

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

CFDA 94.006 AMERICORPS

I. PROGRAM OBJECTIVES

The AmeriCorps national service program provides funds to national and locally based organizations to carry out national service programs described in 42 USC 12572(a) and (b).

II. PROGRAM PROCEDURES

Of the funds available for AmeriCorps programs, the Corporation for National and Community Service (CNCS) allots 35.3 percent to Commissions on National and Community Service in the various States, 1 percent for Indian tribes, and 1 percent for the U.S. Territories. The State Commissions do not directly operate programs. State Commissions subgrant funds to organizations selected competitively by the State to operate community service programs within their States. After setting aside the aforementioned funds, the remaining funds are distributed competitively through the respective State Commissions or directly by CNCS to non-profit organizations that will operate in two or more States.

In addition to grants to fund AmeriCorps programs, State Commissions also receive grants from CNCS to support their administrative operations. These grants are made under a program titled State Commission Support Grants (CFDA 94.003), which is not included in Part 4 of the Supplement.

AmeriCorps grantees recruit and train individuals as AmeriCorps members. Full-time AmeriCorps members receive a living allowance and are eligible for health insurance (if they are not otherwise covered while participating in the program), and childcare benefits (if they meet specific income thresholds). After satisfactorily and successfully completing the required term of service, the AmeriCorps members receive a voucher crediting them with a post-service educational benefit, which may be used to pay off qualified student loans or pay qualified education costs. CNCS records the Federal liability for an AmeriCorps member's education benefit at the time CNCS awards a grant to an entity. Upon application from the AmeriCorps member and verification from the lender or educational institution, CNCS's National Service Trust transmits the funds to the lender or institution. AmeriCorps members who successfully complete a term of service may also be eligible for interest forbearance. The member can ask the loan holder of federally qualified loans to not accrue interest while they serve. While an individual's loan is in forbearance, the member is not required to make payments. Interest may continue to accrue but if the member successfully completes the term of service and the loan is a qualified student loan, the National Service Trust will pay all or a portion of the interest that accrued during the service period.

Source of Governing Requirements

The AmeriCorps program is authorized under the National and Community Service Act of 1990 (42 USC 12501 *et seq.*), as amended, and the implementing regulations in 45 CFR parts 2510 through 2524. **Note:** The Serve America Act (Pub. L. No. 111-13, enacted April 21, 2009) made substantial changes to the compliance requirements related to AmeriCorps programs, effective

October 1, 2009. This program summary distinguishes, as necessary, between the requirements in effect before the Serve America Act amendments and those in effect after the amendments.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for this Federal program, the auditor must determine, from the following summary (also included in Part 2, “Matrix of Compliance Requirements”), which of the 12 types of compliance requirements have been identified as subject to the audit (noted with a “Y” in the summary matrix below), and then determine which of the compliance requirements that are subject to the audit are likely to have a direct and material effect on the Federal program at the auditee. For each such compliance requirement subject to the audit, the auditor must use Part 3 (which includes generic details about each compliance requirement other than Special Tests and Provisions) and this program supplement (which includes any program-specific requirements) to perform the audit. When a compliance requirement is shown in the summary below as “N,” it has been identified as not being subject to the audit. Auditors are not expected to test requirements that have been noted with an “N.” See the Safe Harbor Status discussion in Part 1 for additional information.

A	B	C	E	F	G	H	I	J	L	M	N
Activities Allowed or Unallowed	Allowable Costs/Cost Principles	Cash Management	Eligibility	Equipment/Real Property Management	Matching, Level of Effort, Earmarking	Period Of Performance	Procurement Suspension & Debarment	Program Income	Reporting	Subrecipient Monitoring	Special Tests and Provisions
Y	Y	N	Y	N	Y	N	N	N	Y	N	Y

A. Activities Allowed or Unallowed

Funding is provided to carry out a full- or part-time national service programs. Activities allowed include recruiting, training and supervising AmeriCorps members, paying living allowances to AmeriCorps members, paying health insurance premiums and child-care benefits for eligible AmeriCorps members, paying certain employment-related taxes, paying staff and other costs for program management, internal evaluations, and reimbursement of grantee administrative costs (42 USC 12572, 12574, 12581, 12581a, 12583, and 12594; 45 CFR sections 2520 to 2524; 2540 to 2543; and 2545 to 2550).

B. Allowable Costs/Cost Principles

Administrative Costs: No more than five percent of assistance provided by CNCS can be used for the combined administrative expenses of the grantee and its subgrantees (42 USC 12571(d); 45 CFR sections 2521.30(h) and 2540.110. Limitations on

administrative costs do not apply to fixed-amount grants and Education Award Only program grants (42 USC 12581(l)(4) and 12581a(c)).

