



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DD*  
Date: March 22, 2019  
Subject: Grant Requests – JFO #2955 - 2957

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the Administration.

**JFO #2955** – \$22,932 from the Corporation for National and Community Service (CNCS) to SerVermont (housed within the Agency of Human Services). The funding would be used to perform criminal history re-checks for CNCS-funded members and staff. These re-checks were mandated by CNCS due to compliance findings nationwide. SerVermont began performing the re-checks in January and sent a grant pre-spending notification to the Joint Fiscal Office in early February. The formal grant award from CNCS was received by SerVermont in February and so the grant materials will include the pre-spending notification as well as the grant acceptance request form (AA-1). CNCS has required that the re-checks be completed no later than March 31, 2019.

*[JFO received 2/25/19]*

**JFO #2956** – \$123,040 from the American Association of Motor Vehicle Administrators to the VT Dept. of Motor Vehicles (DMV). The funding would be used to achieve compliance with 49 U.S.C. Sec. 30503, which requires States to make vehicle titling information available to users of the National Motor Vehicle Title Information System (NMVTIS), and to allow the Vermont DMV to perform instant title verification checks before issuing vehicle titles. Currently Vermont is one of six States that does not currently participate in the NMVTIS registry. These funds would help the State to achieve full participation within twelve months.

*[JFO received 2/25/19]*

**JFO #2957** – \$99,919 from the U.S. Dept. of Agriculture-Food and Nutrition Service to the VT Agency of Education (AOE). The funds would be used to fund a part-time training coordinator position within AOE to provide training and professional development to child and adult care institutions Statewide that provide prepared meals. This training and development would be done within the context of the national Adult and Child Care Food Program goals as they relate to meal pattern compliance, menu planning and food service environment improvements. The part-time temporary position would be funded through September 30, 2020.

*[JFO received 3/11/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 05, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

[phone] 802-828-2376  
 [fax] 802-828-2428

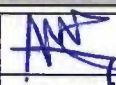

RECEIVED

Agency of Administration

FEB 25 2019

JOINT FISCAL OFFICE

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	AHS Central Office - SerVermont has received a grant from the Corporation for National and Community Service for \$22,932 to administer criminal history background rechecks due to compliance findings. This is time sensitive, re-checks must be completed by March 31, 2019.				
<b>Date:</b>	2/15/2019				
<b>Department:</b>	AHS Central Office - SerVermont				
<b>Legal Title of Grant:</b>	Training and Technical Assistance				
<b>Federal Catalog #:</b>	94.009/ Training and Technical Assistance				
<b>Grant/Donor Name and Address:</b>	Corporation for National and Community Service , 250 E Street SW, Suite 300, Washington, DC 20525-0001				
<b>Grant Period:</b>	<b>From:</b>	1/17/2019	<b>To:</b>	3/31/2019	
<b>Grant/Donation</b>	\$22,932				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$22,932	\$0	\$0	\$22,932	AA-1 PN submitted
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
<b>Additional Comments:</b>	(ATTN Dan Dickerson:) AHS CO - SerVermont is requesting expedited review per the enclosed memo.				
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>	2/25/19			Date	



RECEIVED  
FEB 2 2018  
JOINT FISCAL OFFICE

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Agency of Human Services			
<b>2. Department:</b>	Central Office			
<b>3. Program:</b>	SerVermont			
<b>4. Legal Title of Grant:</b>	Training and Technical Assistance			
<b>5. Federal Catalog #:</b>	94.009			
<b>6. Grant/Donor Name and Address:</b>				
Corporation for National and Community Services, 250 E Street SW, Suite 300, Washington, DC 20525-0001				
<b>7. Grant Period:</b>	<b>From:</b>	1/31/2019	<b>To:</b>	03/31/19
<b>8. Purpose of Grant:</b>				
FY2019 NSCHC surge funding for the purpose of NSCHC re-checks on all AmeriCorps members..				
<b>9. Impact on existing program if grant is not Accepted:</b>				
If we are unable to comply with new background check recheck policy from CNCS, it will result in the loss of grants and funding, potential disallowed costs and noncompliance.				
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	
<b>Expenditures:</b>	<b>FY 2019</b>	<b>FY</b>	<b>FY</b>	<b>Comments</b>
Personal Services	\$	\$	\$	
Operating Expenses	\$22,932	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$22,932</b>	<b>\$</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$22,932	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$22,932</b>	<b>\$</b>	<b>\$</b>	
<b>Appropriation No:</b>	3400001000	<b>Amount:</b>	\$22,932	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			<b>Total</b> \$22,932	

RECEIVED  
 FEB 15 2019  
 By DFM

905 2/14/19

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>[Handwritten Signature]</i>	Date: <i>2/15/19</i>
	Title: AHS Deputy Secretary	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>[Handwritten Signature]</i>	Date: <i>2/19/19</i>
---	--	----------------------

**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) <i>[Handwritten Signature]</i>	Date: <i>2/25/19</i>
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



**Notice of Grant Award****Corporation for National and Community Service**

250 E Street SW, Suite 300  
 Washington, DC 20525-0001  
 (202) 606-5000

**Training and Technical Assistance****Grantee**

Vermont Commission on National and Community Service  
 SerVermont 280 State Drive Waterbury VT 05671-1000

EIN: 036000264  
 DUNS: 809376155

**Award Information**

Agreement No.:	19TAHVT003	Performance Period:	01/31/2019 - 03/31/2019
Amendment No.:	0	Budget Period:	01/31/2019 - 03/31/2019
CFDA No.:	94.009	Grant Year:	1

**Award Description**

This award provides NSCHC surge funding. Funds may be only be used for the purpose of NSCHC re-checks. State Commissions should follow their award policies and procedures when sub-granting funds.

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

**Funding Information**

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$22,932	\$22,932
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$22,932	\$22,932

**Cumulative Funding for Project Period**

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$22,932

**Funding Source and Amount**

2019--OPE1-F67-OPO-23000-4101	\$22,932.00
-------------------------------	-------------

**Special Conditions**

Your organization may incur pre-award costs, effective 9/24/18.

This award requires the submission of a final program and financial report due no later than 6/30/19.

