

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. After setting aside the aforementioned funds, the remaining funds are distributed competitively by CNCS—either to state commissions for their subgrantees or directly to non-profit organizations that will operate in two or more states. 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.

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 grant recipients operating programs 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 the grant recipient operating a program certifies that an AmeriCorps member has satisfactorily and successfully completed the required term of service, the AmeriCorps members are eligible for the Segal AmeriCorps Education Award, which is held in the National Service Trust, and 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 to have the National Service Trust pay qualified student loan interest that accrued during the period of their AmeriCorps service.

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, 2520 -2554, 2554, and 2555.

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 national service program. 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; and 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

To be eligible to serve or work in a covered position, individuals must meet certain criminal history eligibility criteria. To determine whether individuals are eligible, grant recipients must conduct a National Service Criminal History Check (NSCHC) (45 CFR 2540.200-.207). NSCHC includes up to four different components: 1) a name-based search of the National Sex Offender Public Website, 2) a name- or fingerprint-based search of the official state criminal history registry for the state in which the individual in a covered position will be primarily serving or working 3) for the state in which the individual resides at the time of application; and 4) a fingerprint-based Federal Bureau of Investigation (FBI) national criminal history background check. The combination of the components varies depending on the individual's start date and level of access to vulnerable populations.

- (1) Covered Positions: Individuals in covered positions are AmeriCorps members or CNCS grant-funded staff who receive a grant-funded salary, stipend, living allowance, or education award, whether funded with CNCS-provided funds or used to meet the grant matching requirement.
- (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.

Reference: 45 CFR 2522.205 through .207; 45 CFR 2540.200-.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 grant recipient's required share of program costs under a cost-reimbursement grant, 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 five years or more (45 CFR sections 2521.60 and 2521.80). The timetable is included in 45 CFR section 2521.60(a), although annual appropriations legislation, as specified in Section (c), below, has modified the overall match requirement for the first three years. Other requirements that govern matching are included in 45 CFR sections 2521.35, 2521.40, 2521.45, and 2521.50.
- c. Pursuant to annual appropriations legislation, grant recipients are required to meet an overall minimum share requirement of 24 percent for the first three 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. Grantees may apply for and receive a waiver of the overall matching requirements under 45 CFR section 2521.70 (Pub. L. No. 115-245, Division B, Title IV, Section 402, Sept. 28, 2018).
- 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).

3. Earmarking

Not Applicable

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 the National Service Trust at Trustcomm@cns.gov.

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.

The following line item contains critical information:

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

N. Special Tests and Provisions

1. 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 a wage or a salary and must not be treated as such. 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 for full-time service members are as follows (42 USC 4955 and 12594; 45 CFR section 2522.240):

NOFO Year	Minimum Allowance	Maximum Allowance
2016	\$12,530	\$25,060
2017	\$12,630	\$24,930
2018	\$13,732	\$27,464
2019	\$13,992	\$27,984
2020	\$14,279	\$28,558

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. Professional Corps programs allow individuals who are employees of a service site to serve as AmeriCorps members. Because they are employees, the compensation from their employer may exceed the maximum living allowance amount, but may not be lower than the minimum. Grant recipients operating a Professional Corps program may not use CNCS funds to pay Professional Corps members' compensation (42 USC 12594(c); 45 CFR section 2522.240).
- c. A living allowance is not required for individuals serving in positions where the service commitment is less than 1700 hours. However, if a living allowance is provided, it must not exceed the maximum living allowance amount published in the Notice of Funding Opportunity for the position. CNCS establishes pro-rated maximum living allowance amounts for each less-than-1700-hour position (42 USC 12593 and 12594; 45 CFR sections 2522.220 and 2522.240).
- d. Education Award only programs are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth above (42 USC 12581a(c)).

