

# **AmeriCorps National Service and Civic Engagement FY 2023 COOPERATIVE AGREEMENT TERMS AND CONDITIONS**

**These AmeriCorps** (AmeriCorps is the operating name for the Corporation for National and Community Service) **Program Specific Terms and Conditions and the 20232 AmeriCorps General Terms and Conditions, are binding on the recipient.**

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## **I. CHANGES FROM THE 2022 AMERICORPS NATIONAL SERVICE AND CIVIC ENGAGEMENT COOPERATIVE AGREEMENT TERMS AND CONDITIONS**

- Section III.E.: Consolidated progress reporting into one section
- Section III.E.: Removed the HHS/PMS reporting requirement
- Section III.E.1.: Added reporting requirements for Year 1 awardees
- Section III.E.2.: Change programmatic reporting requirements for Year 2 awardees to one report
- Section III.E.h.: Changed review and approval from Program Officer to Portfolio Manager and added the purpose of the review
- Section III.H.: Added annual Key Concepts of Financial Grants Management eCourse

## **II. STATUTORY AUTHORITY**

This award is authorized by and subject to Subtitle H - Investment for Quality and Innovation, Part III - National Service and Civic Engagement Research Competitions

Pilot Program, Section 198K (Funds) of the National and Community Service Act of 1990, as amended by the Serve America Act (the "NCSA"), 42 U.S.C. §12653(d) and by the Federal Grant and Cooperative Agreement Act (FGCAA), 31 U.S.C. §§6301-6308. Other authorities are outlined in the General Terms and Conditions.

### **III. NATIONAL SERVICE AND CIVIC ENGAGEMENT RESEARCH PROGRAM-SPECIFIC TERMS AND CONDITIONS**

#### **A. DEFINITIONS**

**For this Cooperative Agreement the following definitions apply:**

1. **Application** means all information and materials (including all assurances and certifications, the proposed budget as approved by AmeriCorps, or any information incorporated by reference) submitted by the Awardee in AmeriCorps' eGrants system in response to the Notice of Federal Funds Availability, including any amendments or modifications to the information and materials made in response to any AmeriCorps request for clarification. Copies of the assurances and certifications agreed to in the eGrants system are included for reference as appendices to these Terms and Conditions.
2. **Awardee** means the direct recipient of this award under section 198k of the NCSA (42U.S.C. 12653k).
3. **Civic infrastructure** is defined as the "invisible structures and processes through which the social contract is written and rewritten in communities," "the formal and informal processes and networks through which communities make decisions and solve problems", or "the network that exists among local groups such as community development corporations (CDCs), foundations, other nonprofits, local governments, public housing authorities, businesses, and voluntary associations".
4. **Civic engagement** is defined as a cluster of individual efforts and activities oriented toward making "a difference in the civic life of ... communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes" and through informal or formal networks.
5. **Volunteering** is unpaid, noncompulsory work, specifically, time one gives without pay to activities performed either through organizations such as schools, nonprofits, churches, civic, or political organizations

(e.g., formal) or directly for others outside one's own household (e.g., informal).

6. **National service** is defined as a structured opportunity for individuals to serve their communities for an extended period of time through volunteering with or without a stipend. AmeriCorps is the largest supporter of national service, though other avenues for national service exist and this competition is not exclusive to opportunities funded by AmeriCorps.
7. **Social capital** can be understood as the "shared norms or values that promote social cooperation, instantiated in actual social relationships" (Fukuyama 2002) or as the facilitating agent for social cohesion and civic engagement.

## **B. ROLES AND RESPONSIBILITIES OF THE RECIPIENT**

### **1. General**

The Awardee must perform the activities supported by this Cooperative Agreement in compliance with the statutes, regulations and administrative authorities cited or referred to in these Terms and Conditions, in conformance with its approved Application (including the approved budget), and consistent with any approvals or directions provided by AmeriCorps in the course of carrying out the Cooperative Agreement. The Awardee is legally accountable to AmeriCorps for the use of award funds and is bound by the provisions of the award.

