

# Commonwealth Corps Provisions

## Effective September 1, 2009\*

These Commonwealth Corps Grant Provisions are binding on the grantee. By accepting funds under this grant, the grantee agrees to comply with, and include in all subgrants, the Commonwealth Corps provisions, all applicable state laws, statutes, regulations and guidelines and any amendments thereto. The grantee agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representations made in support of the approved grant application.

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*\* Revisions may be made to this document throughout the year. Programs will receive notification when any such changes are made and guidance on how to incorporate them into the program.*

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## I. Legislative Authority

This grant is authorized by and subject to Chapter 192 of the Acts of 2007, *An Act Establishing the Commonwealth Corps*. Grantees must comply with the requirements of the Act and its implementing provisions.

## II. General Provisions

### A. DEFINITIONS

1. **Administrative provisions** – the rules and regulations that govern Commonwealth Corps Sponsors during implementation and management of a Commonwealth Corps program.
2. **Annual grantee meeting** – mandatory gathering where administrative guidelines, reporting expectations, training and other technical assistance /support is presented to programs funded by Commonwealth Corps at the start of the program year.
3. **Commonwealth Corps Commission** – Governor appointed body established by the legislation to oversee the implementation of the Commonwealth Corps.
4. **Commonwealth Corps member** – a Massachusetts resident, who is at least 18 years of age and has agreed to complete a term of service with a Corps Sponsor program. This is not a paid employee, but a stipended volunteer.
5. **Continuous improvement** – the efforts of a program to evaluate the quality of its service activities which includes involving extensive broad-based representation from the following: the community served, members and potential members, site partners, community-based agencies with a demonstrated record in providing services, foundations, and businesses.
6. **Corps Sponsor** (or Corps sponsoring agency) – an organization that is awarded funding to implement and manage a Commonwealth Corps program.
7. **Corps Sponsor meetings** – mandatory gatherings of all Commonwealth Corps grantees. MSA will provide training, relevant grant information, and facilitate program sharing.
8. **Esprit de Corps** – the Commonwealth Corps members' sense of connection within their program and with all other members serving in Massachusetts. The members' attitudes or principles that inspire them to believe and participate in the community service movement.
9. **Grant requirements** – the conditions of funding acknowledged by the Corps Sponsors as part of accepting a Commonwealth Corps grant.

10. **Lead organization** – The legal entity that accepts fiscal and contractual responsibility for Commonwealth Corps funding, on behalf of multiple organizations. The lead organization takes on all the responsibilities of a Corps Sponsor.
11. **Massachusetts Service Alliance (MSA)** – agency contracted to administer the Commonwealth Corps.
12. **Progress Report** – a detailed account of the program’s progression towards the objectives set forth in the grant application. It is also an opportunity to describe any challenges, changes, or successes in the program.
13. **Service Partner** – an agency that joins in collaboration with the Corps Sponsor to design and implement a project for Commonwealth Corps members.
14. **Service Project** – a plan of action for Commonwealth Corps members to address an area of program focus set forth in the Corps Sponsor grant proposal.
15. **Site Partner** – an agency, different from the Corps Sponsor, that has a project/program where a member can serve. This agency agrees to supervise and support members through their service in addition to the support provided by the Corps Sponsor, provide all recruitment information and documentation to the Corps Sponsor/lead organization as required, and adequately manage and report on members’ activities to the Corps Sponsor/lead organization.
16. **Stipend** – a set amount of funds a member may earn during the term of service. It is intended to supplement living costs and not earned by the member on an hourly basis. It should be distributed on an incremental basis, i.e. weekly, biweekly, monthly, or quarterly. It should not be determined by individual hours served.
17. **Term of Service** – the agreed upon length of service that the member will complete.

