

Appendix 1: SAMPLE FORM

Projects are encouraged to customize as appropriate.

All project forms should comply with Senior Corps requirements as well as grantee policies.



**Memorandum of Understanding**  
**ABC County RSVP**

This Memorandum of Understanding (this “MOU”) contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between **ABC County RSVP**, sponsored by **ABC SPONSOR AGENCY** and the following agency and/or entity (the “Station”):

**Station Name:** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**Station Site Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**(Station Mailing Address):** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

The *ABC County* and the *Station* may be referred to herein as the “Parties.”

This MOU is effective on the day it is signed: From \_\_\_\_\_ through \_\_\_\_\_. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

**Basic Provisions**

**The ABC County’s Responsibilities**

1. Recruit, enroll, and interview RSVP volunteers.
2. Refer RSVP volunteers to the Station
3. Review acceptability of volunteer assignments.
4. Instruct RSVP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the RSVP procedures.
5. Provide the RSVP orientation to the Station staff prior to placement of volunteers and at other times as needed.
6. Initiate publicity regarding RSVP.
7. Furnish accident, personal liability, and excess automobile insurance coverage for enrolled volunteers required by the RSVP policies. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
8. Periodically monitor volunteer activities at the Station to assess and/or discuss needs of volunteers and the Station.
9. Staff an Advisory Council to RSVP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station and/or RSVP.
10. Arrange for appropriate RSVP recognition.
11. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
12. Reimburse RSVP volunteers for transportation costs between their home and volunteer station in accordance with RSVP policies and availability of funds (if applicable).
13. Arrange with the Station for meals and/or snacks, whenever possible, for volunteers on assignment.
14. Provide photo identification for volunteers if not provided by the station.

**The Station’s Responsibilities**

1. Interview and make final decisions on assignments of RSVP volunteers.
2. Perform, if required for a particular assignment, background or other screenings.
3. Implement orientation, in-service instruction, and/or special training of volunteers.
4. Furnish volunteers with materials required for assignment. These materials may include station uniform and photo I.D.
5. Provide supervision of volunteers on assignments. (Supervisor name and contact information on next page.)

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6. Provide volunteer assignment descriptions for each volunteer opportunity at the Station.
7. Provide for adequate safety of volunteers and submit an annual assurance upon request to ABC County RSVP.
8. Investigate and report any accidents and injuries involving RSVP volunteers immediately to ABC County. All reports shall be submitted in writing.
9. Specify, either by written information or verbally, that RSVP volunteers are participants in the Station's programming in publicity featuring such volunteers. Display an RSVP placard where it may be viewed by the public.
10. **Reports:** The Station Representative shall:
  - Timesheets: Report volunteer hours on a monthly basis on or before 10th of the following month (Insurance coverage is only effective with verified records of hours served.)
  - Progress Reports: Stations are requested to complete a short bi-annual survey provided by RSVP documenting the impacts of services provided by volunteers.
  - In-Kind Documentation: Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses) and verification to help RSVP meet its local match of 30%.

### Other Provisions

1. **Separation from Volunteer Service:** The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from the RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. **Letters of Agreement:** When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service. A blank copy of the letter of agreement shall be accessible at the RSVP Office.
3. **Religious/Political Activities:** The Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. **Displacement of Employees:** The Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. **Compensation:** Neither the station nor RSVP will request or receive compensation from the beneficiaries of RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.
6. **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
7. **Prohibition of Discrimination:** The Station will not discriminate against RSVP volunteers or in the operation of RSVP on the basis of race; color; national origin, including limited English proficiency; sex; sexual orientation; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
8. **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.
9. **Signatures.** By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a RSVP Station.





**FOR OFFICE USE ONLY!**

Station(s) \_\_\_\_\_

Assignment(s) \_\_\_\_\_

Date Assigned: \_\_\_/\_\_\_/\_\_\_

Computer Entry: \_\_\_/\_\_\_/\_\_\_

By: \_\_\_\_\_

**ABC COUNTY RSVP ENROLLMENT FORM**

Please print and complete all sections. Forms with original signatures are required for enrollment.

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a Veteran? \_\_\_ Yes \_\_\_ No    Physical/Medical Limitations: \_\_\_\_\_

Have you ever been convicted of a **criminal offense or misdemeanor**? Yes \_\_\_ No \_\_\_ If Yes, please attach an explanation of charges, date of offense, and status of the charges on a separate sheet to be included with this application.

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

RSVP provides a mileage reimbursement for travel between home and volunteer site to the volunteers. Will you be claiming a mileage reimbursement for travel to and from your volunteer location? **Yes \_\_\_ No \_\_\_**  
**If Yes, is a copy of your proof of auto insurance showing active coverage attached? Yes \_\_\_ No \_\_\_**

As a volunteer of RSVP, you will be covered by accident and personal liability insurance plus a small death benefit while performing volunteer duties. This coverage is automatic and free of cost to you as long as you are an active, enrolled member of RSVP. Please provide the following information.

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Beneficiary for RSVP Supplemental Accident Insurance:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employment Experience \_\_\_\_\_

Special Skills/Interests/Languages \_\_\_\_\_

Volunteer Experience (Current, Past, Preferred) \_\_\_\_\_

Days/Hours Available: Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Mornings \_\_\_ Afternoons \_\_\_

**Please indicate if RSVP may have permission to use your likeness?**

I hereby grant ABC County RSVP permission to use my likeness in photograph(s)/video(s) in any and all of its publications or on the world wide web, whether now known or hereafter existing, controlled by RSVP of ABC County in perpetuity. I will make no monetary or other claim against RSVP of ABC County for the use of these photograph(s)/video(s).

I do not give permission to use my likeness in photograph(s)/video(s) to ABC County RSVP.

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**Certifications**

**By signing below, I acknowledge that I have read and understand the following statements:**

- I hereby state that I am 55 years of age or older and offer my services as a volunteer for the ABC County Retired Senior Volunteer Program. I understand that I am not an employee of the RSVP Project, the sponsor, ABC County, the volunteer station or the Federal Government and agree to serve without compensation.
- I understand that in my capacity as an RSVP volunteer I may come into contact with confidential information. I agree to protect this information to the best of my ability and not to disclose it during or after my service as a volunteer has ended.
- I understand that if I use my personal automobile in my volunteer service, I will arrange to keep in effect automobile liability insurance equal or greater to the minimum requirements of the state of Xxxx. I will also keep in effect a valid Xxxx Driver's license.

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**RSVP Volunteer Signature**

**Date**

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**RSVP Staff Signature**

**Date**

**Equal Employment Agency** - ABC County RSVP is an equal opportunity Agency. Enrollment is done without regard to race, color, religion, national origin, sex, age or disability. RSVP provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact ABC County RSVP at (555) 555-1234.

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Return completed registration to:  
**(Original Signatures  
Required on the Form)**

ABC County RSVP  
PO Box 123  
Our Town, USA 81234

For Questions contact:  
Jane Doe (555) 555-1234  
[RSVP.PD@abccounty.gov](mailto:RSVP.PD@abccounty.gov)

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**FOR OFFICE USE ONLY:**

**Appendix 2 This is a sample form. Projects are encouraged to customize as appropriate. All project forms should comply with Senior Corps requirements as well as grantee policies.**

**Participation in the following information is optional and will not affect your enrollment with ABC RSVP**

**1. Occasionally ABC RSVP will purchase volunteer recognition gifts to RSVP members. Please share the size you would use on each item blow.**

Item	Size	Item	Size	Item	Size
Jacket	<input type="text"/>	Vest	<input type="text"/>	Hoodie	<input type="text"/>
Sweatshirt	<input type="text"/>	Hat	<input type="text"/>	Shoe size (for snow cleats)	<input type="text"/>

**2. Which show of appreciation would mean the most to you? (Check all that apply)**

Specially arranged meals <input type="checkbox"/>	Gifts <input type="checkbox"/>	Certificates <input type="checkbox"/>
ABC RSVP logo wear <input type="checkbox"/>	Being chosen as the volunteer of the month <input type="checkbox"/>	Being highlighted in the newsletter <input type="checkbox"/>
Other (Make suggestion)		

**3. RSVP is often asked to provide demographical information pertaining to volunteer members. Please provide the following information (Optional).**

Are you a Veteran? \_\_\_\_\_

Are you an active Military Member? \_\_\_\_\_

Are any of your family members actively serving in the military? \_\_\_\_\_

(Optional) Gender:

\_\_\_ Male

\_\_\_ Female

(Optional) Race/Ethnic Background:

\_\_\_ White \_\_\_ Asian \_\_\_ African-American \_\_\_ Hispanic/Latino

\_\_\_ American Indian/Alaska Native \_\_\_ Pacific Islander \_\_\_ Other

Thank you for any information you have provided. Your information is **never** sold, shared, or used outside of RSVP, ABC County government or the Corporation of National and Community Services.

