Office for Victims of Crime

Helping Crime Survivors Find Their Justice

Fiscal Year 2023 Tribal Victim Services Set-Aside Solicitation Webinar Series

Phase 2:

Application Preparation & Submission

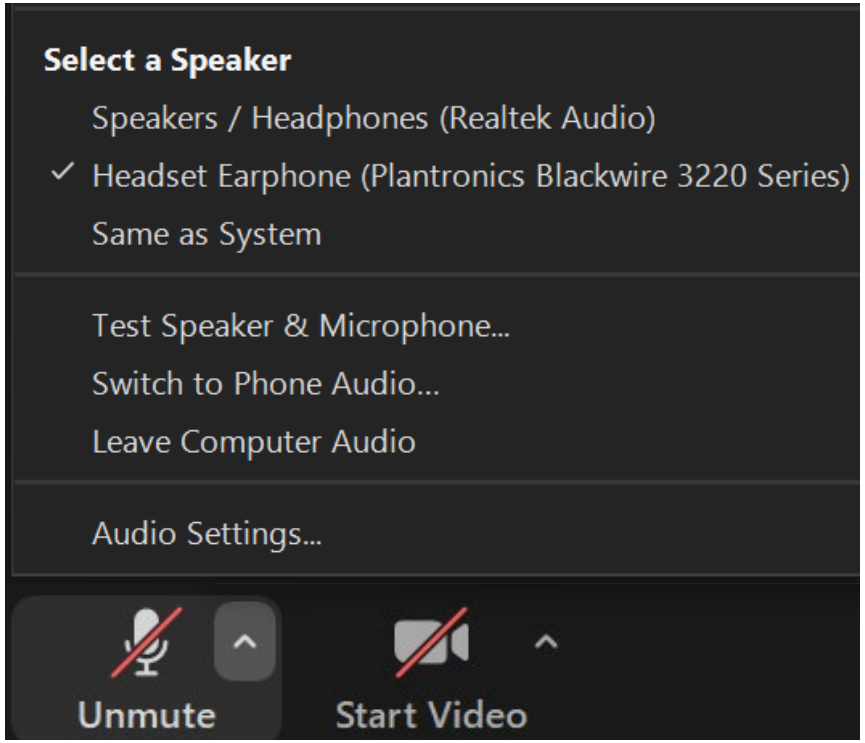
Thank you for joining. We will begin shortly.

Technical Overview

- If you are listening via computer, please select the speakers or headphones you wish to use.
- Your microphone and video are not needed and will remain off.
- If you are experiencing any technical issues for this webinar, please let us know in the chat box or email our technical support at Support@t-vstta.org.

Listen With Computer Audio (VOIP)

Listen by Telephone Options Available in Zoom Link Email



Welcome Remarks

LeBretia White
Tribal Division Director
Office for Victims of Crime

Presenters

Lori Gardner
Victim Justice Program Specialist
Tribal Division
Office for Victims of Crime

Jessica Andrew
Victim Justice Program Specialist
Tribal Division
Office for Victims of Crime

Webinar Outline

- OVC Overview and Mission
- FY2023 TVSSA Formula Grant Program
- Application Preparation
- Tools and Resources
- Question and Answer

FY 2023 Tribal Set-Aside Program

Federal Award Information

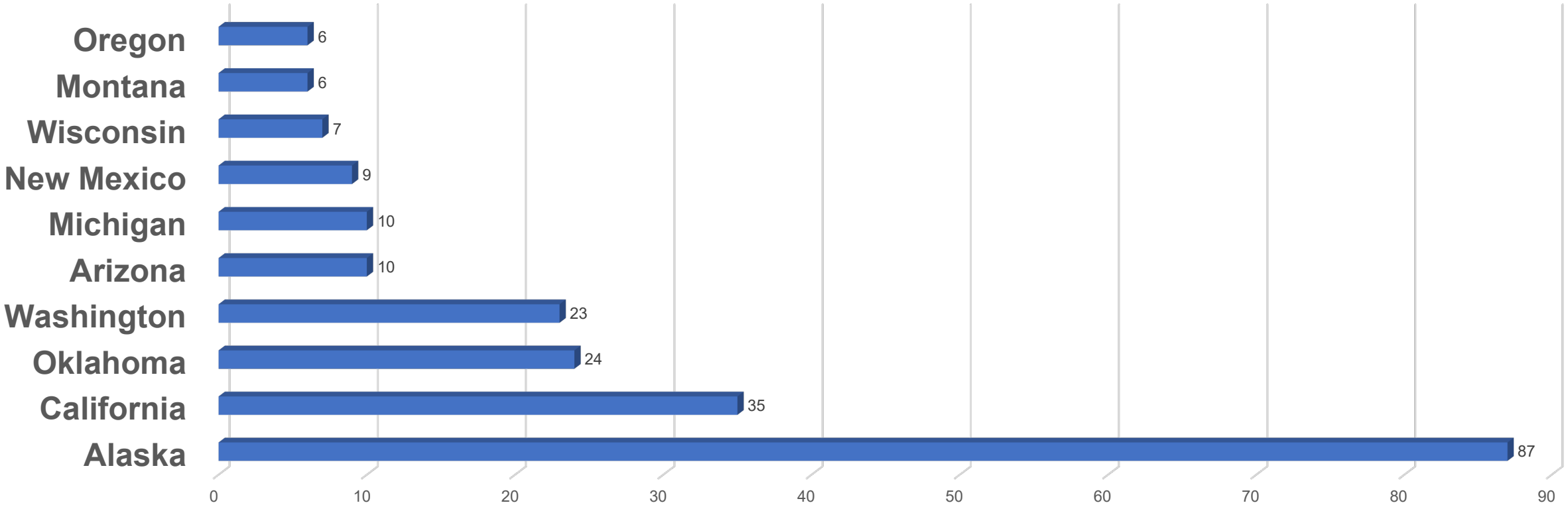
Total of 263 awards are expected to made: Dollar amounts of awards made under this program vary, and were determined by a formula

