



U.S. Virgin Islands

New Grantee Orientation and Grants Management Techniques

2-day In-Person Course



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COURSE DESCRIPTION

The New Grantee Orientation and Grants Management Techniques module offers comprehensive training for managing federal grant funds and is designed for new and experienced grant managers. This module begins with an in-depth exploration of the administrative requirements necessary for non-federal entities, emphasizing financial management requirements to ensure fiscal responsibility, budget planning, and accurate financial tracking. It also addresses procurement requirements, guiding participants in the acquisition of goods and services while adhering to federal guidelines and reporting requirements to prepare for effective grant reporting and compliance with federal standards. The module delves into performance management and monitoring. Participants will learn a systematic approach to achieving program goals and managing resources efficiently. This includes practical strategies for developing and implementing a monitoring function as mandated by 2 CFR 200, identifying monitoring issues, and employing tools for both grantors and recipients. Additionally, the module is aligned with competencies identified by the Office of Personnel Management (OPM) for successful grant management outcomes.

WHAT YOU WILL LEARN:

At the completion of this course, you will be familiar with the administrative requirements for non-federal entities. We will address:

- Understand the grantee’s basic roles and responsibilities for effective grant management
- Define common types of grants and grant-related terminology
- Interpret common administrative, reporting, and financial requirements
- Appropriately procure goods and services to support grant performance
- Explain basic grant auditing and close-out procedures

WHO SHOULD ATTEND

This course is designed for U.S. Virgin Islands Department of Health employees and recipients of grants from the U.S. Virgin Islands Department of Health. This course is intended for grantees of federal funds either as a direct recipient or as a sub-recipient. The attendees should be individuals managing and administering grants involving federal funds.



September 3-4, 2024
8:00 a.m. – 5:00 p.m. &
8:00 a.m. – 12:00 p.m.



12 CPE Credit Hours



On-Site Delivery



U.S. Virgin Islands



**Location: The Westin
Frenchman’s Reef, St.
Thomas, U.S. Virgin
Islands**



ADD TO CALENDAR

<https://evt.to/eeehgmdmw>

Contact: Dulce Mendoza



SEND EMAIL

info@pitiviti.org

TUITION FEES

With funding from the Association of State and Territorial Health Officials (ASTHO), courses are available free of charge to USVI Department of Health personnel and recipients of grants from the Puerto Rico Department of Health. The course fee is waived and there is no cost to register and to attend. If you have any questions, please contact info@pitiviti.org.

COURSE DATE AND TIME

This course will take place in Puerto Rico on:

Tuesday	September 3, 2024	from 8:00 am – 5:00 pm
Wednesday	September 4, 2024	from 8:00 am – 12:00 pm

INSTRUCTOR

Seitu Stephens

Seitu Stephens, JD, is a highly skilled professional with extensive experience in grants management, legal guidance, and risk assessment. He earned his Juris Doctorate from Widener Law School Institution in 2006 and a Bachelor of Science in History from Lincoln University in 2000. Seitu has a proven track record of providing executive-level officials with sound legal advice, particularly in employee management, conflict mediation, and compliance with state and federal laws and regulations. His expertise in federal and state ethics regulations is complemented by his ability to train employees on ethical and effective disciplinary procedures at all levels.

As Chair of the Chester County Community Block Grant Administrative Board, Seitu oversees the allocation and management of block grant funds, ensuring compliance with federal guidelines and fostering collaboration among government entities, community organizations, and the public. He is a leading subject matter expert in evaluating project proposals, guiding grant recipients, and promoting transparency in fund administration.

As the Secretary of the Board of Trustees and Chair of the Sub-Committee on Grant and Private Funding at Imhotep Charter STEM Institute, Seitu excels in administrative support, governance, and fundraising. He manages board communications, maintains accurate records, and ensures compliance with organizational policies. Additionally, he identifies funding opportunities, prepares grant proposals, and cultivates relationships with private donors to advance the institute's educational initiatives.

Seitu's subject matter expertise is extensive and includes regulations such as 2 CFR 200 A - D, audit preparation for single and program audits, OIG training and best practices, sub-award monitoring, cost principles (2 CFR 200 E, FAR 31.2, & 45 CFR 75 Appendix IX), and performance measurement for federal employees and recipients. He is also well-versed in ethics and OPM best practices and possesses strong public speaking and professional writing skills tailored for federal employees. His professional affiliations include being a National Grant Management Association member since May 2024.

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