

HELLO!

DC Grants Management Conference 2019

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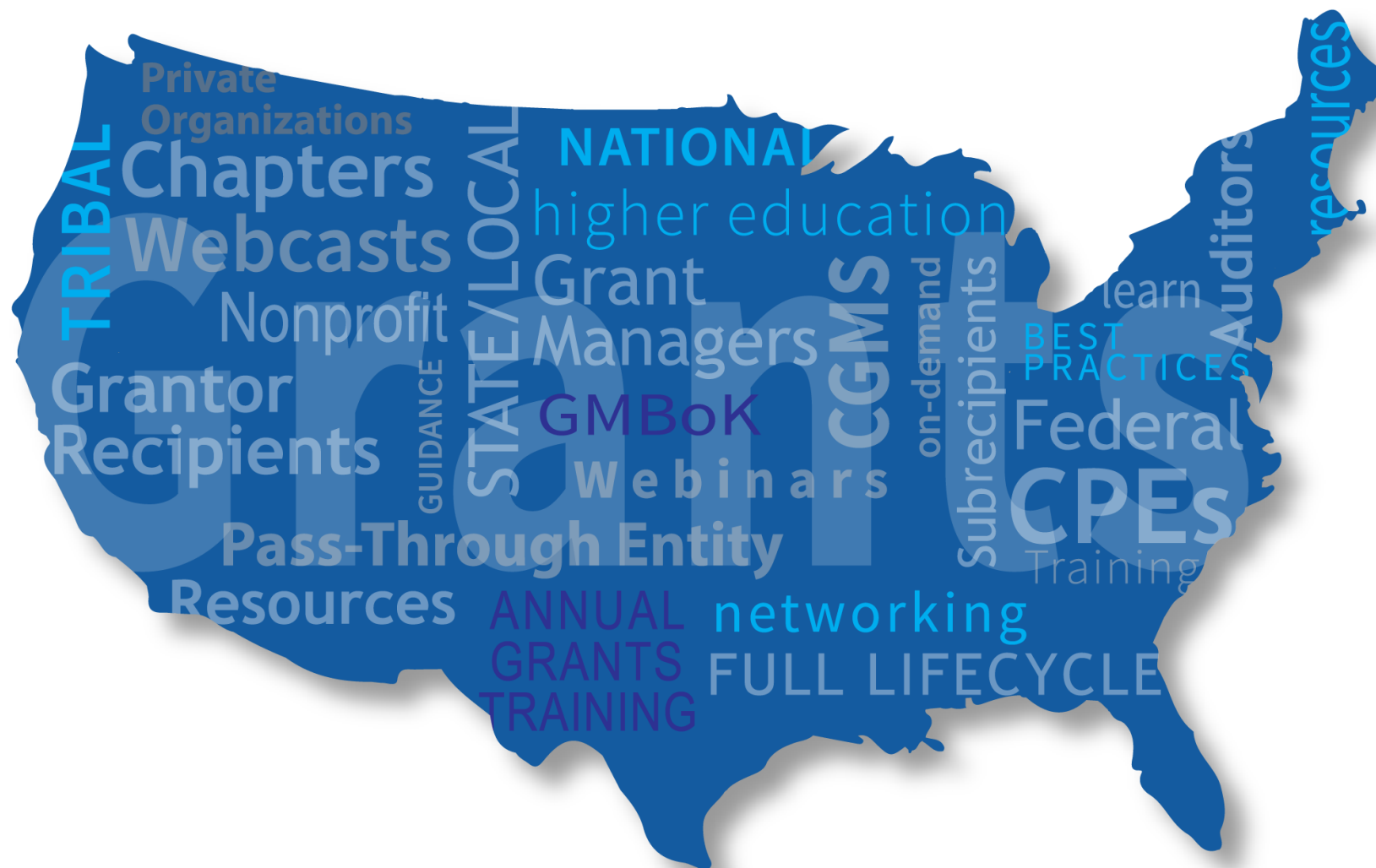


Today's talk:

What is NGMA?

What is CGMS?

41 years as THE Grants Management Association Leader!



NGMA's Leadership

- Member-elected volunteer Board of Directors
- Staff
- Volunteer Committees

Board of Directors

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Melanie Wade, CGMS
Member-at-Large (ex-officio)
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NGMA's Leadership

Staff



Rachael Swetnam
Director of Operations
Contact Rachael



Bo Inscho
Membership Manager
Contact Bo



Kelli Klepic
Manager of Business Services
Contact Kelli



Michael Walker
Senior Graphic Designer
Contact Michael

Board of Directors



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The Chickasaw Nation



Benjamin Kofi Quansah,
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Office of Grants Management
US Small Business Administration



