

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

Phase 2: Application Preparation & Submission

April 11, 2023

LAUREN SMILEY: I just really appreciate everyone taking time out of their day to join us for the webinar to discuss the phase two of the application process for OVC's Fiscal Year 2023 Tribal Victim Services Set-Aside Solicitation.

Before we begin, I'd like to cover a few Zoom housekeeping items with all of you. If you are in listening mode on your computer, you do have the ability to select if you'd like to listen in via your computer speakers or a headset. Your microphone and video are not needed today and will remain off for the remainder of this webinar. If you're experiencing any technical issues during the webinar today, you can use the chat box to let us know, or you can also email our technical support at the email listed here on the screen. That is support@t-vstta.org. Again, that email if you need any technical support during today's webinar is support@t-vstta.org.

For your awareness, this session will be recorded and we are also going to be using the Q&A feature that you can find in your Zoom menu bar throughout the webinar today. Please feel free to use the Q&A to drop in any questions that you may have throughout the webinar, and periodically, we will be taking breaks to address and answer any questions that we see coming through the Q&A feature. You also have the chat available to you if you would like to put any questions in the chat as well. Closed captioning is also available for you today. You can enable that within the Zoom menu bar, clicking on the Show Captions options. So now I would like to turn it over to LeBretia White the Director of the OVC Tribal Division. LeBretia, over to you.

LEBRETIA WHITE: Thank you so much. Good afternoon, everyone. As you heard, I'm LeBretia White, the Tribal Division Director in the Office for Victims of Crime at the Office of Justice Programs. I have the pleasure of welcoming you to the TVSSA Solicitation webinar series with today's focus on application preparation and submission.

As part of OVC's mission, we are to administer grant award programs that are funded by the Crime Victims Fund. And so each year, Congress authorizes our office to use a portion of the balance of the crime victim funds to support grant programs and to make certain that we're making those funds available so that you, as Tribes and grantees, can provide those much needed victim services. So since 2018, the set-aside includes funding for Tribal victim service grants, referred to as the Tribal Victim Services Set-Aside, or TVSSA. And the Office for Victims of Crime has made hundreds of TVSSA awards over the last several years, which now provide victim services to thousands of crime victims in hundreds of Tribal communities. TVSSA grantees are using their funding, and you'll learn more about this in detail today and in these series of webinars that are planned but to conduct a community needs assessment, strategic planning, develop and implement victim service programs, which provides services to domestic violence and sexual assault victims, pay the salaries of victim advocates, provides civil legal assistance to crime victims dealing with repercussions of their victimization. There's several others just to name a few of ways that you can utilize your funding is to amend Tribal codes to include stronger victim protections, lease vehicles to take victims back and forth to appointments, hold ceremonies to help victims connect back with their communities, provide services to family members of missing and murdered indigenous

persons and generating awareness for missing and murdered persons. And most recently, we're really happy to be able to add the option for you to use funding to support construction projects, which, again, a much needed resource and service as you're conducting your victim service work. So again, we're delighted to have you join us today. We look forward to working with you as you prepare to submit your applications. So at this time, I will turn over today's presentation to Lori Gardner and Jessica Andrew who are grant managers within the Tribal division, and they will share with you critical information to support your next steps in the application process. Again, welcome. Thank you for joining. Enjoy the presentation. Hopefully, you'll learn very much about what you need to do for next steps and enjoy the remainder of your day. Lori, Jessica?

LORI GARDNER: Thanks so much, LeBretia. I am Lori Gardner. I'm one of the grants managers with the Tribal Division at OVC. I wanted to pop on real quick to say hello before we launch into the presentation today so you all can put a face with the name. So today's webinar will focus on the Tribal Victim Services Set-Aside Solicitation. It's intended for folks that have already expressed an interest in applying for TVSSA, have submitted your population certification form, and now you're working on the submission of your application. This session is help you prepare for phase two of the application process.

During this presentation, we're going to provide you with the background about the Office for Victims of Crime and the Tribal Victim Services Set-Aside program, which is also known as TVSSA. We're going to walk through the program, briefly discuss the application process, and then address any questions that you all may have. As we're going through the slides, we will see if there are questions that you all have in the chat. So please make sure to write those in the chat, and we will try to stop along the way and answer those questions for you. We do want to be respectful of your time, and we'll end promptly at 4:30 PM Eastern Standard Time. This presentation, along with answers to your questions, will be sent out by email next week. A recording of the presentation and the materials will also be available on the OVC website within 10 days.

