### General Session: The DATA Act: End of Manual Labor in Grants Management?
In 2014, President Obama signed the DATA Act, which promises to transform federal grant reporting by setting up government-wide data standards. The government will announce the first standards in May 2015. The transformation won’t be easy—but if grant managers communicate the potential of data standards to federal leaders, we can banish manual labor from grants management. Learn how data standards could allow you to replace copy-and-paste with automatic uploads.

**Presenter:** Hudson Hollister  
**Moderator:** Emy Neuman-Javornik  
**Location:** Salons 3-4

### Breakout Sessions

#### Worth a Thousand Words: Using Visualization to Tell Your Story
The objective of this session is to explore how data visualization can help grants management agencies tell a clear, compelling story with their data; inform grants monitoring priorities and activities; and present their data in an effective and approachable way. This session will introduce the concepts behind successful storytelling through data visualization; use the Office of Justice Program’s risk-based grants monitoring process as a grants monitoring case study; and take participants through the process of constructing effective graphics.

**Presenters:** Lara Allen/Rebecca Lady  
**Moderator:** Kathleen Juza  
**Location:** Salons 5-6

#### Performance Reporting Under the OmniCircular: Design, Support and Audit Considerations
The OmniCircular instituted new requirements applicable to performance reporting. During this session, attendees will explore the reporting changes, discuss methods and strategies to comply with those requirements and understand how to design procedures in anticipation of new audit requirements, and discuss and review ways to utilize technology in reporting such that data collection in internal controls over reporting may be automated thus promoting efficiencies in reporting.

**Presenters:** Bert Nuehring & TBD  
**Moderator:** TBD  
**Location:** Salons 1-2

#### Getting Back to Great: Creating a Grants Culture Within an Organization
Through a discussion of real-life situations a local government faced in developing and implementing an organization-wide grants administration program, this session describes the attempts of grant managers to change the organizational culture of their grants personnel to create more effective service and organization-wide efficiencies. In this follow up session from 2014, attendees will learn through applications and tools the concept and importance of organizational culture and leave equipped in ways to help them successfully plan and execute change leading to more effective and efficient grants administration programming within their organizations.

**Presenters:** Wayne Finley & Sharon Gordon  
**Moderator:** Charles Nichols  
**Location:** Rosslyn

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**Wednesday, April 22, 2015**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>6:30am – 6:00pm</td>
<td>Registration Desk Open</td>
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<tr>
<td>6:30am – 8:00am</td>
<td>Continental Breakfast</td>
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<tr>
<td>7:00am – 7:45am</td>
<td>First Timers/New Member Breakfast</td>
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<td>7:00am – 6:00pm</td>
<td>Visit with Exhibitors</td>
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| 8:00am – 10:30am | NGMA Welcome, Membership Meeting & Annual Awards  
  Shelly Slebrch, NGMA Executive Director & Emy Neuman-Javornik, NGMA President  
  Location: Salons 3-4 |
| 10:30am – 11:00am | Break |
| 11:00am – 12:15pm | Breakout Sessions |
12:15pm – 1:15pm  Lunch

1:15pm – 2:30pm  Breakout Sessions

Embezzlement: What You Must Do to Protect Your Organization
Every organization, regardless of funding source, faces a very real risk that a smart, creative and bold individual or group of individuals will take advantage of a financial process, steal money and leave behind a trail of destruction. This session will discuss common embezzlement schemes, the consequences when such events occur and most importantly, key steps that every organization can take to help prevent and otherwise mitigate this significant risk.
Presenter: Ken Dieffenbach | Moderator: Gail Henderson | Location: Salons 5-6

Shifting from Compliance to Performance: Performance - What You Need to Know
As you’ve been hearing, grants management has become a KEY initiative in Washington. Oversight agencies like the Government Accountability Office (GAO) and the Office of Management and Budget (OMB) are focused on making changes in policy and regulations to shift Federal focus from compliance to performance. The OmniCircular, OMB’s effort to reform guidance on grants management, has finally arrived! Come hear what the new Circular requirements really mean to grants professionals as we move into this new era of cost-effective grants management.
Presenter: Gloria Shontz | Moderator: Keith Gray | Location: Salons 1-2