**Appendix 3: Sample Form**  
**Projects are encouraged to customize as appropriate.**  
**All project forms should comply with Senior Corps requirements as well as grantee policies.**



**ABC COUNTY RSVP**

**TIMESHEET and MILEAGE REIMBURSEMENT REQUEST**

**Mailing Address:** PO Box 123, Our Town, USA 81234  
 Telephone: (555) 555-1234

**Physical Address:** 123 State Street, Our Town, USA 81234  
 Fax: (555) 555-5555

**Return to the RSVP Office by the 10<sup>th</sup> of the following month**

Volunteer Name (Print) \_\_\_\_\_ Month \_\_\_\_\_, 20\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Station Name \_\_\_\_\_ Auto Insurance Information on File? **Y** or **N**

Date	Volunteer Assignment	# of Hours	^Start Odometer	^End Odometer	Auto miles	*Meals	
1							*Enter an "X" if you received a free meal while volunteering. Leave blank if no meal is received. ^Enter actual start and stop odometer readings for each trip.
2							
3							
4							
5							
6							
7							
8							
9							<b>IMPORTANT!</b> Please obtain your volunteer station supervisor's original signature before submitting!
10							
11							
12							
13							
14							
15							
16							
17							<i>For Office Use Only:</i>  Mileage Reimbursement _____ miles X _____ per mile =  Total Reimbursement:  <b>\$</b>
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
<b>TOTALS</b>							

**VOLUNTEER:** By signing below, I certify that this statement and the amount claimed are true, correct and complete to the best of my knowledge. I certify that I possessed a valid driver's license and that liability insurance in the minimum amount required by law was in force at the time of this travel. **STATION SUPERVISOR:** By signing below, I certify that to the best of my knowledge this claim is correct and true.

X \_\_\_\_\_  
 RSVP Volunteer Signature      Date

X \_\_\_\_\_  
 Station Supervisor Signature      Date

X \_\_\_\_\_  
 RSVP Staff Signature      Date

**Appendix 4: SAMPLE FORM**  
Projects are encouraged to customize as appropriate.  
All project forms should comply with Senior Corps requirements as well as grantee policies.

Sponsor Logo Here

**ABC COUNTY RSVP**  
**Mailing Address:** PO Box 123, Our Town, XX 81234  
**Physical Address:** 123 State St., Our Town, XX 81234  
**Telephone:** (555) 555-1234  
**Fax:** (555) 555-5555



**Volunteer Assignment Description**

**Volunteer Station:** \_\_\_\_\_  
**Title of Volunteer Assignment:** \_\_\_\_\_

Basic volunteer duties involved with this assignment:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Who will be served by this assignment?

\_\_\_\_\_  
\_\_\_\_\_

What is the anticipated benefit of this volunteer service to those receiving the service?

\_\_\_\_\_  
\_\_\_\_\_

What specific skills will the volunteer need? (Include any requirements for lifting, standing, or other physical requirements.)

\_\_\_\_\_  
\_\_\_\_\_

Name of person providing this information: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Acceptance by RSVP Project Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## Letters of Agreement for In-Home Assignments

### Requirements:

- (1) According to [45 CFR 2553.62\(c\)](#) volunteer stations managing assignments in private homes must develop a Letter of Agreement describing and authorizing the RSVP volunteer activities in each home (**See a sample letter below**). The requirement for Letters of Agreement must be incorporated in the Memorandum of Understanding.
- (2) Letters of Agreement contain a statement authorizing an RSVP volunteer assignment in a person's home and designating the activities to be performed. The Agreement also defines arrangements for days and hours of service and the specific plan for the RSVP volunteer's supervision. The person to be served (or their legal guardian), the volunteer station, and the sponsor sign the letter of agreement.
- (3) The Letter of Agreement provides a common understanding of what the senior volunteer will and will not do while on an in-home assignment. Such an agreement is not required for casual or friendly visiting that is not part of a regular, ongoing program of activities organized by a volunteer station. For example, the delivery of meals to a home would normally not require a Letter of Agreement.
- (4) Projects working with organizations, such as hospices, which have obtained Letters of Agreement, or equivalent written agreements with their individual clients, may sign general letters of agreement covering all of the organization's home based clients, rather than obtaining individual letters for each person. The Memorandum of Understanding with the volunteer station must reference any such agreements.
- (5) It is strongly recommended that sponsors establish policies to ensure that criminal history checks are performed for RSVP volunteers who will have contact on a recurring basis with children, frail adults, persons with disabilities or other potentially vulnerable individuals. Name checks of volunteers can be performed at the National Sex Offender Public Website, [www.nsopw.gov](http://www.nsopw.gov), maintained by the U.S. Department of Justice. See [NSCHC webpage](#) for more information about criminal history checks.

**Sample Letter:** (see following page)



\_\_\_\_\_ RSVP

**Letter of Agreement for In-Home Assignment**

\_\_\_\_\_ RSVP has been asked by \_\_\_\_\_ to place  
\_\_\_\_\_ (Volunteer Station)  
\_\_\_\_\_ in the home of \_\_\_\_\_  
\_\_\_\_\_ (Name of RSVP volunteer)  
\_\_\_\_\_  
\_\_\_\_\_ (Name) \_\_\_\_\_ (Address)

The following services have been approved by the volunteer station staff and will be performed by the RSVP volunteer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Volunteer Station Supervisor for this assignment is: \_\_\_\_\_

The RSVP volunteer will serve \_\_\_\_\_  
(Day(s) of the Week)

from \_\_\_\_\_ to \_\_\_\_\_  
(Approximate Service Schedule)

*Volunteer services may be terminated by the sponsor at any time upon request of any of the undersigned parties.*

Signed: \_\_\_\_\_  
Sponsor Representative Date  
\_\_\_\_\_  
Volunteer Station Representative Date  
\_\_\_\_\_  
Person Served or Legally Responsible Person Date  
\_\_\_\_\_  
RSVP Volunteer Date

**Appendix 6: SAMPLE FORM.**

**Projects are encouraged to customize as appropriate.**

**All project forms should comply with Senior Corps requirements as well as grantee policies.**

**ABC Non-Profit  
RSVP Program  
RSVP Project Director Job Description**

JOB TITLE: RSVP Project Director

REPORTS TO: Executive Director

STATUS: Full Time

**POSITION DESCRIPTION:**

Under the general direction of the Executive Director of ABC Non-Profit and the Corporation for National and Community Service (CNCS) program policy guidelines, the RSVP Director has full-time responsibility for the development and operation of the Retired and Senior Volunteer Programs; in coordination with the ABC Non-Profit and Senior Corps Program Advisory Council.

**PROJECT DIRECTOR ' S ROLE:**

The RSVP Project Director is responsible for the daily management of the RSVP. The RSVP Project Director functions as a working project manager, actively involved with community organizations, RSVP volunteers, and volunteer stations. The RSVP Project Director serves as the representative of the sponsor in signing and approving official project documentation, including project reports, memoranda of understanding, letters of agreement for in-home assignments. The RSVP Project Director will abide by ABC Non-Profit's established procedures for internal review and its standard policies and procedures.

