



REALIZING THE CIVIC MISSION OF EDUCATION FREQUENTLY ASKED QUESTIONS

The information below is intended solely for California State University campuses who are subgrantees of the Learn and Serve grant, “Realizing the Civic Mission of Education” awarded to the CSU Chancellor’s Office. While the information is in compliance with Learn and Serve America guidelines it is not intended to serve as an official document for all other Learn and Serve programs.

Q When should I use the Learn and Serve America logo?

- A** The Learn and Serve America logo should be used if the grantee or participants develop publication, or other products including software designs, training manuals, curricula, CD-Roms, articles, and t-shirts.

The Learn and Serve logo should be used when you have paid for these services or products from either the Learn and Serve match or grant accounts.

For more information visit:

http://www.calstate.edu/csl/programs/Using_the_LSA_Logo.doc

Q How do I document match and in-kind donations so that they are *audit acceptable*?

- A** The Learn and Serve grant program includes grant and match activity – they are not separate. Your match expenses should be documented in the same manner as your grant expenses, thus ensuring that your documentation is “audit acceptable.” In other words, your ‘entire’ Learn and Serve grant must be managed in accordance with all federal and program regulations.

For more information see pages 22-25, “Developing a Checks and Balances System – Getting Started at:

http://www.calstate.edu/csl/programs/website_cme_fiscaltrng_presentation.pdf

Q When do I need to obtain written approval for a programmatic change?

- A** Before making significant changes to your program’s grant, send Season Eckardt (seckardt@calstate.edu) an email. For example, you want to change some of your program’s activities, such as not offering an Engaged Department Institute.

For a quick reference, see [Instructions for Programmatic and Budget Changes](#).

Q When do I need to obtain written approval for a budget change?

A Subgrantees may transfer funds among approved line items when the cumulative amount of the reallocation does not exceed 10% of the total program budget. The total program budget includes both the grant and match share – section III, Total on the Learn and Serve Budget Form.

You must obtain written approval from Season Eckardt (seckardt@calstate.edu) for a budget change for the following reasons:

- You want to reallocate funds to different line items (staff salaries, supplies, etc) and the amount exceeds 10% of the total program budget. The total program budget includes both the grant and match share – section III, Total on the Learn and Serve Budget Form.

If the request is approved, the Chancellor’s Office will execute a budget amendment requiring a new set of signatures. In some cases, where there is no change in the total budget amount, the Chancellor’s Office will send an email stating that the budget changes have been approved. The email will serve as official documentation and a copy should be kept with the campus contract.

Q What is the Consultant Rate for 2005?

A Effective October 1, 2004, the 2005 consultant rate for the Learn and Serve grant is \$540.00 per day (exclusive of any indirect expenses, travel, supplies, etc). If you need to pay for the time it takes the consultant to travel, you should include that in the consultant’s preparation time.

In order to minimize the need for campuses to do budget amendments, the new rate for CSU subgrantees will go into effect for the 2005 - 2006 program year.

Q Does the Consultant Fee of \$540/day pertain solely to the grant share?

A No. Because the Learn and Serve grant program does not differentiate between match and grant funds, the \$540/day consultant fee is the total amount allowed for both the grant and match share. The chart below provides a few examples of what is allowable and unallowable:

Grant Funds	Matching Funds	Total Funds	Allowable/Unallowable
\$540		\$540	Allowable
\$270	\$270	\$540	Allowable
	\$540	\$540	Allowable
\$540	\$540	\$1080	Unallowable

Q Can faculty receive stipends?

A No, faculty, staff and community partners are not allowed to receive stipends but rather mini-grants per Learn and Serve definitions found in the [Learn and Serve Provisions](#). Adapted from the LSA provisions, the Chancellor’s Office defines ‘stipend’ to mean, *financial compensation paid by the program to students performing service activities as outlined in the request for proposals*. In addition,

the subgrantee should be aware that these individuals (who are not considered professional staff of the program) must be reported under the appropriate line item in budget category "Operating Costs."

Q If I don't spend all of Program Year 2004-2005 grant funds, what happens?

A Because the Learn and Serve grant is a multi-year grant, any unspent funds from program year 04-05 will be rolled over and added to your 2005-2006 contract. All funds must be fully expended by May 2006. The Chancellor's Office will not approve a no-cost extension. Campuses should plan accordingly.

