

FY-2021 Focus Area Fiscal Monitoring Protocols:

Monitoring the Financial Infrastructure; Fiscal Capacity; Financial Management System; and Facilities Exploration



A Virtual 2-Part Training Series

Part One: January 26, 2021, 10:00 AM–Noon CST and

Part Two: February 2, 2021, 10:00 AM–Noon CST

The Office of Head Start has released its FY 2021 Monitoring Protocol. The protocol addresses Monitoring and Implementing the Fiscal Infrastructure, including four components (Budget Planning and Development; Ongoing Fiscal Capacity; Budget Execution, and Facilities and Equipment). The 2021 monitoring system requires grantees to align program goals, objectives, and outcomes to fiscal resources.

The **FY-2021 Focus Area Fiscal Monitoring Protocols** virtual event will provide participants with an overview of the requirements for their OHS Monitoring Fiscal protocols. Additionally, we will discuss the process for approving and documenting CARES Act funding expenditures to ensure they are used to prevent, prepare for, and respond to COVID-19. The training will also address how financial resources are budgeted and used based on the program's data.

Registration is limited and only available until **January 15, 2021**. The Standard Registration Fee is \$400 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$375 per person. (Please visit www.ttas.org for information on how to become a subscriber.) For details on registering, please see page 3.

Tentative Agenda

Central Time Zone

Training includes 2 virtual sessions

Sessions are live. No recordings will be available.

Tuesday, January 26, 2021

10:00 AM–Noon Opening
Fiscal Infrastructure
Fiscal Capacity and Responsiveness
Impasse Procedures

Wednesday, February 2, 2021

10:00 AM–Noon Budget Planning and Development
COVID-19 Fiscal Requirements
Question and Answers

Learning Objectives

- ★ Provide participants with an in-depth review of the fiscal component in the 2021 Fiscal Protocol;
- ★ Provide participants with strategies to determine if the fiscal resources support the goals, objectives and outcomes;
- ★ Provide participants with guidance on how the fiscal monitoring will evaluate the development and implementation of the annual operating budget; and
- ★ Provide participants with structure on how CARES Act funds are expensed and disbursed for COVID-19 activities.

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.)

IMPORTANT Participation and Technology Information Required to Participate

- ★ **We highly recommend participating from a desktop or laptop computer**, as opposed to a mobile device, for the best participation and audiovisual experience. A high speed internet connection is recommended as the training may be bandwidth intensive at times.
- ★ Participants must register individually and must have a valid and active individual e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
- ★ **This event will require you to access the T/TAS learning management system, **Adobe Captivate Prime**.**
 - Participants will be sent an email before the start date which will provide a link to login to Captivate Prime.
 - The first time you use Captivate Prime, you will be required to use your email address to create an Adobe ID (if you already have an Adobe ID connected to your registered email address, you can use your current Adobe ID). Your T/TAS Captivate Prime account is a free service provided as part of the online course or virtual event, and you can use the same Adobe ID for future T/TAS events.
 - After you sign in to Captivate Prime, you will be able to access the event dashboard to download the agenda, the live Zoom Webinar URLs, any PDF materials, or suggested external resources.
 - If you will be accessing the training on a *desktop or laptop computer*, you will not need to download any Captivate Prime add-ons.
 - If you will be accessing the training on a *mobile device*, you will need to install the free Captivate Prime mobile app to participate.
- ★ **The event will also require you to access the **Zoom Video Conferencing** website or app.**
 - If you are participating in the live Zoom session on a *desktop or laptop computer*, you will find the Zoom link in your Captivate Prime training content. We recommend participants create a free Zoom account with their FIRST and LAST name before the event start date at <https://zoom.us/join>. You may be asked to install the free Zoom program file.
 - If you are participating in the live Zoom session on a *mobile device*, you will need to install the free Zoom Cloud Meetings app to join the session.
- ★ Participants may experience delays in accessing the training based upon the speed and reliability of their computer or mobile device and internet access.
- ★ Participants are responsible for completion of the event within the stated timeframe.

Registering for T/TAS Virtual Events

It is easy to register for events sponsored by T/TAS! Register online for any T/TAS virtual 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.

Payment Policy: *Payment or Purchase Order is due at time of registration.* Registrations received without copy of Purchase Order or payment by check or credit card will not be confirmed to participate in this virtual event.

Registration Deadline: Unless the event fills first, registrations for this virtual event must be received by **January 5, 2021.**

Enrollment is Limited: T/TAS cannot guarantee enrollment at virtual events. If available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations.

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 on the Group Contact Profile. 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: To obtain a refund of registration fees (less \$75 enrollment charge), cancellations must be received by email to ttas.register@wku.edu by **January 15, 2021.** If you do not receive an email confirmation of your cancellation from T/TAS within 3 business days, you must call 800-882-7482 to confirm your cancellation email was received in order to be eligible for the refund. Substitutions can be made up to the cancellation deadline date. **After the cancellation deadline date, no refunds will be provided.**

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.

Photo/Video/Recording Policies: Recording or taking images of this event is not permitted. Participants of this event may be recorded. By registering for the event, authorization is given by you to be included in any recordings made of live webinar or meeting sessions of this 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

You have questions...T/TAS Specialists have solutions.

Let the highly qualified T/TAS at WKU Training Specialists bring up-to-date information and best practices to your program leadership, as we work together to develop individualized strategies and solutions for your program.

- ★ Customized program roadmap planning
- ★ Staff in-service/pre-service trainings delivered from a variety of remote platforms
- ★ Need-based learning designed by you to engage in creative discussion and problem solving

To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482.**

