

Managing Head Start Real Property, Facilities, and Equipment

October 29-30, 2019

Florida Hotel & Conference Center
Orlando, Florida



Regulations have changed the way Head Start non-Federal entities manage their facilities and equipment. The Head Start Performance Standards (45 CFR Chapter XIII) and the Uniform Guidance (45 CFR Part 75) have re-structured how Head Start acquires and manages facilities and equipment.

- **Acquire:** The Performance Standards provides requirements for requesting funds for the purposes of major renovations, purchases, and construction of facilities used in the provision of Head Start and Early Head Start services. Additionally, the Uniform Guidance provides regulations for managing equipment acquired in whole or in part with federal funds.
- **Managing:** The Uniform Guidance provides regulations to manage facilities and equipment, records, maintenance, inventory, and disposition.

Managing Head Start Real Property, Facilities, and Equipment addresses the development of an application for funding to acquire equipment and facilities and the internal control to ensure the facilities and equipment are used solely for the authorized purposes.

Participants will engage in a series of hands on activities designed to ensure the non-Federal entity develops and submits a high-quality application, including a budget that addresses all requirements for equipment purchases and installation, renovations, and construction. Requirements such as Davis-Bacon compliance will be fully addressed and the federal requirements for protection of the federal interest.

This in-depth workshop sells out quickly, so be sure to register early. The Office of Head Start has invested millions of dollars in the areas of equipment and facilities. If you are interested in your organization's accountability of its facilities and equipment, this training addresses your needs. Once you attend this workshop, you will leave with the tools to do one of the following: Improve your existing facilities and equipment management system, or be able to develop a structured facilities and equipment management system.

The Standard Registration Fee is \$380 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 per person. (Please visit www.ttas.org for information on how to become a subscriber.) For details on registering, including information on earning 1.075 Continuing Education Units (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will know the regulations and policies, including protection of the federal interest for facilities and equipment acquired in whole or in part with federal funds;
- ★ Participants will understand the requirements for compliance with the Davis-Bacon Act;
- ★ Participants will know how to develop and submit an application (using the Head Start grant application instructions) for equipment, major renovation, and construction funding;
- ★ Participants will know how to reconcile their equipment inventories to the equipment property records; and
- ★ Participants will know how to dispose of equipment and facilities no longer needed by the organization.

Your Presenter



Perry Davis is the Finance/Management Specialist with T/TAS at Western Kentucky University. Among Mr. Davis' specialties are five-year grant applications, financial reporting, cost allocation, non-Federal share, systems integration, finance regulations, financial policies and procedures, inventory control, budget development and monitoring. He is a nationally recognized expert in financial regulations for Head Start/EHS and CCP programs, and presented at National Head Start Association conferences, Regional Head Start Association events and training for national and regional ACF divisions. Prior to joining the T/TAS team, Mr. Davis was the Program Operations Manager of a large Head Start/Early Head Start program in Mississippi. Perry is a fiscal consultant for the Office of Head Start, and has provided extensive training on monitoring and reporting; developed narrative discussions on the "USDA Food Cost" for the Head Start Bureau; and is a Head Start Reviewer in Finance and Program Design & Management. He has a B.S. degree in Management and an M.B.A. with an emphasis in finance from Jackson State University.

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

Hotel Accommodations

The **Florida Hotel & Conference Center** is located at 1500 Sand Lake Road in Orlando, Florida. Hotel accommodations are available at the special conference rate of \$122 per night single or double occupancy (plus applicable taxes and fees if a tax-exempt certificate is not presented at check-in). The hotel also charges an additional \$19 per day service charge (exclusive of tax). To qualify for the special conference rate, please request the room block for **Head Start WKU**. Reservations must be made no later than **September 30, 2019** by contacting the hotel directly at 407-859-1500 or 800-588-4656 or online at <https://tinyurl.com/2019-10-hs-property>.

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.



Located midway between Orlando International Airport and Walt Disney World, The Florida Hotel and Conference Center is conveniently connected to The Florida Mall, Central Florida's largest indoor shopping experience. The hotel is in the center of all the excitement, close to multiple tourist attractions and dining options.

