

---

## CENTER FOR PUBLIC MANAGEMENT



12713 Steeple Chase Way  
Potomac, MD 20854-2340 USA

Phone: 301-340-1610  
Fax: 301-340-2092  
Email: [cpm@cpmhome.org](mailto:cpm@cpmhome.org)



# 2010 Training Brochure

---

Revised: November 8, 2009

This hardcopy may not reflect the most current version of this document. The most current version of this training brochure is maintained online at:  
<http://www.cpmhome.org/seminar/brochure/cpm-training.pdf>

---

© Copyrighted by Center for Public Management. All rights reserved 2009  
Register for a seminar online at: <http://www.cpmhome.org/seminar/register.htm>



## Table of Contents

2010 Seminars .....	3
USAID & CDC Regulations and Policies .....	4
USAID/CDC Administrative Compliance Requirements.....	5
Financial Management of USAID/CDC Awards .....	6
Allowances, Differentials, Pay, Travel on USAID Awards .....	7
Maximizing Recovery of Direct and Indirect Costs .....	8
Mastering USAID's Rules and Regs .....	9
Management of USAID's/CDC's Cooperative Agreements—RFA/APS to Closeout .	10
Winning USAID/CDC Contracts and Cooperative Agreements .....	11
Fundamentals of USAID Contracting—RFP to Contract Closeout.....	12
Intensive on FAR and AIDAR .....	13
Master's Certificate Program .....	14
USAID Financial Management.....	14
USAID Assistance Management .....	15
USAID Contract Management.....	15
Master's Certificate Letter of Intent .....	16
NGO Financial Newsletter.....	17
Financial Software and Softcopy Templates.....	18
Accounting Policies & Procedures Manual Software.....	18
Field Office Finance Manual Software.....	18
Procurement and Subgranting Policies and Procedures Manuals Software .....	19
Benefits for Overseas Personnel Manual Software .....	19
Seminar Registration Form .....	20
General Information.....	21
About the Trainer .....	21
Seminar Pricing.....	21
Continuing Professional Education Credit.....	21
Complaint Resolution Policy .....	21
Hotel Accommodations .....	21



## 2010 Seminars

### Training Dates and Locations

Dates	City
February 22-26, 2010	San Salvador, El Salvador
February 28-March 4, 2010	Dubai, UAE
April 18-22, 2010	Islamabad, Pakistan
May 3-7, 2010 May 17-21, 2010 October 4-8, 2010 October 18-22, 2010	Washington, DC
June 21-25, 2010	Lusaka, Zambia
June 28-July 2, 2010	Nairobi, Kenya
July 12-16, 2010	Abuja, Nigeria
July 19-23, 2010	Addis Ababa, Ethiopia
August 16-20, 2010	Kampala, Uganda
August 23-27, 2010	Pretoria, South Africa
September 13-17, 2010	New Delhi, India
September 20-24, 2010	Manila, Philippines



## USAID & CDC Regulations and Policies

### Objective

To master USAID's and the HHS Centers for Disease Control and Prevention's regulations and policies through an intensive 3-day review.

Level	Delivery	Advance Preparation	Prerequisites	CPE Hours
Basic	Group-Live Offering	None	None	21

### Seminar Outline

#### Overview of the U.S. Government Regulations

- OMB's Administrative Rules: OMB Circular A-110 and Federal Acquisition Regulation (FAR)
- OMB's Cost Principles: A-122, A-21 and FAR 31.2
- OMB Audit Rules in A-133, USAID's Recipient-Contracted Audit Guide for Non-U.S. NGOs, and DCAA's Authoritative References for Government Contractors
- Synopsis of the Department of State Standardized Regulations (DSSR)

#### USAID's Acquisition and Assistance Regulations and Policies

- USAID's Grant Administrative Regulations (22 CFR 226) and Source-Origin-Nationality Rules (22 CFR 228)
- USAID's Key A&A Directives: ADS 103, 302, 303, 304, 310, 312, 591 and 636
- Agency for International Development Acquisition Regulation (AIDAR)
- Selected USAID AAPDs/CIBs: 02-12, 02-10, 01-04, 92-17, 90-12, 84-14 and Others

