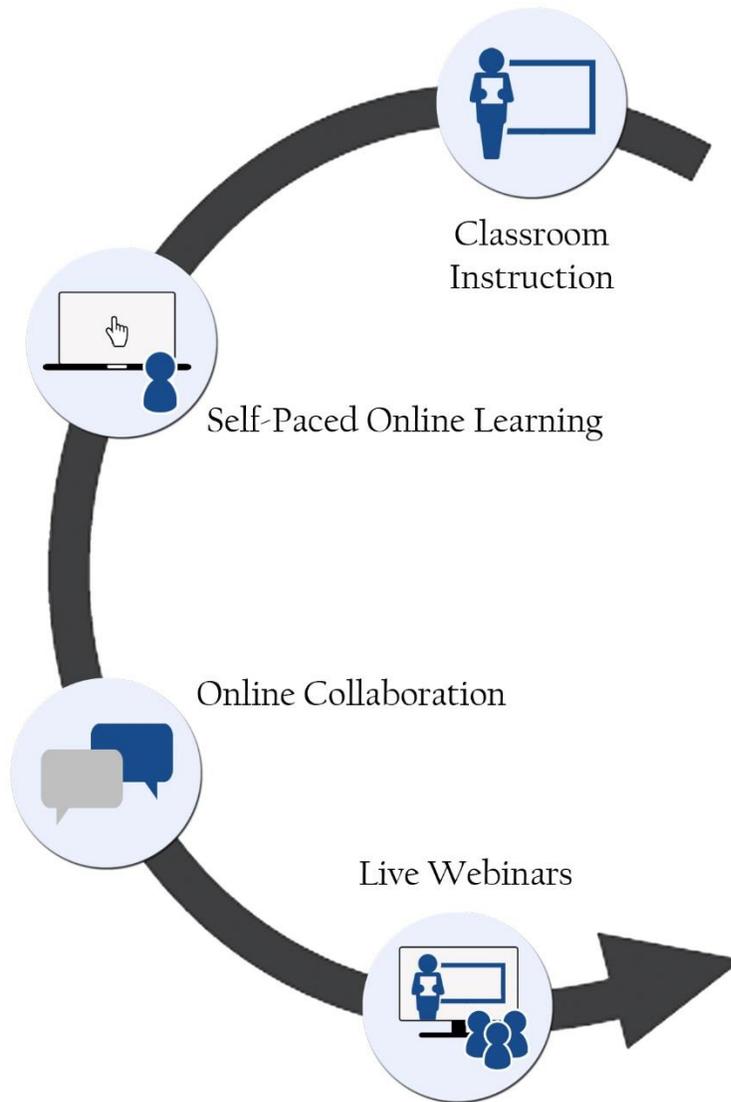


Federal Grants & Financial Assistance 2017 Training Catalog



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Meet Colleague Consulting

Who are we?

Colleague Consulting LLC is a 19-year-old small business specializing in training, human resource development, and organizational development services for Federal agencies. Colleague Consulting is also proud to be a Global Registered Educational Provider with the Project Management Institute (PMI), and is certified to provide 25 project management courses for PMI certification and continuing education credit.

What are our core disciplines?

Colleague Consulting has specialized expertise in the areas of grants administration, acquisition and contract administration, and program and project management training. We also have an extensive supervisor and senior leader development practice. Colleague's training programs take a curriculum perspective – integrating content across courses to reduce redundancy. Our training focuses on competencies to ensure that training actually improves performance in the workplace. We develop and deliver customized and off-the-shelf courseware in a variety of formats including instructor-led, computer-based, and web-based.

Colleague Consulting also has a robust leader coaching practice, having coached more than 1,600 leaders over the last seven years. Using only International Coaching Federation certified coaches, Colleague conducts “360” and other assessments, and holds coaching sessions face-to-face, by telephone, and by web-based media. Our standardized coaching process ensures sound coach-to-participant matching and successful completion of the coaching engagement, while reducing agency costs.

Who have been our clients?