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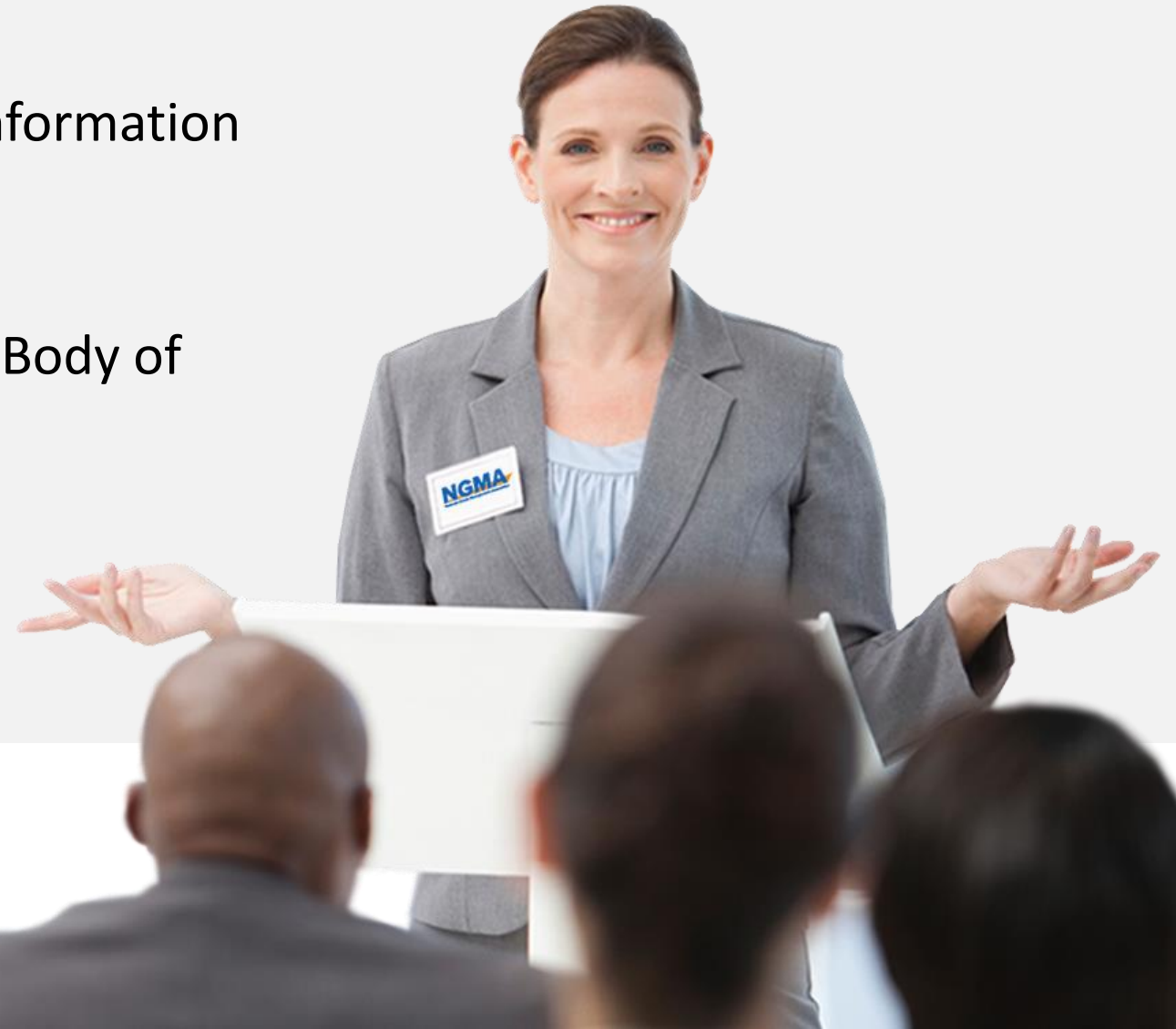
Cynthia Branch, CGMS
Manager Planning and Operations
American Medical Association
Committees



Carol Kraus, CGMS
Director
Grant Accountability and Transparency Unit,
Governor's Office of Management and Budget, Illinois

Today's Discussion

- Overview of the CGMS Certification
- Eligibility Requirements and Testing Information
- Application Process
- Overview of the Grants Management Body of Knowledge (GMBok) domains
- Obtain information and resources



CGMS – What Is It?

- Developed by NGMA!
- Industry and nationally recognized credential for grant professionals
- Confers formal recognition of professional competency in the full lifecycle of grants



Certificate vs Credential

Unlike a certificate, a credential is not about sitting through a class.

This credential indicates a certain level of professionalism that sets an individual apart from others.

There isn't one like it in the United States.

It proves you are serious about a career in this field.



CGMS Credential

The CGMS credential indicates that you have the required knowledge of all of the requirements of federal grants....

...as well as keeping up with continuing professional education!

The credential indicates that you are literally up to speed with the latest and greatest as an expert in your field.



