



## Grants Management Training with Indiana Criminal Justice Institute

October 30 and 31, 2018

Indiana Government Center, Conference Room 22  
 302 W Washington Street  
 Indianapolis, Indiana 46204

### 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

October 30, 2018	<b>Day 1 – A Day in the Life of a Grant Manager. Tammy Woodhams and Meg Williams</b>
9:00 AM	Welcome Introductions and Training Objectives  The Grant Lifecycle – Pre-Award <ul style="list-style-type: none"> <li>▪ Award and Program Establishment</li> <li>▪ Award Special Conditions (SC): What Are They and How Do They Apply to Subawards?             <ul style="list-style-type: none"> <li>○ What requirements should be placed in subaward application announcement and instructions?</li> <li>○ What requirements should be placed into subgrant award?</li> <li>○ What constitutes compliance with awards?</li> </ul> </li> <li>▪ How to conduct reviews of subaward applications?             <ul style="list-style-type: none"> <li>○ Process- Review and Scoring</li> <li>○ Allowable Costs</li> <li>○ Risk level of subaward agency</li> <li>○ Financial stability and internal controls</li> <li>○ History of performance</li> <li>○ Contracts</li> </ul> </li> </ul>
12:00 PM	Lunch (on your own)

1:00 PM	<p>The Grant Lifecycle – Post-Award</p> <ul style="list-style-type: none"> <li>▪ Post-Award Monitoring and Risk Management <ul style="list-style-type: none"> <li>○ Types of monitoring</li> <li>○ Monitoring programmatic requirements</li> <li>○ Managing non-compliance concerns</li> </ul> </li> <li>▪ Data collection and evaluation of program effectiveness</li> </ul>
	<p>The Grant Lifecycle – Post-Award</p> <ul style="list-style-type: none"> <li>▪ Payments <ul style="list-style-type: none"> <li>○ Back up documents</li> </ul> </li> <li>▪ Reporting (e-grants managements system)</li> </ul>
3:00 PM	<p>The Grant Lifecycle – Post-Award</p> <ul style="list-style-type: none"> <li>▪ Closeout and Audits Amendments</li> <li>▪ Equipment retention requirement</li> </ul>
3:45 PM	Resources
4:00 PM	Adjourn
October 31, 2018	<p><b>Day 2 – Complying with Financial Management Requirements (2 CFR Part 200) - Michael Williams, OCFO</b></p>
9:00 AM	<ul style="list-style-type: none"> <li>▪ 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards <ul style="list-style-type: none"> <li>○ Primary Grantee’s Responsibility</li> <li>○ Policies and Procedures</li> <li>○ Order of Precedence</li> <li>○ Internal Controls - Documentation</li> <li>○ Allowable vs Unallowable Costs</li> <li>○ Indirect Costs</li> <li>○ Match</li> <li>○ Timesheets / Self Insurance</li> <li>○ Conditions of Award</li> </ul> </li> </ul>
12:00 PM	Lunch (on your own)
1:00 PM	<ul style="list-style-type: none"> <li>▪ 2 CFR Part 200 continued – Michael Williams, OCFO <ul style="list-style-type: none"> <li>○ Budget Modifications / Grant Adjustment Notice (GANs)</li> <li>○ Subrecipient vs Contractor Determination/Definitions/Rates</li> <li>○ Audits/Common Findings</li> <li>○ Preventing Fraud, Waste and Abuse</li> <li>○ DOJ Grants Financial Guide</li> <li>○ Copywriting &amp; Logo Requirements</li> </ul> </li> </ul>
3:45 PM	<ul style="list-style-type: none"> <li>▪ Resources</li> </ul>
4:00 PM	Workshop Participant Evaluations and Adjourn