The RSVP Project Director serves full time, as negotiated with the CNCS. The RSVP Project Director may participate in activities to coordinate RSVP program resources with those of related local agencies, boards, or organizations.

**RESPONSIBILITIES:**

Under direction of the ABC Non-Profit Executive Director, the RSVP Project Director's duties include, but are not limited to:

- a) Plan and develop all phases of RSVP operations;
- b) Assist with hiring, training, and supervising adequate RSVP staff to efficiently carry out, maintain and develop operations of the RSVP Program;
- c) Adhere to and administer personnel policies and procedures for RSVP staff consistent with those of ABC Non-Profit;
- d) Provide support, information and materials for RSVP coordinators and appraise staff performance according to ABC Non-Profit personnel policies and procedures;
- e) Recruit, select, orient and place RSVP volunteers with volunteer stations;
- f) Develop and maintain appropriate fiscal, personnel, program and volunteer records and reports;
- g) Enhance the total efforts of RSVP through active involvement with community organizations, other national service programs, where appropriate;



Appendix 7: SAMPLE FORM

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*[Enter new or changed information and attach to volunteer registration]*



## RSVP Volunteer Information Update

RSVP [Project Name] \_\_\_\_\_

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name of Beneficiary: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Change in station assignment or volunteer assignment: \_\_\_\_\_

4. Other changes:

Current Information: \_\_\_\_\_

Changes to: \_\_\_\_\_

\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Notes: \_\_\_\_\_

\_\_\_\_\_

RSVP Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 8: SAMPLE FORM**

**Projects are encouraged to customize as appropriate.**

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**Sample Annual Safety Assurance Email**

*This is a sample of the type of email a sponsor may use to annually assess volunteer placements to ensure the safety of volunteers. An email assurance from each volunteer station is one way to be in compliance with [45 CFR §2553.23\(c\)\(3\)](#).*

Dear [Station Supervisor].

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your non-profit organization.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training, etc.

If you have any questions or concerns, please contact me.

Thank you,

RSVP Project Director

**Appendix 9: SAMPLE FORM**

**Projects are encouraged to customize as appropriate.**

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**[Optional] Checklist for Station Accessibility**

This questionnaire is designed to allow evaluation of the overall accessibility of the ABC RSVP program by looking at where we send volunteers to serve. It is not meant to eliminate stations for possible placement of RSVP volunteers but to provide information needed to match volunteers with volunteer stations.

Organization Name \_\_\_\_\_

		No	Yes	Comments
1	Is there a flat, non-gravel route from parking/street through the front entrance? Does the parking lot have spaces reserved for persons with disabilities?			
2	Are doors (entrance, rest room, etc.) no heavier to open than refrigerator door? Are door knobs throughout push/pull or lever-type, not twist knobs?			
3	Are halls and passageways at least one yard wide? Are they level, with non-slip stable surfaces and no trip hazards?			
4	Are there no steps without alternate routes (elevators, ramps, other entrance) available? Are stairs of uniform heights?			
5	Is there adequate maneuvering clearance at entrances, especially rest rooms?			
6	Does an accessible restroom have an accessible stall 5' x 5'? (There are other legal configurations, but check to see if a person in a wheelchair can close the door)			
7	Does an accessible restroom have a sink with level faucets, hot water pipes wrapped to prevent burns, and paper towels lowered?			
8	Are emergency alarms both audible and visual? Are evacuation plans and areas of rescue assistance accessible to individuals with mobility impairments?			
9	Do policies, practices or standards – either formal or informal- have the direct or indirect effect of excluding or limiting the participation of individuals with disabilities in your organization’s program or activities?			
10	Do policies exist that ensure that a “reasonable accommodation” is made to individuals, including volunteers, with disabilities?			

\_\_\_\_\_  
Name/Signature of person completing checklist

\_\_\_\_\_  
Date

## Appendix 10: Optional Worksheet

Projects are encouraged to customize as appropriate.

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### Space Cost Computation Worksheet For Corporation for National & Community Service Grantees

This *optional* work sheet is for your use in computing the space cost allowance under the terms of your application for CNCS funding. Completion of this worksheet will expedite CNCS approval of the space cost in the proposed budget.

#### **Basis for charging a direct cost as a percent:**

Grantees may charge shared cost, such as space, utilities, etc. to the grant as a direct charge or they can incorporate those cost into their indirect cost rate. If part of the indirect cost rate, then it may not also be charged as a direct cost. If it charged directly (has its own line item) the percentage charged to the grant must have a cost basis, such as a space allocation plan for charging rent, the budget narrative should reflect how they arrived at the percentage and it should be applied consistently. The grantee must be able to allocate any shared cost to the CNCS grant. This is particularly important if the cost is picked during an IPERA review or other audit and the grantee is asked to document how they arrived at the amount charged to the grant.

Only one of the following methods numbered below (2, 3, or 4) may be used to determine the space cost allowance. If federal funds are provided to the grantee by a federal agency other than CNCS for any portion of the space used by CNCS, the grantee cannot charge space costs as grantee match on the CNCS application.

#### **LOCATION:** \_\_\_\_\_

1. Total Facility Space \_\_\_\_\_ Sq. Ft.                      Total CNCS Space \_\_\_\_\_ Sq. Ft.
  - a. Percent of CNCS Space to Total Facility Equals \_\_\_\_\_ %

#### **RENTAL**

2. If your organization pays rent for the facilities in which the CNCS program is housed, what is the rent for the entire facility? \_\_\_\_\_
  - a. To arrive at the rent allowance for the CNCS space, multiply the cost for the entire space by the percent in 1.a above.  
\$ \_\_\_\_\_ per month; \$ \_\_\_\_\_ per budget period

#### **SPACE OWNERSHIP**

3. If your organization owns the facilities in which the CNCS program is housed, either the Use Charge or Depreciation method can be used to determine cost.  
What was the acquisition cost of the facility? \$ \_\_\_\_\_
  - a. To calculate the Use Charge, multiply as annual rate not exceeding 2% of the acquisition cost times the percent in 1.a above. \$ \_\_\_\_\_
  - b. To calculate the Depreciation allowance, multiply the percent arrived at in 1.a times your depreciation factor (i.e. acquisition cost-useful life) on the space.  
\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

#### **DONATED PROPERTY**

4. If a third party owns the facilities in which the CNCS program is housed, obtain an appraised value from an independent appraiser in your community-based on a rate per square foot. \$ \_\_\_\_\_
  - a. To arrive at the allowable cost using this method, multiply that rate by the CNCS space in 1.a.  
\_\_\_\_\_ rate X \_\_\_\_\_ % = \$ \_\_\_\_\_

## Appendix 12: 2016 Assurances

The most current version of the Assurances can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

### ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- \* Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- \* Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- \* Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- \* Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- \* Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- \* Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- \* Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- \* Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- \* Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- \* Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- \* Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- \* Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- \* Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).

## Appendix 12: 2016 Assurances

The most current version of the Assurances can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

- \* Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- \* Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- \* Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- \* Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- \* Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

### For AmeriCorps State and National Applicants ONLY

*If you are not applying for a grant through AmeriCorps\*State and National, you may ignore this section.*

1. Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
2. Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants” on the Corporation’s website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
3. Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
4. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
5. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
6. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
7. Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;

## Appendix 12: 2016 Assurances

The most current version of the Assurances can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

8. Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation’s regulations at § 2540.100;
9. Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation’s regulations at 45 CFR § 2540.230;
10. Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
11. Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
12. Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
13. Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program’s impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
14. Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
15. Has not violated a Federal criminal statute;
16. If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
17. If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
18. If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

### **For Learn and Serve America Applicants ONLY**

*If you are not applying for a grant through Learn and Serve America, you may disregard this section.*

2. Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
3. Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
2. Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
3. Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual’s access to vulnerable populations.
4. Will comply with the parental involvement requirements 45 CFR 2540.330.
5. Will, for school-based grants, make efforts to:
  1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;
  2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
  3. involve participants in the design and operation of the programs;
  4. promote service-learning in areas of greatest need, including low-income or rural areas; and
  5. otherwise integrate service opportunities into the academic program of the participants.