#### USAID Standard Grant/CA Provisions and Contract Terms and Conditions

- Standard Provisions for U.S. and Non-U.S. Nongovernmental Organizations
- Uniquely-Different T&Cs on USAID's IQCs and CPFF Term Contracts

#### HHS/CDC's Uniquely Different Regulations and Policies

- HHS's Grant Administrative Rules (45 CFR 74) and the HHS Acquisition Regulation
- HHS's Grants Policy Statement and Its Relationship to CDC's Administrative Rules
- CDC's Cost Principles for Alteration and Rearrangement Costs, Customs and Import Duties, Indirect Costs and A-133 Audits of Non-U.S. NGOs

Date	Facility	Location
April 18-20, 2010	Serena Hotel	Islamabad, Pakistan
May 17-19, 2010	Holiday Inn Rosslyn	Washington, DC (Arlington, DC)
June 21-23, 2010	Southern Sun Lusaka	Lusaka, Zambia
July 12-14, 2010	FHI Training Center	Abuja, Nigeria
July 19-21, 2010	Hilton Addis Ababa	Addis Ababa, Ethiopia
August 16-18, 2010	Grand Imperial Hotel	Kampala, Uganda
August 23-25, 2010	Holiday Inn-Garden Court	Pretoria, South Africa



## USAID/CDC Administrative Compliance Requirements

### Objective

To guide an organization doing business with USAID on how to comply with USAID's administrative rules in 22 CFR 226 and 228, FAR and AIDAR, ADS, CIBs and AAPDs.

Level	Delivery	Advance Preparation	Prerequisites	CPE Hours
Basic	Group-Live Offering	None	None	21

### Seminar Outline

#### USAID Organization and Key Officials

- Relationship of USAID to Director, U.S. Foreign Assistance and State Department
- FY 2009 Budget Allocations by Mission and Central Bureau

#### Overview of Primary Regulations

- OMB Circular A-21, A-122, A-133 and FAR 31.2
- USAID's Grant and Contract Administrative Rules
- Grants vs. Cooperative Agreements vs. Contracts

#### Government Administrative Management Requirements

- Labor Distribution Reporting and Controls
- Handling Match, Program Income, Line-Item Variations
- Branding Strategies and Marking Plans

#### Financial and Program Management Requirements

- Monitoring, Fiscal Assessment and Evaluation
- Close-Out Procedures
- Audits and Audit Resolution

#### Procurement Requirements

- Administering Source/Origin/Nationality Rules Under Reg. 28
- Mandatory, Required as Applicable, and Nice-to-Have Clauses

#### Key FAR and AIDAR Provisions

- ES-6 AWCPAS Limit, Support for 1420-17, Expat Allowances, Travel and Physical Fitness Exam, Limits in TCN and CCN Allowances, Approval for Toyota Landcruisers

Date	Facility	Location
February 22-24, 2010	Radisson Plaza Hotel	San Salvador, El Salvador
February 28-March 2, 2010	Holiday Inn Sharjah	Dubai, UAE
September 13-15, 2010	Ramada Plaza Hotel	New Delhi, India
September 20-22, 2010	Diamond Hotel	Manila, Philippines
October 18-20, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## Financial Management of USAID/CDC Awards

### Objective

To show financial and other personnel how to complete each of the tasks under a USAID grant, cooperative agreement or contract.

Level	Delivery	Advance Preparation	Prerequisites	CPE Hours
Basic	Group-Live Offering	None	None	14

### Seminar Outline

#### U.S. Government's and USAID's Financial Rules

- OMB Circulars A-21, A-122 and FAR 31.2 Cost Principles
- Preparing Cost Proposals/Applications to USAID
- Understanding Direct vs. Indirect Costs

#### Administering the Financial Aspects of USAID Awards

- USAID's Rules on Cost-Sharing, Timesheets, Foreign Taxes and Line-Item Restrictions
- Implementing an Earned Value Management System for USAID Contracts

#### USAID's Rules on Financing Awards

- Review of FAR Part 32 and ADS Chapter 636
- Instructions for Preparing the FFR and SF 1034 and 269, 270 and 272

#### Fiscal Oversight of Subrecipients

- Use of Cost and Price Analysis, Preaward Accounting System Survey, Fiscal Assessment and Subrecipient Audit