E. Eligibility

1. Eligibility for Individuals

a. National Service Criminal History Checks

- (1) Covered Positions: Individuals in covered positions are AmeriCorps members or CNCS grant-funded staff who receive a grant-funded salary, stipend, living allowance, education award, or other remuneration using CNCS funds or match.
- (2) Eligibility Criteria: An individual in a covered position is ineligible to serve or work if the individual:
 - is registered or required to be registered on a sex offender registry;
 - has been convicted of murder, as defined by 18 USC 1111;
 - refuses to consent to a criminal registry check; or
 - makes a false statement in connection with a grantee's inquiry concerning the individual's criminal history. Grantees may adopt additional disqualifying offenses.

Reference: 45 CFR sections 2522.205 through .207; 45 CFR sections 2540.200 through .207; 72 FR 48574, August 24, 2007; 77 FR 60922, October 5, 2012.

2. Eligibility for Group of Individuals or Area of Service Delivery

Not Applicable

3. Eligibility for Subrecipients

All requirements are passed through to subrecipients

G. Matching, Level of Effort, Earmarking

1. Matching

- a. Statute superseded by Section C below.
- b. Unless CNCS grants a waiver, the grantee's required share of program costs, including member support and operating costs, will incrementally

increase to a 50 percent overall share by the tenth year and any year thereafter that it receives a grant without a break in funding of 5 years or more (45 CFR sections 2521.60 and 2521.80). The timetable is included in 45 CFR section 2521.60(a). Other requirements that govern matching are included in 45 CFR sections 2521.35, 2521.40, 2521.45, and 2521.50.

- c. Grantees are required to meet an overall minimum share requirement of 24 percent for the first 3 years that they receive AmeriCorps funding. Grantees in their fourth or subsequent years of funding will be required to meet the overall minimum share requirements specified in 45 CFR section 2521.60. CNCS coordinates the implementation of this provision for those grantees that were covered under its minimum share requirements implemented by regulation in 2005 (paragraph III.G.1.b, above). These overall matching requirements override the separate member support and operating expense matching requirements specified in paragraphs III.G.1.a.1 and III.G.1.a.2, above. Grantees may apply for and receive a waiver of the overall matching requirements under 45 CFR section 2521.70 (Pub. L. No. 110-161, Division G, Section 407).
- d. Matching requirements do not apply to fixed-amount grants and Education Award Only program grants (42 USC 12581(l)(4) and 12581a(c)).

2. Level of Effort

2.1 Level of Effort – *Maintenance of Effort*

Not Applicable

2.2. Level of Effort – *Supplement Not Supplant*

Funds provided by CNCS must be used to supplement the level of State and local public funds expended for services of the type being assisted in the previous fiscal year. This requirement is satisfied if the aggregate expenditure for a particular program for the fiscal year in which services are to be provided will not be less than the aggregate expenditure for the program in the previous fiscal year, excluding the amount of Federal assistance provided and any other amounts used to pay the remainder of the costs of AmeriCorps programs (42 USC 12633).

L. Reporting

1. Financial Reporting

Not Applicable

2. Performance Reporting

Not Applicable

3. Special Reporting

The following form is submitted electronically to CNCS for each AmeriCorps member and is used by CNCS to support the member's eligibility for a post-service education benefit. A roster of members enrolled/completed during the period should be obtained from CNCS to ensure that the universe of forms submitted, as provided by the entity, is complete. Rosters may be obtained by contacting CNCS Director of Trust Operations at (202) 606-7546

National Service Enrollment Form (OMB No. 3045-0006) – This form is used by CNCS to enroll participants in the National Service Trust. Enrollment is the process through which a grantee notifies CNCS that it has selected an individual to serve as an AmeriCorps member who may be eligible to receive a post-service education benefit upon successful completion of the individual's term of service.

Key Line Items – The following line item contains critical information:

1. *Part 3* – AmeriCorps member enrollment information.

N. Special Tests and Provisions

Living Allowances

- a. Living allowances are paid on the basis of an AmeriCorps member's selection and enrollment as a full-time participant in a program. The living allowance that an AmeriCorps member receives is not to be considered or treated as a wage or a salary. The installment payments of living allowances are not dependent upon the actual number of hours spent on service and unless waived, should be distributed in equal payments across the term of service. Most full-time AmeriCorps members are to receive a living allowance during the installment period of at least 100 percent, but not more than 200 percent, of the total average annual subsistence allowance provided to VISTA volunteers. For particular program years, the limits on the living allowances are as follows (42 USC 4955 and 12594; 45 CFR section 2522.240):

Program Year	Minimum Allowance	Maximum Allowance
P2011-2012	\$12,100	\$24,200
2012-2013	\$12,100	\$24,200
2013-2014	\$12,100	\$24,200
2014-2015	\$12,100	\$24,200
2015-2016	\$12,530	\$25,060
2016-2017	\$12,630	\$24,930

The minimum and maximum living allowance amounts are listed on the CNCS website. The living allowance amounts can be found in the individual Notice of Funding Opportunity or Availability for the specific grant competition. Previous Notices of Funding Availability/Opportunity for AmeriCorps grant competitions dating back to May 2015 are located at this link:

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/previous>. If additional assistance is required, please contact the Office of Audit and Debt Resolution at CNCS Headquarters at (202) 606-6800.

