



Puerto Rico



What to Do Before and After the Auditor Arrives

1-day In-Person Course

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COURSE DESCRIPTION

The What to Do Before and After the Auditor Arrives module explores the complexities of grant audits, focusing on the two primary types that affect both granting agencies and grantee organizations. Participants will gain a solid understanding of the single audit required for grantees receiving over \$750,000 in federal funding, as well as the detailed audits conducted by awarding entities. The module provides clear insights into audit expectations, guiding participants in preparing and implementing effective compliance strategies. It covers the legislative and regulatory foundations of these audits in a straightforward manner, offering essential knowledge for successfully navigating the audit process. By the end of the module, participants will have the skills and knowledge necessary to facilitate a smooth and informed audit process in their organizations. The curriculum includes an overview of each audit type, what to expect during each audit, and the legislative and regulatory background, equipping organizations with the information needed when auditors arrive.



August 28, 2024



4 CPE Credit Hours



On-Site Delivery



Puerto Rico



Location: TBD



ADD TO CALENDAR

<https://evt.to/eegdedsmw>

WHAT YOU WILL LEARN:

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

- Understand the 2 CFR 200.500 Audit Requirements
- How to be Ready for the Single Audit
- Know the Grantee's and Auditor's Responsibilities Under the Single Audit
- What to do for a Compliance Audit by Government Auditors

WHO SHOULD ATTEND

This course is designed for Puerto Rico Department of Health employees and recipients of grants from the Puerto Rico Department of Health. This course is intended for grantees of federal funds either as a direct recipient or as a sub-recipient. The attendees should be individuals managing and administering grants involving federal funds.

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.



COURSE DATE AND TIME

This course will take place in Puerto Rico on Wednesday, August 28, 2024, at the TBC, from 8:00 a.m. – 1:00 p.m. Puerto Rico Time (AST).



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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