6 Professional Corps programs approved for alternative timekeeping under 4.7.2 below are not required to use OnCorps for member enrollment and exit; members will be enrolled and exited in eGrants only. The deadlines noted above remain in effect.

- 4.6 Sub-grantee may not approve a compelling personal circumstance exit, which may result in a partial education award for exiting members, without first submitting a written request and documentation to ServeOhio and receiving written consent from ServeOhio prior to exiting members. Programs must submit ServeOhio's [Compelling Personal Circumstance](#) form to receive approval. Members are only eligible for CPC if they meet the CPC requirements outlined in the member MSA and [2021 AmeriCorps Specific Terms and Conditions](#) VII, and they've completed at least 15% of their total service hours.  
Note: Once a member is given a partial education award, the remaining portion of that education award is not available for use and that slot cannot be refilled.
- 4.7 Sub-grantee must use the OnCorps online reporting system for tracking member service hours.
- 4.7.1 All member timesheet schedules must be submitted and reviewed through the annual Program Self-Assessment prior to member start dates. Timesheet monitoring will occur by the AmeriCorps Program Officer based on each sub-grantee's timesheet schedule. Sub-grantee must communicate any changes to the schedule or delays in timesheet approval to their AmeriCorps Program Officer immediately.
- 4.7.2 Professional Corps programs may petition ServeOhio for a waiver of this provision and instead use an alternative timekeeping protocol based on the process in place for similar professionals at each service site. Sub-grantee must submit its request to ServeOhio for review; upon concurrence ServeOhio may submit the request to CNCS for final approval. Sub-grantee shall not begin using the alternative timekeeping system until it receives written approval.
- 4.7.3 Orientation and training hours are service hours and should be tracked in the training service hours category in OnCorps. Member training cannot exceed 20 percent of each individual AmeriCorps member service hours. With that being said, the first day for a member's serve term is the first day of orientation and must align with the member's service agreement and must match enrollment date in eGrants.
- 4.7.4 Teleservice: programs must abide by the ServeOhio Teleservice guidance found on the [ServeOhio Basecamp](#) and [2021 AmeriCorps State Terms and Conditions](#) V.E. Programs should be aware that their Directors and Site Supervisors may be subject to legal sanctions for erroneously certifying that AmeriCorps Members have valid service hours for time claimed in teleservice. In addition, there are legal and financial penalties for knowingly submitting false claims to the government. All programs must provide their Teleservice Policy with their program self-assessment for review and approval from ServeOhio.

- 4.8 [2021 AmeriCorps State Terms and Conditions Section VI. B. and C.](#) regarding changes in member terms of service and program member positions are hereby replaced with this Section OSTC 4.8.
- 4.8.1 Sub-grantee may not change the number of full-time member positions, or the distribution between full-time and less than full-time member positions, without first making a written request to ServeOhio and receiving prior written consent of ServeOhio.
- 4.8.2 Sub-grantee may not change the status of an enrolled member from full-time to less than full-time or vice versa, without prior written consent from ServeOhio.
- 4.8.3 Per the [2021 AmeriCorps State Terms and Conditions Section VI. D.](#), if all member positions have been filled, sub-grantee may refill any slot vacated by a member who completed less than 30% of their term and who did not receive a pro-rated education award. Full-time member positions may be refilled only during the first 90 days of the period of performance. The same slot may not be refilled more than once.
- Any exceptions to this enrollment requirement, including enrollment periods for less than half-time member positions, must receive prior written approval from ServeOhio.
- 4.8.4 Sub-grantee may not transfer a member to another AmeriCorps program, without first making a written request to ServeOhio and receiving prior written consent from ServeOhio.
- 4.8.5 ServeOhio reserves the right to review, reallocate and/or reassign member positions among and between programs if member positions have not been filled by sub-grantees. See OSTC 1.10
- 4.8.6 Programs wishing to convert unfilled awarded slots or convert refill slots must complete the Slot Conversion Form found on [ServeOhio Basecamp](#) for their Program Officer to review and approve or deny.
- 4.9 Sub-grantee should distribute access to the ServeOhio member pre and post service survey from Ohio State University.
- 4.10 On the first day of service, programs must ensure members are made aware of the benefits of serving with AmeriCorps including health insurance (if applicable), childcare (if applicable), loan deferment, interest payments, education award, etc. Full-time members must be covered by healthcare on their first day of service by either enrolling into the AmeriCorps compliant health care plan provided by the program or by declaring coverage through other means. Healthcare enrollment waiting periods are not permissible. Documentation for healthcare, whether provided by AmeriCorps or coverage through other means, must be present in each member file.

