

Educator Effectiveness Division – Program Application Guidance on Matching or Cost-Share

April 4, 2024

1. Must grantees secure cost share or matching funds to support their project activities?

Yes. Each grantee must meet the statutory cost share or matching requirement of their respective grant program. These funds may be provided in cash or through in-kind contributions. Applicants must include the required Educator Effectiveness Division (EED) Budget Worksheet, which details their cost share and matching contributions. Applicants should verify that their non-Federal budgets reflect the costs allocations appropriate to each program.

For the **Teacher Quality Partnership (TQP) program**, applicants should provide from non-Federal sources, at least half of the total cost of their project for each budget period to meet the dollar-for-dollar (100 percent) non-Federal matching requirement as outlined in section 203(c) of the Higher Education Act of 1965, as amended (HEA).

For the **Teacher and School Leader Incentive Fund (TSL) program**, applicants should provide from non-Federal sources, at least one-third (1/3) of the total cost of their project for each budget period to meet the 50 percent non-Federal matching requirement as outlined in section 2212(f) of the Elementary and Secondary Education Act of 1965, as amended (ESEA).

For the **Supporting Effective Educator Development (SEED) program**, applicants must provide from non-Federal sources, at least one quarter (1/4) of the total cost of their project for each budget period to meet the 25 percent non-Federal cost share or matching as outlined in section 2242(c) of the ESEA.

2. When must a grantee identify the required cost share or matching?

A grantee must identify the required cost share or matching funds at the time of application. Each applicant must provide a budget summary using the required *EED Applicant /Grantee Budget Worksheet* and a budget narrative which identifies both federal and non-Federal costs for each budget period. This new *EED Applicant /Grantee Budget Worksheet* is a change from years past and previously was not required. Submission of the required *EED Applicant /Grantee Budget Worksheet* serves as confirmation that non-Federal funds have been secured and will be available at the time of award if the applicant is successful.

3. At the time of application for the TQP grant, must an applicant identify match for the entire grant cycle, or just Year 1 of the grant cycle?

All TQP applicants must fill out the *EED Applicant/Grantee Budget Worksheet* for the TQP application and provide a detailed budget summary of secured non-Federal funds for each line-item category included on the worksheet. The summary must also include the non-Federal dollar amounts for all five years of the TQP grant program. By reporting dollar amounts for all five years, the applicant confirms that the non-Federal matching funds have been properly secured and will be available for immediate use if the applicant is successful in obtaining a TQP grant award.

4. Do factors in the selection criteria consider whether the cost share or matching requirement has been met?

Yes. The Notice Inviting Applications selection criteria for all programs includes sub factors such as “the adequacy of resources, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization”; “The extent to which the applicant demonstrates that it has the resources to operate the project beyond the length of the grant, including a multi-year financial and operating model, and accompanying plan; and the demonstrated commitment of any partners...”; and “The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget...” which may include a consideration of demonstrated matching support.

5. May an applicant request that the Secretary reduce the required level of cost share or matching?

Yes. TQP applicants may request a waiver of the matching requirement in their applicants which the Secretary may approve the waiver for all or part of the matching requirement described in section 203(c)(1). In requesting a waiver of the required matching requirement, the applicant must explain how meeting the match requirement would result in serious hardship or an inability to carry out the authorized activities described in the proposed project. However, the Secretary, anticipates waiving this requirement only on a limited basis as it relates to a serious financial hardship.

6. Should applicants submit just a Year 1 budget that includes cost share or matching, or submit a budget that includes cost share or matching that reflects the entire project performance period?

Applicants should submit a multi-year budget for the entire proposed project performance period. For TQP, submit a 5-year budget. For TSL, submit a 3-year budget. For SEED, submit a 3-year budget. For AHC-A submit a 5-year budget. This budget should include both Federal and non-Federal funds for each year of the project period.

Applicants should use the new Required EED Applicant/Grantee Budget Worksheet to complete a budget summary and budget narrative for both federal and nonfederal funds. This required budget worksheet is found on the program webpage and should be submitted in the Budget Narrative Attachment section of your application.

7. May more than one partner or other entity contribute toward the non-Federal cost share or matching?

Yes. Cost share or matching funds (cash or in-kind) may come from one or more entity or partner; not all partners are required to contribute towards cost share or matching.

8. Are there limitations on the funds or in-kind contributions that may count towards meeting the cost share or matching requirement?

Yes. According to [2 CFR § 200.306\(b\)](#) any matching funds must be an allowable use of funds consistent with the TQP program requirements and the cost principles found in Subpart E of 2 CFR part 200, the *Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards* (Uniform Guidance), and not included as a contribution for any other Federal award. In other words, any funds counted towards the matching requirement must be spent on costs that would be allowable if they were paid for with Federal grant funds.

9. Does the requirements of “supplement, not supplant,” apply to cost share or matching funds?

Yes. The supplement-not-supplant provision provides that grantees must not use federal grant funds to pay for activities that are already being carried out, or must be carried out, by the grantee or its partners with other Federal, State or local funds. Non-Federal funds committed for the purposes of cost-share or matching must likewise supplement, not supplant, non-program funds that would be provided in the absence of the grant. Each program—TQP, TSL, and SEED have a supplement-not-supplant provision.

10. May a grantee use unrecovered indirect costs (i.e., the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate) to meet the cost share or matching requirement?

Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency. The Department does not, as a general matter, anticipate approving the use of unrecovered indirect costs to meet program cost share or matching requirements. See 2 CFR § [200.306\(c\)](#).

11. What are some examples of acceptable in-kind contributions to help meet the non-Federal cost share or matching requirement?

Some examples of costs, services, or in-kind contributions that may be claimed as match are included in the list below. As noted in question 8, any match cost item must be allowable under the Uniform Guidance. This is not an exhaustive list, and all items below may not be allowable for all three programs:

1. Personnel costs associated with the management or administration of the project.
2. Personnel costs associated with the time that project participants engage in project activities, including, but not limited to:
 - a. Professional Development (see the definition of “professional development” in section 8101(42) of the Elementary Secondary Education Act of 1965, as amended.
 - b. Mentoring, coaching, or teacher leadership.
 - c. Classroom instruction time implementing new strategies or activities stemming from the results of the educator evaluations and support system.
 - d. Project planning activities, including participation in professional learning communities.
 - e. Formative or summative evaluation activities and costs of reviewing research-based practices relating to the project.
3. Non-personnel costs relating to the implementation, management, or administration of the project that are discounted or provided, including, but not limited to:
 - a. Training-related supplies.
 - b. Project-related communications.
 - c. Technology integral to the project.
 - d. Purchases, upgrades, or licensing fees needed for project data management systems.