

NCJA Grants Management Training Day

Sunday, July 22, 2018

[View agenda](#) | [View speaker bios](#) | [View participant list](#)

Grants Management Training Day will include presentations and a question and answer session with Bureau of Justice Assistance Deputy Director Tracey Trautman and Michael Williams from the Office of the Chief Financial Officer; presentations from grant managers on processes and tools you can use to meet special Byrne Justice Assistance Grant requirements, monitor sites visits, and help subgrantees meet reporting requirements and includes a round table discussion where participants can share challenges and problems while you learn from and network with your peers.

Slideshow Presentations

Click the speaker names below to view slideshow presentations. Files are in PDF format.

Introduction

- [Tammy Woodhams, Senior Staff Management, National Criminal Justice Association](#)

USDOJ Grants Financial Management & Progress Reporting Requirements

- *Michael Williams, Staff Accountant/Trainer, Office of Chief Financial Officer, Office of Justice Programs, U.S. Department of Justice*
- *Tracey Trautman, Deputy Director, Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice*

This session will highlight programmatic updates from the Bureau of Justice Assistance, as well as a brief discussion of monitoring procedures. The panelists will also provide information and updates on: (1) streamlining the OMB Circulars and Federal Regulations, including A133, and the Circular's application to grant recipients and subrecipients; (2) completion and federal use of SF-425 financial reports (e.g., policies, roll-up for accounting and internal/external reporting, use in decision making/future awards, does it intersect with FFATA or other databases, etc.); and (3) the OJP Financial Guide (including 2 CFR Part 200), (4) OIG site visits; common audit findings, site visit results and resolutions strategies (including VOCA) and its effects on grant recipients and subrecipients; and (5) the de minimus indirect rate for subreceptients (6) the Performance Measurement Tool and U.S DOJ's grant management system (GMS). Participants will have an opportunity to ask questions throughout the presentation.

The Role of the State Administering Agency (SAA) in the Administration and Monitoring of Byrne JAG and Other Grant Funds – Experiences in the States

As a grant manager responsible for Byrne JAG and other federal grant programs you are well aware of all the moving pieces and requirements between the initial grant application process and progress reporting. One wrong move can put your entire program at risk. During this session you will hear how grants managers from other states have successfully administered their grant funding. Hear about processes and tools you can use to develop your RFPs, meet special Byrne JAG and VOCA requirements, monitor sites visits, and help subgrantees meet reporting requirements.

Part 1: The Tennessee Experience

- *Jeremiah Morton, Senior Program Manager State of Tennessee, Office of Criminal Justice Programs*
- Supplemental materials: [VOCA Solicitation](#) | [Score Tool](#) | [Scope of Services](#) | [Pre-Award Risk Assessment](#) | [Risk Assessment](#) | [Program Detail Review Guide](#) | [Corrective Action Template](#) | [OCJP's Grant Manual](#)

The Tennessee Office of Criminal Justice Programs (OCJP) is responsible for approximately 22 non-profit agencies for criminal justice and victim service needs in Tennessee. OCJP manages a systematic, year-round cycle for determining the communities' needs, identifying the justice system's problems, setting program priorities, making grant allocation decisions, managing those funded projects, and evaluating results. During this session you will hear about OCJP's processes and tools used to develop and oversee priorities, score funding proposals, and monitor subgrantee activity.

Part 2: The Pennsylvania Experience

- *Jackie Weaknecht, Program Manager and Kathy Clarke, Law Enforcement & Technology Unit Supervisor, Pennsylvania Commission on Crime and Delinquency*
- Supplemental materials: [Programmatic Desk Review Monitoring Form](#) | [Initial Telephone Contact Form](#)

The Pennsylvania Commission on Crime and Delinquency (PCCD) provides leadership in system-wide coordination and in building collaboration among public servants and private citizens representing all aspects of the criminal and juvenile justice systems and victim services. PCCD awards up to \$200 million annually across multiple funding streams to support local and statewide efforts. PCCD utilizes an Advisory Committee structure to provide guidance and inform policy and funding decisions. In addition, PCCD supports Criminal Justice Advisory Boards (CJABs) in getting started and with assistance on strategies and project implementation. In this session, you will hear about PCCD's process from identifying funding priorities through the administration and oversight of funded projects, and how CJABs provide PCCD with an efficient way to evaluate a county's suitability for support of criminal justice initiatives.

Electronic GMS Show and Tell

- [Jackie Weaknecht, Program Manager, Pennsylvania Commission on Crime and Delinquency](#)
- [Dale Woolery, Director, Iowa Governor's Office of Drug Control Policy](#)

During this session, you will hear from your peers about some of the software options available for managing your grants. Whether you are using excel or a sophisticated grant management system, you will benefit from this discussion.

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