

Subject	Idaho Commission on Aging Policy for Title III: Use of Program Income		No.	Draft
Effective Date			Version No	01
Review Date				
Version History				
Version	Revision Date	Description of Change	Author	

Acronyms:

AAA – Area Agency on Aging

ICOA – Idaho Commission on Aging

Purpose:

This policy establishes the Program income requirements as set forth in 2 CFR 200.307, 45 CFR 75.307, and 45 CFR 1321.9(c)(2)(xii).

Scope:

This policy applies to the Idaho Commission on Aging (ICOA) and all Area Agencies on Aging (AAAs). It provides guidance and requirements regarding the use of Program income.

Policy Statement:

ICOA requires that all Program income generated through Title III-funded activities be accurately recorded, reported, and used in accordance with federal regulations. Program income must be applied to expand or enhance the services supported by Title III award under which the income was generated and must be spent before additional federal funds are drawn.

Definitions:

- **Program Income** – means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of

the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See *also* [35 U.S.C. 200-212](#) (which applies to inventions made under Federal awards).

Requirements:

1. Voluntary contributions and cost sharing payments are considered program income;
2. Program income collected must be used to expand a service funded under the Title III grant award pursuant to which the income was originally collected;
3. ICOA must use the addition alternative as set forth in 2 CFR 200.307(e)(2) and 45 CFR 75.307(e)(2) when reporting program income, and prior approval of the addition alternative from the Assistant Secretary for Aging is not required;
4. Program income must be expended or disbursed prior to requesting additional Federal funds and must be used to pay for allowable costs; and
5. Program income may not be used to match grant awards funded by the Act without prior approval.

Procedures:

The AAAs will submit the invoice, in-kind and program income to ICOA no later than the 25th of each month.

The AAAs will submit match and program income data at the end of each quarter as designated in AAA Budget Workbook.