Next slide, please. So this year, 84 million was allocated to the Tribal Victim Services Set-Aside program. Fiscal Year 2023 marks the largest number of applications under the Tribal set-aside with over 263 Tribes and Tribal serving organizations expressing interest in the program. This increase is largely due to our efforts to promote the program and to reach programs, people, and Tribes that have never applied for OVC funding before. Similar to previous years, the funding amount for each award made under this program will vary and can be found on the OVC website. For most applicants, your project period start date will be January 1st, 2024. If you need an earlier start date, please reach out and talk with your OVC grant manager. To provide you with flexibility to meet your community's needs, you may designate a project and budget period of 12, 24, 36, 48 or 60 months, depending on the design of your program. Additional funds may be available in FY 2024 if the enacted FY 2024 budget includes a provision for the set-aside as it has every year since FY 2018. Next slide, please. This chart depicts the top 10 submissions by state. As you can see, a large majority of our applicants come from Alaska, California, Oklahoma, and Washington State.

Next slide, please. Of the 263 applicants this year, we have approximately 46 new applicants. And by new, I mean they are not current OVC grantees. As you can see by this map, we are welcoming 24 new applicants from Alaska, 11 from California, and four from Nevada. Next slide, please. And I believe we are going to stop for a polling question really quick to find out if this is your first time applying. So as the polling question is going to pop up, I think it's already up on the screen, and we are asking, we're

interested in knowing, is your Tribe or Tribal serving organization a current recipient of OVC funding? And you can respond yes, no, or unsure. And it looks like we have 66% of participants that said yes, 29% that said no, and 4% that said they were not sure. That's great to know. Thank you, and next slide, please. OVC's Tribal Victim Services Set-Aside Formula Program provide support services to crime victims in American Indian and Alaska Native communities.

The program is non-competitive and administered as a formula program funded through a set aside that's designated by law from the crime victims fund. The goal of this program is to provide support to Tribal communities to improve services for victims of crime through a variety of different activities. For instance, community needs assessments, strategic planning, victim service program development and implementation. You can also use funds for victim service program expansion, community outreach and education, purchasing or procuring tangible items. And this could be something like a vehicle that's needed to transport victims to and from services, support for missing and murdered indigenous persons, and many other activities that are needed to address the needs of crime victims in Tribal communities. Next slide, please. The Tribal Set-Aside program funds are awarded annually, again, using a non-competitive administrative formula. Again, applicants are given the choice of the award length, which is 12, 24, 36, 48, or 60 months. Applicants can also choose one of three application options, and this is something new that we've been doing the last few years. You can choose to do a traditional program narrative, a program checklist, or you can choose to do an interview with an OVC grant manager where you will make a make an appointment to walk through the program checklist with the OVC grant manager. And if you choose to do the interview, I did want to just mention you should email the Tribal Set-Aside email address no later than today to set up that time.

Next slide, please. Under this program, we offer the maximum flexibility for Tribes and Tribal serving organizations to meet the needs of their communities. With that said, funding must be used to support victims of crime. This screen just shows 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 balance shelter, providing civil legal assistance to victims in need, assisting victims of financial abuse and exploitation, hiring an on-site therapist to provide individual counseling or support groups, or addressing the needs of elder abuse. Next slide, please. As mentioned previously, funding under TVSSA may be used for a wide range of programs and activities. To assist with understanding what's allowable and what's unallowable, OVC has created an example list of allowable and unallowable activities under TVSSA. While this is a very long list, it's not an all inclusive list. It does provide really good general guidance on what costs and activities would be considered allowable and unable. When thinking about whether or not costs and activities are allowable or unable, there are three questions that can help guide you, and these three questions are also on this document. And those questions are, is this cost or activity related to supporting or assisting crime victims? Second question is, how is this cost related to the proposed project? The third question is, how does this expense help crime victims? For more information about allowable and unable activities, OVC and the Tribal Financial Management Center will be hosting a webinar on April 18th to discuss costs and provide more information about the budget. And I believe they are going to post a link so you can sign up for that webinar in the chat.

Next slide, please. 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. This slide summarizes the cost and activities that are statutorily prohibited under the program. Some examples include criminal justice activities that are not related to serving crime victims, including costs for criminal investigations

and prosecutions, general costs associated with operating a court or correctional facility, and probation parole units. Food, beverages, meals, or refreshments that are to be served at meetings, conferences, or trainings. Lobbying or fundraising activities, and legal services for criminal defense and tort actions. So if your application contains unreliable costs or activities, you will be asked to remove those from your application. And now I believe before I turn it over to Jessica for the next portion of the presentation, we'll take a quick pause to see if there are any questions.