**Terms of Acceptance:** By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at [https://egrants.cns.gov/termsandconditions/Final2019GeneralTandC508\\_11-02-18.pdf](https://egrants.cns.gov/termsandconditions/Final2019GeneralTandC508_11-02-18.pdf). Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

# Notice of Grant Award

250 E Street SW, Suite 300  
Washington, DC 20525-0001  
(202) 606-5000

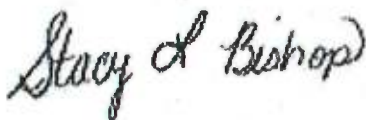
## Training and Technical Assistance

### Grantee

Vermont Commission on National and Community Service  
SerVermont 280 State Drive Waterbury VT 05671-1000

EIN: 036000264  
DUNS: 809376155

Corporation for National and Community Service:



01/31/2019

Signature

Award Date

Stacy Bishop

Senior Grants Officer

Nicole Grigg, 202-606-6609

Grants Officer

Roseanne David, 2026066759

Program Officer

Vermont Commission on National and Community  
Service

Legal Applicant

Philip Kolling

Project Director

Philip Kolling

Certifying Official/Executive Officer



**Budget Narrative: FY2019 CHC Surge Funding for Vermont Commission on National and Community Service**

**Section I. Support Expenses**

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**C. Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**E. Supplies**

Item -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**G. Training**

**Staff Training**

Purpose -Calculation -DailyRate	CNCS Share	Grantee Share	Total Amount
---------------------------------	------------	---------------	--------------

<b>CATEGORY Totals</b>	0	0	0
------------------------	---	---	---

**I. Other Support Costs**

Item	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**J. Indirect Costs**

Description -Cost Type	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**K. Other**

Item	CNCS Share	Grantee Share	Total Amount
CHC Surge Funding:	22,596	0	22,596
<b>CATEGORY Totals</b>	22,596	0	22,596
<b>SECTION Totals</b>	22,596	0	22,596
<b>PERCENTAGE</b>	100%	0%	
<b>BUDGET Totals</b>	22,596	0	22,596
<b>PERCENTAGE</b>	100%	0%	

**Source of Funds**

Section	Description
Section I. Support Expenses	

**State of Vermont**

Department of Finance & Management  
109 State Street, Pavilion Building  
Montpelier, VT 05620-0401

*Agency of Administration*

[phone] 802-828-2376  
[fax] 802-828-2428

**MEMORANDUM**

**TO:** Adam Greshin, Commissioner of Finance & Management  
**FROM:** Kelly Murphy, Analyst *KM*  
**RE:** AHS Central Office - SerVermont (AA-1PN)  
**DATE:** 2/14/2019

AHS Central Office - SerVermont (AA-1PN) has received a grant from the Corporation for National and Community Service for \$22,596 to administer criminal history background rechecks due to compliance findings. This is time sensitive, re-checks must be completed by March 31, 2019.

SerVermont has received the award, which is slightly higher, \$22,932, and will be routing the AA-1 shortly.

AHS Central Office - SerVermont is requesting that this grant package be expedited (expedited memo included).

Acceptance recommended.







State of Vermont  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

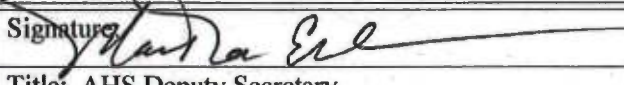
Agency of Administration

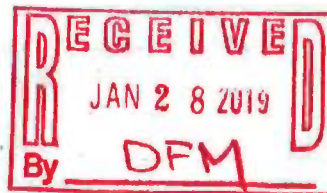
[phone] 802-828-2376  
 [fax] 802-828-2428

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM					
<b>Grant Summary:</b>		AHS Central Office - SerVermont (AA-1PN) has received a grant from the Corporation for National and Community Service for \$22,596 to administer criminal history background rechecks due to compliance findings. This is time sensitive, re-checks must be completed by March 31, 2019.			
<b>Date:</b>		2/14/2019			
<b>Department:</b>		AHS Central Office - SerVermont			
<b>Legal Title of Grant:</b>		Corporation for National and Community Service - Criminal Background recheck for AmeriCorps members.			
<b>Federal Catalog #:</b>		94.009/ Training and Technical Assistance			
<b>Grant/Donor Name and Address:</b>		Corporation for National and Community Service			
<b>Grant Period:</b>		<b>From:</b>		<b>To:</b>	
		1/17/2019		3/31/2019	
<b>Grant/Donation</b>		\$22,596			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$22,596	\$0	\$0	\$22,596	Award is - \$22,932
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
<b>Additional Comments:</b>		(ATTN Dan Dickerson:) AHS CO - SerVermont is requesting expedited review per the enclosed memo.			
<b>Department of Finance &amp; Management</b>		<i>[Signature]</i>		(Initial)	
<b>Secretary of Administration</b>		<i>[Signature]</i>		(Initial)	
<b>Sent To Joint Fiscal Office</b>		2/15/19		Date	



**STATE OF VERMONT GRANT SPENDING PRE-NOTICE** (Form AA-1PN)

<b>PURPOSE &amp; INSTRUCTIONS:</b>		
<p><i>This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Committee approval of grant requests and with the intent of securing a federally or privately funded grant award. Pre-notification is required for expenditures of state funds beyond basic grant application preparation and filing costs. Expenditure of these state funds does not guarantee that a grant will be awarded to the State of Vermont, or that a future grant award will be accepted by the Joint Fiscal Committee. If a grant award is subsequently received, a completed <b>Form AA-1 Request for Grant Acceptance</b> must be submitted to the Joint Fiscal Committee for review and approval before spending or obligating additional funds.</i></p>		
<b>BASIC GRANT INFORMATION</b>		
<b>1. Agency:</b>	Agency of Human Services	
<b>2. Department:</b>	Central Office	
<b>3. Program:</b>	SerVermont	
<b>4. Legal Title of Grant:</b>	Training and Technical Assistance	
<b>5. Federal Catalog #:</b>	94.009	
<b>6. Grant/Donor Name and Address:</b> Corporation for National and Community Service		
<b>7. Grant Period:</b>	<b>From:</b> 1/17/2019	<b>To:</b> 3/31/2019
<b>8. Purpose of Grant:</b> FY2019 CHC Surge Funding to do Criminal History Checks on all AmeriCorps members		
<b>9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:</b>		
<b>Expenditures:</b>	<b>FY 19</b>	<b>Required Explanation/Comments</b>
Personal Services	\$	(Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) Cost of re-doing Criminal History Checks on all Vermont AmeriCorps members.
Operating Expenses	\$22,596.00	
Grants	\$	
<b>Total</b>	<b>\$22,596.00</b>	
<b>10. AUTHORIZATION AGENCY/DEPARTMENT</b>		
I/We certify that spending these State funds in advance of Joint Fiscal Approval of a Grant is unavoidable, and that a completed <b>Form AA-1 Request for Grant Acceptance</b> will be submitted for Joint Fiscal Committee approval if a grant award is received for this program:	Signature: 	Date: 1/23/19
	Title: AHS Deputy Secretary	
	Signature:	Date:
	Title:	
<b>11. ATTACHMENTS:</b> Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)		
<b>Distribution:</b> Original - Joint Fiscal Office; Copy 1 - Department Grant File; Copy 2 - Attach to Form AA-1 (if grant is subsequently received).		
(End Form AA-1PN - Grant Spending Pre-Notice - Form AA-1PN)		



