

Dear Grant Recipient,

The Department of Justice (DOJ) Coordinated Tribal Assistance Solicitation (CTAS) Committee invites you to participate in the fiscal year (FY) 2018 CTAS New Grantee Orientation session on December 3–4, 2018. The orientation will take place on the Agua Caliente Band of Cahuilla Indians Reservation in Coachella Valley, California. Attendance at this event is a requirement for FY 2018 CTAS grant recipients, except if your tribe was only awarded a Purpose Area 5 award through Office on Violence Against Women this year. For those grantees who were awarded a single award through Purpose Area 5, the CTAS Orientation is optional and not a requirement.

The CTAS New Grantee Orientation provides grant recipients with the tools and guidance needed to implement, operate, and effectively manage programs funded under the FY 2018 CTAS initiative. The Orientation will be held from 8:00 a.m. to 5:00 p.m. on December 3, and it will continue on December 4 from 8:00 a.m. to 12:00 p.m. Please ensure that you make travel arrangements that enable you to attend the entire event on both days.

As required under CTAS, grant recipients should have included funds for travel to a DOJ-sponsored training in their proposed award budgets. For Office of Justice Programs (OJP) grantees,<sup>1</sup> there is a special condition on each CTAS award which allows funds to be obligated for travel to this New Grantee Orientation. Office of Community-Oriented Policing Services (COPS) and Office on Violence Against Women (OVW) grantees should contact their respective program managers regarding funds for the New Grantee Orientation.

Grantees are encouraged to prioritize representatives who are new to the DOJ grant management process to attend this event. Further, each tribe should ensure that one financial point of contact (POC) and one programmatic POC for each awarded Purpose Area (PA) attends this Orientation:

- Programmatic Point of Contact: This individual is responsible for day-to-day program oversight and ensuring programmatic requirements are met (i.e., progress reporting). Priority should be given to new staff.
- Financial Point of Contact: This individual is responsible for financial management of the grant and ensuring compliance with financial requirements (i.e., financial status reports). Priority should be given to new staff.

During the Orientation, PA-specific sessions will run simultaneously the afternoon of December 3. A grantee with a compelling need to send more than two representatives per PA award should contact their PA grant manager.

**\*\*\*Please note that there is no registration fee required to attend the Orientation.** However, DOJ requests that participants complete the online registration by **November 16, 2018**, so that we can plan accordingly to address space needs.

#### **CTAS NEW GRANTEE ORIENTATION EVENT DETAILS:**

**Event Details and Registration:** <http://ncjtc.fvtc.edu/CTAS>

**Date:** December 3-4, 2018

**Time:** 8:00 a.m.- 5:00 p.m. on Monday, December 3

8:00 a.m.- 12:00 p.m. on Tuesday, December 4

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<sup>1</sup> OJP grantees include awards made by the Bureau of Justice Assistance (BJA), Office of Juvenile Justice and Delinquency Prevention (OJJDP), or the Office for Victims of Crime (OVC).

**Location:** The Orientation will take place in two adjacent locations.

Day 1- will take place at the Renaissance Hotel, 888 E Tahquitz Canyon Way, Palm Springs, CA 92262

Day 2- will take place at the Palm Springs Convention Center, 277 N. Avenida Caballeros, Palm Springs, CA 92262

**Hotel:** Lodging accommodations for the 2018 CTAS New Grantee orientation can be arranged through the National Indian Nations Conference hotel blocks using the reservation discount code: Indian Nations. Please visit <http://www.ovcinc.org/hotel> for a full list of hotels and updates on availability.

Additional information available on the CTAS Orientation website and attached below.

### **16<sup>th</sup> NATIONAL INDIAN NATIONS CONFERENCE:**

The FY 2018 CTAS Orientation is scheduled to occur before the start of the 16<sup>th</sup> National Indian Nations Conference: Justice for Victims of Crime on December 5-7, 2018 to provide grantees the opportunity to attend the conference. The purpose of the 16<sup>th</sup> National Indian Nations Conference—the largest U.S. Department of Justice sponsored Indian Nations conference—is to bring together Native American victims, victim advocates, tribal leaders, victim service providers, community volunteers, prosecutors, judicial and law enforcement personnel, family violence and sexual assault specialists, medical providers, social services and mental health personnel, probation/corrections, criminal justice and juvenile justice personnel, as well as federal and state agency representatives to share their knowledge, experiences and ideas for developing programs that serve the unique needs of crime victims in Indian Country. *If you are interested in attending, please note that there is a registration fee for this event.* The registration fee covers all scheduled events, and a community education poster, conference program, and other resource materials. To register, complete the online form at [www.ovcinc.org/registration](http://www.ovcinc.org/registration).