Q What are ineligible costs? Where do I find a list of eligible and ineligible costs?

A Neither participants or staff may engage in prohibited activities as outlined in sections 7 and 8 of the [LSA provisions](#) while charging time to the Learn and Serve grant. A list of ineligible costs can also be found on page five of the [Civic Mission of Education Request for Proposals](#) (RFP).

A frequent question that has arisen is the use of LSA funds for recognition events. Within reason, LSA funds may be used for recognition events. However, providing money, a gift certificate, etc to a student, faculty member, or community partner as a form of recognition is unallowable. It is ok to buy a LSA promotional item, or provide a student group or community partner a mini-grant to support their community service project as long as it furthers the goals outlined in your proposal.

After consulting these documents, if you are still unsure whether an expense is allowable or not, please contact Judy Botelho in the Chancellor's Office at 562-951-4749 or jbotelho@calstate.edu.

Q Can match funds include federal sources?

A Yes, match funds may include federal sources other than funds made available under the national service laws. Subgrantees must check with the federal agency to see if it is possible to include its funding as part of match source for this grant. For reference see: [LSA Higher Ed guidelines](#) page 22-23 or Section 2519.700 of the [Code of Federal Regulations, 45 CFR](#).

Q The next fiscal report is due June 30, 2005, for expenses incurred between 12/1/04-5/31/05, how should the campus invoice the Chancellor's Office for May salary and benefits when it does not hit the campus financial accounting system until June?

A Your fiscal reports to the Chancellor's Office should include actual expenses that hit your financial accounting system (FAS) by the fiscal reporting periods indicated in Rider B of your grant contract. For the June 30, 2005 reporting period, any May salary and benefits that do not indicate a posting date of May 31, 2005, should be included in the December 31, 2005 fiscal report, which covers expenses from June 1, 2005 – November 30, 2005.

Q Is a subgrantee responsible for ensuring that mini-grants awarded by the campus to faculty are in accordance with Learn and Serve provisions?

A Yes. The Chancellor's Office assumes that through the mini-grant RFP process, and review of faculty proposals, that the campus will be able to ascertain if the activities and/or proposed expenses are outside Learn and Serve guidelines. Therefore, while the campus does not need to monitor the funds once they are transferred, the established checks and balance system (prior to the funds being transferred) should raise any red flags.

Some appropriate and acceptable processes for documenting that mini-grant funds are in accordance with contractual guidelines include: retaining copies of internal RFP's for mini-grants, award letters, working group minutes, etc.

Q Can Learn and Serve funds support international service-learning activities?

A Learn and Serve funds cannot be used for any international service-learning activities.

Q What documentation is needed for the fiscal reporting deadlines?

A The special conditions in Rider B of your grant contract outlines the payment and reporting information. When invoicing, your campus needs to submit two items:

- 1) Civic Mission of Education Invoice or Students in Action Invoice - can be found on the CSL website under [Program and Fiscal Management Resources](#) (Rider F in your contract is an earlier version and should not be used).

*Note: The amounts reported on your Learn and Serve invoice form should only reflect the expenses incurred within the reporting period and should not be cumulative.

- 2) Campus invoice letterhead, stating the amount requested for reimbursement, period reporting for, invoice number, and agreement number.

Q According to my CME contract, the financial reporting periods do not coincide with the program years. Is this an error?

A No, this is not an error. The timeline differs between programmatic and fiscal periods because of our (the CO's) deadline to Learn and Serve. We need to reimburse the campuses for their expenses prior to our deadline while also taking into account the end of the state fiscal year. This will result in June 2005 expenses not being reported until the next reporting period, which is acceptable because the subgrantee's contract term is for two years and carryover is allowed.

Q How are administrative costs calculated?

A Administrative costs may not exceed 5% of total grant funds awarded or 5.26% of direct expenditures. For step-by-step instructions on how to calculate your campus's administrative cost for the grant and match share, see the [Request for Proposals](#).

Additional fiscal information pertaining to your Learn and Serve grant can be found on the [Civic Mission of Education Subgrantee Fiscal Training-Power Point Presentation](#) on the CSL website.