Colleague's Federal customers have included: Department of Energy; Environmental Protection Agency; Department of Housing and Urban Development; Air Force; Defense Logistics Agency; Defense Finance and Accounting Service; Millennium Challenge Corporation; Federal Aviation Administration; Office of Personnel Management; Internal Revenue Service; Agency for International Development; National Oceanic and Atmospheric Administration; Federal Reserve Board; National Science Foundation; and the Smithsonian Institution.

Quick Guide to Colleague Consulting’s Federal Grants and Financial Assistance Courses

How do I order courses?

Courses can be ordered with a government Purchase Order using Optional Form 347 (OF 347), a Standard Form-182 (SF-182), our GSA PSS/MOBIS contract (GS-02F-0048V), or GSA HCaTS (GSO2Q16DCR0116). Course prices includes all participant materials, Level I evaluations, and course completion certificates for up to 30 participants.

Course prices

Course Length	Instructor-Led	Webinar-Based
1 day/8 hours	\$6,500	\$8,000
2 day/16 hours	\$9,500	\$13,600
3 day/24 hours	\$12,000	\$16,800

What else should I know?

- Our instructors deliver the training at your site. We can provide training space at an additional fee.
- We can customize all courses to include your organization-specific supplemental regulations in 2 CFR Part 200 for an additional fee.
- Most courses are offered either as a classroom delivery or in a webinar format.
- Webinars are delivered through Adobe Connect. Colleague may be able to adapt the online courses to other platforms or televideo upon request.
- Participants will receive continuous learning points (CLPs) upon course completion.

Where can I get additional information and order courses?

For additional information, please contact Ms. Elizabeth Cusin at ecusin@colleagueconsulting.com or at 301-277-0255 EXT. 104.

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FEDERAL GRANTS AND FINANCIAL ASSISTANCE MANAGEMENT TOPICS

Advanced Cost Principles for Federal Financial Assistance

The cost principles governing Federal financial assistance instruments are complex. There are many special cases and exceptions, and many of the requirements differ based on the kinds of organizations receiving the grants (especially institutes of higher education, non-profits, hospitals, state/local governments, or Indian tribes). Of particular attention in the course is developing and evaluating indirect cost allocation plans and proposals. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments, especially those that are evaluating and negotiating indirect cost rates and cost allocation plans. This course can be customized to meet organization-specific policies and procedures.

Topics include:

- Review of general cost principles;
- Review of direct and indirect costs;
- Review of generally allowable and unallowable costs;
- Applicability and application of cost principles;
- Cost accounting standards;
- Cost allocation and credits;
- Statutory limits;
- Evaluating indirect cost rate proposals;
- Adjusting indirect rates containing unallowable costs;
- Required certifications;
- Cost allocation plans and indirect cost proposals;
- Special case of public assistance cost allocation plans and cost items; and
- Special issues for institutes of higher education, non-profits, local and Indian tribal governments, and hospitals (Appendices III, IV, V, VII, and IX to 2 CFR Part 200).

Course Format:

- 2 day instructor-led classroom delivery
- OR**
- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Auditing Federal Financial Assistance Agreements

This course provides training on how to assess the need for, and manage the audit of Federal grants or other financial assistance awards. The course follows the entire audit life-cycle: determining the need for and scope of the audit; conducting and reporting on the audit; making management decisions; and evaluating, proposing and monitoring out-of-compliance remedies. The course is largely based on 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F, *Audit Requirements*. This course has been designed for personnel involved in the

administration and management of Federal grants and other financial assistance instruments. This course can be customized to address organization-specific cost policies and procedures.

Topics include:

- Determining the auditing/cognizant agency;
- Major program determination and its relation to auditing;
- Relationship between the cost principles and auditing;
- Audit thresholds;
- Determining Federal funds expended;
- Reviewing the Federal Audit Clearinghouse;
- Determining required audit frequency;
- Audit costs and payment;
- Program-specific audits;
- Auditor requirements, responsibilities and selection;
- Audit scope;
- Audit reporting and documentation; and
- Management decisions, remedies and sanctions.

