



## U. S. Department of Justice

### Office on Violence Against Women

Washington, D.C. 20531

November 8, 2007

Dear FY 2007 Grants to Indian Tribal Governments Program Grantee:

The Office on Violence Against Women (OVW) would like to once again congratulate you on receipt of your FY 2007 Grants to Indian Tribal Governments Program (Tribal Governments Program) award. We look forward to working very closely with you on the successful development and implementation of your grant-funded project. We would also like to remind you that, as stipulated in special condition #18 of your Tribal Governments Program award, you are required to attend a **mandatory** orientation conference.

The purpose of the orientation conference is to provide each grantee with an intensive overview of the administrative requirements of the Tribal Governments Program, and to share information about substantive issues related to addressing violence against Indian women. Each FY 2007 Tribal Governments Program grantee must send a team of no more than two individuals who are responsible for the programmatic and financial administration of your tribe's Tribal Governments Program award to the mandatory orientation conference. All FY 2007 Tribal Governments Program award recipients, whether new or continuation grantees, must attend the orientation conference. OVW will not make any exceptions to this requirement. This year's orientation conference will be held at the **Catamaran Resort in San Diego, CA on January 8-10, 2008**.

Because your tribe or organization is considered a new OVW grantee, you are required to attend a pre-conference half-day Program Development Workshop. The workshop will be held from 1:00 p.m.-5:00 p.m. on January 8, 2008. OVW Program Specialists and staff from OVW's tribal and technical assistance providers will be on hand at the workshop to assist participants with completing a series of interactive exercises that are designed to help you refine the goals and objectives of your grant-funded project. Only the programmatic representative from your tribe or organization needs to attend this half-day workshop. Financial representatives do not need to attend the workshop. Please make your travel plans accordingly.

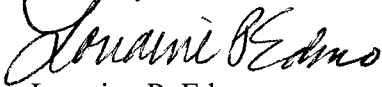
The Tribal Law and Policy Institute (TLPI) will be coordinating this event for OVW. Please find enclosed a registration form and a draft agenda for the conference. The registration form must be completed and returned to TLPI by no later than **December 7, 2007**. You are responsible for making your own travel arrangements. A block of rooms has been reserved at the Catamaran at a special conference rate. The deadline to reserve a room at the conference rate is **December 7, 2007**. You should use funds from the required travel set-aside in your Tribal

Governments Program grant award to pay for the cost of traveling to San Diego for the conference.

The Tribal Unit has been working very hard in the past several weeks to ensure that each FY 2007 Tribal Governments Program grantee has access to their grant award funds. However, we are aware that some grantees may not have access to their grant funds in time to pay for the cost of attending the conference. If your funds are currently being withheld because the Office of the Comptroller has not approved the budget for your grant award you must contact your assigned OVW Program Specialist *immediately*. OVW's goal is to avoid having grantees use non-grant funds to pay for the cost of attending the conference. TLPI has limited funding to provide scholarships for grantees that have grant awards with withholding special conditions. OVW will give first priority for scholarships to grantees that have been denied access to grant funds due to delinquent OMB A-133 audits. OVW will develop a final list of eligible scholarship recipients in the next two weeks. TLPI will contact grantees who have been determined to be eligible to receive a scholarship to the conference to provide travel arrangement information.

You should use the contact information provided below to contact your assigned OVW Program Specialist if you have any questions or concerns about special condition #18, or any other Tribal Governments Program requirements. Questions regarding the conference logistics should be directed to TLPI. We look forward to seeing you in San Diego in January.

Sincerely,



Lorraine P. Edmo  
Deputy Director for Tribal Affairs

---

Enclosures

cc: Beverly Fletcher, Program Specialist (**States:** AK, NV, OR, & WA)  
**Ph:** (202) 307-6794 **E-mail:** [beverly.fletcher@usdoj.gov](mailto:beverly.fletcher@usdoj.gov)  
Kathy Howkumi, Program Specialist (**States:** AZ, ID, NM, & UT)  
**Ph:** (202) 616-6726 **E-mail:** [kathy.howkumi@usdoj.gov](mailto:kathy.howkumi@usdoj.gov)  
Katherine Mera, Program Specialist (**States:** CA, MI, MN, MT, ND, WI, & WY)  
**Ph:** (202) 616-2599 **E-mail:** [katherine.mera@usdoj.gov](mailto:katherine.mera@usdoj.gov)  
Kimberly Woodard, Program Specialist (**States:** KS, ME, MS, NE, NY, NC, OK, & SD)  
**Ph:** (202) 514-9677 **E-mail:** [kimberly.woodard@usdoj.gov](mailto:kimberly.woodard@usdoj.gov)



***FY 2007 Grants to Indian Tribal Governments Program  
New Grantee Program Development Workshop and  
Grantee Orientation Conference***

