

[Transcript from the OVC Fiscal Year 2021 Tribal Victim Services Set-Aside Formula Grant Program pre-application webinar, which was held April 26, 2021. The archived webinar can be found at: <https://ovc.ojp.gov/funding/funding-webinars>.]

DARYL FOX: Good afternoon, everyone, and welcome to today's webinar, FY 2021 Tribal Victim Services Set-Aside Formula Grant Program, hosted by the Office for Victims of Crime. At this time, I would like to introduce today's presenters, Jessica Andrew, Grants Management Specialist; Katherine Darke Schmitt, Acting Director; and Bonnie Robertson, Grants Management Specialist, all with the Office for Victims of Crime to begin today's webinar. Jessica, I believe that you'll be the one starting things off today.

JESSICA ANDREW: Hello. And thank you, Daryl. And thank you all for participating in this webinar to discuss OVC's Tribal Victim Services Set-Aside Program. As Daryl said, my name is Jessica Andrew and I'm joined by my colleagues, Katherine Darke Schmitt, Acting Director of OVC, and also Barbara Robertson.

Before we get into the content of the webinar, I first do want to acknowledge the difficult time that we're all living in and thank you all for joining today. I know that you all have competing priorities right now and we really appreciate that you've taken the time to listen and join us. So today, we have 90 minutes together. During this time, my colleagues and I will provide a background about our agency. We're going to walk through the requirements of the Tribal Set-Aside, briefly discuss the application process, and then address any questions that you may have. And as we're going through this, if we see that there are a number of questions that are coming up in this chat or Q&A box, we'll try to take a pause and answer some of those questions for you. And also many people do find it helpful to have a copy of the solicitation on hand. And I believe one of my colleagues is going to be putting that link into the chat box for you guys as well. [<https://ovc.ojp.gov/funding/fy-2021/o-ovc-2021-90001.pdf>]

So, on this first slide, many of you have received OVC funding in the past and so you are very familiar with our work. However, there are those of you who are new and may not be as familiar with OVC. So I wanted to take a few moments to tell you a little bit about our office and the kind of programs that we fund. So OVC is charged by Congress with administering the Crime Victims Fund, which is the major source of funding of victim services throughout the United States. These services include programs such as your state compensation program; assistance program; programs that focus on assisting victims within tribal community; responding to mass violence and terrorist incidents, both here and abroad; and training and technical assistance initiatives and resources to help service providers build their capacity and serve victims of crime. And we also provide some funding to other federal agencies that serve victims of crime including the Bureau of Indian Affairs and the FBI, among others.

As mentioned, OVC supports victims within tribal communities and we do this through a number of tribal-specific programs. Some of these programs include Developing Future Victim Specialists; CTAS, Purpose Area 6, which is our Children's Justice Act; Project Beacon; and several more discretionary programs. We also have projects that provide programmatic and financial training and technical assistance, as well as putting on the biennial Indian Nations Conference. For more

information about our specific projects, please visit our website.

[<https://ovc.ojp.gov/program/tribal/overview>]

So, on this screen, you have a snapshot of the Fiscal Year 2021 Formula Program Solicitation. Again, if you have not already done so, I highly recommend pulling the solicitation up as we run through these slides.

So on the first page of the solicitation, it outlines the major deadlines and dates you need to be aware of. This year, we have a new two-step submission process, which includes submitting the information into Grants.gov and JustGrants. And please note that we are going to be having a specialized webinar that will occur on May 13th, focusing on that submission process. But in the meantime, please be aware that grants--that the Grants.gov deadline is May 12th and the JustGrants deadline is May 14th. [June 14th, per solicitation.] We expect to make all award announcements on or before September 30th. And for most grantees, your project start date should be January 1, 2022. If your tribal organization has a current Tribal Set-Aside award that will expire this September and therefore you need an earlier start date to prevent a lapse in services, please contact your program--sorry. Please contact your Program Manager for an earlier start date.

And then if you look at the bottom of the screen, you're going to see a red note. This is just a reminder for everybody--reminder for everybody that once an award has been made, the entity must complete a number of steps before program funds can be accessed. Once the award is made, please get in contact with your OVC Program Manager, listed on your award letter, and work with them to address any issues with your budget and to talk about any outstanding special conditions that may be withholding funds on your award.

So this year, Congress authorized over \$100 million for the Tribal Set-Aside Program. With that, OVC expects to make 173 awards. The dollar amounts under this program will vary and will be determined based on the formula. For more information on the formula, we will insert a link of the allocation chart into the chat, so you can have easy access. [<https://ovc.ojp.gov/funding/fy-2021/TVSSA-allocation-table-508.pdf>] For most grantees, your project start date will be January 1, 2022. And, again, if you need an earlier start date, please talk to your OVC Program Manager. And to provide you with the flexibility to meet the needs of your community, you may designate a project and budget period of 12 months, 24 months, 36, 46, or 60 [months]. This all is depending on the design of your program.

And these awards will be grants. So in November of 2020, OVC held a consultation with tribal leaders and their designees to consult with feedback about the formula process. OVC has agreed that to use the formula process again as determined the allocations through the pop[ulation] certificate that was submitted earlier this year. Applicants will also have 60 days to respond to this solicitation. Applicants are not required to submit a formal narrative description, as like with previous years. But in this year, you can submit a checklist describing your project activities, complete an interview with an OVC staff member, or provide a narrative. To provide you with the most flexibility of your community and the needs of your community, you may also again, choose a budget period of 12 months, 24, 36, 48, or 60 [months]. And again, this is all going to depend on the needs of your program.

