

2012 Financial and Grants Management Institute
Agenda-At-A-Glance

TIME	DESCRIPTION	PRESENTER(S)	ROOM
MONDAY, APRIL 23, 2012			
5:00 PM – 7:00 PM	Registration Open		Grand Coatroom
5:30 PM – 6:30 PM	Welcome Reception overlooking The Arch on the 18th Floor		Gateway East
TUESDAY, APRIL 24, 2012			
7:00 AM – 12:00 PM	Registration Open		Grand Coatroom
7:00 AM – 8:30 AM	Activity Breakfast		Grand Ballroom D & E
	Table Talk – A breakfast meeting with existing <i>Social Innovation Fund</i> and <i>Nonprofit Capacity Building Program</i> grantees and CNCS/OGM Staff	CNCS staff	Grand Ballroom C
	Table Talk – A breakfast meeting with existing <i>Senior Corps</i> grantees to discuss performance measures	Senior Corps staff	Park View
8:30 AM – 8:45 AM	Break		
8:45 AM – 9:45 AM	Opening Plenary: Welcome & Institute Overview CNCS Update on Key Issues	Corland Forrester Peg Rosenberry	Grand Ballroom D & E
9:45 AM – 10:00 AM	Break		
Block A – 9 sessions offered concurrently			
10:00 AM – 11:30 AM	Avoiding Common Issues and Pitfalls	Mike Kenefick	Grand Ballroom A
	Developing and Managing Your Budget	Corland Forrester	Grand Ballroom B
	★ Developing and Managing Your Budget – Senior Corps & NCBP	Lennette White Ben Stoltenberg	Grand Ballroom C
	Federal Financial Report and Program Income	Bonnie Janicki	Mills 6
	Financial and Grants Management 101 Basics	Kris Tecce	Park View
	★ Financial and Grants Management 101 Basics – Senior Corps & NCBP	Yvonne Walker	Grand Ballroom H
	Financial Monitoring of Subgrantees	Mimi Morris	Mills 1
	Internal Controls & Compliance as a Team Effort	Aki Slockers	Grand Ballroom F
	Match: Documenting Cash and In-Kind	Susan Meche	Grand Ballroom G
11:30 AM – 11:45 AM	Break		
11:45 AM – 1:15 PM	Lunch and Plenary: Learn how Missouri national service programs “get things done” through AmeriCorps St. Louis	Quinn Gardner	Grand Ballroom D & E
1:15 PM – 1:30 PM	Break		

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TIME	DESCRIPTION	PRESENTER(S)	ROOM
TUESDAY, APRIL 24, 2012			
Block B – 11 sessions offered concurrently			
1:30 PM – 3:00 PM	Ask the Experts: Grants Officer, Program Officer, Audit Expert or MBI Trainer	CNCS Staff & MBI	Mills 5
	Avoiding Common Issues and Pitfalls	Mike Kenefick	Grand Ballroom A
	★ Avoiding Common Issues and Pitfalls – Senior Corps & NCBP	Peg Rosenberry	Grand Ballroom C
	Federal Financial Report and Program Income	Bonnie Janicki	Mills 6
	★ Federal Financial Report and Program Income – Senior Corps & NCBP	Corland Forrester	Grand Ballroom B
	Financial and Grants Management 101 Basics	Kelly Mitchell-Baynes Brad Lewis	Park View
	★ Financial and Grants Management 101 Basics – Senior Corps & NCBP	Yvonne Walker	Grand Ballroom H
	Financial Monitoring of Subgrantees	Mimi Morris	Mills 1
	Member Records, Files, and Documentation – AmeriCorps	Aki Slockers	Grand Ballroom F
	National Service Criminal History Checks 101 Basics	Doug Godesky	Sterling 9
Staff Timesheets: Requirements and Issues	Susan Meche	Grand Ballroom G	
3:00 PM – 3:30 PM	Break		
Block C – Round Robin Session			
3:30 PM – 5:30 PM	Round Robin Session: 2 Rounds of 45 minutes – 15 minutes of presentation and 30 minutes of Questions and Answers		
	Allowable Costs: Allowability Factors and OMB Guidance	Susan Meche	Grand Ballroom G
	★ Allowable Costs: Allowability Factors and OMB Guidance – Senior Corps & NCBP	Aki Slockers	Grand Ballroom F
	AmeriCorps: Prohibited Activities	Dawn Marie Williams Aaron Dorsey	Mills 2
	AmeriCorps: Living Allowance Distributions	Amy Hetrick Jim Stone	Mills 1
	Ask the Experts: Grants Officer, Program Officer, or MBI Trainer	CNCS Staff & MBI	Mills 5
	Audit Resolution	Peg Rosenberry	Grand Ballroom C
	Closing Out Your CNCS Grants	Bonnie Janicki	Mills 6
	★ Closing Out Your CNCS Grants – Senior Corps & NCBP	Ben Stoltenberg	Mills 7
	Fixed Amount Grants	Mike Kenefick	Grand Ballroom A
	Indirect Costs: Rate Agreements and Cost Allocation Plans	Claire Moreno	Grand Ballroom B
	National Service Criminal History Check 101 Basics Discussion	Doug Godesky	Sterling 9
	Policies & Procedures	Kris Tecce	Park View
	★ Policies & Procedures – Senior Corps & NCBP	Yvonne Walker	Grand Ballroom H
	Pre-Award and Post-Award Risk-Based Monitoring	Corland Forrester	Sterling 1
Senior Corps: Stipend Distributions	Zach Rhein	Sterling 8	
5:30 PM	Institute concludes for the day		