CGMS and Ethics

You also have an ethical component which is really key.

If a person is caught committing fraud, their credential will be revoked.

The CGMS indicates that you are a professional of high integrity.



CHARACTER
VIRTUE
ETHICS
INTENTION
MORALS
MOTIVATION
GOODNESS
ARISTOTLE
INTENT

You don't have to be a member of NGMA to be a CGMS.

This is a credential that is administered by NGMA but stands on its own.

NGMA is promoting having knowledgeable professionals in the field.



CGMS – Perks at Work

Some states & some federal agencies are considering making the CGMS required for management positions.



Application & Exam details



Details & logistics about the exam itself



CGMS Application Process

- Applications are accepted on a continuing basis
- Access online application link through NGMA website



CGMS Application Process



The image shows a laptop screen displaying the NGMA (National Grants Management Association) registration page. The page has a blue header with the NGMA logo and text. Below the header, there is a warning about creating multiple accounts and a link to login. The main section is titled 'Register' and contains a form with several required fields: First Name, Last Name, Email, Login ID, Password, and Confirm Password. A 'Continue' button is at the bottom of the form.

NGMA
National Grants Management Association

It is important that you do not create multiple accounts. If you have already created an account please log in.

Have an Account? [Login](#)

Register

If this is your first time with us, please register below.

* Required fields

*First Name

*Last Name

*Email

*Login ID

*Password ⓘ

*Confirm Password

Eligibility

To be eligible to sit for the CGMS exam, candidates must attest to having one of the following:

- a) **A minimum of a bachelor's degree** from an accredited institution of higher education or equivalent foreign degree that would allow you to qualify for a master's or doctoral degree program at an accredited U.S. college or university **AND a minimum of three (3) years** full-time* grants management experience in the last 10 years**; or
- b) **No college degree, BUT a minimum of five (5) years** full-time* grants management experience within the last 10 years**.

**Full-time is defined as 32 hours per week or more.*

***Grants management experience includes any and all activities covered by the Grants Management Body of Knowledge, a summary of which is available on the NGMA website (www.ngma.org) and in Appendix B of this handbook.*



Application Deadline

Candidates are strongly encouraged to submit a completed application at least seven (7) days prior to their desired testing date.



The Certified Grants Management Specialist (CGMS) Exam

The computer-based CGMS exam is offered at over 400 proctored testing centers throughout the U.S.



The CGMS exam contains 150 multiple-choice questions. Candidates will be given three (3) hours to complete the exam.



CGMS Credential Designation

Upon achieving a passing score (112 correct answers out of 150 questions) on the CGMS exam, candidates will be awarded the title of Certified Grants Management Specialist (CGMS).

Candidates who have passed the CGMS exam may use the awarded designation as long as their certification remains current (three (3) years per renewal cycle).



Certificates

After passing the CGMS exam, candidates will receive a personalized certificate, which is suitable for framing.

Upon passing, NGMA members will also receive access to the private CGMS chat page on NGMA's social community.

You can also start using the CGMS credential behind your name!



Fee Schedule

Practice Test:

Practice Test *(40 questions) (optional)*

\$50 non-members, FREE to members

CGMS Exam Fee: *(includes non-refundable \$75 application fee)*

\$500 CGMS Exam Fee for NGMA members *(with discount code provided during application)*

\$600 CGMS Exam Fee for non-members

CGMS Retesting Fee:

(for those who do not pass the exam on the first try and wish to retest after a 90 day waiting period)

\$175 CGMS Exam Retake Fee for NGMA members

\$250 CGMS Exam Retake Fee for non-members

CGMS Renewal Fee:

\$175 CGMS Renewal/Recertification Fee *(upon 3-year renewal)* for NGMA members

\$250 CGMS Renewal/Recertification Fee *(upon 3-year renewal)* for non-members

Important Tips to Remember When Applying

- Application must be submitted prior to exam registration
- Testing appointment must be made at least 48-hours in advanced
- Must apply with the name that appears on your current government-issued photo identification
- Eligibility to sit for an exam valid for 365 days from the day of initial application and payment
- Request ADD accommodations with documentation at least 30 days prior to testing
- NO SHOW = NO REFUND – NO EXCEPTIONS!



Exam Re-takes

Approximately 60 days after the initial testing date, candidates who do not pass the exam will receive a one-time email with information about retaking the CGMS exam.

Candidates are allowed three (3) testing attempts in a 365-day period from the initial date testing.

Each candidate must pay the retesting fee as listed on the fee schedule on page 3 in the Candidate Handbook.



Eligibility Audits

A percentage of candidate applications will be audited to ensure compliance with the eligibility criteria.

Applications for audit will be selected randomly.

If your application is selected for audit, you will be provided with instructions on how to supply satisfactory documentation that supports your compliance with the eligibility criteria before your certificate is released.



