



Grants Management Training For State and Local Administrators

Hosted by the National Criminal Justice Association in partnership with the Arizona Criminal Justice Commission (ACJC)

Date: March 4-5, 2019 or March 6-7, 2019

Location: 1110 West Washington St., Suite 105, Phoenix, Arizona

Workshop Objectives

To enhance the knowledge and skills for agency administrators with responsibility for managing federal funding, including:

1. Understand the importance of grant terminology, compliance, performance and roles and responsibilities.
2. Identify and apply federal regulations, administrative requirements, cost principles and audit requirements.
3. Learn and apply recipient and subrecipient monitoring tools, techniques and training.
4. Apply promising practices to enhance current policies and procedures, particularly requirements in Title 2 of the Code of Federal Regulations Part 200.
5. Identify and report conflicts of interest.
6. Apply knowledge learned and develop curricula to train subgrantees in effective grants management.
7. Locate grant resources and tools you can use.
8. Learn how to prepare for audits and to develop and monitor for corrective action plans.
9. Enhance prevention of fraud, waste and abuse of federal funds.

Agenda

9:00 AM	Welcome Introductions and Training and Objectives Group Exercise/Report Out
9:45 AM	Overview of Grant Management <ul style="list-style-type: none"> ▪ Stages of Grant Management ▪ Legal Hierarchy & Precedence ▪ Appropriations/Authorizations
10:00 AM	The Grant Lifecycle – Pre- Award A day in the Life of a Grant Manager

	<ul style="list-style-type: none"> ▪ Duties of SAA/Recipient of Grant Funds ▪ Award and Program Establishment ▪ Federal Special Conditions ▪ 1373 Certifications
11:00 AM	Break
11:15 AM	<ul style="list-style-type: none"> ▪ Exercise – Looking for Compliance ▪ Subgranting Funds (aligning with Federal application) ▪ Subgrant Application: How to make sure your grantees tie their subgrant applications to your goals ▪ Review of subgrant applications
12:15 PM	Break for Lunch (on your own)
1:15 PM	Group Exercise
1:30 PM	<p>The Grant Lifecycle – Post Award A Day in the Life of a Grant Manager (Part 2)</p> <ul style="list-style-type: none"> ▪ Training for Subgrantees ▪ What are their responsibilities? ▪ Things that trip us up!! ▪ Project Director/Financial Officer Responsibilities ▪ Quarterly Financial and Programmatic Reporting
2:45	Break
3:00	<p>The Grant Lifecycle – Post Award</p> <ul style="list-style-type: none"> ▪ Professional Services and contracts ▪ Equipment ▪ Grant/Subgrant Modifications ▪ Federal Reporting
1:45	The Day in the Life of a Grant Manager (Part Two)
4:00 PM	Adjourn
	Day 2
9:00 AM	<p>Welcome Back Follow-up From Day One Group Exercise</p>

9:15 AM	<p>A Day in the Life of a Grant Manager (Part Three) The Grant Lifecycle – Post-Award cont.</p> <ul style="list-style-type: none"> ▪ Subgrant Monitoring
10:30 AM	Break
10:45 AM	<p>A Day in the Life of a Grant Manager (Part Four) The Grant Lifecycle – Close Out & Audit</p> <ul style="list-style-type: none"> ▪ Closeout and Audits Amendments ▪ Equipment retention requirement ▪ Group Exercise
11:45 AM	Lunch (on your own)
1:00 PM	<p>2 CFR Part 200</p> <ul style="list-style-type: none"> ▪ Primary Grantee’s Responsibility ▪ Policies and Procedures ▪ Internal Controls - Documentation ▪ Allowable vs Unallowable Costs ▪ Indirect Costs ▪ Match ▪ Budget Modifications/ Grant Adjustment Notice (GANs) ▪ Subrecipient vs Contractor Determination/Definitions/Rates ▪ Preventing Fraud, Waste and Abuse ▪ Copywriting & Logo Requirements
2:15 PM	Break
2:30 PM	<p>Identifying Funding Opportunities & Proposal Development</p> <ul style="list-style-type: none"> ▪ Logic Models ▪ Six Steps of Program Design ▪ Implementation and Performance Objectives ▪ Budget Development (SF-424 Cost Categories)/ Addressing Sustainability, Match Requirements ▪ Group Exercise/Report Out
4:00 PM	Workshop Participant Evaluations and Adjourn