Moving into eligibility. So eligible applicants under this solicitation are those who already submitted population certificates by March 5th and have been notified by OVC of their formula allocation. Eligible entities are listed on that funding allocation chart. And if you have any questions, please contact the Tribal Set-Side email address that we'll put up later on during this presentation.

So the goal of this program is to use the administrative formula to make grants and to provide support to tribal communities to improve services for victims of crime. Successful applicants can achieve this goal through providing victims' services to meet the individual needs of American Indian and Alaska Native victims of crime and addressing the needs of a wide variety of crime victims in tribal communities.

As I have mentioned, the goal, of this program, it is to provide support to communities to improve the services for victims of crime. This can be done in many ways, such as developing and administering a community needs assessment to identify the gaps of a community's current response to serving victims of crime and then basing those results on a strategic plan that will then lead to the development and implementation or expansion of a victim service program.

OVC funding must be used to support victims of crime. So this screen provides some examples of allowable focus areas to serve victims of crime, such as: forming a sexual assault program, creating policies and procedures for a domestic violence shelter, hiring on onsite counselor to provide direct services to victims, providing individual counseling or support groups, or addressing the needs of elders, and many more.

Funding under the Tribal Set-Aside may be used for a wide range of programs, activities, equipment, and supplies to develop, enhance, and sustain victim service programs. To assist with this, OVC has created an example list of allowable and unallowable activities under the Tribal Set-Aside. While it's not an all-inclusive list, it does provide general guidance on what costs and activities would be considered allowable. So when thinking about this, there are some questions that can help guide you. One of them is, Is this cost related to supporting or assisting crime victims? Can those costs be allocated specifically to this project? Is the cost reasonable? For more information about allowable and unallowable activities, OVC and OVC's Tribal Financial Management Center, also known as TFMC, will be hosting a webinar on May 12th to discuss costs and to provide information about the budget. And more information on this webinar is also forthcoming.

While funds can be used to provide, again, a wide range of services for victims of crime, there are some statutory limitations on how funds can be used. This slide summarizes the cost activities that are statutorily prohibited under VOCA. These funds cannot be used to pay for crime prevention activities, services for criminal offenders, costs associated with law enforcement and prosecution services. And please note that this is, again, not a comprehensive list. There are other costs and activities that are generally prohibited by federal law, policies, and regulations. And those are listed in the unallowable and allowable cost chart. If your application contains unallowable costs or activities, you will be asked to remove those from your application.

So that concludes my portion of the presentation. I will then, hand it over to our Acting Director, Katherine Darke Schmitt.

KATHERINE DARKE SCHMITT: Thank you very much for getting us started. I am very happy to have the chance to be part of this presentation with my colleagues, Jessica and Bonnie, and the folks who are supporting us on the technical side. Thank you very much, Tammy. All right.

So I am going to handle this next part of the instruction about how applications are instructed. I have been in the Q&A, furiously addressing questions. They're going to be--There's going to be a pause now while I speak. And you will continue to submit your Q&A and my colleagues and I will do our best to get to all of it today. If we don't--do not get to you, don't panic. We're going to put my email address in the Q&A. So you will be able to find me afterwards, if there's something else you need to know about this funding. But let's get started.

So there are three things that are part of an application for federal funding. And they are the Proposal Narrative, the Budget Detail Worksheet and Narrative, and number three says Application Timeline. And by--what we mean there is a project timeline. We want to plan for how, over the months that your project goes by, you will use these funds. And those of you who are experienced OJP grantees know that typically, if an award is made but we are missing any of these things, we have to hold the funds until we get them. So we would prefer that you complete all the parts of your application before June 14 when you submit, please.

And I'm going to talk you now through some changes in how the application process is going to work this year, relative to previous years. Part of this is because OJP has changed to a new system, the Justice Grants Systems. And part of it is because, in response to what we heard at our consultations, we are doing our best to eliminate barriers and complications in the application process.

So to begin with, we have heard that constructing a Project Narrative can take a lot of time and be a drain on staff resources. And so this year, for the first time ever, OVC is inviting tribes who are submitting under this program to consider either doing it the way you always have done, with a traditional Project Narrative. So that would be a written document that you produce in Microsoft Word, or WordPerfect, or some other word processing package, in a narrative form, an essay form.

You have a second option. You could instead use the checklist. The checklist is included in the solicitation document itself. It is also posted as a fillable PDF on the Tribal Set-Aside website. You could use that checklist, fill in your text in the little boxes, check your yeses and nos, and you could submit that to us as a Project Narrative without any further essay or written documentation in your narrative.

And we have a third interview, it--We have a third possibility. If you would like, we will do the Project Narrative for you, and the "we" in this case are my colleagues at the Tribal Division at OVC. If you choose, you can contact me and say that your preference is to have your staff interview with our staff; we will use the checklist document to interview you, we will record the answers you tell us about what your intention for your project design is, and we will create the

Project Narrative document, which we will send back to you for your review and then, you will upload that when you submit your application, no later than June 14.

