



Helping Crime Survivors Find Their Justice

Fiscal Year 2023

Developing Future Victim Specialists (DFVS) to Serve American Indian/ Alaska Native Victims of Crime

New Grantee Orientation

November 15, 2023

Thank you for joining. We will begin shortly.

Housekeeping Items



- **Q&A** - Please enter your questions into the Q&A feature at the bottom of your screen



- **Chat** - Please use the chat feature to communicate with the moderator, the speakers, and the other participants



- **CC** - Please click on the CC icon to view closed captioning during this session



- Need tech support? Email support@t-vstta.org

Today's Goal

To inform participants and provide the **knowledge** and **resources** to successfully manage new Office for Victims of Crime (OVC) DFVS grant awards.



FY 2023 DFVS Program Overview and Objectives

Goal: To develop a workforce of victim service professionals to provide direct services to AI/AN victims in locations that are remote and where positions are hard to fill. Done through engaging interested individuals with connections to these areas.

Objectives:

- **Establish (or continue operating) and administer a structured program** linking interested individuals with internship opportunities with a ***BIA or Tribally run victim service program***. (Can include programs run by Tribal consortia or Tribal nonprofits.)
- **Provide supervision and training** to participants in the program by experienced victim service professionals.
- **Establish baseline data** and a data collection process for performance metrics.

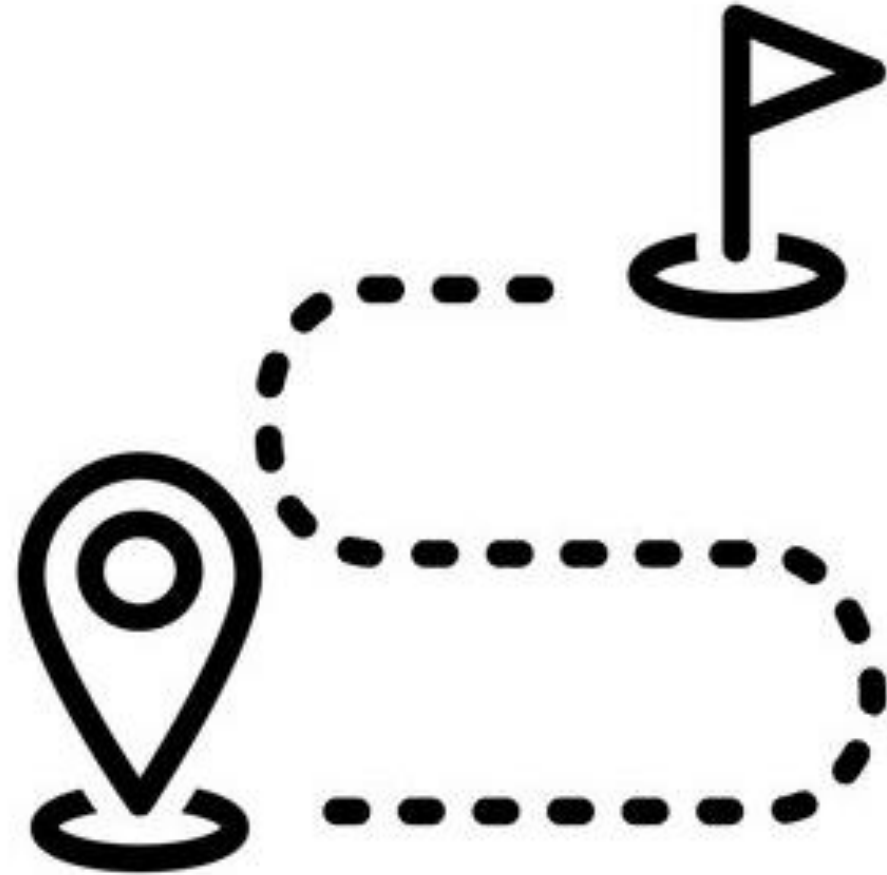
FY 2023 DFVS Grantee Locations and Service Areas



Grantee Name and Location		Program Service Area	
American Indian Development Associates (AIDA) Albuquerque, New Mexico	Various Tribes in New Mexico, Arizona, California, Texas	Pawnee Nation College Pawnee, Oklahoma	Various Tribes in Northern Oklahoma
Capacity Builders Farmington, New Mexico	Navajo Nation only (covers New Mexico, Arizona, and Utah)	Red Wind Consulting Colorado Springs, Colorado	Various Tribes in Nebraska and potentially one in South Dakota
First Nations Women's Alliance Devils Lake, North Dakota	Various Tribes in North Dakota	University of Missouri-St. Louis (subaward to University of Alaska-Fairbanks) St. Louis, Missouri (prime grantee) Fairbanks, Alaska (subgrantee)	Various parts of Alaska
Kaw Nation Kaw City, Oklahoma	Kaw Nation	Wild Horse Butte Community Development Corporation Martin, South Dakota	Pine Ridge Indian Reservation and surrounding areas in South Dakota
National Center for Victims of Crime (NCVC) Arlington, Virginia	Arizona (Tribes to be determined)		
Northern Michigan University Marquette, Michigan	Various Tribes in Michigan		

