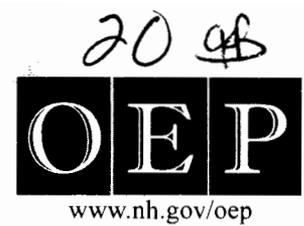




MARGARET WOOD HASSAN
GOVERNOR

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March 21, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Office of Energy and Planning (NHOEP) to hold a one-day training workshop on the use of the new *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200), in an amount not to exceed \$6,675.00, for up to 40 professional fiscal and program staff from NHOEP and the five New Hampshire Community Action Agencies at no charge to the participants, on April 20, 2016, at the Brown Building in the Hugh J. Gallen State Office Park, 129 Pleasant Street, Concord, NH 03301, effective upon Governor and Executive Council approval. 100% Federal Funds.

<u>Office of Energy and Planning, Low Income Weatherization</u>	<u>FY 2016</u>
01-02-02-024010-77060000	
074-500587 Grant for Pub. Assist & Relief	\$6,675.00

EXPLANATION

NHOEP manages the federal Weatherization Assistance Program (WAP), funded by a grant from the US Department of Energy. NHOEP utilizes the services of New Hampshire's five Community Action Agencies (CAAs) as contracted subgrantees for field implementation of the WAP. Federal Financial Assistance regulations impact the fiscal management of federal grants at the grantee (NHOEP) and the subgrantee (CAAs) levels, and this training workshop will provide guidance and information for fiscal and program managers working at the affected organizations.

In the event Federal Funds are no longer available, General Funds will not be requested to support this contract.

Respectfully submitted,

Meredith A. Hatfield
Director

Attachments

BUDGET
OFFICE OF ENERGY AND PLANNING
OMB Uniform Guidance Training (NASCSP)
April 20, 2016

STATE OFFICE PARK SOUTH
129 PLEASANT ST, BROWN BUILDING
CONCORD, NH

FACILITY RENTAL EXPENSE

Brown Building auditorium (8:00AM - 4:00PM)	\$0.00
Total Facility Rental Expense	\$0.00

CONSULTANT EXPENSE

Consultant fee plus all administrative service fees including travel expenses (airfare, hotel, meals, airport parking, airport and hotel transfers to/from airport to Concord, NH).	\$6,106.00
Total Consultant Expense	\$6,106.00

FOOD EXPENSE

Package includes continental breakfast and bagged lunches (for participants and speakers). 40 people @ estimated \$11.00/person. Food provided by NH Hospital Food & Nutrition Services.	\$440.00
Total Food Expense	\$440.00

ESTIMATED OTHER EXPENSES

In-house Printing Supplies (toners, copy paper)	\$65.00
Supplies (name tags, portfolios, etc.)	\$64.00
Total Other Expenses	\$129.00

TOTAL BUDGET	\$6,675.00
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OMB Uniform Guidance Training Agenda

This interactive seminar will focus on the ten biggest changes in the new guidance. Each significant change will be discussed and a hands-on exercise will be used to reinforce the concept. A great deal of time will be dedicated to questions, answers and in-depth discussion leading to practical understanding of the changes. The presenter will discuss practical ways to address the new requirements, and point out areas to take advantage of opportunities to decrease red tape and increase efficiencies in the operation of your organization. In addition, best practices for grant funded organizations will be reviewed and reinforced.

Presenter: Kevin Myren, CPA

8:30 – 9:00 – Circular Combination

Perhaps the most obvious change with new OMB Guidance is the physical concept of one document versus many. Many professionals know the previous guidance but are uncertain of where similar information can be found in the new structure. This kickoff session looks at how to use the tools available to move swiftly between the information in the previous OMB Circulars and to find similar information in the new guidance. The tools provided will make the transition to the new format easy to locate important information.

9:00 – 9:30 – Merit/Risk

One of the key concepts that is pervasive throughout the new guidance is the concept of merit and risk. It is now necessary to deploy these ideas in various stages of the work conducted at all levels of the process. This session looks at what this concept means, how it can be used effectively in the work performed and what can be learned from others who have used these concepts in their work previously.

9:30 – 10:15 – Internal Controls

Internal control is not a new idea, but the requirements in Federal grants are now at the center of much of the work performed. The most important elements in internal control are reviewed and discussed. New requirements of internal control are highlighted. The relevant guidance and how to ensure the control standards are met and evaluated properly will be discussed and reviewed.

10:15 – 10:30 – BREAK

10:30 – 11:00 – Program Income

How program income is handled under the new guidance is a significant change from the previous rules. It is not enough to simply know what program income is, but rather what options and choices are available and what an organization must do to properly adhere to the requirements of program income will be laid out.

11:00 – 11:30 – Monitoring & Pass-through Entities

The duties and responsibilities on those who pass through money to others has only been increased under the new requirements. It is important to understand what the requirements are and how to meet the new standards. Practical suggestions will be reviewed and minimum standards will be highlighted.

11:30 – 12:00 – Procurement

Perhaps the area with the biggest change is in the area of procurement. Procurement is an often misunderstood set of rules and regulations. The new guidance increased the requirements to properly procure goods and services. It is essential that recipients of Federal grants know and properly deploy the new procurement rules. A review of proper procurement procedures is always good practice. Tricks and traps of procurement will be reviewed and discussed.

12:00 – 1:00 – LUNCH

1:00 – 1:45 – Indirect Costs

Indirect costs and cost allocation is an area that always brings concern. This is a set of ideas that most grant recipients can use a refresher on. The new guidance contains new approaches to indirect costs that may provide opportunities for some. This session reviews a process to help determine whether taking advantage of the new options may be advantageous or not to the respective agency.

1:45 – 2:15 – Cost Principles

The details of cost principles can be a daunting topic. This session examines the key components of the cost principle requirements. Further, the session will delve into specific details on topics that frequently cause concern and misapplication in practice. The attendee will walk away with a better understanding of what are allowable Federal expenditures.

2:15 – 2:30 – BREAK

2:30 – 3:00 – Compensation

Compensation is another big area of change under the new guidance. During this session, the attendee will gain an understanding of the new requirements related to the most significant portion of a typical grants expenditures. Understanding compensation rules is essential to keeping a grant in compliance. Suggestions and best practices will be discussed to provide additional guidance on how to ensure compliance with the rules and regulations.

3:00 – 3:30 – Single Audits

Whether the participant is a grant recipient or a grant provider, single audits are an important tool in the grant process. The single audit takes on greater importance under the new guidance. This session reviews what the purpose is of a single audit and what the various reports say and don't say. It is important to understand the unique language of auditors to help an organization maximize its compliance with the new regulations.