

Fiscal Year 2021 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

Grants.gov Grant Opportunity Number: O-OVC-2021-90001

The webinar will begin shortly.

Please have a copy of the solicitation available to follow along and take notes.



Important Information for Today's Webinar



- Having difficulties hearing? If listening via computer,
 click the arrow next to the Mute/Unmute icon to make adjustments.
 Still can't hear? Dial-in via phone using the information located in the meeting invite.
- WebEx features Chat, Media Viewer, and Q&A
- Live-captioning Available for the deaf or hard-of-hearing Multimedia Viewer individuals. Click on the Multimedia Viewer to access.
- Need technical assistance? Select of the host.
- Questions about the presentation? Submit questions at any time during the presentation by using the Q&A box and selecting all panelists. Questions will be answered at the end of the presentation.
- A recording of the webinar will be made available at https://ovc.ojp.gov/funding/funding-webinars.



2 Q&A

Team of Presenters/ Agenda



Jessica Andrew



Overview and Resources

Katherine Darke Schmitt



Application Information

Barbara "Bonnie" Robertson



Submitting the Application

Section 1: OVC Overview



Presented by:

Jessica Andrew

Grants Management Specialist, Tribal Division

Office for Victims of Crime

OVC Mission and Overview



Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

OVC funding supports:

- victims in tribal communities;
 - state victim compensation and assistance programs;
 - training and technical assistance and information resources;
 - victims of international terrorism and mass violence;
 - federal agencies' provision of victim services; and
 - demonstration and community-based victim services projects.



Examples of OVC Tribal-Specific Programs



- Tribal Victim Services Set-Aside Program
- American Indian/Alaska Native Training and Technical Assistance Program
- National Indian Nations Conference
- Developing Future Victim Specialists for Indian Country Program

- Project Beacon: Increasing Services for Urban AI/AI Victims of Sex Trafficking
- Tribal Financial Management Center
- Coordinated Tribal Assistance
 Solicitation (CTAS), Purpose Area 6
- Human Trafficking Capacity Building Center

For more information on OVC tribal projects, visit:

https://ovc.ojp.gov/program/tribal/overview





FY 2021 Formula Program



OMB No. 1121-0329 Approval Expires 12/31/2023



U.S. Department of Justice Office of Justice Programs Office for Victims of Crime

OVC FY 2021 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

Grants.gov Opportunity Number: O-OVC-2021-90001

Solicitation Release Date: April 12, 2021 4:01 PM

Application JustGrants Deadline: June 14, 2021 3:00 PM

Overview

Grants.gov Deadline:

The <u>U.S. Department of Justice</u> (DOJ), <u>Office of Justice Programs</u> (OJP), <u>Office for Victims of Crime</u> (OVC) is seeking applications for funding for the Fiscal Year (FY) 2021 Tribal Victim Services Set-Aside Formula Grant Program. This program furthers the Department's mission by supporting the provision of victim services in American Indian/Alaska Native communities.

May 12, 2021 3:00 PM

Funding opportunities can be found online:

https://ovc.ojp.gov/funding/current-funding-opportunities



Timeline



- Grants.gov Deadline: May 12, 2021, 3:00 PM ET
- Application JustGrants Deadline: June 14, 2021, 3:00 PM ET
- DOJ expects to award grants no later than September 30, 2021
- □ Project START dates should be January 1, 2022*



*Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.

Federal Award Information



Total of <u>173</u> awards are expected to made:

Dollar amounts of awards made under this program will vary, and will be determined by a formula

Total amount anticipated to be awarded:

Estimated \$91 million

Period of Performance start date:

January 1, 2022

Period of Performance duration:

12 to 60 months, as determined by the applicant

Type of Award:

Grant

OVC's November, 2020 Consultation Determined the Path Forward for the FY 2021 TVVSA Formula Program



- A process similar to the FY 2020 process was used
- Tribes will have 60 days to submit applications
- Formal Narratives and Abstracts are no longer required
- Awardees may select their own project period of 12, 24, 36, 48, or 60 months

Eligibility Criteria



Under this program, OVC allocates funding to participating tribes through a discretionary administrative formula based on the Population Certifications submitted by Federally recognized Indian tribes, Alaska Native Claims Settlement Act ("ANCSA") Regional Corporations, and designees.

