



COURSE DESCRIPTION

The Grants Management Overview course will provide updated information about grants and cooperative agreements, including the responsibilities of recipients and key tasks that must be completed during the project period. This course will be informative for administrative, finance, and program staff from organizations that are involved with grant implementation. It will also be relevant for new staff on existing grants who do not have extensive experience in grants management.

This 3-day course will provide information about how to implement grants and put internal controls in place. You'll learn how to find resources and learn about what is necessary to stay in compliance managing grants. 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. There will be opportunities to create grants management tools as well as do program assessments. There will also be afternoon sessions available for offices that have specific technical assistance requests.

WHAT YOU WILL LEARN

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

- Understand the key roles and responsibilities of grantor staff and recipients.
- Describe organizational processes that must be put in place to effectively manage the grant.
- Be aware of the tasks that must be performed during the lifecycle of the grant
- Implement effective strategies for managing your grant
- Execute post-award amendments
- Understand the financial requirements for implementing grants
- 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
- Identify common financial management issues
- Get updates on reporting and audit requirements

 **February 27-March 1, 2023**
8:30 a.m. to 4:30 p.m.

 **20 CPE Credits**

 **On-site, CNMI**
TBD

 **REGISTER NOW**
<https://learn.pitiviti.org/167>

 **ADD TO CALENDAR**
<https://evt.to/aiegmsigw>

Contact:
Kartrinalynn Henriquez

 **SEND EMAIL**
k.henriquez@dof.gov.mp





WHO SHOULD ATTEND

This training is most relevant for staff who are involved in the programmatic and/or financial management of a grant.



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. For professionals who do not meet the above criteria, please contact info@pitiviti.org.



COURSE DATE AND TIME

This course will take place from February 27 to March 1, 2023 (CNMI time) 8:30 a.m. to 4:30 p.m. Please email Director Margaret Torres - m.torres@dof.gov.mp or Kartrinalynn Henriquez k.henriquez@dof.gov.mp if you have any questions.



INSTRUCTOR

David Rykken

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.