900 1/23/19  
Page 1 of 1



**State of Vermont**  
**Agency of Human Services**  
Office of the Secretary  
280 State Drive  
Waterbury, VT 05671-1000  
[www.humanservices.vermont.gov](http://www.humanservices.vermont.gov)

*Al Gobeille, Secretary*

[phone] 802-241-0440  
[fax] 802-241-0450

**MEMORANDUM**

**TO: Department of Financial and Management**

**FROM: Phil Kolling, Executive Director**

**DATE: February 12, 2019**

**SUBJECT: CNCS Training and Technical Assistance Surge Funding Grant of \$22,932**

The Vermont Agency of Human Services (AHS) and the program, SerVermont, received a grant of \$22,932 to implement national service criminal history background rechecks for all covered individuals, including members and staff paid through CNCS grants. The reason for this grant is not just our noncompliance found during monitoring, but nationally there are issues with background check compliance, so all commissions and programs are being provided this opportunity. The rechecks need to be done and acknowledged/documented as completed by March 31, 2019 and we have received authorization for pre-award spending from CNCS for this initiative.

Since submitting the AA-1 PN we have received the Notice of Grant Award and will also be submitting an AA-1 through the normal process this week.

AHS and SerVermont kindly requests an expedited review and approval of the AA-1 PN.

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION:
Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)		Application <input checked="" type="checkbox"/> Non-Construction
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 01/17/19	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
2b. APPLICATION ID: 19TA212367	4. DATE RECEIVED BY FEDERAL AGENCY: 01/17/19	FEDERAL IDENTIFIER:
<b>5. APPLICATION INFORMATION</b>		
LEGAL NAME: Vermont Commission on National and Community Service DUNS NUMBER: 809376155	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Philip Kolling	
ADDRESS (give street address, city, state, zip code and county): SerVermont 280 State Drive Waterbury VT 05671 - 1000 County:	TELEPHONE NUMBER: (802) 760-0042 FAX NUMBER: INTERNET E-MAIL ADDRESS: philip.kolling@vermont.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 036000264	7. TYPE OF APPLICANT: 7a. State Commission 7b. State Commission/Alternative Administrative Entity	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION      B. BUDGET REVISION C. NO COST EXTENSION      D. OTHER (specify below):	9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94,009 10b. TITLE: Training and Technical Assistance	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: FY2019 CHC Surge Funding	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): N/A	11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 01/17/19      END DATE: 03/31/19	14. CONGRESSIONAL DISTRICT OF:      a.Applicant <input type="checkbox"/> VT00      b.Program <input type="checkbox"/> VT00	
15. ESTIMATED FUNDING: Year #: <input type="text" value="1"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
a. FEDERAL      \$ 22,598.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
b. APPLICANT      \$ 0.00		
c. STATE      \$ 0.00		
d. LOCAL      \$ 0.00		
e. OTHER      \$ 0.00		
f. PROGRAM INCOME      \$ 0.00		
g. TOTAL      \$ 22,598.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Philip Kolling	b. TITLE:	c. TELEPHONE NUMBER: (802) 760-0042
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 01/17/19



---

## Narratives

### **Executive Summary**

N/A

### **Proposed Activities**

N/A

### **Organizational Capability**

N/A

### **Budget/Cost Effectiveness**

N/A

### **Amendment Narrative**

N/A

### **Continuation Changes**

N/A

### **Clarification Summary**

N/A

## Performance Measures

**MSYs by Focus Areas**

■ Capacity Building

**MSYs by Objective**

■ Capacity Building & Leverage

**Project Hours by Focus Area**

■ Capacity Building

**Project Hours by Objective**

■ Capacity Building & Leverage

**# of Volunteers by Focus Areas**

■ Capacity Building

**# of Volunteers by Objective**

■ Capacity Building & Leverage

**Amount by Focus Area**

■ Capacity Building

**Amount by Objective**

■ Capacity Building & Leverage

## Performance Measures

**Primary Focus Area:**

**Secondary Focus Area:**

**PM 1 - N/A**

<b>Focus Area:</b>	Capacity Building	<b>MSYs:</b>	0.00	<b>Project Hrs:</b>	0.00	<b>Amount: \$</b>	0.00
<b>Objective:</b>	Capacity Building & Leverage	<b># of Volunteers:</b>	0				

**Problem Statement:**

N/A

**Interventions**

**Descriptions**

Other	N/A
-------	-----

**Output :**

N/A

<b>Target:</b>	1	N/A
<b>Measured By:</b>	Other	
<b>Described Instrument:</b>	N/A	

**Outcome:**

N/A

<b>Target:</b>	1	N/A
<b>Measured By:</b>	Other	
<b>Described Instrument:</b>	N/A	

## Required Documents

Document Name

Status

**Budget Narrative: FY2019 CHC Surge Funding for Vermont Commission on National and Community Service**

**Section I. Support Expenses**

**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**C. Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**E. Supplies**

Item -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**G. Training**

**Staff Training**

Purpose -Calculation -DailyRate	CNCS Share	Grantee Share	Total Amount



<b>CATEGORY Totals</b>	0	0	0
------------------------	---	---	---

**I. Other Support Costs**

Item	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**J. Indirect Costs**

Description -Cost Type	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

**K. Other**

Item	CNCS Share	Grantee Share	Total Amount
CHC Surge Funding:	22,596	0	22,596
<b>CATEGORY Totals</b>	22,596	0	22,596
<b>SECTION Totals</b>	22,596	0	22,596
<b>PERCENTAGE</b>	100%	0%	

<b>BUDGET Totals</b>	22,596	0	22,596
<b>PERCENTAGE</b>	100%	0%	

**Source of Funds**

Section	Description
Section I. Support Expenses	

## FY2019 CHC Surge Funding

### Important Dates:

- Applications are due by January 17, 2019 *at 5:00 p.m. Eastern Time.*
- All applicants will be awarded no later than January 31, 2019.
- Late applications will not be accepted.