Getting Started

- Access and accept the award in JustGrants
- Review and comply with the special conditions on the award document
- Manage and implement the project according to the grant terms and conditions
- Submit all required financial, programmatic, and performance measure reports
- Complete all deliverables as stated in your application, the solicitation, and in your award special conditions
- **Do not obligate or expend funds beyond the percentage noted in the special condition until you receive final budget clearance**



Upcoming Event– DFVS Performance Measurement Webinar

- **Who Should Attend:** Those implementing the program and responsible for performance reporting
- **When:** Wednesday, November 29, 2023
- **Time:** 1:00-2:00 pm ET
- **Link:** <https://ojpmeetings.webex.com/weblink/register/r04c003145fae80b9b4e47b5463d90b51>

Before We Start...



There are things you need to know—

The Award Conditions and language mentioned during this webinar are specific to the **FY 2023 DFVS Solicitation**.

If you have grant-specific questions regarding award conditions, **please contact your OVC Grant Program Manager**.

Please be sure to read your award document and ALL special conditions.

Unlocking Your Award Conditions

Where can I find the Award Conditions?

In your Award Package (your official grant document)

Who should read the Award Conditions?

- ALL STAFF involved in the award
- Read it, know what it says



What is an Award Condition?

Award Conditions are terms and conditions outlined in your grant award package.

The screenshot shows a web application interface with a navigation menu. At the top, there are two tabs: 'Funded Award Information' (which is underlined) and 'Audit'. Below the tabs, there is a horizontal menu with five items: 'Award Package' (underlined), 'Award Conditions', 'Award Details', 'Award Attachments', and 'Performance Management'. Below this menu is a list of expandable items: '> Award Letter', '> Award Information', '> Project Information', '> Financial Information', and 'v Award Conditions'. A large dark blue arrow points from the right towards the 'Award Conditions' item, with the text 'Select Award Conditions' written inside the arrow.

Award Conditions – Active vs. Removable

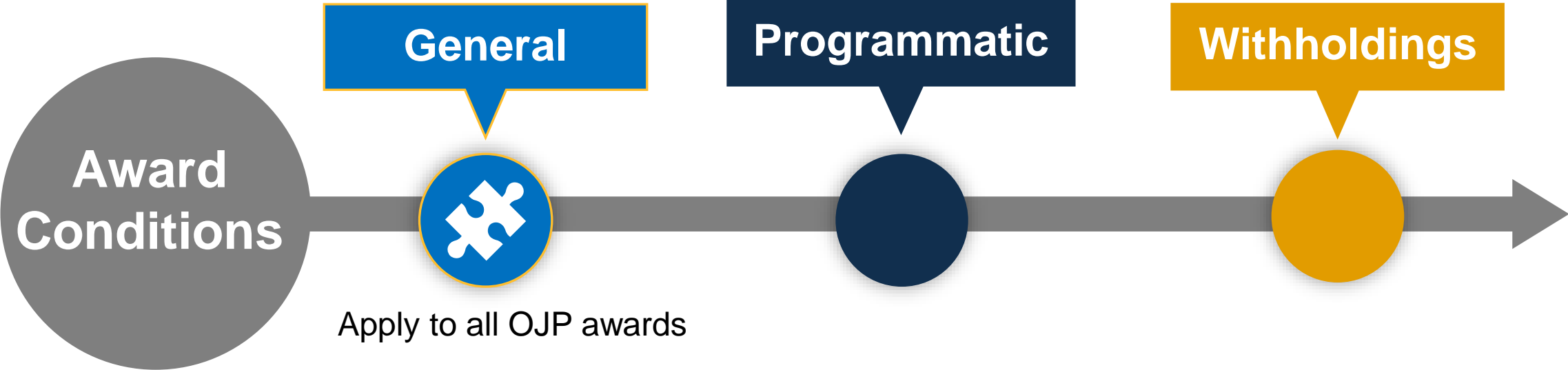
- **Removable** — Some conditions can be “removed” when they are met or if the requirement is no longer applicable.
 - Note: Some removable conditions “withhold funds” until satisfied.
- **Active** — Some conditions remain “active” throughout your project period.
- Read your award package, check in JustGrants, and talk to your OVC grant manager!
- At grant closeout, you must certify that all conditions were met.



