Best Practices to Identify, Obtain and Manage Law Enforcement, Criminal Justice & Homeland Security Grants

Law Enforcement & Criminal Justice

GRANTS SUMMIT

New Orleans, LA • April 22-23, 2003

Identify New Funding Opportunities

- The U.S. Department of Justice: Major Funding Programs Under the Office of Justice Programs
- Navigating the Web Maze: Identifying Funding Sources on the Internet

Interactive Group Exercises to Facilitate Stakeholder Input and Share Lessons Learned

- The A-Z of Identifying Problems, Writing Successful Proposals and Getting Your Applications Noticed
- Obtain Best Practices for Winning Grants
- The Dos and Donts of the Grant Writing Process

Improve Grants Management

- Meet Mandates for Performance-Based Grants
- Master Key Reporting Performance Requirements from OMB and the U.S. Department of Justice
- Lessons Learned and Success Stories from the U.S. Department of Justice Comptrollers Office



Plus: Homeland Security Funds: Where Grants Dollars Are and How to Obtain Your Agency's Share

Presented By:

Law Enforcement Development Center LEDC

The Performance Institute

In Association With:
The Hawthorn Institute

Obtain Grants Funding to Survive the Law Enforcement Budget Crunch

Most Effective Methods for Every Stage of the Grants Funding Process

WHO SHOULD ATTEND:

- Police, Corrections and Probation and Parole Executives
- State Offices of the Court
- Grant Managers
- Criminal Justice Organizations
- Social Service Organizations
- Research Directors
- Training Directors
- Departmental Public Information Officers
- Departmental Financial Managers

RAVE REVIEWS FROM PAST CONFERENCES:

"Insightful, tailored to immediate, tangible needs"

— ***John Pingel, Riverside County (CA) Sheriff's Office***

"Informative and full in content with usable information"

— ***Tony Spencer, Annapolis Police Department***

"Great information, hand-outs and speakers!"

— ***Paul Smith, Newport News (VA) Police Department***

Dear Law Enforcement, Criminal Justice & Homeland Security Professional:

Millions of dollars are waiting to be accessed for myriad of law enforcement and criminal justice projects. Is your organization getting its fair share of this funding? Find out and equip yourself with potent strategies for identifying, applying for and winning grants in law enforcement and criminal justice by attending the *2003 Law Enforcement & Criminal Justice Grants Summit* on April 22-23, 2003, in New Orleans, LA

Identify Department of Justice and Homeland Security Funding

At a time when the law enforcement, criminal justice and homeland security grants arena is experiencing significant development, this presentation will arm you with timely information to stay ahead of the changes in funding trends and eligibility rules in the department's major funding offices. Additionally, the federal reorganization will be broken down and homeland security grants will be identified.

Acquire Tools for Locating Funding and Enhancing Your Grant Writing Skills

This training is designed to provide you with best practices and strategies to improve your success rate in finding, winning and managing grants for law enforcement and criminal justice projects. Our expert in grant management will share his secrets of success. He will also addresses one of the hidden skill gaps in most law enforcement organizations today—the lack of knowledge about what funding is out there and how to obtain it. In these days of increasing challenges and decreasing resources, the time to "ramp up" to these critical skills is now.

Hone Your Skills through Interactive Exercises

Criminal justice grant administration is a combination of strategic planning, project management, performance-based budgeting and collaborative efforts with internal and external partners. This interactive course is designed to provide you with first-hand knowledge of grant opportunities, along with a strategic process to obtain funding. You will learn from a national expert and participate in small-group, grant-development exercises that will allow you immediate opportunities to apply what you're learning. Over the two-day program, you will develop an outline for a grant application and network with others to learn about model projects.

For more information or to register yourself and your team, call 703-894-0481 or visit us online at www.PerformanceWeb.org.

