

Office of Management and Budget (OMB) Uniform Guidance Training Schedule
Offered by the Office of the State Controller
Training Site: Cross Office Building – Rooms 103 A/B
December 2014

The Office of the State Controller extends a training invitation to State of Maine employees involved with federal grants management and administration. The OSC's Administration and Internal Audit divisions will conduct the four training sessions. The purpose of the trainings will be to discuss the new OMB uniform guidance and provide information related to new changes. Cost: Training is Free

To register for any or all of the training sessions:

- Email Shirley Browne at shirley.browne@maine.gov
- Please cc your supervisor
- Include your phone number
- Include your Agency name
- Include the Session Number(s)
- Please indicate whether you'd like a CPE certificate

Additionally, you may attend a portion of a session(s) if that is most convenient. We will repeat or add new sessions during the month of January 2015 if necessary.

Session One Federal Inquiries/Requirements and Pass through Entity Responsibilities

Date/Time: Monday, December 8, 2014, 1-3 PM

- ❖ 1:00 – 2:00 Information related to Federal Inquiries
 - Effective Dates that apply to Federal agencies
 - Information required within a Prime Award (the State is the recipient)
 - New Required Disclosures
 - The Federal Contact may ask the State agency about their Grants Management System – we will discuss what is expected from a Grants Management System

- ❖ 2:00 – 3:00 The Pass Through Entity's (PTEs) Responsibilities
 - Effective Dates that apply
 - Required Determination of Subrecipient vs. Contractor
 - Required Disclosure
 - Required subaward/contract data elements
 - Required Risk analysis and subsequent monitoring

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Session Two Overview of Session One and Cost Principles

Date/Time: Thursday, December 11, 2014, 12-3 PM (bring your lunch if you like)

- ❖ 12:00 – 12:45 Overview/ refresher of Session One
- ❖ 12:45 – 1:30 Cost Principles Part I
 - Direct vs. Indirect Costs
 - Indirect Cost Proposals - State and Local Government and Indian Tribe Appendix VII
 - Subrecipient IC Rates
- ❖ 1:30 – 1:45 BREAK
- ❖ 1:45 – 3:00 Cost Principles – Part II
 - Allowability
 - Reasonableness
 - Allocability
 - Prior Approval
 - Selected Items of cost
 - Effort Reporting (Previously Time and Attendance Reporting)
 - Conferences
 - Depreciation
 - Equipment and Other Capital Expenditures
 - Materials and Supplies
 - Training and Education
 - Travel

Session Three Internal Control Requirements; Procurement and Audit Requirements; and, a repeat from Session One: The Pass through Entity's (PTEs) Responsibilities

Date/Time: Monday, December 15, 2014 2:00 – 5:00 PM

- ❖ 2:00 – 3:00 Internal Control Requirements
- ❖ 3:00 – 4:00 Procurement and Audit Requirements (we will break some time here too)
- ❖ 4:00 – 5:00 The Pass Through Entity's (PTEs) Responsibilities
 - Effective Dates that apply
 - Required Determination of Subrecipient vs. Contractor
 - Required Disclosure
 - Required subaward/contract data elements
 - Required Risk analysis and subsequent monitoring

Session Four To Be Determined based on feedback from agencies

Date/Time: Friday, December 19, 2014 1:00 – 4:00 PM