## B. AFFILIATION WITH COMMONWEALTH CORPS NETWORK

### 1. The Commonwealth Corps Name and Logo

**Acknowledgement format:** Grantees are to acknowledge the Commonwealth Corps in all promotional materials that pertain to the funded program. This includes, but is not limited to, special event invitations and speaking programs, newsletters, websites, videos, media interviews and events, press releases and advertisements. Other examples include:

- a. Service gear
- b. Fundraising solicitations
- c. Press releases
- d. Signs
- e. Stationary
- f. Orientation materials

**Proper acknowledgement means (use either a or b):**

- a. Using the following credit line to recognize the Commonwealth Corps: “<Name of Program>” is supported in part through the Commonwealth Corps.”
- b. Using the Commonwealth Corps logos to recognize the Commonwealth Corps and its relationship to your program.

## **2. Documenting Your Program**

The Massachusetts Service Alliance (MSA) is interested in copies of photographs, printed articles, newsletters, news clippings, and other promotional materials that your program generates. Photos should illustrate Corps members engaged in service and must be accompanied by a release form signed by the photo subject, or if the photo subject is a minor, by the parent or guardian of the photo subject. This information may be used in the MSA newsletter, website, or other promotional materials.

## **3. Engaging MSA in Special Events**

Grantees should send information about upcoming events and celebrations to their MSA Program Officer well in advance of the event date.

## **4. Commonwealth Corps Network Activities**

Grantees are required to attend at least three activities and events throughout the year. Two of these mandatory sessions are listed below (a and b). Additionally, grantees must attend a minimum of one training or networking meeting offered by MSA throughout the year, but are encouraged to attend more. MSA feels that it is crucial for program success to attend these events/meetings. Programs should make every attempt to notify its Program Officer of its absence in advance. Failure to participate may negatively impact future funding recommendations.

- a. Program Director Orientation (Annual Grantee Meeting) – August 26, 2009
- b. Commonwealth Corps Midyear Regional Meetings – Date TBD (approximately February/March 2010)
- c. Member Early Service Trainings – October 22 and 23, 2009
- d. All Corps End of Year Event – Date TBD (approximately June 2010)
- e. Any additional member trainings, service projects, and/or recognition events – Dates TBD

## **C. GRANT PERIOD**

The grant period is for September 1, 2009 through August 31, 2010.

## **D. MEMBER BENEFITS**

### **1. Stipends**

Commonwealth Corps members are eligible to receive a stipend while they are engaged in service through a sponsoring agency, though members may choose to waive all or part of the stipend.

**a. Minimum and Maximum Stipend Levels**

The following chart provides a breakdown of the minimum and maximum stipend levels for each type of member:

Type of Member	Number of Hours	Minimum Stipend	Maximum Stipend
Full-time	1600	\$10,000	\$20,000
Part-time	800	\$5,000	\$10,000
Flex-time	400	\$2,500	\$5,000
Flex-time	300	\$1,875	\$3,750

Please note that member stipends cannot be paid on an hourly basis and must be distributed as a lump sum each stipend period, which can be determined by the Corps Sponsor (i.e., weekly, bi-weekly, monthly). This stipend amount must be paid in equal amounts each stipend period. In addition, all members of the same member type with same/similar position description must receive the same stipend amount.

**b. Stipend Payments**

Members must receive a stipend for any period in which they serve, regardless of the number of hours served within that period. Member stipends may not be adjusted or “fined” for disciplinary purposes.

Example: A full-time member who is eligible to earn up to a \$10,000 stipend and is serving a term that equals 40 weeks will receive a weekly stipend of \$250, regardless of whether they have served 10 hours or 40 hours during that week.

Additionally, members may earn up to the full amount of the stipend but must only receive a stipend for the weeks during which they have served.

Example: The member described above completes his/her hour requirement of 1600 hours in 36 weeks and decides to leave the program. Because he/she will not complete the final four weeks of the program, then he/she is not eligible to receive the final four stipend payments and will earn a total stipend of \$9,000 (\$250/week x 36 weeks). If he or she chooses to serve more than the required hours and complete the full 40 weeks, then he/she will receive the final four stipend payments and will earn the full \$10,000 stipend.