Recertification

Candidates passing the CGMS exam are certified for a period of three (3) years. CGMS recertification assures employers and peers that you are knowledgeable about the most current processes and practices in the field of full lifecycle grants management.

The recertification cycle begins the day a candidate passes the CGMS exam and ends at the end of the same month, three (3) years later.

To qualify for recertification/renewal, you must submit a certification of a minimum of **60 Continuing Professional Education credits (CPEs)/Continuing Education Units (CEUs)** and a renewal fee of **\$175** for members and **\$250** for non-members prior to your certification expiration.



The exam!

What's on it?



Exam Content: Grants Management Lifecycle



General Knowledge

Pre-Award Activities

Award Activities

Post-Award Activities

Audit/Closeout

General Knowledge

- Grant Life Cycle
- Uniform Administrative Requirements
- Cost Principles
- Order of Precedence of Laws, Regulations, Policies, Guidance, Acts
- Federal Appropriation Process
- Roles and Responsibilities
- Risk Assessment



Pre-Award

- Choosing Appropriate Funding Instrument
- Federal Funding Opportunity Notices
- Application Requirements
- Types of Grants
- Applicant Evaluation



Award

- Notice of Award and Acceptance
- Contractual Terms
- Lobbying Restrictions
- Public Policy Requirements
- Vendor and Sub-recipient Distinctions
- Financial and Performance Reports
- Grant File Contents
- Subrecipient Monitoring
- Indirect Cost Rate Agreements/Cost Allocation Plans



Post Award

- Procurement Standards
- Financial Management Standards
- Property Management Standards
- Internal Controls
- Electronic Payment Systems
- Prior Approval Requirements
- Audits and Resolution Process
- Debarment
- Enforcement



Closeout/Audit

- Record Retention Requirements
- Final Reporting Requirements
- Access to Records



Sample Question

Which of the following entities is responsible for approving a federal grantee's indirect cost rate proposal?

- a) Federal government
- b) Cognizant agency
- c) United States Congress
- d) U.S. Department of the Treasury



b. Cognizant Agency (Pre-Award)



CGMS: What's On It?

- Grants Management Lifecycle
- History of Federal Grants
- Roles in Federal Government
- Order of Legal Precedence for Grants and Cooperative Agreement
- Legal Basis for Financial Assistance
- Grants versus Cooperative Agreements
- Types of Federal Awards
- Grant Regulations, Policies and Procedures
- Roles of Grant Personnel
- What Grant Policies and Procedures are Necessary to Ensure Compliance
- National Policy Requirements - Statutes Applicable to Federal Grants
- OMB Uniform Guidance Overview

Subpart A – Acronyms and Definitions

Subpart B – General Provisions

- Applicability
- Exceptions
- Federal Agency Implementation
- Conflict of Interest and Mandatory Disclosures



CGMS: What's On It?

Subpart C - Pre- Award Requirements and Contents of Federal Awards

- Purpose and Highlights
- Fixed Amount Awards
- Notice of Funding Opportunities
- Application
- Merit Based Review
- Risk Posed by the Applicant/Risk Assessment
- Cost Analysis
- Specific Conditions
- Certifications and Award Notice



CGMS: What's On It?

Subpart D - Post Award Requirements

- Internal Controls
- Performance Measurement
- Financial Management of a Grant
- Payment
- Cost Sharing or Matching
- Program Income
- Revision of Budget and Program Plans
- Property Standards
- Procurement Standards
- Performance and Financial Monitoring
- Subrecipient Monitoring
- Record Retention
- Remedies for Noncompliance
- Closeout and Post Close Out Requirements



CGMS: What's On It?

Subpart E - Cost Principles

- Basic Considerations
- Factors affecting Allowability
- Prior Written Approval
- Limitations on the Allowance of Cost
- Cost Principles Continued
- Special Considerations
- Classification of Cost
- Indirect Cost Rate Proposal/De Minimis Rate

Subpart F – Audit Requirements

- Types of Audits
- Auditing Standards
- Single Audit
- Basis for Determining Federal Awards Expended
- Program Specific Audits
- Cooperative Audit Resolution



CGMS: What's On It?

