**Subrecipient Name:**

**BAckground**

[2 CFR 200.77](https://www.ecfr.gov/cgi-bin/text-idx?SID=d71a8429a33bbcbfcf3d25bf1e1f0fc4&mc=true&node=se2.1.200_177&rgn=div8) 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](https://www.ecfr.gov/cgi-bin/text-idx?SID=d71a8429a33bbcbfcf3d25bf1e1f0fc4&mc=true&node=se2.1.200_1309&rgn=div8) 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](https://www.ecfr.gov/cgi-bin/text-idx?SID=b79681094b0dfb649d39a7fd9620b8f6&mc=true&node=pt45.4.2521&rgn=div5#se45.4.2521_145)) 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)

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