#### USAID's Audit Rules and Reported Disallowances

- Roles of USAID's OIG and DCAA, High Risk Agency-Contracted Audits
- A-133 Audits of U.S. NGOs and RCAs by Non-U.S. NGOs
- Impact of SAS Nos. 104-112 on USAID-Cognizant Audits

#### Closing Out a USAID Award

- Timing and Content of Required Submissions
- Post Close-Out Adjustments

Date	Facility	Location
February 25-26, 2010	Radisson Plaza Hotel	San Salvador, El Salvador
March 3-4, 2010	Holiday Inn Sharjah	Dubai, UAE
April 21-22, 2010	Serena Hotel	Islamabad, Pakistan
June 24-25, 2010	Southern Sun Lusaka	Lusaka, Zambia
July 15-16, 2010	FHI Training Center	Abuja, Nigeria
July 22-23, 2010	Hilton Addis Ababa	Addis Ababa, Ethiopia
August 19-20, 2010	Grand Imperial Hotel	Kampala, Uganda
September 16-17, 2010	Ramada Plaza Hotel	New Delhi, India
September 23-24, 2010	Diamond Hotel	Manila, Philippines
October 21-22, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## ***Allowances, Differentials, Pay, Travel on USAID Awards***

### **Objective**

To apply the DSSR rules for compensating and paying expatriates (expats), cooperating country nationals (CCNs), third country nationals (TCNs) and key local nationals on USAID awards.

<b>Level</b>	<b>Delivery</b>	<b>Advance Preparation</b>	<b>Prerequisites</b>	<b>CPE Hours</b>
Basic	Group-Live Offering	None	None	14

### **Seminar Outline**

#### Allowances, Differentials and Pay of Expats

- 2009 AWCPAS Maximum Pay, Post Differential, Living Quarters Allowance, Post Allowance, Educational Allowance, Separate Maintenance Allowance, Home Leave, Danger Pay
- Limits on Post Differential, Post Allowance and Danger Pay and Relationship to Base Pay

#### Limits on CCN Compensation

- Effect of Mission's Local Compensation Plan on CCN's Pay and Obtaining Waivers
- Withholding/Reporting Requirements of Major Developing Countries and NGO Obligations to Withhold Payroll Taxes and Register; Compensating for Foreign Currency Devaluations

#### TCN Compensation and Benefits

- Approval of Maximum Pay and Allowances and Differentials for Third Country Nationals
- Supporting Requests for Waivers; Comparability with Offshore USPSCs' Compensation

#### Allowable Travel Under USAID Awards

- Home Leave, R&R, Educational, Emergency Medical, Obstetric Care, Visitation and Business Class Travel and Shipping Household Goods, Unaccompanied Baggage, Physical Exams

#### Other Issues Covered

- Substantiating the 1420-17, Kidnap and Ransom Insurance, Payments to Missing Employees, Paying TCNs, Taxation of Expats, Compensating Key Local Nationals
- Compensation Survey of 50 USAID Grantees and Contractors Will Be Reviewed

<b>Date</b>	<b>Facility</b>	<b>Location</b>
October 4-5, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## Maximizing Recovery of Direct and Indirect Costs

### Objective

To show how your organization can produce a more competitive indirect cost rate(s) while fully recovering your costs.

Level	Delivery	Advance Preparation	Prerequisites	CPE Hours
Basic	Group-Live Offering	None	None	14

### Seminar Outline

Intensive Review of the Cost Principles on Indirect Costing

- USAID's, HHS's, etc. Policies on Indirect Costs

Discretionary Areas in the Cost Principles

- Direct vs. Indirect Costing, Number of Pools and Alternative Bases of Allocation

Alternative Models for Indirect Costing

- Creating Home Office and Field Office Rates, Multiple Fringe Rates, F&A Rates

Creating Administrative Service Centers

- Alternate Strategies for Allocating Subcontract/Grant Administration, Space, Administrative Support, Material Handling Rate

Creating a Special Business Unit/Division for Awards Paying Less-than-Full Indirect Costs