### A. DESCRIPTION

#### 1. Purpose of Funding

The FY2019 Criminal History Check (CHC) Surge funding is a one-time opportunity to perform a full re-check of all covered positions currently serving or working in CNCS programs. CNCS will provide funding for the rechecks to be conducted via the CNCS contract with Fieldprint and Truescreen. This funding may not be used to support NSCHC conducted via other entities or other program costs aside from conducting NSCHC. Additionally, funding will be provided to cover required indirect cost rates that must be applied to federal grants, if required. The rechecks must be completed between September 24, 2018 and March 31, 2019. No cost extensions will not be approved.

Those who choose not to adopt this NSCHC vendor option will be subject to disallowance procedures for non-compliance of NSCHC regulations and will not be eligible for the conditions of the Exemption period.

Unexpended funds will be deobligated from the award during the closeout process.

More information can be found [here](#).

#### 2. Program Authority

The National and Community Service Act of 1990 (NCSA), as amended. (See 42 U.S.C. 12501 et seq.) The full text of the NCSA is available online at <http://uscode.house.gov>. The full regulations are available online at <http://www.ecfr.gov>.

### B. FEDERAL AWARD INFORMATION

#### 1. Estimated Available Funds

CNCS will award approximately \$3.23 million in FY2019 CHC Surge funding.

#### 2. Estimated Award Amount

Funds will be awarded to cover the estimated cost of the rechecks. The amount of funds will be comprised of the number of AmeriCorps members and the number of staff reported to CNCS multiplied by the estimated cost of a three-part check. For State Commissions, the cost of the three-part check will be the costs identified for each State, as determined by vendor pricing. For National Directs, the cost of the three-part check will be an average cost as determined by vendor pricing.

The award amount chart is provided in the Appendix.



These are new grants that will be awarded. State Commissions should follow their award policies and procedures when sub-granting funds.

### **3. Project Period**

Applications for funding will be based on a January 17, 2019 to March 31, 2019 program and budget period.

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

State Commissions and current National Direct grantees are eligible to apply. Organizations that have been convicted of a federal crime may not receive assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

### **2. Cost Share or Matching**

There is no cost share or matching requirement.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Content and Form of Application Submission**

#### **a. Application Content**

Complete applications must have the following components:

- Applicant Info
- Application Info
- Budget
- Authorizations, Assurances, and Certifications

#### **b. Applicant Info**

In eGrants, complete the Applicant Info Section. This section is important for CNCS data collection. Please take the time to complete this section carefully.

- In the Applicant Info/Applying Type Section, select **New** and select **“Other”** for the **“Select program area”**. Select **“FY2019 CHC Surge Funding” NOFO**.
- State Commissions will select the project named **“FY2019 CHC Surge Funding”** from the **“Select a program”** drop down list. Edit and complete the Applicant Info.
- Direct Grantees will create a new project with the Title **“FY2019 CHC Surge Funding”**.
- Enter your contact information into the fields that appear.

#### **c. Application Info**

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

- In the Application Info Section enter:
  - Areas affected by your program, enter n/a.
  - Requested project period start and end dates. The project period is January 17, 2019 – March 31, 2019.

- Subject to Review by State Executive Order 12372: This is pre-filled as “No, this is not applicable.” Please do not change the pre-filled statement in this section.
- If you are delinquent on any federal debt. (If yes, provide an explanation to your grants officer.)

**d) Budget**

Only complete the budget section titled “Other” by entering the amount your organization will receive, noted in the Appendix. Please **do not** enter any other information in the budget. Enter the amount in the CNCS share of the line item titled “CHC Surge Funding.”

A required indirect cost rate does not include CNCS's fixed 5/10% rate, nor the 10% de minimis rate. CNCS will only honor the indirect cost rates that are current and entered in eGrants.

**e. All program narrative fields:** No narrative is required in these fields. Insert N/A in each of these fields in eGrants.

**E. APPENDIX**

State Commission	Number of Staff	Number of ACM Slots	Total Number of Covered Positions	Cost of CHC Check	Total Amount for Covered Positions	Required Indirect Cost Rate*	Total Indirect Amount	Award Amount
Alabama	22	258	280	\$54.00	\$15,120.00	0.00%	\$0.00	\$15,120.00
Alaska	19	92	111	\$54.00	\$5,994.00	0.00%	\$0.00	\$5,994.00
Arizona	74	1159	1233	\$54.00	\$66,582.00	0.00%	\$0.00	\$66,582.00
Arkansas	46	318	364	\$76.00	\$27,664.00	0.00%	\$0.00	\$27,664.00
California	229	1437	1666	\$35.00	\$58,310.00	0.00%	\$0.00	\$58,310.00
Colorado	15	204	219	\$35.00	\$7,665.00	2.00%	\$153.30	\$7,818.00
Connecticut	53	451	504	\$54.00	\$27,216.00	0.00%	\$0.00	\$27,216.00
Delaware	36	153	189	\$35.00	\$6,615.00	0.00%	\$0.00	\$6,615.00
District of Columbia	90	572	662	\$54.00	\$35,748.00	0.00%	\$0.00	\$35,748.00
Florida	76	1426	1502	\$35.00	\$52,570.00	0.00%	\$0.00	\$52,570.00
Georgia	76	442	518	\$35.00	\$18,130.00	0.00%	\$0.00	\$18,130.00
Hawaii	66	575	641	\$35.00	\$22,435.00	32.00%	\$7,179.20	\$29,614.00
Idaho	40	92	132	\$35.00	\$4,620.00	0.00%	\$0.00	\$4,620.00
Illinois	327	1830	2157	\$64.00	\$138,048.00	14.20%	\$19,602.82	\$157,651.00
Indiana	0	231	231	\$69.00	\$15,939.00	13.38%	\$2,132.64	\$18,072.00
Iowa	44	413	457	\$35.00	\$15,995.00	18.50%	\$2,959.08	\$18,954.00
Kansas	78	130	208	\$35.00	\$7,280.00	0.00%	\$0.00	\$7,280.00
Kentucky	91	602	693	\$79.00	\$54,747.00	28.16%	\$15,416.76	\$70,164.00
Louisiana	72	442	514	\$35.00	\$17,990.00	0.00%	\$0.00	\$17,990.00
Maine	132	232	364	\$85.00	\$30,940.00	9.00%	\$2,784.60	\$33,725.00
Maryland	148	930	1078	\$35.00	\$37,730.00	3.67%	\$1,384.69	\$39,115.00