Eligible applicants are entities that submitted Population Certifications by March 5, 2021 and have been notified by OVC of their formula allocation.

Eligibility
Criteria

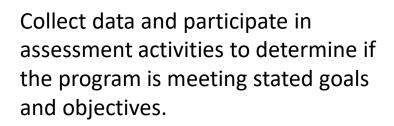
Goal and Objective



Successful applicants will achieve this goal through the following objectives:

Provide services to meet the individualized needs of AI/AN victims of crime.

Address the needs of a wide variety of crime victims in tribal communities.







FY 2021 Formula Program Overview



OVC's FY 2021 Tribal Victim Services Set-Aside 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:

- 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.



Focus Areas Under the VSSA Program



OVC funds <u>must</u> 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

Serving Male Survivors of Crime

Comprehensive Victim Assistance Program

Domestic Violence Program

Vulnerable Adults and Elder Abuse Program

Law Enforcement Based Victim Advocacy

Assisting Victims of Financial Abuse and Exploitation

Child Abuse Programs including Child Advocacy Center

Civil Legal Assistance for Crime Victims

Examples of Allowable and Unallowable Activities



OVC has created a chart that highlights what is allowable and unallowable under this solicitation.

When thinking about what is allowable, use these questions as a guide:

- 1.Is this cost related to supporting or assisting crime victims?
- 2. Can it be allocated specifically to this project?
- 3.Is this cost reasonable?

If you can answer those questions in the affirmative, the cost is most likely allowable.





Unallowable Costs





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

These funds <u>cannot</u> 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
- Sobbying, etc.



Section 2: Application Information



Presented by:
Katherine Darke Schmitt
Acting Director, Tribal Division
Office for Victims of Crime

Applications Must Include



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

- 1. Proposal Narrative
- 2. Budget Detail Worksheet and Narrative
- 3. Application Timeline



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

Project Narrative



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

- 1. Traditional Project Narrative;
- 2. Checklist;
- 3. Interview with OVC staff.



If you wish to complete your Program Description via interview, please contact OVCTribalSetAside@ojp.usdoj.gov no later than April 29th.



Project Narrative



- No matter how you choose to submit your project design, you should follow the solicitation checklist to make sure you provide the information OVC needs about the work you are planning.
- You may elect to fill out the checklist and NOT write a proposal narrative.
- You may also elect to have an interview with OVC staff using the checklist, and submit the checklist prepared by OVC in collaboration with you.



Project Narrative



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-2021/o-ovc-2021-90001-checklist.pdf

Project Narrative: Phone Interview



- If you wish to complete an interview you must let OVC know by April 29, 2021, via email to OVCTribalSetAside@ojp.usdoj.gov.
- OVC will contact you to set up the interview and reserve a 2-hour block of your time.
- OVC will conduct the interview by phone or by video, as you prefer, by asking you for the information in the checklist.
- OVC will return the completed checklist to you via email for you to upload in JustGrants as your proposal narrative.



Budget Worksheet and Budget Narrative



See th	e OJP Grant Application Resource Guide for additional information
	Use the JustGrants web-based form.
	Personnel costs should relate to the key personnel for the project.
	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 should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Budget Detail Worksheet



Use the JustGrants Budget Detail Worksheet to create the budget.

The budget must include costs for 2 appropriate staff to attend at least 1 required OVC training event:

OVC Mandatory Training

Properly link all costs outlined in the Budget Detail Worksheet to the Proposal Narrative!



Timeline



OJP will require each applicant to submit a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months.



Applications Should Also Include



Along with the 3 required documents, the following information should be included in the application submission:

- Application for Federal Assistance (SF-424)
- Disclosure of Lobbying Activities (SF-LLL)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls
 Questionnaire
- MOU and Other Supportive Documents
- Tribal Authorizing Resolution for Designees/Consortia

- DOJ Certified Standard Assurances
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)

Applicant Disclosure of High-Risk Status



If the applicant <u>is currently designated as high risk</u> by a federal grant-making agency, then the following information must be disclosed in the application:

- 1. NAME AND CONTACT INFO OF THE DESIGNATING AGENCY
- 2. DATE OF DESIGNATION
- 3. REASON FOR DESIGNATION



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

Questions Re: High Risk Status



Question: How do I find out if my agency is currently designated high risk? **Answer:** There is no central database an applicant can reference to determine high-risk status. Applicants are required to self report.

