

Match (Non-Federal Share): A Systematic Approach to Identifying and Using The Match to Implement Program Objectives and Achieve Program Outcomes

September 10-11, 2020
Hyatt Regency Albuquerque
Albuquerque, New Mexico



Head Start and Early Head Start grantees, including delegate agencies, have transitioned to a five-year period of performance. This period of performance requires each grantee and their delegate agencies to develop goals, objectives, and outcomes each year of the five-year period. Furthermore, grantees are required to develop budgets that fund the goals, objectives, and outcomes. The budget must include three funding types: federal; match (non-federal share), and cost sharing. This training will provide guidance and strategies that focus on the use of the match (in-kind and/or cash) that will be necessary to fund the objectives and outcomes, particularly:

- Identification of the sources of match, including allowability;
- Aligning the match with the goals, objectives, and outcomes;
- Budgeting the match; and
- Using the match in the provision of high-quality services.

At this session, we will emphasize a systematic approach for identifying, budgeting, using, and documenting the required match, as well as the regulations that support compliance. The training will prepare non-federal entities to follow a structured approach that ensures the match included in the grant application is appropriate for the program.

Additionally, we will address an agency's need to request a waiver for all or a portion of its required match. A non-federal entity must decide the appropriate time and amount of the match requested for the waiver.

Finally, the match must be reported internally to the governing body and Policy Council/Committee, and to the Office of Head Start, three times per 12-month award period. We will provide participants with the internal and external report requirements; a structure for reporting that aligns with the approved grant; and how to reconcile the internal reports with the external reports using technology.

The match continues to be one of the top findings during the federal monitoring reviews. With so much on the line, non-federal entities need to understand that their match is critical to the success of the program. By participating in this training, non-federal entities will strengthen their program system for using their match to implement program objectives and achieve program outcomes efficiently and effectively.

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 laws, regulations, and policies for the match (non-federal share) compliance;
- ★ Participants will know how to identify and budget the match used to implement program objectives;
- ★ Participants will know how to develop and submit a waiver for all or a portion of its match; and
- ★ Participants will know the internal and external match reporting requirements.

Your Presenter



Perry Davis, MBA, is a 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 **Hyatt Regency Albuquerque** is located at 330 Tijeras NW in Albuquerque, New Mexico. Hotel accommodations are available at the special conference rate of \$139 per night, single or double occupancy (plus applicable taxes and fees). To qualify for the special conference rate, please request the room block for for **G-KTKY**. Reservations must be made no later than **August 10, 2020** by contacting the hotel directly at 505-842-1234 or 1-877-803-7534.

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 Hyatt Regency is in the center of vibrant downtown Albuquerque, across the street from the Albuquerque Convention Center, steps from Central Avenue and just blocks from the Duke City's premier cultural attractions. Stroll along Albuquerque's avenues to explore the many shops, art galleries and dining options.



Tentative Agenda *Mountain Time Zone*

Sept 10, 2020

8:30 – 9:00 a.m.	Registration
9:00 – Noon	Opening Regulations for compliance with the Match (Non-Federal Share)
Noon – 1:15 p.m.	Lunch On Your Own
1:15 – 4:30 p.m.	Developing the Match (Non-Federal Share) Budget

Sept 11, 2020

8:30 – Noon	Strategies for Developing a Waiver
Noon – 1:15 p.m.	Lunch On Your Own
1:15 – 3:00 p.m.	Reporting the Match (Non-Federal Share) Internally and Externally

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.
- ★ **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>Match (Non-Federal Share Date) September 10-11, 2020 Hyatt Regency Albuquerque Albuquerque, New Mexico</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?