Now because we are a small but mighty staff, and because these interviews--I anticipate are going to take about 90 minutes, we need some advanced warning, so that we can get our time scheduled. So, we have asked, please, if you are going to do the interview, instead of doing your own checklist or submitting your own narrative, could you please let me know no later than April 29th. And the OVC Tribal Set-Aside email address is there for those of you who regularly correspond with me, that's me, I'm the person on the other end of that. So, if it comes to my personal address, no problem, I'll be able to run it down. [OVCTribalSetAside@ojp.usdoj.gov]

But this is come--This date is coming up. So this is this Thursday, please, we need you to tell us if you have chosen to do the interview. If you let us know after the 29th that your preference was an interview, we would do our best to accommodate you, but it just may not be possible at that point, because all our time may be scheduled out. And in that case, you would have to revert to one of your other two options, producing a narrative or doing the checklist yourself.

So in the next slide, we're going to talk a little bit more about the Project Narrative. We hope that the checklist that is in the solicitation is useful to you as a guide, even if you decide that your preference is to write out a traditional Project Narrative. Because if you were going to do that, you could have the checklist open and you would just write your narrative addressing the issues as they appear in the checklist. And if you do that, then we know that you know that we are getting all the project design information that we need in order to make the award. Sometimes, in the past, we have gotten a Project Narrative which didn't really address everything we needed addressed in order to make an award. And in that case, we have to hold the funds until we get a Project Narrative that supplies all the information that we need. But if you follow the checklist, you can be fairly confident that you are giving us everything we need, so there wouldn't be a need for [holding of] funds. So again, you can use the checklist as a guide for your written narrative, you can use the checklist just on its own and not write another further word, or you can interview with us, we will complete the checklist for you. Those are your options for proposal narrative.

And the next slide is just a snapshot I grabbed from the checklist itself. It goes on for several pages but it looks like this. It's in a table form. There's a question on the left. There's space on the right for you to type in your response to each of the questions we're asking, and there is the location of where you could download the fillable PDF on the web if you chose to do that. [<https://ovc.ojp.gov/funding/fy-2021/o-ovc-2021-90001-checklist.pdf>]

So, you may be curious since you've never been offered a phone interview before, what would that be like? So if, I will repeat, if you choose an interview as your preference, please let us know by April 29th, so that we can get it scheduled. What'll happen is you're going to get an email from me. That email is going to describe to you the interview process and it's going to reserve a 90-minute or two-hour block of your time. And, yes, we are careful to make sure we are working in your correct time zone. If we send you a time that does not work for you, then, you will let me know that and we will try again, until we find a mutually acceptable block of time. The calendar appointment that I send you will include a link for a video meeting. If a video meeting does not work for you because of bandwidth issues where you're working, we'll just use the phone interview part and that'll be

fine. We need to have on the phone during the interview the people who are going to supervise and/or the people who are going to deliver the services that are provided under your grant. It is not sufficient to have a grant writer do the interview with us. And the reason for that is that we are going to need to ask questions about the project design that a grant writer couldn't really know. So please make sure that the folks who you are, on your end, having joined the interview are the people who are either supervising or providing the services that are to be delivered.

And in fact, I believe you all got an email reminder from me this morning that this was an option. And I have seen many of you respond to that and I appreciate that. If you do an interview with us, we will be using the checklist and recording your responses, and then I will send the checklist back to you by email so that you can look at it, you can make sure that agree that what I said you said is what you meant to say; you can change your responses if you need to; and then you will upload that document in the Project Narrative part of JustGrants. And you'll be good--you'll be good to go.

All right. I anticipate many more questions about phone interviews. I am looking forward to answering all of them, either in this forum or in email.

Jessica, before I start talking about the budget, do you want me to stop and address any questions that you're seeing in the Q&A?

JESSICA ANDREW: Sure. We're not getting a ton of questions about the narrative but someone did ask for your opinion on, "what's the best way to submit the narrative? Is it through phone interview, the checklist, or the narrative?"

KATHERINE DARKE SCHMITT: That is an excellent question. I'm glad it was asked. So this is not a competitive program, so this is different from a lot of grant funding opportunities. If you got a letter from me, which was sent by email, that said, "Here is your tribe's formula allocation for 2021," then you are going to get this award. You don't need to worry about writing a competitive Project Narrative the way you might if you were applying for competitive funding. That said, the best format for the narrative is the one that works best for you. If your grant writing office is a machine and they are primed and ready to go, and you have text from a previous year that you plan to update, maybe the Project Narrative is your first preference. And that's totally fine, we are happy to get those. If you are shorter staffed or you don't like writing long essays, if that's not your forte, then maybe the checklist works better for you because it does not require that you sit down and compose full sentences and full paragraphs. And if you are interested in trying the interview version of this to see how it goes, I am certainly interested in trying it with you. So really, make that decision based on what works best for your tribal government. It has no bearing--The method that you choose has no bearing on whether you will or will not get the grant. You will get the grant. Thank you for that.

Jessica, is there anything else you want me to speak to?

JESSICA ANDREW: Yes Katherine. "So when we're talking about the phone interview, you said that the tribes need to contact you by the April 29th to do the phone interview. What's going to be the range for the interview date?"

KATHERINE DARKE SCHMITT: Right. Excellent question. Thank you. So we have already scheduled out through mid-May. So we will keep scheduling right up until maybe the end of the first week of June. So we--we'll be looking at several weeks, a period of a--of a several weeks during which we would be trying to find a mutually convenient time for you and for us.

JESSICA ANDREW: Great, thank you for that. And I think that's all for the questions for right now.

KATHERINE DARKE SCHMITT: Thanks, Jessica. I appreciate it. And thank you very much slide wizard. So here we are back for Budget Worksheet and Budget Narrative. Now this requirement has not changed. If you have had OVC or OJP Grants before, then you know that we need both a worksheet that shows your math and a narrative. Sometimes those are combined into one document, that's totally fine.

