

PLC 0000

Federal Aid Project Leader Course

This course provides a basic overview of the Federal Aid requirements and processes for Federal Aid grant project leaders (state agency staff). Emphasis is placed on the knowledge and use of the Federal Aid Handbook, regulations, rules, and supplemental documents in writing approvable grant proposals, grant agreements, and annual performance reports. This course will also cover practical issues relating to budgeting, compliance issues, inventory control, outreach, and interaction with state and federal grant managers.

Who should attend: Anyone responsible for planning, implementing, reporting and/or overseeing agency projects/activities which receive Federal Aid grant funding.

Course Location: *(Scheduled upon request.)*

This course will be conducted at locations selected by the Federal Aid Regional Office and the state agency(ies) making the request for training. This course will be conducted as a state-specific course for project leaders from an individual state. Regional courses may be arranged to accommodate multiple agencies.

Length: 2.5 days/20 hours

Objectives: Explain the history and organization of the Federal Aid Program.

Describe the roles and responsibilities of the Federal and State partners.

Write project statements, grant narratives, and reports which accurately reflect agency needs, and meet Federal Aid guidelines.

Use the Federal Aid Handbook, Federal Aid Toolkit, and other resources.

Contact: Steve Leggans

Federal Aid Training Program Coordinator

Phone: 304/876-7463

or

Call your State agency Federal Aid Coordinator