Special Conditions Highlights

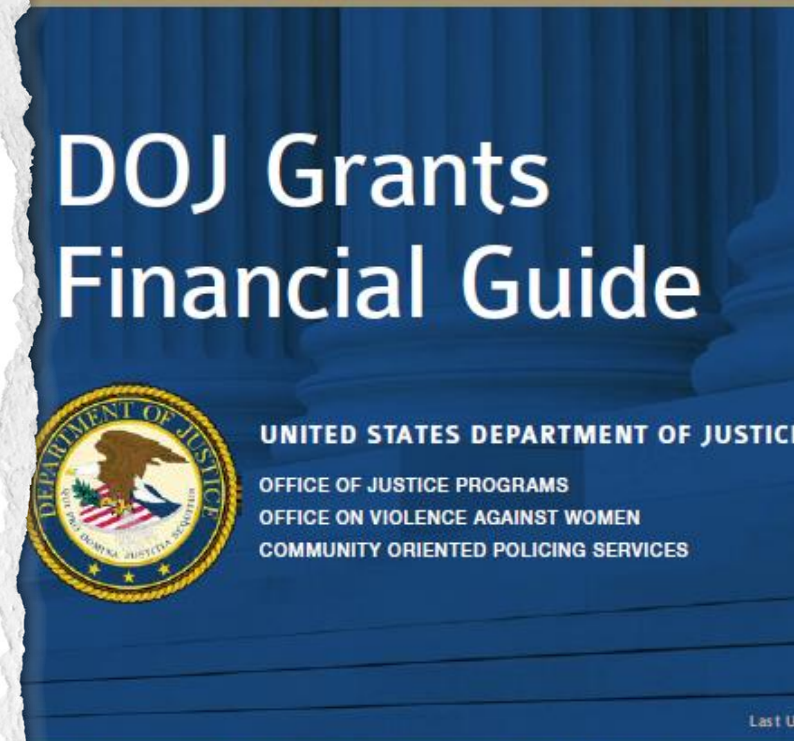
- Federal Regulations - DOJ Financial Guide and 2 C.F.R. Part 200 Uniform Requirements
- Required financial management training
- Suitability to work with minors (background checks)
- Conferences and trainings
- High-Risk Designation
- Consultant Rates
- Reporting requirements
- PII – confidentiality and privacy protections
- Product review
- Curriculum development
- Coordination
- Prior approval
- Financial withholding conditions

Award Condition Overview



DOJ Grants Financial Guide

- The recipient agrees to comply with the *DOJ Grants Financial Guide*.
- Reference for all grant financial concerns and 2 C.F.R. Part 200 “Uniform Administrative Requirements”
- This should be your **first stop** for Grant Financial Management questions!
- Available at: <http://ojp.gov/financialguide/DOJ/index.htm>



General Condition: Required Financial Management Training

Who: JustGrants grant award administrator and all financial managers

When: Training must be completed within 120 days after the date of award acceptance AND within 120 days of a POC change.

How Often: Must complete every 3 years!*

*Successful completion of the training on or after October 15, 2020, will satisfy this condition.



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Office of Justice Programs

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OJP Grants Financial Management and Grant Administration Training

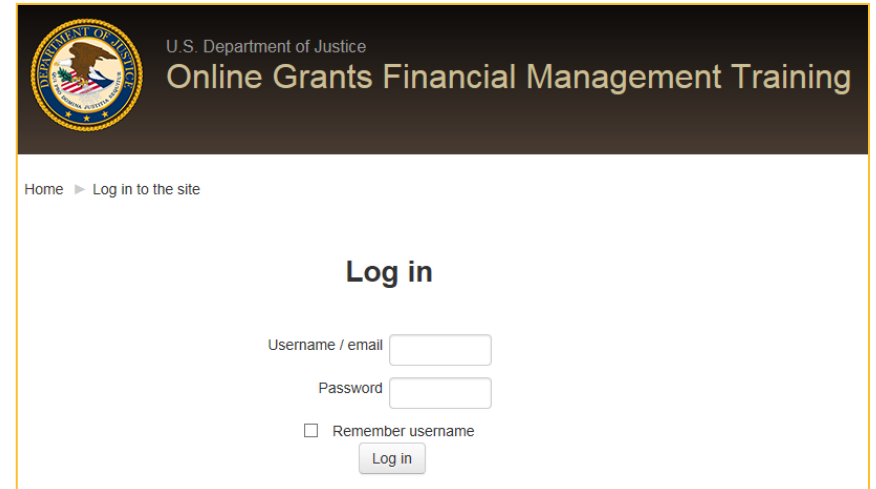
The Office of Justice Programs offers financial management training for our award recipients. Successful completion of one of the financial management trainings below will satisfy the training requirement for the points of contact and financial points of contact of an award.