2. National Service Criminal History Checks

a. 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 whether funded with CNCS-provided funds or used to meet the grant matching requirement.

b. **Vulnerable Populations**

Vulnerable populations are children age 17 years or younger, to individuals age 60 years or older, or to individuals with disabilities.

c. **Episodic Access to Vulnerable Populations**

Episodic access is typically **not** a regular, scheduled, and anticipated component of a person's service activities. Episodic access is not defined by a specific number of contacts. If episodic access becomes unexpectedly regular or frequent, a grantee should re-evaluate its initial determination of episodic access and take appropriate action. In the majority of cases, it will be clear whether or not access to vulnerable populations is a regular, scheduled, and anticipated component of a person's service activities.

d. **Recurring Access to Vulnerable Population**

Recurring access is defined as "the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication" (45 CFR section 2510.20). Recurring access is typically a regular, scheduled, and anticipated component of a person's service activities.

e. **Designated Sources**

(1) **NSOPW**

NSOPW checks must be sourced from either www.NSOPW.gov or CNCS approved vendor, Truescreen, with a CNCS-affiliated Truescreen account.

(2) **State**

Grantees must use either the CNCS-approved state repository to conduct state checks or CNCS approved vendor, Truescreen, with a CNCS-affiliated Truescreen account in accordance with the Pre-Approved Alternative Search Procedure for Truescreen. The list of CNCS-approved state repositories can be found here:

<https://www.nationalservice.gov/documents/2018/nschc-using-nsopw-and-state-repositories-manual>

(3) **FBI**

Grantees must use either the CNCS-approved state repository to conduct FBI checks *or* CNCS approved vendor, Fieldprint, with a CNCS-affiliated Fieldprint account. The list of CNCS-approved state repositories can be found here:

<https://www.nationalservice.gov/documents/2018/nschc-using-nsopw-and-state-repositories-manual>

f. **Timing**

NSOPW checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match). The state (state of service and state of residence) checks and the FBI check must be initiated no later than the first day of work or service hours charged to the grant (federal or match). Checks that are not within these time frames are noncompliant.

Exception to Timing: CNCS Approved Vendor Truescreen Checks

Truescreen NSOPW and state checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match).

Exception to Timing: 2014 Assessment Period

In 2014, CNCS allowed a limited time during which all grantees could come into compliance with the NSCHC requirements. If all required checks were initiated and/or conducted on currently serving individuals in covered positions between October 14, 2014 and December 5, 2014, then past noncompliance would not result in disallowance.

Exception to Timing: 2018-2019 Exemption Period

In 2018, CNCS allowed a limited time during which all grantees could come into compliance with the NSCHC requirements by using CNCS approved vendors Truescreen and Fieldprint. If grantees rechecked and re-adjudicated individuals in covered positions who were serving between September 24, 2018 and June 30, 2019, in Truescreen and Fieldprint by June 30, 2019, then past noncompliance would not result in disallowance.

