

## **Chapter 4**

### **Financial Assistance Certification**

#### **Financial Assistance Qualification Standards**

Financial assistance award and administration in DOE is performed primarily by contract specialists. The Office of Personnel Management qualification standards for GS-1102 contract specialists are relevant but not fully sufficient for performing financial assistance duties. Contract specialists performing financial assistance in addition to, or in place of, acquisition duties must also meet the certification requirements established by the Financial Assistance Career Development (FACD) program. The FACD Program is built upon the skills acquired by the contract specialists in the performance of their acquisition duties and the training provided under the Contracting/Purchasing certification program. This is possible because of the similar skills required for acquisition and financial assistance. These skills include planning, preparing solicitation documents, proposal analysis, cost analysis, negotiation, selection of award instrument type, financing performance, audits, preparing award documents, debriefing, administration, monitoring, terminations, and closeout.

The FACD Program provides acquisition workforce members the opportunity to analyze and resolve on-the-job performance issues and methods or techniques to determine their levels of proficiency. The FACD Program curriculum is designed to provide members with the necessary financial assistance skills and with experience in a wide range of thinking, approaches, and practices. The required courses are listed below.

#### **Financial Assistance Core Curriculum**

The core curriculum for certification in financial assistance is shown below:

- Federal Financial Assistance
- Cost Principles OMB Circulars A-21, A-87, A-122 and FAR 31.2
- Federal Funds Management

Course descriptions can be found at Appendix L.

The policies and procedures established for certification in contracting, as discussed in the preceding also apply to financial assistance certification.

#### **Technology Investment Agreements**

Section 1007 of the Energy Policy Act of 2005 granted to DOE Other Transaction Authority (OTA). A GS-1102 may award a Technology Investment Agreement (TIA) under OTA only if the CO warrant authorizes award and administration of TIAsV. Further, the GS-1102 must meet the following requirements:

Level III certified in Contracting  
Certified in Financial Assistance  
Completion of the DOE TIA Training

**Continuous Learning/Continuous Education**

As with GS-1102s, financial assistance specialists are required to obtain 80 hours of CL/CE by October of the second year after certification or recertification. If acquisition workforce members perform a mix of acquisition and financial assistance, continuous learning should include both functional areas. However, this requirement should be viewed as a complement to the contracting requirements, therefore total training hours do not necessarily have to exceed 80 hours every 2 years.