Sincerely,

Todd Coleman
Director
Law Enforcement Development Center
The Performance Institute

Bring your grant wish list

Agenda and Speaking Faculty

Day One: April 22, 2003

8:00 **Registration and Continental Breakfast**

The A-Z of Identifying, Obtaining and Managing Grants

Instructor: Jeff Barlow, *The Hawthorn Institute*

8:30 **Knowing Where the Money Is**

***Keynote Address:* The Landscape of Law Enforcement Criminal Justice and Homeland Security Grants**

The document *At a Glance*, published by the U.S. Department of Justice Office of Justice Programs, describes where the funding was last year, where it will be this year, as well as the trends in law enforcement and criminal justice funding. This presentation will also provide an overview of the major grant programs run by the department, as well as the implications of federal reorganization. Includes information concerning how the new Department of Homeland Security will effect law enforcement and criminal justice grants. Identify and learn the latest developments for grant programs in:

- Bureau of Justice Assistance
- Bureau of Justice Statistics
- National Institute of Justice
- Office of Juvenile Justice and Delinquency Prevention
- Office for Victims of Crime

Plus: The Department of Homeland Security: Breakdown of Future Funds

10:00 **Break and Refreshments**

10:15 **Strategic Planning – *The Foundation of Funding Requests***

- Grant administration using a strategic planning model
- Review of stakeholders
- The process for establishing measurable goals and objectives
- Strategies to meet goals and objectives
- Development of action plans and program evaluations

11:15 **Show Me the Money – *Grant Identification Strategies & Your Funding Wish List***

- Navigating the web maze to locate funding
- Websites for grant administration
- The impact of new congressional mandates
- Federal agencies providing funding opportunities over the web
- Homeland Security and First Responder Grants: What is available and how to locate funds?

12:15 **Lunch**

1:15 **Small Group Exercise #1 – *Problem Development***

Problem Statements - *Problem Identification Strategies*

- Applying problem identification strategies
- New ways to creatively explain your problem to grantor agencies
- The GPRA requirements
- Defining problems to measure program impact

2:15 **Break**

2:30 **Small Group Exercise #2 – *Goals & Objectives***

Grant Development & Project Management *Part 1*

- The benefit of good planning up front
- How to write compelling goals and measurable objectives for your projects
- Mitigating project management issues
- Preventing administrative issues before they occur

3:30 **Small Group Exercise #3 – *Developing Your Strategy***

Grant Development & Project Management *Part 2*

- Program and policy development based upon problem identification and needs assessments
- Practical tips for developing a budget decision item
- Formulating a successful strategy– what it takes
- Project management techniques for ensuring program success

4:30 **Adjourn**

Day Two: April 23, 2003

8:00 **Continental Breakfast**

8:30 **Small Group Exercise #4 – *Evaluation Plan***

Performance-Based Budgeting – *Understanding Mandates for Evaluation*

- Understanding the historical and current issues involving GPRA and performance based budgeting
- Applying GPRA in the context of performance based budgeting
- Different models of program evaluation
- Finding the right fit: Making sure the evaluation fits the project

9:30 **The Master Task List for Grant Administration & Project Management**

- The 50 tasks related to grant administration– From application to administration
- How all the players fit in: From the decision to go after funding to filing the final report
- Review flow charts for a sample organization
- Determining whether a grant is right for your organization
- How to use a decision matrix

11:00 **Break**

11:15 **Small Group Exercise #5 – *Budgeting***

Reviewing a Sample Grant and Concept Paper/Small Group Wrap-Up

- Full review of a concept paper submitted to the Bureau of Justice Assistance
- Full review of a federal pass through grant for STOP Violence Against Women program funds

12:15 **Lunch**

1:15 **Small Group Presentations – *Interactive Learning***

Each of the small groups presents its project summary to the entire group from problem identification through program evaluation and budget.

