

Basic Financial Assistance Course

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Course Overview

Course Contact: [Chris Matthiesen](#), Course Leader, Branch of Training, WSFR-FASO (Phone: 304-876-7880)

Course Type: Instructor-led classroom training

Course Duration: 24 hours (3 days)

Course Description: Provides a basic overview of the requirements and processes related to awarding grants and cooperative agreements. Emphasis will be on fundamental knowledge and use of the Service manual and associated regulations, rules and supplemental documents. Participants work individually and in small groups to understand pre-award, post-award, and close-out responsibilities when managing grants and cooperative agreements.

Who should take this course: FWS biologists, budget, administrative staff, and approving officials (authorized signers) responsible for reviewing, awarding, monitoring, and closing out grants and cooperative agreements. See [here](#) for more information. Service Policy 232 FW 1 was signed on Friday 17 October 2014. The policy requires all Service personnel who work with financial assistance to receive a Service specific financial assistance training. All Service financial assistance personnel must take the Service Basic Financial Assistance training.

This course fulfills the mandatory training under Service policies:

- [516 FW 3](#), *Signature Authority for Grant and Cooperative Agreement Awards*, required for employees with delegated signature authority
- [232 FW 1](#), *Mandatory Financial Assistance Training*, required for Service employees who work with grant and cooperative agreement (financial assistance) awards

The Training Branch maintains a list of staff who have successfully completed the BFA [here](#) (Service personnel only)

Course Objectives:

- Describe Service grant and cooperative agreement programs and processes.
- Describe the roles and responsibilities of federal and grantee/cooperative agreement recipient in managing grants and cooperative agreements.
- Process and manage a basic grant and cooperative agreement.
- Describe the requirements and process for recipient reporting and Service payment of awards.
- Use of available financial assistance resources.

Course Materials

[Current Basic Financial Assistance Course Instructor Workbook – BFA Instructor Workbook 1st Qtr 2017.pdf](#)

[Current Basic Financial Assistance Course Presentation – BFA Presentation 1st Qtr FY2017.pptx](#)

(For optimal viewing: Right-click link, select 'Save Link as...', save to desired location.)

[Current FWS FA Toolkit \(Zipped\)* – FA Training Toolkit 12.2.2016.zip](#)

Directions

1. Download zip file onto your computer.
2. Open zip file and move Toolkit folder to desired location on your computer (this allows links to work properly).

If you would like to be notified when updated materials are added to this page, please send an email to [Chris Matthiesen](#).

Upcoming Training Dates and Locations

Register through DOI Learn. Once you are signed in, go to the Course Catalog and search for FAPO (make sure the search field "Class Name" is checked). Once course description appears, click on "Scheduled Classes" at bottom of screen.

YOUR SUPERVISOR MUST APPROVE YOUR TRAINING REQUEST IN DOI LEARN IN ORDER FOR YOU TO BE SUCCESSFULLY ENROLLED.

Confirmed FY2017 trainings

Class Dates	Region	Class Location	Registration open in DOI Learn?
Jan 10-12	6	Mountain-Prairie Region HQ, 134 Union Blvd, Lakewood, CO 80228	Yes
Jan 24-26	8	Pacific-Southwest HQ, 2800 Cottage Way, Sacramento, CA 95825	Yes
Feb 7-9	3	Midwest Region HQ, 5600 American Blvd, Bloomington, MN 55437	Yes
Feb 28-Mar 2	5	Northeast Region HQ, 300 Westgate Center Dr, Hadley, MA 01035	Yes
Mar 14-16	4	Southeast Region HQ, 1875 Century Blvd, Atlanta, GA 30345	Yes
Mar 28-30	1	Pacific Region HQ, 911 NE 11th Ave. Portland, OR 97232	Closed
April 11-13	6	Mountain-Prairie Region HQ, 134 Union Blvd, Lakewood, CO 80228	Yes
May 9-11	3	Midwest Region HQ, 5600 American Blvd, Bloomington, MN 55437	Yes
May 22-24	HQ	NCTC, 698 Conservation Way, Shepherdstown, WV 25443	Yes
Jun 6-8	6	Mountain-Prairie Region HQ, 134 Union Blvd, Lakewood, CO 80228	Yes
Jun 20-22	1	Pacific Region HQ, 911 NE 11th Ave. Portland, OR 97232	Closed
Aug 15-17	HQ	NCTC, 698 Conservation Way, Shepherdstown, WV 25443	Yes

Confirmed FY2018 trainings

Class Dates	Class Location	Registration open in DOI Learn?
Nov 14-16	NCTC	No
Jan 23-25	NCTC	No
May 15-17	NCTC	No
Aug 7-9	NCTC	No

Please check back for updates!!

Hosting a BFA in your Region?

If you are hosting, or plan to host, a BFA in your Region, please consult the [BFA Logistics Checklist](#) for logistical requirements. Contact [Chris Matthiesen](#) if you have questions.