

PREPARED TO LEAD: NGMA & THE CGMS

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Judiciary Grants Coordinator
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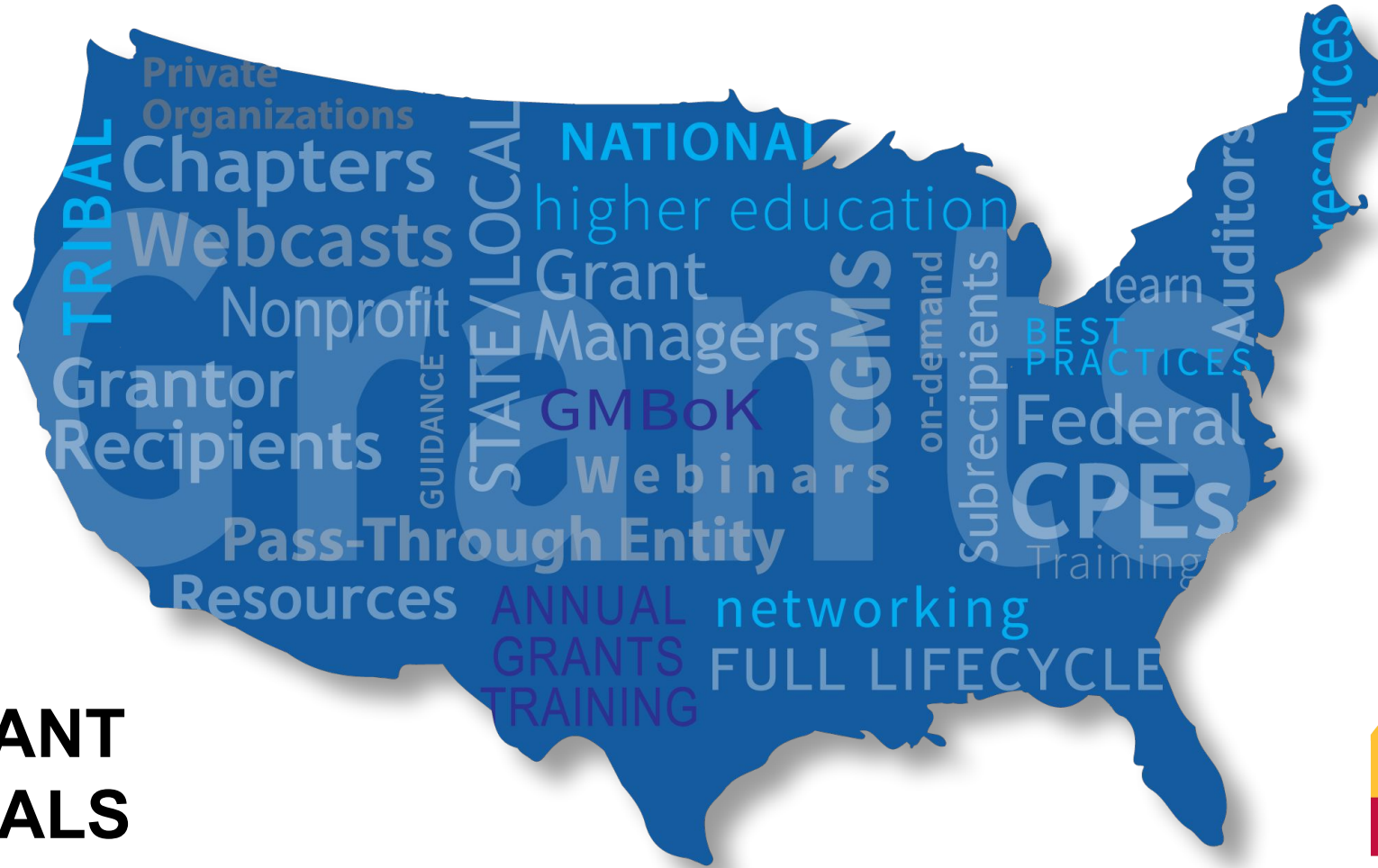


What is NGMA?

What is CGMS?



THE Grants Management Association Leader!