State Commission	Number of Staff	Number of ACM Slots	Total Number of Covered Positions	Cost of CHC Check	Total Amount for Covered Positions	Required Indirect Cost Rate*	Total Indirect Amount	Award Amount
Massachusetts	311	1522	1833	\$79.35	\$145,448.55	0.00%	\$0.00	\$145,449.00
Michigan	89	1403	1492	\$64.00	\$95,488.00	0.00%	\$0.00	\$95,488.00
Minnesota	868	1481	2349	\$35.00	\$82,215.00	2.00%	\$1,644.30	\$83,859.00
Mississippi	40	235	275	\$54.00	\$14,850.00	0.00%	\$0.00	\$14,850.00
Missouri	170	777	947	\$35.00	\$33,145.00	0.00%	\$0.00	\$33,145.00
Montana	23	50	73	\$35.00	\$2,555.00	7.85%	\$200.57	\$2,756.00
Nebraska	50	224	274	\$69.50	\$19,043.00	0.00%	\$0.00	\$19,043.00
Nevada	1	6	7	\$35.00	\$245.00	0.00%	\$0.00	\$245.00
New Hampshire	89	122	211	\$35.00	\$7,385.00	0.00%	\$0.00	\$7,385.00
New Jersey	65	521	586	\$35.00	\$20,510.00	1.30%	\$266.63	\$20,777.00
New Mexico	62	455	517	\$35.00	\$18,095.00	0.00%	\$0.00	\$18,095.00
New York	49	442	491	\$35.00	\$17,185.00	0.00%	\$0.00	\$17,185.00
North Carolina	36	41	77	\$35.00	\$2,695.00	0.00%	\$0.00	\$2,695.00
North Dakota	6	104	110	\$69.00	\$7,590.00	0.00%	\$0.00	\$7,590.00
Ohio	64	950	1014	\$35.00	\$35,490.00	0.00%	\$0.00	\$35,490.00
Oklahoma	120	546	666	\$35.00	\$23,310.00	0.00%	\$0.00	\$23,310.00
Oregon	16	136	152	\$35.00	\$5,320.00	0.00%	\$0.00	\$5,320.00
Pennsylvania	340	1221	1561	\$76.00	\$118,636.00	0.00%	\$0.00	\$118,636.00
Puerto Rico	23	169	192	\$35.00	\$6,720.00	0.00%	\$0.00	\$6,720.00
Rhode Island	45	167	212	\$54.00	\$11,448.00	9.10%	\$1,041.77	\$12,490.00
South Carolina	77	350	427	\$79.00	\$33,733.00	0.00%	\$0.00	\$33,733.00
Tennessee	145	1011	1156	\$35.00	\$40,460.00	0.00%	\$0.00	\$40,460.00
Texas	321	2485	2806	\$57.15	\$160,362.90	0.00%	\$0.00	\$160,363.00
Utah	62	1940	2002	\$54.00	\$108,108.00	0.00%	\$0.00	\$108,108.00
Vermont	153	116	269	\$84.00	\$22,596.00	0.00%	\$0.00	\$22,596.00
Virginia	62	504	566	\$35.00	\$19,810.00	0.00%	\$0.00	\$19,810.00
Washington	120	323	443	\$66.00	\$29,238.00	0.00%	\$0.00	\$29,238.00
West Virginia	250	838	1088	\$35.00	\$38,080.00	0.00%	\$0.00	\$38,080.00
Wisconsin	177	520	697	\$61.00	\$42,517.00	1.60%	\$680.27	\$43,197.00
Wyoming	37	45	82	\$35.00	\$2,870.00	0.00%	\$0.00	\$2,870.00
<b>TOTALS:</b>	<b>5605</b>	<b>30693</b>	<b>36298</b>		<b>\$1,832,486.45</b>		<b>\$55,446.61</b>	<b>\$1,887,935.00</b>

Direct Grantee	Number of Staff	Number of ACM Slots	Total Number of Covered Positions	Cost of CHC Check	Total Amount for Covered Positions	Required Indirect Cost Rate*	Total Indirect Amount	Award Amount
AARP Foundation	29	485	514	\$75.00	\$38,550.00	7.15%	\$2,756.33	\$41,306.00
American Conservation Experience	0	9	9	\$75.00	\$675.00	0.00%	\$0.00	\$675.00
American Youthworks	15	76	91	\$75.00	\$6,825.00	0.00%	\$0.00	\$6,825.00
Arizona State University	53	542	595	\$75.00	\$44,625.00	0.00%	\$0.00	\$44,625.00
ArtistYear	3	25	28	\$75.00	\$2,100.00	0.00%	\$0.00	\$2,100.00
Blueprint Schools Network	5	55	60	\$75.00	\$4,500.00	0.00%	\$0.00	\$4,500.00
Boys Hope Girls Hope	8	12	20	\$75.00	\$1,500.00	0.00%	\$0.00	\$1,500.00
Campus Compact of the Mountain West	3	74	77	\$75.00	\$5,775.00	24.00%	\$1,386.00	\$7,161.00
Catholic Charities USA	1	20	21	\$75.00	\$1,575.00	0.00%	\$0.00	\$1,575.00
Catholic Charities USA	2	24	26	\$75.00	\$1,950.00	0.00%	\$0.00	\$1,950.00
Chinle Chapter Government	2	24	26	\$75.00	\$1,950.00	0.00%	\$0.00	\$1,950.00
Citizen Schools	0	121	121	\$75.00	\$9,075.00	0.00%	\$0.00	\$9,075.00
City Year	180	715	895	\$75.00	\$67,125.00	0.00%	\$0.00	\$67,125.00
CNMI Public School System	22	50	72	\$75.00	\$5,400.00	5.35%	\$288.90	\$5,689.00
College Possible	14	76	90	\$75.00	\$6,750.00	0.00%	\$0.00	\$6,750.00
Conservation Corps Minnesota and Iowa	4	69	73	\$75.00	\$5,475.00	0.00%	\$0.00	\$5,475.00
Equal Heart	3	168	171	\$75.00	\$12,825.00	0.00%	\$0.00	\$12,825.00
Equal Justice Works	6	262	268	\$75.00	\$20,100.00	73.30%	\$14,733.30	\$34,833.00
FoodCorps	35	141	176	\$75.00	\$13,200.00	0.00%	\$0.00	\$13,200.00
Goodwill Industries of Northern New England	10	25	35	\$75.00	\$2,625.00	0.00%	\$0.00	\$2,625.00
Habitat for Humanity International, Inc.	30	0	30	\$75.00	\$2,250.00	31.20%	\$702.00	\$2,952.00
Health Federation of Philadelphia	16	91	107	\$75.00	\$8,025.00	0.00%	\$0.00	\$8,025.00
Health360	23	20	43	\$75.00	\$3,225.00	0.00%	\$0.00	\$3,225.00
Hoopa Valley Tribe	14	37	51	\$75.00	\$3,825.00	61.56%	\$2,354.67	\$6,180.00
Hoopa Valley Tribe	3	12	15	\$75.00	\$1,125.00	61.51%	\$691.99	\$1,817.00
Impact America	8	82	90	\$75.00	\$6,750.00	0.00%	\$0.00	\$6,750.00
International Rescue Committee HQ	3	25	28	\$75.00	\$2,100.00	0.00%	\$0.00	\$2,100.00
Interval House Crisis Shelters	3	141	144	\$75.00	\$10,800.00	0.00%	\$0.00	\$10,800.00
Interval House Crisis Shelters	3	34	37	\$75.00	\$2,775.00	0.00%	\$0.00	\$2,775.00
Jesuit Volunteer Corps Northwest	15	122	137	\$75.00	\$10,275.00	0.00%	\$0.00	\$10,275.00
JEVS Human Services	4	20	24	\$75.00	\$1,800.00	11.20%	\$201.60	\$2,002.00
Jumpstart for Young Children	73	1219	1292	\$75.00	\$96,900.00	0.00%	\$0.00	\$96,900.00
Local Initiatives Support Corporation (LISC)	14	165	179	\$75.00	\$13,425.00	31.20%	\$4,188.60	\$17,614.00
Lutheran Social Services	10	20	30	\$75.00	\$2,250.00	0.00%	\$0.00	\$2,250.00

