

DATE: November 16, 2005

TO: Agency Addressed (No. 10, 2005-2006)

FROM: Douglas A. Darling, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: CONTRACT AND GRANT MANAGEMENT TRAINING  
FOR SERVICE PROVIDERS

Last year the Bureau of Auditing presented the first “Advancing Accountability” class to recipients/sub-recipients of state and federal financial assistance and other providers of client services. We were very pleased with the attendance and positive feedback received from the attendees. We are excited to have an opportunity to announce the “Advancing Accountability” class schedule for the second year.

We ask each State agency to join us in advancing accountability over the use of state funds by continuing to contact these 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.

A training session will be conducted each month as follows: January 25, February 22, March 22, April 26, May 24, June 21, July 26, August 23, September 27, October 25, November 15 and December 13, 2006. The training facility is the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399, from 9:00 AM - 4:00 PM. Service Providers may register for a class by contacting Suzette Harris at 850- 413-5740, Suncom 293-5740 or [Suzette.Harris@fldfs.com](mailto:Suzette.Harris@fldfs.com).