**SHAPING GRANT
PROFESSIONALS
FOR 41 YEARS**



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NGMA Leadership

- Member-elected Volunteer Board of Directors
 - Executive Officers
 - Board of Directors
- Staff
- Volunteer Committees



Board of Directors

Executive Officers



Alyssa Haugen
President
Minnesota Department of Revenue



Tiffany Winters Kessler, Esq.
Vice President
Brustein & Manasevit



Eric Russell
CIA, CGAP, CGMS, MPA
Secretary
Crowe LLP



Kerry Neal, Esq.
Treasurer
Director for the Office of Grants and Agreements, Department of the Interior



Melanie Wade, CGMS
Member-at-Large (ex-officio)
The International Association of Chiefs of Police, inc



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Board of Directors



Maria Howarth, CGMS
Director of Project Support
2019-2020 Board Member



Scott Shaffler, Esq.
Partner
2019-2020 Board Member



Benjamin Kofi Quansah,
CGMS, CGIA, CPMA,
Kaplan-Norton Balanced Scorecard
Certified Graduate
Grants & Financial Management Specialist
2019-2020 Board Member



Cynthia Branch, CGMS
Manager Planning and Operations
2019-2020 Board Member



Kimberly S. Butler
SBA Director
2019-2020 Board Member



Carol Kraus, CGMS
Director
2019-2020 Board Member



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Staff



Rachael Swetnam, MPM
Director of Operations
Contact Rachael



Gail Remy
Senior Manager of
Membership & Chapters
Contact Gail



Chere Williams
Senior Manager
of Communications
Contact Chere



Kelli Klepic
Certification and Professional
Development Manager
Contact Kelli



Bo Inscho
Member Engagement Manager
Contact Bo



Katelyn Geiger
Administrative Intern



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- Home
- About NGMA
- Conference
- Events & Trainings
- Chapters
- GMBok
- CGMS

THE Grants Management Membership Association Leader



ALERT: NGMA is not a grant-making organization and does not award grants

PLUS:

Meet-n-Greets with Training

Chapter or Regional Networking Group Meetings

Grants Management Body of Knowledge (GMBok) Training

CPES: National Association of State Boards of Accountancy (NASBA)

www.ngma.org



CALL FOR PRESENTERS!

DOWNLOAD PRESENTER APPLICATION

Quick Links

My Profile

Join NGMA Now

Find Your Local Chapter

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



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Professional Development & Networking Opportunities

NGMA's Annual Grants Training

Grant professionals share best practices, attend thought provoking sessions, enjoy networking opportunities and visit our popular Federal Foyer and Exhibitor Hall.

GMBok Training

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 are recorded as webcasts and are **FREE** to members.



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.)



Connecting: Meet-n-Greets & NGMA Chapters



South Florida



Chicago/Springfield



Puerto Rico



Columbus



San Francisco Bay



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NGMA 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*



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Member Login

Search our site...

- Home
- About NGMA
- Conference
- Events & Trainings
- Chapters
- GMBok
- CGMS
- Member Resources
- Partners

CGMS/GMBok



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 lifecycle of grants management.

[CGMS EXAM APPLICATION >](#)

[CGMS PRACTICE TEST >](#)

[CGMS RE-TAKE EXAM >](#)

Practice Test:

Practice Test (40 questions)

\$50 non-members, FREE to members

CGMS Exam Fee:

(includes non-refundable \$75 application fee)

\$500 CGMS Exam Fee for NGMA 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:

Quick Links

[My Profile](#)

[Join NGMA Now](#)

[Find Your Local Chapter](#)

[Find a Member!](#)

[Learn About CGMS](#)

[GMBok Training Information](#)

[Sign Up for Weekly Newsletter](#)

[Job Postings](#)

Upcoming Events

Wed Sep 11, 2019

[Bruestein & Manasevit Webinar](#)

Category: Partner Events

Wed Sep 11, 2019

[FTLF Partner Event](#)

Category: Partner Events

Wed Sep 11, 2019

[Feldesman, Tucker, Leifer, Fidell
Federal Funding Academy](#)

Category: Partner Events



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Who - What - When- Where - How

- 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



Who Wants To Be A CGMS? I DO!!

What Does CGMS Really Mean?

- Developed by NGMA!
- Industry and Nationally Recognized Credential for Grant Professionals
- Confers Formal Recognition of Professional Competency in the Full Lifecycle of Grants



Is It A Certification or A Certificate?

