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### Includes:

- Goals & Objectives
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- Portal for Asking Questions
- Self-paced Training
- Links to:
  - ◆ OGD and OSBP
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## 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 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

U.S. EPA  
Office of Grants and Debarment  
Mail Code: 3901  
1200 Pennsylvania Ave., N.W.  
Washington, D.C. 20460  
Email: [ogdweb.gad@epa.gov](mailto:ogdweb.gad@epa.gov)  
Web: <http://www.epa.gov/ogd/>



U.S. EPA  
Office of Small Business Programs  
1200 Pennsylvania Ave., N.W.  
Mail Code: 1230T  
Washington, DC 20460  
Tel: 1-866-618-7870  
Email: <http://epa.gov/osdbu/contact.htm>  
Web: <http://epa.gov/osdbu/>



United Tribes Technical College, Leadership Solutions  
Contact: Barbara Schmitt  
3315 University Dr.  
Bismarck, ND 58504  
Tel: (701) 255-3285 Ext 1436  
Email: [bschmitt@uttc.edu](mailto:bschmitt@uttc.edu)



National Partnership for  
Environmental Technology Education

Kirk Laflin & Sarah Gross  
584 Main Street  
South Portland, ME  
04106  
Phone: 207-771-9020  
Fax: 207-771-9028  
E-mail: [sgrosse@maine.rr.com](mailto:sgrosse@maine.rr.com)  
Web: [www.nationalpete.org](http://www.nationalpete.org)

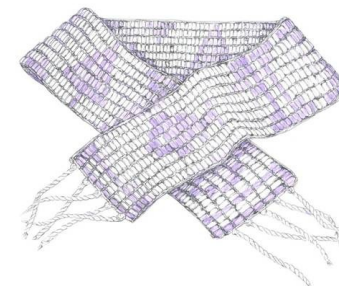


## The National Partnership for Environmental Technology Education



**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 active and potential administrative personnel 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 and Accountability Transparency Act (FFATA)
- Module 4: Grants Management
- 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



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.