

**OMB Circulars - Guidelines for Administering Federal Funds and Contracts**

**February 29-March 1, 2012 - Phoenix, AZ**

CLASS ID: F1055PHOEN

**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.

**Mail:** Return registration form and payment to:  
Falmouth Institute  
3702 Pender Dr., Suite 300  
Fairfax, VA 22030.

**Online:** At [www.falmouthinstitute.com](http://www.falmouthinstitute.com)

**E-mail:** [info@falmouthinstitute.com](mailto:info@falmouthinstitute.com)

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*Advanced payment by credit card or check is required. Purchase orders do not constitute payment. Registrations must be received 10 business days before the class start date. After this date, registrations will be taken on a space-available basis and a \$25 late registration fee will be charged.*

**REGISTRATION FORM**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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Individual Tuition Rate (U.S. funds only) ..... \$779 \$ \_\_\_\_\_  
*Significant group discounts available! Call 1-800-992-4489 for details.*

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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 29-March 1, 2012 • Phoenix, AZ

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

- › Determine the allowability of taxes and insurance costs
- › Seek the appropriate approval for government expenses and purchasing
- › Implement new recordkeeping requirements for employees
- › Address property management issues
- › Prepare effectively for audits
- › Comply with regulations related to the Single Audit Act

Stay up-to-date with the latest compliance supplements.

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# OMB Circulars

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

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 employees, 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.

## 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

**Join us and learn about new recordkeeping requirements for employees.**

### 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

### 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:
  - › 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.*

## ON-SITE TRAINING AND TECHNICAL ASSISTANCE

Falmouth can provide on-site training and technical assistance to help with all of your tribal Finance needs. By providing customized answers to the issues and challenges of your organization, we'll be able to create solutions to give you the financial literacy and confidence to manage your communities' resources.

Looking to provide this information to your entire team? Bring this session or any combination of our other tribal finance sessions right to your office. Spend less time on

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the road, cut back on travel costs and give everyone the knowledge they need to succeed.

Our team is also able to provide technical assistance and hands-on support to help guide you through the complex processes you're facing. Do you need to plan and prepare for your upcoming audit? Is your IDC proposal due? Do you have bookkeeping issues? We can provide support and assistance to help manage any of your federal grants or contracts.

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