Total amount anticipated to be awarded: Estimated $84 million

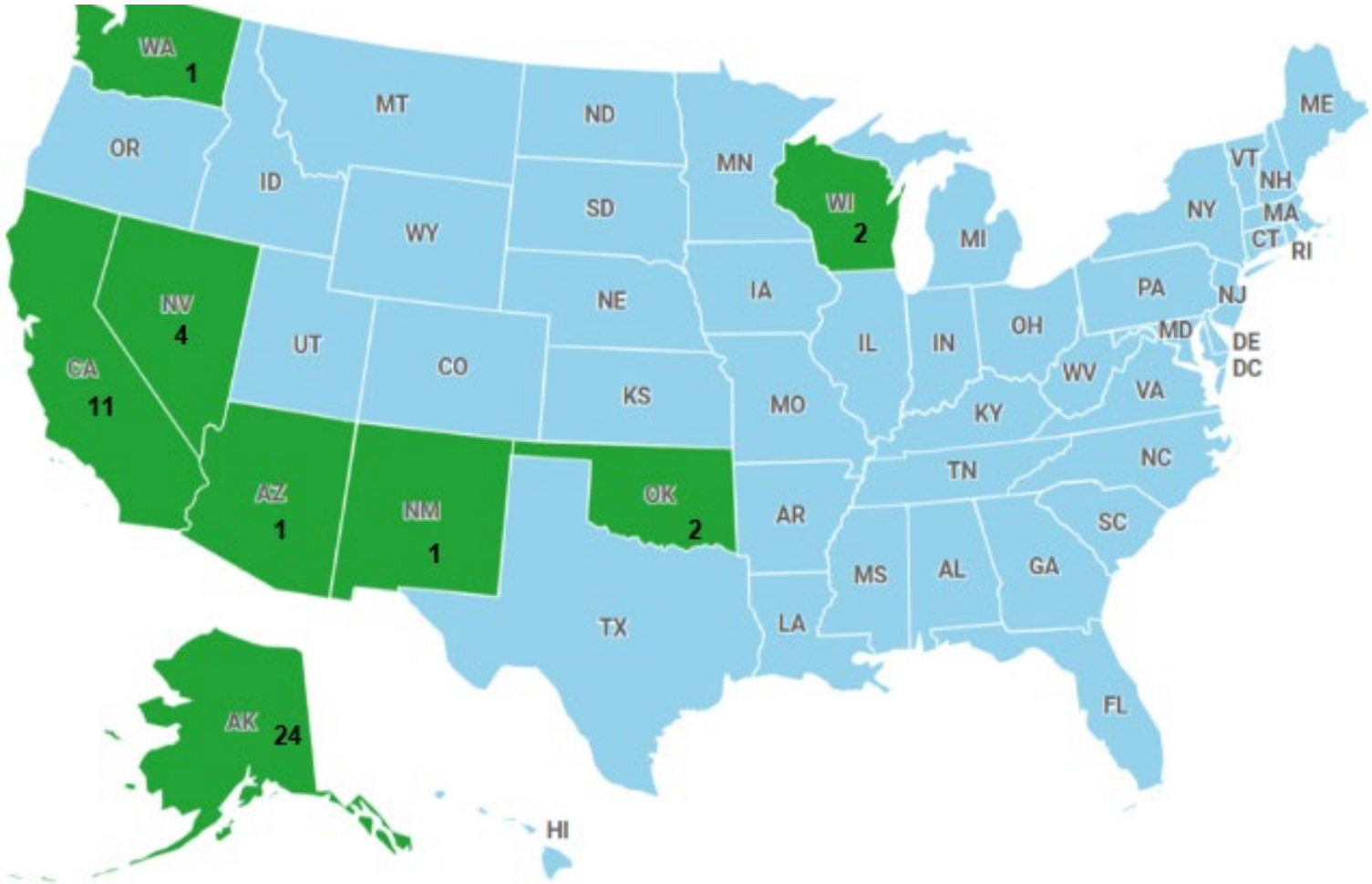
Period of Performance start date: January 1, 2024

Period of Performance duration: 12 to 60 months, as determined by the applicant

Top Ten Submissions By State



46 New Applicants!



Polling Question 1

Is your Tribe or Tribal serving organization a current recipient of OVC funding?

Yes
No
I’m not sure

FY 2023 TVSSA Program Overview

OVC's FY 2023 Tribal Victim Services Set-Aside (TVSSA) Formula Grant Program provides support to tribal communities to enhance services for victims of crime through activities that address the needs of a wide variety of crime victims in tribal communities.

Funds can be used for:

- direct victim services
- community needs assessment;
- strategic planning;
- program development and implementation;
- program expansion; and
- other activities to address the needs of a wide variety of crime victims in tribal communities.

Key Aspects of TVSSA

- Funds are awarded annually using a noncompetitive administrative formula.
- Grants may be awarded for (or extended to) a project period of up to 60 months.
- TVSSA has a 2-phased application process.
- There are 3 application options: An easy checklist, an interview with OVC, or a traditional project narrative.