No lump stipend payments may be made retroactively to “make up” a stipend. Because a member is only eligible for a stipend during a stipend period in which they serve, it is unallowable to pay members for the period prior to the start of their term of service.

Example: A full-time member who started one month after the program start date serves through the remainder of the program year. It is a 40 week program, but the member only served the final 36 weeks; the member will therefore only be eligible for \$250 a week, totaling \$9,000. The member cannot receive a stipend for the first four weeks of the program in which he or she did not serve; therefore a program

cannot cut them a check for the \$1000 in stipend they “missed” at the beginning of the program year.

**c. Waiving the Stipend**

If a member waives all or part of the stipend at any time, the Corps sponsoring agency must provide documentation stating the amount waived that is signed and dated by the member. This documentation must be kept in the corps member’s file.

**d. Withholdings**

Please note that members’ stipends are subject to state and federal withholdings, as well as FICA and workers compensation. Members are not eligible for unemployment; therefore agencies are not required to pay unemployment taxes.

Corps sponsoring agencies that are institutions of higher education, due to standard post-secondary education policies disallowing payment of fringe benefits for students, will be allowed to categorize student members as “consultants” or “independent contractors” on payroll. Because such payments do not include withholdings, members will be held responsible for reporting earnings and paying any state and federal taxes on the stipend at the end of the year. Corps Sponsors must inform members of this responsibility both verbally during member orientation and in writing in the member contract.

**e. Member Suspension**

Members may be suspended from service for disciplinary or personal (medical, family, etc.) reasons. Members may only be suspended for a maximum of two weeks at a time and may not be suspended for more than one month during their term of service. If a member is suspended for an entire stipend “pay” period, a member must not receive the stipend for that period, as he/she did not serve any hours during that period. Programs should ensure that members have adequate time to complete their service during the program year. Corps sponsors must obtain prior approval from the Massachusetts Service Alliance before suspending a member.

**2. Health Care**

**a. Requirements**

Full-time members must be provided with health insurance coverage. Health care coverage may be provided through the legal applicant or community partner. Grant funds are provided to assist with the cost of providing this coverage. Coverage may only be provided for full-time members using grant funds.

**b. Waiving Health Insurance**

An individual may waive insurance offered through the Corps Sponsor if he/she is provided with coverage through another source. If this is the case, he/she must waive the insurance in writing and provide the Corps Sponsor with proof of this coverage. Proof of insurance must be kept on file by the Corps Sponsor. All health insurance must meet state requirements.

**c. Reimbursements**

While it is preferred that Corps Sponsors provide insurance directly to their member(s), a member may be reimbursed directly for health insurance coverage if a full-time Commonwealth Corps member finds a health care plan through another source that better

meets his/her needs than what is provided by the Corps Sponsor. In such cases, the individual may be reimbursed for premiums paid out-of-pocket towards this policy up to the amount of the health care subsidy provided in the Corps Sponsor's approved budget (maximum of \$3,600/year per full-time member). Sponsors must ensure that the rate at which they reimburse the member can be maintained over the course of the member's term of service. For example, MSA suggests that the Corps Sponsors do not reimburse members at a rate above \$300/month in the case of a 12-month term of service (total of \$3,600) or \$360/month for a 10-month term of service (total of \$3,600).

In cases where the Corps Sponsor is reimbursing the member directly for health insurance coverage, the member must provide the Corps Sponsor with proof of this insurance policy, in the form of a copy of the insurance card and documentation that the individual has paid the premium for a particular month. The Corps Sponsor must keep copies of this documentation on file, as is the case with all expenses funded through the grant or reported as matching funds. This documentation of premium payments should be in the form of the following:

- Cancelled check showing payee name, date of payment, amount paid;
- Receipt of payment from health insurance company;
- Invoice from health insurance company for monthly premium showing payment for previous month (month being reimbursed); or
- Other forms of documentation approved in writing from MSA.

