



# connecting money + *mission*

A Virtual Fiscal and Program Management Series



2020 LEADING, INNOVATING TOGETHER  
August 2020

**ON-DEMAND SESSIONS**

First Aired in July 2020

## ABOUT THE CONFERENCE

Every nonprofit organization must balance the pursuit of its mission and financial viability. The health of the organization depends on its ability to weigh its mission, capital structure, and organizational capacity in equal measure and from an integrated approach.

The **Region IV Head Start Association** has collaborated with the **Region IV Office of Head Start** to offer a virtual fiscal and program management series that addresses trending issues, is responsive to your voice, and is reflective of our joint commitment to improve grantee performance and support continuous quality improvement in program leadership. The series was created by the **National Center on Program Management and Fiscal Operations (NCPMFO)** at the University of Massachusetts Donahue Institute, and the content will be presented by the talented NCPMFO team of experts.

**The live-sessions conducted in July 2020 are now available for on-demand viewing and the downloading of session handouts.**

**The sessions are provided at no cost to grantees.**

**These sessions are ideal for the grantee's entire organizational team:** Executive Director, Head Start Director, Fiscal Officer, Content Area Managers, Board and Policy Council Chairs/Members, as well as other key staff who hold a position of responsibility and accountability.

The **evaluation link** in the slide for each session remains active. If you experience difficulty opening the link, please retype the URL from the slide. Once the completed evaluation is submitted, the attendee will receive **participation certificate**. **Need assistance with evaluation or participation certificate?** Please contact Hannah Katzen at [hkatzen@donahue.umassp.edu](mailto:hkatzen@donahue.umassp.edu) at NCPMFO.

## ON-DEMAND SESSIONS

---

### WEBINAR 1 (ON-DEMAND)

#### Managing and Supervising Remotely in Uncertain Times

Date First Aired: July 7, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

In response to the uncertainties presented by the pandemic, many HS/EHS programs found themselves suddenly working from home. For many managers and supervisors this is a new experience that requires new skills. As time has progressed, HS/EHS programs find they might need to re-imagine how they will continue to work from home for a longer period of time. This discussion will offer ideas and strategies to work productively at home, manage virtual meetings, and supervise virtually when staff are accustomed to working with others in offices, classrooms and in the communities they serve.

Opening Remarks:

- Dr. Nannette Phillips, President – Board of Directors  
Region IV Head Start Association
- Heather Wanderski, Acting Region IV Program Manager/Program Operations Division Director  
DHHS/ACF/Office of Head Start

NCPMFO Presenters:

- Jacqueline Davis, Professional Development Manager/ Program Management & Governance Specialist
- Steven Russell, Fiscal, Management & Governance Specialist

### WEBINAR 2 (ON-DEMAND)

#### Data Informed Budgeting

Date First Aired: July 8, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

The budget is a numerical expression of your goals and objectives. This webinar examines the key elements of budget development, how data informs and drives the budget process so that Head Start program leadership can provide ongoing oversight and includes a discussion on the importance of the partnership between program and fiscal operations and cost allocation implications in budgeting.

NCPMFO Presenters:

- Robert Pfeffer, Fiscal Consultant Initiative Coordinator/Fiscal, Program Management & Governance Specialist
- Steven Russell, Fiscal, Management & Governance Specialist

## ON-DEMAND SESSIONS

---

### **WEBINAR 3 (ON-DEMAND)** **Federal Financial Reporting**

Date First Aired: July 15, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

This webinar identifies the regulations related to fiscal reporting, the importance of reporting accurately and timely on forms SF-425; SF428; and SF-429, and how these forms can assist grantees in telling a program's story and highlight its priorities.

NCPMFO Presenters:

- Nekeya O'Connor, Fiscal Specialist

- Robert Pfeffer, Fiscal Consultant Initiative Coordinator/Fiscal, Program Management & Governance Specialist

### **WEBINAR 4 (ON-DEMAND)** **Internal Controls, Fiscal Monitoring & Reporting, and the Audit**

Date First Aired: July 22, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

This webinar examines the five strategies to ensure that internal controls are effective to ensure the safeguarding of federal funds and assets and how monitoring and reporting can support those controls. This webinar will also examine how grantees can prepare for the audit, identify common audit deficiencies, and consider how to develop and implement corrective action plans.

NCPMFO Presenters:

- William Maes, Fiscal Specialist

- Filiberto Sigala, Fiscal & Facilities Expert

## ON-DEMAND SESSIONS

---

### WEBINAR 5 (ON-DEMAND) Facilities Overview (Part 1 - Morning)

Date First Aired: July 29, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

This content examines the steps necessary from the facilities pre-planning process to the submission of a 1303 Subpart E facilities application and how grantees can assess their need to proceed and implement their particular project. This session also examines how grantees can develop strategies for budgeting for on-going maintenance and repairs of existing facilities.

NCPMFO Presenters:

- Chris Barnes, Fiscal Specialist
- Nekeya O'Connor, Fiscal Specialist

### WEBINAR 6 (ON-DEMAND) Facilities Overview (Part 2 - Afternoon)

Date First Aired: July 29, 2020

[Open/Download Handouts](#)

[View Recording Now](#)

*Please allow time for the link to fully download and open*

This content examines the steps necessary from the facilities pre-planning process to the submission of a 1303 Subpart E facilities application and how grantees can assess their need to proceed and implement their particular project. This session also examines how grantees can develop strategies for budgeting for on-going maintenance and repairs of existing facilities.

NCPMFO Presenters:

- Chris Barnes, Fiscal Specialist
- Nekeya O'Connor, Fiscal Specialist