JESSICA ANDREW: Lori, this is Jessica. I don't think we have questions coming in. Folks are asking when the presentation will be available online, which will be within 10 business days, and that will be posted to the OVC website, and, also, we'll send out that information via the Tribal set-aside email address as well. And there are a couple of questions coming in about documents that are going to be required. We're going to talk about that here in the next couple of minutes. I don't think... One of the questions that just came in is, can funds be used for training? I think we need a little bit more information. TVSSA funds can be used for victim service staff to attend trainings and conferences. If you would like, we also have... If you're looking for training, we do have training in technical assistance providers that can provide that service to you at no cost, which we're going to talk through a little bit more as well. And another question that came in, would a domestic violence police officer working on sexual assault cases be allowed under TVSSA? Unfortunately not. Prosecution and investigation are not allowable under the statutory limitations that we have. And I'll turn to Lori or my team to see if there are any other questions that we can answer right now. And there is one question that I'm going to turn to my colleague Yolanda for. Deanna is saying that she is interested in doing a construction component and can funds be used to build a domestic violence shelter? Yolanda, if you're on the line, can you expand on that or provide-

YOLANDA GIBSON: Hi, good afternoon. This is Yolanda Gibson. I'm the lead for construction initiatives at OVC. The short answer to your question, Ms. Gomez, is yes. However, OVC parameters around construction say that you have to purchase a modular building or other prefabricated structure for your domestic violence shelter, unless you can show that a stick build is more cost effective than a modular building or other prefabricated structure, but yes, there are ways that we can work together to construct a domestic violence shelter of some kind. What exactly that looks like, whether it's a modular building or stick build will depend on a number of different factors. I see Another building, excuse me, another question that I'm assuming is related to that question. Can this be used to help get an office building? So construction funds under TVSSA can be used for office space for victim services staff. You would not be able to purchase an existing building. However, as similar to the domestic violence shelter, you could get a modular building or other prefabricated structure or renovate an existing building to be used as a victim services office. I hope that answers your question. If it doesn't, please ask follow up questions in the chat.

LORI GARDNER: Jessica, I did also want to clarify about the application process and that there are three choices that applicants can choose from for their program narrative. They will still, of course, need to go through the same overall process that begins at Grants.gov that you will be going through, that you'll be walking them through shortly. But for the program narrative portion of their application, they have those three choices of the traditional narrative, the program checklist, or the interview. I just wanted to be clear about that. Also, someone asked about outreach and education is allowable, yet prevention activities are not. And yes, that is technically correct, Prevention is allowable when it is a part of a larger effort to provide victim services. It is allowable in some cases. And yes, I know it's kind of a tricky issue

because education is prevention at times. However, prevention and under this program is only allowable when a larger part of an effort to provide information about victim services. Hope that helps.

JESSICA ANDREW: Thank you for that, Lori. And I think what's also helpful is if you are a current OVC grantee and you have questions like these, definitely set up time to talk with your OVC grant manager to talk through some of the scenarios that you're wanting to go through, I'm sorry, to talk through some of the activities that maybe you're wanting to implement to see if they are allowable under TVSSA as well as how they can fit into your current project. So that would be a great recommendation if you all have a current OVC grant manager. If you do not, you're always welcome to email the Tribal Set-Aside email address and you can set up a call with an OVC grant manager if you have some more specific questions. I think we're going to pause here on some of the questions, and we're going to talk through a little bit about some of the documents. We will come back to answer some of the questions for you guys, but we are going to move forward just a little bit. The next part of our section is going to cover the application documents in the submission process. The image that you see on the screen, this is the grant lifecycle, which involves a three-step process starting with sam.gov and ending with the submission of your full application in JustGrants. The process for submitting an application in JustGrants really begins with sam.gov, in making sure that you are registered in the system and then going into Grants.gov.

When you are in Grants.gov, you're going to be locating the funding opportunity. And then once you do that, you're going to hit ... I'm sorry, you're going to hit apply and submit your SF-424 and your SF-LLL and Grants.gov. This is the extent of the application requirements in Grants.gov. It is these two documents that are required. Aside from the SF-424 and SF-LLL, most of your application is into JustGrants. Your entity information is populated based on what's written in sam.gov. It's used into Grants.gov, and then applied in JustGrants. So, you're going to have two application submission deadlines. One's going to be into Grants.gov, and that's going to be June 1st. And then the second is going to be in JustGrants, which will be June 13th. And again, most of the application requirements are going to be submitted into JustGrants. And when you are uploading your information into grant.gov, it's okay to enter preliminary information into the system. If you haven't fully determined your budget or your scope of your project, that's okay because you're going to be able to edit and update that information into JustGrants. And once your application has been submitted and validated into Grants.gov, it's going to be sent into JustGrants. The two systems are constantly communicating and talking. Once you've completed the Grants.gov application, which, again, you're just going to be submitting those two documents, you are then going to gain access to JustGrants to complete your application in the process.