Encounter the Family of Systems (FOS)
This session invites you to scratch the words off, Record Keeping Systems, Accounting Systems, Reporting Systems, and Communication Systems to find out what exist underneath. The answer will reveal that some of the FOS are not coordinated and overlapping, with the Monitoring Systems and Internal Controls. These FOS overlaps though present may not be sufficient to prevent a finding or comment. This session will provide the tools and insight to mitigate and assist your Agency in making best practice decisions for shaping its future. This session will also emphasize the requirements of OMB Circular A-133, GAAP Generally Accepted Accounting Principles, and GAS Government Auditing Standards and the OmniCircular Compliance Supplement.
Presenters: Angela Ash & Brenda Williams | Moderator: Dave Fraley | Location: Rosslyn

2:30pm – 3:00pm  Break
**3:00pm – 4:15pm  Breakout Sessions**

**Key Lessons that Grant Recipients and Grantors Can Learn from IG Audits and Investigations**
A panel of Federal auditors and investigators with years of experience in grant-related issues will discuss how lessons learned from their work can help grant recipients and grant program managers build and maintain more cost efficient and effective programs. The panel will highlight problems uncovered during audits and investigations at all levels which can undermine the success and the very continuation of your grant programs. Topics will include the challenge of addressing the wide and ever changing range of requirements which may flow down from the Federal entity, contacting methods that can enable you to better use scarce grant resources, how good internal controls can prevent expensive long-term problems, and the serious consequences for all when grantors fail to take action against grantees who are consistently not complying with grant agreements and conditions. The panel members have more than 60 years of experience auditing grant programs targeted to states, transit agencies, Indian Tribes, localities, and Universities. Our goal is to provide and discuss constructive and specific ways to use the results from audits and investigations to improve grant programs at all levels.

Presenters: Brett Baker, Fara Damelin, Mary Kay Langan-Feirson & Elise Woods | Moderator: Joe Come’ | Location: Salons 5-6

**Play Well with Others: Improving Collaboration through Improvisation**
Successful grant management, from application to close-out, if often predicated on effective collaboration among different disciplines, organizations, or levels of government. Creating and maintaining a collaborative space throughout the process can sometimes fall by the wayside in an effort to meet reporting and performance requirements. Utilizing five principles practiced by improvisational theater performers to collaborate on state and explored in this workshop, grant managers and their partners can engage in the collaborative process more effectively.

Presenter: Andrew Phelps | Moderator: Michael Rutkowski | Location: Salons 1-2

**Risk is the New Black: How to Avoid the Compliance Pitfalls and be a Successful Grantee/Subrecipient**
Do you know whether you are a risky grantee or subrecipient? The Uniform Grant Guidance requires a pre-award risk review of all grants. This means if an agency wants to continue to be awarded grants - without specific conditions, it must make certain its agency is low risk. This session will assist attendees in identifying high risk factors, provide examples of ways to avoid potential pitfalls and mitigate risk, offer ideas on reviewing your agency’s internal controls so you can ensure compliance and reduce your overall risk assessment, explain how to create or respond to corrective actions plans, and generally provide ideas on how to avoid systemic failures so you do not jeopardize your ability to keep your federal funds and maintain integrity over your program and awards.

Presenters: Kerry Neal & Tiffany Winters | Moderator: Wayne Finley | Location: Salons 3-4

**4:15pm – 6:00pm  Welcome Reception** | Location: Exhibitor Hallway
Thursday, April 23, 2015

7:30am – 5:00pm  Registration Desk Open
7:30am – 8:30am  Continental Breakfast
7:30am – 3:45pm  Visit with Exhibitors

8:30am – 9:45am  Breakout Sessions

**What If? How the Right Questions Can Lead to Great Policy Implementation**
This session will provide an overview of a one dimensional vs. multi-dimensional federal grants management lifecycle via the integration of the new requirements of the OMB Uniform Guidance and the Digital Accountability and Transparency Act (DATA Act); while allowing the audience to envision and conceptualize new business processes. This session will define the scope of the grants management field cradle to grave from both a policy and operational perspective, describe new multi-dimensional approaches to the operational aspects of the grants lifecycle, and integrate aspects of the OMB Uniform Guidance with the Digital Accountability and Transparency Act requirements as they relate to the grants lifecycle.
Presenter: Andrea Brandon | Moderator: Tammy Sullivan | Location: Salons 5-6