- Auditee Responsibilities
- Federal and Pass-through Responsibilities
- Auditor Responsibilities
- Federal Audit Clearinghouse
- Management Decision
- False Claims Act



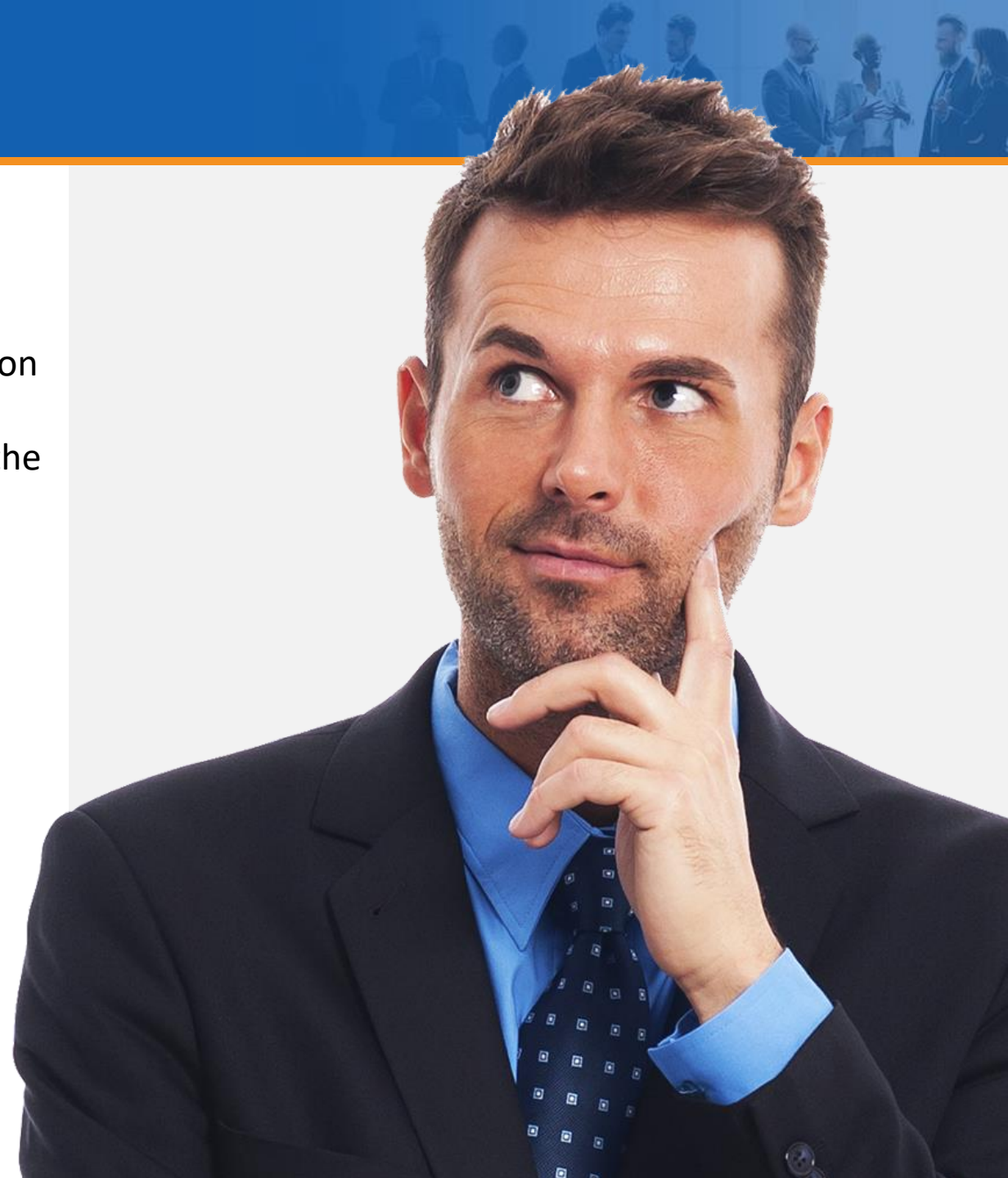
Sample Questions on ngma.org

SAMPLE EXAM QUESTIONS

The following questions serve as samples of the question type and question content that could be found on the CGMS exam. These questions will not be repeated on the actual exam. Please see the answer key in Appendix C.

1. What is the standard for determining the reasonableness of Federal grant costs?

- A. Whether or not the costs exceed those which would be incurred by a prudent person in like circumstances
- B. Whether they are included in the budget
- C. Whether they are documented
- D. Whether they are allowable to the grant



