

OFM Training

FEDERAL GRANT ADMINISTRATION

Class Description: This four-hour class is designed to provide participants with a general understanding of federal grants and other forms of federal assistance. The class reviews the key functions within the federal grant cycle; the various levels of federal compliance and administrative requirements for federal assistance; state administrative and reporting requirements for federal assistance. The class provides a general review of accounting requirements for federal grants and other sources of federal assistance. The class provides a general understanding of OMB Circular A-133 (federal regulation implementing the Single Audit Act and the 1996 Amendments).

Target Group: Individuals responsible for or involved in the accounting, reporting, and otherwise administrative control of federal grants or other federal assistance. **Note: This is a basic class designed for individuals new to the grant administration process.**

Class Objectives: At the conclusion of this class, participants should be able to:

- Identify revenues defined as “federal revenues” and assign federal catalog numbers as appropriate,
- Have a general understanding of the key functions within a federal grant cycle,
- Reference OFM’s regulations applicable to accounting and reporting federal financial assistance,
- Reference general federal compliance requirements in administering federal grants relative to state agencies,
- Identify related federal grant compliance and accountability issues,
- Reference major federal/state applicable regulations,
- Prepare and submit federal disclosure forms,
- Have a general understanding of OMB Circular A-133,
- Have a general understanding of sub-recipient, monitoring techniques