However, this year, the way in which you submit the worksheet and the budget narrative has changed because OJP, DOJ as a whole actually, has changed to the JustGrants System. And so this year, JustGrants has a budget form and it is just going to ask you to fill it out. There will be technical assistance, should you need it. The content of the budget are going to be the same but this year, you will be using the JustGrants web-based form.

Personnel costs should relate to key personnel for the project. This is the first category in the budget. Key personnel are the ones who are doing the heavy lifting for you. They are the folks who you do not change without consulting with us, to make sure we agree on what the position requirements are for the position they're in. If you have personnel costs and you do not have names of specific individuals tied to them yet because you're going to be hiring for example, that's totally fine. You still need to account for the personnel costs in the--in the budget so please do give us the projected salary costs, but it's okay to write TBD and the name of the position, if you do not know the individual who is going to be serving in that position.

The budget needs to include every expense that you anticipate to fully implement your project and it is broken out by year, reflecting the entire period of performance, as Jessica said in the beginning, depending on the design you are setting up for your grant program. The web-based budget form on JustGrants pretty much forces you to do this. You're not going to have to guess. So that's a good thing. Please also make sure the budget is mathematically sound and that the expenses that you have accounted for tie back to whatever you said you were going to be doing in the proposal narrative or the checklist, whichever you did. So those two things should equate with each other.

And I'll remind you, as Jessica said, that you are determining the length of your project this year. We prefer whole year increments. We'll talk to you if there's some reason why you would rather not have full 12-month increments in your budget. And you're going to map it out depending on how long the funds that you got this year from the formula are going to last, that's how you'll decide how long your budget is.

All right. The Budget Detail Worksheet is now part of the web-based form in JustGrants and so there will be space for you to type in both the numbers to show us your arithmetic and to show us words that describe the expense that you have in front of you. And you will see--You see in the

solicitation that we are asking you to budget for certain specific things. For example, there is a requirement that you budget for staff to travel to attend OVC training events. One of them is OVC mandatory training. We also hope that you will include funds for Indian Nations 2022, which we all hope is going to be a live activity. We know that you are estimating your travel costs at this point, and that is not a problem. If something happens and your estimation of travel costs radically change, that's fine. We'll just change the budget down the road. But please do make sure that all the costs you're accounting for in your Budget Detail Worksheet are reflected in what you said you were going to do in your Project Narrative, whether that is a narrative that you have written out long form or a checklist that you have done, either on your own or with us.

The third part of the application that you need to submit is the timeline. So what you are going to do is create a project timeline that shows project activities and major milestones, and you tag those to specific months in your project period. This will help you stay in track, it will help us understand the intended pace of the project, and it will help us know when, for example, technical assistance might be necessary, as you embark on new parts of your project.

All right. So those are the three required documents which need to be submitted on June 14. I have listed, not me, the genius who created these slides has listed the other documents, which, if you are an OJP grantee, you are used to seeing. I know this looks like a very long list. Please don't panic, there's nothing new here. If you've applied for a grant with us before, this is the same old list. And in fact, some of these, JustGrants queues you to do, it forces you to sign off on them so you don't actually have to think about it very much. But here is that list. And if you get stuck while you're creating your application, we will help you figure out what to do for these attachments. I do want to note that one of them has a new name. It's in the second column, the second bullet down, Applicant Disclosure of Duplication in Cost Items. In earlier years, we have called that Documentation of Pending Applications. It has a new name, it's the same document. You just need to tell us if you are seeking federal or state funding for these same expenses at the same time that you submit your budget to us. And also, I want to say that all of these are required by statute, 2 C.F.R. Part 200. OVC does not impose these on our grantees, it's a--it's a federal law for federal grant funding, and we therefore also cannot excuse you from submitting them.

One of the small bullets on the previous page was Applicant Disclosure of High-Risk Status. This is only relevant to grantees who have a designation as a high-risk from another federal agency, not us. We need to know that. We rely on you to report that to us. Thank you.

So here are a couple of questions that we often get about high-risk. There is no central database of high-risk grantees. And so the people or the office within your tribal government who handle tribes will know whether you are or are not high-risk status. There's no specific form you need to fill out, we just need you to attach a statement to us that gives us the details of your high-risk status, if that applies to you. And grantees who do not have a high-risk status, attach a document that says we are not high-risk, end of story. It doesn't need to say anything else.

I know that some of you have already been on Grants.gov to begin your applications for this program. Bravo! So you--this may not be new news to you, you have already seen this. There's a series of specific steps that you need to do to fill out your SF-424 in Grants.gov. You must have a DUNS number. The folks who handle your federal grants in your tribe will know what that number

is. And you must register on SAM.gov. And as long as you're looking at SAM .gov, please make sure the DUNS number is what you expected to be, the name of your tribe is as you are going to apply in OVC, they need to match exactly. If you sometimes use a "the" and--or like "the" Paw Paw Nation or sometimes you don't, you need to please spell it the way it's spelled in SAM.gov. And we need to make sure that your authorized representative in SAM.gov is the highest, usually, elected official in your tribe, the person who is allowed to enter into contracts with the U.S. Government on your behalf; and that is the person who needs to sign off on your SF-424.

