U. S. Department of Homeland Security

Office for Domestic Preparedness

Washington, D.C. 20531

ODP Information Bulletin
No. 90 December 22, 2003

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

FROM: C. Suzanne Mencer
Director

SUBJECT: Availability of Financial Management Training Seminars

The U.S. Department of Homeland Security, Office for Domestic Preparedness (ODP) is notifying grantees of the availability of financial management training seminars sponsored by the National Criminal Justice Association (NCJA) in concert with the Office of Justice Programs (OJP) Office of the Comptroller (OC). These regional seminars are designed specifically for personnel responsible for the financial administration of formula and/or discretionary grants administered by OJP bureaus and offices, including ODP.

Topics covered during the financial management training seminars include:

- Application review process
- Grantee financial reporting requirements
- Methods of payments
- Matching requirements
- Indirect costs
- Confidential funds
- Closeout process
- Monitoring responsibility
- Federal regulations and requirements governing the recording and expenditure of program income, procurement, lobbying, compliance with drug-free workplace requirements, supplanting, and audits

There is no registration fee for the two-day training seminar. However, attendees are responsible for all costs associated with their participation in the seminar, including transportation, lodging, and meals. Grantees can use management and administration funds from the following ODP grant programs to pay for costs associated with attending this training:

- FY 2004 Homeland Security Grant Program
- FY 2004 Urban Areas Security Initiative
- FY 2003 State Homeland Security Grant Program I
- FY 2003 State Homeland Security Grant Program II
- FY 2003 Urban Areas Security Initiative Grant Program I

AUTHENTICATED U.S. GOVERNMENT INFORMATION GPO

- FY 2003 Urban Areas Security Initiative Grant Program II

In 2003, thirteen seminars took place in Washington DC and at select regional locations throughout the country, including, Charlotte, Detroit, Nashville, Philadelphia, Portland, San Antonio, San Francisco, Seattle, St. Louis. NCJA will post the 2004 schedule on its website (http://www.ncja.org/2003FMS.htm#) once dates have been decided upon by OC.

Questions about the training seminars can be directed to Elizabeth Hinton, NCJA Meeting Planner, at (202) 628-8550.