

Understanding, Generating, and Reporting Non-Federal Match

March 27-28, 2012
Hyatt Regency Inner Harbor
Baltimore, Maryland

September 6-7, 2012
Hampton Inn Gateway Arch
St. Louis, Missouri



Understanding, Generating, and Reporting Non-Federal Match is a two-day seminar that concentrates on the regulations and requirements for both generating Federal match and recording it. The presenters will provide practical suggestions for generating match, strategies for accessing community resources for additional match, and best practices for preparing documentation of non-Federal match for on-site Federal monitoring review. In addition, the role of the Board and Policy Council in understanding, generating, and reporting non-Federal match will be discussed. Special attention will be paid to discussing what organizations are currently valuing as match, how applicability was determined, how values were set, and potential disallowance that might arise.

The requirement of a non-Federal share or “in-kind match” has been integral to the Head Start grant process since its beginning. With the **Head Start Act of 2007**, new regulations, policy clarifications from the Office of Head Start, and the importance of Federal monitoring to continued funding, being clear as to what can and cannot be used as Federal match is imperative for both programmatic and fiscal staff. One area of recent concern is demonstrating that non-federal contributions are always used to support actual operations of a program and used for expenses that a grantee would use federal funds for if those funds were available. **Understanding, Generating, and Reporting Non-Federal Match** will assist programs through this potential audit finding.

Another problem area is how much non-federal share does a program need? Unless a waiver from the statutory requirement is obtained, a program must receive 20% of the total costs of operating the program from non-federal sources. This requirement does not mean that programs only collect their required percentage. **Understanding, Generating, and Reporting Non-Federal Match** will discuss the need for supplementary match in case some claims are disallowed.

Understanding, Generating, and Reporting Non-Federal Match will lead staff through an understanding of the following terms: *allocable, reasonable, allowable*, as well as the requirements for *documented, valued* and *utilized*.

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 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 1.175 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will have information and materials about the regulations that pertain to the non-federal match portion of the Head Start budget;
- ★ Participants will have discussed ways that the non-federal share can be generated;
- ★ Participants will have participated in activities to identify what can and cannot be counted as non-federal; and
- ★ Participants will have identified ways to document non-federal share.

Your Presenters



Christopher Watkins, Management & Finance Specialist, has a wealth of experience in providing training and consultation to Head Start grantees and is an expert in the areas of community assessment, strategic planning, and program evaluation. He has developed and presented hundreds of management and supervision workshops throughout the U.S. He has a Certificate in Non-Profit Management from Duke University, an M.A. in Economics from American University, and a B.A. in Government and an M.B.A. from Western Kentucky University.



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

March 27-28, 2012, Hyatt Regency Inner Harbor, Baltimore, Maryland. The Hyatt Regency Baltimore on the Inner Harbor is located at 300 Light Street in downtown Baltimore, Maryland. Hotel accommodations are available at the special conference rate of \$144 per night for single or double occupancy (plus applicable taxes). To obtain the special conference rate, please ask for the Head Start Non-Federal Match Training. Hotel reservations should be made no later than February 27, 2012 by calling 410-528-134 or 800-233-1234 or made online at <https://resweb.passkey.com/go/westernkentucky>.



Tentative Agenda

Day 1

- 8:00 – 8:30 a.m. Registration
- 8:30 – Noon What's New in Non-Federal Share?
- The Head Stat Act
 - Program Instructions Information Memoranda
 - Regulations Departmental Appeals Board Decisions
- Cost Principles
- Allowable, Reasonable, Allocable
- Linking Match to Program Operations
- Noon – 1:30 p.m. Lunch on Your Own
- 1:30 – 4:30 p.m. Cash as Match
- Donations & Depreciation
- Reduced Cost Services
- Questions & Answers

Day 2

- 8:30 a.m. – Noon Valuation of Services
- Volunteer Services
- Documentation
- Noon – 1:15 p.m. Lunch on Your Own
- 1:15 – 4:00 p.m. Budgeting and Tracking Match
- Waivers
- Questions & Answers

September 6-7, 2012, Hampton Inn Gateway Arch, St. Louis, Missouri. The Hampton Inn-Gateway Arch is located at 333 Washington Avenue, St. Louis, Missouri 63102. Hotel accommodations are available at the special conference rate of \$105 per night single or double occupancy, plus applicable taxes. This rate includes the Hampton's deluxe "hot" breakfast buffet each morning in the main lobby. Please state that you will be attending the Head Start Non-Federal Match when making your reservation. Reservations will be available until the cut-off date of August 5, 2012. You may make reservations by calling the hotel directly at 314-621-7900 or at the hotels website at www.stlouisdowntown.hamptoninn.com using Group Code TAS.



The room blocks will be held until the stated deadline or until the blocks are full, whichever comes first. Please note that room blocks often fill very quickly; 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, etc.), and to learn about available amenities, such as room service, in-house dining, and area attractions.

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, 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.



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>Understanding, Generating, and Reporting Non-Federal Match</p> <p><input type="checkbox"/> March 27-28, 2012, Baltimore, Maryland</p> <p><input type="checkbox"/> September 6-7, 2012, St. Louis, Missouri</p>	<p><input type="checkbox"/> Standard Registration: \$375</p> <p><input type="checkbox"/> T/TAS@Your Service Subscribers: \$350*</p> <p><input type="checkbox"/> Check if requesting 1.175 CEUs (11.75 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 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.
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