Certification

- Validating Knowledge and Eligibility
- Assessment of Skills and Competencies
- Content is Broad
- Ongoing Professional Development
- Letter Designation
- Must Qualify to Apply

Certificate

- Building Knowledge
- Learning and Demonstrating Mastery
- Content is Focused



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.



The Ethics of CGMS

The Code of Ethics and Professional Conduct

The document articulates ideals and values related to the organization's:

- Responsibility
- Respect
- Fairness
- Honest

Failure to adhere to ideals and values may result in the revocation of the CGMS credential

A word cloud on a blue background featuring terms related to ethics and professional conduct. The words are arranged in a cluster, with 'CHARACTER' and 'VIRTUE' being the largest and most prominent. Other words include 'ETHICS', 'GOODNESS', 'MORALS', 'INTENTION', 'MOTIVATION', 'ARISTOTLE', and 'INTENT'.

CHARACTER
VIRTUE
ETHICS
GOODNESS
MORALS
INTENTION
MOTIVATION
ARISTOTLE
INTENT

Is NGMA Membership A Requirement

- NGMA Membership is Not a Requirement
- Administered by NGMA
- CGMS Stands On Its Own
- NGMA Promotes Knowledgeable Grants Professionals



CGMS - Are You Prepared? Grant Managers in the Workplace

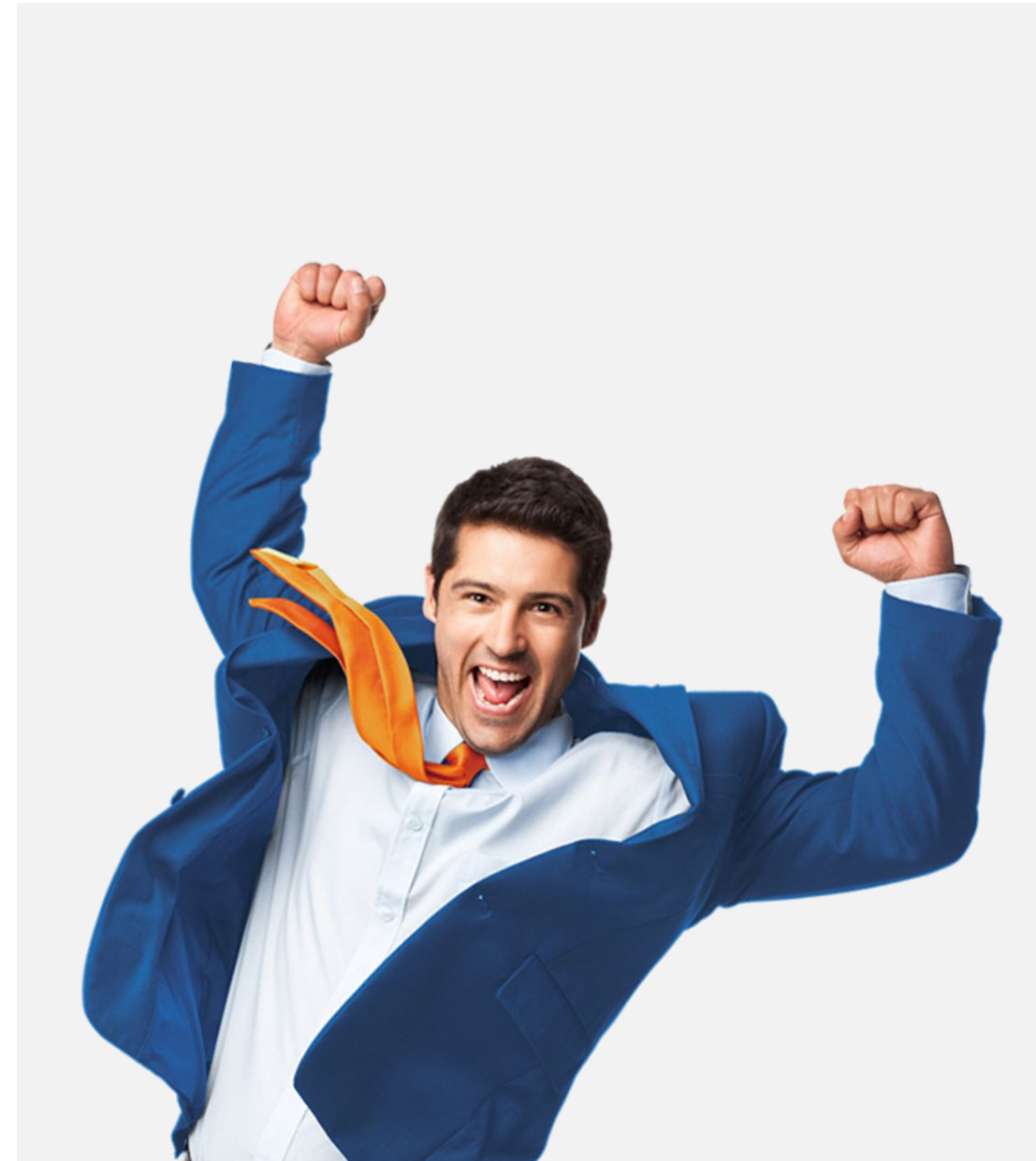
U.S. Office of Personnel Management established a [Position Classification Flysheet for Grants Management Series, 1109](#) in 2010