Individuals may be reimbursed as costs are incurred (i.e., on a monthly basis as monthly premiums are paid) and may not be reimbursed in advance of the expense.

Members choosing to use their own health insurance plan and the reimbursement system must notify the Corps Sponsor if their coverage is lost or cancelled for any reason.

**Note:** Out-of-pocket costs associated with coverage provided to the member through a family member (i.e., payroll deduction in spouse/partner's paycheck for family health care coverage) are not eligible for reimbursement.

### 3. Completion Bonus

Completion bonuses are intended to serve as an incentive for members to successfully complete their term of service, but they are not required. The following chart provides a breakdown of the type of member and the maximum completion bonus for which they are eligible:

Type of Member	Number of Hours	Maximum Completion Bonus
Full-time	1600	\$1,800
Part-time	800	\$900
Flex-time	400	\$450
Flex-time	300	\$338

Completion bonuses can only be distributed after a member has successfully completed their service hours and length of service term (i.e. 10 months, or whatever the Corps Sponsor's predetermined program length is) with satisfactory performance.

Exceptions to the above will only be made in the case that a member must leave service for personal and compelling circumstances that prevent him/her from completing their service within the program period, such as a health complication, surgery, personal or family matter, etc. If a member must leave service for such reasons and has completed a minimum of 30% of their service commitment, they are eligible to receive a portion of the completion bonus. In such cases, the amount of completion bonus they receive is equal to the percentage of their service commitment they have completed. Under any circumstances, members who leave service but have not completed at least 30% of their commitment are not eligible for a completion bonus.

Periodic payments throughout the year are not allowable. Bonuses are taxable and must be distributed to the member by August 31, 2010. Organizations may propose to deduct funds from the bonus for disciplinary reasons. Sponsors must submit a proposed policy to MSA for how the bonus will be dispensed to members by December 1, 2009. This proposed policy must include how and when the bonus will be distributed, criteria for successfully completing hours and satisfactory performance, and any deductions that may be made to the bonus.

#### **4. Consistency of Benefits**

All members of the same member type (full-, part-, 400 hour flex-, or 300 hour flex-time) in a program must receive the same benefits, unless the program can clearly outline increased responsibility to support increased benefit(s) for said member(s). Programs must receive prior approval from MSA for any inconsistencies in member benefits.

### **E. MEMBER MANAGEMENT**

#### **1. Member Roles and Activities**

Commonwealth Corps members may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use of a Commonwealth Corps member by a Corps Sponsor.

Commonwealth Corps members may not serve as Commonwealth Corps members and work as employees for the Corps sponsoring agency at the same time.

Commonwealth Corps members may not end their term of service in order to become an employee of the Corps Sponsor prior to the successful completion of their term of service, including completing all hour requirements and completing the predetermined program period. Conversely, Corps Sponsor employees may not become Commonwealth Corps members (see above).

While engaged in service activities as a Commonwealth Corps member, or otherwise performing activities supported by the Commonwealth Corps program, Commonwealth Corps members may not engage in the following prohibited activities:

- a. Providing religious instruction, conducting worship services or engaging in any form of proselytization;

- b. Assisting, promoting, or deterring union organizing;
- c. Attempting to influence legislation;
- d. Organizing or engaging in protests, petitions, boycotts, or strikes;
- e. Participating in or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- f. Financing (directly or indirectly) or engaging in partisan political activities or any activity designed to influence the outcome of an election to any public office; or
- g. Impairing existing contracts for services or collective bargaining agreements.