Direct Grantee	Number of Staff	Number of ACM Slots	Total Number of Covered Positions	Cost of CHC Check	Total Amount for Covered Positions	Required Indirect Cost Rate*	Total Indirect Amount	Award Amount
Mashpee Wampanoag Tribe	3	10	13	\$75.00	\$975.00	44.98%	\$438.56	\$1,414.00
Mt. Adams Institute	24	19	43	\$75.00	\$3,225.00	14.93%	\$481.49	\$3,706.00
National College Advising Corps	22	183	205	\$75.00	\$15,375.00	0.00%	\$0.00	\$15,375.00
Northwoods NiiJii Enterprise Community, Inc	3	12	15	\$75.00	\$1,125.00	0.00%	\$0.00	\$1,125.00
Notre Dame Mission Volunteers Program	29	495	524	\$75.00	\$39,300.00	0.00%	\$0.00	\$39,300.00
Public Allies	83	583	666	\$75.00	\$49,950.00	0.00%	\$0.00	\$49,950.00
Reading & Math	17	137	154	\$75.00	\$11,550.00	0.00%	\$0.00	\$11,550.00
Reading Partners	30	90	120	\$75.00	\$9,000.00	0.00%	\$0.00	\$9,000.00
Rebuilding Together	36	76	112	\$75.00	\$8,400.00	0.00%	\$0.00	\$8,400.00
Red Cloud Indian School	14	29	43	\$75.00	\$3,225.00	0.00%	\$0.00	\$3,225.00
Red Lake Tribal Council	2	14	16	\$75.00	\$1,200.00	15.25%	\$183.00	\$1,383.00
Relay Graduate School of Education	0	110	110	\$75.00	\$8,250.00	0.00%	\$0.00	\$8,250.00
San Pasqual Band of Diegueno Mission Indians	18	10	28	\$75.00	\$2,100.00	0.00%	\$0.00	\$2,100.00
SBP	39	240	279	\$75.00	\$20,925.00	0.00%	\$0.00	\$20,925.00
Sitting Bull College	2	11	13	\$75.00	\$975.00	21.70%	\$211.58	\$1,187.00
Student Conservation Association, Inc.	3	126	129	\$75.00	\$9,675.00	25.45%	\$2,462.29	\$12,137.00
Student Conservation Association, Inc.	3	17	20	\$75.00	\$1,500.00	25.45%	\$381.75	\$1,882.00
Teach For America	0	3447	3447	\$75.00	\$258,525.00	0.00%	\$0.00	\$258,525.00
Teach For America - SD	3	55	58	\$75.00	\$4,350.00	0.00%	\$0.00	\$4,350.00
The Corps Network	0	774	774	\$75.00	\$58,050.00	0.00%	\$0.00	\$58,050.00
The Corps Network	0	3355	3355	\$75.00	\$251,625.00	0.00%	\$0.00	\$251,625.00
The Corps Network	0	123	123	\$75.00	\$9,225.00	0.00%	\$0.00	\$9,225.00
The DREAM Program	12	80	92	\$75.00	\$6,900.00	0.00%	\$0.00	\$6,900.00
The Literacy Lab	15	13	28	\$75.00	\$2,100.00	0.00%	\$0.00	\$2,100.00
The Match Foundation	10	34	44	\$75.00	\$3,300.00	0.00%	\$0.00	\$3,300.00
The Nature Conservancy	1	22	23	\$75.00	\$1,725.00	0.00%	\$0.00	\$1,725.00
TNTP - The New Teacher Project	2	759	761	\$75.00	\$57,075.00	0.00%	\$0.00	\$57,075.00
Tse Daa Kaan Chapter of the Navajo Nation	3	28	31	\$75.00	\$2,325.00	0.00%	\$0.00	\$2,325.00
University of Maryland, Baltimore County	0	50	50	\$75.00	\$3,750.00	22.00%	\$825.00	\$4,575.00
University of Notre Dame	0	126	126	\$75.00	\$9,450.00	0.00%	\$0.00	\$9,450.00
Up2Us, Inc.	11	181	192	\$75.00	\$14,400.00	0.00%	\$0.00	\$14,400.00
Washington Campus Compact c/o Western Washington University	45	60	105	\$75.00	\$7,875.00	0.00%	\$0.00	\$7,875.00
WINGS for kids	18	92	110	\$75.00	\$8,250.00	0.00%	\$0.00	\$8,250.00

Direct Grantee	Number of Staff	Number of ACM Slots	Total Number of Covered Positions	Cost of CHC Check	Total Amount for Covered Positions	Required Indirect Cost Rate*	Total Indirect Amount	Award Amount
Yakama Tribal Council DBA Confederated Tribes and Bands of the Yakama Nation	4	16	20	\$75.00	\$1,500.00	20.99%	\$314.85	\$1,815.00
Ysleta del Sur Pueblo	0	11	11	\$75.00	\$825.00	10.00%	\$82.50	\$908.00
<b>TOTALS:</b>	<b>1066</b>	<b>16349</b>	<b>17415</b>		<b>\$1,306,125.00</b>		<b>\$32,684.39</b>	<b>\$1,338,811.00</b>
<b>COMBINED TOTALS:</b>	<b>6671</b>	<b>47042</b>	<b>53713</b>		<b>\$3,138,611.45</b>		<b>\$88,131.01</b>	<b>\$3,226,746.00</b>

\*A required indirect cost rate does not include CNCS's fixed 5/10% rate, nor the 10% de minimis rate.

