

Transcript - Preparing Your TVSSA Application

Welcome to the webinar, Preparing Your Tribal Victim Services Set-Aside Application, presented by the Office for Victims of Crime. My name is Roicia Banks, and I will be moderating for you today. I will now turn the time over to Jessica Andrew from OVC for introductions.

Thank you so much, Roicia Hello, everyone. My name is Jessica Andrew, and I am one of the OVC tribal division grant managers. And I am delighted to start us off today. Before we begin, I just would like to thank Fox Valley Technical College for helping out with the webinar logistics and registration for the event.

Thank you to our presenters as well for sharing your time and your expertise with us. And most importantly, thank you to everybody who is able to join and/or are listening to the recording today. We are thankful that you're here, and we hope that you find this webinar helpful.

So for today's webinar, it's going to be focusing on the Tribal Set-Aside solicitation, and it's intended for folks that have already applied, already expressed interest in applying for TVSSA, and you've already submitted your population certificate and you're now working on the submission of your final application into grant-- I'm sorry, your final application into JustGrants, which is going to be due on June 23.

So during this two-hour webinar, we're going to have a conversation about the Tribal Set-Aside program, the required documents that are necessary for receiving funding, and then focus our time on how to plan or implement your proposed project.

Today, to help us with this goal, we are joined by Ramesa Pitts, who is one of OVC grant managers. She's going to talk through the TVSSA solicitation. We're also going to be joined by Justine Soto, who is a program manager with Fox Valley Technical College. And she's going to be talking more in depth about how to plan for your project proposal and considerations that you might want to keep in mind.

And to finish us off, we have Jenny Mills and April Bird from the Tribal Financial Management Center. And they're going to be discussing how to develop your budget and elements that should be included.

And our hope and goal for this presentation is to give you the tools and resources that you need to be successful in developing your TVSSA application and give you an idea of what your proposal should look like. And, of course, if you have any questions throughout the presentation, please enter it into the chat. It's going to be at the bottom middle corner of the screen. And we're going to be stopping periodically to answer questions.

On the next slide, I'm going to do a quick overview of OVC. So for those who are unfamiliar, the Office for Victims of Crime administers the Crime Victims Fund, or also known as the Fund, which is financed by fines, penalties that are paid by convicted federal offenders and not from tax dollars.

And so [AUDIO OUT] that money back towards victim compensation and assistance throughout the United States. We raise awareness about victim issues, promote compliance with victim right laws, and provide training and technical assistance. And through the Fund, the OVC program supports victims within tribal community, state victim compensation programs, again, training and technical assistance, support for victims of human trafficking, and then other national scope and demonstration projects.

So all of the funding that the OVC Tribal Division has is considered discretionary funding, meaning that we do most of our work through competitive base awards. And what we wanted to show here was the list of programs that we manage.

So some of the OVC Tribal specific and competitive awards include the Coordinated Tribal Assistance Solicitation, also known as CTAS; Purpose Area 6, the Children's Justice Act; Developing Future Victim Specialists in American Indian and Alaska Native communities. Another project is Project Beacon, and this is increasing services for urban American and Alaska Native victims of sex trafficking. We also have microgrant initiatives and training and technical assistance for tribes as well.

And these programs are not the only OVC programs that tribes are eligible to apply for. Federally recognized tribes are able to apply for other grant-funded programs through OVC. If y'all are interested in other programs, please view the link on the screen, and you can see the list of open solicitations, as well as our current OVC programs that we have that's under Tribal.

I'm now going to pass it over to Ramesa, who's going to talk through the Tribal Set-Aside Program a little bit more.

Hello, and thank you, Jessica, for that segue into the next section of the presentation. As mentioned, my name is Ramesa Pitts. I am one of the program managers within the OVC Tribal Division. And I will be the very next presenter. And with that set, we can go straight into the next section of the presentation. Can I get the next slide, please?

So this guide talks about the OVC's Tribal Victim Services Set-Aside Formula Grant Program. OVC's Tribal Victim Services Set-Aside Formula Grant Program, also known as the TVSSA Program, provides support services to crime victims in American Indian and Alaska Native communities. This program is not competitive and administered as a formative program funded through a set-aside 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 activities such as community needs assessment, strategic planning, victim service program development and implementation, victim service program expansion, community outreach and education, purchasing or procuring tangible items related to victim services, support for missing or murdered Indigenous persons, and other activities needed to address the needs of a wide variety of crime victims in tribal communities. Next slide, please.

To implement a formula and maximize the amount of funding disbursed to tribes, OVC administers the TVSSA program in two phases. Phase one establishes which tribes intend to apply for funding. OVC asked each applicant to provide population information that was then used to calculate how much funding each applicant would be awarded. In total, we expect to make 191 awards. And the dollar amounts of awards made under this program will vary.

