



*Grants Policy Staff  
Office of Management Services  
Presents*

*Grants Financial Management Training- 2008*

*Featuring:*

*The Division of Payment Management  
and*

*Grants Policy Staff*



**Mandatory attendance required for those that have the following roles within the Special Diabetes Programs:**

- \*Finance and Accounting Staff**
- \*Fiscal Account Managers**
- \*Financial Management Officials**

***Trainings will be conducted by the Division of Grants Policy and the Program Support Center/Payment Management System. There will be two training sessions offered, per week. Each training session will cover at least two-three financial management topics. Grantees are encouraged to participate in all topics in order to successfully gain understanding of the financial requirements.***

**Purpose of Training:**

The purpose of this Grants Policy Staff sponsored Grants Financial Management training is to offer our Indian Health Service, Special Diabetes Grantees an opportunity to obtain first hand financial training, knowledge, skills and step-by-step instructions on how to complete several key financial management forms required for compliance with HHS and IHS financial reporting requirements outlined in regulations, 45 CFR Part 74.52 or 45 CFR Part 92.41.

### **Training Topics:**

The training sessions presented will review four financial topics as outlined below:

❖ **Federal Cash Transaction Report (PSC 272)**

The Federal Cash Transaction form (PSC 272) training session will be conducted by the Division of Payment Management. This session will provide valuable training on the PSC 272 electronic reporting system, how to access the PSC 272 report, how to prepare the PSC 272 report, reviewing the PSC 272 report and the 272B and E worksheet and timelines for quarterly submission.

❖ **Financial Status Report Form (SF269) Long**

The Financial Status Report Form (SF269-Long) training session will be conducted by the Grants Policy Staff. This session will provide a complete look at each component of the Financial Status Report also known as the 'FSR'. GP will provide a detailed step-by-step training on how to complete the reporting of expenditures for the appropriate budget period, review timelines for reporting, the difference between the project period and the budget period, a detailed explanation of what unliquidated obligations are and how they are reported, how to report expenditures on a cumulative basis, and how to prepare a final closeout FSR and much more.

❖ **Office of Management and Budget Cost Principles**

The Office of Management and Budget, (OMB), Cost Principles training session detailing how allowable and unallowable costs are determined will be presented by the Grants Policy Staff. This session will cover OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments.

❖ **Carryover Policy Requirements**

The Carryover Policy training session will be presented by the Grants Policy Staff. This session will discuss the IHS Carryover Policy in detail, provide guidance on how to request the use of unobligated balances as carryover funds, details on what documentation is required when preparing your request for carryover funds, appropriate signatures required, budget justification and narrative information required and who and where to submit your request and timelines for approval and response.

**Training Schedule:** Grants Policy will offer six weeks of repetitive financial management training. Maximum participation is required by all grantee financial officials. **\*\*All trainings times provided below are based on Eastern Daylight Time (EDT).**

## **Week I**

### **Session I:**

**Thursday June 12, 2008:** 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
**Financial Status Report Form (SF269) Long**

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
**Office of Management and Budget Cost Principles/  
Carryover Policy Requirements**

### **Session II:**

**Friday June 13, 2008:** 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
**Financial Status Report Form (SF269) Long**

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
**Office of Management and Budget Cost Principles  
Carryover Policy Requirements**

### **For Week I:**

The **Federal Cash Transaction Report (PSC 272)** session will not be offered until the week of **June 19<sup>th</sup>**. Please indicate in the **“special notes”** section on the attached registration form, the dates of the future session you will be attending and the number of portals needed.

## Week II

### Session III:

Thursday June 19, 2008 - 1<sup>st</sup> Session - 11:30am to 12:30pm (EDT)  
Federal Cash Transaction Report (PSC 272)

2<sup>nd</sup> Session - 12:30pm to 2:00pm (EDT)  
Financial Status Report Form (SF269) Long

3<sup>rd</sup> Session - 2:00pm to 2:30pm (EDT)  
Office of Management and Budget Cost Principles  
Carryover Policy Requirements

### Session IV:

Friday June 20, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
Financial Status Report Form (SF269) Long

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
Office of Management and Budget Cost Principles  
Carryover Policy Requirements



### For Week II:

The Federal Cash Transaction Report (PSC 272) session will not be offered.

## Week III

### Session V:

Monday June 23, 2008 - 1<sup>st</sup> Session - 11:30am to 12:30pm (EDT)  
Federal Cash Transaction Report (PSC 272)

2<sup>nd</sup> Session - 12:30pm to 2:00pm (EDT)  
Financial Status Report Form (SF269) Long

### Session VI:

Tuesday June 24, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
Financial Status Report Form (SF269) Long

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
Office of Management and Budget Cost Principles  
Carryover Policy Requirements

### For Week III:

The Federal Cash Transaction Report (PSC 272) session will not be offered.

