

# Draft Agenda

## NCJA Grants Management Training Day

Day 1 – July 24, 2023

8:00 AM – 12:30 PM Pacific Time

8:00 AM – 8:30 AM

### Welcome and Introductions

*Tammy Woodhams, Director of Programs and Grant Training, NCJA Center for Grants Management, National Criminal Justice Association*

8:30 AM – 9:15 AM

### BJA Programmatic Update and Dialogue with Michelle Garcia and Tarasa Napolitano

During this session, the team from the Bureau of Justice Assistance (BJA) will discuss updates on funding priorities, programmatic monitoring and trends and any new conditions and requirements attached to the Byrne Justice Assistance Grant (Byrne JAG) program. They will also touch on DOJ's organizational structure, recent changes at BJA and highlight the DOJ Justice Equity Plan and other focus areas that impact grant managers. This session includes time for you to ask your questions.

*Presenters: Michelle Garcia, Deputy Director and Tarasa Napolitano, State Policy Advisor/Grant Management Specialist, U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance*

9:15 AM – 10:00 AM

### Time with the Office of Chief Financial Officer

During this session, you will receive information about upcoming updates from the Office of the Chief Financial Officer (OCFO) including the OJP Financial Guide and Title 2 Code of Federal Regulations, Part 200 that you need to be aware of, and the most common findings from OCFO monitoring and OIG audits and steps to resolve them. Participants will have an opportunity to ask questions throughout the session

*TBD, Office of Chief Financial Officer, Office of Justice Programs, U.S. Department of Justice*

10:00 AM – 10:15 AM

### Break

10:15 AM – 11:15 AM

### MUST HAVE Policies and Procedures

This session will highlight key policies and practices you need to have in place to stay in compliance. Best practices, and templates and/or examples from other states regarding Timekeeping, Limited English Proficiency access, Determination of Suitability to Interact with Minors, etc. will be provided. Grant

managers will also be given an opportunity to share information about policies and practices they have in place that could benefit others.

11:15 AM –12:00 PM

### Best Practices for Risk Assessment and Subgrant Monitoring

What do you have in place to assess risk and ensure your subrecipients are complying with federal grant requirements? This session will highlight best practices for risk assessment and subgrant monitoring and showcase what states and pass-through entities have done to improve their processes and save time.

12:00 PM – 12:25 PM

### Breakouts

#### Grant Writing

Participants will have an opportunity to dialogue with grant writing expert, Valarie Tickle about their greatest challenges and tips to be in the greatest position to win a competitive grant application.

#### State Experiences with GMS

Learn about what grant management systems your peers using, who is looking to upgrade, and key components for a system. Learn about their process for identifying a new GMS and hear about the experiences of fellow attendees.

#### New Grant Managers

This breakout is for grant managers who are new to their positions in the last 1-2 years. During this breakout, you will have a chance to share your greatest challenges and have access to experts who can share key things you need to know and where to go for help to ensure success in your position.

#### Policy and Practice Exchange

Are you working on updating your grant administration policies and procedures? Do you have a policy and or practice you are particularly proud of or that you need? This is an opportunity to exchange that information with your peers.

12:25 PM – 12:30 PM

### Closing/Adjourn

**Day 2 – July 26, 2023**

**Bonus Session – Networking Reception**

**3:00 PM – 4:30 PM Pacific Time**

Networking Time with Peers