



Grants Management Overview

5 Day In-Person Course



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 5-day half-day (Mornings) 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.

The structure of this course is 4-hour daily sessions over a five-day period.



COURSE OBJECTIVES

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 manage the grant effectively.
- 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 20-24, 2023
8:00 AM-11:45 AM



20 CPE Credit



In-Person Delivery



Dusit Thani Guam
1227 Pale San Vitores Road
Tumon, Guam, 96913



REGISTER NOW

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SEND EMAIL

Contact: Kenneth C. Borja
ken.c.borja@doa.guam.gov

or

Contact: Anita Arile
Anita.Arile@doa.guam.gov





WHO SHOULD ATTEND

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



COURSE DATE AND TIME

This course will take place from February 20-24, 2023 at 8:00 a.m. – 11:45 a.m.

Monday-Friday February 20-24, 2023 8:00 a.m. - 11:45 a.m.



INSTRUCTORS

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.



HEALTH & SAFETY PROTOCOLS PITI-VITI ON-SITE TRAINING

For all on-site training in the insular areas, the Graduate School USA's Pacific and Virgin Islands Training Initiatives (PITI-VITI) works closely with local training hosts to ensure that participants, instructors, and training support staff enjoy a safe learning experience. Please review the following health and safety guidelines, and contact PITI-VITI at info@pitiviti.org with any questions.



Participation and Attendance

Participation in PITI-VITI courses is restricted to participants, instructors, and support staff only. Participants should not join a PITI-VITI training if unwell, and should immediately leave the training and seek medical care if you begin to feel unwell.

As a precondition of participation in PITI-VITI training sessions, each participant must:

- *Have not been diagnosed* with COVID-19 in the last 14 days;
- *Have not had symptoms* consistent with COVID-19 in the last 14 days;
- *Have not had close contact* with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days;
- Agree to not participate or to leave the classroom *if they feel unwell* or if any of these situations become known to them before or during any PITI-VITI training.



Protective Measures

The Graduate School USA follows well-established and evidence-based protective measures that are consistent with local regulations at the time of training in each location.





Physical Distancing

- Maintain physical distance as much as possible.
- Host offices will ensure facilities and spacing are in accordance with local rules.
- Greetings such as handshakes, embracing and similar activity is not consistent with physical distancing.
- Attendees are requested to minimize activity until seated in the training room, and once seated to remain in their seats.



Meeting Size

Class sizes may be limited to comply with current regulations within each jurisdiction.



Face Coverings

- Participants may be required by local regulations to wear a face covering while in the training room.
- Face coverings, if required, are to cover the mouth and nose.



Contact Precautions

- Hand-sanitizing is encouraged.
- No food or drink glassware will be provided in meeting rooms.



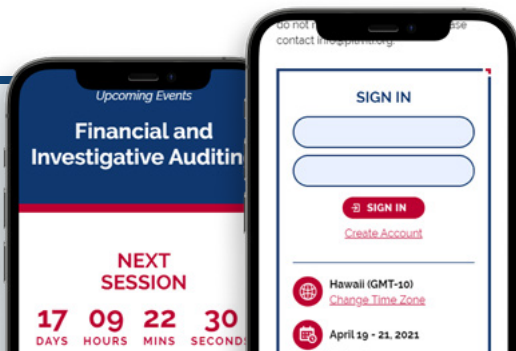
Cleaning

Host offices will ensure that training facilities are cleaned to the requirements in their jurisdiction. Attendees are encouraged to ensure their workspace is clean.



After the meeting

If you become unwell or are diagnosed with COVID-19 within 14 days following a PITI-VITI training, please contact PITI-VITI Administration through the confidential address info@pitiviti.org so we may notify participants that they are a potential close-contacts.



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