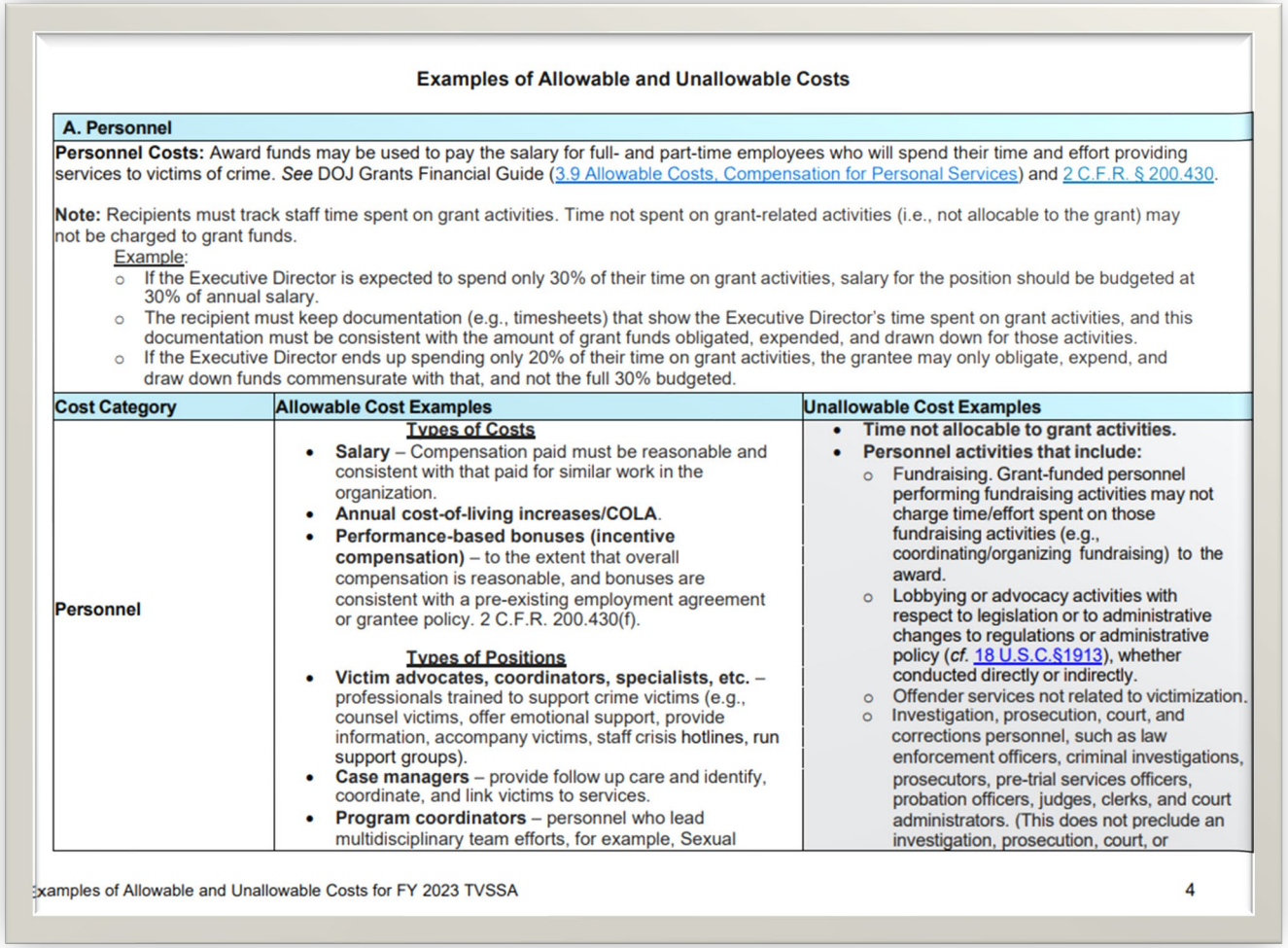
Focus Areas Under the TVSSA Program

OVC funds must be used to support victims of crime.

Examples of allowable focus areas to serve victims of crime include (but are not limited to):

- Sexual Assault Program
- Domestic Violence Program
- Assisting Victims of Financial Abuse and Exploitation
- Serving Male Survivors of Crime
- Vulnerable Adults and Elder Abuse Program
- Child Abuse Programs including Child Advocacy Center
- Comprehensive Victim Assistance Program
- Law Enforcement Based Victim Advocacy
- Civil Legal Assistance for Crime Victims

Examples of Allowable and Unallowable Activities



Examples of Allowable and Unallowable Costs

A. Personnel

Personnel Costs: Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. *See* DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and 2 C.F.R. § 200.430.

Note: Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.

Example:

- If the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary.
- The recipient must keep documentation (e.g., timesheets) that show the Executive Director's time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.
- If the Executive Director ends up spending only 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	Types of Costs • **Salary** – Compensation paid must be reasonable and consistent with that paid for similar work in the organization. • **Annual cost-of-living increases/COLA**. • **Performance-based bonuses (incentive compensation)** – to the extent that overall compensation is reasonable, and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430(f). Types of Positions • **Victim advocates, coordinators, specialists, etc.** – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups). • **Case managers** – provide follow up care and identify, coordinate, and link victims to services. • **Program coordinators** – personnel who lead multidisciplinary team efforts, for example, Sexual	• **Time not allocable to grant activities.** • **Personnel activities that include:** ○ Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award. ○ Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (*cf.* 18 U.S.C.§1913), whether conducted directly or indirectly. ○ Offender services not related to victimization. ○ Investigation, prosecution, court, and corrections personnel, such as law enforcement officers, criminal investigations, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigation, prosecution, court, or

For more information about Allowable and Unallowable Costs Chart, please attend the April 18th Developing a Budget webinar

Link: https://www.zoomgov.com/webinar/register/WN_JRXiHSzCSfq0pIA2KBg2rw

Unallowable Costs

While these funds can be used to provide a wide range of services for victims of crime, there are some **statutory limitations** on how the funds can be used.

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

- **Services for criminal offenders;**
- **Primary crime prevention activities;**
- **Costs associated with law enforcement or prosecution personnel or activities; and**
- **Lobbying, etc.**

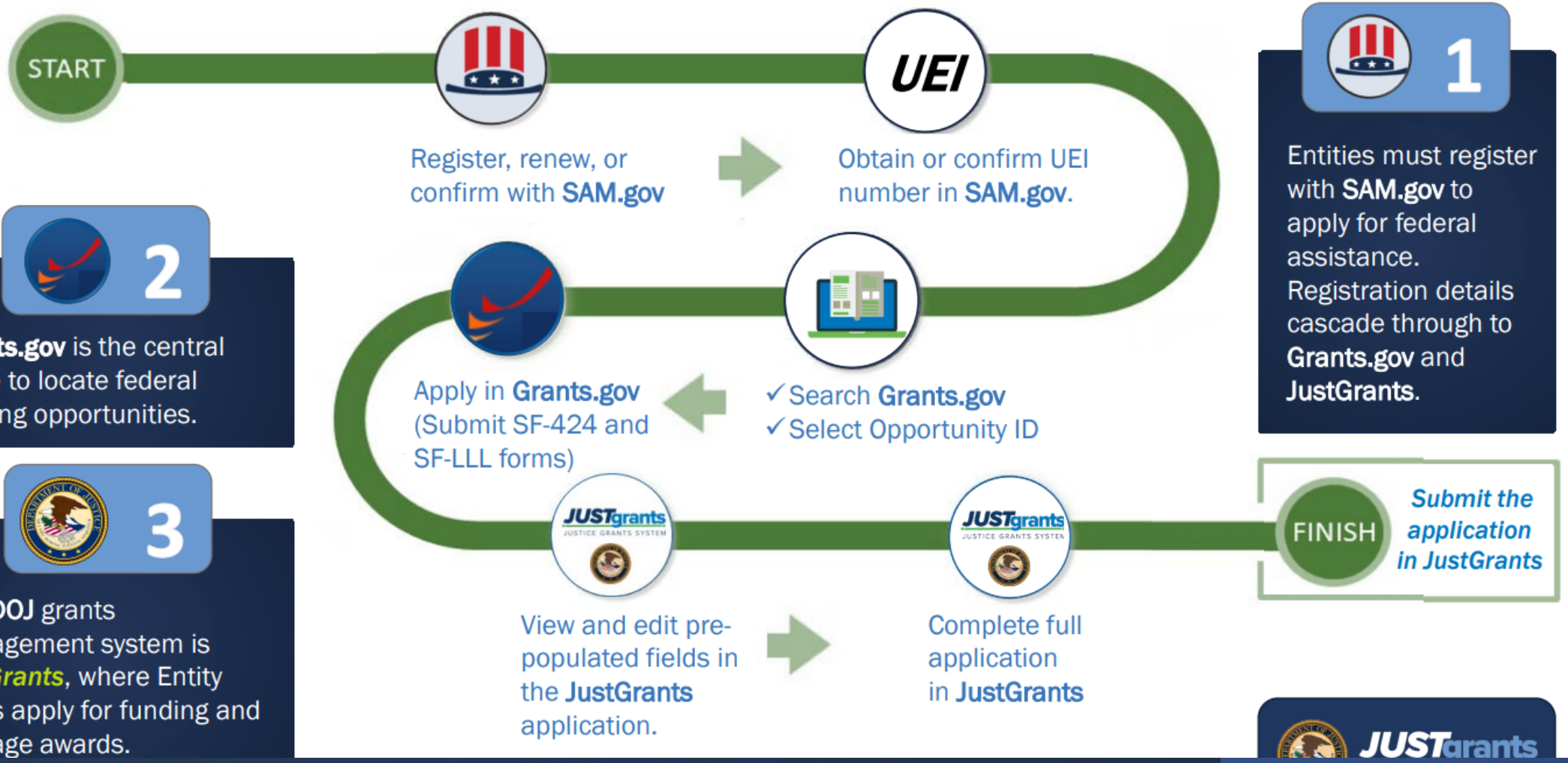
Let’s pause for questions.