## 2. Recruitment, Selection and Eligibility

### a. Recruitment and Selection

The Corps Sponsor is responsible for using a fair, equitable, non-discriminatory, and consistent method for member recruitment and selection:

- i. The Corps Sponsor must provide, and state that they provide in all recruitment materials, reasonable accommodations for both the interview process and member service.
- ii. The Corps Sponsor must include on all recruitment and service materials, and follow in all procedures, a non-discrimination clause for service.
- iii. The Corps Sponsor must ensure that efforts are made on their part to recruit a diverse corps that reflects the community served by the organization.
- iv. The Corps Sponsor must provide all applicants with a member position description outlining the essential functions of the service position.
- v. The Corps Sponsor must have consistent policies and procedures in place to ensure a fair and equitable selection process, including but not limited to:
  - a. Completed member application (template provided by MSA)
  - b. Interview notes (template provided by MSA)
  - c. Reference checks
  - d. Criminal background checks (CORIs and SORIs) for all programs that serve vulnerable populations, specifically children, older persons, and individuals with disabilities
  - e. Acceptance letter (template provided by MSA)

### b. Eligibility

The Corps Sponsor is responsible for ensuring that all applicants selected for service meet all member eligibility requirements. All members must be:

- i. At least 18 years of age at the start of the term of service;
- ii. A lawful permanent or temporary resident of Massachusetts.

Acceptable documents that support eligibility requirements include:

- i. A Massachusetts state government issued photo ID

**-OR-**

- ii. Any government issued photo ID in conjunction with proof of temporary residency (i.e. a lease or utility bill showing a Massachusetts address, or proof of enrollment and campus residency from member's college or university).

### **3. Member Contracts**

The Corps Sponsor is responsible for having all Commonwealth Corps members sign and date a member contract on or before their first day of service. The member supervisor must sign and date all member contracts on the same date as the member.

The Massachusetts Service Alliance will provide a member contract template which the Corps Sponsor must update according to organizational policies and procedures, and must include:

- a. Purpose
- b. Minimum qualifications
- c. Terms of service (hours and program length)
- d. Benefits
- e. Attendance requirements
- f. Rules of conduct
- g. Additional organizational policies and procedures
- h. Termination of service
- i. Exit or early release from service
- j. Disciplinary Policy
- k. Termination of Service
- l. Authorization

All member contracts must be kept in the individual members' files, even if a member exits his or her term of service early.

### **4. Orientation and Training**

The Corps Sponsor must provide members with the training, skills, knowledge and supervision necessary to perform the tasks required in their assigned positions, including specific training in a particular field and background information on the community served. Up to 20% of a member's total service hours can be reserved for relevant training, education, or professional development opportunities.

Corps members must receive an initial orientation that includes:

- a. Preparation for service (skills and knowledge needed to complete service)
- b. History of Service and the Commonwealth Corps Initiative (PowerPoint training provided by MSA)
- c. Understanding of civic engagement, Esprit de Corps, and life after service
- d. Opportunity for personal development
- e. Member rights and responsibilities, including information about living stipend and completion bonus
- f. Acceptable conduct
- g. Prohibited activities
- h. Grievance procedure
- i. Holiday/time off policy
- j. Requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.)
- k. Suspension and termination rules
- l. The specific circumstances under which a member may be terminated or released for personal and compelling circumstances
- m. Any policies and procedures of the Corps Sponsor

- n. Other requirements as established by the Commission and/or the Massachusetts Service Alliance

The Corps Sponsor must submit their member training and orientation plan to the Massachusetts Service Alliance prior to the start of the service year. While the Corps Sponsor is responsible for all initial member training, Site Partners are encouraged to provide additional site specific and/or position specific training for members.

## **5. Tracking and Recording Member Hours**

The Corps Sponsor must maintain timesheets for all members and have a system in place to record progress of members towards meeting the hour commitment. Program Directors should review progress towards meeting commitment with members on a regular basis.

Time sheets must be signed by member and approved by supervisor (template provided by MSA).

Sick time cannot count toward service hours.

Training can count for up to 20% of member service time.

Direct service and training/development time should be tracked separately.