DOJ Grants Financial Management Online Training

This training is designed for individuals responsible for the financial administration of discretionary and/or formula grants awarded from federal grant-in-aid programs administered by various bureaus and offices at the Department of Justice, including the:

- Office of Justice Programs
- Office of Community Oriented Policing Services
- Office on Violence Against Women

In its 24 modules, this training emphasizes the basics of federal grants management. The topics discussed are similar to the ones covered in the two-day Financial Management seminars hosted by the DOJ Office of the Chief Financial Officer each year. DOJ is offering this online version of the seminars to give you, a current grantee, the ability to complete federal grants management training from your desktop in place of traveling to the onsite trainings. The only prerequisite for taking this online training is that you must be a direct award recipient with a current grant and/or cooperative agreement as awarded by one of the DOJ grant-making agencies listed. Click [here](#) to take the DOJ Grants Financial Management Online Training.



U.S. Department of Justice
Online Grants Financial Management Training

Home ► Log in to the site

Log in

Username / email

Password

Remember username

Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors

The following award condition is incorporated by reference into many OJP awards, starting in calendar year 2019. (Please refer to the terms and conditions that accompany the award document.)

Award Condition:

Applicant Resources

Opportunities & Awards

Recipient Resources

Become an OJP Peer

For more information and resources on this condition, see the OJP website at <https://www.ojp.gov/funding/explore/interact-minors>.

Conference, Training, and Meeting Approvals



Costs for conferences, meetings & trainings are allowable if included in your approved budget and if they comply with cost thresholds outlined in the DOJ Financial Guide.

DFVS funds cannot be used to pay for costs associated with:

- Food, beverages, meals, or refreshments for meetings, conferences, or trainings.
- Trinkets. (Talk to your grant manager about items used for genuine outreach/awareness purposes BEFORE your purchase.)
- Costs outside of the project period.

General Condition: High Risk Designation



Award Conditions or restrictions may include—

- Payment on a reimbursement basis;
- Requiring additional, more detailed financial reports;
- Additional project monitoring;
- Less notice of monitoring;
- Requiring the grantee or subgrantee to obtain technical or management assistance; or
- Establishing additional prior approvals requirements.

Consultant Rates

Not to exceed \$650 per day or \$81.25 per hour.

Written Prior Approval must be obtained for some costs specified in 2 C.F.R. Part 200

- Compensation for consultant services in excess of the grant-making component's maximum hourly or daily rate for an 8-hour day – currently **\$650.00** or **\$81.25** per hour.
- An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.
- Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.

Grant Reporting Responsibilities

Progress Report

- Semiannual reporting in JustGrants.
- Includes performance measures reporting and narrative uploading, both in JustGrants
- Due January 30 and July 30

Financial Status Report

- Quarterly reporting
- Due within 30 days of each quarter
- Due January 30, April 30, July 30, September 30

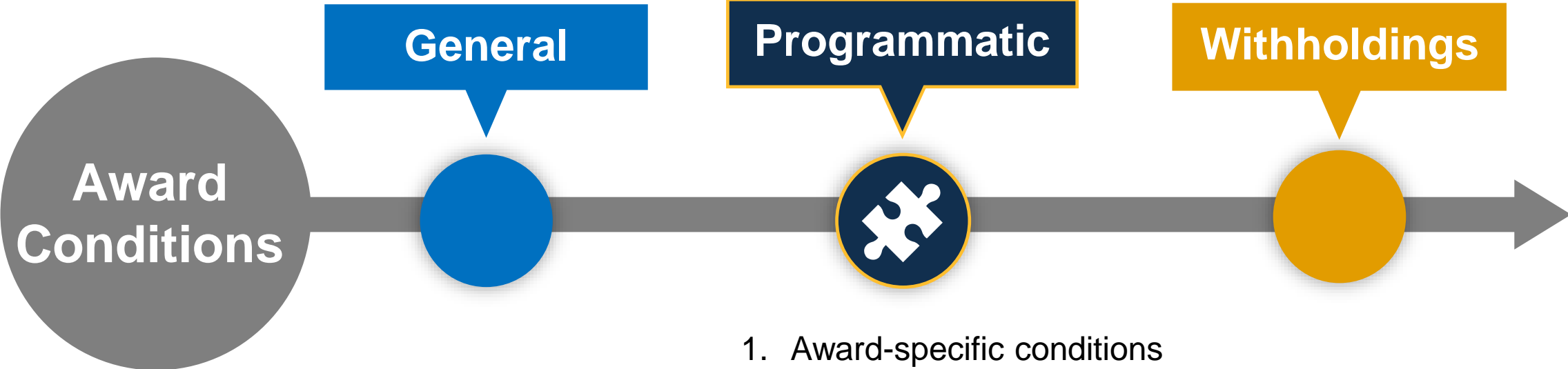
Final Report

- Due no later than 120 days after the award end date

Funds will be automatically frozen if you fail to submit your report by the deadline.