State and federal agencies are considering requiring grantees to employ at least one staff member with a grant credential or certification

- Nevada
- District of Columbia

Could establish job security and increased compensation

227 have earned the CGMS—**28 in Maryland!**



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.*



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Application & Exam Details

Good News!
There is No Deadline

- Applications Accepted on a Continuous Basis
- Online Application at NGMA Website
- Complete Application at Least Seven (7) Days Prior to Desired Testing Date



CGMS Application Process

How Do I Apply?

- Visit the NGMA Website at www.ngma.org
- Select CGMS From the Menu, then About CGMS



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[CGMS EXAM APPLICATION >](#)

[CGMS PRACTICE TEST >](#)

[CGMS RE-TAKE EXAM >](#)



Fee Schedule

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CGMS Retesting Fee:

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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



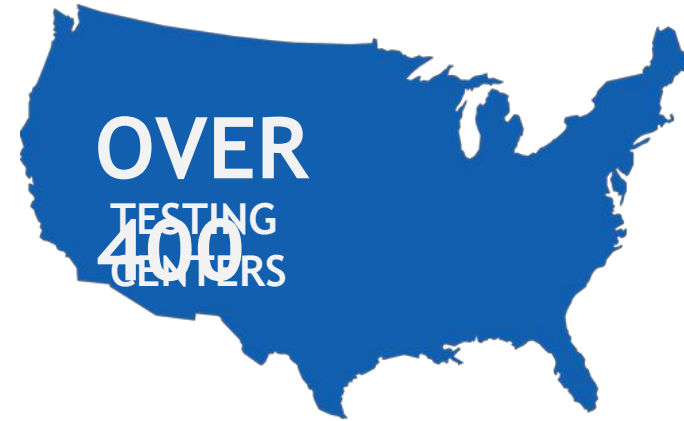
Important Tips

- 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!**



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

You Passed the Exam, Now What?

- CGMS Designation
- Personalized CGMS Certificate
- Access to CGMS Social Community Page
- Earn Continuing Education



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NEED TO RETAKE THE EXAM?

- Candidates are permitted to retake the exam 60 days after test dates
- Allowed three attempts to retake the exam in 365 days
- Required to pay the retesting fee for each retake exam



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.



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Renew the CGMS

Maintaining Your CGMS

- Credential is Active for 3 Years
- Begins the Day You Pass the Exam
- Earn 60 Continuing Education Credits
- Pay a Renewal Fee



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The CGMS Exam!

What Type of Information Is Included on the Exam?



Exam Content: Grants Management Lifecycle

General Knowledge

Pre-Award Activities

Award Activities

Post-Award Activities

Audit/Closeout



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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



CGMS Exam: 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 Exam: 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 Exam: 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 Exam: 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 Exam: What's On It?

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



The CGMS Exam!

Tips to Prepare for the Exam



How to Study

NGMA encourages candidates to prepare for the exam by using resources such as those listed in **Appendix A** of the CGMS Candidate Handbook.

Even experienced grant professionals will need to study for the exam!!