Corps Sponsors will need to certify hours at the end of service and report to MSA.

## **6. Supervision and Support**

Corps Sponsors will provide members with appropriate supervision to support and guide the member to successfully complete their term of service.

Members must not be supervised by other corps members.

Member supervisors must enforce the established code of conduct for members.

Member supervisors must ensure that reasonable accommodations are made when appropriate.

Member supervisors must respond to grievances brought forth by a corps member.

Member supervisors must conduct and keep a record of at least a midterm and end-of-term written evaluation of each member's performance for full- and part-time members and an end-of-term written evaluation for flex-time members.

At minimum, the evaluation must include such factors as:

- a. Whether the member has completed the required number of hours;
- b. Whether the member has satisfactorily completed assignments; and
- c. Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.

Corps Sponsors may add additional areas/factors for member evaluations as appropriate to the program.

## F. SITE PARTNER MANAGEMENT

### 1. Responsibility

The Corps Sponsor must clearly outline relationships with Site Partners through formal agreements and manage those partnerships.

Placement sites must ensure reasonable accommodations are made if requested for members with disabilities.

The Corps Sponsor remains the responsible party in all aspects of carrying out the Commonwealth Corps grant, and is therefore responsible for ensuring Site Partner compliance with all regulations and provisions thereof, including but not limited to:

- a. Member management
- b. Fiscal and programmatic reporting

### 2. Documentation

Required documentation for partner management:

- a. Signed partner agreements
- b. Partner orientation agenda
- c. Partner monitoring tool and monitoring schedule
- d. Program feedback and evaluation tools and evaluation schedule

### 3. Orientation

Site Partners must receive an initial orientation which includes:

- a. History of Service and the Commonwealth Corps Initiative (PowerPoint training provided by MSA)
- b. Understanding of civic engagement and Esprit de Corps
- c. Member rights and responsibilities
- d. Acceptable conduct for members
- e. Prohibited activities for members
- f. Member suspension and termination rules
- g. The specific circumstances under which a member may be released for cause
- h. Other requirements as established by the Commission and/or the Massachusetts Service Alliance

## G. PROGRAMMATIC AND BUDGET CHANGES

### 1. Programmatic Changes

The Grantee must obtain the prior written approval of the Massachusetts Service Alliance before making the following changes in the approved program:

- a. Changes in the program focus or specific goals.
- b. Entering into subgrants or contracting out any program activities funded by the grant (unless identified in the approved application), other than the purchase of supplies, equipment, or general support services; and
- c. Changes in the program start date.

## **2. Budget Changes**

The Grantee must obtain the prior written approval of the Massachusetts Service Alliance before deviating from the approved budget in any of the following ways:

- a. Any change in the line item budget in the amount of \$1,000 or more.
- b. Any changes affecting administrative costs.

## **3. Slot Conversion**

Corps Sponsors may request a change in slot type of unfilled Commonwealth Corps member positions awarded to a grantee. Please note that filled member slots cannot be converted at any time.

Corps Sponsors may change the type of slots awarded to their program if:

- a. The change does not increase the total grant award; and
- b. The change does not affect the scope or impact of the program.

Massachusetts Service Alliance must approve the slot conversion request. All requests must be submitted to MSA at least 15 days prior to date the change will take effect.

## **4. Slot Refill**

Corps Sponsors may request to refill a slot that has been left vacant by a member who did not complete his/her term of service.

Corps Sponsors may refill a slot if:

- a. The original member did not complete more than 30% of the service hours; and
- b. There is sufficient time for the new member to complete the term of service.

The new member is only eligible to receive the remaining stipend allocated to the original member. The new member will only begin receiving regular stipend payments as of their first day of service, and will therefore not be eligible for the entire yearly stipend amount.

Members are not allowed to change member type once their term of service has begun. For example, a member serving in a part-time position cannot fill or refill an open full-time or flex-time slot; they must remain in a part-time position for the entirety of their service term.