Tentative Agenda Eastern Time Zone

October 29, 2019

- 8:30 – 9:00 a.m. Registration
- 9:00 – Noon Opening
Regulations and Policies that Support Facilities and Equipment
Develop an Application to Fund Facilities and Equipment Projects
- Noon – 1:15 p.m. Lunch On Your Own
- 1:15 – 4:30 p.m. (Continued) Develop an Application to Fund Facilities and Equipment Projects

October 30, 2019

- 8:30 – Noon Managing Facilities and Equipment
The Davis-Bacon Act Facilities and Equipment Requirements
- Noon – 1:15 p.m. Lunch On Your Own
- 1:15 – 3:00 p.m. Facilities and Equipment Disposals
Wrap Up

Registering for T/TAS Events

Payment Policy: Payment or Purchase Order is due at time of registration. *If a purchase order, or payment by check or credit card is not received 10 (ten) business days prior to the enrolled event start date, the registration fee will be increased by 25% and full payment will be due from participant unless cancellation is received in writing per cancellation policy. POs not paid after 45 days from original invoice date, will be charged 2% of balance per month until paid.*

It is easy to register for events sponsored by T/TAS:

- ★ **To Register Online:** To register for any T/TAS event, visit our web site at www.ttas.org, locate the event for which you wish to register, and then click on the Register button.
- ★ **To Register By Mail:** Complete and return the Registration Form with check, money order, or Purchase Order (made out to WKU, T/TAS), or with credit card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard, #11031, Bowling Green, Kentucky 42101-1031. *Please do not send certified or express mail registration forms as it will delay your registration. Please call if you need assistance.***
- ★ **To Register By Fax:** Complete and fax the Registration Form with Purchase Order or credit card (Visa, MasterCard, or Discover) information to our office at 270-745-3340 or 270-745-2142.
- ★ **To Register By PDF:** Complete the Registration Form with Purchase Order or credit card (Visa, MasterCard, or Discover) information and save it as a PDF. Email your saved PDF to our office to ttas.register@wku.edu.

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 a unique email address for the participant. If an administrator needs to receive a copy of the confirmation, please include administrative email address. If you do not receive a confirmation within five days of registering for the event, please contact the T/TAS office at ttas.register@wku.edu or call 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.

Photo/Video/Recording Policies: Recording this event with electronic devices is not permitted. Participants at this event may be photographed, videotaped and/or audiotaped. By registering for the event, authorization is given to being the subject of photographs, videotapes and/or audiotapes at the event, in connection with T/TAS' programs, publications, the Internet and public web sites. T/TAS and any employees, officers and associates, as well as any assignees, are released from any and all claims for damages for libel, slander, invasion of privacy, right of publicity, or any other claim based on use of the above-described material(s).

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **onsite** 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.

Participant Name: _____ Position: _____

Participant E-Mail Address: _____

(Optional) Administrative E-Mail Address: _____

Will get copied on any communication sent to the Participant

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

EVENT	SELECT FEE(S)
<p>Managing Head Start Real Property, Facilities, and Equipment October 29-30, 2019 Florida Hotel & Conference Center Orlando, Florida</p> <p><i>Participants at this event may be photographed, videotaped and/or audiotaped. By registering for the event, authorization is given to being the subject of photographs, videotapes and/or audiotapes at the event, in connection with T/TAS' programs, publications, the Internet and public web sites.</i></p>	<p><input type="checkbox"/> Standard Registration: \$380</p> <p><input type="checkbox"/> T/TAS@Your Service Subscribers: \$350*</p> <p><input type="checkbox"/> Check if requesting 1.075 CEUs (10.75 contact hours) from Western Kentucky University and include an additional \$25 in payment.</p>

*Subscribers, please include **T/TAS@Your Service** Enrollment No. _____.
Visit www.ttas.org for information on becoming a subscriber.

Payment Policy: Payment or Purchase Order is due at time of registration. *If a purchase order, or payment by check or credit card is not received 10 (ten) business days prior to the enrolled event start date, the registration fee will be increased by 25% and full payment will be due from participant unless cancellation is received in writing per cancellation policy. POs not paid after 45 days from original invoice date, will be charged 2% of balance per month until paid.*

CHECK METHOD OF PAYMENT:

- Check payable to T/TAS.
- Purchase Order No. _____ payable to **WKU, T/TAS**. Send or attach PO with your registration.
- Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____
 Expiration Date _____ Name on Card _____
 Billing Zip Code _____ 3-digit CV number on back of card _____

RETURN...

By Mail: **Do not send certified or express mail**

T/TAS
1906 College Heights Boulevard #11031
Bowling Green, KY 42101-1031

By Fax: 270-745-3340 or 270-745-2142

By Email PDF: Save completed form as a PDF and email PDF to ttas.register@wku.edu

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. EIN 61-6055628.

ACCESSIBILITY NEEDS:

- Do you have any disability that requires special materials or services?