

TRWIB Inc., dba Partner4Work	PARTNER  WORK
Policy Title: Program Income Policy	
Effective Date: 10.26.2023	Last Reviewed: 12.12.2025

Purpose

The purpose of this policy is to outline the required procedures for program income. It will detail how it is generated, accounted for, expended, and reporting on our financial status reports and operating budgets.

Non Federal entities are encouraged to earn income to defray program costs where appropriate. Costs incidental to the generation of the program income may be deducted from the gross income to determine program income, provided these costs have not been charged to the Federal award.

Program Income is defined at 2 CFR 200.80 as 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. (See 2 CFR 200.77 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, taxes, special assessments, levies, and fines raised by a grantee and subgrantee, and interest earned on any of them.

Interest Income

Interest Income generated by TWRIB Inc is from our unrestricted funds through our bank accounts. It is recognized as revenue in the period it was received and will be used at the discretion of the CEO and CFO.

Program Income Exclusions

There is no obligation to Federal Government with respect to program income earned from license fees and royalties for copyrighted material, patents patent applications, trademarks and inventions produced under an award. However, Patent and Trademark Amendments apply to inventions made under an experimental developmental or research awards.

Account for Revenue and cost generating program income

TRWIB Inc uses the net income method to account for program income. With the net income method approach, the costs incidental to the generation of program income are netted against or

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deducted from gross program income to determine the amount of net program income. The revenues that are generated as program income are tracked separately in the accounting records. Net program income is then recorded in the appropriate program income account and the incidental costs to generate the program income are not charged to the grant.

Uses of Program Income

TRWIB Inc program income will be placed back into the program it was derived from. It will be spent in accordance with the terms and conditions of the originating grant. The program income will be expended within the period of performance specified in an individual notice of obligation. Any program income funds remaining would be used to reduce the reported grant expenditures at closeout.

PA CareerLink Program Income

TRWIB Inc PA Career Link Income earned as a result of shared activities or shared costs is attributable to all partners participating in the cost or activity. If program income is earned as a result of shared costs or activities, then the income is distributed to all partner organizations that participated in the activity or cost. The program income is allocated in the same proportion as the shared costs. The program income will be expended on allowable grant activities. Partners may agree to use program income to reduce their share of costs needed to fund the operating budget.

Reporting of Program Income on the Operating Budget or Financial Status Reports

Under the FSR undisbursed program income label, there are 3 fields to report under. The Total Federal Program Income Earned, Program Income Expended and Unexpended Program Income. TRWIB Inc will report each of these 3 boxes under the FSR for each grant.

TRWIB Inc will use all program income prior to making requests for cash draws.