On this next screen, it's just... There we go. Again, on this next screen, we just want to highlight the deadline dates and what to expect moving forward. On the first page of the solicitation, it outlines the major deadlines and dates that you need to be aware of. And so similar to all OJP grants, OVC is following the two-step requirements. So again, that grant.gov deadline is going to be June 1st, and JustGrants' deadline is going to be June 13th. And we expect all of our award announcements to be made before September 30th. And for most of the grantees, your project start date is going to be January 1st, 2024. However, you may request an earlier start date if necessary. If your Tribe or your organization has a current TVSSA award that is going to expire on September 30th of 2023 and therefore you need a earlier start date or you may have a lapse in services, you are encouraged to contact your OVC grant manager to discuss an earlier start date.

On this next slide... So now that we've kind of covered the application submission process, what I really want to touch on is what should be included in your application. At a minimum, applicants must include the proposal narrative, which is also known as a project narrative, a budget detail worksheet, and an application timeline. And also, if you're proposing to use TVSSA funding for renovations or construction activities, which includes what Yolanda had mentioned about the purchase, installation, and site preparation for a modular building, modular home, or a trailer, or other prefabricated structures, you must complete this construction renovation questionnaire in addition to your written proposal. And again, we're going to talk through these documents here in just a little bit.

And those of you that are experienced OJP grantees know that typically if an award is made but it's missing some of these documents, we have to put a hold on the fund. It's very critical that you put these documents in with your JustGrants submission. On this next slide, we're going to talk through a little bit more about the options for the project narrative, which I do see in the chat we are getting a lot of questions in. So hopefully, I can answer the majority of your questions as we go through this. As Lori mentioned, the project narrative may be submitted in one of three different formats. You have the traditional program narrative. You can elect to fill out the checklist and not do the traditional narrative, or you can opt to have an interview with an OVC staff member using that checklist. And so no matter how you choose to submit your project design, what we really want you to do is to follow the solicitation checklist, to make sure that you're providing all the information OVC needs about the project to get an idea of what you're planning to do with OVC funds.

On this next slide, we're going to talk a little bit more about the traditional project narrative. So as previously mentioned, the first option is to submit the traditional program narrative. And so, we invite applicants who are submitting under this program to consider doing it the way that you've always done in the past, and that's what a traditional narrative. So that would be a written document that you produced in Microsoft Word or WordPerfect. Similar to other solicitation requirements, your traditional narrative would be typed using one-inch margin, double space, 12-point font, and your narrative shouldn't exceed 20 pages. With your submission of your traditional narrative, you have to have the four components that are listed on the screen, so the description of the issue, the project design and implementation, the capabilities and competencies, as well as your plan for collecting data.

The next option is going to be to complete the checklist on your own. So the checklist is included in the solicitation document, and it's also posted as a fillable PDF, and the link is also on the screen as well as going to be included in the chat. So you could use this checklist to fill in the text in the little boxes, check the yeses and nos, and then that will be used for you to submit as your project narrative without any further essay or written documentation in your narrative. The program checklist, like I said, we're going to put that link here on the screen, but it should be completed in its entirety, and part of that checklist also includes the timeline. So if you are going with the checklist option, just so you know, it'll fit the requirement of not only the program narrative, but also the timeline, but you need to complete both in its entirety.

The final option for the program narrative is going to be the phone interview. A bunch of questions are coming in about when the deadline is. This request needs to be made by April 11th, which is today. If you would like to do it... Let me back up for one second. If you prefer to have an interview with OVC staff to document your program plans, you need to send a message to the Tribal Set-Aside email address by April 11th. How we are conducting these in interviews is once you've expressed that you would like

to conduct an interview with an OVC grant manager, we will then contact you to set up an interview time, reserve a two-hour block, and OVC will conduct the interview either by phone or by video, whatever your preference is, and we're going to ask you the questions that are in the checklist. We are going to fill out the checklist on your behalf, taking notes and listening to what you are saying, and writing them out. We will then return the completed checklist to you via email where you will then be responsible for double checking all of the information and then uploading the information into JustGrants as your proposal narrative.

And then, also, if you're proposing to do construction, OVC will also help you with the development of that questionnaire. So again, if you are wanting to do a phone interview, you have to submit your request by April 11th. When you submit your request, please indicate if you also intend to do construction with OVC funding. That way we can allocate just a little bit more time for your interview to not only go through the checklist, but then also the questionnaire. I'm looking at the chat as well, making sure I'm answering as many questions as I can as I'm chatting.