- Dealing with Lower Foundation Rates and Bidding Less-than-Full Rates

Analyzing Your Cost Recovery Structure

- Comparison of Your Rate with Other Nonprofits' and For-Profits'
- Competitive Indirect Cost Multipliers

Review of Controversial Areas in Indirect Costs

- Bidding Uncompensated Overtime, B&P vs. Fund-Raising Costs, Recovering Cost of Bonuses, Salary Caps, Consistency in Estimating, Costing, Billing the Base of Allocation, Timely Submission of the SF 269/1034 without the Final Indirect Cost Rate

Date	Facility	Location
May 20-21, 2010	Holiday Inn Rosslyn	Washington DC (Arlington, VA)
July 1-2, 2010	Hilton Hotel	Nairobi, Kenya



## Mastering USAID's Rules and Regs

### Objective

To make USAID grantee and contractor personnel conversant with key parts of Regs 26 & 28, AIDAR, ADS, and CIBs/AAPDs on acquisition and assistance.

Level	Delivery	Advance Preparation	Prerequisites	CPE Hours
Basic	Group-Live Offering	None	None	7

### Seminar Outline

Overview of USAID's Rule-Making and Rules

- USAID's Approach to Formal vs. Informal Rule-Making
- Structure and Hierarchy of USAID's Rules: Regs 26 & 28, AIDAR, ADS, CIBs/AAPDs

Key Parts of Regs 26 & 28

- Significant Administrative Rules for Grants and CAs
- USAID's Source-Origin-Nationality Rule

Significant Parts of USAID's Automated Directives System (ADS)

- Insightful Review of ADS 302, 303, 310, 591 and 636
- Approval of Key Personnel

Highlighting Relevant Parts of the FAR and AIDAR

- Review of the Federal Acquisition Regulation (FAR) and the USAID's Contract Rules on Compensation, Allowances and Differentials, Travel

USAID's CIBs/AAPDs

- USAID's Guidance on Public-Private Alliance Collaboration Agreements, Profit, Indirect Costs, Cost-Share, Leader/Associate Awards, Closing Out Awards, etc.

Date	Facility	Location
June 30, 2010	Hilton Hotel	Nairobi, Kenya
October 6, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## **Management of USAID's/CDC's Cooperative Agreements— RFA/APS to Closeout**

### **Objective**

To provide detailed information and sample documents on USAID/CDC cooperative agreements (CA) for those new to USAID or CDC, or to CAs.

<b>Level</b>	<b>Delivery</b>	<b>Advance Preparation</b>	<b>Prerequisites</b>	<b>CPE Hours</b>
Basic	Group-Live Offering	None	None	14

### **Seminar Outline**

#### Fundamentals of Grants vs. Cooperative Agreements

- Differences Between Grants vs. Cooperative Agreements and Between Types of CAs: Regular CAs, LWAs, GDAs, Sub-CAs, etc.
- When Involvement Becomes Substantial vs. Micro-Management
- Regulatory and USAID's Administrative Guidance on Cooperative Agreements

#### USAID's/CDC's Activity Planning and the Roles of USAID/CDC Officials

- Activity/Award Planning and Preparation of the Program Description
- Essential Parts of an RFA vs. an APS and How to Respond
- Authorities of USAID/CDC Officials: Program Officer, Agreement Officer, and CTO

#### Recipient Selection and Award

- Importance of Technical Merit, Cost Effectiveness, Past Performance and Branding
- 118 D&Fs the Agreement Officer Performs Before Award and Post-Award Debriefings
- Review of CAs to U.S. and non-U.S. NGOs and Pass-Through to Subrecipients

#### Program/Project Performance, Monitoring and Reporting

- Reviewing the Award Document for Program, Compliance and Financial Benchmarks
- The CTO's Tools: Program and Financial Reporting (SF 269), Pipeline Analysis, etc.
- 8 Essential Provisions Requiring Prior Agreement Officer Approval

#### Cooperative Agreement Compliance Requirements

- Approval of Key Personnel, Cost Share, Source-Origin-Nationality, Fly America Act, Branding and Marking, Line-Item Variations, Handling VAT Taxes

#### Financing USAID/CDC Cooperative Agreements

- Qualifying for a Letter of Credit, Advance Payments and Maximum Drawdowns

#### Audits of CAs and Subrecipients

- OMB Circular Cost Principles and Audit Requirements of U.S. and non-U.S. Recipients

