

Advanced Grant Management Course (WSFR)

Course Type: Instructor-led classroom training

Course Duration: 32 hours (4 days, in-person)

Course Contact: Ryan Oster (ryan_oster@fws.gov or 304-596-3641)

Course Description: This course focuses on advanced topics associated with the implementation, administration, management and monitoring, and closing out of WSFR financial assistance (grants and cooperative agreements) awards. Specifically this course focuses on current and past common OIG audit findings identified in awards under the Wildlife and Sport Fish Restoration grant programs. Emphasis is placed on compliance with administrative and cost-principles related to laws, Code of Federal Regulations, OMB Circulars, and WSFR-program policies/guidance. Advanced topics include license certification, program funding requirements, safety margins, program income, third-party in-kind contributions, personal property, managing and monitoring Federal awards, indirect costs, subrecipient vs contractor determination, allowable costs, and completing the SF-425 (Federal financial report).

Participants will listen to lecture and then work individually and in small groups to answer questions/exercises aimed at highlighting specific learning points.

Who should take this course: This course is targeted towards recipient staff that are responsible for the coordination and/or financial administration of WSFR awards. This typically includes program coordinators and accountants, as well as staff that oversee WSFR awards or manage budgets associated with WSFR awards.

This course is also beneficial for WSFR staff who review, approve, manage and monitor, and close out WSFR awards. This includes both programmatic and fiscal staff.

Attendance and completion of the Basic Grants Management (BGM) or Basic Financial Assistance (BFA) classes is a pre-requisite for participants to enroll in the AGM. Staff may be approved to enroll directly in the AGM, without attending the BGM or BFA, on a case-by-case basis with the approval of the WSFR Training Branch.

Course Objectives: The purpose of this course is to provide participants with a conceptual and working knowledge of advanced administrative and financial issues associated with applying for, receiving, managing, and closing out financial assistance awards through the WSFR program. The goal is to empower participants to more effectively manage award funding, reduce audit findings, improve compliance with administrative and financial rules and regulations, and promote national consistency throughout the WSFR-administered programs. The objectives of this course are to increase participant's knowledge, skills, and abilities related to:

- Understanding Congressional Acts, Code of Federal Regulations, Office of Management and Budget guidance, and Service policies and guidance.
- Administrative compliance requirements, including subrecipient monitoring.
- Issues arising from management and monitoring of Federal financial assistance awards, spending mandates, and the grants management process.
- Audit findings that result from various aspects of noncompliance with statutes, regulations, and terms and conditions of Federal awards.

This course also seeks to encourage participants to build a network of professional contacts across State and regional boundaries to assist in solving administrative and financial issues under WSFR awards.

Course Availability:

2021: The Advanced Grants Management course is taught twice year. The course typically taught in June and rotates annually between Sacramento, CA. and Portland, OR. (the course is hosted the WSFR Regional Office in either location). Additionally, the course is typically taught in October at the National Conservation Training Center, Shepherdstown, WV. Due to COVID-19, in-person training courses have been postponed due to social gathering and public health and safety concerns. Please check back on a regular basis for future virtual and in-person training courses.

The U.S. Fish and Wildlife Service is committed to providing access to this course for all participants. Please direct all requests for sign language interpreting services, close captioning, or other accommodation needs to Ryan Oster (ryan_oster@fws.gov) 304-596-3641.

Enroll/Register:

For course enrollment information, please [click here](#).

Financial Assistance Toolkit:

Persons attending the Advanced Grants Management course will be required, prior to the class, to download the current version of the Financial Assistance (FA) Training Toolkit onto either a work electronic device (tablet or laptop computer) or personal device and bring with them to the class. We will use the Toolkit as a resource throughout the class to review statutes, regulations, policies, and guidance. For directions on how to download the FA Training Toolkit, please click here: [Financial Assistance Training Toolkit](#)