

Chapter 4 Financial Assistance Certification

Financial Assistance Qualification Standards

Financial assistance award and administration within DOE is performed by both GS-1102 contracting personnel and non-GS1102 contracting personnel. In order to ensure that personnel in the financial assistance area possess the requisite skill set the Financial Assistance Program (FAP), certification is required.

The Financial Assistance Certification Program (FACP) curriculum is designed to provide members with the necessary financial assistance skills and with experience in a wide range of thinking, approaches, and practices.

Level IV is for only those individuals involved in the award and administration of Technology Investment Agreements. TIA training will be held on an as needed basis.

Financial Assistance Core Curriculum

The core curriculum for certification at Level I, II, and III in financial assistance is shown on the attached pages. Level IV will be granted on an as needed basis.

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Level I	Grades 05-07	Authorized Provider
Experience:	1 year of experience in financial assistance/acquisition	
Training:	Federal Financial Assistance (1) OR GRT 201 Grants Agreements Management (2) OR Introduction to Grants and Cooperative Agreements for Federal Personnel AND Uniform Administrative Requirements (3)	(1) DOE Training Contractor; (2) DAU; (3) MCI
	Monitoring Grants and Cooperative Agreements for Federal Personnel	MCI
	Cooperative Agreements and Substantial Involvement	MCI
	Ethics in the Grants Environment	MCI
Level II	Grades 09-12	
Experience:	2-4 years of experience in financial assistance/acquisition	
Training:	Cost Principles OMB Circulars A-21, A-87, A-122 and FAR 31.2	DOE Training Contractor or MCI
	Federal Funds Management	DOE Training Contractor or MCI
	Understanding National Policy Requirements Affecting Grants	MCI
	Accountability for Federal Grants: Planning, Measuring and Reporting Grant Performance	MCI
Level III	Grades 12-15	
Experience:	4 or more years of experience in financial assistance/acquisition	
Training:	Federal Assistance Law	MCI
	Audit of Federal Grants and Cooperative Agreements	MCI
	Advanced Cost Principles	MCI
	Appropriations Law for Federal Grants	MCI

Contracting Officer Warrant Requirements (GRANTS)			
Function	Experience	Minimum Training	Continuous Learning
Limited Contracting Officer (Grants) for GS-1101s and 1102s for post award warrants including funding actions and continuation awards but not renewals	At least 2 years of progressively complex and responsible experience in negotiating and performing business administration of grants, cooperative agreements and/or contracts	Certified to Level II under the Financial Assistance Career Development Program	80 hours every two years as discussed in Chapters 3 and 4
Contracting Officer (Grants) GS-1101s and 1102s who hold a warrant for Grants and cooperative agreements	At least 5 years of progressively complex and responsible experience in negotiating and performing business administration of grants and/or cooperative agreements	Certified to Level III under the Financial Assistance Career Development Program	80 hours every two years as discussed in Chapters 3 and 4

The following notes will be updated in their respective chapters; however, the information is effective with the release of this chapter.

Note 1: GS-1102s will also need to be FAC-C certified even if only processing financial assistance actions.

Note 2: For levels I and II, continuous learning should include the classes in the next level.

Note 3: GS-1101s should consider the FAC-C Level I and II classes for continuous learning.

Note 4: The continuous learning requirement for GS-1102s is 80 hours every two years. This 80 hour CL requirement may consist of a total of 80 hours of both acquisition and financial assistance. ***This is not to be interpreted as 80 hours of acquisition and another 80 hours of financial assistance.***

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The following grandfathering provision is now in effect:

Status	Grandfathering Provision	Warrant Criteria
For GS-1101 and GS-1102 personnel on board before January 1, 2008 and certified in the DOE financial assistance program	Grandfathered into FACP at Level II	May hold full, unlimited grant warrant but required to obtain FACP Level III by September 30, 2012.
GS-1101 and 1102 personnel hired after January 2008 and before October 1, 2010	Grandfathered into FACP at Level I	May retain LCO on condition of obtaining FACP Level II by September 30, 2011; may hold full, unlimited grant warrant if GS-1102 and FAC-C level II.
GS-1101 and GS-1102 personnel who have the Management Concepts Grants Management certificate	Upon request, personnel holding MCI Grants Management Certificate will be granted FACP Level III certification, but must take the remaining classes as continuous learning over the next 2 years	Not applicable