g. **Initiation for State and FBI checks**

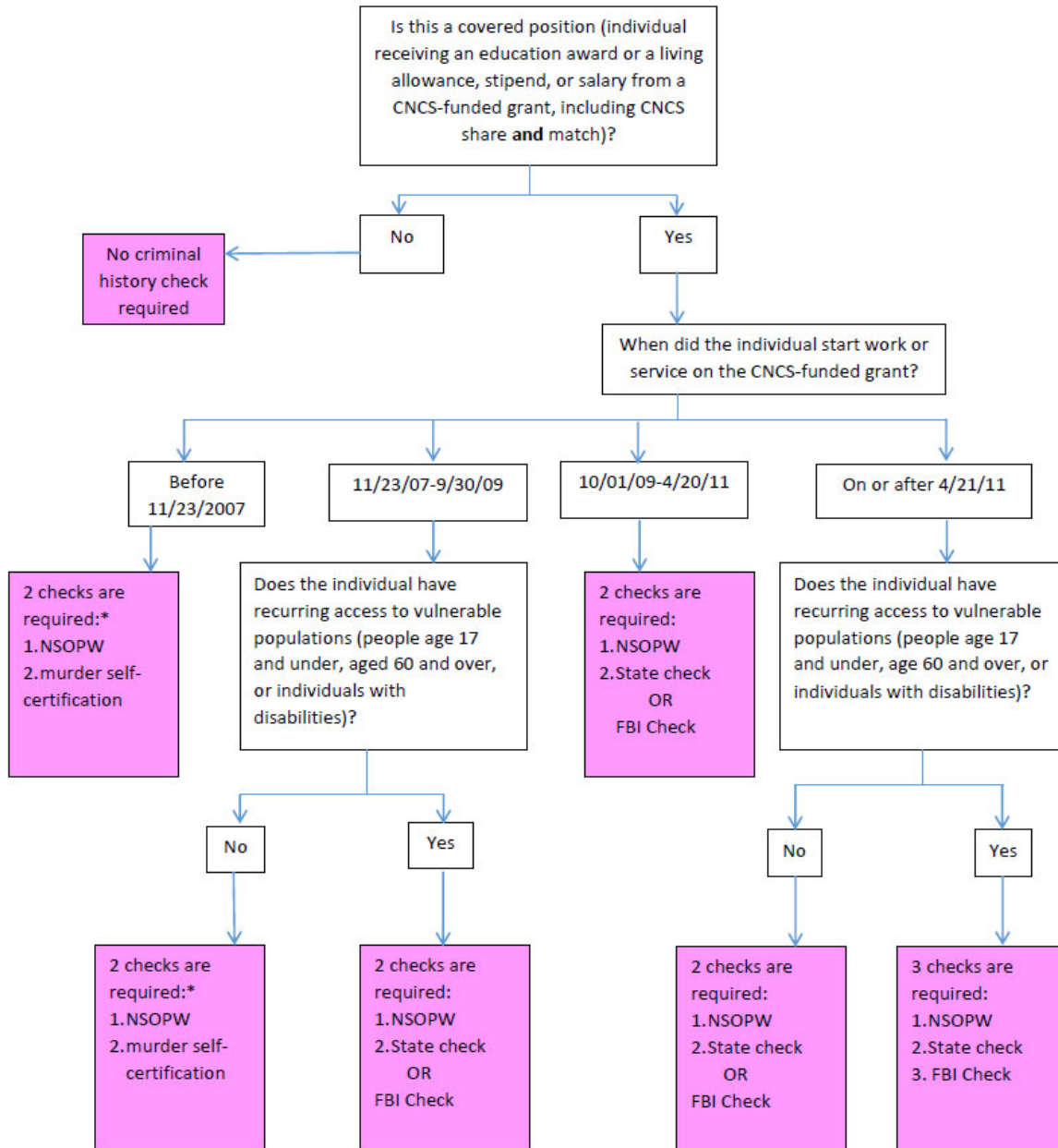
Initiation is one step more than getting permission to conduct a check. This could, for example, include fingerprinting, mailing requests to obtain checks to a state repository, or having candidates fill out official state or FBI check request forms for obtaining the required checks. Grantees must be able to document how and when checks were initiated. Grantees must have policies and procedures outlining what step they use to initiate

checks and apply them consistently. (This does not apply to Truescreen checks. Truescreen NSOPW and state checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match)).

h. Accompaniment

An individual in a covered position with recurring access to vulnerable populations must be accompanied by another individual who is authorized to have recurring access to vulnerable populations. For individuals, whose checks were conducted prior to December 31, 2019, accompaniment must continue until either the state *or* FBI check component has cleared. For individuals, whose checks were conducted after December 31, 2019, accompaniment must continue until the state *and* FBI check components have cleared. A person is accompanied when he or she is in the physical presence of a person cleared for access to a vulnerable population. One possible way to document accompaniment is to indicate on the individual's timesheet who performed the accompaniment during the access, on what dates and hours, and have the person who performed the accompaniment incrementally sign off attesting to the accuracy of the documentation. Grantees should have policies and procedures clearly describing their program's accompaniment guidelines and documentation procedures.

i. Checks Required Based on Start Date of Individual



*Requirements came into effect as of 1/1/13. Documentation must be established by this date for individuals in these categories.

