Campus Compact
AmeriCorps Program

Financial Training Webinar
Agenda

• What are the benefits?
• When can the benefits be used?
• How are the benefits accessed?
• What are the limitations?
• What about match?
• Personnel time
• Housing benefit
• Supplies
What are the benefits?

Iowa Civic Action Academy, November 8 - 9, 2019 in Cedar Falls, Iowa

• $75 scholarship to attend the
• Members and/or host sites can request travel assistance

Professional Development (Full time and half time only)

• $1000 per member for allowable professional development activities approved by the supervisor and Iowa Campus Compact
When can the benefits be used?

- Iowa Civic Action Academy
  - Use for members enrolled prior to Nov 8
- Professional Development
  - Earned for each member enrolled
- Members must be “active” or “in-service” to use benefits
- Use it or Lose it
Before you buy anything, ask IACC if it is reimbursable.
How are the benefits accessed?

• Iowa Civic Action Academy
  • Scholarship: Members are given a code to use at registration.
  • Travel: Members or host sites can request travel reimbursement.

• Professional Development funds
  • All costs: Members or host sites can request reimbursement.
Host site is requesting reimbursement

• Send IACC and invoice with supporting documentation
  • Types of supporting documentation include
    • Documented reason for travel
    • Exact mileage and mileage calculation (as appropriate)
    • Rental car purchase + Gas
    • Conference or training agenda
    • Paid airline receipt (as appropriate)
    • Meal receipt(s) as allowable to member travel policy
    • Other relevant documentation related to reimbursement
Member is requesting reimbursement

- If travelling, they complete the IWCC travel reimbursement form and submit copies of supporting documentation.
- For non-travel purchases (e.g., book or membership) the member submits copies of supporting documentation.
We will not reimburse mileage AND gas.
What are the limitations?

• Member Travel
  • Travel to and from a training or workshop
  • Meals while travelling to professional development opportunities
  • Overnight costs associated with professional development opportunities
  • Event registration fees
  • Travel to complete the service project

• Supplies or membership that advance the full time or half time member’s service project or professional development
What is **NOT** an allowable expense?

- Costs incurred prior to the award
- Any prohibited activities
- All personnel costs including stipends to students, faculty, and staff
- Travel costs to and from the member’s service site
- AmeriCorps member living allowance
- Shared supplies (e.g., copier paper, pens)
- Entertainment and alcohol
  - No amusement, diversion, or social activity costs are allowed (such as tickets to shows or sports events, or meals, lodging, rentals, transportation, or gratuities connected with attending entertainment events)
- Indirect costs (administrative support)
- Tuition or scholarships for AmeriCorps members
Reasonable Purchases

• A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
Reasonable Purchases

• **Member Travel**
  • **Lodging**
    • Members are expected to use discretion in selecting a moderately priced motel or hotel, when possible, and will be reimbursed actual costs for such accommodations. Members are allowed to stay at the hotel/motel where the conference they are attending is being held.
  
  • **Meals**
    • If out of town for the entire day (involving an over-night stay), breakfast, lunch and dinner will be reimbursed.
  
• **Air Travel**
  • Transportation by air will be at standard or coach class rates on scheduled airlines.
Source of Match Policies

• Personnel costs
• Housing
• Supplies or other related costs
Allowable Personnel Time

- Supervisors should track only the hours when they are directly supervising the member by providing oversight, training, or guidance to member(s).
- Most supervisors spend approximately 5-10% of their time supervising members.
- However, your time may vary depending on the complexity of the intervention, the experience of the member, the number of members receiving supervision, etc.
Documenting Personnel and/or Benefits

- Completed background checks by IACC prior to documenting time
- Annual certification of salary and/or benefits that include
  - Written on institution letterhead
  - Hourly rate to be used to calculate contribution
  - Calculation of hourly rate, as appropriate
- Monthly timesheets that
  - Account for the staff person’s total activity - not just time related to AmeriCorps.
  - Are signed and dated by the host site supervisor and their direct supervisor for each month
  - Represent the actual time spent on the ICAP grant, not an estimate.
  - Are submitted within the first 5 working days of the month
Background Checks

- Completed through a vendor called TrueScreen

1. IACC enters your info into the system
2. Truescreen invites you to send them a picture of your ID
3. IACC verifies your identity
4. Truescreen completes the check in about 3 business days
Annual Certification of Salary

• We will send you a template.
Monthly Timesheets

We will send you a template

Complete timesheets are ..

• Signed and dated by you and your supervisor
• Filled in completely
• Show the cash value of your time.

<table>
<thead>
<tr>
<th>Day</th>
<th>AmeriCorps</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Jul 1, 2019</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Tuesday, Jul 2, 2019</td>
<td>0</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday, Jul 3, 2019</td>
<td>1</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Thursday, Jul 4, 2019</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Friday, Jul 5, 2019</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Saturday, Jul 6, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sunday, Jul 7, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday, Jul 8, 2019</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Tuesday, Jul 9, 2019</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Wednesday, Jul 10, 2019</td>
<td>1</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Thursday, Jul 11, 2019</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Friday, Jul 12, 2019</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Saturday, Jul 13, 2019</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Sunday, Jul 14, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday, Jul 15, 2019</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Tuesday, Jul 16, 2019</td>
<td>0</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Wednesday, Jul 17, 2019</td>
<td>1</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Thursday, Jul 18, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Friday, Jul 19, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Saturday, Jul 20, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sunday, Jul 21, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday, Jul 22, 2019</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Tuesday, Jul 23, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday, Jul 24, 2019</td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Thursday, Jul 25, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Friday, Jul 26, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Saturday, Jul 27, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sunday, Jul 28, 2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monday, Jul 29, 2019</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Tuesday, Jul 30, 2019</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday, Jul 31, 2019</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>174</td>
<td>$560</td>
<td>$560</td>
</tr>
</tbody>
</table>

Rate of Pay $ 15.00
Total Match 16 hours x $15.00/hr $ 240.00

Employee Signature
Date

Supervisor Signature
Date

Please submit five completed timesheets to your supervisor within the first five working days of each month. Both columns (AmeriCorps/Other), rate of pay, total match, signatures, and dates must be filled.
Documenting Housing Costs

Submit documentation to IACC after the member(s) has exited.

• Housing stipends
  • Paid directly to the landlord or mortgage holder (NOT the member)
  • Send IACC receipts or other financial documentation

• Free or On Campus Housing
  • The member pays nothing or a portion of the cost is donated to the program
  • Send IACC a letter or in-kind form that describes the housing unit and cost of the unit
In-Kind Form

• We have a template for you!
Documenting Supply purchases

• Host sites using supplies or other costs as a source of match must meet the following documentation requirements

• For items purchased by the host site
  1. Itemized receipts for the supplies
  2. Purpose for each supply item
Documenting Other Costs

• In-kind media of your ICAP project or program
  • A completed in-kind form or signed letter from the media agency that includes the following
    • Brief description of services provided
    • Total value of service and calculations, as appropriate
    • Copy of advertisement or media
  • In-kind space (office, full time member housing, or other applicable space)
    • A completed in-kind form or signed letter from the organization providing the space that includes the following
      • Value of the space based on certified, independent appraisal of the fair market value of the space
In-Kind Form

• We have a template for you!
Reasonable Costs

• A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
Questions?

• Contact Justin Ellis

• jellis@compact.org

• 515-505-3670