## Appendix 12: 2016 Assurances

The most current version of the Assurances can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

### For Social Innovation Fund Applicants ONLY

*If you are not applying for a Social Innovation Fund grant, you may disregard this section.*

- Will use the funds received through the award in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities.
  - Will consult with a diverse cross section of community representatives in making decisions about subgrants for communities (including individuals from the public, nonprofit private, and for-profit private sectors).
  - Will make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;
  - Will not make any subgrants to--
    - the parent organizations of the applicant,
    - a subsidiary organization of the parent organization of the applicant, or,
    - if the applicant applied for a SIF award as a partnership, any member of the partnership.
  - Commits to meeting the matching fund requirements of section 198k(i) of the National and Community Service Act of 1990 (42 U.S.C. §12653k(i)).
1. Commits to use data and evaluations to improve the applicant’s own model and to improve the initiatives funded by the applicant.
  2. Commits cooperate with any evaluation activities undertaken by the Corporation.
  3. Has adopted and implemented standard of conduct policies and procedures in regard to procurements which meet the requirements of either 45 C.F.R. §2541.360(b)(3), or 2 C.F.R. §215.42 and 45 C.F.R. §2543.42.
  4. Has adopted and implemented policies and procedures in regard to the applicant’s subgrant competitions which will provide reasonable assurance that conflicts of interest (or appearances of conflicts of interest) on the part of reviewers or decision-makers are identified and appropriately mitigated.

## Appendix 13: 2016 Certifications

The most current version of the Certification can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

### *CERTIFICATIONS*

#### **Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

#### **Certification – Drug Free Workplace**

This certification is required by the Corporation’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee’s policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

#### **Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

## Appendix 13: 2016 Certifications

The most current version of the Certification can be found on the “Authorize and Submit” link in Senior Corps electronic grant applications.

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

### **Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

### **For AmeriCorps State and National Applicants ONLY**

*If you are not applying for a grant through AmeriCorps\*State and National, you may ignore this section.*

#### **Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

#### **Definitions**

The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

#### **Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

#### **Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

#### **Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

#### **Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### **Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

## **Guidance on Recognition Costs**

### **From the CNCS Field Financial Management Center (FFMC)**

#### **Overview**

Recognition is a cost allowed by Senior Corps regulations 45 CFR 2500 that covers a wide range of potential costs; any costs charged to this direct benefit to the volunteer must be in accordance with the applicable OMB cost principles (2 CFR Part 220 formally OMB Circular A21, 2 CFR Part 225 formally OMB Circular A87, and 2 CFR Part 230 formally OMB CircularA-122) and also expended using sound business practices. Any costs charged to recognition should be reasonable and prudent, properly valued and consistent with your organizational accounting practices. Consideration should also be given to the appropriateness of the expenditure.

#### **Criteria**

- Recognition should be related to the volunteer's service.
- Recognition costs should have appropriate limits. Things to consider are budgetary limits and organizational policies on reasonableness of costs. If your organization does not have a policy on reasonableness of costs, one should be developed by your management and/or accounting department.
- Recognition should be applied equally among all volunteers. If there are limited resources some method should be devised to insure all volunteers are included in recognition activities and actions. Planning for distribution of limited resources should be accomplished at the time of your budgetary planning and included in your organizational policies and procedures.
- Recognition should be program specific and recognize the Senior Corps volunteer for their service in the CNCS designated project.
- Recognition should not include any costs to the volunteer.
- Recognition should take place at least annually for formal public recognition of volunteers to the community. If formal recognition takes place, a sign-in sheet documenting attendance of the volunteers being recognized should be prepared.

#### **Items Generally Accepted as Recognition Expenses**

- Special ceremonies, teas, breakfasts, luncheons, and recreational outings, can also include a per person cost which includes items other than room rental and food. If the cost per attendee includes other amenities in an inclusive package this is acceptable so long as:
  - the cost is reasonable;

## Appendix 14

- there is budgetary availability; and
- the expenses are not expressly prohibited by either the OMB cost principles or a determination by a CNCS Official.
- Small (nominal value) gifts are allowable:
  - So long as:
    - the cost is reasonable;
    - there is budgetary availability; and
    - the gift is not something that is expressly prohibited by either OMB cost principles or by a determination by a CNCS Official.
  - A gift is any item that has monetary value.
  - Your organization should establish policies on how you determine reasonableness of cost and determine limits based on sound accounting practices.
    - CNCS would define the value of a gift using “Market Value” *Market value* means the retail cost the organization would incur to purchase the gift.
    - An organization who cannot ascertain the market value of a gift may estimate its market value by reference to the retail cost of similar items of like quality.
    - For example: The market value of a gift of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit would be the face value of the ticket.
- Recognition items such as trophies, plaques, certificates, and pins are acceptable. Attention should be given to the fact that the cost of some of these items will increase depending on the cost of engraving, sometimes significantly, so these recognition items may be limited to budget availability.
- Birthday cards are acceptable, even though they are not technically a recognition item related to a volunteer’s service, they are of a nominal value and therefore can be used as a form of recognition.
- Gifts cards are acceptable forms of recognition. It is important that these should be treated as cash in your accounting system, however, they do not take the form of a cash payment and are not as liquid.
  - Because anyone can use a gift card, they should be treated as cash and documented in accordance with sound business practices, including a receipt signed by the volunteer being recognized.
  - Refer to [45 CFR 2543.21](#) for Standards for Financial Management Systems. Gift Cards are usually designated for a specific purpose and a specific item. Organizations should have a policy and procedure in place to account for the distributions and accounting of gift cards.

### **Items Generally NOT Acceptable Forms of Recognition**

- Holiday or Christmas gifts are not acceptable. Recognition should be based on a volunteer's service only.
- Cash is not acceptable as recognition. Cash can be seen as a payment or a bonus and volunteers serving in CNCS programs are not to be paid other than the allowable stipend payments in the CNCS Foster Grandparent / Senior Companion programs.
- Paid Speakers at recognition events are usually not allowable, although exceptions may be permitted. Some things to consider are:
  - Would the event still be a success if the speaker does not attend? Is the speaker an integral and vital component to the success of the event?
  - Would your organization pay for the speaker or raise money to include the speaker if federal funds were not available?
  - Can you substitute the speaker for someone without a speaking fee but with similar ability and qualifications?
- Guests are not permitted to be paid for from federal or non-federal expenditures. If guests are invited, the sources of funds to be used should come from a source not counted toward your required match. A best practice is to have a sign in sheet for all attendees present at the recognition event.
- Certain forms of entertainment are not acceptable. If you are planning to expend funds for recognition please consult with a CNCS State Office representative and your Grants Officer prior to expenditure for further clarification.

### **Items that are questionable and would need prior approval from CNCS**

- Tickets to events in normal instances would be deemed unallowable based on the OMB Cost Principles which state *"Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable."*
- However since our regulations do view recognition as a legitimate cost, showing recognition in the form of tickets to events may be deemed appropriate based on reasonableness of cost and appropriateness of the venue. These type of costs should be discussed with your CNCS State Program Office representative and Grants Officer prior to expenditure

### Special Volunteer Recognition

- Singling out a volunteer for exceptional or special service.
  - Acknowledging a milestone in service (example: 20 years of service, 30 years of service).
  
- Special recognition items can be given for this purpose if the following is demonstrated:
  - the cost is reasonable;
  - there is budgetary availability; and
  - the gift is not something that is expressly prohibited by either OMB cost principles or by a determination by a CNCS Official.
  
- When recognizing individual volunteers, an organization should have a written policy that includes:
  - what constitutes exceptional or special service;
  - which milestones or years in service will receive special recognition; and
  - which items will be given for this purpose if different than typical recognition awards.