#### Cooperative Agreement Closeout and Subsequent Events

- Suspension, Termination and Closeout, Recourse for CA Recipient Non-Performance
- Disposing of CA-Acquired Real and Personal Property

<b>Date</b>	<b>Facility</b>	<b>Location</b>
June 28-29, 2010	Hilton Hotel	Nairobi, Kenya
October 7-8, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## **Winning USAID/CDC Contracts and Cooperative Agreements**

### **Objective**

To provide guidance in applying/competing for USAID/Centers for Disease Control and Prevention Contracts and Cooperative Agreement awards in 2010.

<b>Level</b>	<b>Delivery</b>	<b>Advance Preparation</b>	<b>Prerequisites</b>	<b>CPE Hours</b>
Basic	Group-Live Offering	None	None	14

### **Seminar Outline**

Unique USAID/CDC Marketplace Conditions in 2010

- The Importance of Advance Intelligence
- Different Expectations of USAID and CDC in Making Awards
- Major Players in the USAID vs. CDC Markets

Strategic Considerations with Seeking USAID/CDC Awards

- Responding to RFAs, APSs and RFPs
- Recruiting the Right People and Teaming With Preferred Partners

Evaluating the RFA/APS/RFP

- Key Factors for Success: Technical Merit, Cost and Past Performance
- Uncovering Hidden Clues in RFAs/APSs/RFPs for Award

Key Elements of a Winning Application

- Key Elements in the Technical Application: The All-Important Executive Summary, Technical Design, Management Capability, Past Performance for Maximum Score
- The Cost Proposal and Required Support

Negotiating the Contract or Cooperative Agreement

- 116 D&Fs the Agreement Officer Must Make
- Negotiating Cost-Sharing and Retaining Title to Property

<b>Date</b>	<b>Facility</b>	<b>Location</b>
May 3-4, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## ***Fundamentals of USAID Contracting—RFP to Contract Closeout***

### **Objective**

To provide step-by-step information and sample documents on USAID contracts for those new to contracting. This seminar should be useful for new contractors and nonprofit organizations.

<b>Level</b>	<b>Delivery</b>	<b>Advance Preparation</b>	<b>Prerequisites</b>	<b>CPE Hours</b>
Basic	Group-Live Offering	None	None	14

### **Seminar Outline**

#### How to Read a USAID Request for Proposal (RFP)

- Unique Differences Between IQC and CPFF Term RFPs and How to Respond
- Uniform Contract Format, Key Sections and Reviewing Clauses

#### Why Subcontractor Teaming Agreements Are So Important

- Critical Provisions, Common Traps and How to Negotiate

#### Elements of a Winning Contract Proposal

- Essential Elements of a Technical Proposal
- Exercise in Preparing the Price Proposal on IQC/T&M Contracts, etc.

#### Reviewing the USAID Contract and Subcontract

- Key Compliance Provisions and Clauses; the dreaded ES-6 Compensation Limit
- How *G.L. Christian & Associates* Applies
- Beware of the One Inapplicable Clause That Appears in Every USAID Contract

#### Contract Performance

- All-Important Post-Award Orientation Conference
- Contract Administration, Performance Measurement, and Compliance
- Expat, TCN and CCN Allowances and Differentials, Pay and Travel

#### Contract Billing and Payment

- Billing Terms, SF 1034 Invoice and Required Support

#### Contract Closeout

- Disposing of Contractor-Acquired Property
- Billing Fee Holdbacks

<b>Date</b>	<b>Facility</b>	<b>Location</b>
May 6-7, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)
August 26-27, 2010	Holiday Inn-Garden Court	Pretoria, South Africa



## ***Intensive on FAR and AIDAR***

### **Objective**

To obtain working knowledge of the Federal Acquisition Regulation (FAR) and the Agency for International Development Acquisition Regulation (AIDAR).