- Expert and peer feedback
- Presenting all aspects of the project
- Final analysis
- Competition results

2:15 **Break**

2:30 **Federal Financial Requirements for Grants**

The Office of Management and Budget works cooperatively with grant-making agencies and the grantee community and leads the development of policy to assure that grants are managed properly and that Federal dollars are spent in accordance with applicable laws and regulations. The U.S. Department of Justice's Office of the Comptroller is responsible for implementing OMB circulars and common rules. In this session, gain an understanding of:

- OMB Circulars
- The Comptroller's Response Service Center
- Quarterly Reporting
- Process of Budget Review
- Record Retention

4:30 **Adjourn**

Instructor Jeff Barlow and The Hawthorn Institute

Jeff Barlow is the Senior Associate for the Hawthorn Institute, a public policy consulting firm based in Missouri. He specializes in funding strategies, revenue maximization, strategic planning and performance-based budgeting. The Missouri Office of State Courts Administrator (OSCA) has also utilized him since 1997. As the Sponsored Programs Administrator, he is responsible for locating, applying for, and administering funding on behalf of the Missouri Judiciary. Jeff has administered over $31 million in grant expenditures in his 5-year tenure at OSCA. He is a national expert for courts in federal Title IV-E cost allocation and teaches grants administration for the National Center for State Courts in Virginia and the Performance Institute in Washington D.C.

and Criminal Justice Grants!

8 Reasons You Can't Miss the *2003 Law Enforcement & Criminal Justice Grants Summit*:

1- Interact and Network with the National Leaders in Law Enforcement and Criminal Justice Grants

2- Draft Powerful and Value-Adding Grants to Fund Your Critical Projects

3- Meet and Exceed the Mandates for Online and Performance-Based Grants

4- Maximize Your Grants Resources Once They are Secured

5- Enhance Your Collaboration with Other Agencies

6- Identify Your Specific Funding Needs Online

7- Link Your Grants to Your Strategic Plan and Mission Statement

8- Maximize Your Efficiency in Grants Management

Exhibiting and Sponsorship Information:

To learn more about exhibit and sponsorship opportunities at Performance Institute educational seminars and conferences, please contact Shawn Keeley at 703-894-0481.

Hotel Information:

The *2003 Law Enforcement & Criminal Justice Grants Summit* will be held at the Wyndham Riverfront Hotel in New Orleans, LA. A limited number of rooms have been reserved at a discounted rate of $129 per night. Please contact the hotel to make reservations by March 20, 2003. Be sure to request the Performance Institute conference rate.

Wyndham Riverfront Hotel
701 Convention Center Boulevard
New Orleans, Louisiana 70130
504-524-8200
www.wyndham.com

The Wyndham Riverfront Hotel will ensure that your stay in New Orleans is comfortable.

Tuition Rates:

Fees for attendance at the *2003 Law Enforcement & Criminal Justice Grants Summit* are as follows:

Standard: $995

Member: $795

Group discounts are available. Contact the Performance Institute regarding group rates to the *2003 Law Enforcement & Criminal Justice Grants Summit.*

* Please note that a cancellation fee of 10% of the tuition fee will be assessed

Free Subscription to Institute Research:

The Performance Institute serves as the nation's leading repository of thoroughly researched, documented, catalogued and peer-reviewed "best practices" in a multitude of issue areas. Each month, the Institute publishes research through a variety of e-mail publications. To subscribe to the Institute's newsletter on Law Enforcement Innovations, e-mail your complete contact information to: LawEnforcement@PerformanceWeb.org. Or for more information on Institute programs and services, visit us on the Internet at www.PerformanceWeb.org.

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Registration Form for the *2003 Law Enforcement & Criminal Justice Grants Summit*
Call (703) 894-0481; Fax This Form To: (703) 894-0482;
or visit www.PerformanceWeb.org

☐ Yes! Register me for the Summit.
☐ Yes! Sign me up for free e-mail updates on PI research on law enforcement issues. My e-mail address is below.
☐ Please call me. I am interested in a special group discount for my team.

Maximize Your Share of Grants Funding

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Organization _____

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