

The Office of Head Start's National Center on Program Management and Fiscal Operations under the auspices of Center partner WKU present:

The Grants Policy Statement: Understanding The Terms & Conditions of the Financial Assistance Award

**March 2-3, 2011, The Planet Hollywood Resort & Casino,
Las Vegas, Nevada**

The Department of Health and Human Services Grants Policy Statement (HHS GPS). It is referenced in every Financial Assistance Award (FAA), but most grantees can't recall ever hearing the term. The Grants Policy Statement outlines the terms and conditions common to every HHS discretionary grant or cooperative agreement award. This important document is also designed to be useful to those interested in that process by providing information about the HHS grants process, its associated authorities, and the grantee's responsibilities. Finally, the HHS Grants Policy Statement answers most questions relating to obligations, including questions on:

- Payments,
- Period of Availability (Project Period versus Budget Period),
- Monitoring,
- Reporting,
- Program Income,
- Using Funds Appropriately,
- Prior Approval,
- Cost Considerations, and
- Much more.



Unlike the Administrative Requirements and Cost Principles where different versions are applicable to different types of agencies, one single version of the HHS Grant Policy Statement is applicable to all agencies and programs carrying out activities under the Head Start Act of 2007. Head Start and Early Head Start grantees and delegate agencies must develop and implement policies and procedures that ensure compliance with the HHS Grants Policy Statement.

With the presentation of **The Grants Policy Statement: Understanding The Terms and Conditions of the Financial Assistance Award**, the staff of the National Center is providing an in-depth review of the HHS Grants Policy Statement for the first time. The training will clarify the requirements of managing discretionary grant awards consistent with the terms and conditions outlined in the HHS-GPS. With renewed emphasis on accountability, transparency and quality, the training will also ensure grantees and delegate agencies are complying with the terms and conditions of the Financial Assistance Award. Since grant management is a team responsibility, this training will benefit Program Managers, Fiscal Officers, Fiscal Staff, Directors and Executive Directors, policy Group, and governing body members.

The Standard Registration Fee is \$150 per person. 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 grant requirements outlined in the HHS Grants Policy Statement.
- ★ Participants will better understand the relationship between the HHS Grants Policy Statement and the Administrative Requirements and Cost Principles that are applicable to their grants.

- ★ Participants will be equipped with strategies for developing and implementing policies and procedures to ensure compliance with the terms of the HHS Grants Policy Statement.

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. Perry has been a Program Operations Manager of a large Head Start and Early Head Start program in Mississippi. He has an MBA with a concentration in Finance.

(WKU reserves the right to substitute presenters as circumstances warrant.)

Hotel Accommodations

The Planet Hollywood Resort and Casino is located at 3667 Las Vegas Boulevard South in Las Vegas, Nevada. Hotel accommodations are available at the special conference rate of \$79 per night, single or double occupancy (plus applicable taxes). To qualify for the special conference rate, please state that you will be attending **Head Start Grants Policy Statement** when making your hotel reservations. Please make your reservations **no later than January 31, 2011** by calling 702-785-5555 or 877-244-9474.

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 Planet Hollywood is one of the most exciting entertainment destinations on the Las Vegas Strip. The historic Planet Hollywood Theater for the Performing Arts has hosted some of the biggest names in entertainment, ranging from Nine Inch Nails to Cedric the Entertainer. And then there's the nightlife... gaming in the Pleasure Pit, hip bars, chic lounges and South Beach style clubs. The Planet Hollywood also offers a variety of award-winning dining options including fine steaks at the Strip House, world cuisine at the Spice Market Buffet, classic Mexican at Yolo's, Asian delights at Koi and P.F. Chang's China Bistro, plus over 200 menu items at the Planet Dailies coffee shop and cafe, deli fare at The Earl of Sandwich, and the world-famous Pink's Hot Dogs.



Tentative Agenda

Day One

8:00 - 9:00 a.m.	Registration
9:00 - 10:30 a.m.	Understanding the Terms and Conditions in HHS Grant Policy Statement
10:30 - 10:45 a.m.	Break
10:45 a.m. - Noon	Understanding the Terms and Conditions in HHS Grant Policy Statement (Cont'd)
Noon - 1:15 p.m.	Lunch On Your Own
1:15 - 2:45 p.m.	Understanding the Terms and Conditions in HHS Grant Policy Statement (Cont'd)
2:45 - 3:00 p.m.	Break
3:00 - 4:30 p.m.	Understanding the Terms and Conditions in HHS Grant Policy Statement (Cont'd)

Day Two

8:30 - 10:15 a.m.	Understanding the Terms and Conditions in HHS Grant Policy Statement (Cont'd)
10:15 - 10:30 a.m.	Break
10:30 a.m. - Noon	Making the Connection Between the HHS-GPS and the Administrative Requirements and Cost Principles

Registering for National Center events through WKU

- ★ **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 **WKU**), or with Credit Card info (Visa, MasterCard, or Discover) to: WKU 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.

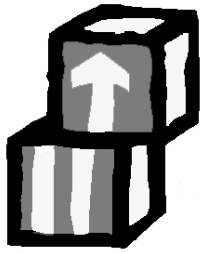
Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to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

Enrollment is Limited: National Center partner WKU 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. National Center partner WKU 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. National Center partner WKU 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 National Center partner WKU 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 this National Center partner WKU 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 this event.



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: WKU 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)
<input type="checkbox"/> THE GRANTS POLICY STATEMENT: UNDERSTANDING THE TERMS AND CONDITIONS OF THE FINANCIAL ASSISTANCE AWARD , Planet Hollywood Resort & Casino, Las Vegas, NV	<input type="checkbox"/> Standard Registration: \$150 <input type="checkbox"/> Check if requesting .9 CEUs (9 contact hours) from Western Kentucky University and include an additional \$25 in payment.

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

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

Check payable to WKU.

Purchase Order No. _____ payable to WKU.

Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____

Expiration Date: _____ Signature: _____

Visa Card Users, please include 3-digit V number from back of card: ___ __ __

Return to: **WKU / 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.

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