Office for Victims of Crime

Helping Crime Survivors Find Their Justice

Application Documents and Submission Process

Onboarding: SAM.gov to Grants.gov to *JustGrants*



FY 2023 TVSSA Application Process

- Grants.gov Deadline: **June 1, 2023**
- JustGrants Deadline: **June 13, 2023**
- DOJ expects to award grants no later than **September 30, 2023**
- Project **START** dates should be **January 1, 2024***

Applications Must Include

The following information **must be included** in the application submission:

1. **Proposal Narrative**
   - **Construction Project Questionnaire (if applicable)**
2. **Budget Detail Worksheet and Narrative**
3. **Application Timeline**

Your grant funding cannot be released until we have all three of these documents.

Options for the Project Narrative

Your application should include a description of goals and activities for the project.

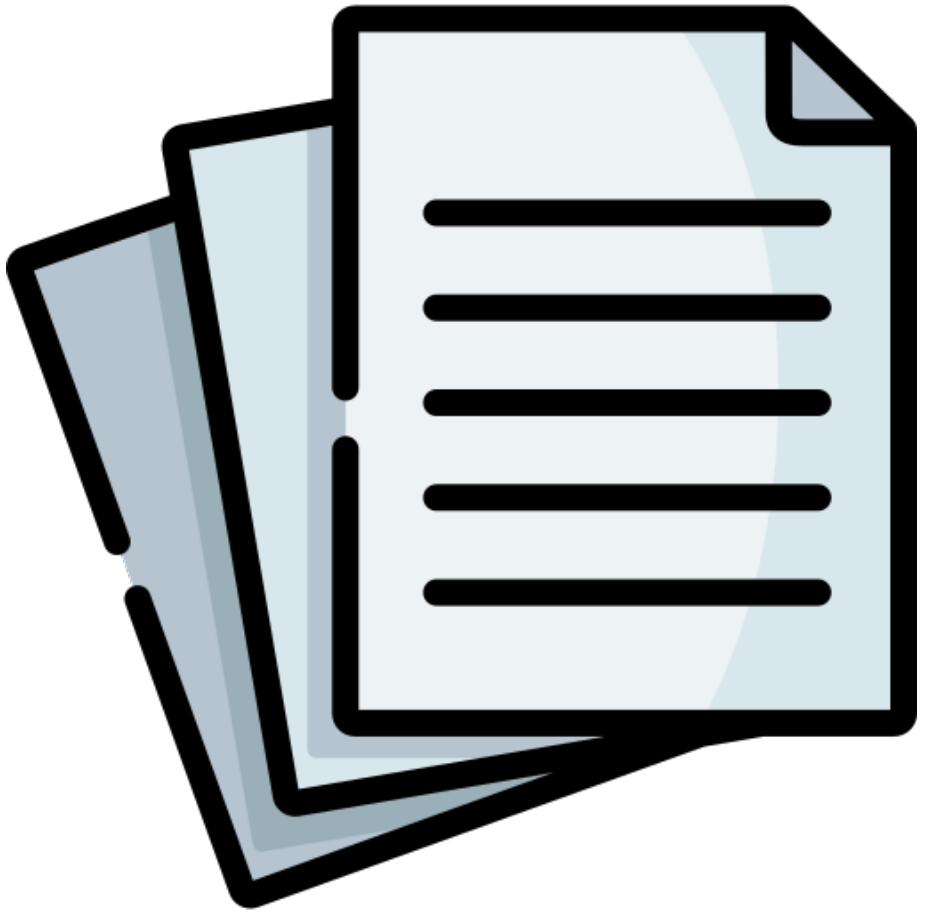
The Program Description may be submitted in any one of three formats:

1. Traditional Program Narrative
2. Checklist
3. Phone Interview

Project Narrative – Traditional

Applicants may submit a typed, written traditional proposal narrative and include:

- Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting Data



Project Narrative – Checklist

Checklist To Describe Victim Services Project Activity
(May be submitted in lieu of a project narrative. If you have any questions about how to use this form, please contact OVC.TribalSetAside@ojp.usdoj.gov.)

Name of the tribe applying (if a consortia, the names of all tribes included in the consortia). If applicant is a designee, provide the name of each tribe on whose behalf the designee has been authorized to submit an application for funding.	
How will this project improve services to victims in your community?	

The Checklist can be found: https://ovc.ojp.gov/funding/fy-2023-tvssa-program-checklist.pdf