Required Documentation

Grantees must follow these steps to document the NSCHC process:

- document that they verified the individual's identity through government-issued photo identification
- document that they obtained written consent from candidates to perform checks
- document the candidate's understanding that his or her position is contingent on eligibility determined by the results of the NSCHC
- document whether the individual has recurring or episodic/no access to vulnerable populations
- document that they conducted and reviewed a nationwide NSOPW search before the candidate begins work or service
- document that they initiated additional check component(s) on time: state(s) and/or FBI checks must be initiated no later than the first day of the start of service or work
- document that they provided accompaniment while checks were pending when the service or work involves vulnerable populations)
- document any required alternative search procedure stipulations required if and when using an approved alternative search procedure
- document the date of receipt when check results are returned to their program
- document that they considered the NSOPW, state(s), and FBI check results when officially selecting individuals to serve or work
- maintain check results, while providing confidentiality, of
 - NSOPW check results including adjudication of any name hits
 - State check results for state of residence check and state of service check, as applicable FBI check results, as applicable

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 five 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.**

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

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 also not be used by the non-federal entity in any lobbying activity, specifically for the support or defeat of enactment of any legislation or the purpose of influencing the support or defeat of any proposed or pending legislation (Appropriations Acts for Fiscal Years 2012 to 2019; 42 USC 5043(c); 45 CFR sections 2551.121 and 2552.121).

5. *Labor and Antilabor Activities*

No Foster Grandparent or Senior Companion grant funds shall be directly or indirectly used to finance labor union or antilabor 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

To be eligible to serve or work in a covered position, individuals must meet certain criminal history eligibility criteria. To determine whether individuals are eligible, grant recipients must conduct a National Service Criminal History Check (NSCHC) (45 CFR 2540.200-.207). NSCHC includes up to four different components: 1) a name-based search of the National Sex Offender Public Website, 2) a name- or fingerprint-based search of the official state criminal history registry for the state in which the individual in a covered position will be primarily serving or working and 3) for the state in which the individual resides at the time of application; and 4) a fingerprint-based Federal Bureau of Investigation (FBI) national criminal history background check. The combination of the components varies depending on the individual's start date and level of access to vulnerable populations (see Section N below).

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

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

Not Applicable

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

N. Special Tests and Provisions**1. National Service Criminal History Checks****a. 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 whether funded with CNCS-provided funds or used to meet the grant matching requirement.

b. Vulnerable Populations

Vulnerable populations are children age 17 years or younger, to individuals age 60 years or older, or to individuals with disabilities.

c. Episodic Access to Vulnerable Populations

Episodic access is typically *not* a regular, scheduled, and anticipated component of a person's service activities. Episodic access is not defined by a specific number of contacts. If episodic access becomes unexpectedly regular or frequent, a grantee should re-evaluate its initial determination of episodic access and take appropriate action. In the majority of cases, it will be clear whether or not access to vulnerable populations is a regular, scheduled, and anticipated component of a person's service activities.

d. Recurring Access to Vulnerable Population

Recurring access is defined as "the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication" (45 CFR section 2510.20). Recurring access is typically a regular, scheduled, and anticipated component of a person's service activities.

e. Designated Sources

(1) NSOPW

National Sex Offender Public Website (NSOPW) checks must be sourced from either www.NSOPW.gov or CNCS approved vendor, Truescreen, with a CNCS-affiliated Truescreen account.

(2) State

Grantees must use either the CNCS-approved state repository to conduct state checks or CNCS approved vendor, Truescreen, with a CNCS-affiliated Truescreen account in accordance with the Pre-Approved Alternative Search Procedure for Truescreen. The list of CNCS-approved state repositories can be found here: <https://www.nationalservice.gov/documents/2018/nschc-using-nsopw-and-state-repositories-manual>.

