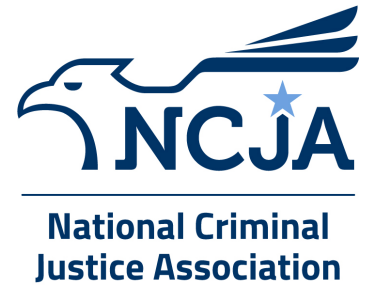


# Menu of Services

## Let NCJA Staff Help Your Agency with Planning and Administration Needs



### About NCJA

The National Criminal Justice Association (NCJA) offers a full suite of strategic, operational and technical services, training and assistance to support state and local criminal justice agencies, especially State Administering Agencies (SAAs) and their subrecipients, direct recipients and nonprofit partners. NCJA partners with agencies to improve grant management and administration, enhance policy, programmatic and operational efficiency and effectiveness and build sustainable capacity.



### Key Service Areas

#### Strategic Planning & Grant Planning Services

- Federal Grant Planning Strategies: Conduct needs assessments, gap analysis, funding analysis, stakeholder engagement and strategic report drafting.
- Strategic Planning: Organizational and policy planning covering funding and sustainability strategies, operations, internal policies, stakeholder engagement, employee engagement and external partnerships.
- Peer-to-peer connections.
- Data Analysis, including PMT analysis

#### Criminal Justice Planning Boards/Committee Development Services

- Planning Board Development: Build or enhance criminal justice planning boards (e.g., CJCCs, Byrne JAG/SCIP governing boards, Victim Services boards, advisory committees and taskforces) through research, stakeholder engagement and remote or on-site facilitation.

#### Grant Administration and Compliance

- Grant Management Policies and Procedures: Develop or update internal policies to mitigate potential for fraud, waste and misuse; ensure compliance with federal fiscal requirements and strengthen internal controls and accountability.
- Monitoring and Audit Readiness: Organizational readiness assessments for Single Audits, OIG Audits, and programmatic and/or financial monitoring.



## Key Service Areas continued

### Direct Grants Administration Services to Bolster and/or Supplement Existing Staff

- Customer Service Center: NCJA can serve as an extension of your agency personnel to support subgrantees, answer compliance questions and offer ongoing technical assistance.
- Grant Administration Staff Support: Direct staffing support for pre- and post-award functions, including but not limited to managing applications, onboarding subgrantees and day-to-day subrecipient management.
- Subrecipient Monitoring: Customized support for risk-based monitoring, desk reviews, site visits and monitor follow-ups.
- Solicitation Support: Drafting and reviewing NOFOs/RFPs and reviewing applications.

### Capacity Building and Training

- Financial Training: Tailored virtual or in-person training on budgeting, indirect cost rates, federal rules and regulations, cost principles/allocation, time and effort reporting, OIG and Single Audits.
- Grant Writing Training: Virtual and in-person workshops covering identifying funding opportunities, program design, logic models, and templates and tips for submitting a winning proposal.
- Foundations of Federal Grants Management Training: In-depth training for recipients and subrecipients to successfully comply with federal rules and regulations and manage grants from application through close-out.

### Data Analysis and Program Evaluation

- Support the design and implementation of program evaluations, performance measurement frameworks and data analysis projects to assess outcomes, identify gaps and inform future investments.
- Conduct focus groups, stakeholder interviews, survey development, and analyze administrative, financial and crime-related data to generate actionable recommendations.
- Facilitate needs assessments and generate a gap analysis.
- Perform data cleaning, analysis and reporting.
- Conduct data inventory, identify data needs and make recommendations for data collection and protections.
- Create specialized data visualization dashboards to better understand crime and spending trends, both internally and externally.

### Specialized Services

- AI Evaluation – Guardian AI: A framework to help agencies responsibly evaluate and acquire AI technologies, including funding and risk assessments.
- Welcome Packet Development: Customized onboarding materials for grantees to clarify compliance expectations, timelines, contacts, and FAQs.

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## Pricing Overview

Most services are custom-priced based on scope, agency size, and timeline. Some examples:

- Strategic Planning: \$25,000–\$75,000
- Planning Board Development and Management: \$25,000–\$85,000 \*per board/annually, depending on extent of remote or on-site meeting facilitation is needed.
- Financial Training: \$15,000–\$50,000
- Grant Writing Training: \$99–\$129 per person (virtual); in-person ranges from \$595–\$695 per person
- Direct Services/Annual Staffing Support: Varies by time commitment and complexity/expertise required
- Data Analysis and Program Evaluation- Varies based on time commitment and complexity
- Specialized Services- Varies by time commitment, expertise required, and complexity

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### Don't See What You Need? Ask Us!

NCJA is extremely flexible, understanding that all agencies are different and require personalized support. We have a diverse staff of experienced former SAAs, local government planners and other criminal justice professionals to meet your needs! We are just a quick phone call or email away! Contact us at [info@ncja.org](mailto:info@ncja.org).

### To Request Services:



Email Us at [info@ncja.org](mailto:info@ncja.org)



For more information on NCJA visit us at [NCJA.org](https://www.ncja.org)