## **OSTC-5      Budget and Fiscal Procedures**

- 5.1 Funds provided pursuant to this Grant Award are intended to be used for program expenditures as outlined in your Approved Budget and may not be used for any purpose inconsistent with this Award. Sub-grantee must follow all applicable laws, regulations, guidelines, and policies and procedures related to the financial management of the grant.
- 5.2 AmeriCorps funds available to the Sub-grantee are limited to 98% of the Approved Budget since Administration includes 2% which is retained by ServeOhio. Sub-grantee is reminded administration percentages are based on actual expenditures reported in the Grant Share for direct costs (i.e., Sections I and II of the budget); if the entire budget is not expended then the amount which can be charged to administration is reduced proportionately.
- 5.3 Sub-grantee must meet the statutory matching level and voluntary cost share as specified in the Notice of Grant Award. Match compliance will be required on the ServeOhio administrative share in addition to the funds expended by the Sub-grantee.
  - 5.3.1 In exceptional circumstances only, sub-grantee may petition ServeOhio for a reduction in the voluntary cost share by submitting a written request and explanation to their Program Officer. The request will be reviewed by the ServeOhio Program Officer and Fiscal Officer. If approved, the Program Office will direct the sub-grantee to process a budget modification in OnCorps and if necessary, the Fiscal Officer will request a budget modification through AmeriCorps.
  - 5.3.2 Should a sub-grantee be unable to meet the statutory match level, the sub-grantee must submit the written requests to the Program Officer. Once the Program Officer and Fiscal Officer agrees with the written requests, the Program Officer will direct the subgrantee to submit a budget modification through OnCorps. Once the subgrantee processes the budget modification through OnCorps, this request must be submitted to AmeriCorps via the ServeOhio Fiscal Staff; any future or pending funding would automatically be forfeited in such a case.
- 5.4 Provided the total federal funds expended do not exceed the approved budgeted total, and within the parameters outlined in Article X.C. of the AmeriCorps Specific Grant Terms and Conditions, and budget-related items outlined in 2 CFR 200.407 (Prior Written Approval), which require specific prior written approval, Sub-grantee is given blanket authority to reallocate AmeriCorps funding among approved Budget Categories, including Sections I and II, by up to ten percent (10%) cumulative change of the total budget (federal and match shares combined), or among approved budget lines within a single category as desired.

NOTE: if adding costs to a Budget Category that has \$0 budgeted initially, a budget

modification is required regardless of the amount. This applies to Formula and Competitive-funded programs. In addition, for Competitive funded programs, changes approved by ServeOhio must be approved by AmeriCorps via grant amendment.

- 5.4.1 Budget changes occurring within the parameters outlined in 5.4 will be tracked by the sub-grantee's ServeOhio Program Officer. Acknowledgement of the changes will be provided to each sub-grantee via their Program Officer.
- 5.4.2 Budgetary changes exceeding the limitations of this article or Article X.C. of the AmeriCorps State Grant Terms and Conditions require sub-grantee to submit written requests and documentation to their Program Officer. Once the Program Officer reviews and approves the written requests, the Program Officer will direct the subgrantee to process a budget modification through OnCorps for review by the ServeOhio Fiscal Officer after the cumulative expenditures on the OnCorps PER reflects the need for a budget modification through OnCorps. Budget Change(s) requiring a budget modification in OnCorps should not be assumed to be approved until approved in OnCorps.
- 5.4.3 Budgetary changes that do not meet the level detailed in 5.4 above do NOT require an OnCorps budget modification; approved budget lines may be over-spent or under-spent as necessary. If assistance is needed, please contact your Program Officer.
- 5.5 Sub-grantees must abide by the [Member Service Recognition](#) guidance.
- 5.6 Any federal funds authorized under this Grant Award which remain unexpended by Sub-grantee at the end of the period of performance shall immediately revert to ServeOhio (see OSTC-6.4.4 Reporting Unused Funds Estimate).
- 5.7 Prior to receiving funds under this grant, Sub-grantee must file with the ServeOhio Fiscal Officer:
  - \* Notice of Grant Award Signature Page
  - \* Sub-grantee Audit Determination Form
  - \* 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.