<b>Level</b>	<b>Delivery</b>	<b>Advance Preparation</b>	<b>Prerequisites</b>	<b>CPE Hours</b>
Basic	Group-Live Offering	None	None	7

### **Seminar Outline**

#### Overview of the FAR

- Federal Acquisition Regulations System
- Contracting Officer Authority and COTR Technical Direction
- Types of Contracts: FFP, T&M, CPFF, CPAF, IQC
- Key Definitions and Terms and Key Contract Clauses

#### Essential Provisions of the FAR

- Improper Business Practices and Organization Conflict of Interest
- Contractor Qualification, Contracting by Negotiation, Rights in Data, Cost Accounting Standards, Contract Cost Principles, Payments, Contract Administration, Modifications and Consent to Subcontract

#### Uniquely Different Requirements of the AIDAR

- CST Limit on Direct Compensation and Contract Profit Guideline
- Mission Director/AA Approval of TCN/CCN Pay and Benefits
- Source-Origin-Nationality Applicability to USAID Contracts
- Required Forms: SF-1034, AID 1420-17, AID 1420-62

<b>Date</b>	<b>Facility</b>	<b>Location</b>
May 5, 2010	Holiday Inn, Rosslyn	Washington, DC (Arlington, VA)



## Master's Certificate Program

The Center for Public Management's Master's Certificate Program is designed to help you develop the comprehensive knowledge and skills needed for highly competent performance and long-term success in your field.

Choose the Master's Certificate Program that best meets your professional needs, then enroll online or fax the letter of intent included in this brochure.

Master Certificate Programs	
USAID Financial Management	Achieve the highest level of financial management performance through this recognized, comprehensive process for professional development. Designed to enhance and accelerate career growth for accountants, auditors, budget analysts, and financial managers
USAID Assistance Management	A comprehensive training program designed to help candidates develop a solid foundation in all aspects of grants and cooperative agreement management. This program is designed to provide program managers with the tools to manage grant and cooperative agreements from USAID as well as those who seek a solid footing in all aspects of USAID assistance management
USAID Contract Management	To master the Federal Acquisition Regulation (FAR) and the U.S. Agency for International Development Acquisition Regulation (AIDAR) is the aim of this certificate program. This program is especially designed for contract administrators, cost estimators/pricing specialists, contract managers and all who bid on or administer USAID contracts and subcontracts.

Credit will be granted for those required seminars previously attended by a participant over the past three years.

### ***USAID Financial Management***

Master's Certificate in USAID Financial Management	
Core Courses: 7 days minimum	Course Length (Days)
USAID Regulations & Policy or USAID Administrative Compliance Requirements	3
Financial Management of USAID Awards	2
Maximizing Recovery of Direct and Indirect Costs	2
Elective Courses: 3 days minimum	
Winning USAID Contracts & Cooperative Agreements	2
Allowances, Differentials, Travel & Pay on USAID Awards	2
Mastering USAID Rules and Regs	1
Intensive on FAR and AIDAR	1
Preventing Fraud and Withstanding OIG Disallowances	1



## ***USAID Assistance Management***

<b>Master's Certificate in USAID Assistance Management</b>	
<b>Core Courses: 7 days minimum</b>	<b>Course Length (Days)</b>
USAID Regulations & Policy or USAID Administrative Compliance Requirements	3
Management of USAID Cooperative Agreements	2
Financial Management of USAID Awards	2
<b>Elective Courses: 3 days minimum</b>	
Winning USAID Contracts & Cooperative Agreements	2
Maximizing Recovery of Direct and Indirect Costs	2
Allowances, Differentials, Travel & Pay on USAID Awards	2
Mastering USAID Rules and Regs	1
Intensive on OMB Circulars	1

## ***USAID Contract Management***

<b>Master's Certificate in USAID Contract Management</b>	
<b>Core Courses: 7 days minimum</b>	<b>Course Length (Days)</b>
USAID Regulations & Policy or USAID Administrative Compliance Requirements	3
Basics of USAID Contract Management	2
Financial Management of USAID Awards	2
<b>Elective Courses: 3 days minimum</b>	
Winning USAID Contracts & Cooperative Agreements	2
Maximizing Recovery of Direct and Indirect Costs	2
Allowances, Differentials, Travel & Pay on USAID Awards	2
Mastering USAID Rules and Regs	1
Intensive on FAR and AIDAR	1



## Master's Certificate Letter of Intent

Enroll in the requested certificate program by faxing the following paper form to Center for Public Management.

