



# Essential Grant Management for Community-Based Organizations: Strengthening Partnerships with Health-Based Governmental Departments

6 Hour Virtual Course



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## COURSE DESCRIPTION

This one-day course provides Community-Based Organizations (CBOs) with the essential skills and knowledge to effectively manage grants as sub-recipients working with health-based territorial government organizations. Participants will learn the basics of grant management, including compliance with federal regulations, financial management, reporting requirements, and best practices for collaboration with PTEs. Through practical exercises and discussions, attendees will gain confidence in navigating the grant lifecycle, ensuring compliance, and building stronger partnerships to support their public health initiatives.

## COURSE OBJECTIVES:

- Understand key principles of grant management and sub-recipient roles.
- Learn financial management and reporting requirements for federal grants for sub-recipients.
- Develop strategies for compliance with 2 CFR 200 and other regulations.
- Enhance collaboration and communication with health-based governmental PTEs.

## WHO SHOULD ATTEND

This course is ideal for Community-based Organizations responsible for identifying, securing, and managing funding for various programs. It is also suitable for those involved in developing and administering grant-funded projects who want to deepen their understanding of the grant application process and related funding opportunities.

## 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 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](mailto:info@pitiviti.org).



**September 23, 2024**  
9:00 a.m. – 4:00 p.m.



**8 CPE Credit Hours**



**Virtual Delivery**



U.S. Virgin Islands

**Contact: Dulce Mendoza**



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## COURSE DATE AND TIME

This course will take place on September 23, 2024. Specific training time is below:

U.S. Virgin Islands      September 23, 2024      9:00 a.m. – 4:00 p.m.



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## 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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