In addition to the above, new Sub-grantees must also register as a State of Ohio supplier at <http://www.supplier.obm.ohio.gov/>, including registration for electronic funds transfer.

- 5.8 Grant funds must be requested at least quarterly; monthly requests may be submitted. Payments to State of Ohio agencies will be made via Intra-State Transfer Voucher (ISTV); all other payments to Sub-grantees will be made by electronic funds transfer. Procedures for requesting funds are as follows:

- 5.8.1 Fixed Amount Grants. Sub-grantee must submit, to ServeOhio's Fiscal Officer, a copy of the completed eGrants Drawdown Calculations and Amounts Report, showing the maximum amount Sub-grantee may draw on the grant to-date, along with [ServeOhio's Request for Funds-Fixed Amount \(RFF-FA\) form](#). The RFF-FA bases the request amount on the number of member service hours completed to-date. Service hours reported in the RFF-FA must match data in the eGrants report unless there is an approved alternative timekeeping protocol in place per OSTC-4.5.6. At the end of the period of performance a final RFF-FA and eGrants report will be submitted based on actual member completion data.
- The signed RFF-FA and eGrants report may be submitted by email to the AmeriCorps Fiscal Officer.
- 5.8.2 Cost Reimbursement Grants. Sub-grantee must submit payment requests in OnCorps, using the Request for Funds(RFF) – PaymentCalculator box located in the Periodic Expense Report. (State of Ohio agencies must also submit an ISTV document, in OAKS, to initiate transfer of funds.) Requests for funds are limited to reimbursement of prior expenditures only, as reported in the PER. Sub-grantee may not request estimated expenditures in advance, except as part of your initial draw for start up costs to cover anticipated cash needs (see Uniform Guidance [2 CFR 200.305](#) for additional guidance and reconciling advance payments).
- 5.8.3 ServeOhio reserves the right to reduce the amount of any request if the amount seems extreme, or limit sub-grantee reimbursement requests if sub-grantee financial systems do not meet federal requirements.
- 5.9 Audit Requirements. Under the OMB [Uniform Guidance-Subpart F](#) the threshold at which an annual single audit is required is \$750,000 in federal expenditures during the organization's fiscal year.
- 5.9.1 All sub-grantees are required to submit an annual Audit Determination Form (see OSTC 5.7) through which the ServeOhio Fiscal Officer will assess and monitor compliance with audit requirements.
- 5.9.2 For sub-grantees whose federal spending meets or exceeds the audit threshold, ServeOhio will obtain a copy of the audit from the Federal Audit Clearinghouse (FAC) as required by OMB. These sub-grantees are not required to submit audit copies to ServeOhio; rather, it is the sub-grantee's responsibility to ensure their audit is completed and uploaded timely to the FAC. If an audit discloses issues related to the AmeriCorps grant, ServeOhio Fiscal Officer will communicate with the sub-grantee regarding any necessary corrective actions or potential adjustments to reported expenditures. If a separate Management Letter is issued, Sub-grantee shall forward a copy to ServeOhio upon request.