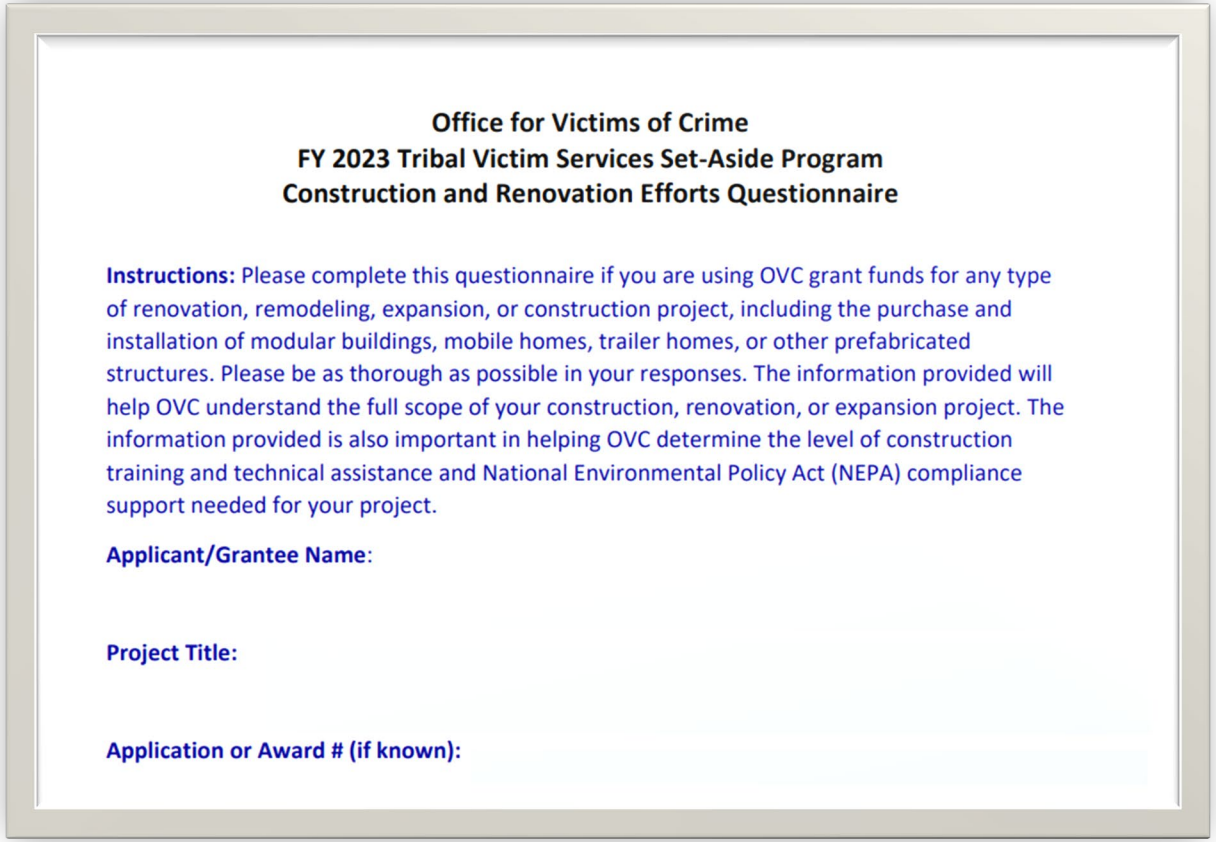
Project Narrative - Phone Interview

- Request an interview by April 11.
- OVC will set up the interview and reserve a 2-hour block of your time.
- The interview is conducted by phone or by video.
- OVC will return the completed checklist.
- You upload it in JustGrants as your proposal narrative.

Timeline

You must submit a project timeline, which includes project activities and major milestones on a timeline reflecting the length of the proposed project in months.

Optional: Construction Project Questionnaire



Office for Victims of Crime
FY 2023 Tribal Victim Services Set-Aside Program
Construction and Renovation Efforts Questionnaire

Instructions: Please complete this questionnaire if you are using OVC grant funds for any type of renovation, remodeling, expansion, or construction project, including the purchase and installation of modular buildings, mobile homes, trailer homes, or other prefabricated structures. Please be as thorough as possible in your responses. The information provided will help OVC understand the full scope of your construction, renovation, or expansion project. The information provided is also important in helping OVC determine the level of construction training and technical assistance and National Environmental Policy Act (NEPA) compliance support needed for your project.

Applicant/Grantee Name:

Project Title:

Application or Award # (if known):

For more information about construction, please attend the upcoming webinar session on May 12.

You can find the TVSSA Construction-Renovation Questionnaire at https://ovc.ojp.gov/funding/fy-2023-tvssa-construction-renovation-questionnaire.pdf.

Project Abstract

An abstract is a **clear and simple summary statement** about your proposal.

At a minimum, the abstract should be written in 400 words or less, in plain language, avoid acronyms, and include:

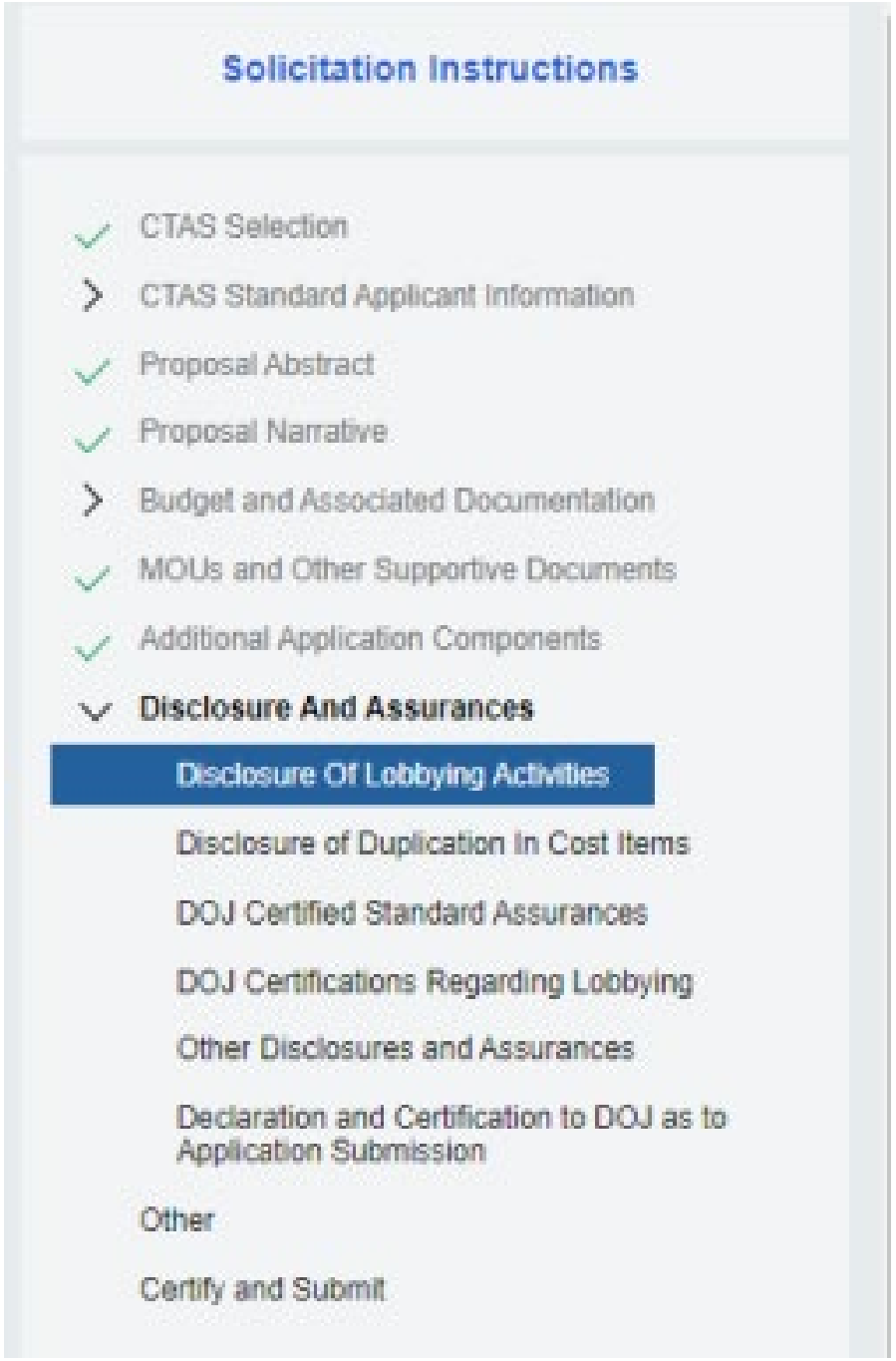
- **Purpose** of the proposed project
- Project **activities** to be performed
- **Expected outcomes**, deliverables, or milestones of the proposed project
- **Service area**
- **Intended beneficiary(ies)** of the proposed project
- **Subrecipient activities** (if known, list entities and project activities)

