



## ***HIGH INTENSITY DRUG TRAFFICKING AREA*** ***Assistance Center***

### **Financial Management of HIDTA Funds for Fiduciaries**

**DATE:** Wednesday and Thursday, October 4-5, 2017 8:30AM -4:30PM

**LOCATION:** Arizona HIDTA Training Center  
5350 North 48<sup>th</sup> Street  
Chandler, AZ 85226

**COURSE GOAL:** To provide standardized training to fiduciary personnel who manage HIDTA budgets and expenses to ensure that each HIDTA follows the processes and practices set forth by federal regulations and ONDCP.

**COURSE CONTENT:** Upon completion of the course, participants will be able to :

- Define key terms used for HIDTA financial management.
- Research and answer common questions using two key policy documents.
- Describe key differences between HIDTA awards to federal and non-federal recipients.
- Prepare DEW, include appropriate documentation and send for processing.
- Describe recordkeeping and reporting requirements.

**PREREQUISITES:** Approval by HIDTA Director for attendance.

**WHO SHOULD ATTEND:** This FMHF course has been designed to improve the knowledge and abilities of award recipients and other persons with full or part-time responsibility to support the administration of HIDTA Funds.

**ENROLLMENT:** **Registration Instructions**  
Open your web browser and log into <https://registration.nhac.org>  
Enter the word **Class (case sensitive)** for Username and Password  
Select **National HIDTA Assistance Center**  
Select **Click to view Training Events** link  
Select **Financial Management of HIDTA Funds for Fiduciaries Training**. There may be multiple events scheduled with the same name. Be sure to select the event using the date to indicate the proper event.  
Fill in the **HOTT Online Application**  
Select **Complete Registration**  
**Once your application has been reviewed and approved you will receive an email with other pertinent info.**

Questions contact Phyllis at 305-715-7600 or via email [pmwalter@nhac.org](mailto:pmwalter@nhac.org)