You have the chance to enter start and end dates. Most of you are going to enter the date January 1, 2022. There are some of you who are going to be entering another date because you have a lapse of funds issue, stemming from earlier OVC funding, not a problem. You can change the date to be October 1, 2021 if you need to, but most of the projects will start on January 1st because that is when the funding truly begins to become available in most cases. Your end date, if you are choosing to spend your grant funds over 5 years, would be no later than December 31, 2026. And the estimated funding number that you put in your 424 should match the letter that you got from me by email that told you what your formula allocation was. That formula list is available at the website that was posted in the chat earlier. So, if you have forgotten or you are not the person who got that email, you can go back and look at what your allocation was if you need to. There is a block for tribal--for a project description. Please just put in the name of this program, OVC FY 2021 Tribal Victim Services Set-Aside Formula Grant Program.

All right. Remember, I said this Disclosure of Pending Applications has a new name this year? It's now a Disclosure of Duplicative Funding. It's the same document. You just let us know if you are seeking federal or state funding for the same purpose at the same time that you seek it from us, so that we know if there are any duplication or funding redundancy issues that we need to worry about.

The lobbying form, which is called the SF-LLL, is one of the documents that you complete in JustGrants. You are just telling us whether you do, or do not, have paid lobbyists at work on behalf of your tribe.

Some of you, but not all of you, will be required to submit a Tribal Authorizing Resolution. If you are submitting on behalf of a tribal government, you do not need--your own tribal government... If the tribe is submitting its own application, you do not need to send us a Tribal Authorizing Resolution. And the reason for that is, your authorized representative is your highest-elected official and they will be the ones who sign off on your 424, so we know that they know that you have applied for funding on the tribal government's behalf. However, if you are the designee for another—for a tribe, even if you are a tribe yourself, if you are also the designee for another tribe, you must submit a Tribal Authorizing Resolution for that other tribe. And if you are working as a consortia this year, the consortium's application must include tribal resolutions for every participating tribe.

Jessica, shall I stop and take questions before we go to Bonnie?

JESSICA ANDREW: No, I think we're pretty good to keep moving on.

KATHERINE DARKE SCHMITT: That is excellent. Okay. Tag, Bonnie, you are it.

BARBARA “BONNIE” ROBERTSON: Okay. Hello, everyone, and my name is Bonnie Robertson, also known as Barbara. And I’m here to talk to you today about how to submit your information. Next slide, please.

As Jessica stated earlier in Fiscal Year ‘21, applications will be submitted to DOJ in two different way--in the two--in a different way in a two-step process. Under step one, applicants will submit your SF-424 and your lobbying disclosure form, also known as the SF-LLL in Grants.gov. And to register--for those of you who have not registered in Grants.gov yet, you will need to obtain a DUNS number and a SAM registration needs to be either current or renewed. In step two, applicants will submit the full application, including attachments, in JustGrants. To be considered timely, and application must be submitted by the application deadline of June 14, 2021. You’re going to hear that a lot today. OJP urges you to submit your applications at least 72 hours prior to the application due date to account for any technical difficulties you might encounter or some various issues that might occur on your end or our end. Please, please do not wait till the last minute. We encourage you to also review the How To Apply section in the [OJP Grants Application Resource Guide](#).

Next slide, please. So I’m not going to go into a lot of detail here right now as there are step-by-step instructions available to you in the [OJP Grants Application Resource Guide](#). And the link to that has been added to the chat quite a few times. But here’s some information on what you’ll need to get started in Grants.gov. First of all, you need a DUNS number. If you don’t currently have one, you will need to act quickly to acquire one, as it takes a while to get through the process. You also need a current SAM registration or a renewal. And this is important, as Katherine and Jessica have already mentioned, you won’t be able to submit your application under step two in JustGrants if your SAM registration is not current. Next, you will need to follow the steps in How To Apply section of the OJP Grant Application Resource Guide. If you don’t--or if you haven’t already registered in Grants.gov, registering is a one-time process. However, processing delays may occur and it could take several weeks for first-time registrants to receive confirmation of registration and a user password. And keep in mind that the submission deadline for your SF-424 and SF-LLL in Grants.gov is May 12, 2021. When completing your SF-424 in Grants.gov, as Katherine has already stressed, please be sure to follow the instructions that she provided in her presentation a few minutes ago, and ensure that the person is listed as the authorized representative is someone who can legally accept federal funds for your tribe, village, or organization. Also make sure that your SF-LLL is completed. Please do not submit a blank document, as doing so may result in an access to your funds being delayed. And just as a side note, for browser’s information, Grants.gov was built to be compatible with Internet Explorer, for technical assistance with Google Chrome or another browser, you may need to contact Grants.gov customer support and their number if it hasn’t been provided in the chat yet, is 1-800-518-4726. Next slide, please.

Within 48 hours of submitting your SF-424 and SF-LLL in Grants.gov you should receive these notifications. If you experience issues, please contact the Grants.gov user support at the number I just provided or by email at support@grants.gov.

Next slide. So once you've received the notifications from Grants.gov you are ready to start step two. And before I share information on step two, we need to let you know that JustGrants will be down from May 7th through May 12th, due to updates being performed. So, please be sure to include this in your internal application submission planning and make any adjustments that you will need to accommodate for this outage. A good place to check for any other issues with JustGrants is always be sure to check the alerts at the top of your [JustGrants page](#) when you first login. Okay, back to step two. When you enter into JustGrants you will find a standard application information section on the JustGrants application--on the application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to carefully review the standard application information and make sure that everything is correct and make any edits as needed. With this--In this section you'll need to add ZIP codes for areas affected by the project. You'll need to confirm the authorized representative and verify the organization's legal name and address. Next slide, please.

