



Massachusetts Service Alliance 2017-2018 AmeriCorps Terms and Conditions Addendum Items



The Corporation for National and Community Service may from time to time issue further guidance, clarifications, or modified provisions in order to implement the requirements of the Serve America Act and/or instructions issued by the Office of Management and Budget. As a result, it may be necessary for the Massachusetts Service Alliance (MSA) to modify this addendum in order to comply with such requirements. Grantees agree that any such supplementary guidance, clarifications, or provisions, shall become terms and conditions of this award.

All applicable Terms and Conditions of the Cooperative Agreement shall flow down to the grantee AmeriCorps Programs and other awards as applicable.

ADDENDUM #1

Page 3, Section III, Affiliation with the AmeriCorps National Service Program, subsection B.

The MSA Name and Logo

- i. Acknowledgement format.** Grantees are to acknowledge the Massachusetts Service Alliance in all promotional materials that pertain to the funded program. This includes, but is not limited to, special event invitations and speaking programs, newsletters, web sites, videos, media interviews and events, press releases and advertisements. Other examples include:
 - Service gear
 - Fundraising solicitations
 - Press releases
 - Signs
 - Stationary
 - Orientation materials

- ii. Proper acknowledgement means (use either a or b):**
 - a. Using the following credit line to recognize the Massachusetts Service Alliance: “<Name of Program>” is supported in part by the Massachusetts Service Alliance.”
 - b. Using MSA logos to recognize the Massachusetts Service Alliance and its relationship to your program.

- iii. Documenting your program.** As part of its mission to generate an ethic of service across the Commonwealth, 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, web site, or other promotional materials.

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

- v. Program Directors’ Meetings.** MSA feels that it is crucial for program success to attend these events/meetings. Failure to participate may negatively impact future funding recommendations.
 - a. **Program Director Kickoff** – July 25th and 26th, 2017
 - b. **AmeriCorps Opening Day Activities** – November 3rd, 2017
 - c. **Program Director Meetings** – There will be 4 Program Director meetings during the 2017-2018 program year; exact dates and locations TBA
 - d. **Program Director Conference Calls** – as needed

ADDENDUM #2

Page 6, Section V, Supervision and Support, subsection B, Member Service Agreements

Member Service Agreements must also include:

- Member's weekly schedule
- Required minimum of service hours and the exact end date of service
- Name and contact information of site supervisor and placement site
- Nondiscrimination clause
- Photo release
- Notice that the member has the right to file a grievance with MSA and that the program will notify MSA of any grievance procedure initiated against the program directly by an AmeriCorps member
- In the event that a member wishes to contact MSA directly, programs must also include contact information for the MSA Director of Programs in the member contract

ADDENDUM #3

Page 9, Section V, Supervision and Support, subsection F, Timekeeping

Programs may not release stipend payments to members for a period in which they have not received a member's timesheet accounting for all service hours completed within that time period, complete with member and supervisor signature.

ADDENDUM #4

Page 12, Section VIII, Living Allowances, Other In-service Benefits and Taxes, subsection A

The grantee must ensure that members receive the following benefits:

Living allowances. Unless otherwise agreed upon, a grantee must provide a living allowance to full-time members in accord with the following:

- Full time requirements.** The established range for a full time living allowance is between \$12,630 and \$24,930
- Part time requirements.** Programs are not required to pay part-time members living allowances. If a program chooses to pay part-time members, it must pro-rate the full-time living allowance based on the part-time member's service.
- Other Requirements.** Programs may not provide a living allowance benefit above \$24,930 for full-time members unless permitted under 42 U.S.C. paragraph 12594(c), or pro-rated based on number of hours for part-time. Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum (\$12,630 for full-time members, or pro-rated for part-time).

Programs opting to deduct fines from members' living allowances must have MSA pre-approval, and then:

- Notify MSA Program Officer in writing.
- Submit copy of fining policy for review and approval by the Corporation for National and Community Service.
- Include policy in Contract signed by member.

ADDENDUM #5

Page 13, Section VIII, Living Allowances, Other In-service Benefits and Taxes, subsection C, Unemployment Insurance

Note: As per the Massachusetts Division of Career Services, Massachusetts AmeriCorps programs do **not** have to provide unemployment coverage for members and therefore this is not an allowable cost.

ADDENDUM #6

Page 13, Section VIII, Living Allowances, Other In-service Benefits and Taxes, subsection C, Worker's Compensation

Note: Massachusetts AmeriCorps programs **are** required to provide Worker's Compensation for AmeriCorps members.

ADDENDUM #7

Matching Requirements

- i. **Matching obligation.** The grantee must provide and account for the matching funds as agreed upon in the approved application and budget. Specific matching requirements depend upon the number of years a program has received funding. See chart below.

Program specific matching requirements for the 2017-2018 year can be found on page 1 of the contract.

- ii. **Progress towards fulfilling match.** Adequate progress towards meeting the proposed grantee match percentage is expected to be maintained throughout the year. Grantee match will be monitored on an ongoing basis by MSA staff.

ADDENDUM #8

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Share	24%	26%	30%	34%	38%	42%	46%	50%
Minimum Overall Share (Alternative)	N/A	N/A	N/A	N/A	29%	31%	33%	35%

Pages 17-18, Section X, Budget and Programmatic Changes

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

- i. Changes in the scope, objectives, or goals of the program, whether or not they involve budgetary changes;
- ii. Changes in slot configuration or slot conversions;
- iii. Substantial changes in the level of participant supervision;
- iv. Entering into sub-grants or contracting out any AmeriCorps Program activities funded by the grant and not specifically identified in the approved application and grant.
- v. Depending on the nature of the request, MSA may need to receive the approval of the Corporation before granting final approval of any changes.