**Understanding and Applying Program Income Requirements**
Program income has implications to the development of grant budgets, request for payments, reporting, and close-out for grantee organizations that have federal awards that generate income. Understanding what income streams a grantee has and whether or not they should be considered program income is key to ensuring sound financial management and avoiding potential findings that require the repayment of significant funds to the federal government.
Presenter: Charles Nichols & Jonathan Alston | Moderator: Dave Fraley | Location: Salons 1-2

**Increasing Grants Administration Efficiencies**
In the background of ever tightening budgets, overworked staff and stricter Federal oversight, grantor agencies are under severe pressure to increase grant administration efficiencies. This presentation will lay out a framework for grantor agencies to perform a current situation evaluation to understand current landscape in the context of Key Performance Indicators (KPI), clearly articulate the desired state and identify Key Indicators and Measures of Performance, do a gap analysis to identify gaps between current state and desired state, perform a root cause analysis to identify obstacles and challenges, arrive at high level strategies to overcome obstacles and challenges and how to get support and commitment from senior management as well as staff to embrace change and overcome resistance to change, lay out specific action plans and create a roadmap for change along with KPI’s, and KPM’s, continuous monitoring of progress, and incorporate lessons learned into future plans for corrective actions.
Presenters: James Joseph & Joseph Rodrigues | Moderator: Kerry Neal | Location: Rosslyn

9:45am – 10:00am  Break
10:00am – 11:30am  **Professional Development Presentation: Coloring Outside the Lines**  
**Creating the IDEAL Customer Experience:** You will be challenged to step outside your comfort zone in positioning yourself more creatively than ever before. You will gain the insight you require to give yourself the 'competitive edge' for which we all strive by preparing an organization for 'THE CUSTOMER EXPERIENCE'. Jeff teaches that there are four ‘realms’ of an experience – entertainment, education, escape and estheticism – “mutually compatible domains that often co-mingle to form uniquely personal encounters”. You will learn the steps required to ensure that your whole team is involved in engaging YOUR customer. You will also learn how to implement the experience for the “internal customer” as well. Most of all, this session will be fun and content-rich with tools to use the minute you leave the workshop.  
Presenter: Jeff Tobe | Moderator: Lori Guerrero | Location: Salons 3-4

11:30am – 11:45am  
Break

11:45am – 1:00pm  **Breakout Sessions**

**How Procurement Fraud Puts Grant Funds at Risk**  
Second only to payroll related expenses, a considerable amount of grant funds are spent on purchasing goods and services through consultancies, contracts, purchase orders, and rental agreements. Any incurred losses under these agreements are the responsibility of the grantee. It is therefore imperative grantees understand these funds are vulnerable to fraud schemes such as conflicts of interest, bribery, kickbacks, theft, and product substitution. Grantees will walk away from this presentation having learned how to identify procurement fraud schemes and vulnerabilities within their programs, hot to implement methods to help prevent the loss of funds through fraud, and how to properly document procurement processes and decisions made by the organization. Additionally, attendees will gain critical knowledge of procurement fraud vulnerabilities and preventative measure through real world case examples.  
Presenters: Ken Dieffenbach & Laura Rousseau | Moderator: Tiffany Winters | Location: Salons 5-6

**Indirect Costs and the OmniCircular, Part 1**

1. What is an indirect cost allocation plan? Types of cost allocation plans; Uses / reason for a cost allocation plan.  
2. What is the cost allocation process? Multiple step down allocation methodology.  
3. What is an indirect cost rate proposal? Direct cost base.  
4. What are the types indirect cost rates? Provisional Rate, Final Rate, Fixed Rate, Predetermined Rate.  
5. What are the indirect cost rate calculation methods? Single Rate Method, Multiple Rate Method  
Presenters: Keith Frazier & Troy Tangen | Moderator: Angela Ash | Location: Salons 1-2

**Automated Standard Application for Payments (ASAP) System Overview**  
This session will be filled with information to increase your overall understanding of the ASAP system. The session will include an ASAP Overview, ASAP Business Processes and Support, and information on how ASAP works along with navigation tips. Information will also be provided on the ASAP Enrollment Process as well as contact information for ASAP customer service support.  
Presenter: Michele Nokes | Moderator: Wayne Finley | Location: Rosslyn

