



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 48th 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