

Back to the Basics: Understanding the Administrative Requirements and Cost Principles for Managing Head Start and Early Head Start Grants

**October 13-14, 2010, Hilton Atlanta
Airport, Atlanta, Georgia**



Under current law, Head Start and Early Head Start grantees and their delegate agencies must develop and implement policies and procedures to provide for appropriate internal controls over all funds, property, and other assets. **Back to the Basics: Understanding the Administrative Requirements and Cost Principles for Managing Head Start and Early Head Start Grants** provides participants with a comprehensive overview of the regulatory requirements that are necessary to develop the policies and procedures that ensure that appropriate internal controls are implemented. The training will address the following regulatory requirements:

- Payment
- Cost sharing
- Program Income
- Revision of budget and program plans
- Non-Federal audits
- Allowable costs
- Period of availability of funds
- Closeout procedures
- Property standards (insurance coverage, real property, equipment, supplies)
- Procurement standards
- Reports and records
- Monitoring and reporting program performance
- Financial reporting
- Retention and access requirements for records

Furthermore, the institute will provide meaningful benchmarks for internal controls that address the regulatory requirements included in the applicable administrative requirements and cost principles.

With a renewed emphasis on transparency in Federal programs, Head Start and Early Head Start grantees and their delegate agencies must also develop and implement policies and procedures (internal controls) that allow for managing the funds in a transparent manner. With fiscal staff turnover in a number of agencies, **Back to the Basics** will provide new fiscal staff with the skills necessary to review, revise, and develop policies and procedures necessary for a transparent fiscal management system. **Back to the Basics** also provides an opportunity for seasoned fiscal staff to receive a refresher course on applying the administrative requirements and cost principles to implement effective internal controls.

The Standard Registration Fee is \$300 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$285 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including information on earning .9 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will better understand the administrative requirements and cost principles applicable to their organization;
- ★ Participants will gain strategies for developing the necessary policies and procedures for managing Head Start and/or Early Head Start grants in a transparent manner; and

- ★ Participants will learn how to use local policies and procedures to track the progress of their program's financial objectives.

Your Presenter



Perry Davis is a Fiscal/Management Specialist whose responsibilities include the provision of technical assistance and training in the areas of finance and management, including cost allocation, non-Federal share, systems integration, inventory control, and budget development and monitoring. Prior to joining T/TAS, Perry was the Program Operations Manager of a large Head Start and Early Head Start program in Mississippi. He has an MBA with a concentration in Finance.

(T/TAS reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

The Hilton Atlanta Airport is located at 1031 Virginia Avenue in Atlanta, Georgia. Hotel accommodations are available at the special conference rate of \$129 per night for single or double occupancy (plus applicable taxes) which includes a complimentary breakfast voucher. To qualify for the special conference rate, please state that you will be attending **Head Start Back to Basics-Grant Management** when making your reservations. Please make your hotel reservations **no later than September 19, 2010** by calling 404-767-9000 or 800-HILTONS.

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

The Hilton Atlanta Airport is located just five minutes north of Hartsfield-Jackson Atlanta International Airport, two miles from the Georgia International Convention Center (GICC) and eight miles south of downtown Atlanta and the Georgia World Congress Center. The Hilton is also just a short drive from such area attractions as HiFi Buys Amphitheatre, the Martin Luther King Museum, Underground Atlanta, the World of Coca-Cola, the Georgia Aquarium and Zoo Atlanta, the Georgia Dome, Six Flags Over Georgia, and the Atlanta Motor Speedway. In addition to in-room dining and the light fare of The Coffee Bar, the Hilton also features beverages and snacks in the Finish Line Sports Bar, fine Italian cuisine in Andiamo, and your favorite American dishes in the Magnolia Grill.



Tentative Agenda

Wednesday, October 13, 2010

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|-------------------|--|
| 8:00 - 9:00 a.m. | Registration |
| 9:00 - 10:30 a.m. | Understanding the Administrative Requirements for Grantees and Delegate Agencies |
| 10:30-10:45 a.m. | Break |
| 10:45 a.m. - Noon | Understanding the Administrative Requirements for Grantees and Delegate Agencies (Cont'd) |
| Noon - 1:15 p.m. | Lunch on Your Own |
| 1:15 - 2:45 p.m. | Understanding the Administrative Requirements for Grantees and Delegate Agencies (Cont'd) |
| 2:45 - 3:00 p.m. | Break |
| 3:00 - 4:30 p.m. | Understanding the Administrative Requirements and Cost Principles for Grantees and Delegate Agencies |

Thursday, October 14, 2010

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|--------------------|---|
| 8:30 - 10:15 a.m. | Understanding the Administrative Requirements and Cost Principles for Grantees and Delegate Agencies (Cont'd) |
| | Making the Connection to Your Local Policies and Procedures |
| 10:15 - 10:30 a.m. | Break |
| 10:30 a.m. - Noon | Making the Connection to Your Local Policies and Procedures (Cont'd) |

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to www.ttas.org/calendar.html, locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at www.ttas.org, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return with check, money order, or Purchase Order (made out to **T/TAS**), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) to our office at **270-745-3340** or **270-745-2142.**

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.***

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration *in writing* 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching all of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. Most of the events in our training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482!**





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

| EVENT | SELECT FEE(S) |
|---|--|
| <p>BACK TO THE BASICS: UNDERSTANDING THE ADMINISTRATIVE REQUIREMENTS AND COST PRINCIPLES FOR MANAGING HEAD START AND EARLY HEAD START GRANTS</p> <p>OCTOBER 13-14, 2010, HILTON ATLANTA AIRPORT, ATLANTA, GA</p> | <p><input type="checkbox"/> Standard Registration: \$300</p> <p><input type="checkbox"/> TTAS@Your Service Subscribers: \$285 *</p> <p><input type="checkbox"/> Check if requesting .9 CEUs (9 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p> |

* Subscribers, please include **T/TAS@Your Service** Enrollment No._____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference description.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

- Check payable to T/TAS.
- Purchase Order No._____ payable to T/TAS.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
Expiration Date: _____ Signature: _____
Visa Card Users, please include 3-digit V number from back of card: ___ __ _

Return to: T/TAS
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

ACCESSIBILITY NEEDS:
Do you have any disability that requires special materials or services?
Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.
EIN61-1358086