



TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: 09/19/2019

SUBJECT: Matched and Leveraged Resources

REFERENCES: 29 CFR 97.24; and
29 CFR 95.23

PURPOSE

The purpose of this policy is to provide guidance of match expenditures and qualifications.

POLICY

Match is defined in the Uniform Administrative Requirements applicable to the Humboldt County Workforce Development Board (HC-WDB) grants at 29 CFR 97.24 and 29 CFR 95.23. Match is defined as additional non-Federal resources expended to further the grant objectives, if required either by statute or within the grant agreement as a condition of funding. All matching funds must be spent on allowable grant activities and in accordance with the cost principles. The grantee cannot claim both an allowable cost (to be reimbursed from grant revenue) and a match expenditure.

There are two types of match expenditures: cash and in-kind contributions. Cash match reflects additional funds or services (allowable costs) provided and paid for by the grantee from non-Federal funds that are in support of grant objectives and outcomes. The value of the cash match is the actual costs incurred as reflected in the grantee's accounting system. In-kind contributions are allowable costs and services that are not paid by the grantee, but rather a third-party organization. Again, these costs and services must support allowable grant activity and outcomes. The rules that apply to determining the value of such services are found in the regulations at 29 CFR 97.24(b)(7) and 95.23(c-h). Examples of in-kind contributions would be personal services provided by volunteers or paid non-grantee staff, equipment and supplies, or space provided by another organization at no cost to the grant.

In order to qualify as match, the costs cannot have been paid from Federal funds, been charged to program income or used to match other Federal match requirements, nor have been unallowable under grant regulations. Records must be maintained that support the cash match costs within the grantee's accounting system and be available for audit and review. For

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third party contributions, the support for the value must be verifiable from subgrantee records or be maintained by the grantee, including the methods used to determine the value.

For ETA programs, match may be required by statute (as in the former Welfare to Work program) or as a condition of funding (reflected in the grant agreement). If match is required, it will be reflected on the SF-424A Budget and reported on the Federal Financial Report.

FORM(S): None.

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? Yes No