So next on the list of required documents is the timeline. If you are not doing the checklist, you will have to have a separate timeline. The timeline must be submitted to kind of outline your project activities, any major milestones, what you're going to be doing for the length of your proposed project performance period. The timeline is already incorporated into the checklist. But if you are doing your traditional narrative, you will have to create your own timeline. And we unfortunately do not have a template, but what we are looking for is the month, the year that you are going to be conducting these activities, what is going to occur, and who will be carrying them out.

Next, we have the optional construction project questionnaire. Again, all applicants that are proposing to use TVSSA funding for renovations or construction activities, including, again, the purchase installations, site preparation of modular buildings, mobile homes, trailers, you will need to complete this questionnaire in addition to your written proposal narrative or checklist. As you can see on the screen, we do have a webinar that is coming up on May 12th. So talk a little bit more about construction because we understand how complex it is and you do have a lot of questions. So please join us on May 12th for more information not only about how to fill out the questionnaire, but the ins and outs of construction as well.

Those cover the three required documents that have to be included in every application. With your submission, we also want to make sure that you include a project abstract. This is going to be a clear and simple statement that outlines what you're going to be doing with your proposal. It outlines the purpose, the activities that are going to occur, the expected outcomes, who you're going to be serving, and who it is going to benefit. The statement should be approximately 400 words or less and in plain language.

The next document that we have, again, is the budget detail worksheet. The budget detail worksheet is going to be an Excel document this year. The link for the budget detail worksheet is on the screen. And what we would like you to do is to use that as a guide to document all of the costs that you are going to be using within your project. Personnel costs to be related to the key personnel for the project. There is a budget requirement for travel. At a minimum, at least two key staffs, those serving victims are working under the victim service program, to attend at least one OVC-sponsored training event per year. And at this time, we don't have a location for these events. When you are filling out the budget, you can use Washington, D.C. as the location. And if you have any questions about how to develop a budget, what's

allowable in the budget, I highly recommend that you join our budget webinar that we're going to be having on April 18 That is going to be hosted by our financial TA providers TFMC. More information on budget development and allowable costs again will happen on April 18th.

In addition to the budget detail worksheet, we wanted to highlight that, in addition to the three required documents, you'll also need to complete several certification, disclosures, and assurances within JustGrants. Now these are click-through type items that are within JustGrants. As you can see on the screen, there are six of them that you are going to have to go through. The first on the screen is going to be the lobbying form. This is going to be the form that you are uploading into sam.gov. Lauren, you can go to the next screen.

The lobbying form is what is going to be uploaded into Grants.gov. We are going to insert the link to the lobbying form. Once you've uploaded into Grants.gov, it is then going to transition into JustGrants. For JustGrants, you have to click on the lobbying form in order to verify that the information is correct. You cannot move forward to the next verification unless you've actually clicked on this document. So that is going to be key here. And each applicant must complete this information, and any applicant that extends any funds for lobbying activities must provide all the information requested on the disclosure lobbying form, which again has to be completed in Grants.gov as part of your initiating your application submission. And if you have not extended any funds for lobbying activities, then you would enter NA in the text box for item number 10 where it says your name, and your address, and your registration. So again, for the lobbying form, you have to click on the attachment to move forward.

The next on it, again, a lot of these sections are now focusing on clicking and saying yes or no. This is the disclosure of pending applications. The disclosure references both direct applicants for federal funding and indirect applicants. It's asking if you have any duplication. If you have any, then yes, then you will have to provide additional information on the state, the federal agency, and additional information on that application.

The other document that we do want to highlight is the SF-424 that we referenced. That needs to be included into Grants.gov. So again, with Grants.gov, you have the SF-424 as well as the lobbying form. And the SF-424 is required. It is part of the submission process for many federal awards, and it should be filled out as best you can. Putting in the full performance period that you expect from the award, starting with January 1st, 2024 and forever long you want your project to be, whether it's 12 months, 24 months, 36, so on, as well as the name of your project and the solicitation. What is very important here that we want to highlight is section F. Section F of the SF-424, you need to include the name and contact information of the individual who's going to be completing the application material in JustGrants. I'll repeat that one more time. The name and contact information of the individual who is completing the application material in JustGrants needs to be included in Section F. And this is important because that information is going to pull to JustGrants.

On the next screen you have the declarations and certifications. This is just a reminder that you have to make sure that you click all the check boxes. If you do not click all of the check boxes, you will receive an error. But again, we want it to highlight that this check box sometimes gets a little bit lost. Making sure, right before you submit, you are clicking this final check box. And at the very end, when we go to this next page, the final thing to do is to hit submit into JustGrants. Again, once all the sections have been completed and you receive no errors, you will receive an email from JustGrants confirming your

application has been submitted, and that email's going to go to the application submitter, the entity administrator, as well as the authorized representative.

