



# Coordinated Tribal Assistance Solicitation Orientation

## FY2016 New Grantee Coordinated Tribal Assistance Solicitation (CTAS) Orientation

Agenda | Wednesday, December 7, 2016

**7:30 a.m. – 8:30 a.m.**                      **Sign-in & Registration**                      *Primrose Ballroom Lobby*

**8:30 a.m. – 8:50 a.m.**                      **Traditional Opening**                      *Primrose Ballroom B*

**Introductory Remarks**

*Tammie Gregg, Deputy Associate Attorney General  
Office of the Deputy Attorney General*

*Eileen M. Garry, Deputy Administrator  
Office of Juvenile Justice and Delinquency Prevention*

**8:50 a.m. - 10:20 a.m.**                      **Financial Management:  
What You Need to Know to Manage Your Grant**                      *Primrose Ballroom B*

*Angela Wade, Staff Accountant  
Office of Justice Programs Office of the Chief Financial Officer*

*Donna Simmons, Associate Director  
Office on Violence Against Women Grants Financial Management Division*

*William Faith, Accountant  
Office of Community Oriented Policing Services Financial Unit*

Congratulations on receiving your CTAS award(s)! In order to be successful in administering and managing the grant(s), it is important to know the fundamentals of financial management. The purpose of this session is to provide key information on financial requirements and reporting. This session will include financial staff from each of the DOJ components.

**10:20 a.m. - 10:30 a.m.**                      **Break**

Sponsored by the U.S. Department of Justice



**10:30 a.m. – 11:30 a.m.**

**Grant Fraud Awareness**

*Primrose Ballroom B*

*Zachary Shroyer, Senior Special Agent  
Office of the Inspector General*

Funding recipients and government employees must work together to prevent fraud, waste and abuse related to taxpayer funded programs. Offices of Inspectors General exist to help prevent and investigate fraud, waste, abuse and misconduct related to government operations. It is in everyone’s best interest to ensure government operates at optimum efficiency and effectiveness and that grant funds are used properly. This session will focus on topics such as risk mitigation, keys to preventing and detecting fraud, and conflicts of interest.

**11:30 a.m. – 1:00 p.m.**

**Lunch** (On your own)

**1:00 p.m. – 4:00 p.m.**

**Purpose Area Breakout Sessions**

<i>Purpose Area 1 (COPS)</i>	<i>Primrose D</i>
<i>Purpose Area 2&amp;3 (BJA)</i>	<i>Primrose C</i>
<i>Purpose Area 4 (BJA)</i>	<i>Mesquite H</i>
<i>Purpose Area 5 (OVW)</i>	<i>Primrose B</i>
<i>Purpose Area 6&amp;7 (OVC)</i>	<i>Primrose A</i>
<i>Purpose Area 8&amp;9 (OJJDP)</i>	<i>Smoketree A-B</i>

*(Breaks for these sessions are to be managed by each Program Office)*

During this interactive session, DOJ program offices conduct training on program office requirements and have staff available to meet with grant recipients to answer questions and provide guidance for implementing and managing grant projects. There will be presentations from practitioners who have implemented programs. They will provide participants with valuable information regarding implementation strategies, success stories, and challenges. You will also have an opportunity to learn about valuable TTA resources that are available to assist you with implementing your project(s).

**4:00 p.m. – 4:10 p.m.**

**Break** (Participants should reconvene in Plenary room after break)

**4:10 p.m. – 4:30 p.m.**

**Financial Management: *The Dos and Don'ts***

*Primrose Ballroom B*

*Angela Wade, Staff Accountant  
Office of Justice Programs Office of the Chief Financial Officer*

*Donna Simmons, Associate Director  
Office on Violence Against Women Grants Financial Management Division*

*William Faith, Accountant  
Office of Community Oriented Policing Services Financial Unit*

The financial experts will highlight common mistakes grant recipients make when managing grants as well as successful practices that every grant recipient should use to ensure full compliance with financial requirements. This session will include financial staff from each of the DOJ components.

**4:30 p.m. – 4:50 p.m.**

**DOJ Plans for FY 2017 and Closing Remarks**

*Primrose Ballroom B*

**4:50 p.m. – 5:00 p.m.**

**Lorraine Edmo's Farewell Message**

*Primrose Ballroom B*

**5:00 p.m.**

**Traditional Closing**

*Primrose Ballroom B*