### **2. National Service Criminal History Check Requirements**

AmeriCorps has determined that the National Service Criminal History Check Requirements as set forth under the General Terms and Conditions, paragraph E., are not applicable to this Research grant competition and that awardees need not fulfill that requirement to be in compliance with the responsibilities under this Cooperative Agreement.

### **3. Affiliation with AmeriCorps and with the National Service and Civic Engagement Research Competition**

- a. **Sharing Award Products.** Awardees will make their products available to others in the field, including posting to relevant websites (i.e., the grantee's university website, community partners), to facilitate AmeriCorps linking to our website to increase public access.

- b. Acknowledgement of support. All publications, conference presentations, posters, or other dissemination activities related to the project funded by the National Service and Civic Engagement Research Competition must explicitly state that the project is funded by AmeriCorps.
- c. The awardee is responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon work supported by this award:

*"This material is based upon work funded by the Office of Research and Evaluation at AmeriCorps under Grant No. XX (add grant number here) through the National Service and Civic Engagement research grant competition. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, AmeriCorps."*

- d. The Awardee will include the appropriate AmeriCorps logo on documents and presentation materials.
- e. The Awardee may not use or display the AmeriCorps name or logo in connection with any activity prohibited in these provisions, or if the activity is not funded by this grant or is not prohibited in these provisions, the Awardee may not use or display the AmeriCorps name or logo unless they have received written permission to do so from the AmeriCorps Office of External Affairs.

#### **4. Approval from Institutional Review Board**

Awardees must submit protocols and receive approval from their institution's Institutional Review Board.

### **C. ROLES AND RESPONSIBILITIES OF AMERICORPS**

Performance under this Cooperative Agreement is subject to the general oversight and monitoring of AmeriCorps. Additional substantial involvement of AmeriCorps will include:

#### **1. Research Plans**

Reviewing and approving the Awardee's work plan and final research plan for carrying out the research project.

## 2. **Convening of Awardees**

Convening awardees to discuss projects and share feedback with one another. These convenings may include awardees attending and presenting at the AmeriCorps Research Summit, Grantee meetings, AmeriCorps program convenings, webinars, etc. The convenings may also include AmeriCorps staff and external experts identified by AmeriCorps and the awardees.

## 3. **Access to AmeriCorps data and Program Staff**

- a. Facilitating access to AmeriCorps data sources that are publicly available and reasonable to obtain as well as facilitating restricted use data with additional data sharing agreements.
- b. Facilitating access to AmeriCorps program staff relevant to the awardees' research projects, in a manner that is reasonable and not overly burdensome on AmeriCorps staff.
- c. AmeriCorps is under no obligation to provide access to data or staff if such access is not feasible or deemed overly costly by AmeriCorps.

## 4. **Dissemination of Research Project Results**

- a. AmeriCorps may decide to disseminate the results of awardee research projects, either in a report produced by awardees, or material produced by AmeriCorps based on the report.
- b. AmeriCorps will provide feedback for final product.

## **D. NOTIFICATION OF BUDGET, STAFF, AND MANAGEMENT CHANGES**

1. Within 5 business days, the Awardee must notify the AmeriCorps Portfolio Manager of any change in the staffing of any key position included (in whole or in part) as a cost in the award budget. This requirement applies regardless of whether the position is included in the federal or matching cost portions of the budget. The Awardee must also notify AmeriCorps of any changes in any positions which are not included in the approved budget, but which involve leadership oversight of the activity under this award. The Awardee must also notify AmeriCorps of any change in the senior leadership of the Awardee.

2. The recipient must first obtain the prior written approval of the AmeriCorps Portfolio Manager before changes in the scope, objectives, or goals of the program, and whether they involve budgetary changes.
3. The recipient must obtain the prior written approval of AmeriCorps' Portfolio Manager before deviating from the approved budget in any of the following ways:
  - a. Specific Costs Requiring Prior Approval before Incurrence under the uniform administrative requirement, cost principles, and audit requirements for Federal awards at 2 CFR Parts 200 and 2205. Certain cost items in 2 CFR Parts 200 and 2205 require approval of the award agency for the cost to be incurred as allowable. Please consult the regulations and/or your Portfolio Manager prior to incurring costs to ensure allowability.
  - b. Purchases of Equipment over \$5,000 using award funds, unless specified in the approved application and budget.
  - c. Unless the AmeriCorps award is \$50,000 or less, changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget must be approved in writing in advance by AmeriCorps. Recipients may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.
4. **Approvals of Budget, Staff, and Management Changes.** AmeriCorps' Portfolio Managers are the only officials who have the authority to alter or change the terms and conditions or requirements of the award. Portfolio Managers will execute written amendments and recipients should not assume approvals have been granted unless documentation from AmeriCorps' Office of Grant Administration (OGA) has been received. Programmatic changes also require final approval of OGA after written recommendation for approval is received from the Portfolio Manager.