1:00pm – 2:00pm  
Lunch/Announcement of New NGMA Board Members
Identifying and Mitigating Fraud, Waste, and Abuse Risks in Federal Programs
There are strings attached! By receiving Federal funds, organizations are required to implement financial, procurement, and internal control systems that guard against fraud, waste and abuse. With large influxes of funds or when certain systems become more relaxed or receive less investment, the risks that controls will be violated and funds will be used improperly resulting in fraud, waste and/or abuse are enhanced. During this session we will discuss areas of high risk, including indirect costs, procurement, payroll/compensation, and equipment/property/IT purchases and disposition, discuss procedures that may be used to prevent or detect such risks during the pre-award phase or through monitoring, as a group, identify best practices to mitigate such risks, and discuss methods and timing for how and when to report if risks are realized and there is actual or suspected fraud, waste or abuse.
Presenters: Daniel Altman & Eric Russell | Moderator: Rick Schrader | Location: Salons 5-6

How to Stay Compliant in the Age of Changing Regulations
Between the DATA Act, OMB Uniform Grant Guidance (UGG), and Treasury “Do Not Pay” Initiative, changes in grants compliance and data transparency seem to be coming fast and furious. Presenters will walk you through the new legislation details and implications, and let you know what to expect as they roll out to the grants community.
Presenters: Adam Roth & Jesse Buggs | Moderator: Lori Guerrero | Location: Salons 1-2

Government Grant Managers and Nonprofits: Working Together to Realize the Promise of the New OMB Guidance
Fulfilling the promise of the new OMB Uniform Guidance depends on pass-through entities consistent implementation of the changes as OMB intended. Federal Grant Managers are the key to ensuring this happens. Learn how Federal Grant Managers play a pivotal role in the new OMB Guidance, why Grant Managers and nonprofits should work together, and how Grant Managers and nonprofits can work together for the smooth and effective implementation of the OMB Guidance.
Presenter: Beth Bowsky | Moderator: Tammy Sullivan | Location: Rosslyn
3:45pm – 5:00pm  **Breakout Sessions**

**Ethics and the Grants Management Profession: Review and Discussion of Real Life Ethical Questions that Grants Management Professionals Have Faced**

What would you do if your supervisor asked you to sign off on something after-the-fact when the books were being reviewed, but the supervisor said he was just “cleaning up old purchase orders”? You were invited to attend the preview of a new management tool developed by one of your current vendors, in another state, all expenses paid? Your oldest childhood friend, who works for the evaluation group that is evaluating your major grant, offers to pay your way on a cruise with her – just to catch up? Join us to discuss various ethical dilemmas drawn from real life situations. Statements of ethics abound, from statements adopted by membership organizations to the legal opinions of State Ethics Commissions for elected and appointed officials. This session will provide sticky scenarios that have no easy answers, for discussion in small group roundtables followed by a large group discussion. Attendees will explore some of the challenges faced in everyday grants management. Bring stories of your own ethical dilemmas or experiences to share!

Presenters: Sue Pardee & Ken Sosne | Moderator: Judith Turner | Location: Salons 5-6

**Indirect Costs and the OmniCircular, Part 2**

As a continuation from Part 1 this morning: 6. Are you fully recovering the cost of administering federal awards? Reasons for cost allocation and reimbursement of indirect costs from programs. 7. Will the new OmniCircular affect how you recover indirect costs? Guiding principles, submission requirements, and the revision and implementation of the “new” federal cost principles. 8. How can indirect cost rate calculations improve cost recoveries? Development and calculation of indirect cost rates for programs.

Presenters: Keith Frazier & Troy Tangen | Moderator: Angela Ash | Location: Salons 1-2

**Ask a Grants Lawyer - State/Local/Non-Profit**

Presenters: Tiffany Winters & Brad Hallman | Moderator: Tiffany Winters | Location: Rosslyn
Intellectual Property, Grant Applications and Impact on Subrecipient-Vendor Determinations
This session will serve as a beginner level submission that discusses current Federal initiatives in grants and areas where intellectual property comes into play. During the session, there will also be discussions around review and evaluation of budget proposals accompanying grant applications, scopes of work, and what role intellectual property plays in the subrecipient-vendor determinations for recipients and Federal agreement and contracting officers and specialists.
Presenters: James King & Eric Russell | Moderator: Gail Henderson | Location: Salons 5-6