Budgetary 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:

- i. **Reallocation of funds deemed Member Support Costs is allowed.** However, the grantee must submit a written request to MSA prior to reallocating funds from these lines. The specific line items covered by this sub-clause are:
 - a. Living allowance,
 - b. FICA and worker’s compensation, and
 - c. Health care (or alternative health care).
- ii. **Specific costs requiring prior approval before incurrence** under OMB Circulars A-21, A-87 or A-122. For certain cost items, the cost circulars require approval of the awarding agency for the cost to be allowable. Examples of these costs are: overtime pay, rearrangement and alteration costs, and pre-award costs.
- iii. **Purchases of equipment having a useful life of one year and a cost of \$5,000** using grant funds, unless specified in the approved application and budget.
- iv. **Budgetary transfers to absorb administrative costs** above the amount specified in the approved budget, if below the 5% maximum limit.
- v. Depending on the nature of the request, the MSA may need to receive the approval of the Corporation before granting final approval of any changes.

ADDENDUM #9

Pages 18-19, Section XI, Reporting Requirements

Financial Status and Progress Reports. Grantees are required to submit quarterly Financial Status Reports and two Progress Reports to the Massachusetts Service Alliance. Programs must submit these reports by the dates listed below.

- i. **Financial Status Reports (FSR 269a).** AmeriCorps*State programs must submit a Financial Status Report (FSR 269a) 15 days after the close of each calendar quarter to MSA.

October 1 through December 31	FSR due January 15
January 1 through March 31	FSR due April 15
April 1 through June 30	FSR due July 15
July 1 through September 30	FSR due October 15

If the FSR due date falls on a holiday or weekend day, the FSR will be due on the next business day.

- ii. **Progress Reports.** Programs must submit 2 progress reports, one mid-year and one that covers the mid to the end of program to the MSA. The mid-year report will be due April 15, 2018 and will cover progress made from the program's start date to March 31, 2018. The final report will be due October 15, 2018 and will cover all information from the program's start date to the program's end date. Guidance on topics and formats will be provided by MSA prior to the reporting deadline.
- iii. **Final Financial Status Reports.** Grantees completing their third year funding cycle must submit, in lieu of the last quarterly FSR, a final FSR that is cumulative over the entire grant period. This FSR is due 60 days after the close of the grant.

ADDENDUM #10

- i. **Timeliness.** Grantees must respond to all programmatic and financial reporting requests correctly and on time. The ability to respond to all program and financial reporting requests correctly and on time, as requested by MSA, will affect the grantee's future funding. Failure to submit reports in a timely fashion may result in a suspension of the grant.
- ii. **Enrollment and retention.** MSA and CNCS expect 100% enrollment and retention. Grantees enrolling and retaining less than 100% of members in relation to slots granted should be aware that this could negatively affect future chances of funding. This will be reviewed on a case-by-case basis.
- iii. **Timelogs.** Background check and member hours tracking document must be updated within 30 days of the month service was performed. A copy of the tracking document must be sent in with each reimbursement request.

ADDENDUM #11

- i. **Payment.** Grantees must submit requests for payments 30 days after the submission of FSRs using approved request forms with a copy of the FSR and final PER for that period.

Request for payment for expenditures through June 30, 2018 must be submitted with the FSR on July 15, 2018.

- ii. **Reimbursements.** Grantees must submit requests for reimbursements by the 15th and 30th of each month. Accurate reimbursement requests received by the 15th will be processed and payments will be submitted to the grantee on the 30th. Accurate reimbursement requests received by the 30th will be processed and payments will be submitted to the on the 15th. Inaccurate reimbursement requests will be sent back to the grantee for revision. The revised request may then be re-submitted to the next reimbursement request cycle. All requests must include a Periodic Expense Report, a General Ledger, a clear reconciliation report, a narrative to explain the accounting system and an up-to-date copy of the background check and member hours tracking document.
- iii. **Monitoring match percentage.** Grantees' progress towards meeting the proposed match percentage will be monitored. Grantees whose match percentage is 10% or more below the proposed level at the time of submitting a PER should notify their Program Officer.

ADDENDUM #12

Monitoring Visits

MSA will visit every funded program at least once in the three year grant cycle. At a minimum, newly funded programs will receive a site visit in the first year of the three grant cycle. During site visits, MSA will review and evaluate records, accomplishments, organizational procedures and financial control systems, conduct interviews with program directors, other staff, AmeriCorps members (without program staff present), community partners, and, when possible, service recipients; and provide technical assistance as necessary.

Fiscal compliance review may occur at the same time as programmatic site visits or may take place during a separately scheduled visit. Areas for fiscal review may include general management, financial and operational areas, and compliance with the AmeriCorps grant requirements and any audit issues.

ADDENDUM #13

Program Systems & Binder

Grantees required to submit an operational systems and program binder for review will be notified by an MSA Program Officer by August 2017. Any issues identified through the review will need to be addressed within 30 days of notification.

ADDENDUM #14

Submission of Audit

Grantees must annually submit the organization's most recent audit. This must be submitted when the mid-year progress report is submitted on March 15th of each year.

ADDENDUM #15

Suspension or Termination of a Grant

- i. 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. Materials 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.

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