

NDAAs/NCJA Grants Management Training Workshop Agenda

1598 Adamson Parkway, Fourth Floor

Morrow, GA 30260

Objectives:

To enhance the knowledge and skills of District Attorneys and their administrators to understand:

- Grant mechanics: how grants work and the expectations attached
- Learn the basic stages and cyclical processes for all grants management
- How to successfully pursue, “win” and manage a federal grant even if you don’t have a dedicated grant writer or manager
 - Where is the money?
 - Six steps of program design
 - 24 tips for writing a winning proposal
- What is Title 2 of the Code of Federal Regulations 200 and how to comply
- How to prevent fraud, waste and abuse of federal funds
- How to locate grant resources and tools you can use

Day 1, Tuesday, May 14, 2019

9:00 AM	Welcome
	Introductions and Training Objectives
9:00 AM	<ul style="list-style-type: none">▪ Group Exercise (to get discussion and interaction going) & Report Out (ideas: What problems have you been able to address with grant funding or /or would like to address if you had grant funding? What have been your major challenges or successes related to pursuing grants?)
10:00 AM	Break
10:15 AM	What is a Grant? Overview of Stages of Grants Management
10:30	The Grant Lifecycle Pre-Award <ul style="list-style-type: none">▪ Where is the money? Identifying Funding Opportunities (including federal funding, state and foundation opportunities)▪ Prosecutor and SAA roles and responsibilities▪ Building Relationships with the Grant Manager/Funding Agency▪ Federal Funding<ul style="list-style-type: none">▪ Legal Hierarchy and Precedence▪ Responsibilities of Grantors/Grantees

	<ul style="list-style-type: none"> ▪ Identifying Funding Opportunities—How do you know if you are eligible? ▪ What you need to apply: e.g. DUNS, System for Award Management (SAM), Certification, etc. ▪ Timelines ▪ Exercise & Report Out
12:00 PM	Lunch (on your own)
1:15 PM	<p>The Grant Lifecycle – Pre-Award cont.</p> <ul style="list-style-type: none"> ▪ Importance of Strategic Planning and Stakeholder Engagement ▪ Introduction to Logic Model & SMART Objectives ▪ How to Design a Program and Write a Proposal ▪ Six Steps of Program Design ▪ Exercise & Report Out
2:30 PM	Break
2:45 PM	<p>The Grant Lifecycle – Pre-Award cont.</p> <ul style="list-style-type: none"> • Six Steps of Program Design (cont.) • Implementation and Performance Objectives • Developing Timelines • Budget Development (SF-424 Cost Categories)/ Addressing Sustainability, Match Requirements • Impact Evaluation & Evidence Based Outcomes • 2 CFR Part 200 • Exercise & Report Out
4:00 PM	Adjourn

Day 2, Wednesday, May 15, 2019

9:00 AM	Welcome - Thoughts/Field Questions
9:15 AM	<p>The Grant Lifecycle – Pre-Award</p> <ul style="list-style-type: none"> • Grant Writing Tips and Tricks • What to do in Wait Mode • Didn't get the Award? Preparing for Round Two • Exercise & Report Out
10:30 AM	Break
10:45 AM	<p>The Grant Lifecycle – Post-Award</p> <ul style="list-style-type: none"> ▪ Award and Program Establishment ▪ Payments ▪ Reporting (financial and performance) Requirements for Recipients and Subrecipients

	<ul style="list-style-type: none"> ▪ Exercise/Discussion:
12:00 PM	Lunch (on your own)
1:00 PM	<p>The Grant Lifecycle – Post-Award</p> <ul style="list-style-type: none"> ▪ Monitoring Components ▪ Amendments (Grant Adjustment Notices) ▪ Audits Requirements/Common Findings ▪ Preventing Fraud, Waste and Abuse ▪ Closing Out Your Grant ▪ Exercise & Discussion
3:00 PM	<ul style="list-style-type: none"> • Resources ▪ Questions and Answers
	Workshop Participant Evaluations
4:00 PM	Adjourn