

DATE: November 22, 2007

TO: Agency Addressed (No. 07, 2006-2007)

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

SUBJECT: CONTRACT AND GRANT MANAGEMENT TRAINING  
FOR SERVICE PROVIDERS

The Bureau of Auditing will continue to present the “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 this past year. We are excited to have an opportunity to announce the “Advancing Accountability” class schedule for 2007.

We ask each State agency to continue their efforts in advancing accountability over the use of state funds by contacting 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 on the following dates: February 21, March 21, April 19, May 16, June 20, July 18, August 15, September 19, October 17, November 14 and December 12, 2007. The training facility is the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399, from 9:00 AM to 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).