

GRANT MANAGEMENT BOOT CAMP-HOW TO CONFIDENTLY MANAGE FEDERAL GRANTS WITH THE UNIFORM GUIDANCE 2 CFR Part 200—THE FUTURE OF SUCCESSFUL GRANT MANAGEMENT

Day 1 AM: Registration at 8:45-9:00 AM (Refer to registration for times in your time-zone)

Session 1: 9:00-10:30

Topics:

- Getting started with Federal awards (Reference: 4010)
 - Overview
 - Managing risk for agencies, pass-throughs, and subrecipients
- Pre-award requirements (Reference: 4020)
 - Types of legal agreements
 - Suspension and debarment
 - Other compliance issues

Break 10:30-10:45 (break times may vary)

Session 2: 10:45-Noon

Topics:

- Monitoring and reporting requirements (Reference: 4030, 4050)
 - Reporting requirements
 - Revisions of budgets and program plans
 - Financial management and controls
 - Documentation standards
- Payment management (Reference: 4040)

Lunch break Noon-1:00

Day 1 PM: Registration at 12:45-1:00 PM

Session 3: 1:00-2:30

Topics:

- Procurement standards-Best practices and requirements (Reference: 4070)
 - Written procedures
 - Procurement methods
 - Conflicts of interest
 - Competition topics
 - Contract issues

Break 2:30-2:45 (break times may vary)

Session 4: 2:45-4:00

- Property management standards (Reference: 4060)
 - Types of property
 - Property title
 - Care and use of property
 - Disposition of property
- Closeout of awards (Reference: 4080)

- Closeout process
- Record retention

Day 2 AM: Registration at 8:45-9:00 AM

Session 5: 9:00-10:30

Topics:

- Direct costs and indirect costs (Reference: 4110, 4120)
 - Basics of cost
 - Other cost topics
 - Direct cost base
 - Cost allocations
 - Indirect cost rates

Break 10:30-10:45 (break times may vary)

Session 6: 10:45-Noon (Workforce Impact)

Topics:

- Grant Management-It takes a village
 - Internal controls for everyone
 - Code of conduct
 - Time and effort reporting
 - Evolving public policy
 - Surviving the Single Audit

Lunch break Noon-1:00

Day 2 PM: Registration at 12:45-1:00 PM

Session 7: 1:00-2:30

Topics:

- Allowable costs (Reference: 4130)
 - Allowability basics
 - Employee related costs
 - Facilities and equipment costs
 - Other types of costs

Break 2:30-2:45 (break times may vary)

Session 8: 2:45-4:00

- Unallowable costs (Reference: 4140)
 - Unallowability basics
 - Employee related costs
 - Facilities and equipment costs
 - Other types of costs

Training Leader:

Lucy Morgan, CPA, MBA

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