

DATE: February 6, 2018

TO: Agency Addressed (No. 21, 2017-18)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: FLORIDA GRANT CONSORTIUM WORKSHOP NOTIFICATION

The Florida Grant Consortium will conduct a quarterly workshop on Thursday, February 15, 2018 from 9:00 AM to 11:30 AM at the Winewood Office Complex, Building 4. This facility is located at 1317 Winewood Boulevard in Tallahassee.

This workshop will contain multiple presentations related to grant monitoring. The Office of the Auditor General will provide an inside look at the Auditor General's office and what they are focusing on when a program audit occurs. The Department of Financial Services will provide some insight to Contract Management Reviews, which are reviews of the agency's contract/grant manager files. Then Department of Children and Families, Department of Economic Opportunity, and Department of Transportation will each provide an overview of the processes and procedures their agencies employ to monitor contracts and grants.

Due to capacity limitations, attendance will be limited to the first 90 to register. For those who are unable to attend in person, conference call line information will be provided with the confirmation email and posted to the Consortium webpage. To participate in this workshop, please register through the following link:

<https://www.surveymonkey.com/r/KXNR3W2>

Confirmations and meeting materials will be emailed to registrants by the close of business Tuesday, February 13, 2018. Meeting materials and the conference call line information will be posted on the Consortium webpage at that time. On the morning of the workshop, we will post a link on the webpage that will provide the opportunity to view the presentation through the Microsoft Office Presentation service. The webpage link is:

<http://www.myfloridacfo.com/Division/AA/Grants/default.html>

For more information, please contact FloridaGrantConsortium@myfloridacfo.com or call Kristina Martinez at 850-413-5710, Kaitlyn Hunt at 850-413-5696, or Glenn Elmer at 850-413-5683.