Programmatic Award Conditions

Award Conditions



- 1. Award-specific conditions
- 2. Active through the life of the award

Confidentiality Policies and Procedures

- Must have written policies and procedures documenting:
 - How you will maintain confidentiality of victim names, addresses, telephone numbers, and other identifying information
 - Procedures for information sharing among partners
- Must submit the following to your OVC grant manager: a signed written certification that data privacy and sharing protocols comport with the confidentiality and privacy rights and obligations that apply to your jurisdiction.

Product Review

- Requires **OVC review and approval** of products produced under the grant, **at least 60 days before publication/intended use**.
- These include **conference presentations, grant-funded videos, and articles in peer-reviewed journals and widely circulated publications**. Consult with your grant manager about other items.
- The following **disclaimer language must also be included**: *“This product was supported by grant number _____, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this product are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.”*

Curriculum Development



If you plan to use grant funds to develop a curriculum, that requires you to work with OVC's Training and Technical Assistance Center (TTAC) to ensure compliance with OVC's instructional design standards.



You must meet with TTAC before you begin the curriculum development process.



Work with your grant manager to initiate contact with TTAC.

Coordination

- You must coordinate efforts with other grantees under this program to ensure there is no duplication.
- Essentially means that we can't have multiple grantees placing interns at the same victim service internship sites.
- Applicable to grantees under this program serving the following locations with overlapping service areas: **Arizona, Oklahoma, South Dakota.**



Credit: Getty Images/iStockphoto

Programmatic Condition: Prior Approval

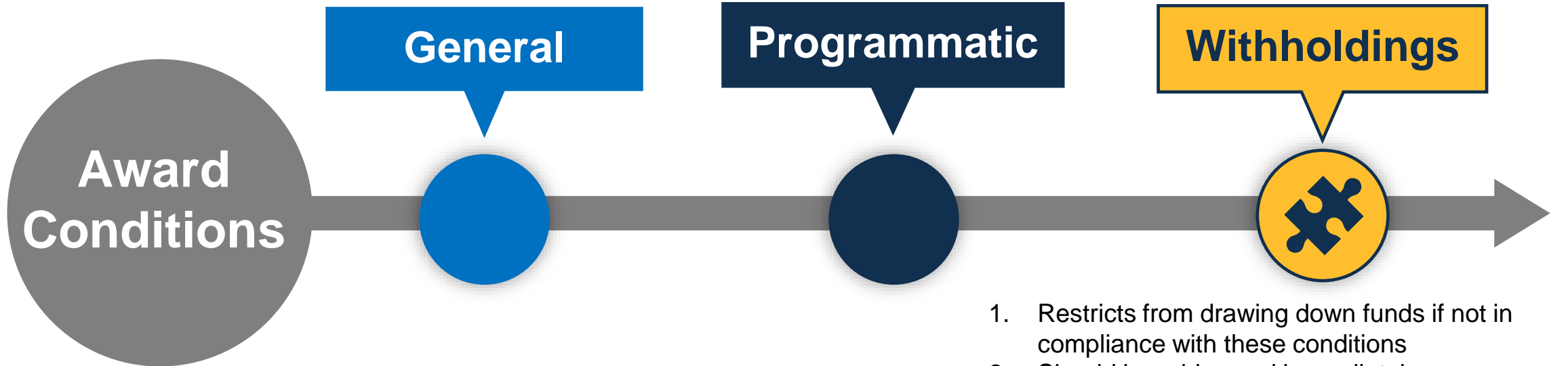
Some costs require prior written approval (as specified in 2 C.F.R. § 200.47 and discussed in the DOJ Grants Financial Guide, Chapter 3.6: Costs Requiring Prior Approval).

Examples of costs that require prior approval include—

- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of \$250,000 (limited use)
- Publication plans
- Purchase of Automatic Data Processing equipment and software
- Pre award costs (costs incurred prior to the project period start date).