# Fieldprint and Truescreen Exemption Period

Guidance and Instructions

September 24, 2018 – March 31, 2019



## Introduction

CNCS staff, CNCS grant recipients, and the Office of the Inspector General continue to see high rates of noncompliance with National Service Criminal History Check (NSCHC) requirements. NSCHC is a vital safety requirement to protect our program beneficiaries, often members of vulnerable populations. In addition, noncompliance with the NSCHC statutory mandate has resulted in financial consequences for grant recipients, and it continues to adversely impact the agency's improper payment rate.

To address these longstanding challenges, CNCS has identified two vendors who can perform the checks for grantees and subgrantees. To bring every grantee into compliance, CNCS will provide funding, access, and parameters for a full recheck of individuals to be conducted via these vendors. This recheck will apply to those individuals serving or working in covered positions on or after November 15, 2018.

## Exemption Applicability

CNCS will not take disallowance enforcement action against the grant recipients for past noncompliant NSCHCs for eligible individuals if the grant recipient has done the following:

1. Established accounts with Truescreen through <https://applicationstation.truescreen.com> with the CNCS specific agreement code and Fieldprint through <https://fieldprintcnscs.com>; and
2. Conducted a recheck no later than March 31, 2019 through said accounts on individuals who are serving or working in covered positions on or after November 15, 2018; and
3. Adjudicated these checks on or before March 31, 2019.

Rechecks conducted through methods other than with accounts established with Truescreen, through <https://applicationstation.truescreen.com> with the CNCS specific agreement code, and Fieldprint, through <https://fieldprintcnscs.com>, will not qualify for this Exemption Period.

See instructions below for additional guidance and parameters.

## CNCS Approved Vendors Fieldprint and Truescreen

**Fieldprint:** Fieldprint is a FBI Channeler selected by CNCS to provide grant recipients with FBI fingerprint-based checks, adjudication recommendations on the results of those checks, and record maintenance of the check. Establish a Fieldprint account through <https://fieldprintcnscs.com>. Rechecks

from Fieldprint accounts established outside of <https://fieldprintcncs.com> will not be considered during this Exemption Period.

**Truescreen:** Truescreen is a vendor approved by CNCS to provide NSOPW and state criminal history checks; research source-level documentation when needed; make adjudication recommendations to grant recipients; facilitate compliance with the Fair Credit Reporting Act (FCRA), including pre-adverse and adverse action notices; provide time stamps of relevant compliance steps like adjudication; and maintain records. Establish a Truescreen account through <https://applicationstation.truescreen.com> with the CNCS specific agreement code.

For information about what comprises a compliant check when using the CNCS approved vendors, Fieldprint and Truescreen, please see <https://www.nationalservice.gov/resources/criminal-history-check>.

### Situations NOT Covered By the Exemption Period

Rechecks should be conducted no later than March 31, 2019 for all individuals who are serving or working in covered positions on or after November 15, 2018; however, CNCS *will* take disallowance enforcement action for NSCHC noncompliance when the noncompliance is identified through an active Office of Inspector General (OIG) audit, review and investigation, CNCS monitoring activity, or FY2018 IPERIA assessment. These activities should not prevent grantees from conducting rechecks.

For the following situations, the term “active” is defined as:

- *Audits:* An OIG audit or other review in which the OIG (including an independent audit firm contracted by OIG) conducts fieldwork before or during the Exemption Period. The Exemption Period will apply to rechecks that have been conducted and adjudicated prior to the initiation of fieldwork.
- *IPERIA:* A transaction that was reviewed as part of the FY2018 IPERIA process. If CNCS assessed a file during the FY2018 IPERIA and determined it to be noncompliant, disallowance enforcement action is underway. Conducting a recheck during the Exemption Period will not prevent the disallowance enforcement action for noncompliance identified during the FY2018 IPERIA review. However, rechecks conducted in accordance with this guidance on those individuals during the Exemption Period will prevent future disallowance enforcement action for noncompliance.
- *Monitoring:* The CNCS monitoring official requests documentation as part of a monitoring activity before or during the Exemption Period. The Exemption Period will apply to rechecks that have been conducted and adjudicated prior to the initiation of a request for documentation.
- *OIG Investigations:* An OIG investigation that is either pending or initiated during the Exemption Period. The Exemption Period will apply to rechecks that have been conducted and



adjudicated prior to the initiation of the investigation. CNCS will ascertain from the OIG when an investigation began to determine the applicability of the exemption period.

Disallowance for noncompliant files detected during any of the above will follow current and standard resolution process as described in the Enforcement Guide.

## Instructions

To participate in this Exemption Period, follow the steps below:

1. If applicable, follow specific guidance provided by your program to access the additional funds available to support these rechecks.

2. Create accounts with:

- a. Truescreen (<https://applicationstation.truescreen.com> with the CNCS specific agreement code) and

- b. Fieldprint (<https://fieldprintcnscs.com>);

For more information on creating a Truescreen and/or Fieldprint account see

<https://www.nationalservice.gov/resources/criminal-history-check>.

3. Recheck all individuals in a covered position who have been working/serving on a CNCS grant on or after November 15, 2018. To be covered by the Exemption Period, the recheck should consist of the NSCHC components required for the individual at the time of application or the date the individual was assigned to the grant. For more information about Effective Dates, refer to the NSCHC Manual (<https://www.nationalservice.gov/CHCFAQs>).

- a. Please note it is the responsibility of the grant recipient to understand the individual's access to vulnerable populations and perform the correct checks and abide by NSCHC compliance requirements.

- i. See the NSCHC Knowledge Network's Pre-Approved ASPs for specific guidance on using Truescreen: <https://www.nationalservice.gov/resources/criminal-history-check>.

- ii. See the NSCHC Knowledge Network to understand what comprises compliant Truescreen State/NSOPW and/or Fieldprint fingerprint FBI checks here:

<https://www.nationalservice.gov/resources/criminal-history-check>.

- b. All checks required for the individual must be completed during this period to obtain the benefit of the exemption.

4. The checks must be completed between September 24, 2018\* and March 31, 2019. Completion is when the check is conducted and adjudicated by grant recipient.

\*A small number of organizations were given access to Truescreen under a Soft Launch that lasted from September 24 through the publication of this document. This Exemption Period covers participants that participated in this soft launch.