## **E. REPORTING REQUIREMENTS**

### **1. FY23 Continuations (starting year 2 on October 1, 2023)**

- a. In Year 2, each awardee shall participate in phone and/or virtual meetings with other awardees as requested and with staff from the Office of Research and Evaluation (ORE) on a regular schedule to be determined to discuss topics on civic engagement and volunteering,

their workplan, research projects, paper presentations, and publications.

- b. In Year 2, each awardee shall work with ORE to prepare documents which can lead to papers and other materials to be used publicly regarding the research completed during Year 1.
- c. **Progress Reports.** The Awardee shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets according to the following schedule:

<b>Due Date</b>	<b>Reporting Period Covered</b>
October 30, 2024	July 1 - September 30, 2024

- d. In Year 2, a progress report shall constitute findings from Year 2 of the award. This progress report (labeled as an annual report in eGrants) will be due for the period ending September 30, 2024 by October 30, 2024, and will be reviewed by AmeriCorps within 45 days. AmeriCorps will provide feedback that may be incorporated into the following year's work.
- e. If available and applicable, the Awardee understands and agrees that in subsequent continuation years of the grant, there will be reporting requirements that will be similar to, but may not match exactly, the reporting requirements set forth in paragraph E. An Awardee receiving a continuation grant in Year 2 or 3 agrees to comply with the current reporting requirements.
- f. By the end of the project period, each awardee shall submit a comprehensive technical report, summarizing their annual progress reports. Organization of this final technical report will be provided by AmeriCorps 90 days in advance of the due date and will include relevant datasets, instruments, interview questions, etc.
- g. By the end of the project period, each awardee is expected to submit a scholarly manuscript for publication as "open access" to be reviewed and approved by the Portfolio Manager prior to submission. The review is intended to ensure all the necessary information and AmeriCorps branding is included - not to dispute the findings or results. Please see "Section B.3." in this document that specifies how grantees should share

grant products and acknowledge AmeriCorps support in publications and other material.

- h. **Federal Financial Reports.** The Awardee shall complete and submit financial reports in eGrants (Financial Status Reports on the menu tree) to report the status of all funds. For year 2, the Awardee must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

<b>Due Date</b>	<b>Reporting Period Covered</b>
April 30, 2024	Start of award through March 31, 2024
October 30, 2024	April 1 - September 30, 2024

- i. **Final Financial Reports.** Awardees completing the final year of their award must submit, in lieu of the last semi-annual financial report, a final financial report in eGrants. This final financial report is due no later than 120 days after the end of the project period.
- j. **Final Progress Reports.** Awardees must submit, in addition to the last annual progress report, a final progress report. This final report is due no later than 120 days after the end of the period of performance.

**2. FY23 New (for new award starting in July 2023)**

- a. In Year 1, the awardee shall participate in phone and/or virtual meetings as requested and with staff from the Office of Research and Evaluation (ORE) on a regular schedule to be determined to discuss topics on civic engagement and volunteering, their workplan, research projects, paper presentations, and publications.
- b. In Year 1, the awardee shall work with ORE to prepare documents which can lead to papers and other materials to be used publicly regarding the research completed during Year 1.
- c. **Progress Reports.** The Awardee shall complete and submit progress reports in eGrants to report on progress toward achievement of its approved performance targets according to the following schedule:



Due Date	Reporting Period Covered
July 30, 2024	Start of award through June 30, 2024