Massachusetts Service Alliance must approve the slot refill request. All requests must be submitted to MSA at least 15 days prior to date the change will take effect.

## **H. REPORTING REQUIREMENTS**

### **1. Programmatic**

#### **a. Progress Reports**

Corps Sponsors must submit a timely midyear progress and final report during the grant period. The midyear progress report is due February 26, 2010 and the final report is due September 30, 2010.

## **b. Member Rosters and Program Data Reports**

Corps Sponsors must submit a monthly member roster for the first several months of the program, due September 15, October 15, November 13, and December 15, 2009. This roster must include for each member:

- i. First and last name
- ii. Contact information
- iii. Member slot type
- iv. Service location or site partner location (if applicable)
- v. Number of hours served to date
- vi. Birth date
- vii. Ethnicity/race (OPTIONAL)

Programs must also submit a preliminary program data report due December 1, 2009, containing data through November 30, 2009 on the following:

- i. Number of member positions filled
- ii. Total member hours to date
- iii. Number of volunteers recruited
- iv. Total volunteer hours to date
- v. Number of beneficiaries served

## **2. Fiscal**

Corps Sponsors must request grant funds at least three times a year and submit a mid-year financial report.

- a. The first reimbursement request must occur on or before February 26, 2010.
- b. The second reimbursement request must occur on or before July 9, 2010 and should include all expenses through June 30, 2010.
- c. The final reimbursement request must occur on or before September 30, 2010.
- d. Accurate reimbursement requests received by the 15<sup>th</sup> will be processed and payments will be submitted to the grantee on the 30<sup>th</sup>. Accurate reimbursement requests received by the 30<sup>th</sup> will be processed and payments will be submitted to the grantee on the 15<sup>th</sup>. Inaccurate reimbursement requests will be sent back to the grantee for revision. The revised request may then be re-submitted to MSA for the next reimbursement request cycle. All requests must be accompanied by documentation of expenses and a cover sheet to detail the request and related documents. Documentation includes, but is not limited to, the following: general ledger, receipts, invoices, and payroll registers.
- e. A midyear financial status report on Commonwealth Corps funds and match funds must be submitted on February 26, 2010.

## **3. Closeout**

Corps Sponsors must submit a final programmatic and financial report after the close of the grant by September 30, 2010.

## **I. USE OF FUNDS**

### **1. Equipment**

For purposes of this clause, “equipment” is defined as tangible, non-expendable, personal property having a useful life of more than one year or an acquisition cost of \$1,000 or more per unit (including accessories, attachments, and modifications). Grant funds and matching funds may not be used toward the purchase of equipment.

## **2. Member Health Care Costs**

Corps Sponsors can receive a maximum of \$3,600 per full-time member to cover member health care costs. Any amount above \$3,600 must be covered by the Corps Sponsor and may count as matching funds. Costs associated with a member’s family and/or dependents may not be covered through grant funds or matching funds.

## **3. Closeout**

All grant and matching funds must be expended by August 31, 2010, **including member completion bonuses.**

## J. RETENTION OF RECORDS

All records associated with this grant must be retained by the legal applicant for seven (7) years from the date of receipt of the last payment associated with this grant. This includes all financial and programmatic records, including but not limited to member timesheets, evaluations, eligibility documentation, and invoices and source documentation.

## K. SUSPENSION OR TERMINATION OF A GRANT

### **1. Suspension of the Grant**

The Massachusetts Service Alliance may suspend a Grant and review the situation in 30 calendar days. Examples of such situations may include, but are not limited to:

- a. Serious risk to persons or property;
- b. Violations of Federal, State or local criminal statutes;
- c. Material violation(s) of the Grant or contract that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause; and
- d. Delinquent information or reports.

### **2. Termination of the Grant**

The Massachusetts Service Alliance may terminate payments under the grant, and revoke or recover Grant funds for failure to comply with applicable provisions of this Grant.