Withholding Award Conditions

Award Conditions



1. Restricts from drawing down funds if not in compliance with these conditions
2. Should be addressed immediately
3. May be added when information is missing from the application

[Award Package](#)
[Award Conditions](#)
[Award Details](#)
[Award Attachments](#)
[Performance Management](#)
[Funding Balance and Availability](#)
[Federal Financial Report \(FFR\)](#)
[Grant Award Modification \(GAM\)](#)
[Monitoring](#)
[Closeout](#)

Suspensions

Description	Date	Comments
Expired SAM registration	06/05/2023	

Hold

Description	Amount	Date	Comments
Award Condition Number 39	\$347,240.00	01/30/2023	
Award Condition Number 40	\$347,240.00	01/30/2023	
Award Condition Number 41	\$312,516.00	01/30/2023	
Award Condition Number 42	\$347,240.00	01/30/2023	

[Print Funding Balance and Availability](#)

Financial Withholding: Conditional Clearance



If your budget is still under review by OCFO, you can only obligate, expend, or draw down funds up to 10%.



Prior to final budget clearance, OCFO may change request your budget for revisions or clarification of expenses.



Before uploading the revised budget in JustGrants, it is highly recommended to address all issues identified by OCFO and ensure the budget is free of mathematical errors and totals the **exact amount** of your award.



Email a copy of your revised budget to your Grant Manager for review.

Financial Withholding: Indirect Costs

Indirect Costs: Withholding for indirect costs for awards with a conditional budget clearance (OCFO)

To address this condition—

- Email a copy of your new Indirect Cost Agreement to your assigned grant manager.
- If your rate has changed (increased or decreased) you will need to submit a budget modification GAM.

How to Satisfy a Withholding Award Condition

1. Take Action:

Email the required documents to your OVC grant manager.

2. Removal of the Withholding Award Condition:

Only your OVC grant manager can submit a GAM to retire a Withholding Award Condition.

3. Notification of Withholding Award Condition Removal:

The POCS in JustGrants will receive an automated notification once the condition has been removed. This may take several days to weeks depending on the condition.

Important Websites/Resources

- **OVC Tribal Division Web Page:** <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>
- **DOJ Grants Financial Guide:** <https://ojp.gov/financialguide/DOJ/index.htm>
- **System for Award Management SAM:** www.sam.gov
- **JustGrants:** <https://justicegrants.usdoj.gov/>
- **DOJ Grants Financial Management Online Training:** <https://onlinegfmt.training.ojp.gov>

Useful Contact Information

**OVC Main Phone Number & Tribal
Division Email Address:**

202-307-5983

OVCTribalSetAside@usdoj.gov

JustGrants Help Desk:

833-872-5175 or

JustGrants.Support@usdoj.gov

**OVC PMT Help Desk
(performance measures ?s)**

844-884-2503 or

ovcpmt@usdoj.gov

OCFO Customer Service Center

800-458-0786 or

ask.ocfo@usdoj.gov



Helping Crime Survivors Find Their Justice

Your Support System

Grant Manager

T-VSTTA

TFMC

PMT Helpdesk

JustGrants Helpdesk

Key Takeaways

1. Review your Award Conditions.
2. Take action if you have a withholding Award condition.
3. Your Grant Manager is here to help!
4. Take the Financial Management Training.
5. Know the Reporting Requirements.
6. Training and Technical Assistance is available at no cost to you!



Questions?

OVC Tribal Victim Services Training and Technical Assistance

Developing Future Victim Specialists Grantee Orientation

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T-VSTTA
OVC TRIBAL VICTIM SERVICES TRAINING
AND TECHNICAL ASSISTANCE

Programmatic Technical Assistance



T-VSTTA

T-VSTTA is a capacity-building program providing tailored, hands-on training and technical assistance to victim service providers in American Indian and Alaska Native (AI/AN) communities.

With over 100 years of experience in victim services, the T-VSTTA team meets each grantee where they are, working together to build upon the resilience within AI/AN communities. We—

- Offer victim-centered, trauma-informed support.
- Use the healing process as a touchstone.
- Deliver high-quality, culturally relevant resources, training, and gatherings.
- Ground service offerings in an understanding of sovereignty and history.
- Make it easier for grantees to develop victim services programs.

T-VSTTA

How T-VSTTA Can Support You

Ways to Connect

- Virtual and Onsite Intensive Assistance
- Coaching Sessions
- Office Hours
- Talking Circles
- Gatherings (meetings and conferences)
- Peer Learning
- Community of Care Workshops

More intensive assistance includes developing customized plans to evaluate and meet program requirements (e.g., staff training and developing collaborative partnerships).

Types of Support

- Victim Services Development
- Capacity Building
- Partnership Development
- Grant Navigation
- Program Sustainability



Email: Support@t-vstta.org

Phone: 833-887-8820

OVC TFMC: Your Grants Financial Management Partner

Individualized TTA for OVC Grantees

TFMC provides grantees with **individualized financial assistance** to support grant compliance and optimal grant management

- ◆ Grantees participate in **virtual or onsite** based on need and/or convenience for the grantee
- ◆ TFMC specialists **build relationships** with grantees throughout the life cycle of their award
- ◆ Topic specific tools and resources to support grantees with grants financial management



“The TTA took us through the entire process step by step and made certain that we understood how successfully to meet our obligations and needs.”