## PRIMER ON CIVIL RIGHTS COMPLIANCE

Civil rights laws are complex, and **neither direct evidence of discrimination nor direct proof of intent to discriminate is needed for discrimination to be found.** Therefore, past actions -- e.g., patterns in decisions, statements made in any contexts, or rules followed/not followed -- or actions taken regarding other persons -- e.g., sent to training, given warning in lieu of a reprimand or termination -- may determine the outcome of a claim of discrimination, even if the past action appears to have no relationship to a present discrimination claim.

### Definition of Discrimination

**Dictionary Definition:** Different treatment

**Legal Definition:** Different treatment **because of** a difference in race, color, religion, sex, national origin, age, mental or physical disability, sexual orientation, or political affiliation

**Regulatory Expansion:** Different treatment **because of** reprisal for: (a) participation in the discrimination complaint process, or (b) expressing opposition to an action made illegal by the civil rights acts or other applicable laws.

### Determination of Discrimination

When direct, straightforward evidence of discrimination exists, it is relatively easy to determine whether legally discrimination occurred. Such evidence could include:

- Racial epithets, sexual slurs, repeated jokes about accent or heritage.
- A recruitment brochure which describes a job as "Fit for a Queen," or a recruitment poster asks, "Are you the right man?"
- Interview notes read "too old for this job" or qualification requirements call for "trainee between the ages of 21 and 24."

Such evidence is not needed, however, for discrimination under the law to have occurred. Discrimination may be inferred when two persons of different race, sex, etc. groups receive different treatment. Different treatment is determined by comparing persons who are **similarly situated**, i.e., they are so situated that it is reasonable to expect they would receive the same treatment in the context of a particular employment or service decision.

The determination as to whether an action was **because of** race, sex, etc., uses the following disparate treatment analytical model:

**Step One:** Complainant must establish a "prima facie" case of discrimination, i.e., establish enough so that the case is not immediately dismissed and the employer or grantee must respond to the allegation(s). This establishes a rebuttable presumption of discrimination. Often comparative evidence is presented that a similarly situated person of another race, sex, etc. group was treated more favorably than the complainant. That is, the complainant was treated less favorably than a person who is so situated that it is reasonable to expect he or she would receive the same treatment in terms of a particular employment or service decision.

If the complainant establishes a prima facie case, the employer's or grantee's response is examined. If the complainant does not do so, a finding of no discrimination must be made.

**Step Two:** **The employer or grantee must set forth a legitimate, nondiscriminatory reason** for its action. If the employer or grantee does this, pretext is examined. If employer or grantee does not do so, a finding of discrimination must be made.

**Step Three:** The complainant must establish the employer's or grantee's stated reason is pretext for prohibited discrimination, i.e., stated reason is not credible or it masks/cloaks the real reason which is prohibited discrimination. If the complainant establishes pretext, a finding of discrimination must be made. If the complainant does not do so, a finding of no discrimination must be made.

### **Burden of Proof**

Generally, the **complainant carries the burden of proof** and must establish his or her case by a **preponderance of the evidence**, i.e., if evidence is a football field, complainant must carry the ball over the 50 yard line, into the employer's territory.

**Exception One: Direct, straightforward evidence of discrimination** shifts burden of proof to the employer or grantee, who must prove it did not discriminate by clear and convincing evidence (a much higher standard than preponderance of the evidence)

**Exception Two: Mixed motive cases** (both discriminatory and nondiscriminatory motives established). The employer or grantee must prove, by the higher level clear and convincing evidence, that, absent discrimination, the same action would have occurred (e.g., same person would have been selected); if the employer or grantee meets its burden of proof, it is still liable for discrimination, but relief is limited to declaratory relief, certain injunctive relief, and attorney's fees and costs (relief may not include personal relief such as retroactive hiring, reinstatement, and compensatory damages)

### Interview Questions

Interview or application questions (i.e., questions during the selection process) which are not directly job- or position-related are oftentimes considered direct evidence of discrimination. (There is no problem requesting necessary information **after** the selection process is complete, however.)

At a minimum, to protect from liability, it is **always** advisable to avoid certain types of questions during the selection process. If a manager does not have information available during the selection process, the manager will **always** be able to legitimately state that the selection was not based on that information.

Non job- or position-related questions, i.e., questions that do not directly address the applicant's ability to perform the essential duties of the position, include the following:

- **Questions related to marital status** (also preferred forms of address).
- **Questions related to children** (also ages of children and child care arrangements made or needed) or to pregnancy and/or reproduction (including future family planning).
- **Questions related to the ability to work overtime or to travel** (with reference to dependents or family life). When overtime and/or travel are duties of the position, it is acceptable, however, to describe duties and ask if applicant foresees any problem in fulfilling the duties.
- **Questions related to disability or medical conditions** (including questions on nature or origin of a disability, commuting arrangements, sick leave usage, or ability to perform marginal duties of the position).

### Special Requirements Related to Disability or Medical Conditions

**General Rule:** The employer or grantee **may not** conduct a pre-employment or pre-service medical examination or ask applicant prior to employment or service **whether he or she has disabilities or question the nature or severity of a disability.**

### **Essential Functions**

The employer or grantee may, however, make pre-employment or pre-service inquiry into applicant's ability to meet the *essential functions* of the position, with or without reasonable accommodation, or to fulfill bona fide medical qualification requirements, if applicable.

*Essential functions* are the minimum abilities necessary for safe and efficient performance of the duties of the position in question.

Care must be exercised, however, in inquiring about the ability to perform essential functions, with or without reasonable accommodation, because a selection decision may not generally consider whether an accommodation is required or how much it will cost. That is, **unless** an accommodation constitutes an undue financial or administrative burden or fundamentally alters the nature of the program or activity, the need for or cost of an accommodation may not influence a selection decision.

It is acceptable to exclude an applicant with a disability, even though the person can perform the essential functions of the position, **only if** the disability endangers the health and safety of others **or** if performing the essential functions endangers the health and safety of the applicant.

Persons with contagious diseases (e.g., tuberculosis) in remission may not be passed over for selection based on their disability if they can perform the essential functions of the position. Further, all HIV-positive persons are persons with disabilities, and not selecting an applicant solely on the basis of this illness is discrimination.

### **Medical Examinations**

Nothing prohibits employer or grantee from conditioning offer of employment or service on results of a medical examination conducted prior to person's entrance on duty, **provided all entering persons are subjected to such an examination regardless of disability** and results of such an examination are used only in accordance with these guidelines.

### **Records Maintenance**

Information concerning the medical condition or history of applicants must be collected and maintained on separate forms that are treated as confidential medical records, except that:

- Supervisors and managers may be informed regarding restrictions on duties of disabled persons and necessary accommodations;
- First aid and safety personnel may be informed if the condition might require emergency treatment;
- Government officials investigating compliance with laws, regulations, and instructions relevant to equal opportunity must be provided information upon request; and
- Statistics generated from information obtained may be used to manage, evaluate, and report on equal opportunity.

## Accessibility and Reasonable Accommodation

### General Rules:

1. No qualified individual with disabilities shall, on the basis of disability, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.
2. All programs and activities must be accessible to, and usable by, persons with disabilities.
3. Persons with disabilities shall be provided reasonable accommodation to participate in the program or activity.

**Statutes:** Section 504 of the Rehabilitation Act prohibits disability discrimination in federally assisted programs. The CNCS is responsible for enforcing this provision in terms of its grantees and subgrantees. *(For civil rights purposes, all programs, projects, and sites funded or receiving volunteers or service members under CNCS statutes are programs or activities receiving federal financial assistance.)*

The Americans with Disabilities Act (ADA) applies to virtually all CNCS grantees and subgrantees, but the CNCS does not enforce it. The ADA's nondiscrimination, accessibility, and reasonable accommodation standards for state and local governments are identical to Section 504 standards. Public places like museums, day care centers, schools, have lower accessibility and reasonable accommodation standards under the ADA (and religious institutions are exempt), but by virtue of receiving federal financial assistance, the higher Section 504 standards apply to them.