The person who will be serving as the application submitter will need to complete the application by entering data into the web-based forms. You'll need to also upload attachments and be the one to accept the assurances and certifications. You'll also need to check to be sure that all the required documents have been attached to the application before submitting. Check, check, and double check. Once all sections are complete the application submitter will submit the application. Upon successful submission of an application the applicant--application submitter, entity administrator, and authorized representative will receive an email from JustGrants confirming the submission of the application. To ensure that you receive these emails and that they are not flagged as spam, we recommend adding the following email address to your trusted senders list. And it's--I'll spell it out. It's, D I A M D-, and then the word "Noreply" all one-word, @usdoj.gov. [DIAMD-NoReply@usdoj.gov] And as a reminder, all applications must be submitted in JustGrants by June 14, 2021. Next slide please.

So, I know there's been a lot of information. And don't worry we're not going--we're not going to leave you hanging; we're going to connect you with a lot of resources on how to submit an application in JustGrants. The application submission section in the JustGrants training page contains e-learning videos and job aid reference guides that explain how to locate an application, complete the proposed app--proposal application and narrative. Complete the budget details form, how to upload attachments, and how to review, certify, and submit an application. We also have some webinars coming up that'll be helpful to you. On May 12th, at 3:00 PM, Eastern Time there will be a budget webinar. And then you should also consider attending the upcoming OVC application submission webinar for tribal grantees, which is scheduled for May 13th at 3:00 PM Eastern Time. And more information on those webinars will be coming up soon. You can also access a recording of a previous webinar for application submission, that's available on the JustGrants training page. You can find all this information and more at the JustGrants webpage at justicegrants.usdoj.gov/training. We suggest that you bookmark the JustGrants training page and that will allow you to be aware of other opportunities, trainings, and webinars on the JustGrants process.

Before I turn it over to Jessica, Jess, are there any questions?

JESSICA ANDREW: There is one just clarification, “Can you repeat the dates that JustGrants will be down?”

BARBARA “BONNIE” ROBERTSON: Yes, May 7th through the 12th, and if you go into JustGrants there is an alert at the very top of your home screen that also gives that information.

JESSICA ANDREW: Thank you for that, it is a great reminder that JustGrants does update that information very frequently. I think that that is all the questions that we have for you right now.

BARBARA “BONNIE” ROBERTSON: Okay. Great. Well, thank you for your time everybody today. And now I’m going to turn things over to Jessica.

JESSICA ANDREW: Okay, everyone. So we have about 40 minutes left, so we are right on time. And just as a reminder, as we’re going through this, if you have any questions that you would like answered please enter those into the Q&A box at the bottom right corner of your screen. We have a couple in queue that we’ll we--we will be responding to once the presentation is over. And we also will be reading a couple of those and that we have answered just for those on the phone who cannot see.

So, part of my presentation is to really tell you guys about the tools and resources that you have available to you as you’re going through this process. And part of that is providing tips and tricks as you are going through the application. So these next three slides are going to be incredibly heavy, have a lot of content. And we did it this way, so that if you do choose to print out these slides and have it on your desk while you’re going through the submission process, you have all the information right there at your fingertips. So please don’t let it scare you too much. So I’m just going to take a moment to run through a couple of things that tend to come up with folks who are applying for funding, just a couple of things to keep in mind, particularly with this new system and the way that we’re processing awards.

So OJP uses SAM.gov to confirm active registration and to verify legal name, the addresses, and everything on the SF-424. And so, if there is a discrepancy between the SF-424 and the SAM entity registration number, you will be asked to fix that. So it is best practice to look at that ahead of time to mitigate any issues that may impact or delay in you getting funding.

You also want to make sure that you have the correct authorized representative on your 424. That person has the authority to accept the grant application on behalf of your organization or jurisdiction. And we want to make sure that we don’t create any unnecessary delays or barriers again, when you’re applying. So please double check that.

On the next slide again, we have a bunch of other tips for you to consider. The budget and funding is definitely an area again, to pay attention to in detail. Areas that we find many delays when it comes to accessing award come from this, come from discrepancies within the 424 and the budget. Please note that once you submit your 424 in Grants.gov you will have the opportunity to update it within JustGrants. So, then your SF-424 must match your budget. So those are just some of the details that you want to pay attention to and to make sure it's consistent across the board.

In addition there are no match requirements in the solicitation. And you want to make sure that your costs are all allowable and reasonable for the project that you are presenting. We definitely recommend checking out the unallowable and allowable cost sheet, it is incredibly helpful and it's also really great to speak with your program manager. If you have any questions about what is considered allowable, what kind of programs can you implement, definitely a great person to bounce your ideas off of would be your GMs.

And then, lastly, couple more tips on this and again, I just really want to encourage you to look at the [financial manual](#) when it comes to OJP. We also have a financial training and technical assistance provider that can also help you with your budget, if you have any questions. And further on, I believe--I'm sorry. On May 12th we're going to be discussing the budget a little bit more in-depth. So we're going to be talking about some of these tips and then providing you with a little bit more information about how to submit your budget within JustGrants. So if you are free, I highly recommend on the 12th joining us for that webinar.

And so the next slide talks about three great places to look for additional solicitations. Obviously [Grants.gov](#) is a great resource. [OVC website](#) has many. And then we have the [Office of Justice Programs](#) and so this has everything between the SMART Office, the Bureau of Justice Affairs things like that.