TA Recipient



TFMC Offers Support With



- ◆ Budgets
- ◆ Addressing Award Conditions
- ◆ Grant Award Modifications (GAMs)
- ◆ Support with financial reporting requirements of OVC awards
- ◆ Comprehensive review of financial policies and procedures
- ◆ Recommendations for enhancements to financial practices in alignment with OJP grants management requirements
- ◆ Assistance with JustGrants and ASAP platforms
- ◆ Preparing for desk reviews and site visits
- ◆ Re-allocating funds to meet project goals/pacing to project timeline
- ◆ And more...

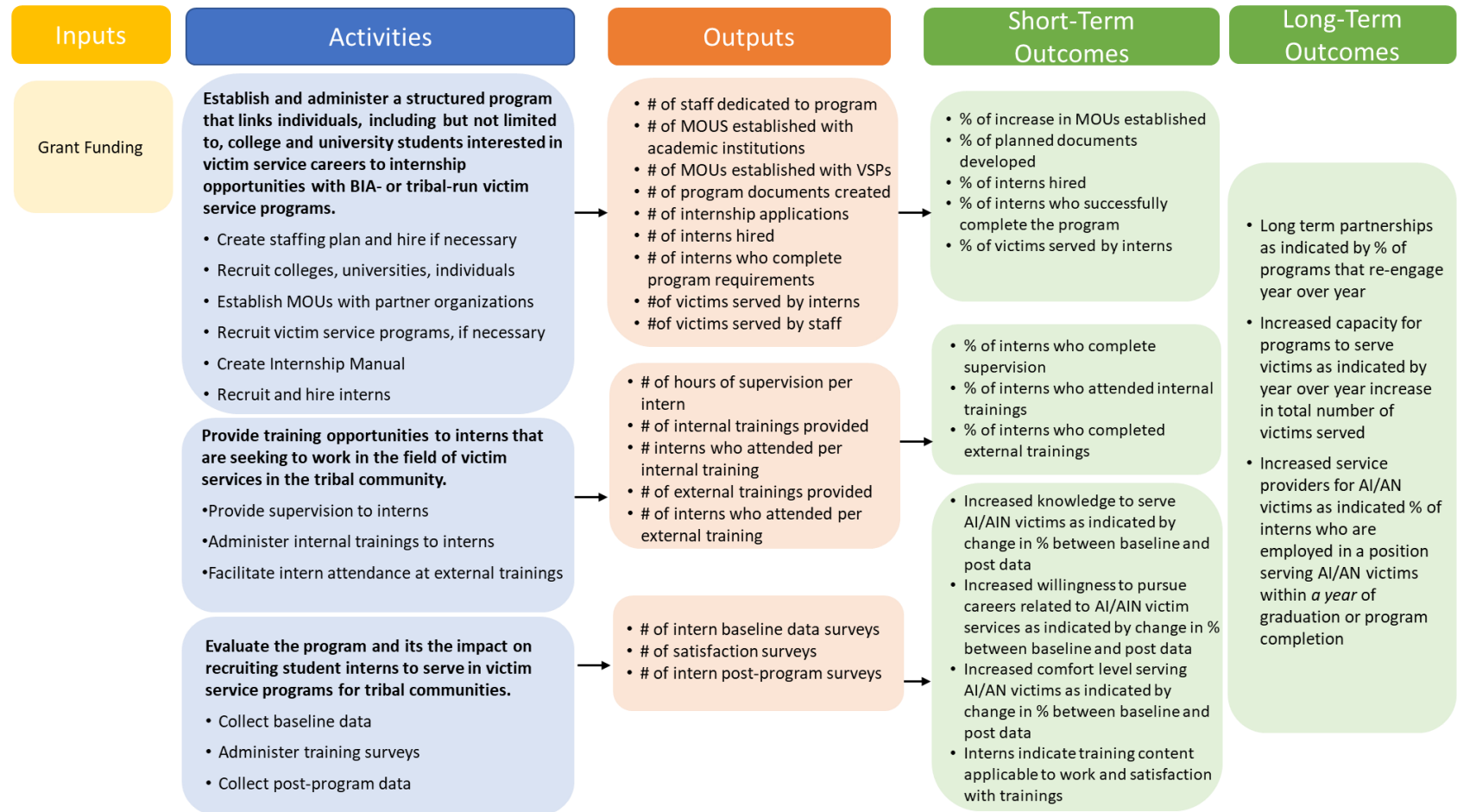


Developing Future Victim Specialists Program Evaluation

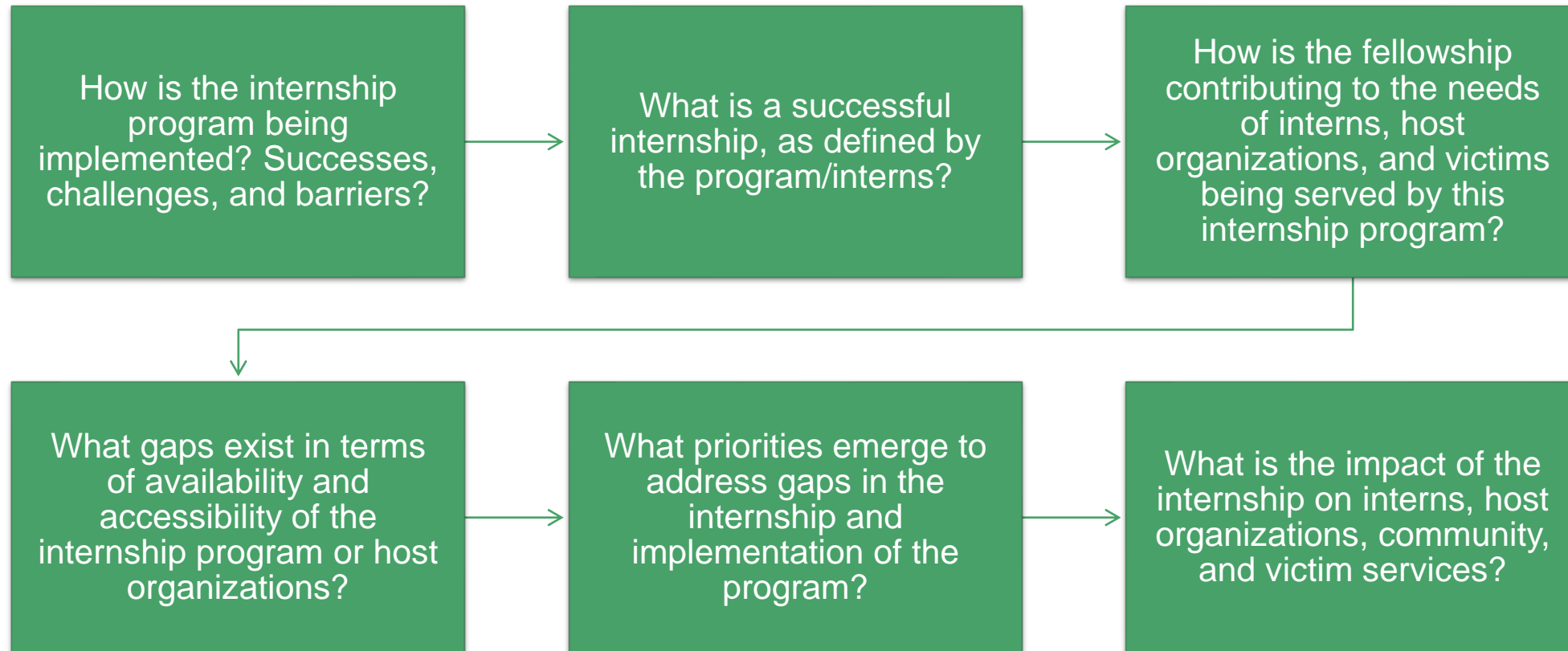
November 2023



Program Logic Model



Areas of Inquiry





Performance Measurement Data

Semi-Annually

- Participants: **Host Organizations (grantee and direct supervisors)**
- Leverage performance metrics and progress reports provided to OVC by grantees
- Present summaries at grantee meetings



Program Data

Ongoing

- Participants: **Host Organizations (grantee and direct supervisors)**
- Opportunity to share information and data collected by your programs to highlight your program successes, challenges, and barriers
- For example: program function, structure and coordination/collaboration, and entrance/exit interviews



Host Organization Check-ins

Quarterly

- Participants: **Host Organizations (grantee and direct supervisors)**
- Quarterly meetings with each grantee to gather updates and provide any evaluation support as needed
- To document perspectives of the internship, learn about program goals, capture detail on roles and responsibilities, and learn about the impact from your perspective



Intern Follow-up Interviews

Ongoing

- Participants: **Interns**
- Semi-structured telephone interviews with subset of fellows
- To document perspectives of the internship and learn about the impact from their perspective after completion of the program (3+ months)

Questions?



Contact Information

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OVC Training and Technical Assistance Center Evaluator

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Direct: 703-251-0368