I understand that I have four years from the first day of the first course I take for credit in this program to graduate. I also understand that this letter is for the Center for Public Management's records only. It is not a legal contract and does not obligate me to take any courses.

<i>Center for Public Management</i>			
<b>Address</b>	<b>Telephone</b>	<b>FAX</b>	<b>Email</b>
12713 Steeple Chase Way Potomac, MD 20854-2340 USA	301-340-1610	301-340-2092	cpm@cpmhome.org

<i>About the Originator</i>	
<b>Courtesy title:</b>	<b>(Mr., Ms., Miss, Mrs.)</b>
<b>Name:</b>	

<i>Work Address</i>	
<b>Organization name:</b>	
<b>Mailing Address:</b>	
<b>City:</b>	<b>State:</b>
<b>Country:</b>	<b>Postal code:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	

<i>Home Address</i>	
<b>Mailing Address</b>	
<b>City:</b>	<b>State:</b>
<b>Country:</b>	<b>Postal code:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	

<i>Prior Seminar Enrollment</i>
<input type="checkbox"/> <i>I have taken a Center for Public Management seminar before</i>

<i>Master's Certificate Program Enrollment</i>	
<i>I would like to sign up for the following Master's Certificate Program(s)</i>	
	<i>Anticipated Start Date (YYYY-MM-DD)</i>
<input type="checkbox"/> <i>USAID Financial Management</i>	
<input type="checkbox"/> <i>USAID Assistance Management</i>	
<input type="checkbox"/> <i>USAID Contract Management</i>	



## **NGO Financial Newsletter**

### **Non-Governmental Organization Financial Newsletter for USAID Funded NGOs**

- Monthly e-mail newsletter containing topical information on key accounting, audit, grant/contracting, pricing, tax and compliance issues pertinent to non-profit organizations, universities and for-profit firms.
  
- In addition to reporting significant government-wide matters, *NGO Financial Newsletter* tracks specific developments in: legislation, funding opportunities, regulatory changes affecting contracts and assistance, accounting promulgations, OIG and DCAA audit reports, related GAO decisions and reports, Federal Circuit and District Courts and ASBCA/CBCA/HHS DAB decisions and cases, agency reports, trends in awards, U.S. tax considerations, Federal legislation and analyses.

**Price: US \$225 a year for a single PC, single user e-mail subscription. Discount multiuser rates available for same organization.**

## Financial Software and Softcopy Templates

### ***Accounting Policies & Procedures Manual Software***

Formatted in MS Word, this word processing package allows an organization to write its own accounting policies and procedures manual in as little as one day.

- Essential Policies and Procedures for Areas of Internal Control, Financial Management, Grant/Contract Accounting, Cost Accounting, Timekeeping and Labor Accounting, Travel, Purchasing, Property and Compensation and Employee Allowances
- Separate Package for Nonprofits and Government Contractors
- Easy Step-by-Step Instructions as You Evaluate Each of the 175 Sample Policies and 51 Accounting Processes

**Pricing Information for end-user license \$395**

**Each of the above software package(s) requires prepayment. Price excludes the cost of Microsoft Word or other software used to process the softcopy manual.**

### ***Field Office Finance Manual Software***

Using prewritten policies and procedures, this word processing package will allow you to customize your *Field Office Manual* expressly for USAID awards. It features a manual, formatted in MS Word, with:

- Exact Delegation of Authority of Country Director, Chief of Party, and Headquarters and Field Office Staff
- Tight Internal Controls over Labor Distribution, Bank Transfers and Currency Conversions
- Operation of Bank Account and In-Country Transactions and Petty Cash and Documentation Requirements in Cash-Based Societies
- Compliance with USAID's Source-Origin-Nationality Rules and Other Procurement Requirements

**Price: US\$395 for domestic delivery**

**Each of the above software package(s) requires prepayment. Price excludes the cost of Microsoft Word or other software used to process the softcopy manual.**