- 5.9.3 For sub-grantees under the single audit threshold, ServeOhio requires submission of an annual elective audit as a proactive demonstration of the sub-grantee's financial management and internal control, if conducted.
- 5.10 All sub-grantees will be financially monitored during the three-year grant cycle.
  - 5.10.1 At the start of a new grant, all sub-grantees must complete a Financial Management Survey (FMS), as part of ServeOhio's Risk Assessment of Sub-grantees. New sub-grantees must also complete the FMS pre-award. The FMS is one factor in determining a sub-grantee's Financial Risk Level and the financial monitoring activities.
  - 5.10.2 Cost Reimbursement Sub-grantees will receive a Standard Documentation Review which includes review of quarterly required Periodic Expense Reports, payment requests and Audit Review at least once during the grant cycle. In addition, depending on the level of risk assessed, the sub-grantee may also receive an On-Site Financial Monitoring Review or Transaction Detail/Desk Review.
  - 5.10.3 Fixed Amount Sub-grantees will receive a Standard Documentation Review which includes review of payment requests and the annual Audit Review.

## **OSTC-6          Reporting Requirements**

### **A. Cost Reimbursement Grants**

- 6.1 Section XI. of the AmeriCorps State Terms and Conditions is hereby replaced by this Article OSTC-6.
- 6.2 Sub-grantee must use the OnCorps grants management system for required financial and programmatic reporting and must comply with other ServeOhio requests for supplemental reporting or other information.
- 6.3 Sub-grantee is required to submit their budget in OnCorps within 15 days of receipt of their Notice of Grant Award. The budget entered in OnCorps should be exactly as entered and approved on the eGrants budget application.
- 6.4 Periodic Expense Reports (PER) must be submitted for approval in OnCorps at the end of each calendar quarter according to the following schedule (unless instructed otherwise): Oct. 15th for period ending Sept. 30th; Jan 15th for the period ending Dec 31st; Apr 15th for the period ending Mar 31st; July 15th for the period ending June 30th; and Oct. 15<sup>th</sup>. for the period ending Sept. 30th.
  - 6.4.1 If the quarter report due date falls on a weekend or federal holiday, the report is due the next business day after the due date.
  - 6.4.2 Additional PERs are required if the sub-grantee wishes to draw funds more

frequently than quarterly; but not more than once monthly (every 30 days) (See OSTC-5.8).

- 6.4.3 All sub-grantees are required to include ServeOhio's 2% for administration in each PER. Please be sure that the 2% computed in the RFF PaymentCalculator box in OnCorps matches the amount on line A.2 exactly prior to submission.
- 6.4.4 Reporting Unused Funds Estimate. Sub-grantee shall submit an Unused Funds Estimate twice in the grant year in conjunction with submission of the required PERs due January 15 and April 15. A reporting form will be provided by ServeOhio via email distribution in advance of the reporting due dates.
- 6.4.5 Reporting Other Federal Funds. Sub-grantee shall report the amount and source(s) of federal funds, other than those provided by AmeriCorps, claimed as matching funds. This includes other federal funds expended by sub-grantees and operating sites and claimed as match. This information shall be reported annually by October 15<sup>th</sup> at the time the final financial report is submitted. A reporting form will be provided by ServeOhio via email distribution in advance of the reporting date.
- 6.4.6 At the end of the Period of Performance, in addition to the final PER, sub-grantee is required to submit an Aggregate Financial Report, in OnCorps, to certify total grant spending. The report must be signed by an official with legal authority to bind the organization (see Uniform Guidance [2 CFR 200.415](#)).

#### **B. Fixed Amount Grants Only**

- 6.4.7 Sub-grantees are excluded from Periodic Expense Reporting and are not required to submit an Aggregate Financial Report or report Other Federal Funds.
  - 6.4.8 All sub-grantees are required to participate in ServeOhio's 2% Fixed Amount Option for Administration. Using this option, ServeOhio will retain 2% of the total amount expended by Sub-grantee leaving Sub-grantee with 98% of the award to use for your program. The 2% will be calculated on each payment request. Guidance and instructions on [ServeOhio's 2% Grant Administration Requirement](#).
- 6.5 Performance measures must be entered into OnCorps for approval by ServeOhio no later than 30 days of the program start date or no later than September 30, 2021, whichever comes first.
  - 6.6 Grantee Progress Reports (GPR) must be submitted in OnCorps according to the following schedule: Mid-Year Reports are due 2/11/22 for activities that occurred from the start of your program year through 1/31/2022; End of Year Reports will cover activities from 2/1/2022 through the end of the grant project period end date or 9/30/2022, which ever is sooner, and must be submitted no later than 30 days after the end date.
    - 6.6.1 If program activities occur beyond 9/30/2022, a program will submit an End of Year Extension report by 1/13/2023 for activities that occurred 10/1/2022 through