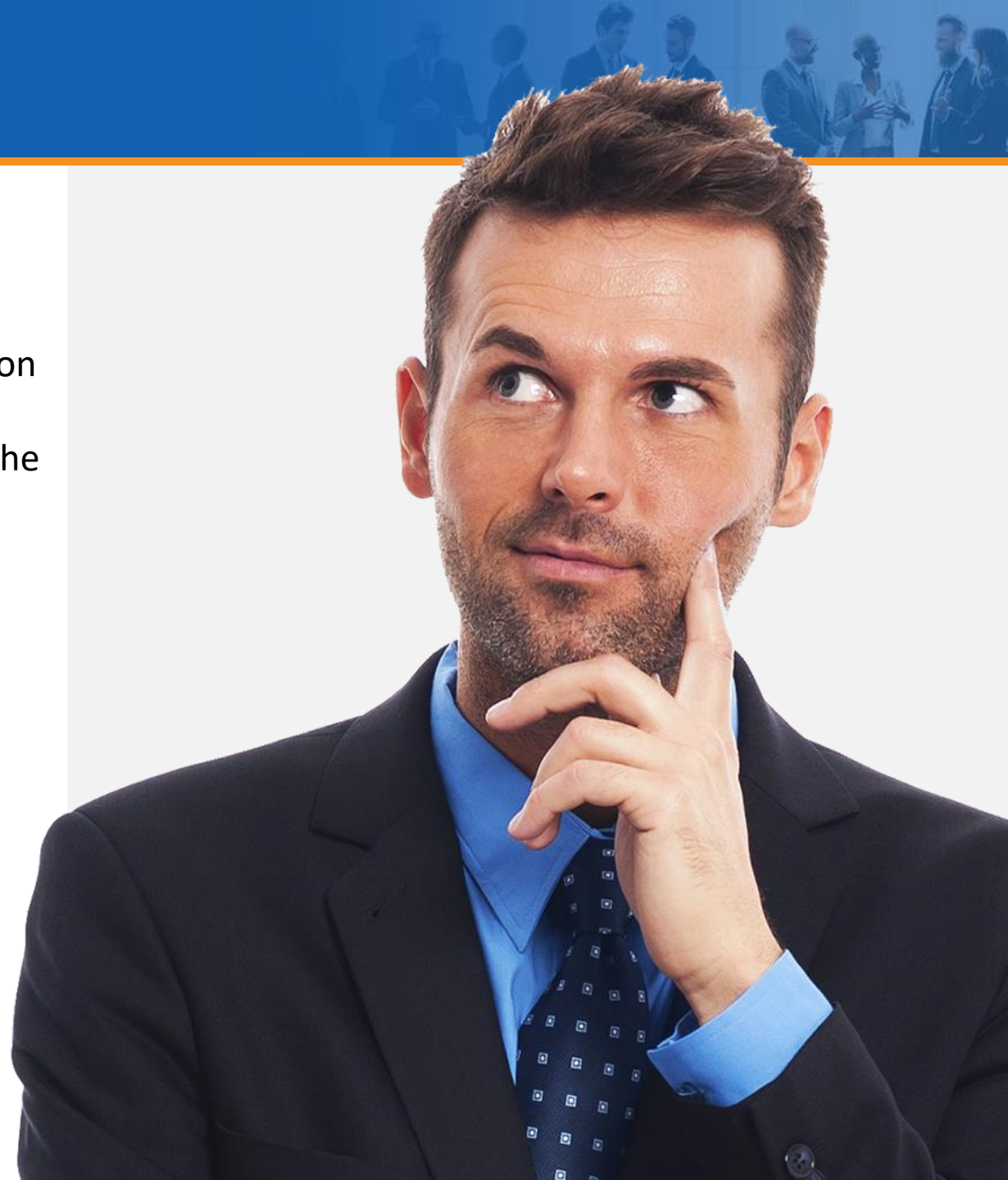
Prepping for the CGMS

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The exam!

How to prepare



How to Study

The pass rate for 2018 was 67%.

Make sure to study!!

NGMA encourages candidates to prepare for the exam by using resources such as those listed in [Appendix A](#) of the Candidate Handbook.



References/Resources

- Grants Guidance
- CGMS Candidate Handbook
- Practice Test
(**FREE** member benefit; \$50 for non-members)
- GMBoK Training
- GMBoK Guide
- Work experience/knowledge
- NGMA's website (Study Buddy program)
- NGMA Chapter Events & Webinars



GMBok Guide

The Grants Management Body of Knowledge (GMBok) Guide is a Foundational Resource for All Grants Management Professionals

Sponsored by:  **KGS**[®]