Budget Worksheet and Budget Narrative

- ❑ Use the Excel Budget Detail Worksheet.
- ❑ Personnel costs should relate to the key personnel for the project.
- ❑ Include travel for a minimum of two key personnel to attend to at least one OVC sponsored training or convening per year.
- ❑ The budget should include adequate funding to fully implement the project, broken out by year, reflecting the months or period of performance depending on the design of your program.

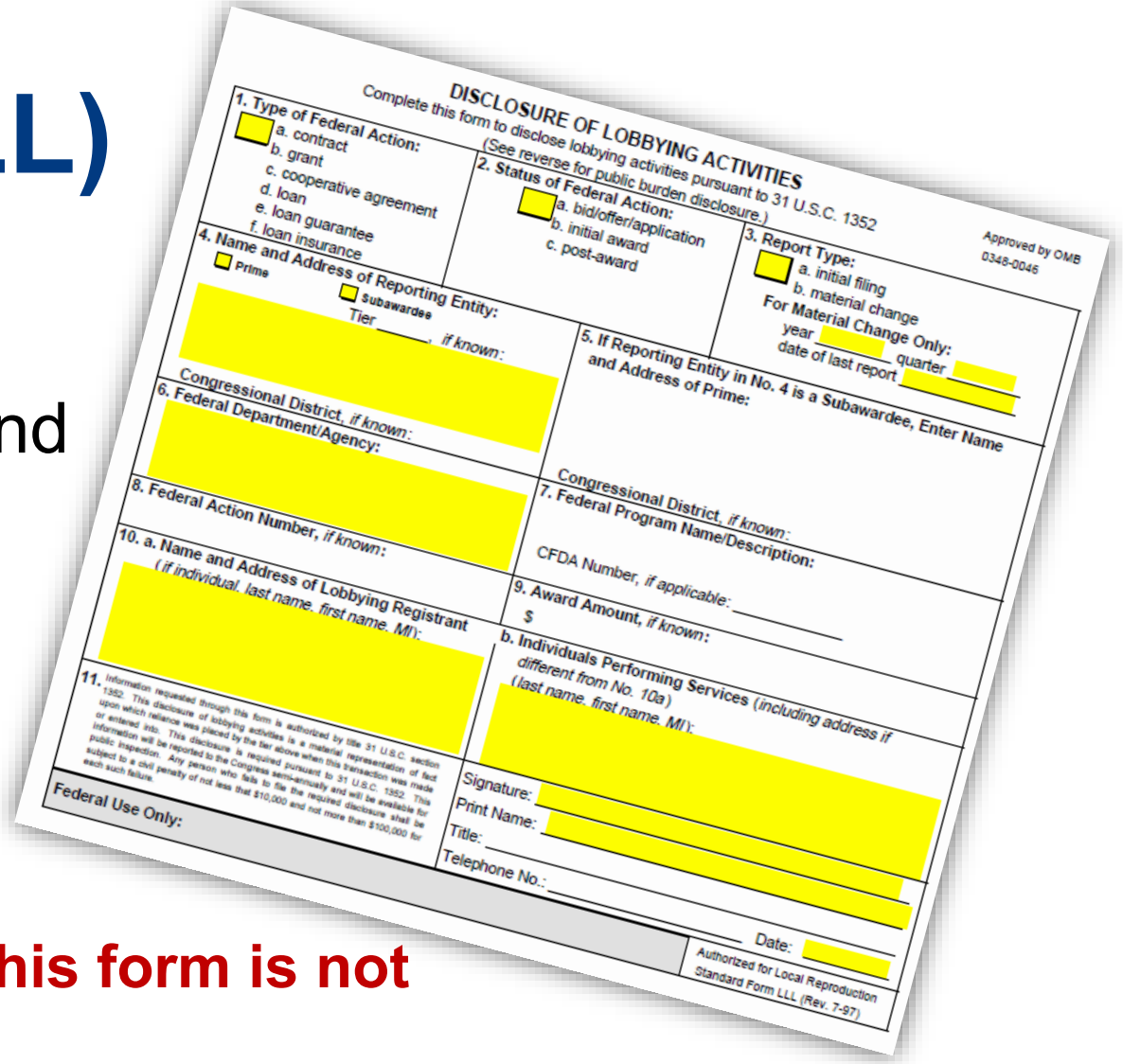
The Budget Detail Worksheet can be accessed at https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet

Complete the Certifications, Disclosures and Assurances



Lobbying Form (SF-LLL)

All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL.



DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB 0348-0046

1. Type of Federal Action:
a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
Prime
Subawardee
Tier _____, if known:

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

6. Federal Department/Agency:
Congressional District, if known:

7. Federal Program Name/Description:
CFDA Number, if applicable: _____

8. Federal Action Number, if known:

9. Award Amount, if known:
$

10. a. Name and Address of Lobbying Registrant
(if individual, last name, first name, MI):

b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.