References/Resources

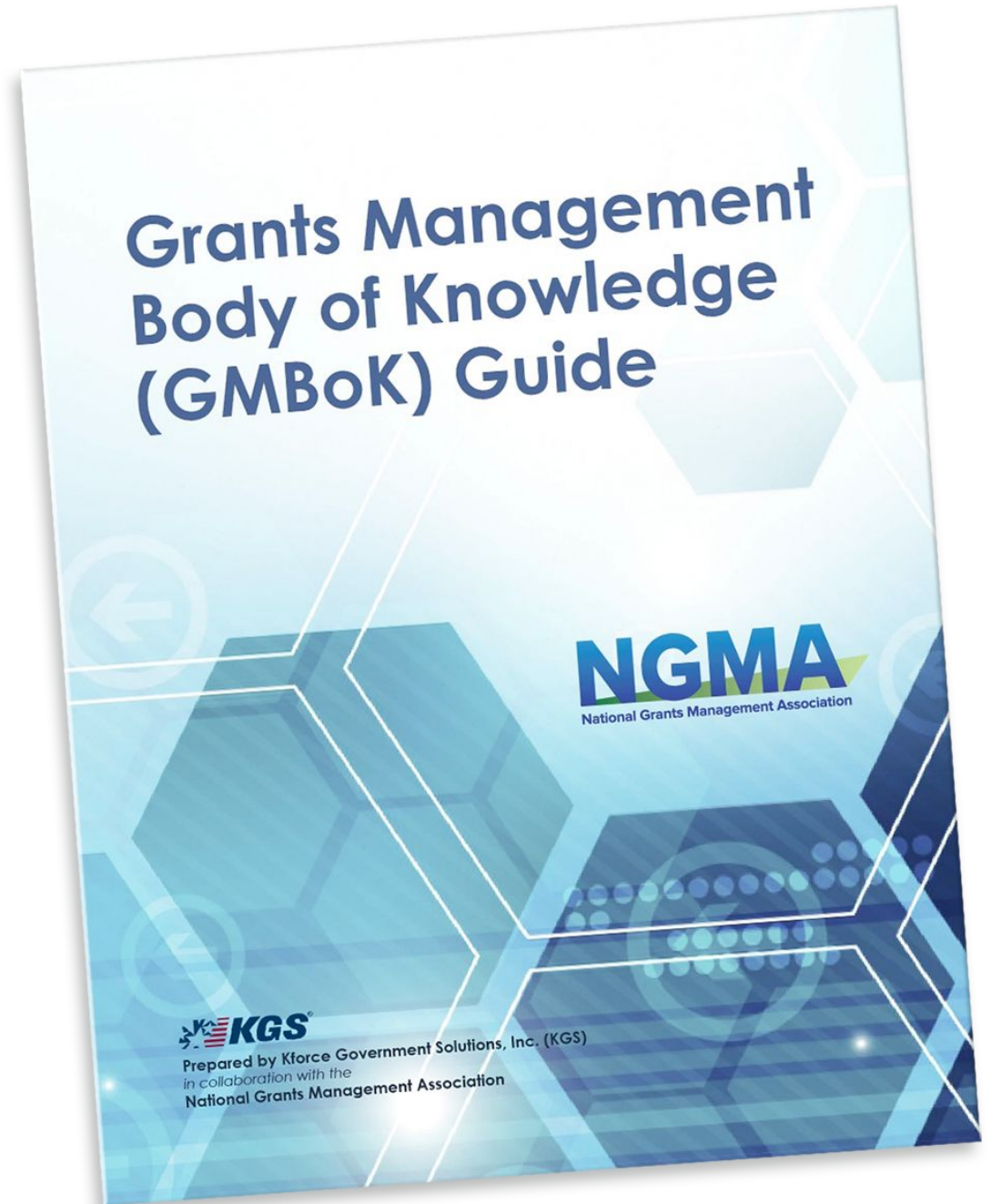
- Grants Guidance
- CGMS Candidate Handbook
- Practice Test
(FREE member benefit; \$50 for non-members)
- GMBok Training
- GMBok Guide
- Work experience/knowledge
- NGMA's website (Study Buddy program)
- NGMA Chapter Events & Webinars



GMBok Guide

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

Sponsored
by:

