



# Match and Maintenance of Effort

May 20, 2021

# Match Requirements

- CDC may not award a cooperative agreement to a state... unless the recipient agrees that the state will make available nonfederal contributions in the amount of 10% of the total award, whether that award is provided through financial or direct assistance.
- Match may be provided directly or through donations from public or private entities and may be in cash or in kind, fairly evaluated
  - In-kind contributions may be goods or services donated free or at a reduced rate.
- Match requirements do not apply to Chicago, Los Angeles County, New York City, the USAPI nor USVI.

# Match Requirements

## *What are some sources of matching funds?*

- Program income funds from non-federal asset forfeitures
- Funds from state or local governments that are committed to matching funds for your program
- Funds from federal programs whose statutes specifically authorize their use as matching funds
- Funds contributed by private sources

# Satisfying Match Requirements

- Match must be verifiable from the grantees' records
- Match must not be reported as contributions for any other project or program
- Match must be allowable, allocable and reasonable under the NOFO and applicable cost principles; and must conform to other provisions of the Code of Federal Regulations (CFR) as applicable.
- Must be for the specific benefit for PHEP
- Match is subject to audits and financial review

# Calculating the Value of In-Kind Contributions

- Use fair market value
- What would it cost to obtain a similar good or service?
- The value of donation should be placed by the donor
- Review any donation letter or form to ensure the value is reasonable

Note: The IRS defines **fair market value** as the price that item would sell for on the open market.

# Sample of in-kind calculation

*Example:*

*Dr Smith earns \$100 per hour working as a physician at the ABC clinic. Dr. Smith donated time as a volunteer to count pharmaceutical cache stockpiled for the recipient at a warehouse. How do you calculate Dr. Smith's 20 hours of effort as in-kind?*

*The paid staff at the warehouse who are involved in similar work earn \$10/hr. Therefore, the in-kind for Dr. Smith is calculated as  $\$10 \times 20/\text{hr} = \$200$ . You can't calculate Dr. Smith at \$100/hr unless the volunteer services were as a physician.*

*Volunteer services.* Unpaid services provided to a recipient by an individual shall be valued at rates consistent with the rates normally paid for similar work in the recipient organization. If there is no similar work in the recipient organization, the rate of pay for volunteer services should be consistent with those regular rates paid for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

## Maintenance of Effort (MOE/MSF)

*In accordance with 42 U.S.C.A. § 247d-3a, an entity that receives an award under this section shall maintain expenditures for public health security at a level that is not less than the average level of such expenditures maintained by the entity for the preceding 2-year period.*

*The recipient must provide, upon request, an explanation of the methodology for creating the baseline of expenditures; and,*

*The same funds used for matching or cost-sharing requirements must be used for maintenance of effort.*

## Maintenance of Effort (MOE/MSF) - Continued

- Unless otherwise specified by statute, there is no prohibition against using funds included in the MOE for matching or cost-sharing purposes, as long as the expenditures are reasonable, allocable, and allowable, and meet the other tests for matching or cost sharing.
- If you are using state funds for match, then those same state funds must also be used for maintenance of effort (MSF).

# THANK YOU

For PHEP questions please contact your project officer, grants specialist or:  
[Preparedness@cdc.gov](mailto:Preparedness@cdc.gov)

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