Course Format:

- 2 day instructor-led classroom delivery
- OR**
- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Cooperative Agreements and Substantial Involvement

In this course, students gain in-depth experience with cooperative agreements and the key feature that distinguishes these instruments from other award options: awarding agency substantial involvement. Participants will discuss how to establish parameters for an awarding agency's involvement, including monitoring and liability considerations. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to meet organization-specific policies and procedures.

Topics include:

- Background of financial assistance including statutes and Executive Orders;
- Distinctions between procurement and financial assistance;
- Distinctions between the two principal types of financial assistance instruments - grants and cooperative agreements;
- Applicability of the concepts of substantial involvement and Federal stewardship; and
- Uses of cooperative agreements and substantial involvement

Course Format:

- 1 day instructor-led classroom delivery
- OR**
- Series of 4 live webinars combined with self-paced learning and online collaborative group work over a period of 2 weeks

Cost Principles for Federal Financial Assistance Agreements

This course provides training to grants and other financial assistance personnel on the cost principles found at 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart E, *Cost Principles*. Allowable and unallowable costs are discussed along with indirect cost rates, and their calculation and importance. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to address organization-specific cost policies and procedures.

Topics include:

- Reviewing the general cost principles;
- Difference between direct and indirect costs;
- Importance of the indirect cost rate;
- Determining whether costs are generally allowable or unallowable;
- Summary of the 54 cost categories;
- Assessing gray area costs for their allowability;
- Calculating and evaluating indirect cost rates; and
- Special cost issues for institutions of higher education, non-profits, state/local government and Indian Tribes, and hospitals.

Course Format:

- 2 day instructor-led classroom delivery
- OR**
- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Developing and Initiating Federal Grants and Other Federal Financial Assistance Instruments

This course provides fundamental training in processes and requirements for announcing, developing, and initiating a Federal grant, cooperative agreement, or other Federal financial assistance agreements. The course focuses on 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subparts A, B, and C. This course has been designed for personnel new to Federal grants and financial assistance administration and management, or experienced personnel who wish to learn about changes from previous Federal grants management policy and practice. This course can be customized to address organization-specific policies and procedures.

Topics include:

- Definitions and general provisions;
- Types of Federal financial assistance agreements;
- Exemptions from 2 CFR Part 200;
- The Notice of Funding Opportunities requirements and data;
- Mandatory Non-Federal Entity (NFE) disclosures;
- The risk review process and requirements;
- Mitigating identified risks;
- Assessing pre-award costs;

- Overview of cost principles; and
- Award reporting.

Course Format:

- 2 day instructor-led classroom delivery

OR

- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Ethics Considerations in Federal Financial Assistance

Federal financial assistance programs pose some potential unique ethics situations. This course exposes participants to those situations, and offers guidelines as to how to evaluate and address them. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to address organization-specific ethics considerations.

Topics include:

- Fair notice of opportunity and sufficient response time;
- Transparent evaluation and selection;
- Organizational and principle investigator eligibility;
- Fair cost-sharing;
- Awardee personnel compensation;
- Double counting of indirect and direct costs;
- “At arms-length.” Definition and applicability;
- Disagreements between Federal and local law (e.g., local geographical participation requirements); and
- Handling ambiguous allowable cost areas.

Course Format:

- 1 day instructor-led classroom delivery

OR

- Series of 4 live webinars combined with self-paced learning and online collaborative group work over a period of 2 weeks

Federal Financial Assistance Law

In addition to 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and its various appendices, there are a variety of other laws and regulations that govern the awarding, initiation, monitoring and closing of grants and other financial assistance mechanisms. This course covers these additional requirements, focusing on those legal requirements summarized in the GAO report, *Appropriations Law, Vol II, Chapter 10, Federal Assistance: Grants and Cooperative Agreements*. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to meet organization-specific policies and procedures.