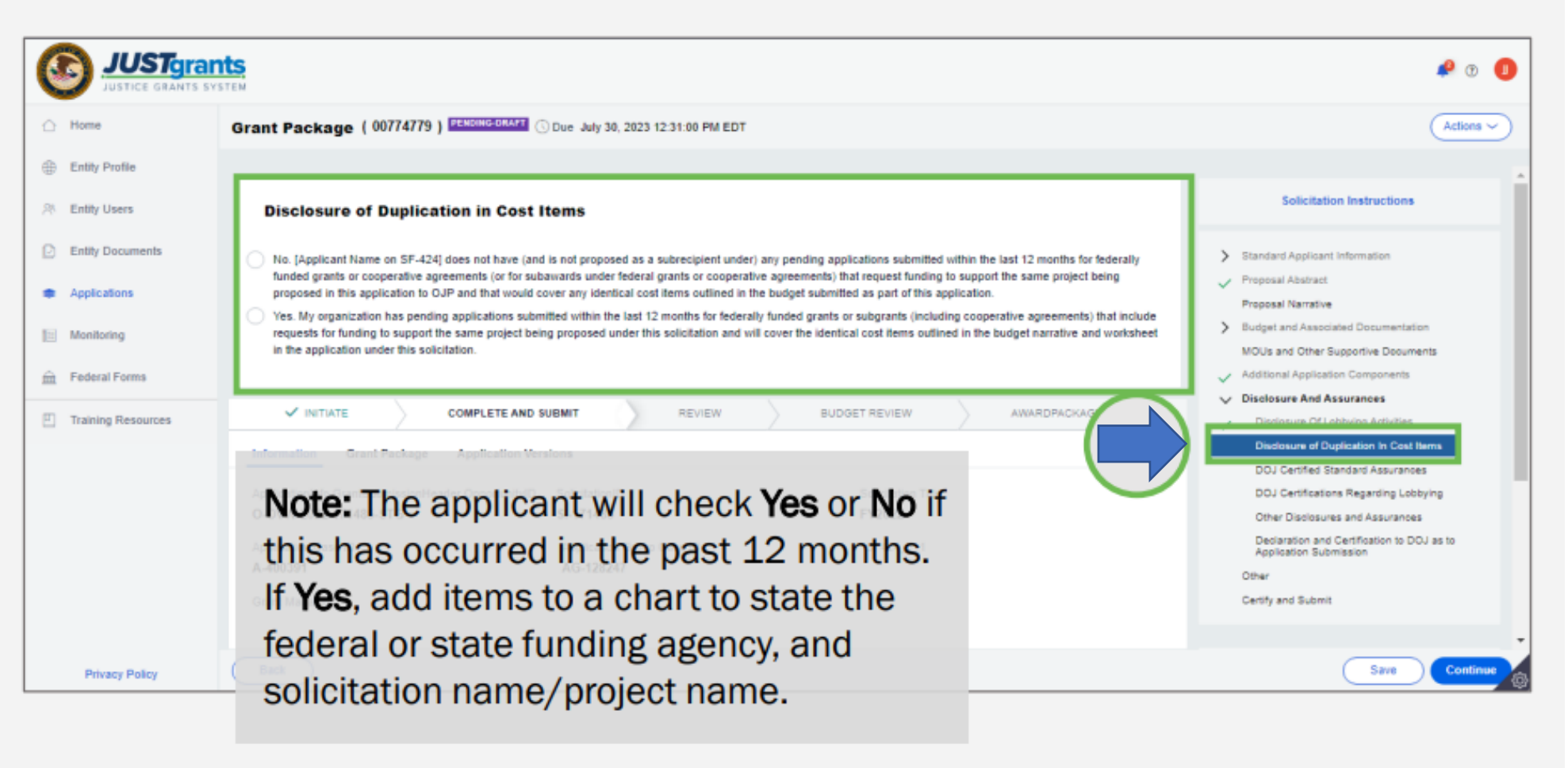
Signature: _____
Print Name: _____
Title: _____
Telephone No.: _____ Date: _____

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

Access to funds may be withheld if this form is not submitted with the application.

Disclosure of Pending Applications

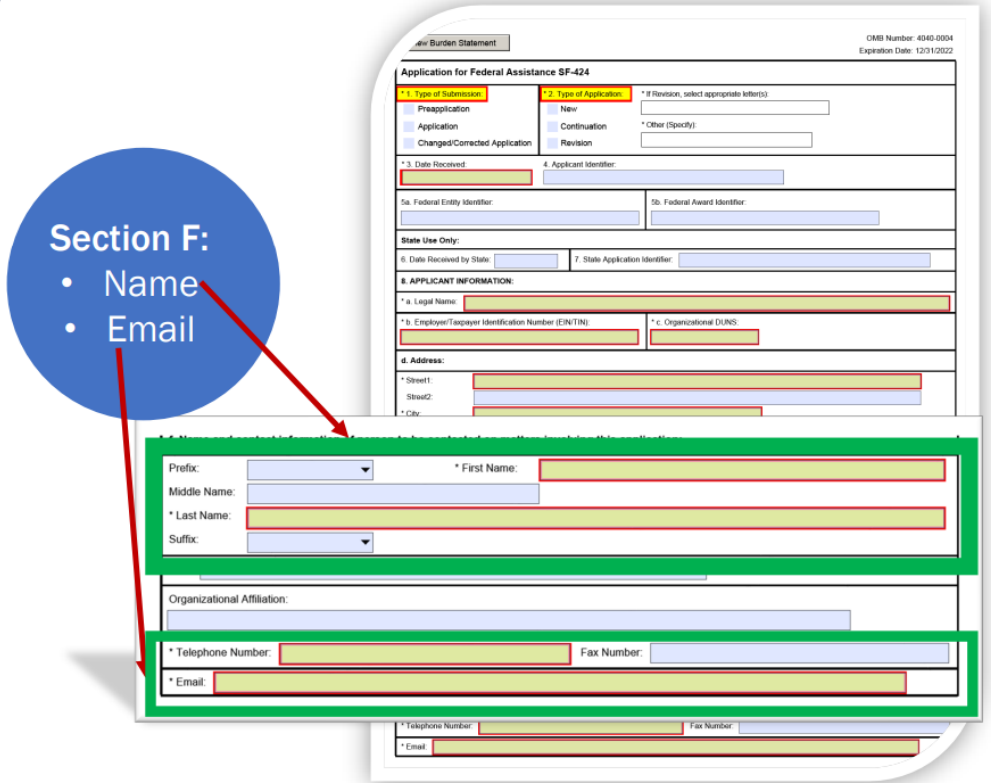


Application for Federal Assistance (Standard Form (SF)-424)