Grants Management Body of Knowledge (GMBok) Guide

NGMA
National Grants Management Association

 **KGS**[®]

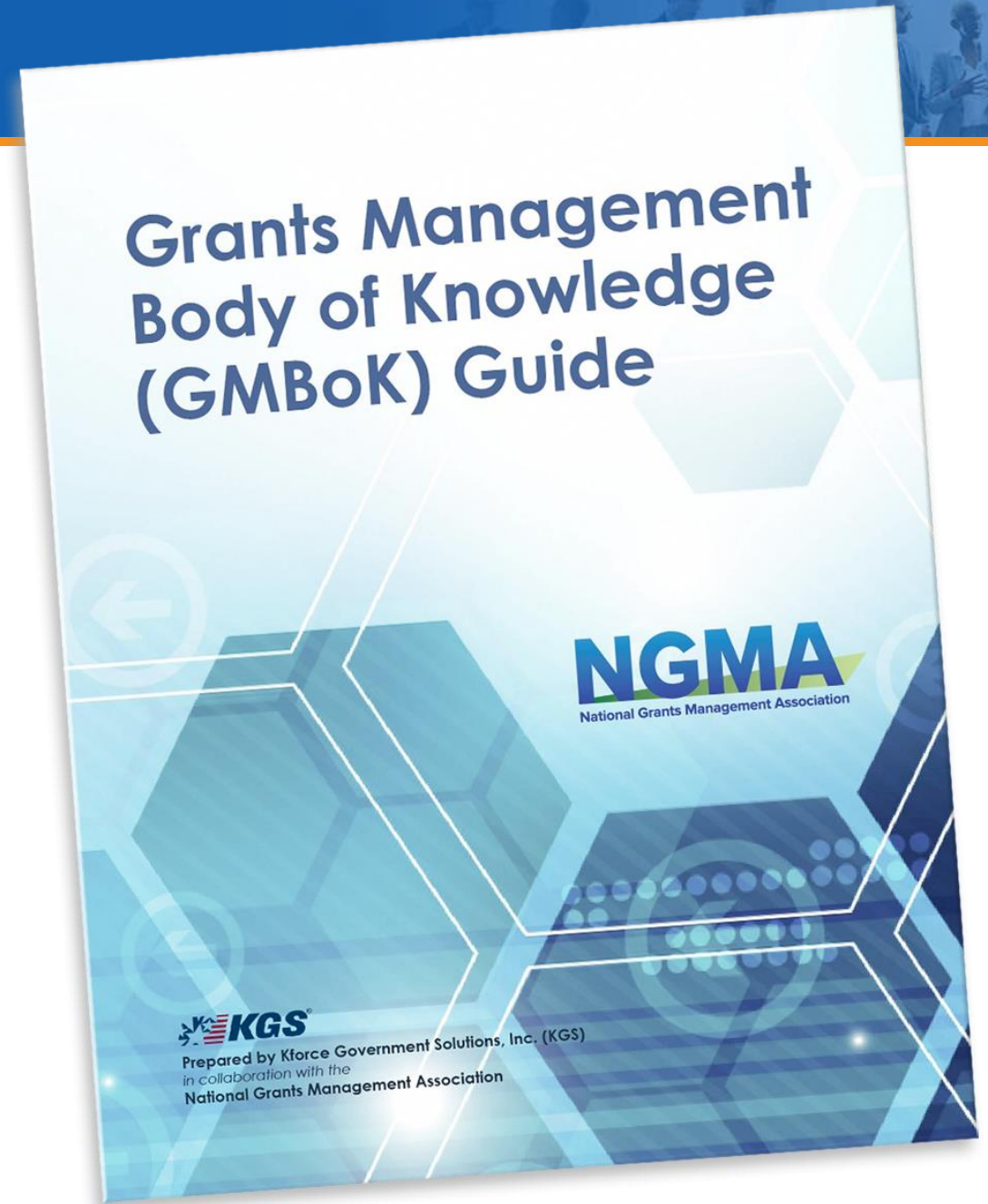
Prepared by Kforce Government Solutions, Inc. (KGS)
in collaboration with the
National Grants Management Association

GMBok Regional Trainings

July 2019 – Rhode Island (private)
Oct 2019 – FEMA internal
(private)

Fall 2019 – DC Regional

April 2020 – DC (at our annual
conference)



Rebecca Silva, MBA, CGMS, GMCP replied to Carol Kraus' comment on this

...



Rebecca Silva, MBA, CGMS, GMCP • 2nd
Grants Management, Accountant, Advisor, Strategist
3d

Celebration x 2!! Officially CGMS!! 🏆 #proudme #grantsmagement #since2013



34 • 18 Comments

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Top Comments ▾



Add a comment...



Benjamin Kofi Quansah, CGIA, CGMS, CPMA • 1st
John Maxwell Speaker, Trainer & Coach|Certified Grants Management Specialis...
1mo

Happy to display my CGMS Seal, my professional badge of honour which shows recognition of my professional competency in the full lifecycle of grants management.



As a membership association, NGMA offers a Variety of Professional Development and Networking Opportunities





2020: Early Bird Registration July 15

2020 nVISION ANNUAL GRANTS TRAINING

Tuesday, April 14 – Thursday, April 16, 2020

GMBok Training | Thursday, April 16 – Saturday, April 18

Early Bird Registration: July 15 - September 15

Regular Registration: September 16 - January 31

Late Registration: February 1 - March 31

NGMA Offers a Variety of Professional Development & Networking Opportunities

NGMA's 2020 Annual Grants Training

Tuesday, April 14 – Thursday April 16, 2020

SAVE THE DATE! 2020 Annual Grants Training

Tuesday April 14 - Thursday April 16, 2020

GMBok Training

GMBok Training | Thursday, April 16 – Saturday, April 18, 2020

GMBok Training can be brought to individual organizations.

