## Information Item E

# **INSTRUCTIONS FOR REPORT IV**

List the description and value of the asset(s) on this Report. The value for in-kind contributions used for required local match should be determined based on the value of the asset in terms of its income production. The value of hours should be based on the type of work being done and property should be based upon fair market rental values.

The Contractor’s valuation of any asset for purposes of determining local match is subject to confirmation by an independent appraisal, conducted at the Contractor’s expense, upon request by HHSC. If using in-kind match, the Contractor must notify the Contract Manager prior to negotiations.

All in-kind match must be for the benefit of your program and within the mission of your agency. Categories of in-kind match (cash values) include:

1. Buildings and Maintenance: Donated space, buildings and maintenance services provided for the property that would not ordinarily be included in a lease. Calculated for the annual total based on the local fair market values of leases and local service rates. This category may include difference between actual amount paid and fair market value.
2. Utilities and Phone Services: Calculate the total annual value of the donated services and utilities provided for your organization (may include Fax machine service and cellular service).
3. Volunteer Services: List the total annual value of the volunteer services provided for your programs according to the value of the type of work performed. Maximum rates may be based on state classification salary levels plus 28.57% fringe benefits.
4. Professional Volunteer Services: List the total annual value of donated professional services such as physician, CPA, attorney, counselor, etc. performing their professional functions (not fund raising).
5. Material Contributions: Total annual value of material items contributed, e.g., copy machine, VCR for residence, workshop equipment, vehicle, furniture, etc.
6. Other Contributions: Goods and services not listed above. This category may include the use of items that would be considered ”material contributions” if the ownership of the item did not transfer.

Back up documentation used for calculations must be maintained locally as a contract record to support reporting.

* Reference General Information, “CARE and Non-CARE Reporting Freeze/Submission Dates.”

**To Access the Attachment III Performance Data Entry CARE Screen:**

* You must have a completed CARE access form with appropriate approval on file with Enterprise Architectural Security Management. Contact the Central Help Desk at 1-888-952-4357 or 512-438-4720 to obtain this form for access privileges.
* To gain access to the CARE Attachment IV Reporting System, you must first logon to CARE.
* Key B33 in the action field of any CARE screen.
* You must enter the desired quarter (1, 2, 3, 4) and type of entry (add, change, or delete).

**To View/Print In-Kind Local Match CARE Screen:**

* Select 778 on the CARE Main Menu.
* Key the quarter (1, 2, 3, 4), fiscal year (12) & report type “6” (In-Kind Local Match).
* If you want to view the report, leave the printer code blank and press <enter> (80 characters).
* If you want a hard copy of your report, key the printer code and press <enter> (132 characters).
* The In-Kind Local Match report (Report IV) is a part of the Report III Budget and Report III Expenditure reports. Updates can be made quarterly when the Report III is submitted.