

DATE: January 5, 2015

TO: Agency Addressed (No. 18, 2014-2015)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: **CONTRACT AND GRANT MANAGEMENT TRAINING FOR  
STATE AGENCIES AND SERVICE PROVIDERS**

The Department of Financial Services, Bureau of Auditing (Bureau), is pleased to offer accountability in contract and grant management training for State Agency personnel and service providers in the first quarter of 2015. Each State Agency is encouraged to make these training opportunities known to their staff and service providers. We appreciate each State Agency's efforts to promote these training events and advancing accountability over the use of state funds.

There is no charge for these classes; however, registration is required.

### **State Agency Training**

#### **Advancing Accountability – Best Practices for Contract and Grant Management**

This training is provided to meet requirements of Section 287.057 (14) and Section 215.971(2)(a)1., Florida Statutes (F.S.), which states that agency contract/grant managers responsible for contracts/agreements exceeding the Category Two threshold amount (\$35,000) will attend training conducted by the Chief Financial Officer for accountability in contracts and grant management.

***\*Note: Contract/grant managers responsible for contracts/agreements exceeding \$100,000 will not register for this course. They are required to become a Florida Certified Contract Manager. For additional information on this certification please visit the [DMS Website](#).***

***Advancing Accountability*** training sessions for State Agencies are scheduled for 9:00 AM – 4:30 PM on the following dates in 2015: **January** 7, 8, 12, 13, 14, 21 **February** 3, 9, 10, 16, 27 **March** 9, 19, 24, 25. ***These classes will be held at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399.***

#### **Contract/Grant Monitoring: Steps for Success.**

This workshop is designed to provide participants with:

- a better understanding of the importance of a well-written agreement and
- additional exercises in applying concepts discussed in the earlier training session, focusing on areas that create challenges to the Agency's ability to ensure accountability.

\* Previous attendance of Advancing Accountability or Florida Certified Contract Manager training is a prerequisite.

***Contract/Grant Monitoring: Steps for Success*** training sessions are scheduled for 8:30 AM – 4:30 PM on the following dates in 2015: **February 23** and **March 27**. ***These classes will be held at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399.***

## **Service Provider Training**

The Bureau is also pleased to offer “***Advancing Accountability***” training during the first quarter of 2015 for recipients/sub-recipients of state and federal financial assistance and other providers of client services.

We ask each State Agency to continue their efforts in advancing accountability over the use of state funds by contacting their service providers to promote this training program. The training program was developed to help non-state entities perform and document program and fiscal requirements of their projects in a manner that ensures accountability over state resources and prevent delays in payments. Key managers and other staff responsible for establishing organizational policies and procedures for the administration of agreements with the State should attend. State funds may be used for travel expenses incurred for this training in accordance with Section 112.061, F.S., if such expenditures are allowable per the agreement and applicable laws, rules, and regulations and approved by the funding State Agency.

***Advancing Accountability*** training for service providers is scheduled for 9:00 AM – 4:30 PM on the following date in 2015: **March 10**. ***This class will be held at the Fletcher Building, Room B103, 101 E. Gaines Street, Tallahassee, Florida, 32399.***

## **Registration**

Employees can register for training by submitting a completed registration request available on the Bureau’s website located at <http://www.myfloridacfo.com/Division/AA/Training/default.htm>.

This memorandum and future training announcements are available at:  
<http://www.myfloridacfo.com/Division/AA/Memos/default.htm>.

For dedicated training dates, special requests, or additional information, please send your detailed request to [Accountability@myfloridacfo.com](mailto:Accountability@myfloridacfo.com) or call (850) 413-5512.