- d. In Year 1, a progress report shall constitute findings from Year 1 of the award. This progress report (labeled as an annual report in eGrants) will be due for the period ending June 30, 2024 by July 30, 2024, and will be reviewed by AmeriCorps within 45 days. AmeriCorps will provide feedback that may be incorporated into the following year’s work.
- e. If available and applicable, the Awardee understands and agrees that in subsequent continuation years of the grant, there will be reporting requirements that will be similar to, but may not match exactly, the reporting requirements set forth in paragraph E. An Awardee receiving a continuation grant in Year 2 or 3 agrees to comply with the current reporting requirements.
- f. By the end of the project period, each awardee shall submit a comprehensive technical report, summarizing their annual progress reports. Organization of this final technical report will be provided by AmeriCorps 90 days in advance of the due date and will include relevant datasets, instruments, interview questions, etc.
- g. By the end of the project period, each awardee is expected to submit a scholarly manuscript for publication as “open access” to be reviewed and approved by the Portfolio Manager prior to submission. Please see “Section B.3.” in this document that specifies how grantees should share grant products and acknowledge AmeriCorps support in publications and other material.
- h. **Federal Financial Reports.** The Awardee shall complete and submit financial reports in eGrants (Financial Status Reports on the menu tree) to report the status of all funds. For year 1, the Awardee must submit timely cumulative financial reports in accordance with AmeriCorps guidelines according to the following schedule:

Due Date	Reporting Period Covered
January 30, 2024	Start of award through December 31, 2023
July 30, 2024	January 1, 2024 to June 30, 2024

- i. **Final Financial Reports.** Awardees completing the final year of their award must submit, in lieu of the last semi-annual financial report, a final financial report in eGrants. This final financial report is due no later than 120 days after the end of the project period.
- j. **Final Progress Reports.** Awardees must submit, in addition to the last annual progress report, a final progress report. This final report is due no later than 120 days after the end of the period of performance.

**F. COOPERATIVE AGREEMENT PERIOD AND INCREMENTAL FUNDING**

For the purpose of National Service and Civic Engagement Cooperative Agreements, a project period is the complete length of time an Awardee is funded to complete approved activities under the agreement. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund an Awardee's approved activities and budget.

Unless otherwise specified, the Awardee's Cooperative Agreement covers a three-year project period. In approving a multiyear project period, AmeriCorps generally makes an initial award for the first year of operation. Additional funding is contingent upon satisfactory performance, a recipient's demonstrated capacity to manage the Cooperative Agreement and comply with the requirements, and the availability of funds. AmeriCorps reserves the right to adjust the amount of a Cooperative Agreement or elect not to continue funding for subsequent years. The project period and the budget period are noted on the award document.

**G. BREACHES OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

All recipients need to be prepared for potential breaches of Personally Identified Information, PII. The Office of Management and Budget (OMB) defines PII as any information about an individual, including, but not limited to,

education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. All recipients must ensure they have procedures in place to prepare for and respond to breaches of PII, and notify the federal awarding agency in the event of a breach.

If your AmeriCorps grant-funded program or project creates, collects, uses, processes, stores, maintains, disseminates, discloses or disposes of PII within the scope of that Federal grant award, or uses or operates a Federal information system, you must establish procedures to prepare for and respond to a potential breach of PII, including notice of a breach of PII to AmeriCorps. Grantees experiencing a breach should notify AmeriCorps' Office of Information Technology, your AmeriCorps Program Officer, and AmeriCorps' Office of Inspector General.

## **H. KEY CONCEPTS OF FINANCIAL GRANTS MANAGEMENT TRAINING**

All recipients must complete and retain a certificate of completion of the AmeriCorps' Key Concepts of Financial Grants Management eCourse training every year to ensure that recipients and subrecipients are aware of major financial grants management requirements for all federal recipients. The AmeriCorps designated eCourse provides a thorough overview of the requirements and can be found at: <https://americorpsonlinecourses.litmos.com/account/login/?C=7513619>.

Each grant recipient and subrecipient must identify at minimum one staff person who has some responsibility for financial grants management compliance to fulfill this requirement on behalf of the grant recipient or subrecipient. The grant recipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients must save certificates of completion from each year as grant records.