Question: Is there a form I can fill out?

Answer: No, applicants are required to submit a letter or statement that

outlines their designation status.

disclosure?

Question: If my agency is not labeled as high risk, do I still need to submit a disclosure? **Answer:** Yes, applicants are required to submit a letter or statement that simply states the agency has not been designated high risk. If an applicant fails to provide their disclosure with the application, a withholding special condition will be placed on the award until a response is provided to OJP.



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



- Type of Application: "New"
- **Legal Name:** Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates: 01/01/2022— no later than 12/31/2026
- Estimated Funding: Must match the federal request in the Detailed Budget Worksheet
- Project Description: OVC FY 2021 Tribal Victim Services Set-Aside Formula Grant Program

Application for Federal Assistance SF-424			
* 1. Type of Submission:	* 2. Type of Application:		
Preapplication	New		
Application	Continuation		
Changed/Corrected Application	Revision		
* 3. Date Received:	Applicant Identifier:		
5a. Federal Entity Identifier:			
State Use Only:			
6. Date Received by State:	7. State Application		

Disclosure of Pending Applications



The **disclosure** (written statement) should include both **direct applications** for federal funding (e.g., applications to federal agencies) and **indirect applications** for such funding (e.g., applications to state agencies that will subgrants federal funds).

This written statement should include:

- The federal or state funding agency name
- The solicitation name, project name, and description of the project
- The point of contact information at the applicable funding agency

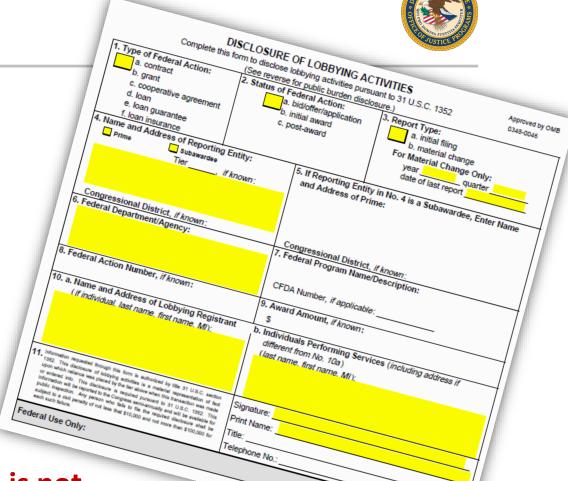


Access to funds may be withheld if this form is not submitted with the application.



Lobbying Form (SF-LLL)

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





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



Tribal Authorizing Resolution (if applicable)



- Not required from tribes applying on their own behalf
- Required for Consortia and Designees



Section 3: Submission Information



Presented by:
Barbara "Bonnie" Robertson
Grants Management Specialist, Tribal Division
Office for Victims of Crime

Submission Information



<u>Step 1</u>: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html. To register in Grants.gov, applicants will need to obtain a Data Universal Numeric System (DUNS) and System of Award Management (SAM) registration or renewal.



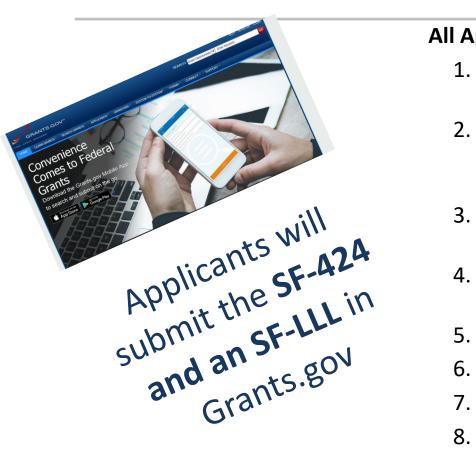
Step 2: Applicants will submit the **full application** including attachments in JustGrants at <u>JustGrants.usdoj.gov</u>.



Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm for instructions on How to Apply (https://www.ojp.gov/funding/apply/ojp-grant-applicationresource-guide#howToApply)

Step 1: Apply in Grants.gov





All Applicants should complete the following steps:

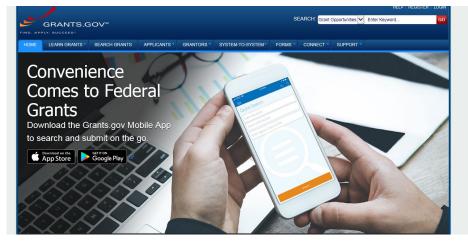
- 1. Acquire a unique entity identifier (a Data Universal Numbering System (DUNS) number)
- 2. Register or maintain registration with the System for Award Management (SAM) database well in advance of applying (replaces CCR).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
- 5. Search for the funding opportunity on Grants.gov
- 6. Select the correct Competition ID.
- 7. Access Funding Opportunity and Application Package from Grants.gov.
- 8. Submit a valid application consistent with the solicitation by following the directions at Grants.gov.

Click Submit in Grants.Gov



Within 48 hours of SF-424 and SF-LLL submission, you should receive 4 notifications from Grants.gov.

- 1) Application Received
- 2) Validated
- 3) Agency Retrieved
- 4) Agency Tracking Number Assigned



For Technical Assistance Submitting the <u>SF-424 and SF-LLL</u> in Grants.Gov: 800–518–4726 <u>support@grants.gov</u>

Step 2: Apply in JustGrants





Applicants will then submit the **full application** including attachments in JustGrants at <u>JustGrants.usdoj.gov</u>.



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



Register for Upcoming Application Submission Webinar on May 13th at 3 pm ET



Section 4: Tips and Resources



Presented by:

Jessica Andrew

Grants Management Specialist, Tribal Division

Office for Victims of Crime

Keep in mind...



Top application tips to prevent issues that may delay access to funds post award:

(1) SF-424, Legal
Name/Address/Tax EIN:

The legal name/Tax
EIN/Address/DUNS entered in
the SF-424 should be for the
legal entity that will be
receiving and managing the
funds and must be the same as
the name in SAM. Please
carefully review and follow the
guidance in the OJP Grant
Application Resource Guide that
is linked in the solicitation.

(2) SF-424/SAM registration:

When processing awards, OJP uses SAM.gov to confirm active registration and verify the legal name/address entered in the SF-424. If there is a discrepancy with what is entered in the SF-424 and the SAM entity registration associated with the DUNS number, you will be asked to address this and/or OVC will need to issue the award based on the SAM registration.

(3)SF-424/Authorized Representative:

The Authorized Representative listed in the SF-424 should be the official with authority to sign and accept grant agreements for the legal entity applying for the award. In general, this will be the highest elected official of the applicant agency. OJP uses the internet to confirm prior to award. If someone else in your agency has been delegated authority to sign award documents, you should attach to your application a letter of delegation on agency letterhead, signed by the highest elected official/governing body, which explicitly gives this person authority to sign the award document.



Keep in mind...



Top application tips to prevent issues that may delay access to funds post award:

4) SF-424/Funding	(5) Budget/Proper Format:	(6) Budget/Unallowable Costs:
The total federal request entered in the SF-424 should match the total federal request in your application budget for the entire project period.	It is required that you use the Budget Detail Worksheet template that is linked in the solicitation for your application. If you use a different format, it is possible to receive an award but you will not be able to access funds until a budget in the proper format is submitted and approved postaward.	Please do not include any of the costs listed in the "Budget Information" section, and make sure any proposed federal costs avoid supplanting. If such costs are identified in your application budget and you receive an award, you will need to revise your budget before receiving funds.

Keep in mind...



lop application tips to prevent issu	es that may delay access t	to funds post award:
(7) Budget/Subgrants:	(8) Budget:	(9) Application

The budget template distinguishes between subgrants versus procurement contracts. You should carefully review the OJP Grant Application Resource Guide (linked in the solicitation) subsection titled "Information on Proposed Subawards (if any)" and "Proposed Procurement Contracts (if any)" to properly categorize your costs in these sections. If OVC has questions about the identification of a particular relationship in the budget, we may place a hold on funds.