Next, we just wanted to kind of highlight to you after what happens, after you submit your application. So once the application for the solicitation has been reviewed, we are going to make funding announcements for release of awards by September 30th. Please remember who your entity administrator and your authorized representatives are, because they're going to be notified when the deadline for the application, if there's any changes with the application once the announcements have been made. And the system's also going to notify the application submitter, the entity administrator, and the authorized rep once information has been processed. It's very important that the people that you listed in JustGrants are those that are responsive, their emails are active, and they can act if there are any other questions.

One key thing that we do want to highlight that we put at the bottom of this slide is that many people in JustGrants notice that the banner in JustGrants sometimes say past due. If your status is submitted, your application has already been by DOJ, you can just ignore that banner. That is an error in the system and no additional action is needed on your end.

On this next slide, it talks through a little bit about the office hours. I know that there's roughly about 30% of you that are new to JustGrants into applying for OVC funding. The JustGrants team offers weekly office hours to talk through how to submit an application within the system. They also provide information on how to change roles within JustGrants, how to complete and review and certify your application, and are there to answer any other questions that you have. We welcome and encourage you to attend those sessions. Again, they're every Wednesday from 2:30 to 4:00 Eastern time. And also, if you do need additional assistance, there is the JustGrants' help desk as well. What I want to do is take a quick pause, see if there are any questions.

There are a couple of questions that are coming in. Can I change my virtual interview into doing the checklist or vice versa? Yes, if there is a change, if you would like to request an interview on behalf of your Tribe, please send an email to the Tribal Set-Aside email address. If there is a change and you would no longer like to do an interview, also let us know as well. And Yolanda, I want to turn to you to see if there are any questions regarding construction that you feel that you would like to answer right now.

YOLANDA GIBSON: There is a question about whether or not demolition of a structure is allowable. I will need to check on that and get back to you. Someone asked about a new multipurpose building, whether or not the funds can be used for a portion of that building, We would need to have a more detailed conversation about that, because if your building is already under construction and you already have funds allocated for that building, then it's potentially an issue with supplanting. There's also what I mentioned earlier about how we generally do not fund stick build or ground up construction. You have to show that stick builder ground up construction is more cost effective than a modular or other prefabricated structure. So, the question about the using funds for a portion of a multipurpose building that's already being built, we would need to have an offline conversation so I could get more information from you and advise you further on that. I'm looking to see if there are any other questions related to construction. I don't believe that there are. If I accidentally missed your question, I apologize. Please feel free to repost it in the chat.

JESSICA ANDREW: Thanks, Yolanda. And we do have a question that I'm going to kick over to Tara from TFMC. Is there an updated budget detail worksheet available for us? The budget detail worksheet that I have found does not round the figures correctly and it's very difficult to use. As of right now, I believe there's only one. Okay, thanks, Tara.

TARA BALLESTEROS: Yeah. We use the one that is on the OJP website. I can put the link in the chat in just a minute, but please reach out to the Tribal Financial Management Center as you're working through that, and we can help resolve those questions for you.

JESSICA ANDREW: There are a couple of questions about how folks can register for this next upcoming webinars. We'll put those links in the chat. And I'm sorry if you were hearing my dog. There is another question about if the lobbying form is required if you are not doing any lobbying with funds. Yes, the lobbying form is required regardless, I'll turn to Lori or Mary if there are any other questions that we can answer right now. And if not, we can move forward and then answer them at the end.

LORI GARDNER: Jessica, one person asks, so the formula allocations have already been determined, would we create our budgets around this amount? And yes, those formula allocations have been determined and are posted on the OVC website, and we will get you a link if it's not already been posted in the chat.

JESSICA ANDREW: Okay, great.

LORI GARDNER: And someone just asked, can we use funds? I'm sorry. Someone asked if they could use funds to pay for rent for office space. So if that is office space needed for your victim services program, yes, you can use funds to pay for rent.

YOLANDA GIBSON: There's also a question saying modular units not only are extremely expensive in rural Alaska, but not appropriate for subarctic weather. New construction is also extremely expensive. Can we justify somehow to purchase? Basically, can you justify purchasing an existing unit to renew it? Well, I would need additional information? Are you talking about purchasing and renovating an existing modular unit or purchasing existing real property? Because that will depend. So, mister... I'm sorry, Mr. Luis Etchenique. I'm sorry if I mispronounced your name. You may need to email us directly, and we can talk about your particular scenario in more detail. I will say and I will emphasize this again, we do have some grantees in Alaska who've already purchased or are working to purchase modular buildings. It can be done. Generally speaking, so we put in the provision that you can do stick build or ground up if it's more effective because we understand that Alaska is a special case. However, we have grantees in Alaska that are doing modular projects. It can be done. We have TTA providers that can assist you in finding modular manufacturers and assist you generally with construction TTA. I know it's expensive, but there are ways around it. Yes, I will put my email in the chat.

