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foundation

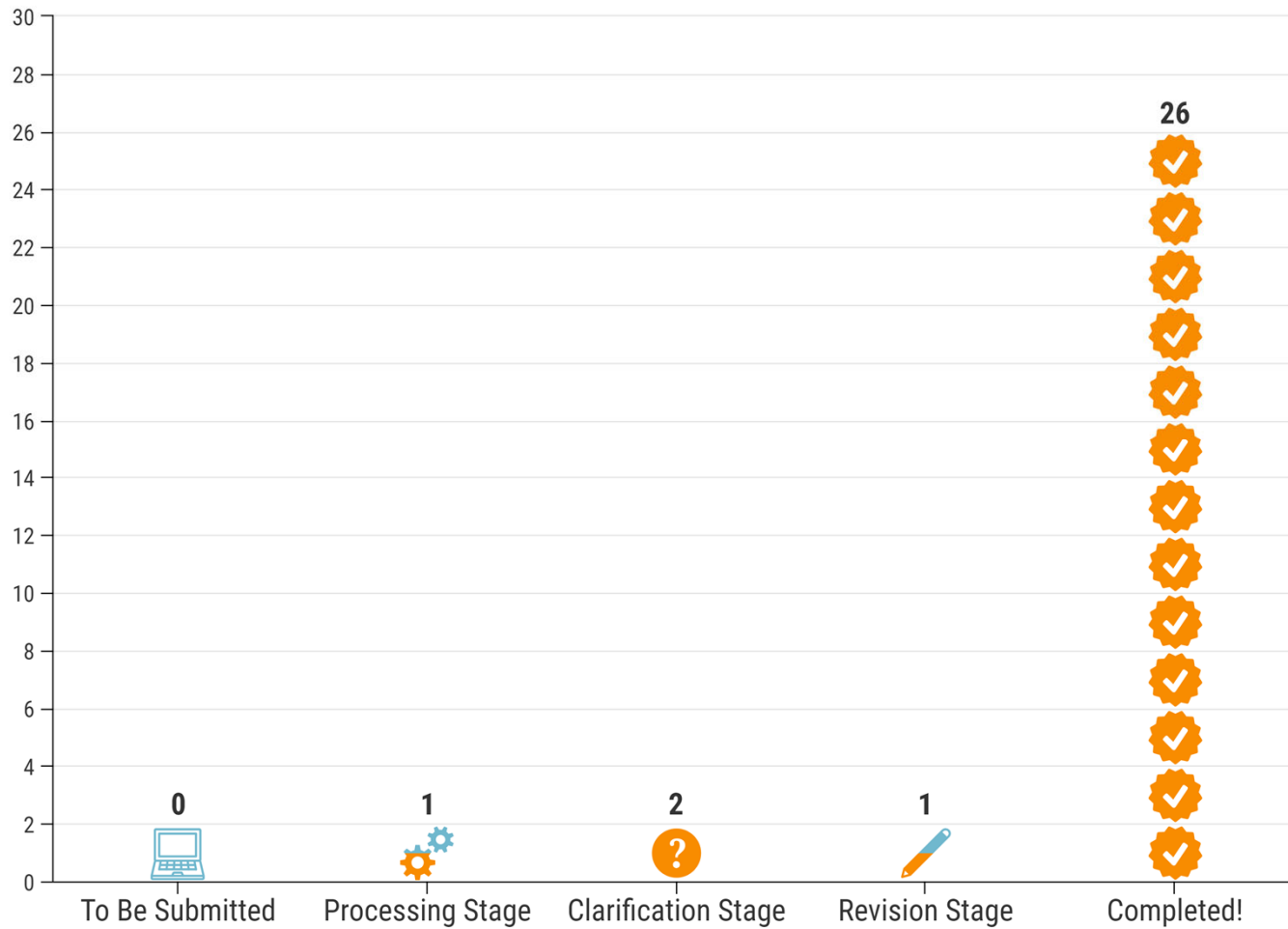
Fiscal Bi-Monthly Call
November 15th, 2018

- Pre-enrollment Policy/Living Allowance
- Final PER- Chart
- November NASO
- OnCorps Reports- PER Change Update
- In-Kind Certification
- Budget Variance Policy
- Budget Tips Sheet
- Holiday Schedule

- 2018-2019 Pre-enrollment challenges
- Leading to possible delayed enrollment and questions about prorated payment

OneStar feels that whenever possible, members and programs should not be penalized due to a new and very complex pre-enrollment system. **If you feel that your program had challenges that affected living allowance payments, please contact your Grants Officer.**

2017-2018 Final PER Progress as of 11/14/18



- New AmeriCorps Staff Orientation
- Required for all Primary Fiscal staff within the first year of being assigned
- November 28-29
- Contact your Grants Officer if you need to attend

November 2018, Spring 2019, Summer 2019 <i>(exact dates TBD)</i>	New AmeriCorps Staff Orientation	Austin, TX	Mandatory for any Primary Fiscal and Program Staff listed on the AmeriCorps ARF within the first year of being assigned.
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- Tx.oncorpsreports.com
- Changes to the PER submission report but none that should affect your process
- Added calculations to help you track important metrics
 - Asset Utilization
 - FICA percentage
 - Grantee Share Administrative/Indirect

- **Link to updated instructions:**
[http://onestarfoundation.org/americancorpstexas/
grantee-resources/#OnCorps%20Reports](http://onestarfoundation.org/americancorpstexas/grantee-resources/#OnCorps%20Reports)