## **Week IV**

### **Session VII:**

**Wednesday June 25, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)**  
**Financial Status Report Form (SF269) Long**

### **Session VIII:**

**Thursday June 26, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)**  
**Financial Status Report Form (SF269) Long**

**2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)**  
**Office of Management and Budget Cost Principles**  
**Carryover Policy Requirements**

 **For Week IV:**

**The Federal Cash Transaction Report (PSC 272) session will not be offered.**

## Week V

### Session IX:

**Tuesday July 8, 2008 - 1<sup>st</sup> Session - 11:30am to 12:30pm (EDT)**  
**Federal Cash Transaction Report (PSC 272)**

**2<sup>nd</sup> Session - 12:30pm to 2:00pm (EDT)**  
**Financial Status Report Form (SF269) Long**

**3<sup>rd</sup> Session - 2:00pm to 2:30pm (EDT)**  
**Office of Management and Budget Cost Principles/  
Carryover Policy Requirements**

### Session X:

**Wednesday July 9, 2008 - 1<sup>st</sup> Session - 11:30am to 12:30pm (EDT)**  
**Federal Cash Transaction Report (PSC 272)**

**2<sup>nd</sup> Session - 12:30pm to 2:00pm (EDT)**  
**Financial Status Report Form (SF269) Long**

**3<sup>rd</sup> Session - 2:00pm to 3:30pm (EDT)**  
**Office of Management and Budget Cost Principles/  
Carryover Policy Requirements**



## Week VI

### Week XI:

Thursday July 10, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
Financial Status Report Form (SF269) Long

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
Office of Management and Budget Cost Principles  
Carryover Policy Requirements

### Week XII:

Friday July 11, 2008 - 1<sup>st</sup> Session - 11:30am to 1:00pm (EDT)  
Financial Status Report Form (SF269) Long

2<sup>nd</sup> Session - 1:00pm to 2:30pm (EDT)  
Office of Management and Budget Cost Principles  
Carryover Policy Requirements

● For Week VI:

The Federal Cash Transaction Report (PSC 272) session will not be offered.

**All training material will be emailed on or  
before Tuesday June 10, 2008.**

### **Guidance on how to joint WebEx sessions:**

There will be **200 portals** open to individuals and/or groups. The definition of a group for the purposes of the WebEx training is one group may have multiple individuals viewing one computer that has a projector from a single location (e.g. conference room).

### **Registration is required.**

Due to the limited amount of portals, we encourage participants to group together based on location, etc. The more people to each portal, the wider the training can be broadcasted and meet the needs of the grantees/organizations.

### **Accessing the WebEx Sessions :**

We have attached a WebEX logon instruction sheet that includes specific details on accessing the IHS WebEX website to join the weekly trainings.

### **You will find:**

The Session Number  
The Password for the Training Sessions  
Dial in information

**● The same information should be used for all weeks and all sessions.**

### **Required Software:**

Once you have logged onto the WebEX, if this is your first time using WebEX, you will need to download the appropriate software needed to join the training session. The download is free and takes a very short time. WebEX will run a diagnostics on your computer and automatically download what is needed to your system. Go to Training, Support and Downloads to acquire the appropriate software. You may want to consult your systems person for additional needs.

### **Requirements for WebEx:**

#### **Training Room:**

**Internet connection  
WebEx software  
Conference phone or regular phone**

#### **Participants via WebEx:**

**Medium to high end pc/laptop  
High bandwidth internet connection  
WebEx software  
Telephone to connect to teleconference**

**Please consult your information technology office for additional requirements that maybe needed to access WebEX by your organization. If they have questions, or require assistance, please have then contact the IHS, Information Technologies Helpdesk at 301-443-2423.**

**Registration**

*In order to reserve a spot, you **must register for a session in your area.** Please complete the registration form **legibly** and fax it to the number listed below. For more information regarding the actual training and registration please contact **Ms. Tammy G. Bagley** at (301) 443-6290 or **Tammy.Bagley@ihs.gov.** or **Ms. Iris Grady** at (301) 443-5204 or **Iris.Grady@ihs.gov.***

**Registration Information**

Date of session: \_\_\_\_\_  
Regional Area: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Program: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Number of portals requested:** \_\_\_\_\_

**Name of Information Technologist:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Special Notes:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Please fax your registration form to (301) 443-2510**

**Registration Confirmation:**

**Please make sure your registration form is legible and contains all contact information. Once we have received your registration form we will email you a confirmation. If you have not received confirmation before the start of the session you desire, please contact Iris Grady on 301-443-5204.**

**CONTACTS:**

**Grants Policy Staff:**

801 Thompson Avenue, TMP 625  
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**Division of Grant Operations:**

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***Director of the Division of Grants Operations/Senior GMO***

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**Senior Grants Management Specialist/GMO::**  
Denise Clark – Lead Senior Grants Specialist/GMO  
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301- 443-2215

**SDPI Area Assigned**

**Grants Management Specialist (GMS)**  
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California, Bemidji, Tucson

**Grants Technical Assistant(GTA)**  
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301- 443-2059

## WebEX Logon Istruction Sheet

Grants Policy Staff

Special Diabetes Key Financial Management WebEX Training Instructions

**\*These instructions are to be used for all sessions at all times:**

Please see the connection information below:

- Go to: <https://ihs-hhs.webex.com>
- Click on Training Center
- Click on 'Join Now'
- When prompted for a training session password, please enter **GPSSDPT08**
- The session number is **713-379-567**
- Follow the call-in instructions that will pop-up on the WebEX. They are also listed below.
- During this process you may be prompted to download some software. This will be necessary in order to connect to the training.
- If you are not able to access the WebEx, the call-in number will be: **1-866-453-0340** passcode: **2317955**

If you have any questions, you may contact your Systems Staff or the IHS Headquarters IT Staff 301-443-2423.

We look forward to your participation in this event.