

**Clackamas
Workforce
Partnership**

POLICY #: F-05
Program Income

ISSUED: September 20, 2018

PURPOSE:

To provide guidance regarding the definition of program income, its use, and required reporting.

REFERENCES:

- Workforce Innovation and Opportunity Act Public Law 113-128
- Uniform Grant guidance 2 CFR 200
- Uniform Grant guidance 2 CFR 2900
- Title 20 CFR 683.200
- State of OR Workforce Programs WIOA Title 1 Policy FP-3

DEFINITIONS:

Program income: Gross income earned that is directly generated by a supported activity or earned as a result of the award during the period of performance. Program income includes, but is not limited to, fees for services, user or rental fees, the sale of products, license fees and royalties on patents and copyrights, revenue in excess of costs for services provided by a governmental or nonprofit entity and interest earned on funds received under the award. Program income does not include rebates, credits, sale of property, income earned after the grant period, donations, profits of commercial organizations, or matching funds.

POLICY:

Clackamas Workforce Partnership (CWP) and subrecipients will account for program income earned in accordance with the procedures described below.

Program Income will be accounted for using the "Addition Method," which means the revenue is added to the award and used for the purposes and under the conditions of the award.

Records must be maintained sufficient to separately track program income. Costs incidental to earning program income may be deducted from the amount earned to establish the net amount available for use.

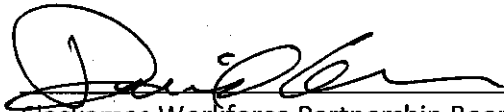
Any cash-on-hand from program income must be liquidated before requesting additional cash.

Allowable expenditures for program income are the same as those for the award.

All program income earned must be expensed within the period of grant funding availability or in accordance with the contract or grant agreement. Any program income funds remaining will be used to reduce the reported grant expenditures at closeout.

Subrecipients will report program income and expenditure of earned funds at least quarterly to CWP as required financial information on reimbursement request forms. CWP will report at least quarterly on applicable grant financial documents.

Approved:



Clackamas Workforce Partnership Board Chair

9/20/18

Date