

OHIO DEPARTMENT OF HIGHER EDUCATION
OHIO TECHNICAL CENTERS

Potential ODHE CTX In-Kind/Cash Matching Fund Sources

This information is being provided to OTCs to give more clarity to possible in-kind and cash match sources to consider identifying for the ODHE CTX budget.

Potential CTX In-kind contributions

The in-kind part of the ODHE CTX budget grid is where you list the value of human and material resources your OTC will make available to the CTX initiative. **The ODHE CTX allocation amount requires a 1:1 match.** This 1:1 match can be cash and/or in-kind. Some examples of in-kind and/or cash matches include:

IN-KIND MATCH

- **Construction:** Eligible construction is any aspect of infrastructure work that will be donated by trade professionals or volunteers.
- **Contractual:** Eligible sources are contracted consultants who will lend their expertise and time to the CTX services but whose expenses are not charged to the CTX budget.
- **Equipment:** Eligible equipment must be existing and the OTC must document fair market value for each item, if claimed as in-kind match.
- **Miscellaneous:** Other eligible sources include utilities and telephone expenses related to implementing the CTX services, e.g., printing, copying, postage, and evaluation expenses not included in contractual or supplies; and any other costs your CTX services will incur that haven't been requested from ODHE in the CTX budget.
- **Supplies:** Eligible supplies must be on hand from existing inventory.
- **Travel expenses:** Eligible travel must be CTX services-related for key or ancillary personnel, and money for the expenses can't be requested from ODHE.

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CASH MATCH (money on hand allocated for cash matching funds)

Inventory your cash on hand and work with your finance person or business manager to determine how much of the cash on hand can be used as cash match for the CTX services. Remember that your cash match must be connected to CTX-funded activities and related expenses:

- **Equipment:** Equipment purchased by your OTC with its own money that's connected to CTX.
- **Fringe benefits:** Eligible fringe benefits for administrative, clerical, contracted, and facilities personnel are prorated based on the actual amount of time these staff members will contribute to CTX activities.
- **Personnel:** Personnel who will provide direct or indirect services for the CTX activities but who won't be charged to the CTX budget expenditures as a line-item request to ODHE. So, on a prorated basis, administrative, clerical, contracted, and facilities personnel can all be used as cash match line items. Salary for these personal must be paid by your OTC in order to count as cash match.
- **Supplies:** Supplies purchased by your OTC with its own money and connected to the CTX services.
- **Travel:** Travel that your OTC will pay for from its own funds connected to CTX.
- *A specialized allocation* (when your chief financial officer transfers cash from the general operating funds account into a specially allocated account to be used for cash matching funds).
- Private sector grants for portions of the CTX services.
- The OTC general operating funds (unrestricted monies to pay the day-to-day operating expenses of your OTC).