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Includes:

- Goals & Objectives
- Training Details & Schedule
- Self-paced Training
- Links to:
 - ◆ OGD and OSBP
 - ◆ Reference and Training Materials
 - ◆ Rules & Regulations
 - ◆ Points of Contact
 - ◆ Training Centers

DBE Training:

- Disadvantaged Business Enterprise Rule (DBE Rule):
 - ◆ Designed to help ensure small, minority & women-owned businesses are given the opportunity to benefit from and participate in procurements funded by EPA.
- National Dissemination of the DBE Rule
 - ◆ Two discrete training programs:
 1. 90-minute overview
 2. 3-hour Fair Share Negotiations specialized training
- Tribes, U.S. Territories, and Insular Areas will receive training regarding the DBE Rule.
 - ◆ Face-to-Face Training
 - ◆ Webinars
 - ◆ Self-paced online course

Contacts

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Office of Small Business Programs
1200 Pennsylvania Ave., N.W.
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Washington, DC 20460
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Web: <http://www.epa.gov/osbp/>



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National Partnership for
Environmental Technology Education

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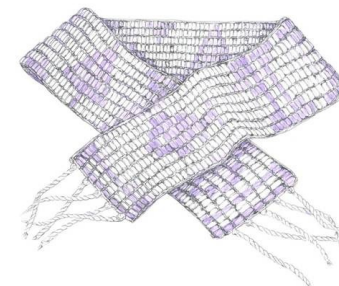
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The National Partnership for Environmental Technology Education



**EPA Grants Management
&
Disadvantaged Business
Enterprise Rule**
*(Administrative and
Financial Systems & DBE Rule)*

**Training & Technical
Assistance Initiative for
Tribes, U.S. Territories
and Insular Areas**



Supported by EPA's Office of Grants and
Debarment (OGD) and Office of Small Business
Programs (OSBP)

U.S. EPA OGD and OSBP Joint Initiative

Background

This cutting-edge program involves a multifaceted approach to provide Tribes, U.S. Territories and Insular Areas with training in the proper management of EPA funds through assistance awards, and OSBP's Disadvantaged Business Enterprise (DBE) Rule. It is designed to provide assistance to administrative and programmatic personnel who are (or will be) managing EPA Grants.

Project Goals

For Tribes, U.S. Territories, Insular Areas and EPA:

- Provide training:
 - ⇒ To assist in the proper management of EPA funds provided through assistance awards.
 - ⇒ To help ensure EPA's regulatory requirements under the DBE rule are successfully implemented in Indian Country.
- Provide ongoing training through an established Tribal College Center.
- Provide a trained National PETE technical team to deliver the training throughout the United States, U.S. Territories and Insular Areas.

Training Centers

Tribal College Training Center:



United Tribes Technical College
Bismarck, ND

United Tribes Technical College has been designated as a Tribal Center of Expertise in EPA Financial and Administrative Grants Management and the Disadvantaged Business Enterprise (DBE) Rule. They provide both face-to-face and online training.

National PETE



National PETE serves as a training entity working to disseminate the training in U.S. Territories and Insular Areas and in other areas of the country not served by United Tribes Technical College.

National PETE provides:

- Face-to-Face Training
- Webinars
- Web Courses
- Specialized Training

Course Integration

Nationwide solicitation of Federally-recognized Tribal Community Colleges.

- ◆ Five schools integrated the material:
 - ⇒ Cankdeska Cikana Community College, United Tribes Technical College, Sinte Gleska University, Sitting Bull College and Little Priest Tribal College

Training Course

2-day inclusive training covers:

- Module 1: How It All Starts: The Grant Application Process
- Module 2: Assistance Agreements
- Module 3: Federal Funding Accountability and Transparency Act (FFATA)
- Module 4: Grants Management Systems
- Module 5: Administrative System Components
- Module 6: Financial System Requirements
- Module 7: Accounting Policies and Procedures
- Module 8: Source Documentation for Procurement and Purchasing
- Module 9: Disadvantaged Business Enterprises (DBEs)
- Module 10: Assistance Agreement Monitoring and Closeout



Qwizdom
Interactive
Training

Accounting Module

A half-day Basic foundation in accounting fundamentals for non-accountants, including the:

- ◆ Chart of accounts,
- ◆ General journal,
- ◆ General ledger,
- ◆ Balance sheet,
- ◆ Income statement,
- ◆ Accounts receivable,
- ◆ Accounts payable,
- ◆ Payroll,
- ◆ Travel,
- ◆ Receipts and disbursements,
- ◆ Cash vs. accrual accounting methods, and
- ◆ Overview of the audit process.