- b. While most full-time AmeriCorps members cannot receive a living allowance higher than the maximum amount set forth above, the statute permits professional corps members to receive a living allowance in excess of the maximum allowance authorized in the statute. However, in this instance, CNCS funds may not be used to pay for any portion of the living allowance (42 USC 12594(c); 45 CFR section 2522.240).
- c. An AmeriCorps member who is authorized to serve a reduced term of service may be provided a prorated living allowance for that authorized reduced term of service (42 USC 12593 and 12594; 45 CFR sections 2522.220 and 2522.240).
- d. Living allowance requirements do not apply to Education Award Only programs (42 USC 12581a(c)).

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

CFDA 94.011 FOSTER GRANDPARENT PROGRAM

CFDA 94.016 SENIOR COMPANION PROGRAM

I. PROGRAM OBJECTIVES

Foster Grandparent Program grants are awarded to allow adults, ages 55 and older, to serve as mentors, tutors, and supportive adults to children and youth with special or exceptional needs or circumstances identified as limiting their academic, social, or emotional development. Foster Grandparents serve in community organizations such as schools, Head Start programs, and youth centers.

Senior Companion Program grants are awarded to allow adults, ages 55 and older, to provide assistance and friendship to older persons with special needs who are homebound and usually living alone. By taking care of simple chores, providing transportation to medical appointments, and offering social contact to the outside world, Senior Companions often fulfill essential human needs of vulnerable older persons. Senior Companions may also assume the duties of informal caretakers for short periods of time to give the caretakers a respite from their duties.

II. PROGRAM PROCEDURES

The Corporation for National and Community Service (CNCS) awards Foster Grandparent Program grants and Senior Companion Program grants only to State and local public agencies, private nonprofit organizations, and Indian tribes that have the capability to administer such grants. These grantees (also referred to as sponsors) are legally responsible for all programmatic and fiscal aspects of the project, and may not delegate or contract these responsibilities to another entity. Also, the grantees have no subgrantees (subrecipients) (42 USC sections 5011(a) and 5013(a); 45 CFR sections 2551.22 and 2552.22).

In both programs, participants age 55 and older serve from 15 to 40 hours per week and, if they meet income eligibility requirements, receive small non-taxable cash stipends and other direct benefits to help offset the costs of serving. In addition, participants who do not meet the income eligibility requirements may serve as non-stipended Foster Grandparents or Senior Companions. Those participants are eligible to receive the same training, supervision and other support services and cost reimbursements (other than the stipend), that are available to participants who receive stipends (42 USC 5011(a) and (d) and 5013(a) and (b); 45 CFR part 2551, subpart J and 45 CFR part 2552, subpart J).

Prospective sponsors submit applications to CNCS for Foster Grandparent or Senior Companion grants, and CNCS reviews them and makes final funding decisions (45 CFR sections 2551.91 and 2552.91).

Source of Governing Requirements

These programs are authorized under the Domestic Volunteer Service Act of 1973, Title II (42 USC 5000 *et seq.*) and their implementing regulations are found in 45 CFR parts 2551 and 2552.

III. COMPLIANCE REQUIREMENTS

In developing the audit procedures to test compliance with the requirements for this Federal program, the auditor must determine, from the following summary (also included in Part 2, “Matrix of Compliance Requirements”), which of the 12 types of compliance requirements have been identified as subject to the audit (noted with a “Y” in the summary matrix below), and then determine which of the compliance requirements that are subject to the audit are likely to have a direct and material effect on the Federal program at the auditee. For each such compliance requirement subject to the audit, the auditor must use Part 3 (which includes generic details about each compliance requirement other than Special Tests and Provisions) and this program supplement (which includes any program-specific requirements) to perform the audit. **When a compliance requirement is shown in the summary below as “N,” it has been identified as not being subject to the audit. Auditors are not expected to test requirements that have been noted with an “N.” See the Safe Harbor Status discussion in Part 1 for additional information.**

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Y	Y	N	Y	N	Y	N	N	N	Y	N	N

A. Activities Allowed or Unallowed

1. *Stipends*

Grant funds may be used for stipends for participants who meet income levels set by CNCS (42 USC 5011(a) and (d) and 5013(a) and (b); 45 CFR sections 2551.43 and 2551.44 and 2552.43 and 2552.44)

2. *Direct and Administrative Costs*

Grant funds can also be used for other direct benefits for stipended Foster Grandparents and Senior Companions, such as transportation costs; physical examinations; accident, liability, and excess automobile insurance covering participants during their volunteer activities; meals; and costs for recognition of participants’ volunteer efforts. Grant funds are also available for budgeted amounts of staff, office space, staff travel, and other administrative costs of the organization sponsoring the program (42 USC 5011(a) and (d) and 5013(a) and (b); 45 CFR sections 2551.46 and 2552.46).

