Session Descriptions

Session	Description	Training Block
Ask the Experts: Grants Officer, Program Officer, Audit Expert, and MBI Trainer	During various training blocks, participants may sign-up for 1-to-1 meeting time with people such as CNCS grants or program staff, or a MBI trainer. During a specified time, participants may discuss particular questions or challenges they are encountering.	Block B Block C Block E Block F
Avoiding Common Issues and Pitfalls ★	This session will provide an overview of the common issues and pitfalls that have been found in CNCS-funded programs during Office of Inspector General (OIG) audits, CNCS monitoring and site visits, and other reviews. This session will review and explore various issues, including to some extent issues identified and discussed in greater depth in other sessions. Participants will learn from other's experiences and how to take steps and establish systems or protocols to avoid or help prevent these types of issues within their organization.	Block A Block B Block B ★ Block D
Developing and Managing Your Budget ★	This session will be most helpful for those responsible for preparing, managing, or operating a national service program. A well-developed program budget provides the roadmap and resources that a program needs to achieve its programmatic and financial objectives. This session will provide participants with the techniques, tools, and tips that will assist in developing a good program budget. The session will include: a) things to consider during the planning stages for your grant, e.g., ensuring your budget includes only allowable costs and maximizing your administrative cost recovery; and b) strategies for reviewing, monitoring, and managing your budget during the program year.	Block A Block A ★ Block D Block E
Federal Financial Reports and Program Income ★	This session will be helpful for both grantees and subgrantees. Participants will review the Federal Financial Report (FFR). The session will also address obtaining necessary, timely financial information from subgrantees to complete grantee FFR reports and address what to do about late reporting or incomplete data at time of reporting. Discussions will also include Program Income reporting requirements, the definition of income, and how to report unexpended program income.	Block A Block B Block B ★ Block E

★ = Senior Corps and Nonprofit Capacity Building Program grantee specific session

Session	Description	Training Block
Financial and Grants Management 101 Basics ★	This session is NOT designed for all participants, but for those who are new to the job with 1 year or less experience and new CNCS-funded grantees. This session will assist fiscal and program staff in understanding the basic concepts and responsibilities of managing CNCS grants. Review and discussion will cover Office of Management and Budget (OMB) Circulars related to cost principles, CNCS regulations and award provisions, key accounting system requirements, written policies and procedures, internal controls, budgets, match, timesheets, budget controls, financial reporting, documentation, audits, and other related financial requirements.	Block A Block A ★ Block B Block B ★
Financial Monitoring of Subgrantees	This session is designed to enhance financial monitoring strategies and will be most beneficial to those individuals who have oversight responsibilities for subgrantees or sites. Topics discussed include: purpose of monitoring, grantee's responsibilities, keys to effective monitoring, the use of risk-based assessments and other strategies to efficiently manage monitoring resources, the use of on-site and desk monitoring tools, basic areas to review, frequently found monitoring issues, and shared practices and available resources.	Block A Block B Block D
Internal Controls & Compliance as a Team Effort ★	This session looks at the importance of internal controls and the interrelation of program and financial staff and how their roles, responsibilities, decisions, and actions affect grant compliance, and can strengthen internal controls. Key elements of selected internal controls policies and procedures will be covered. Specific topics addressed include collaboration on budget development and execution, program income, financial reports, and various member and participant matters. Participants will discuss real life scenarios allowing them to better understand how program and financial staff can work together as a team to strengthen internal controls and increase compliance.	Block A Block E Block E ★

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Session	Description	Training Block
Match: Documenting Cash and In-Kind ★	This session will examine how to properly track and record cash and in-kind donations, how to calculate and value in-kind donations, how to record match expenses in the accounting system, how to avoid match-related findings, and other match topics.	Block A Block D Block D ★ Block E
Member Records, Files, and Documentation – AmeriCorps	This session will focus on the AmeriCorps requirements related to member records and files. Participants will gain a better understanding of what documentation is needed for member files, what records and information will be reviewed during a monitoring visit or audit, the significance of these records for determining allowable costs, and AmeriCorps member timesheet requirements. Participants will have the opportunity to explore, discuss, and diagnose real-life program scenarios and identify the common findings related to member records in audits, site visits, and other reviews.	Block B Block D
National Service Criminal History Checks 101 Basics	This is an introductory session for staff who are new or unfamiliar with the National Service Criminal History Check requirements under the Serve America Act and the regulations that guide compliance. Establishing timely and accurately performed criminal history checks is a crucial compliance requirement. This session will provide participants with a clear understanding to whom these requirements apply; the procedures which must be followed, the resources available for guidance, typical challenges, and what to expect within new regulations to be published in 2012.	Block B
National Service Criminal History Checks 201 Advanced	This session goes beyond the basics of National Service Criminal History Checks and will address challenges such as requesting Alternative Search Protocols, exemptions under the new regulations, obtaining FBI checks, compliance issues from common to scandalous, and evaluating vendor services. Participants will take part in activities that incorporate updated guidance documents, as well as planning for compliance under anticipated new regulations in 2012.	Block D Block E

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Session	Description	Training Block
Round Robin Session	During this session, participants will take part in two, 45-minute sessions where a presenter will deliver training on a specific topic for 15 minutes, with about 30 minutes for questions and answers. See Agenda-At-A-Glance for topics.	Block C Block F
Staff Timesheets: Requirements and Issues	This session will highlight the specific OMB regulations and requirements related to which staff must keep a timesheet, what the staff timesheet must include, the importance of accurate and complete staff timesheets, common pitfalls found related to staff timesheets, and an opportunity to discuss and review real life scenarios that will allow participants to better understand the importance of tracking staff time.	Block B Block E
Understanding Audits and Financial Statements	This session will highlight OMB A-133 audit requirements, Office of Inspector General audits, and key financial statements, such as Statement of Financial Position, Statement of Activities and the Statement of Cash Flow. Participants will learn the relationship between these audits and their organization's financial statements, including key ratios used to assess an organization's financial health. Learn how to prepare for an audit, about audit follow-up and resolution, and how to report fraud, waste, and abuse. This session will also provide guidance to grantees on how to track, review, and resolve subgrantee audit issues.	Block D Block E