SF-424 in Grants.gov

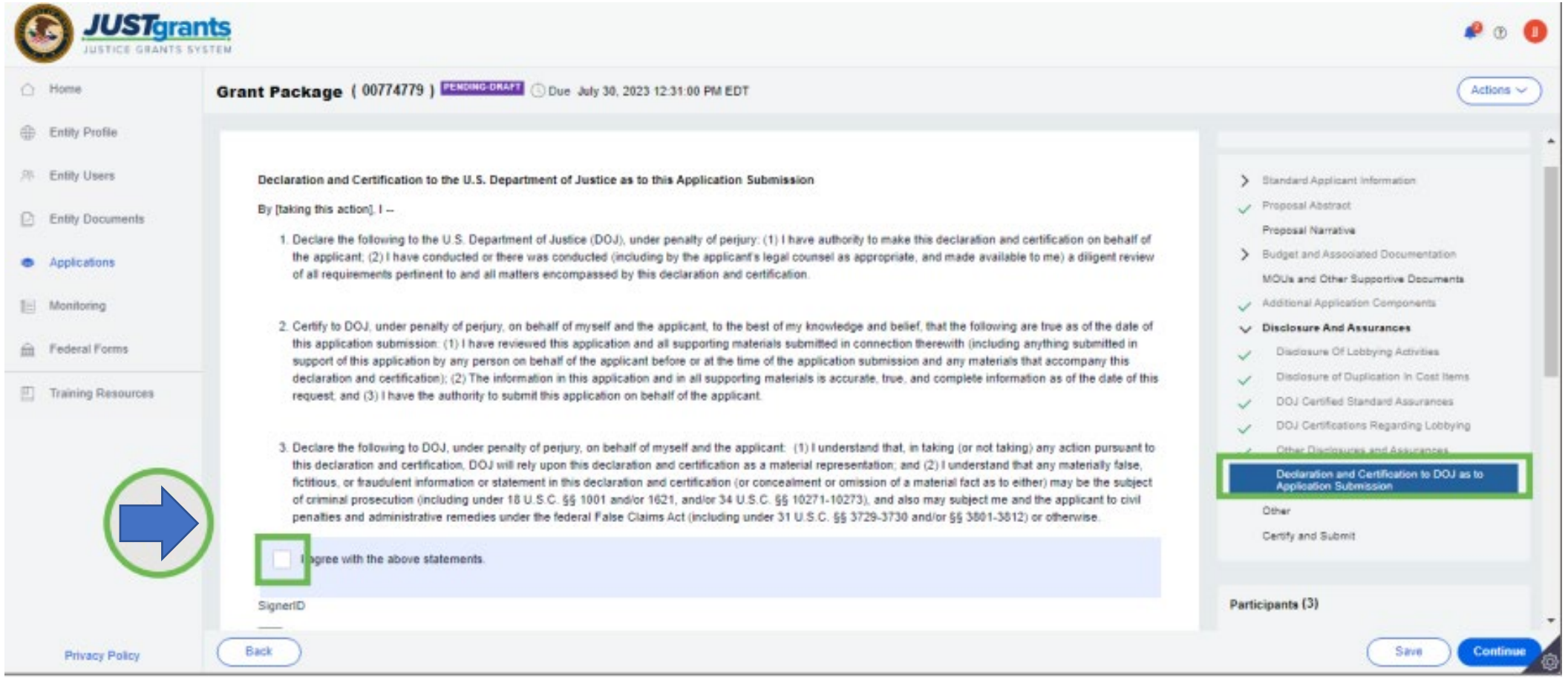
The person and email listed in SECTION (F) of SF-424 will automatically become the Application Submitter for your entity's application.

The Application Submitter is the ONLY user able to complete the application in JustGrants unless the EA reassigns the role AFTER submission in Grants.gov.



Download the form at: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/FinancialCapability.pdf

Declaration and Certification



Click Submit in JustGrants

Once all sections are completed, the application submitter will submit the application.

Upon successful submission of an application, the following roles **will receive an email from JustGrants** confirming submission of the application:

1. Application Submitter;
2. Entity Administrator; and
3. Authorized Representative

For Technical Assistance Submitting the FULL APPLICATION in JustGrants
833–872–5175 | JustGrants.Support@usdoj.gov

What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.

JustGrants Office Hours: Application Mechanics

Application Mechanics: Submitting an Application Training ***Key Audience:*** *Entity Administrator, Application Submitter, Authorized Representative*	•Preparing to apply •Completing the abbreviated application in Grants.gov •Entity onboarding and JustGrants access •JustGrants roles and responsibilities •Assigning users' roles to applications •Completing, reviewing, certifying and submitting a JustGrants application •Attendee questions about application submission	**Every Wednesday** from 2:30-4:00 p.m. ET Click the link to register for the session you wish to attend

Check website for updates: https://justicegrants.usdoj.gov/training/training-virtual-sessions

Let’s pause for questions.

Office for Victims of Crime

Helping Crime Survivors Find Their Justice

Tools and Resources

Additional Resources

OVC offers T & TA to all Grantees at no cost!

The OVC funded T & TA Provider can:

- ❑ Provide **hands-on assistance** to you in completing your community needs assessment. When created in a timely manner and with your team's participation, this assessment can be a **meaningful tool** and guide for you throughout the length of your project.
- ❑ **Offer** a variety of **customized training** opportunities to help you carry out the important work of your awarded project.
- ❑ Tailor training and technical assistance to **support under-resourced communities.**
- ❑ **Design** culturally sensitive learning experiences.
- ❑ Assist with **community engagement**.
- ❑ **Develop and evaluate victim services programs**.

Get to Know T-VSTTA

OVC created the Tribal Victim Services Training and Technical Assistance (T-VSTTA) program to provide resources for American Indian and Alaska Native (AI/AN) communities serving victims and survivors of crime.

Our no-cost support helps grantees and potential grantees navigate administrative requirements and increase their capacity to walk alongside victims and survivors of crime in their healing journey.

Meet the Team

Over 100 years of combined experience in capacity building, victim services, program management, and AI/AN community support.

Elsie Boudreau

Amy Filko

Sheree Hukill

Melissa Lopez

Susannah Numa

Ashley Pina

Linda Self

Lauren Smiley

Shannon Swimmer

Tribal Financial Management Center (TFMC)

Individualized Training and Technical Assistance: provides tribal grantees with customized financial assistance to support grant compliance and optimal grant management

- **FY 23 TVSSA Application Support:** assistance with the financial pieces of application including the **budget worksheet and budget narrative** TFMC@OVCTFMC.org

- **Virtual Support Center**: grantees submit questions and/or requests for technical assistance

Plain Language Tools (OJP.gov/TFMC): for developing and/or enhancing policies and procedures

- **Guide Sheets:** over 40 topic areas
- **Webinars**
- **Microlearnings**

Contact Us

TFMC@OVCTFMC.org

703.462.6900

Need Help Navigating Your Application?

Email OVC at OVCtribalsetaside@ojp.usdoj.gov with questions about how the Set-Aside works.

Email the T-VSTTA team for help with the application process at support@t-vstta.org.

Email TFMC for assistance with the financial pieces of application including the budget worksheet and budget narrative at TFMC@OVCTFMC.org.

Upcoming Pre- Application Webinars

April 18, 2023 | 2:00 PM ET ***Budget Worksheet Completion***

May 12, 2023 | 2:00 PM ET **Considerations for Construction Projects**

Visit: https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside
for Solicitation and Webinar information

Additional Resources

Visit OVC's dedicated Tribal website for up-to-date information:

- Webinars and Current Funding Opportunities;
- Fact Sheets and Frequently Asked Questions;
- Publications; and more.

Visit: www.ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside

Question Time

Deadline Reminders:

If you wish to complete your Program Description via interview, please contact OVCTribalSetAside@ojp.usdoj.gov no later than **TODAY, APRIL 11, 2023.**

GRANTS.GOV Application Deadline: **THURSDAY, JUNE 1, 8:59 p.m. ET**

JUSTGRANTS Application Deadline: **TUESDAY, JUNE 13, 8:59 p.m. ET**