

Effective Date July 1, 2025

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 30

SUBJECT: ADVANCING ACCOUNTABILITY REQUIREMENTS

Section (s.) 287.057(15)(a)(b)(c), Florida Statutes (F.S.) charges the Chief Financial Officer (CFO) with providing training for accountability in contracts and grant management to contract managers responsible for contracts over Category 2, as defined in s. 287.017, F.S. The CFO meets this requirement through its Advancing Accountability for State Agencies training program which highlights contract management performance monitoring requirements, best practices, payment, and invoice requirements. Contract Managers are required to complete this training within six months of being assigned responsibility for contract management and every five years along with the Florida Certified Contract Managers (FCCM) training to comply with state law. Currently this course is for state agency personnel only.

For non-state agency staff such as universities, municipalities, counties, etc., there is the Advancing Accountability for Recipients and Subrecipients (Providers) - Best Practices in Contracts and Grants Management course that gives guidance for compliance. While recommended, this training for non-state agency staff is not required.

If you have any questions about the training, contact the Office of Florida Financial Education at DFSFinancialEd@myfloridacfo.com.