### ***Procurement and Subgranting Policies and Procedures Manuals Software***

- These two separate word processing packages contain a 197-page *Subgranting Manual* and a 84-page *Procurement Policies and Procedures Manual*.
- The *Subgranting Manual* comports to USAID's recently-revised guidance in ADS Chapter 303.
- The *Procurement Policies and Procedures Manual* is suitable for a contractor procurement system review under FAR 44.3 and conforms to FAR's and AIDAR's procurement rules.
- Formatted in Microsoft Word

**Price: US\$395 each for domestic delivery**

**Each of the above software package(s) requires prepayment. Price excludes the cost of Microsoft Word or other software used to process the softcopy manual.**

### ***Benefits for Overseas Personnel Manual Software***

- The *Benefits for Overseas Personnel* word processing package contains pre-written policies for expats, resident-hire U.S. citizens, third country nationals (TCNs), key local nationals, and cooperating country nationals.
- Included in this package are the results of a survey conducted of for-profit and nonprofit organizations doing business with USAID on their compensation policies for these personnel.
- Formatted in MS Word.

**Price: US\$250 for domestic delivery**

**Each of the above software package(s) requires prepayment. Price excludes the cost of Microsoft Word or other software used to process the softcopy manual.**



## Seminar Registration Form

Please make payment by bank transfer, a check drawn on a U.S. bank payable to the **Center for Public Management**, or U.S. or local currency.

<i>Center for Public Management</i>			
<b>Address</b>	<b>Telephone</b>	<b>FAX</b>	<b>Email</b>
12713 Steeple Chase Way Potomac, MD 20854-2340 USA	301-340-1610	301-340-2092	cpm@cpmhome.org

<i>Organization Information</i>	
<b>Organization name:</b>	
<b>Mailing Address:</b>	
<b>City:</b>	<b>State:</b>
<b>Country:</b>	<b>Postal code:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	

<i>Seminar Registration</i>			
<b>Center for Public Mgmt Seminar Title</b>	<b>Start Date YYYY-MM-DD</b>	<b>Participant Name Last Name, First Name</b>	<b>Participant Email Address</b>

<i>Purchase Software</i>
<input type="checkbox"/> <i>Accounting Policies and Procedures Manual</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government Contractor</li> <li><input type="checkbox"/> Nonprofit Organization</li> <li><input type="checkbox"/> USAID-Funded Organization</li> </ul>
<input type="checkbox"/> <i>Field Office Finance Manual</i>
<input type="checkbox"/> <i>Procurement Policies and Procedures Manual</i>
<input type="checkbox"/> <i>Subgranting Manual</i>
<input type="checkbox"/> <i>Benefits for Overseas Personnel Manual</i>

<i>Subscribe to NGO Financial Newsletter</i>
Please enter subscriber email addresses below, one address per license purchased.

Prepayment required.



## General Information

### About the Trainer

#### Robert E. Stross

Robert E. Stross, MBA, CPA, has 41 years of experience in consulting with organizations in preparing corporate policies, bidding government grants and contracts, audit resolution, and providing financial counsel. Also a professional trainer, Mr. Stross has conducted over 1,400 seminars over the past 25 years in 35 countries spanning six continents for over 20,000 attendees. Since 1996, he has trained over 700 USAID Agreement Officers, acquisition specialists, CTOs, auditors, attorneys and other USAID personnel at 37 seminars on two USAID prime contracts. He earned his MBA from the University of Chicago and a BS from Fordham University. He is a member of the American Institute of CPAs, NCMA and NGMA.

### Seminar Pricing

Length of Seminar (Days)	Tuition (US Dollars)
1	\$395
2	\$595
3	\$695

Take 10% discount when registration is for more than one course by the same participant. **Prepayment is required.**

### Continuing Professional Education Credit

The Center for Public Management is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to NASBA, 150 Fourth Avenue North Suite 700, Nashville, TN 37217 or at <http://www.nasba.org>.

### Complaint Resolution Policy

For more information regarding administrative policies such as complaint or refund, please contact us at (301) 340-1610.

### Hotel Accommodations

Registrants are responsible for their own hotel arrangements. The Center for Public Management has reserved a block of rooms in its name.

### Timing and Cancellation Policy

- All programs start at 9:30 A.M. and continue to 4:45 P.M. daily
- You may transfer before the seminar or send an associate in your place.
- No cancellations will be accepted after 3 weeks before your seminar