

DATE: April 8, 2011

TO: Agency Addressed (No. 25, 2010-2011)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: **CONTRACT AND GRANT MANAGEMENT TRAINING FOR
STATE AGENCIES AND SERVICE PROVIDERS**

The Department of Financial Services, Bureau of Auditing, is pleased to continue offering contract and grant management training for State Agency personnel and service providers in the third quarter of 2011. Each State Agency is encouraged to make these training opportunities known to their staff and service providers. We appreciate each State Agency's efforts to promote these training events and advancing accountability over the use of state funds.

There is no charge for these classes; however, registration is required. *All classes will be held at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399.*

State Agency Training

Advancing Accountability – Best Practices for Contract and Grant Management

This training is provided to meet requirements of Section 287.057 (14), Florida Statutes, which states that agency contract managers responsible for contracts exceeding the Category Two threshold amount (\$35,000) will attend training conducted by the Chief Financial Officer for accountability in contracts and grant management.

Advancing Accountability training sessions for State Agencies are scheduled for 9:00 AM – 4:30 PM on the following dates in 2011: July 15, July 21, August 3, August 9, August 24, September 14, September 15, and September 28.

Contract/Grant Monitoring: Steps for Success continues this quarter with monthly course offerings. This workshop is designed to provide participants with:

- a hands-on monitoring experience;
- a better understanding of the importance of a well-written agreement, and;
- additional exercises in applying concepts discussed in the earlier training session, focusing on areas that create challenges to the Agency's ability to ensure accountability.

Previous attendance of ***Advancing Accountability*** class is a prerequisite.

Contract/Grant Monitoring: Steps for Success training sessions are scheduled for 8:30 AM – 4:30 PM on the following dates in 2011: July 22, August 25, and September 29.

Service Provider Training

The Department of Financial Services, Bureau of Auditing, is also pleased to offer “*Advancing Accountability*” training during the third quarter of 2011 for recipients/sub-recipients of state and federal financial assistance and other providers of client services.

We ask each State Agency to continue their efforts in advancing accountability over the use of state funds by contacting their service providers to promote this training program. The training program was developed to help non-state entities perform and document program and fiscal requirements of their projects in a manner that ensures accountability over state resources and prevent delays in payments. Key managers and other staff responsible for establishing organizational policies and procedures for the administration of agreements with the State should attend. State funds may be used for travel expenses incurred for this training in accordance with Section 112.061, Florida Statutes, if such expenditures are allowable per the agreement and applicable laws, rules, and regulations and approved by the funding State Agency.

Advancing Accountability training for service providers is scheduled for 9:00 AM – 4:30 PM on the following dates in 2011: July 13 and August 31.

Registration

Employees can register for training by submitting a completed registration request available on the Bureau’s website located at <http://www.myfloridacfo.com/aadir/AuditingTraining.htm>.

This memorandum and future training announcements are available at <http://www.myfloridacfo.com/aadir/aam/aamindex.htm>.

For dedicated training dates, special requests, or additional information, please send your detailed request to Accountability@myfloridacfo.com or call (850) 413-5512.