# Fieldprint and Truescreen Exemption Period

## Frequently Asked Questions



### Introduction

CNCS will provide funding, access, and parameters for a full NSCHC recheck of all covered positions currently serving or working.

CNCS will not take enforcement action for prior noncompliance of NSCHC on individuals in covered positions who are eligible to serve/work.

### FAQs

**1. Is participation in this Exemption Period mandatory?**

No; however, CNCS will issue formal guidance related to a revised disallowance structure for noncompliance with the criminal history check requirements, to go into effect after the end of this Exemption Period, that reflects that barriers to getting a compliant check have been greatly reduced. Participation in the Exemption Period is strongly encouraged.

**2. What checks do I need to recheck?**

Grantees should use the CNCS-approved contract with Truescreen and Fieldprint to recheck all checks (NSOPW, State(s) and FBI). To be covered by the Exemption Period, the recheck should consist of the NSCHC components required for the individual at the time of application or the date the individual was assigned to the grant. For more information about Effective Dates, refer to the NSCHC Manual (<https://www.nationalservice.gov/CHCFAQs>).

**3. I already have a Fieldprint account, created through <https://fieldprintcnscs.com>, and have already conducted Fieldprint FBI checks on individuals in covered positions. Do I need to recheck the Fieldprint FBI check?**

If the Fieldprint check is on time, it is not necessary to recheck a Fieldprint FBI check. If the Fieldprint check was not conducted on time or is otherwise noncompliant, rechecking the individual via Fieldprint will result in coverage under this Exemption Period.

**4. What effective date do I consider for staff/volunteers/members for purposes of determining what checks need to be done?**

To be covered by the Exemption Period, the recheck should consist of the NSCHC components required for the individual at the time of application or the date the individual was assigned to the grant. For more information about Effective Dates, refer to the NSCHC Manual (<https://www.nationalservice.gov/CHCFAQs>).

For individuals who were required to conduct a NSOPW and a murder self-certification, it is not necessary for the individual to sign a new murder self-certification. CNCS is not revising past definitions of compliance. However, it is only checks conducted via the CNCS-approved contract with Fieldprint and Truescreen during this Exemption Period that are covered with regard to exemption from enforcement action. Recipients with NSCHC conducted via other sources will be subject to enforcement for noncompliance. CNCS strongly encourages grantees to use this Exemption Period and the associated funding to conduct a check required by the individual's current access to vulnerable populations.

**5. Must I check individuals who are no longer working or serving? If so, are those files still subject to disallowance?**

No, it is not necessary to recheck individuals in covered positions who are no longer working or serving. If a grantee conducts a full recheck on all covered individuals serving within the parameters of this Exemption Period, enforcement action will not be taken for noncompliant files of individuals no longer working or serving at the time of the Exemption Period.

**6. My staff who are covered positions do not have access to vulnerable populations, should I do anything?**

Yes. This exemption and recheck applies to all individuals in covered positions.

**7. I am conducting a recheck of an individual who resided in a different state than the state of service at the time he or she entered work or service. They have now relocated so that the state of work and state of service are the same. To take advantage of the exemption opportunity, do I need to conduct a re-check of their original state of service as well?**

To participate in this Exemption Period, you need to conduct a recheck of the state of service and state of residence at the time of application.

**8. How do I document my participation in the Exemption Period?**

You do not need to document participation beyond conducting checks through the CNCS-approved contracts with Truescreen and Fieldprint and maintaining the documentation in accordance with regulation and grantee's own policies.

Truescreen's system allows grantees to retain the results of the checks for seven years after the check is done and download records of the checks having been completed.

The Exemption Period applies on a check by check basis—for example, if a grantee conducts recheck on nine of ten participants, only the nine rechecked participants are covered by the parameters of the Exemption Period. Participation in the Exemption Period is therefore documented on an individual basis, via the results and date of the checks conducted via Truescreen and Fieldprint.

**9. Who do I ask if I have questions?**

If you are a subgrantee, please reach out to your State Commission or prime grantee organization. If you are a direct grantee of CNCS, please reach out to your CNCS Program Officer.

**10. If I use Truescreen and/or Fieldprint for this process, do I need to use them going forward as well?**

No; however, CNCS strongly encourages grantees to use the CNCS-approved contract with Truescreen and Fieldprint beyond the Exemption Period.

**11. I participated in the 2014 Assessment Period. Do I need to do participate in the Exemption Period?**

CNCS is initiating this recheck and Exemption Period as we continue to find extensive noncompliance with NSCHC, despite the 2014 Assessment. While this recheck and Exemption Period is voluntary, CNCS will institute a revised disallowance structure for non-compliance with the criminal history check requirements, to go into effect after the end of this Exemption Period that reflects that barriers to getting a compliant check have been greatly reduced.

**12. I recently paid a cost disallowance resulting from NSCHC noncompliance. If I rectify the issue now, am I no longer responsible for these costs?**

Compliant participation in the Exemption Period cannot be retroactively applied to disallowance resulting from NSCHC noncompliance identified prior to November 15, 2018.

**13. I use an ASP to obtain compliant checks and my checks are compliant as long as the ASP was in effect. Should I still participate in this Exemption Period?**

Yes, CNCS strongly encourages participation in the Exemption Period, even if you think you have compliant NSCHC. Please note that CNCS will institute a revised disallowance structure for NSCHC noncompliance that reflects that barriers to getting a compliant check have been greatly reduced.

**14. How does the 2014 Assessment impact the Exemption Period?**

The 2014 Assessment Period is still valid. If you participated in the 2014 Assessment Period and will also participate in the Exemption Period, full participation in the Exemption Period will cover past noncompliance, some of which may have been covered by the 2014 Assessment Period.

**15. If I monitored my subgrantees and issued debt collection letters, do I have to overturn those decisions because of the Exemption Period?**

No. You do not have to overturn a decision for which a debt collection has been issued. Money already repaid for disallowed costs cannot be returned, whether it is at the CNCS level or the grantee level. To the extent that disallowances have been paid, those matters are final.

**16. What if I have not yet issued a disallowance letter and I am wrapping up my monitoring report with consequences?**

The Exemption Period will not apply to rechecks of individuals whose grant is part of an active Office of Inspector General (OIG) audit, review and investigation, CNCS monitoring activity, or FY2018 IPERIA assessment.

For grant recipient monitoring of subrecipients- If you have not issued this decision, then do not disallow costs unless you are required to do so under state law, regulation, or your organization's policy and procedures. The language you may use to close out pending monitoring reports with questioned costs related to NSCHC can reference the Exemption process as the resolution and required next steps for the subgrantee.