Please be advised that you may be able to use CTAS grant funds to cover the cost of registration and travel for the 16<sup>th</sup> National Indian Nations Conference: Justice for Victims of Crime Conference. With the exception of Office on Violence Against Women (OVW) grantees, grant recipients should work with the appropriate CTAS Purpose Area grant manager on any budget revisions, questions, or concerns regarding the use of funds for this purpose. Please note that OVW has given pre-approval for Tribal Governments Program (PA#5) grant recipients to use their travel funds to support up to 3 individuals to attend the Indian Nations Conference. **OVC grant recipients that have received awards under Purpose Areas 6 and 7 are required to attend this event. Attendance at the 16<sup>th</sup> National Indian Nations Conference is optional for all other CTAS grantees.**

For hotels and logistical information for the 16<sup>th</sup> National Indian Nations Conference: Justice for Victims of Crime, please visit [www.ovcinc.org](http://www.ovcinc.org).

We look forward to seeing you at the upcoming CTAS New Grantee Orientation. If you have any questions about the CTAS New Grantee Orientation or other events, please email [tribalgrants@usdoj.gov](mailto:tribalgrants@usdoj.gov) or call 800-421-6770.

Sincerely,

DOJ Coordinated Tribal Assistance Solicitation (CTAS) Committee

Attachment

## HOTEL INFORMATION

**If you will only be attending the 2018 CTAS New Grantee orientation (checking in Sunday, December 2, 2018 and checking out Tuesday, December 4, 2018), please make your reservations at:**

### [Renaissance Hotel](#)

888 East Tahquitz Canyon Way  
Palm Springs, CA 92262 ([Map](#))

Rate: \$109.00

Reservations:

By Phone: 800-228-9290 (Discount Code: Indian Nations)

[Click Here to make Online Reservations](#)

Reservation Deadline: November 8, 2018

Parking: \$8.00 per day self-parking; Valet parking is \$22.00 per day

Shuttle: The Renaissance Hotel also offers a complimentary shuttle between hotel and Palm Springs International Airport. Conference attendees can access free hotel shuttle service by calling the Renaissance Hotel front desk at 760-322-6000. [This hotel has a smoke-free policy](#). California state tax also applies except for federal government employees and Native Americans who complete a [Request for Tax Exempt Status](#).

### [Hyatt Hotel](#)

285 North Palm Canyon Drive  
Palm Springs, CA 92262

Rate: \$109.00

Reservations:

By Phone: 760-322-9000 (Discount Code: 02TL)

[Click Here to make Online Reservations](#)

Reservation Deadline: November 8, 2018

Parking: Valet parking is \$25 per vehicle per night

Shuttle: The Hyatt offers a 7-passenger van shuttle that runs within a 3-mile radius of the Hyatt which includes the Palm Springs Convention Center. Please arrange shuttle rides with the Hyatt front desk.

### [Courtyard Marriott](#)

1300 Tahquitz Canyon Way  
Palm Springs, CA 92262

Rate: \$109.00

Reservations:

By Phone: 760-322-6100 (Discount Code: Indian Nations)

[Click Here to make Online Reservations](#)

Reservation Deadline: November 2, 2018

Parking: Self-parking is \$6.00 per day.

**If you will be attending both the 2018 CTAS New Grantee orientation and the National Indian Nations Conference (Sunday, December 2, 2018 through Friday, December 7, 2018), please make your reservations at:**

### [Hotel Zoso](#)

150 S Indian Canyon Drive  
Palm Springs, CA 92262

Rate: \$109

Reservations:

By Phone: 760-325-9676 (Discount Code: National Indian Nations Conference)

[Click Here to make Online Reservations](#)

Reservation Deadline: November 5, 2018

Parking: Valet \$10 per night

Shuttle: The hotel offers a free shuttle to and from the Palm Springs (PSP) airport. To arrange for a shuttle please call (760) 325-9676.

[The Riviera Hotel](#)

1600 North Indian Canyon Drive

Palm Springs, CA 92262

Rate: \$109.00

Reservations:

By Phone: (760) 327-8311 (Discount Code: Indian Nations)

[Click Here to make Online Reservations](#)

Reservation Deadline: November 5, 2018

Parking: Self-parking free; Valet \$18 per night

Shuttle: Free shuttle service to and from the Palm Springs Convention Center