(3) FBI

Grantees must use either the CNCS-approved state repository to conduct FBI checks *or* CNCS approved vendor, Fieldprint, with a CNCS-affiliated Fieldprint account. The list of CNCS-approved state repositories can be found here:

<https://www.nationalservice.gov/documents/2018/nschc-using-nsopw-and-state-repositories-manual>

f. **Timing**

NSOPW checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match). The state (state of service and state of residence) checks and the FBI check must be initiated no later than the first day of work or service hours charged to the grant (federal or match). Checks that are not within these time frames are noncompliant.

Exception to Timing: CNCS Approved Vendor Truescreen Checks
Truescreen NSOPW and state checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match).

Exception to Timing: 2014 Assessment Period

In 2014, CNCS allowed a limited time during which all grantees could come into compliance with the NSCHC requirements. If all required checks were initiated and/or conducted on currently serving individuals in covered positions between October 14, 2014 and December 5, 2014, then past noncompliance would not result in disallowance.

Exception to Timing: 2018-2019 Exemption Period

In 2018 CNCS allowed a limited time during which all grantees could come into compliance with the NSCHC requirements by using CNCS approved vendors Truescreen and Fieldprint. If grantees rechecked and re-adjudicated individuals in covered positions who were serving between September 24, 2018 and June 30, 2019, in Truescreen and Fieldprint by June 30, 2019, then past noncompliance would not result in disallowance.

g. **Initiation for State and FBI checks**

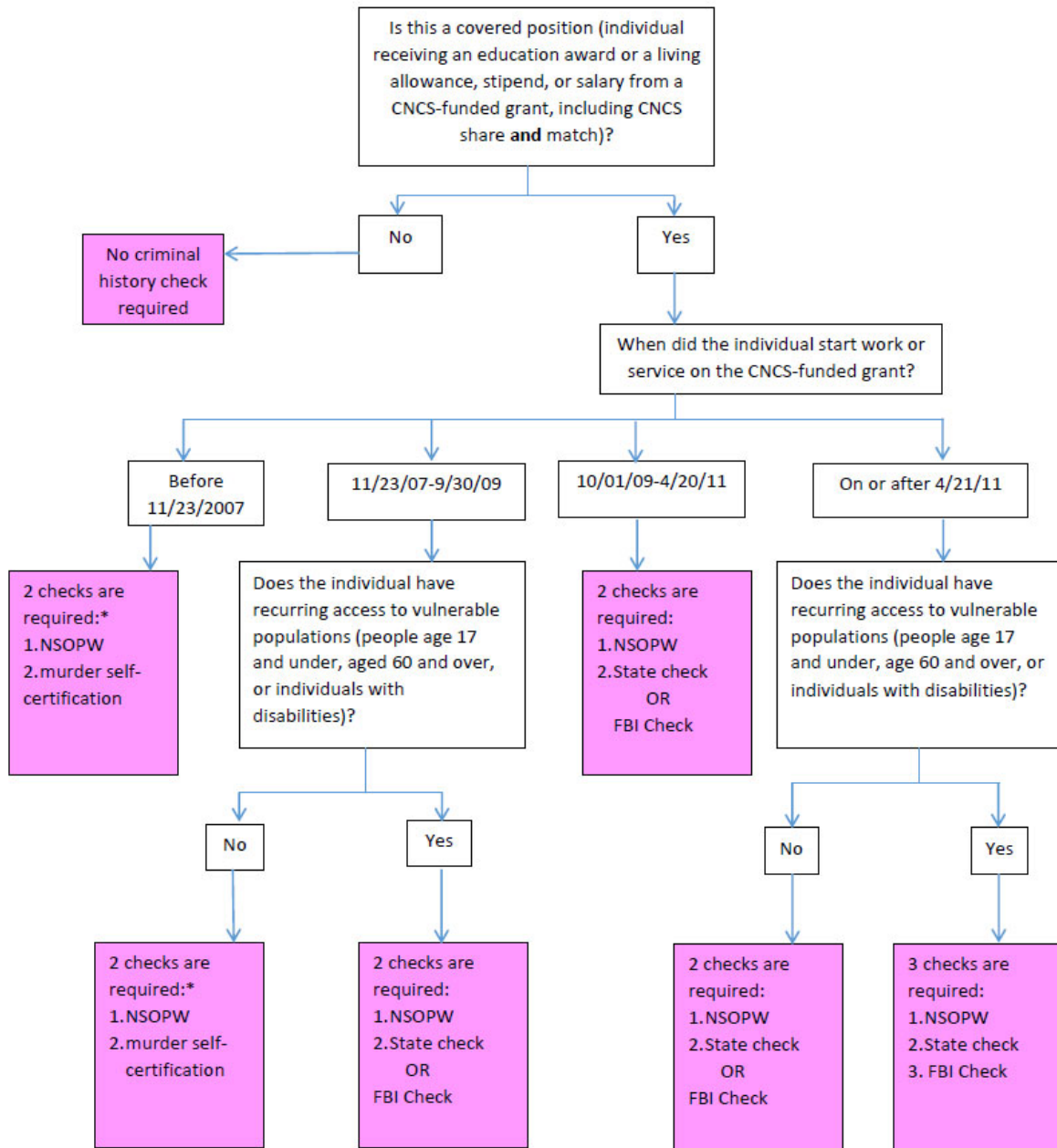
Initiation is one step more than getting permission to conduct a check. This could, for example, include fingerprinting, mailing requests to obtain checks to a state repository, or having candidates fill out official state or FBI check request forms for obtaining the required checks. Grantees must be able to document how and when checks were initiated. Grantees must have policies and procedures outlining what step they use to initiate checks and apply them consistently. (This does not apply to Truescreen