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TIME	DESCRIPTION	PRESENTER(S)	ROOM
WEDNESDAY, APRIL 25, 2012			
7:00 AM – 8:30 AM	Activity Breakfast		Grand Ballroom D & E
	Table Talk – A breakfast meeting with existing AmeriCorps grantees and the Acting AmeriCorps Director on current issues and other topics of interest	Acting AmeriCorps Director & staff	Park View
8:30 AM – 8:45 AM	Break		
Block D – 8 sessions offered concurrently			
8:45 AM – 10:15 AM	Avoiding Common Issues and Pitfalls	Mike Kenefick	Grand Ballroom H
	Developing and Managing Your Budget	Bonnie Janicki	Grand Ballroom C
	Financial Monitoring of Subgrantees	Kris Tecce	Park View
	Match: Documenting Cash and In-Kind	Susan Meche	Grand Ballroom G
	★ Match: Documenting Cash and In-Kind – Senior Corps & NCBP	Mimi Morris	Sterling 9
	Member Records, Files, and Documentation – AmeriCorps	Aki Slockers	Grand Ballroom F
	National Service Criminal History Checks 201 Advanced	Doug Godesky	Grand Ballroom A
	Understanding Audits and Financial Statements	Corland Forrester	Grand Ballroom B
10:15 AM – 10:30 AM	Break		
Block E – 9 sessions offered concurrently			
10:30 AM – 12:00 PM	Ask the Experts: Grants Officer, Program Officer, Audit Expert or MBI Trainer	CNCS Staff & MBI	Mills 5
	Developing and Managing Your Budget	Bonnie Janicki	Grand Ballroom C
	Federal Financial Report and Program Income	Kris Tecce	Park View
	Internal Controls & Compliance as a Team Effort	Aki Slockers	Grand Ballroom F
	★ Internal Controls & Compliance as a Team Effort – Senior Corps & NCBP	Mimi Morris	Sterling 9
	Match: Documenting Cash and In-Kind	Peg Rosenberry	Grand Ballroom H
	National Service Criminal History Checks 201 Advanced	Doug Godesky	Grand Ballroom A
	Staff Timesheets: Requirements and Issues	Susan Meche	Grand Ballroom G
	Understanding Audits and Financial Statements	Corland Forrester	Grand Ballroom B
12:00 PM – 12:15 PM	Break		
12:15 PM – 1:45 PM	Lunch and Plenary: Learn about civic engagement and national service as through Center for Social Development, Washington University in St. Louis	Amanda Moore McBride, PhD	Grand Ballroom D & E
1:45 PM – 2:00 PM	Break		

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WEDNESDAY, APRIL 25, 2012			
Block F – Round Robin Session			
2:00 PM – 4:00 PM	Round Robin Session: 2 Rounds of 45 minutes – 15 minutes of presentation and 30 minutes of Questions and Answers		
	Allowable Costs: Allowability Factors and OMB Guidance	Mimi Morris	Sterling 9
	★ Allowable Costs: Allowability Factors and OMB Guidance – Senior Corps & NCBP	Aki Slockers	Mills 7
	AmeriCorps: Prohibited Activities	Dawn Marie Williams Aaron Dorsey	Mills 2
	AmeriCorps: Living Allowance Distributions	Amy Hetrick Jim Stone	Mills 1
	Ask the Experts: Grants Officer, Program Officer, or MBI Trainer	CNCS Staff & MBI	Mills 5
	Audit Resolution	Peg Rosenberry	Grand Ballroom H
	Closing Out Your CNCS Grants	Bonnie Janicki	Grand Ballroom C
	★ Closing Out Your CNCS Grants – Senior Corps & NCBP	Ben Stoltenberg	Mills 4
	Fixed Amount Grants	Mike Kenefick	Sterling 4
	Indirect Costs: Rate Agreements and Cost Allocation Plans	Claire Moreno	Grand Ballroom F
	National Service Criminal History Check 201 Advanced Discussion	Doug Godesky	Grand Ballroom A
	Nonprofit Capacity Building Program Grantees – Wrap up Discussion	LaJuan Howard	Gateway West
	Policies & Procedures	Kris Tecce	Park View
	★ Policies & Procedures – Senior Corps & NCBP	Yvonne Walker	Grand Ballroom G
	Pre-Award and Post-Award Risk-Based Monitoring	Corland Forrester	Grand Ballroom B
Senior Corps: Stipend Distributions	Zach Rhein	Sterling 8	
Social Innovation Fund Grantees – Wrap up Discussion	Jim Phipps	Gateway East	
4:00 PM	Institute Ends		