JESSICA ANDREW: There's another question about when will the phone interview take place. After today's deadline, we are going to pull together the list of those that are asking for interviews, and we will get back to you, hopefully, within the next two weeks to schedule those interviews. It'll either take place at the end of April or going into May. The timing of that will depend on not only yourself, but also the OVC grant manager that is going to be conducting the interview with you. We will be in touch with more information.

LORI GARDNER: Jessica, I would also add if folks want to make a request for the interview, please do email that request to the Tribal Set-Aside email address, rather than letting us know in the chat. It's just a lot easier for us to be able to keep up with all of those requests. If you want to do the interview, please email the Tribal Set-Aside email address that's been listed in the chat. Thank you.

JESSICA ANDREW: Okay, so we're going to take a pause on questions and talk a little bit more about tools and resources that are available to you as applicants and also grantees. And then, again, we'll jump back into those questions. OVC offers at no cost to the grantees programmatic and financial training and technical assistance. And we recognize that many entities, you are already using consultants and trainings that you are familiar with, but we wanted you to know that, yes, you are welcome to procure services for training and technical assistance. However, we do have services at no cost that we just want to explain to everybody to know what's available. When you're developing your budget, remember that there are TA providers that are here to help you, and while you are developing your program narrative, also programmatic TA providers. What I would like to do is kind of pass the mic over to our programmatic TA provider, T-VSTTA, to talk a little bit about other services that they have to offer.

SHEREE HUKILL: Thank you, Jessica. We appreciate that. As Jessica said, we are the new programmatic TTA provider and we are known as T-VSTTA, and we are here to provide your program with resources for your community as you serve your victims and survivors of crime, and this is no cost from your grant, and we help you with all the administrative requirements in implementing your grant and helping you to increase the capacity of your victim services program as you walk alongside the victims and survivors of crime in your healing journey. And our team consist of professionals who, combined, have over 100 years experience in capacity building, victim services, program management, and working in American Indian and Alaska Native communities. We are going to pop a link into the chat that you can go and learn more about all of our project support team, and we really do look forward to working with you over the coming years and helping you grow and sustain your programs. And now I'm going to pass it over to our sister program, TFMC and Tara.

TARA BALLESTEROS: Thank you, Sheree. Hi, everyone. My name is Tara Ballesteros, and I'm with the Tribal Financial Management Center, otherwise known as TFMC. We provide financial management training and technical assistance to OVC grantees. We support TVSSA applicants with the submission process and provide customized onsite and virtual assistance to grantees as you address award conditions and/or risk factors. We'll work with you to enhance and strengthen existing financial policies and procedures, support the development of budget modifications and the accompanying grant award modification, GAMs, and help address audit findings and corrective action plans. Essentially anything that falls in the financial sphere, we're here to help you with. Call or email us to request individual assistance.

I'll drop the link for our website ojp.gov/TFMC in the chat box. You can visit that site to access plain language resources, webinar recordings, tools, and other tools to support you as you manage your awards. We look forward to working with you and we hope you'll join us again next week for the Developing Your Budget webinar. Before I pass this on, I did consult a colleague. In terms of the rounding issue on the BDW, make sure you're enabling your macros when you open the spreadsheet, and that may address the issue. If not, let us know, and we'll help you with that. But that is all I have and we look forward to supporting you all as you go through the application process.

JESSICA ANDREW: Thanks, Tara, and thank you, Sheree, as well. So as Sheree and Tara both mentioned, again, if you need assistance, we are all here to support you. If you do have questions about TVSSA, whether it's a question about construction or what's allowable or not, you are welcome to reach out to your OVC grant manager as well as the OVC Tribal specified email address that is on the screen. If you're needing any help with the application, so if you wanted to talk through what you're wanting to do with your program, again, your grant manager's definitely a go-to person, but we also encourage you to reach out to our amazing TA providers, Sheree and her team, to talk through those options. Their contact information is on the screen, as well as TFMC. Again, they are amazing with budget development and can answer any questions about what's allowable and what's not. So those email addresses are there, and we'll also put those into the chat as well.

And we just want to do a couple more final reminders before we go back to questions. Again, two webinars are coming up, the budget webinar on the 18th as well as considerations for construction projects. That's going to be on the 12th, so please make sure that you register if you can. If you cannot attend those sessions, we will have the recordings available about 10 business days after the session. If you miss it, it's okay. They will be posted online, as well as the recording material and presentation material. Also on this next slide, you are welcome and encouraged to visit OVC's Tribal Set-Aside website. Throughout this presentation, my colleagues and I have been inserting links and documents in the chat to help your application process. These links can also be found in one centralized location on the OVC dedicated Tribal website. And again, that address is on the screen, and we'll also in put that into the chat as well. Where you'll see not only different funding opportunities, webinars, fact sheets, as well as information about TVSSA in general.

