

Certificate Program Between Module Activities and Assignments

MODULE 6A FOR JUVENILE JUSTICE SPECIALISTS

Thank you for joining us on May 18, 2021 for the live training module as part of the Juvenile Justice Specialist Certificate Program. As you prepare for participation in Module 6B on June 15, 2021, please complete the reading and assignments listed below. As always, please do not hesitate to reach out with any questions to either mferrante@air.org or cpenkoff@air.org.

Between Module Activities and Assignments	
Assignment/Activity	Directions
<ul style="list-style-type: none"> Review your agency's Federal Grant Management Policies and Procedures. Determine who the key agency staff members that are involved in program grant management for Title II, both fiscally and programmatically. 	<ul style="list-style-type: none"> Obtain a copy of your policies and procedures manual. If one doesn't exist, look at ways to ensure compliance and improve existing practices. Speak with your programmatic and fiscal points of contact (if this is someone other than you) and learn about how federal funds are managed and what checks and balances exist to provide an appropriate level of quality assurance.
<ul style="list-style-type: none"> Visit the DOJ Funding Resource Center and review the site contents. 	<ul style="list-style-type: none"> Review the resources available at the DOJ Funding Resource Center – <ul style="list-style-type: none"> Pay particular attention to the Implementation section of the site. Under Financial and Grant Reporting Resources section, carefully review the following: <ul style="list-style-type: none"> » The DOJ Grants Financial Guide; » The FFATA Subaward Reporting Webcast; and » The Federal Financial Report (SF-425) User Guide for OJP. Review the Performance Measures section of the OJJDP website and the measures the Designated State Agency (DSA) and subgrantees will need to report on for each program area funded.
<ul style="list-style-type: none"> Meet with your mentor as planned. 	<ul style="list-style-type: none"> Ask your mentor about his/her grant management policies and procedures and how compliance with mandatory and special conditions is ensured.



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