September 12, 2019

8:00 a.m. – 8:30 a.m. **Onsite Check-In/Registration**

8:30 a.m. – 8:45 a.m. **Welcome and Introductions**
*Patricia (Trish) Thackston, Policy Advisory*
*Bureau of Justice Assistance, Office of Justice Programs*

8:45 a.m. – 9:15 a.m. **History of CTAS and Critical Review of Solicitation**
This session reviews the history of CTAS and emphasizes the importance of exercising diligence in reviewing solicitation requirements. After this session, participants will be able to identify key components of a solicitation and be able to format a Word document to match solicitation criteria.
*Trish Thackston, Policy Advisory*
*Bureau of Justice Assistance*

9:15 a.m. – 9:45 a.m. **Common Mistakes to Avoid When Writing Your Grant Application**
During this session, you will hear about the most common mistakes that may have an adverse impact on how your application is scored by peer reviewers.
*Trish Thackston, Policy Advisory*
*Bureau of Justice Assistance*

9:45 a.m. – 10:00 a.m. **Break**

10:00 a.m. – 11:15 a.m. **Action Planning: Tribal Community and Justice Profile**
This session demonstrates key planning steps to understand community strengths and needs in order to maximize an application for funding. Participants will outline a plan to engage community partners to develop multi-disciplinary approaches to create stronger applications and more successful programs for the community.
*Justine Souto, Program Manager*
*National Criminal Justice Training Center of Fox Valley Technical College (NCJTC)*

11:45 a.m. – 1:00 p.m. **Lunch**

1:00 p.m. – 2:15 p.m. **Action Planning: Tribal Community and Justice Profile, continued**
This exercise will provide participants with an opportunity to map resources available in the community that can be leveraged to assist with planning and problem identification.
*Justine Souto, Program Manager, NCJTC*

2:15 p.m. – 2:30 p.m. **Break**

2:30 p.m. – 3:30 p.m. **Action Planning: Purpose Area Narrative Program Design**
The session demonstrates how to form goals and objectives built upon a solid problem statement, formed as a result of analyzing data from the needs assessment. Participants will practice building an implementation plan using a case study.
*Justine Souto, Program Manager, NCJTC*
Building Strong Grant Applications

3:30 p.m. – 3:45 p.m.  Break

3:45 p.m. – 4:45 p.m.  Action Planning: Develop a Timeline
This exercise is an opportunity for participants to develop an action plan and timeline to address key components to complete a proposal.
Justine Souto, Program Manager, NCJTC

4:45 p.m. – 5:00 p.m.  Question & Answer and Day 1 Wrap Up
Trish Thackston, Policy Advisory
Bureau of Justice Assistance

September 13, 2019

8:30 a.m. – 9:30 a.m.  Creating a Budget
This session focuses on the important elements of creating a strong budget and budget narrative that effectively identifies the resources requested, is clearly connected to the grant application narrative and complies with DOJ guidelines and requirements.
Angela Wade, (via technology)
U.S. Department of Justice, Office of Justice Programs

9:30 a.m. - 9:40 a.m.  Break

9:40 a.m. - 11:00 a.m.  Evaluation for Program Sustainability
This session will provide guidance on ways to demonstrate program effectiveness through evaluation and explore program sustainability strategies.
Justine Souto, Program Manager, NCJTC

11:00 a.m. – 11:10 a.m.  Break

11:10 a.m. – 11:45 a.m.  DOJ Funding Opportunities and Training and Technical Assistance Resources
This session provides information about the DOJ funding opportunities tribes are eligible for in addition to CTAS; the kinds of technical assistance available from DOJ, and how you can access that assistance even if you do not have a grant from DOJ.
Trish Thackston, Policy Advisory
Bureau of Justice Assistance

11:45 a.m. – 12:00 p.m.  Day 2 Wrap Up, Evaluations and Closing