Ask a Grants Lawyer - Feds
Presenter: TBD | Moderator: Kerry Neal | Location: Salons 3-4

Thrifty Risk Assessment and Monitoring: Do-it-Yourself Approaches to Fulfill the Uniform Grant Guidance’s Expanded Requirements for Engaging Subrecipients
Are you a non-profit functioning as a grantor? Maybe you’re a state agency with multiple subrecipients. Are your processes for managing subrecipients robust enough to satisfy the expanded federal requirements coming in 2015? Do you need a way to evaluate risk with your subrecipients and want a no-cost solution? Come learn about a risk assessment tools developed with Excel. In this session we will discuss filters used to establish risk, weighting the filters, establishing a risk score, and applying the risk score to develop a useful subrecipient monitoring plan.
Presenters: Fritz Baetz & Tammy Sullivan | Moderator: Lori Guerrero | Location: Rosslyn

General Session: Does Your Career Path Spring Ahead, Fall Back or Winter in Miami
Career development, career ‘paths’, career growth. We spend a lot of time on trying to figure out how to get ahead. And let’s face it, the ‘new’ world is filled with technologies, information and social networks that have a huge impact on how people communicate, collaborate and work. As generations and cultures collide, traditional career models and paths may soon be a thing of the past. This session will look at those demographic trends, look especially at social networking and ‘branding’, and suggest some ways people can move their careers forward in a very dynamic world. Attendees will better understand employment demographics/environment, what it means to align your ‘values’, and techniques for managing your career.
Presenters: Tom Cooley, Joe Kull, Don McCrory, & Marty Rubenstein | Moderator: Emy Neuman-Javornik | Location: Salons 3-4
Fiscal and 'Soft' Return on Investments for Grants: Key Considerations in Producing Meaningful Assessments
Understanding potential for and actual return on investment for funded projects is increasingly important in research administration and grant management. While fiscal ROI is a reasonably direct assessment, the benefit accrued through ‘soft’ ROI elements is not. This presentation will describe key considerations noted in the literature for fiscal and ‘soft’ ROI calculation, systems developed by researchers to project ROI, and suggested approaches for calculating and comparing ROI for grant funded projects. Participants will learn: 1) several patterns for assessing funded project ROI, 2) the distinctions between fiscal and ‘soft’ ROI, 3) considerations derived from the literature of research administration important to assessing ‘soft’ ROI, and 4) several means of incorporating these ‘soft’ ROI considerations into institutional assessment of grant funded projects.
Participants: Michael Preuss | Moderator: TBD | Location: Salons 5-6

It's Neither "Super" nor a "Circular" so Why is Everyone Calling it the SuperCircular (or maybe the "OmniCircular")?
The changes from Office of Management and Budget’s revision and consolidation of key Grants Circulars into a massive “Uniform Grants Guidance,” also known as the “OmniCircular” recently went into effect. Through the OmniCircular, the various Cost Principles, Common Rule Grants Administration Requirements, and Audit requirements have been consolidated and changed. These changes fundamentally alter the rules that apply to all Federal grantees and subgrantees. Join experienced federal grants attorneys to learn the steps your organization needs to take to comply with the OmniCircular’s changes!
Participants: Ted Waters | Moderator: Kerry Neal | Location: Salons 1-2

Are Your Policies Ready for the Uniform Grant Guidance? Written Policies Can Support Compliance, Performance and Internal Controls
Federal grant recipients need to maintain written policies, both in general and specific to federal grant programs. And with good reason - written policies can provide “reasonable assurance” that your organization can safeguard the expenditure of federal funds while advancing compliance and performance. Written policies can also improve your organization’s internal controls by creating enforceable rules which reduce the instance of fraud, waste and abuse. And the OMB’s uniform grant guidance presents grant recipients with new challenges that old policies just don't address - potentially leading to cost disallowances for poorly written or non-existent policies. It's critical, therefore, to update local policies - especially those that impact your grant programs. And if policies are missing, poorly aligned with the uniform guidance, or not written at all, there’s even more ground to cover.
Presenter: Karen Norris | Moderator: Michael Rutkowski | Location: Rosslyn