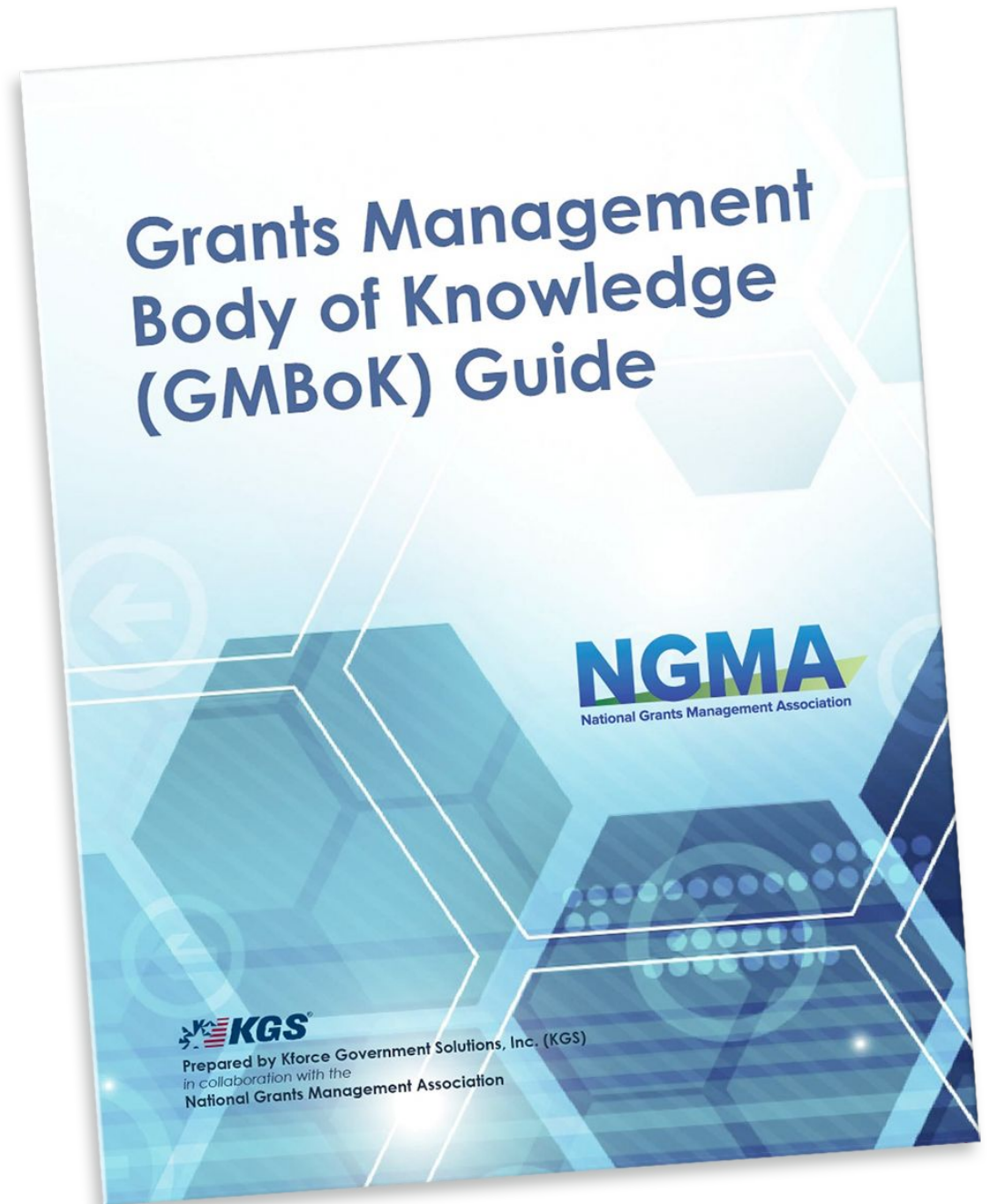


GMBok Regional Trainings

December 10-12, 2019 – Arlington, VA

April 16-18, 2020 – Arlington, VA

Private/Internal Training Upon
Request



READY TO JOIN? Special Offer for Conference Attendees!

- Discount on NGMA's 2020 Annual Grants Training conference
- Discount on NGMA's GMBok Training
- Group rates available on all memberships and trainings
- Visit us at our Exhibitor Booth!

INDIVIDUAL
Membership
Fees

~~\$174~~ 1 Year

~~\$299~~ 2 Year

Sale Code: **OCT SALE**
(code is case sensitive)

Reduces cost of
1 year to **\$149**

Reduces cost of
2 year to **\$199**

Expires: 10/31/2019

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
- **FREE** Webinars
- **FREE** Webcast Training Library

Discounted rates on:

- Certified Grants Management Specialist (CGMS)
- 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?

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Maryland Judiciary

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