

Instructions for Title IV-E FY 2016-2017 Match Letter & Subrecipient Commitment Form

1. Institutional match letter(s) and Sub-recipient Commitment Form are due to Jane Turbiner at CalSWEC on Friday, November 13, 2015.
2. Although the FY 2016-2017 Title IV-E contract will cover two years, each school will be required to submit a new match letter and Sub-recipient Commitment Form for each year of the contract.
3. The Sub-recipient Commitment Form may be found on the Sponsored Projects website: <http://spo.berkeley.edu>. Use the latest form available on the website and complete it anew. Do not update your old form and submit it. This form should be signed by an eligible contracts & grants officer in your sponsored projects or foundation office.
4. Please see the model match letter on the CalSWEC website.
5. Use only institutional letterhead stationary to prepare your match letter on; letters on non-letterhead paper will be returned.
6. The highlighted items on the model match letter indicate locations where schools should input match information. If one or more match options are not relevant to your school (such as third party match), put \$0 amounts in those places.
7. Include any instruction staff or department/university employees in the “Effort-in-Kind” section who support the Title IV-E program but are not paid on the contract. Remember to calculate not only direct costs, but also Indirect (F&A) Foregone costs on that match. (Note: This is a match calculation that very few schools have done in the past, but it provides additional match, so use it!)
8. If your school utilizes third party match (such as PCW agency match for intern training and supervision) or if interns are placed in non-PCW agencies (and those agencies provide match) you must include a letter from each agency (on that agency’s letterhead stationary), signed by an officer who can certify that the match meets the contract’s guidelines (i.e., not sourced from federal funds and not pledged as match for any other contract or grant). The letter should include details/calculations of how the match amount was arrived at.
9. For #4, include any other match that is sourced from categories not described in #1-#3. Include details/calculations for the match source, in addition to the match amount.