**Financial Management Certificate Track Agenda**Hyatt Regency Tamaya Resort on the Santa Ana Pueblo | Santa Ana Pueblo, NM 87004

# **Tuesday, December 3, 2019**

6:45 AM – 8:00 AM **REGISTRATION AND NETWORKING**

*Location: Tamaya Ballroom Pre-function Hallway*

8:00 AM – 8:30 AM **TRADITIONAL OPENING, WELCOME AND OVERVIEW OF AGENDA**

*Location: Tamaya Ballroom*

**Traditional Opening**

**Jay Garcia,** *Lieutenant Governor*, Santa Ana Pueblo*(Invited)*

**Welcome and Agenda Overview**

**Trish Thackston,** *Policy Advisor,* Bureau of Justice Assistance

8:30 AM – 10:00 AM  **Financial Management Training**

*Location****:*** *Tamaya A-B-C*

Opening session will include introductions and overview of the course to include OJP programs and organization structure, the federal budget process, financial management systems and federal laws and regulations.

**Michael Williams,** *Staff Accountant*, Office of Justice Programs,   
Office of the Chief Financial Officer

**Angela Wade,** *Staff Accountant*, Office of Justice Programs,   
Office of the Chief Financial Officer

**RESOURCES**

1. [Main Presentation](https://ncjtc-static.fvtc.edu/resources/RS00010098.pdf)

10:00 AM – 10:15 AM Break (on your own)

10:15 AM – 12:15 PM **Financial Management Training (Continued)**

*Location****:*** *Tamaya A-B-C*

This session will cover common rules, suspension and debarment, drug-free workplace lobbying, Code of Federal Regulations 2 CFR, supplanting, matching requirements and procurement. Participants will complete a pre-award exercise.

**Michael Williams, Angela Wade**

12:15 PM – 1:30 PM Lunch (on your own)

1:30 PM – 5:00 PM **Financial Management Training (Continued)**

*Location****:*** *Tamaya A-B-C*

Afternoon session continues with conference cost reporting, Grant Management Systems (GMS), and financial analysis exercise.

**Michael Williams, Angela Wade**

*GMS Training*

**Sean Smith**, *Grants Policy Specialist*, Grants Management Division, Office of Audit, Assessment, and Management

**RESOURCES**

1. [Conference Cost Training](https://ncjtc-static.fvtc.edu/resources/RS00010056.pdf)

**Wednesday, December 4, 2019**

8:00 AM – 8:30 AM **REGISTRATION AND NETWORKING**

*Location: Tamaya Ballroom Pre-function Hallway*

8:30 AM – 10:30 AM **Financial Management Training (Continued)**

*Location****:*** *Tamaya A-B-C*

This session will cover award notification and acceptance, conditions of award, availability of funds, program income, payments, grant adjustments, and Financial Reporting Exercise, performance measures – planning & implementation.

**Michael Williams,** *Staff Accountant*, Office of Justice Programs,   
Office of the Chief Financial Officer

**Angela Wade,** *Staff Accountant*, Office of Justice Programs,   
Office of the Chief Financial Officer

*Performance Measures*

**Gentry Schaffer,** *Research Associate,* Booz Allen Hamilton, Contractor to   
Bureau of Justice Assistance

10:30 AM – 10:45 AM Break (on your own)

10:45 AM – 11:45 AM **Financial Management Training (Continued)**

*Location****:*** *Tamaya A-B-C*

This session will cover Audit Requirements and Subpart F and subrecipient monitoring.

**Michael Williams, Angela Wade**

11:45 AM – 1:00 PM Lunch (on your own)

1:00 PM – 2:30 PM **GRANT Fraud Awareness  
(Program Staff and Financial Management)**

*Location: Tamaya Ballroom*

Funding recipients and government employees must work together to prevent fraud, waste, and abuse related to taxpayer- funded programs. Offices of Inspectors General exist to help prevent and investigate fraud, waste, abuse, and misconduct related to government operations. It is in everyone’s best interest to ensure the government operates at optimum efficiency and effectiveness and that grant funds are used properly. This session will focus on topics such as risk mitigation, keys to preventing and detecting fraud, and conflicts of interest.

**Cindy Roberts**, *Special Agent*, Department of Justice, Office of Inspector General,  
Fraud Detection Office

**RESOURCES**

1. [Grant Fraud Awareness Training Power Point](https://ncjtc-static.fvtc.edu/resources/RS00010057.pdf)

2:30 PM – 4:30 PM **Financial Management Training (Continued)**

*Location****:*** *Tamaya A-B-C*

The session will cover monitoring, Federal Funding Accountability and Transparency Act (FFATA), close-outs, financial guide and other resources.

**Michael Williams, Angela Wade**

4:30 PM – 5:00 PM  **Q & A, Closing Remarks, and Traditional Closing**

*Location: Tamaya Ballroom*

**Trish Thackston,** *Policy Advisor,* Bureau of Justice Assistance

**Financial Management Resources**

[Conference Cost Job Aid Sheet A](https://ncjtc-static.fvtc.edu/resources/RS00010058.pdf)

[Office of Justice Programs Commonly used Acronyms](https://ncjtc-static.fvtc.edu/resources/RS00010059.pdf)

[Sub Recipient Monitoring 2020](https://ncjtc-static.fvtc.edu/resources/RS00010060.pdf)

[Sub Recipient and Vendor Checklist](https://ncjtc-static.fvtc.edu/resources/RS00010061.pdf)

[External GMS Overview](https://ncjtc.fvtc.edu/resources?terms=CTAS%20Financial%20POCs%20-%20GMS%20Presentation#findResources)