

Online Federal Financial Management Course **Certification**

CNCS requires financial and program staff at potential new grantee organizations to complete an online Federal financial management course before we will award a grant. The course will take about one hour and thirty minutes to complete. The person or persons who will have primary responsibility for program management and those who will have primary responsibility for financial management must all take the course. Please use the following link to access and take the “Key Concepts of Financial and Grants Management” course: <http://www.nationalservice.gov/resources/financial-management/key-concepts-financial-and-grants-management>. Within ten (10) days of receipt of this letter and after all the appropriate staff have completed the course, send this online course certification to Kim Hammonds at khammonds@cns.gov identifying the staff who have completed the course and the date and time each took the course. You may use additional sheets, if necessary.

Organization Name _____

Name of Financial Staff Person _____
(person taking the course)

Title of the Financial Staff Person _____

Date Completed _____

Organization Name _____

Name of Program staff person taking the Course _____

Title of the Program Staff Person _____

Date Completed _____