Be sure that funding requested is consistent with the allowable activities under the solicitation and DOJ Grants Financial Guide. You should carefully OJP **Grant Application Resource** Guide (linked in the solicitation) for more details.

Attachments/General Follow exactly the "What an Application Should Include" section. It is very helpful for reviewers if each attachment is a separate file named/numbered as it is in the solicitation. If you combine attachments (not recommended), please include a table of contents with page numbers.



Where to Find Additional Funding Opportunities

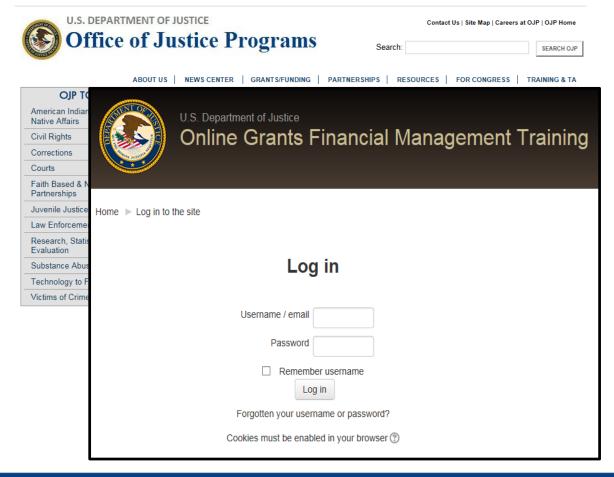


Three Great Places to Look:

- 1. Grants.Gov: https://www.grants.gov/web/grants/search-grants.html
- 2. OVC Website: https://ovc.ojp.gov/funding/current-funding-opportunities
- 3. Office of Justice Programs Website: https://ojp.gov/funding/Explore/CurrentFundingOpportunities.htm

Take the Required Financial Management Training





Who: JustGrants Points of Contact (POC)—Award Administrator and all Financial Managers

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

How Often: Must complete every 3 years!*

Turn It In: Upon completion, certificates must be submitted to your assigned grant manager.

*If you do not complete the training within 120 days of accepting the award, OJP will place a **WITHHOLDING** on the award.

Tribal Financial Management Center (TFMC) Tools and Resources

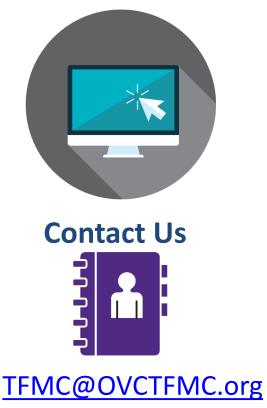


Individualized Training and Technical Assistance: provides tribal grantees with customized financial assistance to support grant compliance and optimal grant management

- FY 21 TVSSA Application Support: assistance with the financial pieces of application including the **budget worksheet and budget narrative**
- Virtual Support Center: grantees submit questions and/or requests for technical assistance

Plain Language Tools (OVCTFMC.org): for developing and/or enhancing policies and procedures

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



703.462.6900



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

Additional Resources



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

- 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.



When developing your budget, remember to utilize the available and

FREE T & TA services!

Important Contact Information





Submitting the SF-424 and SF-LLL into Grants.Gov:

800-518-4726, 606-545-5035

support@grants.gov



Submitting the <u>FULL APPLICATION</u> into JustGrants:

833-872-5175

JustGrants.Support@usdoj.gov

Important Contact information





For assistance with any other requirements of this solicitation, contact:

- your assigned OVC grant manager or
- OVCTribalSetAside@ojp.usdoj.gov (if you do not have an assigned OVC grant manager).

Upcoming TVSSA Webinars



May 12, 2021 | 3:00 PM ET **Budget Worksheet Completion**

May 13, 2021 | 3:00 PM ET JustGrants: How to Submit the Application

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



Question Time





Deadline Reminders:

If you wish to complete your Program Description via interview, please contact OVCTribalSetAside@ojp.usdoj.gov no later than THURSDAY APRIL 29, 2021

GRANTS.GOV Application Deadline: WEDNESDAY, MAY 12, 2021, 3:00 PM ET

JUSTGRANTS Application Deadline: MONDAY, JUNE 14, 2021, 3:00 PM ET