Subrecipient Name:

BACKGROUND

[2 CFR 200.77](#) defines period of performance as the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. OneStar Foundation identifies this period as the “Budget Period” on the Notice of Grant Award. [2 CFR 200.309](#) states that allowable costs must be incurred during the period of performance or during a pre-award period if authorized by the pass-through entity. The Corporation for National and Community Service allows programs to utilize third party in-kind contributions as match ([45 CFR 2521.45](#)) as long as it can be verified from program records, is not included as contributions for any other federally assisted program, is necessary and reasonable to accomplish the program’s objectives and is allowable under OMB cost principles. Accordingly, in-kind match items must be redistributed during the period of performance and not in another budget year. Additionally, in-kind match must adhere to the OneStar Match Requirement Policy as outlined in Section X of the OneStar Terms and Conditions, as well as all Terms and Conditions. Subrecipients must certify that they are in compliance with the in-kind match requirements listed below.

SUBAWARD REQUIREMENTS

Use the following checklist to ensure that the subrecipient is meeting in-kind match requirements:

- Subrecipient is only utilizing in-kind match that is allowable under applicable 2 CFR 200 Subpart E requirements.
- Subrecipient is reporting in-kind match on the Periodic Expense Reports (PERs) when it is expended or utilized for approved program activities.
- If subrecipient is utilizing match from a federal source, permission has been obtained from the federal source. Federal funds retain their federal identity, even if passed down through one or more non-federal (or pass-through) entities. Subrecipients are responsible for determining if any in-kind match originated at the federal level and must report the source and amount of all federal match expended on the AFR Federal Funds as Match Report.
- Subrecipient is not including reported in-kind match as contributions for any other federally-assisted program.
- Subrecipient is maintaining source documentation to support the in-kind match.
- Subrecipient is ensuring that the amount reported on the PER is an accurate accounting of the in-kind match utilized and does not include any contributions that were not ultimately utilized. Examples include outdated technology and expired food.

CERTIFICATION

By completing this form on behalf of the subrecipient, I certify that I have been duly authorized by the subrecipient to complete and certify this report.

By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

<http://onestarfoundation.org/wp-content/uploads/2018/11/InKind-Match-Certification-Form.docx>

- http://onestarfoundation.org/wp-content/uploads/2018/11/Budget-Variance_Policy-2018.pdf
- https://docs.google.com/forms/d/e/1FAIpQLScSoxPO36KhkVYj_Y3c96Wds4H7xk8Cx902Zyo7LbEmBtRggw/viewform
- When in doubt, submit a Budget Reallocation Request Form



AmeriCorps*Texas Budget Tips Frequently Miscategorized Budget Items

To help ensure consistency within budgets across program, we have provided examples of budget items that are frequently miscategorized. When creating your program's budget, please ensure that all items are categorized in the correct budget category. If you have questions about specific items, please contact your OneStar Grants Officer.

BUDGET CATEGORY	SHOULD INCLUDE
Other Operating Costs	<ul style="list-style-type: none"> ▪ Office space rental ▪ Utilities ▪ Other program-related services* ▪ Computer licenses and fees for software use ▪ Cell phone reimbursement ▪ Payroll processing fees* ▪ Fidelity bond* ▪ Licensing fee for member curriculum ▪ Costs associated with member recruitment and outreach (e.g., career fairs fees, advertising expenses) ▪ Cost associated with member timekeeping ▪ Allowable member recognition costs ▪ Service alliance membership fees (i.e., ServeAustin, North Texas Service Alliance)
Member Support	<ul style="list-style-type: none"> ▪ Employee Assistance Program ▪ Member Assistance Program
Member Training	<ul style="list-style-type: none"> ▪ Training materials ▪ Training curriculum ▪ Costs for training space ▪ Expenses related to bringing in instructors
Staff Travel	<p><i>Commission Sponsored Training</i></p> <ul style="list-style-type: none"> ▪ ASC Regional Trainings ▪ New AmeriCorps Staff Orientation ▪ All-Grantee Meeting / AmeriCorps*Texas Symposium <p><i>CNCS Sponsored Training</i></p> <ul style="list-style-type: none"> ▪ Line item must be on the budget but does NOT need to have money allocated toward it. <p><i>All other staff training, including the Service Unites conference powered by Points of Light, should be listed separately.</i></p>
Supplies	<ul style="list-style-type: none"> ▪ Computers, tablets, cell phones* ▪ Gas for program owned vehicles ▪ Member gear ▪ Program materials ▪ Postage, office supplies, business cards* ▪ CPR/First Aid supplies ▪ Supplies for service day activities ▪ Consumable goods associated with member recruitment and outreach (e.g., flyers)

* Please ensure that your organization provides a clear allocation plan if these expenses benefit more than one project within your

Budget Tips

Link to Grantee Resource Page:
<http://onestarfoundation.org/wp-content/uploads/2018/10/OneStar-Frequently-Miscategorized-Budget-Tips.pdf>

- **Thanksgiving**
 - OneStar Office is closed on November 22-23
- **Winter Holiday**
 - OneStar Office is closed December 24-25, January 1
- **Grants Officer PTO**
 - November 19-23
 - December 24- January 4



QUESTIONS?



Thank you for joining us for the Fiscal
Bi-Monthly Call!

The webinar recording will be posted on
our Grantee Resource Library afterward.