GMBok Training is offered in the Fall in DC; other locations on demand.

Live Webinars

Live Webinar trainings will be held once a month and are **FREE** to members.

Webcasts

Live webinars can be viewed as webcasts.

Regional Trainings

Regional Trainings are low cost, one day trainings on one topic.



Member-Only Publications and Communications

- Works closely with OMB, GAO, Grantor Agencies
- Regular email blasts with grant industry news and developments
- Access to NGMA Membership Directory Search (networking resource)
- Access to Grants Guidance web page (best practices, grant guidance, tools & techniques, past journals, etc.)





Meet-n-Greets/Chapters



South Florida



Chicago/Springfield



Puerto Rico



Columbus



San Francisco Bay

Chapters

Atlanta

Nicole Harris & Kathy Kreger

Austin

Elisa Gleeson, CGMS

Bold North (MN, ND, SD, WI)

*Jeanne Brino, Wendy Dewell, CGMS
& Michele Gellerman*

Capital Area (DC/MD/VA)

Tawanda Davis

Chicago

Jason Bell

Cleveland

Philip Courtright

Colorado/Wyoming

Stacey Alles & Gina Salazar

Columbus

Stacie Massey & Michael Miller

Dallas/Fort Worth

Peter James

Houston

Kimberly House

Kansas/Missouri

Carrie Swisher

Kentucky

Vicki Hiestand, CGMS

Oklahoma

*Melissa Edgar, CGMS &
Tanya Johnson, CGMS*

Philadelphia

Bill Higgins

Puerto Rico

Carmen Torres

Sacramento

*R Marie Jones &
Erin Castleberry, CGMS*

San Francisco Bay

Sara Russell

Seattle

*Lynn McKiernan Ngari, CGMS
& Stacey Norman, CGMS*

South Florida

*(Fort Lauderdale and surrounding area)
Sharon Jackson & Alan Tiano, CGMS*

Southern California

*(Los Angeles surrounding area)
Rochelle McLaurin*

Springfield, IL

Carol Kraus, CGMS & Chris Mower

Suncoast

*(Tampa and surrounding area)
Patrick Ballinger & Helen Gornes*



CGMS Exam and Practice Test

NGMA
National Grants Management Association

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CGMS/GMBoK

CGMS
Certified Grants Management Specialist



The **Certified Grants Management Specialist (CGMS)** was developed by NGMA to provide an industry credential elevating professional standards, enhancing individual performance, and designating professionals who demonstrate the knowledge essential to the practice of grants management. Having the **CGMS** credential confers formal recognition of professional competency in the full range of grants management.

[PURCHASE CGMS EXAM >](#) [PURCHASE CGMS PRACTICE TEST >](#) [PURCHASE CGMS RE-TAKE EXAM >](#)

The Grants Management Body of Knowledge (GMBoK) Guide is a foundational resource for all grants management professionals.

Produced and prepared by the National Grants Management Association (NGMA) and Kforce Government Solutions, Inc. (KGS), the Grants Management Body of Knowledge (GMBoK) Guide is designed to provide

Quick Links

- [My Profile](#)
- [Join NGMA Now](#)
- [Visit a Chapter](#)
- [Find a Member!](#)
- [Learn About CGMS](#)
- [GMBoK Training](#)
- [Add to Email Distribution](#)

Upcoming Events

- Fri Jul 12, 2019
[Suncoast Chapter Meeting July 2019](#)
Category: Chapter Events
- Tue Jul 16, 2019
[Chicago Chapter Meeting \(July 2019\)](#)
Category: Chapter Events
- Tue Jul 23, 2019

JOIN NGMA NOW! Special Offer for Attending this Session!

- Discount on NGMA's 2020 Annual Grants Training conference
- Discount on NGMA's GMBok Training
- Group rates available on all memberships and trainings

INDIVIDUAL Membership Fees

~~\$174~~ 1 Year

~~\$299~~ 2 Year

Sale Code: JULY SALE

(code is case sensitive)

Expires: 7/31/2019

Reduces 1 year to **\$164**

Reduces 2 year to **\$279**

Member Benefits



There has never been a better time to join NGMA!

More member benefits | More training options | More networking opportunities

Discounted rates on grants trainings:

- Annual Grants Training
- GMBok Training
- Regional Trainings
- **FREE** Webinars
- **FREE** Webcast Training Library

Discounted rates on:

- Certified Grants Management Specialist (CGMS)
- Credentialing Exam
- GMBok Guide

Member-only access to:

- **FREE** access to the CGMS practice test
- GMBok Guide: online, searchable
- Grants guidance, best practices, tools & techniques
- Grants related job postings
- Online Membership Directory
- Social Community: NGMA Network

FREE Chapters and MORE!

Questions? Send us an email!

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#NGMA2020