

UNIFORM GUIDANCE ACTIVITY

1. You feel overwhelmed with all the materials you have – curricula, workshop materials, payroll records, intake forms, indirect cost rate info, etc. You have resolved to make a more efficient workspace in the New Year. How do you decide what documents you need to keep and what can to shred? (Record Retention)

Issue/s	Section	Key Principles

2. It's the end of your budget period (9/30) and you haven't spent all your funds because staff was hired late and you had to postpone a conference that was canceled due to weather. What do you do with the unspent funds? Can you revise your budget? What if this happens during your last budget period of your 5-year period of performance? (Revision of Budget & Program Plans. Period of Performance. Budget)

Issue/s	Section	Key Principles

3. You've purchased some equipment with your grant funds and now have some questions: What kinds of records do you need to keep about equipment that you buy? How does the cost of the equipment play in? Can you use this equipment for other activities? What if another group wants to rent the equipment? Can they do so? If so, how much can you charge? What do you do with the equipment when the grant is over? (Equipment)

Issue/s	Section	Key Principles

4. What happens if a grant recipient isn't complying with grant award terms? What are some circumstances in which this could this happen? What can OSEP do about this? (Specific Conditions; Remedies for Noncompliance)

Issue/s	Section	Key Principles Specific conditions.

5. You have just developed some products for your Parent Center grant. Can you copyright the work that you developed under a grant award? If so, what rights does the Federal Government have? (Intangible Property)

Issue/s	Section	Key Principles

6. Does your center need to have "procurement procedures"? What does that mean and what would you need to do? (Procurement Standards)

Issue/s	Section	Key Principles

7. We need to update our website and want to contract with an IT person to design and run it. Can I charge my federal grant whatever the consultant charges me? Is there a limit as to how much I can charge? (Reasonable costs. Allocable costs. Allowability of Costs)

Issue/s	Section	Key Principles

8. **What does UNIFORM GUIDANCE say about audits? Does every Federal grantee need to have one? If so, how often and does the audit have to be sent in somewhere?** (Audit Requirements)

Issue/s	Section	Key Principles

9. **What kinds of policies are Parent Centers required to have for standards of conduct?** (Government Procurement Standards)

Issue/s	Section	Key Principles

10. **A staff quit in August and our lead trainer has to handle our parent advising calls as well as doing her training work. So, she is working 50 hours most weeks to get everything done. Can I charge her overtime costs to the grant? Do I need prior approval for this?** (Compensation - Personal Services. Prior Approval.)

Issue	Section	Key Principles

11. **Our organization is growing and we now have 2 projects in addition to our Parent Center grant. How should we handle our administrative or overhead costs for our agency? Do we have to apply for an Indirect Cost Rate? If we did formally apply, where do we apply & how for long would the rate be good?** [Indirect (F&A) costs]

Issue	Section	Key Principles

12. **List 10 areas in UNIFORM GUIDANCE (General Provisions for Selected Items of Cost) relating to costs that might apply to your Parent Center and an important consideration about each one.**

Issue	Section	Key Principles

13. **My Board of Directors wants staff to all work on efforts to raise unrestricted funds. Is this an allowable cost within our federal grant? How does fundraising fit into our Indirect Cost Rate?** (Fund raising)

Issue	Section	Key Principles