

OMB Circulars • February 24-25, 2010 – Las Vegas, NV

CLASS ID: F1055LASVE

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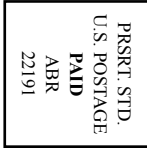
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HOW TO REGISTER

- Phone:** Call 1-800-992-4489, Monday-Friday 9:00 a.m.-5:30 p.m. EST.
Fax: Complete the registration form and fax to 703-352-2323 anytime. Payment must be received at our office prior to the start of the session.
Mai: Return registration form and payment to:
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 3702 Pender Dr., Suite 300
 Fairfax, VA 22030.
Online: At www.falmouthinstitute.com
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Get the most comprehensive and up-to-date information available on OMB guidelines for administering federal funds and contracts.

OMB Circulars

Guidelines for Administering Federal Funds and Contracts

February 24-25, 2010 • Las Vegas, NV

This class is essential for anyone who deals with federal contracts. You'll learn how to:

- > Determine the allowability of taxes and insurance costs
- > Implement new recordkeeping requirements for employees
- > Seek the appropriate approval for government expenses and purchasing
- > Address property management issues
- > Prepare effectively for audits

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OMB Circulars

Guidelines for Administering Federal Funds and Contracts
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Did you know that the Environmental Protection Agency (EPA) Inspector General has recommended disallowing approximately \$1 million to tribally run EPA programs due to inadequate documentation of time logs and payroll expenses? In specific cases, the U.S. Department of Health and Human Services has disallowed the costs of in-kind contributions for similar reasons.

Get the most comprehensive and up-to-date information available on OMB guidelines for administering federal funds and contracts. Attend this two-day class and learn about new recordkeeping requirements for employ-



ees, new limitations on council and board member stipends and requirements regarding the preparation of indirect cost proposals.

Significant changes, such as interest and self-insurance costs that are now allowable, are all explored in-depth. The class also features a review of OMB Circular A-102, which stipulates hundreds of financial requirements for administering federal funds as well as the Single Audit Act and related OMB circulars, including A-50 and A-133.

This class is perfect for bookkeepers, finance officers, accountants, supervisors, new program managers, tribal officials, contracting officers and controllers.

TOPICS INCLUDE

OMB A-87 — Revised Cost Principles for Taxes

- › Allowable and allocable costs
- › Unallowable charges
- › Justifying questioned costs
- › Allowable taxes to federal programs
- › Indian Self-Determination Act provisions:
 - › Relating the new cost principle provisions of Section 106(k) to existing cost circulars

OMB Circular A-102

- › Pre-award requirements
- › Post-award financial management
- › Changes in budget, property and sub-awards
- › Sub-grants and sub-awards to debarred parties
- › Monitoring, reports, records and retention
- › Enforcement provisions
- › Review exercises

- › Non-construction programs
- › Construction programs
- › Federal Register 5 CFR, 1320:
 - › Controlling paperwork burden

Drug-Free Workplace

- › Applicability of drug-free workplace regulations
- › Certifying a drug-free workplace
- › Grants to individuals
- › Sanctions for non-compliance

Debarment and Suspension

- › Government-wide common rules
- › Causes for debarment and suspension
- › Applicability
- › Compliance
- › Expenditure of grant funds
- › Non-compliance
- › Appeals procedures

Department of Labor Grant Appeals Procedures

- › Agency review
 - › General Accounting Office
 - › Administrative vs. judicial review
 - › Judicial review
 - › Exhaustion of administrative remedies
 - › Limitations on judicial review
 - › Conflicts of interest:
 - › Bribery
 - › Illegal compensation
 - › Financial interest
 - › Administrative rules
 - › Appeals for administrative actions
 - › Department of Grant Appeals Board procedures
- ### Single Audit Act
- › OMB Circular A-50
 - › Audit follow-up

- › Failure to have a required audit
- › Audit costs
- › Recordkeeping
- › Report submission and release
- › OMB Circular A-133

Hands-On Activities

- › Class exercises
- › Case studies

Topics subject to change.

Join us and get information about new recordkeeping requirements for employees.

Interest and Insurance Costs

- › Charging interest on your own funds
- › Interest paid on capital projects
- › Interest costs on capital equipment and buildings
- › Allowability of general insurance costs
- › Not insuring government-owned property
- › Self-insurance funds

Federal Assistance Forms

- › Budget information:

Please check our Web site for information on these upcoming training sessions:

Indian Country's Indirect Cost Summit

March 2010

Detecting and Preventing Fraud, Theft and Embezzlement in Tribal Organizations

March 2010

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