***Presented by the U. S. Department of Justice  
Office on Violence Against Women  
In partnership with the Tribal Law and Policy Institute***

***January 8 - 10, 2008  
Catamaran Resort Hotel  
San Diego, California***

***For more information and online registration,  
Please see the link to the OVW Tribal Orientation Session website  
on the homepage of the Tribal Court Clearinghouse ([www.tlpi.org](http://www.tlpi.org))***

**REGISTRATION FORM**

*Please complete and return one registration form for each individual who will be attending the conference.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tribe/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have any special needs or require any special assistance? \_\_\_\_\_

**Transportation:** If you are flying into the San Diego Airport, the *Cloud 9 Shuttle Service* is available for \$12 one way/per passenger. Please contact *Cloud 9* at 619.564.7900 (Advance booking for *Cloud 9 Shuttle Service* is recommended). The hotel is approximately 4 miles from the airport.

**Lodging:** Catamaran Resort Hotel, 3999 Mission Blvd., San Diego, CA 92109.

**Reservations:** 800.422.8386 – Hotel: 858.488.1081      **Room Rate:** \$131 per night (federal per diem)  
**Group ID:** OVW Tribal Grantee Orientation      **Hotel Registration Deadline:** **December 7, 2007**

**Registration Closes December 7, 2007**

*Return Form to Arlene Downwind-White at:*

Tribal Law and Policy Institute

1619 Dayton Avenue, Suite 305, St. Paul, MN 55104

Tel: 651.644.1125      Fax: 651-644.1157      Email: [Arlene@tlpi.org](mailto:Arlene@tlpi.org)      Website: [www.tlpi.org](http://www.tlpi.org)



FY 2007 Grants to Indian Tribal Governments Program

## **Grantee Orientation Conference**

Presented by the U.S. Department of Justice, Office on Violence Against Women  
In partnership with the Tribal Law and Policy Institute

January 9-10, 2007  
*Catamaran Resort Hotel*  
*San Diego, California*

### **Agenda**

**Wednesday, January 9, 2008**

- |                    |                                                                                  |
|--------------------|----------------------------------------------------------------------------------|
| 7:30 am-8:30 am    | <b>Registration and Continental Breakfast</b>                                    |
| 8:30 am- 9:00 am   | <b>Welcome and Introductions</b>                                                 |
| 9:00 am- 10:15 am  | <b>OVW Programming</b>                                                           |
| 10:15 am- 10:30 am | <b>Break</b>                                                                     |
| 10:30 am- 12:00 pm | <b>OVW Programming</b>                                                           |
| 12:00 pm – 1:30 pm | <b>Lunch on Your Own</b><br><i>(Optional Lunch with OVW Program Specialists)</i> |
| 1:30 pm- 2:00 pm   | <b>OVW Programming</b>                                                           |
| 2:00 pm- 3:30 pm   | <b>Training and Technical Assistance Plenary Session</b>                         |
| 3:30 pm- 3:45 pm   | <b>Break</b>                                                                     |
| 3:45 pm- 4:45 pm   | <b>Training and Technical Assistance Plenary Session</b>                         |
| 4:45 pm- 5:00 pm   | <b>Wrap-Up and Adjourn</b>                                                       |
| 5:30 pm- 7:30 pm   | <i>(Tentative)</i> <b>Grantee Networking and Cultural Exchange Event</b>         |

## Thursday, January 10, 2008

|                    |                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------|
| 7:30 am- 8:30 am   | <b>Continental Breakfast</b>                                                                                 |
| 8:30 am- 10:00 am  | <b>Financial Management and Accounting Presentation</b>                                                      |
| 10:00 am- 10:15 am | <b>Break</b>                                                                                                 |
| 10:15 am- 11:15 am | <b>U.S. Department of Justice Presentation- Office of the Inspector General</b>                              |
| 11:15 am- 12:00 pm | <b>Grants Management System (GMS) Presentation</b>                                                           |
| 12:00 pm- 1:00 pm  | <b>Lunch On Your Own</b><br><i>(Optional Lunch with OVW Program Specialists)</i>                             |
| 1:00 pm- 3:00 pm   | <b>Training Workshop A: Grants to Indian Tribal Governments</b><br><i>Progress Reporting Form</i>            |
|                    | <b>Training Workshop B: Establishing a Civil Legal Assistance Program</b>                                    |
|                    | <b>Training Workshop C: Transitional Housing Assistance Program Requirements</b>                             |
|                    | <b>Training Workshop D: Developing Effective Community Education and Outreach Materials and Publications</b> |
| 3:00 pm – 3:15 pm  | <b>Break</b>                                                                                                 |
| 3:15 pm- 5:15 pm   | <b>Workshops A, C, and D Repeated</b>                                                                        |
| 5:15 pm- 5:30 pm   | <b>Wrap-Up and Adjourn</b>                                                                                   |