

Grants Management Fiscal Staff Breakout

Thursday 10:45 – 12:00 p.m.

Session Objectives

- Fiscal Staff will be briefed on federal grants management and more specifically how this grant award differs from other grant awards.
- Specific topics that will be reviewed include AmeriCorps Member overview, match and program income.

AmeriCorps Member Information

- What can Members do?
- What can't members do?
- How do they differ from Employees?
- How are they paid? Is it taxes?

Member Types

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY
Full-time	1700	\$11,400	\$22,800	1.0
One Year Half-time	900	N/A	\$12,070	.5
Two Year Half-time	900	N/A	\$12,070	.25
Reduced Half-Time	675	N/A	\$9,050	.381
Quarter-Time	450	N/A	\$6,035	.2646
Minimum-Time	300	N/A	\$4,025	.2117

Managing AmeriCorps Members

- Ensure the contract is signed and dated on the first day of the term of service.
- Conduct appropriate Criminal Background Checks for their type of service.
- There is documentation that AmeriCorps Member have received an orientation.
- Receive one or two evaluations per year depending on the members term of service

Documenting & Certifying AmeriCorps Member Hours

- Programs should have written policy for AmeriCorps Member hours.
- You will need to track training* and direct service hours.
- All AmeriCorps Member hours should be properly documented on clear, legible, time sheets that are completed in pen without the use of white out.
- Timesheets should be signed and dated by BOTH AmeriCorps Member and supervisor.

Member Timekeeping

- Programs need to develop systems to document AmeriCorps member time.
- The system should
 - track direct service time, training* and fundraising time.
 - have the capacity to report hours to date; and hours to completion to members.
 - meet documentation requirements
 - allow total hours to be reported upon exit

Minimum Standard for Electronic Timekeeping Systems:

Electronic timekeeping systems are allowed as the system of record when three conditions are met:

1. You have an established written policy establishing the use of electronic timekeeping system as your system of record; and,
2. You have a secure, verifiable electronic signature system that
 - a. identifies and authenticates a particular person as the source of the electronic signature; and
 - b. indicates such person's approval of the information contained in the electronic message.
3. Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision.
4. You follow all current grant provisions regarding timekeeping records, including access restrictions, security, privacy, and retention.

The use of regular e-mail to communicate approval is not a secure, verifiable electronic signature system.

AmeriCorps Members Eligibility Requirements

Statutory

- U.S. Citizen or Permanent Resident Alien
(Note an I-9 Form is not sufficient documentation)
- At least 17 years old (16 if Youth Corps)
- High School diploma or GED or agree to obtain one

Program Income

- Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. “During the grant period” is the time between the effective date of the award and the ending date of the award reflected in the final financial report.

Examples of program income

- Fees charged to register participants for a workshop or conference.
- The sale of commodities, services or items fabricated or produced under a sponsored program such as books and publications, software, child care, tutoring, etc.
- Revenue received in return for committing to providing AmeriCorps members' services to a third party entity such as a school district, park management organization, etc.
- Rental or usage fees charged for use of supplies or equipment purchased with grant program funds.
- Revenue from license fees, royalties, copyrights and patents developed as a result of grant funded activities.
- Revenue realized through the sale of products made under a program involving vocational training.
- Sale of real property.
- Membership fees charged to individuals and organizations for grant related activities.

Are the costs we charge to sites where Members are placed considered program income?

- Revenue received is considered program income if the agreement you have with a placement site at which participants serve specifies that the placement site must cover some costs or provide an amount in exchange for the services provided.

When are funds not considered program income?

- Funds that an organization receives in the form of donations, contributions and income into their general fund, without any requirement that they be spent on a specific grant project.
- Funds donated to be used for a project, but without restriction that services be provided in return.

Use of Program Income

- Cost sharing or matching. CNCS has authorized AmeriCorps programs to use program income to meet the cost sharing or matching requirement of the grant agreement.
- Program Income will need to be reported with the change in financial reporting, you will report this information in the CMS system on the match spreadsheet.



Taking it Home!

1. AmeriCorps grants are Federal grants with very specific program requirements.
2. There are very specific information that must be retained regarding Member eligibility
3. Responsibilities regarding tracking member hours are different
4. Programs must track and report on Program Income.
5. It is critical for program and fiscal staff to work together and communicate effectively.