**New construction and alterations (built or altered since May 30, 1979):** Each building or part of a building that is constructed or altered by or for the use of any grantee or subgrantee shall be designed, constructed, or altered so as to be readily accessible to and usable by disabled persons.

**Existing facilities (built before May 30, 1979):** Grantees must operate each program or activity so that, when viewed in its entirety, it is readily accessible to and usable by disabled persons. For this purpose, a project plus all sites is considered. Grantees are not necessarily required to retrofit to make each existing facility accessible or to take action that would result in undue financial or administrative burdens, but the overall program must be accessible. Programmatic modifications are acceptable to achieve and maintain accessibility in buildings built before May 30, 1979.

**Communications:** Grantees must ensure program and employment communications are available to persons with impaired vision and hearing, and that no disabled person is denied benefits or participation because no auxiliary aids were provided for persons with impaired sensory, manual, or speaking skills.

## Sexual Harassment

**Definition:** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or service.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or volunteer or participation decisions affecting the individual.
- c. Submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with an individual's work or service performance or creating an intimidating, hostile or offensive working or service environment.

**The key is that the conduct is unwelcome.**

**Examples:** Sexual harassment includes, but is not limited to, the following work or service conduct:

- a. Explicit or implicit demands for sexual favors in return for job or service benefits.
- b. Unwelcome letters, telephone calls, or distribution or display of materials of a sexual nature.
- c. Physical assaults of a sexual nature.
- d. Unwelcome and deliberate touching, leaning over, cornering, or pinching.
- e. Unwelcome sexually suggestive looks or gestures.
- f. Unwelcome pressure for sexual favors or dates.
- g. Unwelcome sexual teasing, jokes, remarks, or questions.
- h. According favorable treatment to those who grant sexual favors.

### Relationships vis-à-vis Sexual Harassment

Sexual harassment is not limited to prohibited conduct by a male toward a female or by a supervisor toward a subordinate. It includes prohibited conduct by a CNCS employee towards a volunteer, service member, project director, or program beneficiary, as well as such conduct by grantee employees.

- A man may be the victim of sexual harassment.

- A woman may be the harasser.
- The victim does not have to be the opposite sex from the harasser.
- The harasser does not have to be the victim's supervisor. The harasser could be:
  - a supervisor who does not supervise the victim,
  - a non-supervisory employee, volunteer, or service member, or
  - a co-worker or another volunteer or service member.
- The victim does not have to be the person toward whom the unwelcome sexual conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person.

For example, the sexual harassment of an employee, volunteer, or service member may create for another employee, volunteer or service member an intimidating, hostile, or offensive working environment.
- Sexual harassment does not depend on the victim's having suffered an economic loss as a result of the harasser's conduct.

For example, improper sexual advances which do not result in the denial of a promotion or the discharge of the victim may, nonetheless, constitute sexual harassment where they interfere with the victim's work or service, or create an intimidating, hostile or offensive work or service environment.

**Harassment on sexual, racial, national origin, religious harassment**, or on any other grounds is strictly prohibited in CNCS or grantee offices, other work- or service-related settings, including, but not limited to site visits or work- or service-related social events and training.

### **CNCS or Grantee Responsibilities Regarding Harassment**

The CNCS or grantee is ultimately responsible for violations of prohibitions against any form of prohibited harassment and for taking corrective action and/or disciplinary action if violations occur. They are responsible for:

- (1) **Acts of "quid pro quo" sexual harassment**, wherein a supervisor demands sexual favors for employment or service benefits, regardless of whether the CNCS or grantee, its agents or supervisory employees knew, or should have known, of the acts.
- (2) **Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive working or service environment**, where the CNCS or grantee, its agents or supervisory employees knew, or had reason to know, of acts and

failed to take immediate and appropriate corrective action.

- (3) **Acts of prohibited harassment toward fellow employees, volunteers, or participants (co-workers)**, where the CNCS or grantee, its agents or its supervisory employees knew, or should have known, of the conduct, unless it took immediate and appropriate corrective action.
- (4) **Acts of prohibited harassment by non-employees**, where the CNCS or grantee, its agents or its supervisory employees knew, or should have known, of the conduct and failed to take immediate and appropriate corrective action.

### **Discrimination Claims**

Any volunteer, service member, client, employee, or beneficiary of a program or project who believes he or she has been subjected to discrimination in violation of nondiscrimination provisions of applicable laws, regulations or this policy may raise a claim with the CNCS's Office of

Civil Rights and Inclusiveness (OCRI). However, discrimination claims not brought to the attention of the OCRI Office within 45 days of their occurrence of the alleged discriminatory event may not be accepted in a formal complaint of discrimination and may be procedurally dismissed.

We first attempt to resolve discrimination claims through the informal counseling process. In addition, although people are not required to do so, we encourage people to try first to resolve discrimination claims directly with programs and projects, and most service members may use their grievance system to do so. However, raising matters through a program or project grievance system does not stop the running of the 45-day time frame.

### **The CNCS's Office of Civil Rights and Inclusiveness**

The CNCS's Office of Civil Rights and Inclusiveness (OCRI) is available to provide further information to any CNCS or grantee official, volunteer, or service member. The OCRI may be reached at (202) 606-7503, (voice), (202) 606-5256 (TDD), [eo@cns.gov](mailto:eo@cns.gov), or through <http://www.nationalservice.gov>.

### Civil Rights Compliance Evaluation during Site and Monitoring Visits

The following is designed to allow evaluation of civil rights compliance during any type of on-site visit. Most items can be observed during the regular course of a visit, thereby taking no additional time or effort.

1. Is there a flat, non-gravel route from parking/street through the front entrance? Does the parking lot have spaces reserved for persons with disabilities?
2. Are doors (entrance, rest room, etc.) no heavier to open than refrigerator door? Are door knobs throughout push/pull or lever-type, not twist knobs?
3. Are halls and passageways at least one yard wide? Are they level, with non-slip, stable surfaces and no trip hazards?
4. Are there no steps without alternate routes (elevators, ramps, other entrance) available? Are stairs of uniform heights?
5. Do publicity information, brochures, handbooks, etc. state they are available in alternate formats upon request and do they identify how to request formats?
6. If eyes are closed or sound turned down during a video or PSA, do you still receive the message?
7. Is there adequate maneuvering clearance at entrances, especially rest rooms?
8. Does an accessible restroom have an accessible stall 5' x 5'? (There are other legal configurations, but check to see if a person in a wheelchair can close the door)
9. Does an accessible restroom have a sink with level faucets, hot water pipes wrapped to prevent burns, and paper towels lowered?
10. Are emergency alarms both audible and visual? Are evacuation plans and areas of rescue assistance accessible to individuals with mobility impairments?
11. Is there a non-discrimination policy statement that applies to services provided by the site, and addresses nondiscrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, and political affiliation? Have they received any claims or complaints of prohibited discrimination?
12. Are there any policies, procedures, or technology which excludes, directly or indirectly, a person with (a) mobility impairments, (b) visual impairments, (c) hearing impairments, (d) mental or emotional impairments, or (e) diseases (including HIV but excluding currently contagious diseases) or addictions (other than current illegal drug use, or current alcohol or legal drug abuse which prevents performing duties or is a direct and current threat to self or others)?

### Guidance on Closing-Out Your CNCS Grant

From the Field Financial Management Center (FFMC)

In order to close-out a CNCS Grant, CNCS requires the following four items. 1. A final FFR (Federal Financial Report) with CNCS, 2. Cash Transaction Report with PMS (Payment Management System), 3. Inventory Report (if required), 4. Final PPR with CNCS. These documents should be completed and returned to CNCS no later than 90 days after the grant expiration date.

