

## Request for Reimbursement - Income Report Tab Instructions

The “Income Report” tab is where programs list the match income that they are using for the reimbursement period, regardless of when the matching income was received by the organization.

The total match amount on the Income Report tab should equal the Grantee Match Grand Total amount in on the Ledger Reconciliation tab and the match amount listed in IPT.

Please provide the following information for each match source listed on the Income Report tab.

### Match Source

Source of income (i.e., U.S. Department of Education, US Department of Agriculture, State of Utah Department of Health and Human Services, The Bill and Melinda Gates Foundation, if source is a private doner, list the name of the doner).

- Do not use acronyms.
- Do not list your organization unless the funds were raised through fundraising activities. If this is the case then, please make a note of this in the description section.

### Source Type

Using the dropdown menu, indicate the source type (Foundation, Government, Business/Corporation, Individual Doner or Other) If using other, please provide a brief description of the income source in the description section.

### Federal / Non-Federal

Using the drop-down menu, indicate if the income source is federal or non-federal

**Federal Grant #** - Provide the federal grant number, if applicable.

### CFDA #

If the match source is a federal award, provide the Catalog of Federal Domestic Assistance (CFDA) number. A CFDA number (<https://sam.gov/content/assistance-listings>) is a number assigned in the awarding document of most grants and cooperative agreements funded by the Federal government. Each CFDA number contains five digits and appears in the following format: ##.### (e.g., 10.001 or 98.102)

### Amount

Amount of grant fund expended **during this period** from the match source.

### Description

Provide a brief description of the income source.

### Cash / In-Kind

Using the drop-down menu, select whether the income type is an in-kind donation or cash.

In-Kind Contribution Verification

Forms documenting in-kind contributions must include:

- Date of contribution
- Printed name of the donor
- Signature of the donor certifying value
- Description and value of the contribution
- Method of valuation
- Donor verification that funds are not from other federal sources
- Statement that donor intends the contribution to benefit the AmeriCorps project.

The burden of guaranteeing fair market value of an in-kind resource lies with the program. Whenever possible, in-kind contributions should be shown in the program’s general ledger as both income and expenditure. If this is not possible there should be a written policy explaining why and how this is tracked ([AmeriCorps Directors Manual, page 72](#)).

See [29 CFR 97.24\(c\)](#) *Valuation of donated services* and [2 CFR 200.306\(d\)](#) for information on how to value donations.

**Administrative Indirect Costs- Grantee Match**

The total in cell D136 of the Ledger Reconciliation tab should equal the total of the Income Report tab (cell G19). If you are claiming Administrative Cost – Grantee Match, this amount must be entered in the Income report tab for these totals to match.

Instructions:

Enter the Administrative Costs – Grantee Match total from Section III: Administrative Costs section of the Ledger Reconciliation Tab of the grant workbook.

Match Source: Your program name

Source Type: Select “Business/Corporation” from the dropdown menu

Federal Subaward: Leave blank

CFDA #: Leave blank

\$ Amount: Enter the amount in cell D128 on the Ledger Reconciliation tab

Cash / In-Kind: Select “Cash” from the dropdown menu

Federal Department: Leave blank

Federal Agency: Leave blank

Description / Notes: Administrative Cost Grantee Match

Match Source / Federal Agency Name	Source Type	Federal / Non-Federal	Federal Subaward #	CFDA #	\$ Amount	Cash / In-Kind	Federal Department	Federal Agency	Description / Notes
Host Site Placement Fee	Other	Non-Federal			\$ 5,910.15	Cash			Host site placement fee
Your Program	Business/Corporation	Non-Federal			Administrative Cost - Grantee Match Total	Cash			Administrative Cost Grantee Match

For more information on distinguishing direct from direct costs, see [2 CFR 200.413-414](#) and the [Indirect Cost Guidance](#) from the AmeriCorps Office of Audit and Debt Resolution (OADR).

For instructions on how to calculate Administrative Costs, see “Calculating Administrative Indirect Costs”, located on the [Program Directors Resource](#) Page of the UServeUtah website in the Request for Reimbursement (RFR) section.