3. *Non-stipended Foster Grandparents and Senior Companions*

No Federal or required non-Federal funds can be used to pay any costs, including direct benefits or administrative costs, associated with non-stipended Foster Grandparents and Senior Companions (42 USC 5011(f)(4) and 5013(b); 45 CFR sections 2551.104 and 2552.104).

4. *Political Activities*

Foster Grandparent and Senior Companions grant funds may not be used to influence the outcome of any election to public office, to facilitate voter registration, or to provide voters or prospective voters with transportation to the polls. Grant funds may not be used by the non-Federal entity in any activity for the purpose of influencing the passage or defeat of legislation or proposals by initiative petition, except (a) when a legislative body or committee requests a program sponsor or participant to draft, review or testify regarding measures or make representations to the legislative body or committee, or (b) in connection with an authorization or appropriations measure directly affecting the operation of the Foster Grandparent Program and/or Senior Companion Program (42 USC 5043(c); 45 CFR sections 2551.121 and 2552.121).

5. *Labor and Anti-labor Activities*

No Foster Grandparent or Senior Companion grant funds shall be directly or indirectly used to finance labor union or anti-labor union organization or related activity (42 USC 5044(d); 45 CFR sections 2551.121(d) and 2552.121(d)).

E. Eligibility

1. Eligibility for Individuals

- a. To be eligible to be paid a stipend, Foster Grandparents and Senior Companions must be at least 55 years old; meet income guidelines; and be physically, mentally, and emotionally capable of serving on a person-to-person basis. Income eligibility is based on the applicant's total annual income (including the total annual income of the applicant's spouse), less allowable medical expenses. To be income-eligible, an applicant's income must fall at or below 200 percent of the poverty level as annually established by the Department of Health and Human Services for the State in which he or she resides.

The annual income eligibility levels for all areas are available at Senior Corps website (<http://www.seniorcorps.gov/>) under "Manage Current Grants" and from CNCS State Offices or the National Senior Service Corps at the CNCS Headquarters at (202) 606-6800. Stipends for Foster Grandparents and Senior Companions are currently \$2.65 per hour. This may be increased by CNCS from time to time. Current information on the amount of the hourly stipend is also available from the CNCS State

Offices or from the Senior Corps Office (National Senior Service Corps) at the CNCS headquarters (42 USC 5011 and 5013; 45 CFR sections 2551.41 through 2551.44 and 2552.41 through 2552.44).

Foster Grandparents and Senior Companion programs may enroll persons who are at least 55 years old, but who do not meet the income guidelines as non-stipended Foster Grandparents or Senior Companions (45 CFR part 2551, subpart J and 45 CFR part 2552, subpart J).

b. National Service Criminal History Checks

Covered Positions: Individuals in covered positions are stipended Foster Grandparents, stipended Senior Companions, or CNCS grant-funded staff who receive a grant-funded salary, stipend or other remuneration using CNCS funds or matching funds.

Eligibility Criteria: An individual in a covered position is *ineligible* to serve or work if the individual:

- is registered or required to be registered on a sex offender registry;
- has been convicted of murder, as defined by 18 USC 1111;
- refuses to consent to a criminal registry check; or
- makes a false statement in connection with a grantee's inquiry concerning the individual's criminal history. Grantees may adopt additional disqualifying offenses. (45 CFR sections 2522.205 through .207; 45 CFR sections 2540.200 through .207; 72 FR 48574, August 24, 2007; 77 FR 60922, October 5, 2012)

G. Matching, Level of Effort, Earmarking

1. Matching

The non-Federal entity is required to contribute at least 10 percent of the total cost of a project from non-Federal sources or authorized Federal sources, unless the Notice of Grant Award specifies a lower percentage (42 USC 5011(a) and 5013(a); 45 CFR sections 2551.92(a) and 2552.92(a)).

2. Level of Effort

Not Applicable

3. Earmarking

Not Applicable

L. Reporting**1. Financial Reporting**

- a. *SF-270, Request for Advance or Reimbursement* – Applicable
- b. *SF-271, Outlay Report and Request for Reimbursement for Construction Programs* – Not Applicable
- c. *SF-425, Federal Financial Report* – Not Applicable

2. Performance Reporting

Not Applicable

3. Special Reporting

Not Applicable