1. A final Federal Financial Report (FFR) in the CNCS electronic grants system. This must show that the required match was met (and Direct Benefit Ratio for Stipend Programs was met) and the Total Federal Share of expenditures must match the total drawdowns from PMS. If the final PMS drawdown has not been completed, please wait to file the CNCS FFR, until the final amount has been confirmed. If there are leftover CNCS funds, these should be indicated on the FFR (unobligated balance of federal funds) and will be de-obligated during the close-out process. Please note there cannot be any “un-liquidated obligations” listed on a final FFR. Please contact your CNCS Grants Officer if you have questions about this report.
2. A Federal Cash Transaction Report must be submitted in the Payment Management System (PMS). This can only be done during the open periods for filing (January, April, July, and October). Please ensure the final drawdown of CNCS funds from PMS is completed as soon as possible.
  - a. Example: Your grant ends 4/30, the final drawdown in PMS should be done before June 30<sup>th</sup>, so it can be accounted for during the July open reporting period that covers April, May and June. If the final drawdown is not completed until July, those funds cannot be reported until October. This will make the close-out late and could result in a hold being placed on your current grant funds.

In order to close-out the grant, the amount drawn from PMS must match the amount disbursed (on the cash transaction report) in PMS, to the penny. If \$365,002.65 was drawn down, then \$365,002.65 must be disbursed and \$365,002.65 must be the Total Federal Share of Expenditures reported on the CNCS FFR. For assistance with PMS, please contact the help desk at 1-877-614-5533 or [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).

3. In the event that you have more than \$5,000 in supplies left over from the grant, you must notify your grants officer.
4. A final Program Progress Report (PPR) must also be submitted, please contact your CNCS Program Officer if you have questions about this report.

## Appendix 17: Progress Report Tips

### SENIOR CORPS PROGRESS REPORT (PPR) Tips

*This document is provided as a guide for Senior Corps grantees. It is not intended to replace the Progress Report Instructions that are posted on the [Managing Senior Corps Grants](#) webpage.*

*Some information you share in your reports may fit in more than one narrative. Select where you think it fits best. It is not necessary to repeat information in more than one section.*

<p><b>Challenges</b></p>	<p><b>Enter any challenges you or your volunteers experienced in the reporting period and how they were addressed. Let your program officer know if you need assistance. Describe any new challenges affecting your project during the reporting period.</b></p> <p><b>You might consider highlighting:</b></p> <ul style="list-style-type: none"> <li>• Work Plans/Performance Measurement Challenges/Issues</li> <li>• Station Development</li> <li>• Volunteer Recruitment/volunteer hours</li> </ul> <p><b><i>Do not wait for the progress report if you need support from your program officer.</i></b></p>
<p><b>Partnership/ Collaboration Development</b></p>	<p><b>Partnerships and community collaborations are a big part of your project. Share news about partnerships developed and how the partnership will result in better serving your beneficiaries, or otherwise reaching project goals. Describe efforts to develop partnerships or collaborations with volunteer stations. Include efforts to develop new stations as well as efforts to garner support (data collection, volunteer training, etc.) from existing stations.</b></p> <p><b>You might consider also highlighting things like:</b></p> <ul style="list-style-type: none"> <li>• Partnerships with other CNCS programs or national service members.</li> <li>• Collaboration connected to National Days of Service or local service activities/events.</li> <li>• Collaboration with local philanthropic organizations, business leaders, other non-profits. Highlight roles, responsibilities and outcomes of partnership.</li> </ul>
<p><b>Non-Federal Share Development</b></p>	<p><b>Describe efforts to meet the non-federal share requirement for your project. Include both cash and in-kind resource development that occurred during this reporting period.</b></p> <ul style="list-style-type: none"> <li>• If you have received notice of funding awards, please describe the dollar value, name of funder, and <i>purpose of the funding</i>.</li> <li>• Submit the award letter as an attachment.</li> </ul>
<p><b>Other Accomplishments</b></p>	<p><b>Use this section to report on accomplishments other than those already reported in the Project Plan or previous narratives. Describe any significant project accomplishments other than your work plan progress that you will report in this PPR.</b></p> <p><b>You might consider also highlighting things like:</b></p> <ul style="list-style-type: none"> <li>• Impact data that is not reported in the performance measurement work plan.</li> <li>• Policies, systems or status updates pertaining to Senior Corps regulations:             <ul style="list-style-type: none"> <li>○ RSVP Annual Safety Check Status</li> <li>○ (FGP/SCP/RSVP) Accessibility Evaluation/Survey Results</li> </ul> </li> </ul>

## Appendix 17: Progress Report Tips

	<ul style="list-style-type: none"> <li>○ Update to Senior Corps program policies or procedures (ex. mileage rates, leave policy, handbooks)</li> <li>○ Annual volunteer recognition activity</li> <li>○ Advisory Board/Community Assessments</li> <li>● Events or activities in which <b>public officials</b> participate.</li> <li>● Social media outreach</li> <li>● Recruitment successes</li> </ul>
<p><b><i>Impact Stories</i></b></p>	<p><b>Share stories that are not reported in the project plan and other data. Brief stories that communicate to the public how your program or volunteers “get things done” in your community are best, particularly those that include impact or results.</b></p> <ul style="list-style-type: none"> <li>● It is helpful if Impact Stories are built using the following template:             <ul style="list-style-type: none"> <li>○ Suggested length for stories: 75-200 words</li> <li>○ Volunteer’s Name</li> <li>○ Name of Sponsor, location (City/State) of project</li> <li>○ Brief statement of accomplishment</li> <li>○ Include statistics, numbers, etc. that demonstrate impact</li> </ul> </li> <li>● CNCS State Offices encourage project directors to submit impact stories directly to them between progress reports. CNCS program officers share you grantee stories on the monthly cluster report. The same stories can be included in this PPR report.</li> </ul>
<p><b><i>List of Additional Documents submitted to CNCS</i></b></p>	<p><b>Documents cannot be attached in the electronic grants management system so it is helpful if you include links to items or a list of items mailed or emailed to your program officer in this section.</b></p> <p>Suggested additional documents could include:</p> <ul style="list-style-type: none"> <li>● Evidence of community input (advisory council agenda’s, community meeting agenda, etc.)</li> <li>● Updated or adjusted project forms (timesheets, MOU, Volunteer Mileage Forms, etc.)</li> <li>● PR             <ul style="list-style-type: none"> <li>○ Local media</li> <li>○ News articles</li> <li>○ Feature in the agency or project newsletter</li> </ul> </li> <li>● Volunteer Recognition             <ul style="list-style-type: none"> <li>○ Thank You letters</li> <li>○ Recognition speeches/comments from Public Officials</li> </ul> </li> <li>● Demonstration of Impact</li> </ul>

## Appendix 17: Progress Report Tips

### Checklist for Completing Progress Reports

#### General tips

- Keep good records during the year
- Schedule plenty of time to write reports
- Organize all documents needed for the report before getting started
- Do not leave anything blank (“NA” stands for “not acceptable”)

#### Some best practices for reporting in the Performance Measure section:

- Remember that clear, concise work plans in the grant application is the key to good, simple reporting
- Keep reporting aligned with original work plans
- If you have not fully reached a project milestone, report on the progress to date
- Include statistics in reports, not just descriptions
- Include real numbers with percentages. For example, say “75% of respondents (45 out of 60)” instead of only “75% of respondents”

#### Some best practices for reporting in the Narrative section:

- Challenges:** What are you doing to address challenges? Do not wait for the progress report if you need support from your program officer.
- Training/technical assistance needs:** What are the training and technical assistance needs of your project?
- Partnership/Collaboration development:** In addition to listing new partnerships, describe how activities with partners relate to achieving project goals
- Non-federal share development:** If the resource leveraged is an in-kind donation, has it been documented in compliance with federal regulation?
- Other accomplishments:** Provide specific information
  - Example- Training Events: Describe how many participants were involved, what the training covered, and who conducted the training.
- Do not wait until progress report is due to notify the CNCS State Office of major accomplishments



