



29<sup>th</sup> Annual BIA Tribal Providers Conference  
December 3-5 | Anchorage, Alaska

## Self-Determination

Location: 2<sup>nd</sup> Floor, K'enakahtnu

### Tuesday, December 03, 2019

1:00 pm - 2:00 pm	<b>Contract/Grant Administration:</b> Proposal/Application process, preparing budgets, contract monitoring, close out process of contract/grants. <i>Presented by: Self Determination Staff/Bureau of Indian Affairs</i>
2:00 pm - 2:45 pm	<b>SF-425 reports:</b> How to prepare Quarterly/yearly narrative reports. <i>Presented by: Self Determination Staff/Bureau of Indian Affairs</i>
2:45 pm - 3:00 pm	<b>Afternoon Break</b>
3:00 pm - 4:45 pm	<b>Fraud &amp; Abuse:</b> Prevention, detection, and reporting of financial fraud, specifically theft of tribal funds. <i>Presented by: Karden Kelly, Special Agent/Office of Inspector General</i>

### Wednesday, December 04, 2019

8:00 am - 9:45 am	<b>ASAP:</b> How To Work More Efficiently with ASAP to Better Understand Grants and Cooperative Agreements <i>Presented by: Jo Ann Metcalfe, Grant Specialist/Bureau of Indian Affairs</i>
9:45 am - 10:00 am	<b>Morning Break</b>
10:00 am - 11:00 am	<b>Contract/Grant Administration:</b> Proposal/Application process, preparing budgets, contract monitoring, close out process of contract/grants. <i>Presented by: Self Determination Staff/Bureau of Indian Affairs</i>
11:00 am – 11:45pm	<b>SF-425 reports:</b> How to prepare quarterly/yearly narrative reports <i>Presented by: Self Determination Staff/Bureau of Indian Affairs</i>
12:00 pm - 1:00 pm	<b>Lunch Break</b>
1:00 pm - 2:45 pm	<b>QuickBooks overview:</b> Self-Performance or Contractor: Contract Setup, Coding & Budgeting; Contractor Expectations <i>Presented by: David &amp; Allison Rogers, Quik Pro Accounting &amp; Consulting</i>
2:45 pm - 3:00 pm	<b>Afternoon Break</b>



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3:00 pm – 4:45 pm

**IRS Payroll/taxes:** Year-end form W-2/941 reconciliation; Year-end form 1099 preparation.

*Presented by: Judy Pearson, Indian Tribal Government Specialist, Internal Revenue Service*

**Thursday, December 05, 2019**

8:00 am - 9:45 am

**Fraud & Abuse:** Prevention, detection, and reporting of financial fraud, specifically theft of tribal funds.

*Presented by: Karden Kelly, Special Agent/Office of Inspector General*

9:45 am - 10:00 am

**Morning Break**

10:00 am – 11:45pm

**ASAP:** How to work more efficiently with ASAP to better understand grants and cooperative agreements.

*Presented by: Jo Ann Metcalfe, Grant Specialist/Bureau of Indian Affairs*

12:00 pm - 1:00 pm

**Lunch Break**

1:00 pm - 2:00 pm

**Excess Federal Personal Property:** Learn how to gain access to the GSAXcess program, where tribes can view and request excess government property.

*Presented by: Brian Ohlen/Bureau of Indian Affairs*

2:00 pm - 2:45 pm

**QuickBooks overview:** Self-Performance or Contractor: Contract Setup, Coding & Budgeting; Contractor Expectations.

*Presented by: David & Allison Rogers, Quik Pro Accounting & Consulting*

2:45 pm - 3:00 pm

**Afternoon Break**

3:00 pm – 4:45 pm

**IRS Payroll/taxes:** Year-end form W-2/941 reconciliation; Year-end form 1099 preparation.

*Presented by: Judy Pearson, Indian Tribal Government Specialist, Internal Revenue Service*