On this final screen, again, here are the deadlines. Most importantly, today, if you want to do a virtual interview, please email the Tribal Set-Aside email address no later than tonight. As well, you have the two deadlines for Grants.gov and JustGrants. As a reminder, if you do have any questions about rants.gov and JustGrants and that submission process, there is the weekly JustGrants office hours that are every Wednesday from 2:00 to 4:30, and we encourage you to attend those if you're needing any assistance with that process. What I'll do is I will put myself on mute, and I will go to my colleagues for some questions that are popping up in the chat. As of right now, I don't think I'm seeing anything new that hasn't already been addressed. And Mary, thank you so much. I know that you are typing away. Is there anything that we need to highlight verbally that we haven't already done and mentioned? And Yolanda, are there any other construction questions that we think we need to address or do you think we're feeling pretty good where things are?

YOLANDA GIBSON: Someone has a question about minor renovations, but again, I want to emphasize that we have a webinar dedicated to construction, renovation, expansion, modular buildings, et cetera. So please attend that webinar. It's on Friday, May 12th. If you aren't able to attend, please have someone attend in your stead. I'd also recommend that if you are someone where victim services is more under your purview, please have conversations with your planning department, your construction manager, your roads person, and have them attend the session as well. The more planning we can do on the front end, the more successful we all will be in executing these projects.

Ms. McLeod, I noticed that you've put this question in multiple times. I believe that I answered it, but I will answer it verbally. Your question is about whether or not there's a maximum amount or percentage that can be used for minor renovations? No, there is no maximum or percentage. You just can't go over

your allocation amount in your grant. The months, someone asked, Ms. Belle I believe, what are the months? 12, 25, 36. Those are for your project period. You can have a project period anywhere between, well, one year and five years. So that would be 12 months, 24 months, 36 months, 48 months, or 60 months. And I think that's it. Others can chime in if I've missed something.

JESSICA ANDREW: One question that did come in is the interview process is literally to go over the project description, correct? Yes, the interview process is to walk through the checklist. The difference between doing it during an interview is that an OVC grant manager is going to be asking the questions and taking the notes on your behalf. After they've taken all the notes, they will send you back the documents for you then to review and then submit into JustGrants. It really is an opportunity for you to talk through what you're wanting to do as somebody writes it out for you. And typically, if you are an OVC grantee, you will most likely work with your current OVC grant manager to fill out that checklist.

Okay, so while we are wrapping up, if you do have any additional questions, definitely put it into the Q&A box. As I mentioned, we will be posting the webinar slides as well as the presentation recording on the OVC website within 10 business days, and we'll also send it out via email so that you all know when to look out for that and to when to see that. As a reminder, we do have those two upcoming webinars and we'll send out those dates. What we are also interested in is what else, what other types of webinars or information would be helpful to you? If you wouldn't mind just putting that into the chat, if there's more information that you would like either on the application submission process, about allowable costs, if you put that into the chat, that would be very helpful. As we are developing future webinars or future resources, we can keep that in mind. As we are wrapping up here to see if there are any other questions, if you do have any recommendations on other topic areas that we should cover during this pre-application phase, please let us know and put that into the chat. And I'll pause here for another minute or two to see if there are any other questions. Alrighty, well I will turn it-

LORI GARDNER: Jessica?

JESSICA ANDREW: Yes, go ahead.

LORI GARDNER: Jessica, just one quick question. I think a preparation document for what questions will be asked on the checklist or the interview would be helpful. And those questions, as Jessica just mentioned, those questions that we will be going through in the interview come directly from that program checklist, and that checklist is a document that is linked to in the solicitation, and it's been linked in the chat box as well today, but those are the exact questions that we will go through with you if you choose to schedule an interview.

JESSICA ANDREW: Oh, Tanya said that she tries to use the link for the construction questionnaire, and it redirected her. She could not find it. We will double check on that, Tanya, and we will see what the problem is on that. Okay, so I'll turn to my OVC grant ... I'm sorry, my colleagues. Is there anything else? All right, so I will turn it over to Lauren to close us out.

LAUREN SMILEY: All right, thanks, Jessica. I will leave the webinar open for another few minutes in case people want to use the chat feature, as Jessica suggested, to type in any recommendations on additional webinar topics or information that you're looking for, but thank you so much everyone for joining today and hope everyone has a great rest of your day. Bye-bye.