



NCJA Grants Management Training Day

Sunday, September 15, 2019

Hyatt Regency Crystal City Hotel

2799 Richmond Hwy, Arlington, VA 22202

Room: Washington A/B

9:00 AM – 3:00 PM

9:00 AM – 9:30 AM

Welcome and Introductions

Tammy Woodhams, Director of Programs and Grant Training, National Criminal Justice Association

9:30 – 10:30 AM

USDOJ Grants Financial Management & Progress Reporting Requirements

This session will provide updates from the Bureau of Justice Assistance (BJA) and the Office of the Chief Financial Officer (OCFO). The panelists will provide information and updates on: (1) the OJP Financial Guide and Title 2 Code of Federal Regulations, Part 200, (2) OCFO/Programmatic/OIG monitoring and site visits, common audit findings, and resolution strategies.

The OCFO will additionally address your questions re: the de minimis cost rates, match funding and subrecipients vs contractors. BJA will provide updates on the special conditions attached to federal awards, the Performance Measurement Tool, and U.S DOJ's grant management system (GMS). Participants will have an opportunity to ask questions throughout the session.

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

10:30 AM - 10:45 AM

Break

10:45 AM – 11:30 AM

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. Learn about processes and tools you can use to develop your RFPs, meet special Byrne JAG and VOCA requirements, monitor subgrantees, and help subgrantees meet reporting and other requirements.

Presenters: Albert Stokes, Grant Administrator and Mark Fero, Compliance Supervisor, Virginia Department of Criminal Justice Services and Ann Scott, Accounting Manager, North Dakota Office of Attorney General

11:30 PM - 12:10 PM

Electronic GMS Show & Tell

During this session, you will hear about what to look for in a grant management system, receive a demonstration of Agate's IntelliGrants platform and hear from your peers about how they use their grant management software to meet their business needs. Whether you are using Excel or a sophisticated grant management system, you will benefit from this discussion.

Presenters: Justin Stojsih, Agate Software and Jetta Collette, Kentucky Justice and Public Safety Cabinet

12:10-12:15 PM

Pick up Lunch and Return (Provided)

12:15 PM - 1:15 PM

How to Squeeze Grant Writing & Measuring Performance into your Day Job

Are you looking for ways to ensure your grant application is competitive? Or wondering how you can balance the time between your other job duties and writing successful grant applications? Or, have a question about how to measure program performance? During this session you will receive guidelines and tips for writing a grant proposal and incorporating it into your daily work. You will receive step-by-step instructions on essential elements and become familiar with a logic model that will lay the foundation for writing successful grant applications and measuring program impact.

Presenter: Valarie Tickle, Criminal Justice Planning Coordinator, DE Criminal Justice Council

1:15 – 1:30 PM

Break

1:30 PM - 2:15 PM

Dialogue with Tracey Trautman and Michael Williams



Back by popular demand. This is one of the few opportunities you will have to have a direct dialogue and ask your questions of Tracey Trautman and Michael Williams. Bring your questions and they will do their best to answer them.

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

2:15 PM – 2:45 PM

Developing Creative Solutions: Roundtables with your Fellow Grant Management Experts

What are your latest grant-management challenges? During this interactive session you will have a chance to share your successes, questions and learn from the experiences of fellow grant manager professionals from around the country. Use this time to network and identify solutions!

2:45 PM - 3:00 PM

Wrap up and adjourn