checks. Truescreen NSOPW and state checks must be completed before the start of (work, service, or training) hours charged to the grant (federal or match.)

h. Accompaniment

An individual in a covered position with recurring access to vulnerable populations must be accompanied by another individual who is authorized to have recurring access to vulnerable populations. For individuals whose checks were conducted prior to December 31, 2019, accompaniment must continue until either the state *or* FBI check component has cleared. For individuals whose checks were conducted after December 31, 2019, accompaniment must continue until the state *and* FBI check components have cleared. A person is accompanied when he or she is in the physical presence of a person cleared for access to a vulnerable population. One possible way to document accompaniment is to indicate on the individual's timesheet who performed the accompaniment during the access, on what dates and hours, and have the person who performed the accompaniment incrementally sign off attesting to the accuracy of the documentation. Grantees should have policies and procedures clearly describing their program's accompaniment guidelines and documentation procedures.

i. **Checks Required Based on Start Date of Individual**



*Requirements came into effect as of 1/1/13. Documentation must be established by this date for individuals in these categories.

Required Documentation

Grantees must follow these steps to document the NSCHC process:

- document that they verified the individual's identity through government-issued photo identification
- document that they obtained written consent from candidates to perform checks
- document the candidate's understanding that his or her position is contingent on eligibility determined by the results of the NSCHC
- document whether the individual has recurring or episodic/no access to vulnerable populations
- document that they conducted and reviewed a nationwide NSOPW search before the candidate begins work or service
- document that they initiated additional check component(s) on time: state(s) and/or FBI checks must be initiated no later than the first day of the start of service or work
- document that they provided accompaniment while checks were pending when the service or work involves vulnerable populations)
- document any required alternative search procedure stipulations required if and when using an approved alternative search procedure
- document the date of receipt when check results are returned to their program
- document that they considered the NSOPW, state(s), and FBI check results when officially selecting individuals to serve or work,
- maintain check results, while providing confidentiality, of
 - NSOPW check results including adjudication of any name hits
 - State check results for state of residence check and state of service check, as applicable
 - FBI check results, as applicable

IV. OTHER INFORMATION

1. For awards made on or after January 31, 2019, participants may serve from five to 40 hours per week.
2. The eligibility requirements related to having a specific determination of physical, mental and emotional capability does not apply Senior Corps awards made on or after January 31, 2019.