

Intermediate Grants Management

(3-day Virtual Course)



COURSE DESCRIPTION

This 3-day virtual course will provide information about how to access guidance on compliance, how to update program/project narratives and how to avoid financial pitfalls. In addition, this course will provide information about how to prepare a continuation application, the steps that need to be taken to make changes to the grant as well as the concept of carryover and explain how to prepare a carryover request. Get results using time-tested strategies and practical, hands-on tools to execute and succeed in providing the correct documentation. You'll learn how to do post-award actions and understand what the grantor is looking for in reports and audits. This course "builds" from each day to the next. Participants should plan to attend the entire course or risk becoming lost because they have skipped a session.

The structure of this course calls for 2-hour daily virtual sessions over a three-day period.



WHAT YOU WILL LEARN

After successful completion of this course, participants will be able to:

- Understand how to complete a continuation application (Forms, Budget and Progress)
- Gain awareness on how to update their project/program narrative
- Locate federal regulations applicable to grant recipients
- Be aware of common financial management issues
- Learn about post-award actions
- Have updates on reporting and audit requirements



WHO SHOULD ATTEND

The webinar will be most relevant for staff who are involved in the programmatic and financial management of the grant, particularly staff that prepare the budget.



August 3 – 5, 2021

*(August 2 – 4, 2021
for American Samoa,
Hawaii, US Virgin
Islands)*



**6 CPE Credit,
Virtual Delivery**



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ADD TO CALENDAR

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\$ TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend, Professionals who do not meet the above criteria, please contact info@pitiviti.org.

📅 COURSE DATE AND TIME

This course will take place on **August 3-5, 2021** (Guam time). Specific training times for each jurisdiction follow below:

 Palau	08/03 – 08/05	9:00 a.m. – 11:00 a.m.
 Guam	08/03 – 08/05	10:00 a.m. – 12:00 p.m.
 Kosrae, Pohnpei	08/03 – 08/05	11:00 a.m. – 1:00 p.m.
 RMI	08/03 – 08/05	12:00 p.m. – 2:00 p.m.
 Fiji	08/03 – 08/05	1:00 p.m. – 3:00 p.m.
 Samoa	08/03 – 08/05	2:00 p.m. – 4:00 p.m.
 American Samoa	08/02 – 08/04	1:00 p.m. – 3:00 p.m.
 Hawaii	08/02 – 08/04	2:00 p.m. – 4:00 p.m.
 US Virgin Islands	08/02 – 08/04	8:00 p.m. - 10:00 p.m.

👤 INSTRUCTOR

David Rykken, MPH

David Rykken has more than 20 years of experience in public service working with all levels of government. He has worked for HHS at headquarters in DC for the last 12 years as a Supervisory Management Analyst, a Senior Emergency Management Specialist and a Supervisory Public Health Advisor.

Prior to working for HHS, David was the Chief of the Ancillary Services in the Republic of Palau. In addition to his experience in health care administration, he has spent several years doing overseas development work in African and Asian countries and has taught business and English courses in Indonesia, Thailand and Turkey.

David has a Postgraduate Diploma in Public Health Leadership and Management from the Fiji School of Medicine, an MPH in Policy and Administration from the University of North Carolina and a Diploma from the United States Naval War College as well as a BA from St. Olaf College and a teaching certification in ESL.

David has organized and conducted HSEEP, NIMS, OSHA, Hazmat, Grants Management, First Responder, Communications and other competency-based trainings. He has taught all of the Graduate School courses that lead to the Certificate in Grants Management and stays current on issues related to oversight and monitoring of contracts and grants.