Topics include:

- Grants vs. contracts;
- Basic legal concepts related to grants;
- Contracting by awardees;
- Liability for acts of awardees;
- Types of grants: categorical vs. block;
- Funds appropriations restrictions;
- Cash management and case advances;
- Program income;
- Cost sharing;
- Obligating grants;
- Replacement grant obligation;
- Allowable vs. unallowable costs;
- Pre-award costs (retroactive funding);
- Recovery of grantee indebtedness;
- Applicable environmental law; and
- Applicable labor relations and equal opportunity law.

Course Format:

- 2 day instructor-led classroom delivery

Federal Funds Management: Evaluating Risk and Auditing Performance

This course provides training on how to determine whether a potential award recipient has a financial management system adequate for managing Federal funds, and whether they are financially capable of performing the work. It also addresses how to monitor funds expenditures, and provides an introduction to financial auditing processes and requirements. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to address organization-specific policies and procedures.

Topics include:

- Awardee financial management system requirements;
- Financial viability analysis;
- Single and program-specific audits;
- Determining when an audit is required;
- Roles and responsibilities during the audit process;
- Financial and audit reporting; and
- Management decisions and appeals.

Course Format:

- 2 day instructor-led classroom delivery

OR

- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Financial Assistance Agreement Closeout

Closeout of grants and other financial assistance agreements is often overlooked in the funds management process. But formal closeout is important for ensuring orderly closeout of administrative and financial documents, verification of final disbursements and financial reports, and proper accounting for all personal, real, and intellectual property. This course has been designed for personnel managing Federal grants or other financial assistance awards. This course can be customized to meet organization-specific policies and procedures.

Topics include:

- Planning for closeout during the initial award;
- Collecting reports and deliverables;
- Finance and performance reviews;
- Accounting for and dispositioning personal, real, and intellectual property; and
- Documenting lessons learned.

Course Format:

- 2 day instructor-led classroom delivery
- OR**
- Series of 4 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Making the Transition from Financial Assistance in OMB Circulars to 2 CFR Part 200

This course transitions participants from the set of Federal financial assistance policies and procedures covered in a series of eight OMB circulars to the regulations at 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, which were promulgated on December 26, 2014. This course compares the two and emphasizes significant differences and changes. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments, especially those that have been trained and are experienced in implementing and managing grants prior to the promulgation of 2 CFR Part 200 in December of 2014. This course can be customized to meet organization-specific policies and procedures.

Topics include:

- The 8 canceled OMB circulars;
- Consistency among Federal grants programs and requirements;
- Fixed-price and “pay for performance” grants;
- Reporting, accounting practices and auditing thresholds;
- Scrutiny and regulation of awardee salaries and wages;
- Computers as supplies;
- De Minimis indirect cost rates;
- Changes to encourage women to go into STEM fields;
- Oversight provisions;
- Audits focused on waste, fraud, and abuse;
- Audit thresholds;

- Cost sharing requirements;
- Allowability of advertising costs;
- Wages and salaries based on auditable records; and
- Changes in audit requirements.

Course Format:

- 2 day instructor-led classroom delivery

OR

- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

Managing and Monitoring Federal Grants and Other Federal Financial Assistance Instruments

This course provides fundamental training in the processes and requirements for monitoring and managing Non-Federal Entity (NFE) technical and financial performance; approving costs; managing property and equipment; evaluating NFE procurements and reporting; handling non-compliance with requirements; and properly closing out financial assistance agreements. The course focuses on 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart D. This course has been designed for personnel new to Federal grants and financial assistance administration and management, or experienced personnel that wish to learn about changes from previous Federal grants management policy and practice. This course can be customized to address organization-specific policies and procedures.

Topics include:

- Statutory and policy requirements;
- Performance measurement and financial management monitoring and reporting;
- Compliance with award terms and conditions;
- Non-compliance remedies;
- Approving and making payments;
- Allowable cost-sharing;
- Bonds and insurance;
- Real property and equipment acquisition and disposition;
- Procurement standards, requirements, and monitoring;
- Overview of auditing;
- Plan revisions and waivers;
- Records management and retention; and
- Assistance agreement closeout.

