



Mastering Sub-Recipient Monitoring: Best Practices for Territorial Governments

3 Hour Virtual Course



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COURSE DESCRIPTION

This seminar offers a comprehensive roadmap to best practices for sub-recipient monitoring, tailored specifically for territorial governments. Participants will learn how to effectively oversee sub-recipients to ensure compliance with federal regulations, manage risks, and achieve program goals. The session covers essential strategies for conducting risk assessments, implementing monitoring plans, and utilizing data to make informed oversight decisions. Attendees will explore real-world examples and gain practical tools to enhance their monitoring processes, ensuring that both prime and sub-recipients remain compliant and perform successfully.

WHAT YOU WILL LEARN:

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

- Gain clarity on a Pass-Through Entity's (PTE) responsibilities in awarding sub-awards, including assessing sub-recipient capacity and ensuring compliance with federal guidelines.
- Understand the key responsibilities and regulatory requirements for sub-recipient monitoring in territorial governments.
- Learn best practices for developing and implementing effective monitoring plans and risk assessment strategies.

WHO SHOULD ATTEND

This seminar is ideal for grant managers, program administrators, financial officers, and compliance officers in territorial governments who are responsible for overseeing sub-recipients of federal funds. It is also highly relevant for senior executives and decision-makers who need to understand the critical importance of effective sub-recipient monitoring to safeguard their organization's interests and maintain compliance.

TUITION FEES

With funding from the Association of State and Territorial Health Officials (ASTHO), courses are available free of charge to Puerto Rico 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.



September 20, 2024



3 CPE Credit Hours



Virtual Delivery



Puerto Rico

Contact: Dulce Mendoza



SEND EMAIL

info@pitiviti.org



ADD TO CALENDAR

<https://evt.to/eedahsedw>



COURSE DATE AND TIME

This course will take place on September 20, 2024. Specific training time is below:

Puerto Rico

September 20, 2024

1:00 p.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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