So this is a non-competitive solicitation. Once these awards are made, the entity must designate an award administrator and a financial administrator. And these two individuals are expected to complete and maintain their certification. So if you have not already obtained your certification for the Grants Financial Management Training, you will have 120 days after the day that you accept the award to complete the training. If you cannot successfully complete the training within that time period your funds may be placed on hold. So this training must be completed every 3 years so please take a moment to look at your certification. If it's due to expire in the next few months, consider taking the Financial Management Training in your spare time.

Another resource that we've all kind of touched on throughout this presentation is TFMC. TFMC is our Financial Training and Technical Assistance provider and they provide individual training and technical assistance to our grantees. So this is going to be incredibly helpful for you. So when you are putting together your budget and trying to figure out what is allowable and what's not, you can

work with a TFMC financial specialist to kind of talk through your ideas and see how those cost breakdowns should look. They have virtual support centers, so you can call the general line, which is there on your right-hand side at any time. And also [Plain Language Tools](#) are available on their website as well. So there's microlearnings, webinars, guide sheets, a list of topics for you to check out.

So, throughout this presentation we have been throwing links at you left and right. If you want one place to find all of those links, we recommend that you visit [OVC's dedicated tribal website](#) and that is where you'll find the solicitation, the allocation chart, and everything else that you need to manage your award.

Also, something that we want you to be aware of, when you are awarded OVC will assign you a training and technical assistance provider that can help you build the capacity of your program and this is at no cost to you. Again, OVC will offer at no cost to grantees, programmatic and financial training and technical assistance. And we recognize that many entities are already using consultants or trainers that they are familiar with. You are still welcome to use those organizations but we just wanted you to know that we also have options available to you. When you're developing your budget again, remember that financial TTA is available to you. And--yeah.

Next, we have a couple of key contact information for you on the board. We have if you're having issues submitting your 424 or SF-LLL to Grants.gov, please contact the Grants.gov helpdesk. If you have any questions for JustGrants on submitting your application, please call the JustGrants helpdesk.

And then if you have any questions when it comes to the solicitation, the requirements, the budget, program narrative, anything like that, you'll want to get with your assigned OVC grant manager. And if you don't already have one or you don't know who yours is contact that email on the screen. OVCTribalSetAside@ojp.usdoj.gov. Again, if you do not have an already assigned OVC grant manager or you don't know who your grant manager is, contact the email address on the screen.

And lastly, I know we've been talking about the two webinars that are coming up. I'm putting them on the screen as well. We do not have the registration links yet, but we will be sending one out and inviting you all to participate. So if you all don't mind just mark your calendars from May 12th and May 13th, starting at 3:00 PM Eastern Time for each day and those webinars will be 90 minutes long.

So we are at the end of our presentation so we have about 30 minutes left for Q&A. So we're going to switch gears and respond to some of the questions that have been coming in through the chat box. And while Bonnie gets the first question queued up, I just wanted to remind everybody about the deadlines. If you wish to complete your project description via phone, a phone interview, please

do so by April 29th. The Grants.gov deadline is Wednesday, May 12th, and to apply in JustGrants will be June 14th.

Now I'll pass it over to Bonnie. Bonnie, do we have any initial questions that we need to address?

BARBARA "BONNIE" ROBERTSON: I'm going through now, it looks like you and Katherine have been doing a fantastic job on keeping up on answering questions.

KATHERINE DARKE SCHMITT: And, Bonnie, can I give you a question to address?

BARBARA "BONNIE" ROBERTSON: There are a few that perhaps may need to be shared verbally.

KATHERINE DARKE SCHMITT: Bonnie, can I ask you to tackle one of the things, which you have answered for me before? I think this is coming from some of our Alaskan Native Villages. Bonnie, "Could you please talk through what the alternatives to a tribal resolution are when tribal--official tribal resolution is not really the appropriate instrument?"

BARBARA "BONNIE" ROBERTSON: Yes, if you have bylaws that have, you know, the signatory of all the participants. Perhaps it's a consortia and you have by laws that have the signature of all the participating villages or tribal, you know, village councils, that's something that can be accepted. I'm trying to think of what other documents. That's the main thing is, it's typically your bylaws or constitutional agreements or that type of agreement. If you need a specific--more specific information, if you could send an email to the Tribal Set-Aside email address, we can provide you more information on that.

JESSICA ANDREW: So one of the questions that is coming in through the chat frequently is, "How does OVC define a victim of crime and how do we know whether or not somebody would be eligible for services under an OVC-funded project? Is a victim required?"

KATHERINE DARKE SCHMITT: ...Anyone else at all, even if they have told no one, if they come to you seeking help, we encourage you to provide services for them.

BARBARA "BONNIE" ROBERTSON: And I'm going to cover one. A couple questions keep popping up about the JustGrants outage. And the--and JustGrants is different from Grants.gov. Grants.gov is not going--there's not--no scheduled outages for Grants.gov. So you will have the full amount of time through May 12th to get step one completed. It's just JustGrants that's going to be down for that period of May 7th through the 12th.

KDS, there is a question that you asked that perhaps and there might be others who may be wondering the same thing and it is, “Can I change my mind if I want to switch to a checklist?”