## QUICK REFERENCE CHART FOR SENIOR CORPS REPORTS AND DUE DATES

The Notice of Grant Award (NGA) is the project sponsors' official notification of reporting requirements, due dates, and any special conditions (requirements) of the grant. **Check your NGA, including the [Terms and Conditions](#) to verify your due dates and any special conditions.**

Report	Due Date	Where to Submit								
<b>SF424- Grant Application</b> (New, Renewal or Continuation)	Due date is given in Senior Corps Notice of Funding Available for renewals or competitions, and in the Grant Continuation letter from your CNCS Program Officer. Generally due about 9-10 weeks before your grant end date.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> <li>Required Documents- submit as directed to CNCS State Office and/or the FFMC.</li> </ul>								
<b>Progress Report</b>	Grantees must prepare the <b>Progress Report-Annual</b> at the end of the budget period. Grantees will complete the <b>Progress Report Semi-Annual- Lite</b> half way through the budget year. Reports must be submitted in the electronic grants management system no later than 30 days after the end of the designated reporting period.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>								
<b>Progress Report Supplement (PRS):</b>	Due date is announced in the Annual Senior Corps Guidance. It is usually in Oct.-Dec. Historically, the Reporting Period has been July 1 – June 30 for all Senior Corps grants. This report is also referred to as the PPVA in some materials.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>								
<b>Annual Project Assessment</b>	The annual assessment is determined by project sponsor. For more information see the Senior Corps Grant Application Instructions.	Submit assessment report to State Office with continuation grant during year 2 or year 3.								
<b>FFR:</b> <i>Federal Financial Report to CNCS</i>	30 days after the first, and each consecutive 6-month reporting period based on your grant period. See below for Final FFR. Data is cumulative for the 3 year grant period.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>								
<b>FFR - Final</b>	90 after the end of year 3 of the grant performance period	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>								
<b>(HHS PMS) FFR – Cash Transactions Report SF 272</b>	For disbursement activity during the months of: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">January 01 through March 31 - 2nd Qtr.</td> <td style="width: 50%;">The FFR is due on: April 30</td> </tr> <tr> <td>April 01 through June 30 - 3rd Qtr.</td> <td>July 30</td> </tr> <tr> <td>July 01 through September 30 - 4th Qtr.</td> <td>October 30</td> </tr> <tr> <td>October 01 through December 31 - 1st Qtr.</td> <td>January 30</td> </tr> </table>	January 01 through March 31 - 2nd Qtr.	The FFR is due on: April 30	April 01 through June 30 - 3rd Qtr.	July 30	July 01 through September 30 - 4th Qtr.	October 30	October 01 through December 31 - 1st Qtr.	January 30	HHS/PMS
January 01 through March 31 - 2nd Qtr.	The FFR is due on: April 30									
April 01 through June 30 - 3rd Qtr.	July 30									
July 01 through September 30 - 4th Qtr.	October 30									
October 01 through December 31 - 1st Qtr.	January 30									
<b>Re-Budget:</b> <i>Revision of budget, changes requiring approval.</i>	If necessary, no later than 30 days before the end of the budget period. Discuss budget revisions with your State Office prior to initiating an amendment in the electronic grants management system.	<ul style="list-style-type: none"> <li>Electronic grants management system</li> </ul>								

### Federal Fiscal Year - October 1 – September 30

Reporting Periods			
Federal Quarter	Start	End	Due Date
<b>Quarter 1</b>	October 1	December 31	January 30
<b>Quarter 2</b>	January 1	March 31	April 30
<b>Quarter 3</b>	April 1	June 30	July 30
<b>Quarter 4</b>	July 1	September 30	October 30

## Volunteer Tracking Software Distributors

Following is a list of software programs that are designed to track volunteer demographic and service information. This information is provided for the convenience of grantees, and **Senior Corp does not endorse these or any other vendors**. Please bring any other vendors to the attention of Senior Corps so they can be added to future lists. (Email: [SeniorCorpsHandbook@cns.gov](mailto:SeniorCorpsHandbook@cns.gov))

Leaping Ware (formally VolTrax): [www.leapingware.com/index.html](http://www.leapingware.com/index.html)

OnCorps Reports: [www.oncorpsreports.com](http://www.oncorpsreports.com)

Volunteer Hub: [www.volunteerhub.com/](http://www.volunteerhub.com/)

Volunteer Reporter: [www.volsoft.com/product/volunteer-reporter/](http://www.volsoft.com/product/volunteer-reporter/)

Volgistics: [www.volgistics.com/](http://www.volgistics.com/)

Volunteer Spot: [www.volunteerspot.com/](http://www.volunteerspot.com/)

For a list of Volunteer Software with Reviews: [www.coyotecomunications.com/tech/volmanage.html](http://www.coyotecomunications.com/tech/volmanage.html)

## Acronyms Related to CNCS Grants

425 .....	SF-425 Federal Financial Report (FFR)	MTDC.....	Modified Total Direct Costs
424.....	SF-424 Application for Fed Assistance (Grant Application)	NCBP.....	Nonprofit Capacity Building Program
AC .....	AmeriCorps	NCCC .....	National Civilian Community Corps
BPMR .....	Budget, Performance, and Management Reporting	NGA .....	Notice of Grant Award
CB .....	Community-Based	NOFA .....	Notice of Funds Availability
CCR .....	Central Contractor Registration	NOFO .....	Notice of Funds Opportunity
COB .....	Close of Business	NSSC.....	National Senior Service Corps
CFDA .....	Catalog of Federal Domestic Assistance	OIG.....	Office of the Inspector General
CFR.....	Code of Federal Regulation	OMB .....	Office of Management and Budget
eCFR.....	Electronic Code of Federal Regulation	OGM .....	Office of Grants Management (CNCS)
CHC .....	Criminal History Check	PDAT .....	Program Development and Training
CNS/CNCS .....	Corporation for National and Community Service	PER .....	Periodic Expense Report
DBR.....	Direct Benefit Ratio	PFI .....	Programming for Impact
DUNS.....	Data Universal Numbering System (Dun & Bradstreet)	PMS .....	Payment Management System
EIN .....	Employer Identification Number	PO .....	Program Officer
FFATA .....	Federal Funding Accountability and Transparency Act	PNS .....	Programs of National Significance
FFMC .....	Field Financial Management Center (CNCS)	PPR .....	Program/Project Progress Report
FFR .....	Federal Financial Report	PRS.....	Progress Report Supplement
FGP .....	Foster Grandparents Program	PPVA .....	Project Profile and Volunteer Activity
FICA .....	Federal Insurance Contributions Act	PSSA .....	President's Student Service Award
FSRS .....	FFATA Sub-award Reporting System	RFP .....	Request for Proposals
FTE .....	Full-time Equivalent	RGA .....	Request for Grant Applications
FMS .....	Financial Management System	RSVP .....	Retired and Senior Volunteer Program
GARP .....	Grant Application Review Process	SAA .....	Edward M. Kennedy Serve America Act of 2009
GED .....	General Equivalency Diploma	SC .....	Senior Corps
GME .....	Grant-Making Entity	SCP .....	Senior Companion Program
GO .....	Grants Officer	SIF .....	Social Innovation Fund
HHS .....	U.S. Department of Health and Human Services	SUTA .....	State Unemployment Tax Act
IDCR .....	Federally Approved Indirect Cost Rate	T/TA .....	Training and Technical Assistance
IPERA.....	Improper Payments Elimination and Recovery Act	VGf .....	Volunteer Generation Fund
IPERIA.....	Improper Payments Elimination & Recovery Improvement Act	VISTA .....	Volunteers in Service to America
K-12.....	Kindergarten through 12th Grade	VSy .....	Volunteer Service Year
LEA.....	Local Education Agency	NSCHC.....	National Service Criminal History Check
LSA .....	Learn and Serve America	VBR.....	Volunteer Benefit Ratio
MSY .....	Member Service Year		