

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

**February 8-9, 2012**  
**Astor-Crowne Plaza**  
**New Orleans, Louisiana**

Every Financial Assistance Award (FAA grant) includes language and a web link that references the Department of Health & Human Services Grant Policy Statement. The Grants Policy Statement outlines the terms and conditions of the award. It answers most questions relating to:

- obligations
- payments
- period of availability (project period vs. budget period)
- monitoring
- reporting
- program income
- using of funds appropriately
- prior approval
- cost consideration, and many others

Unlike the Administrative Requirements and Cost Principles, the HHS Grant Policy Statement is applicable to all agencies and programs carrying out activities under *The Improving Head Start for School Readiness Act of 2007*.

Training and Technical Assistance Services is providing an in-depth review of the HHS Grant Policy Statement. The training clarifies requirements of the grant award as outlined in the terms and conditions. **Understanding the terms and conditions of the grant mitigates your organization's "risk" of recompetition.** We all know the governing body is fiscally responsible for the grant. They trust staff with the responsibilities of implementing the activities outlined in the grant. To ensure successful implementation, your staff (Program Managers, Fiscal Officers, Fiscal Staff, Early Head Start/Head Start and Executive Directors) should participate in this unique opportunity.

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](http://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 understand the grant requirement according to the HHS-Grant Policy Statement;
- ★ Participants will understand the relationship between the HHS-Grants Policy Statement and the Administrative Requirements and Cost Principles applicable to their grants; and
- ★ Participants will be able to develop and implement policies and procedures to ensure compliance with the HHS-Grants Policy Statement.



## Your Presenter



**Perry Davis**, Fiscal/Management Specialist, provides 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 served as 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.)*

## Hotel Accommodations

The Astor Crowne Plaza is located at 739 Canal Street, New Orleans, Louisiana 70130. Hotel accommodations are available at the special conference rate of \$135 per night for single or double occupancy (plus applicable taxes). To qualify for this conference rate, please state that you will be attending the Head Start: Grants Policy Statement. Please make your hotel reservations no later than January 9, 2012 by calling 888-696-4806.

The room block will be held until the stated deadline or until the block is full, whichever comes first. Please note that room blocks often fill very quickly, and reservations made after the stated deadline will only be accepted by the hotel on a space and prevailing rate available basis. 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 fees, early departure fees, etc.), and to learn about available amenities, such as room service, in-house dining, and area attractions.



The Astor Crowne Plaza is located at the Gateway to the French Quarter where Canal Street meets Bourbon Street. The excitement of the French Quarter awaits you right outside the door of the Astor. Whether you are looking for world-renowned dining or the intoxicating sounds of New Orleans' jazz or blues – you are in the heart of it all. Staying at the Astor Crowne Plaza offers easy access to nearby attractions like Harrahs Casino, the Aquarium of the Americas, Jackson Square, Riverwalk Shopping, the New Orleans Sports Arena, and the Superdome.

## Tentative Agenda

### February 8, 2012

8:00 – 9:00 a.m.	Registration
9:00 – 10:30 a.m.	Opening Roles and Responsibilities
10:45 – Noon	Costs Considerations Selected Items of Costs
Noon – 1:15 p.m.	Lunch On Your Own
1:15 – 2:45 p.m.	Costs Considerations Selected Items of Costs
3:00 – 4:30 p.m.	Costs Considerations Selected Items of Costs Prior Approval Requirements

### February 9, 2012

8:30 – 10:15 a.m.	Prior Approval Requirements Financial Management
10:30 – Noon	Property Management Closeouts Q&A Session

# Registering for T/TAS Events

It is easy to register for events sponsored by T/TAS. There are three methods for registering:

- ★ **To Register On-Line:** To register for any T/TAS event, visit our web site at [www.ttas.org/calendar.html](http://www.ttas.org/calendar.html), locate the event you wish to register for, and then click on the Register button.
- ★ **To Register By Mail:** Complete and return the attached Registration Form 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:** Complete and fax the attached Registration Form with Purchase Order or Credit Card (Visa, MasterCard, or Discover) information 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.

**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 on our training schedule 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><b>The Grants Policy Statement: Understanding The Terms &amp; Conditions of the Financial Assistance Award February 8-9, 2012 Astor-Crowne Plaza New Orleans, Louisiana</b></p>	<p><input type="checkbox"/> Standard Registration: \$300</p> <p><input type="checkbox"/> <b><i>T/TAS@Your Service</i></b> 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](http://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 descriptions.

**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 CV 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