KATHERINE DARKE SCHMITT: Oh, thanks, Bonnie, yes, absolutely. So you’re not locked into anything. If you think you might want to use an interview, please let me know by Thursday, April 29, so I can schedule it. But even after that date if you change your mind and you didn’t want the interview anymore. You can just cancel it and do some other submission of the narrative. The only reason you have to tell us about the interview ahead of time is so that we can get them scheduled. If you’re planning to use the checklist or the narrative, you don’t need to tell us in advance at all. You can just submit what you choose to submit on [June] 14.

I’m also going to address this “start date issue.”

So the FY 2020 formula awards end on December 31st. And for that reason, we picked January 1st, 2022 as the start date for the FY 2021 Set-Aside Formula Awards. Because that avoids the situation for some people of their being duplicative grants running at the same time. Which is probably actually, it’s the norm for overseas--OVC’s tribal grantees. We don’t particularly try to avoid that. We know that a number of our tribes have multiple grants running at the same time. It requires some agility on the part of your financial managers because they need to be tracking all the grant funds separately. They don’t get lumped together. So every time you’re issued a new award number, your financial manager has to track and report on those funds, on their own, regardless of the other funds your grant has. And you as the program manager, if I’m talking to a universal program managers, you also have to be doing your performance measurement reporting and your semiannual reporting on each separate grant award. So that is the thing that happens and we are comfortable managing in that situation.

You also will know if you have been a frequent federal grantee that from the time the award is made, which is almost always right around October 1st, the beginning of the federal fiscal year, it may take some weeks or months for OJP to review and clear the budget. Because our financial folks, they’re reviewing thousands of budgets at the same time for every awardee at OJP, they’re all coming in to be reviewed at that time. And so because we can anticipate that your funds are not going to be available on October 1st with almost certainty, we build in that buffer, those three months, October, November, December, for our financial folks to work on the budgets and try to get them cleared, so that if you have chosen a start date on January 1st hopefully, there’s a better chance that the release of your funds is going to occur at the same time as your project start date. I will freely admit that does not always happen either. But it’s more likely to happen than if you choose October 1st. I know there are some of you who have very discreet reasons for choosing October 1st and that might be because you have a previous OVC grant that’s going to end September 30th and you need to prevent there from being a lapse. And we will absolutely honor

that and we will make the start date October 1st. We cannot guarantee the grant funds are available on October 1st, but we can have the funds committed by October 1st.

I understand that January--December to--January to December may not correspond with your tribal fiscal year. And if--and that might be a reason why you would talk with your grant manager about when your project can start. Although for the reason I described above, because the grant funds do not automatically drop into your ASAP accounts on October 1st, I would advise you to think carefully through the repercussions of that. It may be that aligning with your own fiscal year is actually not as desirable as having a project that starts at the same time the funds are available.

I'm going to tackle another question that has come up, in a couple of different ways. Applicants asking, "Should we assume that tribes are eligible to apply for new Tribal Victim Set-Aside Formula funds every year?"

And I will say that as an agency that is the assumption that OVC is working under; that every year there will be a Tribal Set-Aside, and every year we will ask you to submit a population certification, if you are interested in participating, and every year we will be making Tribal Victim Set-Aside awards. OVC of course is not--does not control the purse; the Congress of the United States is the one who actually decides whether there is a Tribal Set-Aside and how big it is. So I cannot guarantee that there will be one, but there has been one every year since 2018, and OVC organizes itself as if there will be one every single year. And so in that case, federally recognized tribes are eligible for federal formula funding under the set-aside every year.

DARYL FOX: Just checking in. Probably just Katherine is still going through some questions at this time.

KATHERINE DARKE SCHMITT: I am. This is Katherine. I am still responding to a couple of particular ones in the chat. But I have not seen anything new come across, so I think we are headed towards a close.

Hi Eli. I want to make sure you see my response to your question about indigenous peoples who do not live in the board--inside the border of the U.S. You and I need to talk about that specifically please, I have given you my email address so that you can follow up.

Tammy, I see you. "Do we have to spend all the funds in--did that say year one?"

Tammy, probably it did. I'm going to guess that it did. No, you don't. You can decide what the project period for these funds are. So it could be 12 months, it could be 24, 36, 48, or 60 months; however long they're going to last based on the project design that you are putting together.

All right. Bonnie and Jessica?

JESSICA ANDREW: Yeah.

KATHERINE DARKE SCHMITT: Is there anything else you want to answer in response to these questions or do you think we are... Welcome to remind folks that that email address that is still on the screen right there, you can reach us at that. So if the answer we gave your question--if the answer we gave your question online is not complete enough, or it doesn't make sense or you want to rehash it, please just write to us there and we will write back.

Dorothy, yes, modular buildings are allowable expenses.

Yes, if you choose to ask for an interview and we do an interview with you, we will fill out the checklist and we will send it to you, so that you can verify that it says what you wanted to say, and then you will upload that as your project narratives.

I think aside from that we are pretty much all the way through. Tammy, thank you very much for your very agile information loading in the Q&A and the chat. I appreciate it.

BARBARA "BONNIE" ROBERTSON: Yeah.

KATHERINE DARKE SCHMITT: I think we are now good to close, thank you.

JESSICA ANDREW: Yes.

DARYL FOX: Wonderful. And just a reminder to everyone as well, the recording, PowerPoint, and transcript will be posted to the OVC website within about 7 to 10 business days. So please be on the lookout for that, if you need to reference this, once this webinar is over. So on behalf of the Office for Victims of Crime and our panelists today, thank you for joining. This will end today's presentation.