Course Format:

- 3 day Instructor-led classroom delivery

OR

- Series of 12 live webinars combined with self-paced learning and online collaborative group work over a period of 6 weeks

Negotiating Federal Financial Assistance Agreements: Reaching Fair Consensus

The objective of this course is to assist participants to be knowledgeable and fair partners in negotiations with Non-Federal Entities (awardees). In addition to providing an introduction to sound negotiation practices, the training gives participants a background in Federal financial assistance initiation and management that commonly results in negotiations between the awardee and the awarding Federal agency. This course has been designed for personnel involved in the administration and management of Federal grants and other financial assistance instruments, especially those involved in negotiating the parameters of the initial agreement between the awardee and the awarding Federal agency, or in reviewing and approving awardee indirect cost rates. This course can be customized to address organization-specific policies and procedures.

Topics include:

- Basic negotiation principles and techniques;
- Negotiating performance metrics;
- Negotiating allowable costs;
- Negotiating indirect cost rates; and
- Special issues for institutions of higher education, non-profits, state/local government and Indian Tribes, and hospitals.

Course Format:

- 1 day instructor-led classroom delivery

OR

- Series of 4 live webinars combined with self-paced learning and online collaborative group work over a period of 2 weeks

Overview of National Grants Policy and Law

Although 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* forms the backbone of Federal financial assistance policy and law, grants awarding agencies and grants recipients are also subject to a number of other Federal policies, statutes and regulations. This two-day course provides an introductory overview of these requirements. This course has been designed for Federal personnel involved in the administration and management of Federal grants and other financial assistance instruments. This course can be customized to address organization-specific policies and applicable regulations.

Topics include:

- Compliance with 2 CFR Part 200;
- Organization-specific flexibility and inflexibility;
- Awardee eligibility;
- Davis-Bacon, labor standards, and prevailing wages;
- Equal Employment Opportunity;
- Anti-kickback requirements;

- Byrd anti-lobbying requirements;
- National Environmental Policy Act (NEPA), and other environmental requirements; and
- Anti-local geographical contracting policy.

Course Format:

- 2 day instructor-led classroom delivery

OR

Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks

What's New: Highlights of Major Changes to Federal Grant Administration in 2 CFR 200

This 2-hour instructor led seminar or live webinar provides an overview and introduction to the changes in grants administration and management requirements due to the newly issued regulations at 2 CRF 200. Participants learn about the key differences between the current regulations and previous OMB guidance. For each regulatory change or addition, the previous requirements are compared to the current requirements, along with the resulting Federal agency responsibilities, and the Non-Federal Entity (grantee) responsibilities. This course has been designed for personnel who currently plan, administer, or manage Federal grants or financial assistance programs. This class is not a general introduction to grants administration or management; rather it is designed to transition personnel who are familiar with previous requirements governed by OMB guidance, to the regulatory requirements at 2 CRF 200. This seminar or webinar can be customized to address organization-specific policies and procedures.

Topics include:

- Rationale for the new regulations
- Dates of issuance and effective dates
- Major changes and their implications
- Specific provision changes and their impacts on Federal responsibilities
- OMB major elements of reform

Course Format:

- 2 day instructor-led classroom delivery

OR

- Series of 8 live webinars combined with self-paced learning and online collaborative group work over a period of 4 weeks



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For additional information, please contact Ms. Elizabeth Cusin at ecusin@colleagueconsulting.com or at 301-277-0255 EXT. 104.

Located in the Washington, D.C. Metro area, Colleague's training services are available through GSA's Professional Services Schedule (PSS) (previously known as MOBIS); through purchase orders, purchase cards, and SF-182's; and GSA HCaTS Human Capital and Training Solutions. To inquire about our training services, or to receive additional copies of this training catalog and information about contracting with Colleague Consulting, please contact Ms. Elizabeth Cusin at ecusin@colleagueconsulting.com or 301-277-0255 EXT. 104.



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