

Agenda

	GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)
	Overview of Grants Management
Time	Description
Day 1	
8:30-8:45 a.m.	Welcome and Introductions <ul style="list-style-type: none"> Explanation of Capstone Project
8:45-9:35 a.m.	What to Know Before You Apply for a Grant <ul style="list-style-type: none"> Identify the essential components of a grant policy Identify effective pre-application procedures, including researching grant opportunities and developing a strong grant application Understand matching fund requirements and identify potential sources of matching funds Learn how to evaluate the costs and benefits of a grant Overview of Different Types of Grants
9:45-10:15 a.m. (10-minute break included)	Implementing the Grant <ul style="list-style-type: none"> Understand the importance of cross-departmental collaboration in effective grants management
10:45 a.m.-12 p.m.	Accounting for Grants <ul style="list-style-type: none"> Understand how to account for and report grants in the Annual Comprehensive Financial Report (ACFR) Differentiate between planned, committed, expended, and liquidated funds Special Requirements for Federal Grants <ul style="list-style-type: none"> Uniform Guidance Procurement Cost Principles and allowable costs
12-1 p.m.	Lunch
1-2:30 p.m.	Special Requirements for Federal Grants, Continued <ul style="list-style-type: none"> Understand requirements associated with federal grants, including Uniform Guidance (2 CFR Part 200) Understand single audit requirements, including the Schedule of Expenditures of Federal Awards Understand single audit requirements, including the Schedule of Expenditures of Federal Awards
2:30-2:40 p.m.	Break
2:40-3:20 p.m.	Special Requirements for Federal Grants, Continued <ul style="list-style-type: none"> Subrecipient monitoring Allocating costs and close-out
3:20-4:30pm	Group Work on Capstone Presentation

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Time	Description
Day 2	
8:30-9:20 a.m.	Guiding Principles for Federal Grants
9:20-9:50 a.m.	Tracking Grants in your Financial System <ul style="list-style-type: none">Understand how to budget for grants and how to track them in your financial system
9:45-10:20 a.m.	Group Work on Capstone Presentation
10:20-10:30 a.m.	Break
10:30 a.m.-12 p.m.	Presentation from Local Government Grants Management team
12 p.m-1p.m.	Lunch
1p.m-2:30p.m.	Hot Topics in Federal Grants <ul style="list-style-type: none">Learn about the latest federal grant opportunities and trends
2:30-3 p.m.	Group work on capstone project
3-3:10 p.m.	Break
3:10-4:30 p.m.	Capstone Presentations