12/31/2022. These deadlines may be revised by the Director of AmeriCorps.

- 6.6.1 Based on program start and end dates, the above schedule may be revised with prior approval from the Director of AmeriCorps.
- 6.6.2 If the quarter report due date falls on a weekend or holiday, reports are due the next business day after the due date.
- 6.7 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) ServeOhio 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 Fiscal Officer. Extensions of deadlines for GPR's may only be granted by the Director of AmeriCorps.
- 6.8 Failure to report and/or non-response to requests for information will be considered sufficient breach of this agreement to permit suspension of funding as allowed under 2 CFR 200.339.

#### **OSTC-7            Program Effectiveness and Evaluation**

- 7.1 ServeOhio will continually assess the success and effectiveness of each sub-grantee and its AmeriCorps program and provide guidance as appropriate to promote continuous improvement in program quality, and will 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 ServeOhio requests for information, and cooperation in site visits, monitoring, program assessments, and/or evaluations.
- 7.2 Sub-grantee must use the OnCorps online reporting system to establish performance measures consistent with their approved grant application and program design. ServeOhio reserves the right of final approval of sub-grantee performance measures and any revisions.
  - 7.2.1 Sub-grantee must monitor performance measures in conjunction with completion of the OnCorps GPR's (see OSTC-6.6). ServeOhio will provide written notice of corrective action in event that sub-grantee is not on track to meet; far exceed one or more service activity performance measure(s); and/or received approval to make significant changes.
  - 7.2.2 Within 30 calendar days of receipt of notice of corrective action from ServeOhio, sub-grantee must submit (email is acceptable) to the ServeOhio Director of AmeriCorps a written Corrective Action Plan consistent with 45 CFR § 2522.630.
- 7.3 In addition to performance measurement and reporting, federal regulations at 45 CFR §§

2522.700-740 detail requirements for broader, systematic evaluation of program impact. Federal regulations are specific to national direct, competitive, and education award only programs, while formula programs are deferred to state commissions. ServeOhio hereby provides notice that Ohio formula programs will operate consistent with the federal requirements with the following changes.

NOTE: ServeOhio reserves the right to require any subgrantee to complete an outcome-based evaluation regardless of funding levels and grant cycles

- 7.3.1 Formula sub-grantees with an average federal grant of \$500,000 or more must plan for and secure an Outcome-based evaluation that can be nonexperimental, quasi or experimental in design and conducted internally.
- 7.3.2 Sub-grantees with an average federal grant of less than \$500,000 may conduct an internal or external process or outcome evaluation.
- 7.3.3 During the first three-year funding cycle, all sub-grantees must develop an evaluation plan and submit the plan (and evaluation results, if any) with their initial re-compete request for continuation funding. In each successive funding period sub-grantee must carry out the evaluation plan submitted with the re-compete request, and develop a new evaluation plan for the next funding cycle. Sub-grantee must submit the completed evaluation report and the new evaluation plan with each successive re-compete request.
- 7.3.4 ServeOhio will consider evaluation plan waivers or extension requests for formula programs. Waivers and extensions may be submitted to the Director of AmeriCorps at any time and must also be included with each application submission. Waivers and extensions must include the original evaluation plan (approved in the application); a rationale for the request that could include challenges with timeline, implementation, etc.; and details all proposed changes to the original plan. Submission does not constitute approval. ServeOhio reserves the right to deny requests and/or make changes to the requests.