COURSE SYLLABUS

Monitoring and Managing Cooperative Agreements Course (Self-Paced)

This course focuses on the oversight, collaboration, and accountability requirements unique to cooperative agreements. Participants learn how to manage substantial federal involvement, monitor performance and compliance, and document decisions defensibly under audit and oversight review.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/monitoring-and-managing-cooperative-agreements-course-self-paced



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Course Outline

Module 1: Purpose and Role of Cooperative Agreements

- Explain when and why cooperative agreements are used instead of grants.
- Identify statutory and regulatory authority governing cooperative agreements.
- Describe substantial federal involvement in practical terms.

Module 2: Regulatory Framework and Oversight Expectations

- Identify 2 CFR 200 provisions applicable to cooperative agreements.
- Understand agency-specific policies governing federal involvement.
- Recognize oversight expectations from OMB, IGs, and Congress.

Module 3: Roles, Responsibilities, and Boundaries

- Distinguish federal versus recipient responsibilities.
- Identify risks associated with role confusion and informal direction.
- Establish clear boundaries to preserve accountability.

Module 4: Monitoring Cooperative Agreements

- Design monitoring approaches that reflect substantial federal involvement.
- Integrate technical engagement with compliance monitoring.
- Avoid over-monitoring and inappropriate direction.

Module 5: Performance Management in Cooperative Agreements

- Assess performance within collaborative program structures.
- Interpret milestones, deliverables, and shared outcomes.
- Identify early warning signs of performance failure.

Module 6: Financial Oversight and Cost Management

- Monitor costs and drawdowns in cooperative agreements.
- Identify financial risks unique to shared federal involvement.
- Distinguish technical guidance from financial control.

Module 7: Managing Change and Federal Direction

- Navigate scope changes, approvals, and amendments.
- Document federal input without directing recipient operations.
- Manage evolving program needs defensibly.

Module 8: Addressing Noncompliance and Performance Issues

- Identify compliance and performance issues through monitoring.
- Determine appropriate responses consistent with cooperative agreement authority.
- Coordinate corrective actions and technical assistance.

Module 9: Documentation and Defensibility

- Document federal involvement clearly and consistently.
- Avoid documentation gaps that increase audit risk.
- Prepare cooperative agreement files for audit and IG review.

Module 10: Capstone Simulation — Managing a Cooperative Agreement

- Apply cooperative agreement management concepts to a realistic scenario.
- Identify appropriate federal involvement actions.
- Document decisions suitable for audit and oversight review.