After the award amount has been established, applicants must then submit their full application for review and approval. The most common start date for these awards will be January 1, 2023, though some applicants, those with funding expiring September 30, 2022, may be permitted to start performance on October 1, 2022 to avoid interruption of services. If you would like an earlier start date, it's very important that you communicate this to your assigned OVC grant manager.

Most importantly, to provide you with the flexibility to meet the needs of your community, you may designate a project and budget period of 12, 24, 36, 48, or 60 months. This all depends on the design of your specific program. Next slide, please.

The grantees may use TVSSA grant funds to develop or expand victim services programs and provide direct services to victims of crime. You are encouraged to be creative and innovative in using TVSSA funds to support trauma-informed, victim-centered services that reflect community values and traditions. So some examples of allowable focus areas to serve victims of crime are included on the screen. They include focus areas such as sexual assault programs, domestic violence programs, child abuse programs, including child advocacy centers, and law enforcement-based victim advocacy. Next slide, please.

It was mentioned previously OVC funding may be used for a variety of programs, activities, equipment, and supplies to develop, enhance, and sustain different service programs. To assist with this, OVC has created an example list of allowable and unallowable activities under the Tribal Set-Aside program. While it's not an all-inclusive or exhaustive list, it does provide a general guidance on what costs and activities would be considered allowable.

So when thinking about this, there are some questions that can help guide you, such as, is this cost related to supporting or assisting crime victims? Can it be allocated specifically to this project? Is this cost reasonable? So once again, you want to look to or ask yourself if the cost is allowable, allocable, and reasonable.

And for more information about allowable and unallowable activities, OVC and OVC's Tribal Financial Management Center, also known to you all as TFMC, will be hosting a webinar on May 19 to discuss costs and to provide information about the budget. A link to register for this event will be placed in the chat. Next slide, please.

So while there are numerous ways OVC Tribal Set-Aside funding can meet the needs of crime victims in American Indian and Alaska Native communities, there are statutory limitations on how the funds may be spent. This slide summarizes the cost and activities that are statutorily prohibited under TVSSA.

Funding must be used to improve victim services and may not be used for activities that are not related to victim services. So for example, activities that are centered on crime prevention, investigation, prosecution, preventive services, or corrections are not permitted. New construction costs are also unallowable. Next slide, please.

There are three documents that are required as part of the application. Those documents are the project narrative, Budget Detail Worksheet and narrative, and the project timeline. So for those of you who are experienced OJP grantees, you know that typically if an award is made but we are missing any of the required documents we have to hold the funds until these critical documents are received. So we would prefer and strongly suggest and recommend that you complete all of the critical parts of your application before submitting your application in JustGrants on June 23rd. Next slide, please.

The program description may be submitted in any one of three formats-- as a traditional project narrative, as a checklist, or you may elect to have an interview with OVC staff using the checklist and submit the checklist prepared by OVC in collaboration with you. We're going to talk a bit more about these three formats further into the presentation.

But 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're planning. Next slide, please.

As previously mentioned, the first option is the submission of the traditional program narrative. OVC invites applicants who are submitting under this program to consider doing it the way you've always done it with the traditional project narrative. So that would be a written document that you produce in Microsoft Word, or Word Perfect, or some other word processing package in the form of a narrative or essay.

The solicitation outlines the four sections that should be included in your proposal narrative. These are the description of the issue, how the project will be designed, who will implement the program, and how data will be collected. Justine from Fox Valley will go a little more in depth about the program narrative during her presentation. Next slide, please.

So the second option, as previously mentioned, is to use the checklist. The checklist is included in the solicitation document itself. It is also posted as a fillable PDF on the Tribal Set-Aside website. And here is a screenshot of the checklist.

As you can see, the checklist is in a table format. The questions are on the left side of the table. And there's space on the right for you to type in your response to each of the questions we're asking. So while the checklist format might be different than the traditional narrative, we are still asking the same questions. It's just a different format.

So if you have any questions about how to complete the checklist, we encourage you to attend the webinar that will be held on Tuesday, May 17, 2022, from 3:00 to 4:00 PM. And that's Eastern time. This session will be hosted by OVC staff and provide a step-by-step overview on how to complete the checklist and provide guidance on key information OVC is looking for. Next slide, please.

And the very last third option is to participate in an interview with OVC to document your program plans. You will be interviewed using the TVSSA program checklist as the interview guide. If you wish to complete your program description via interview, please send a request to the ovctribalsetaside@ojp.usdoj.gov email address no later than April 29, 2022.

So after this date, OVC may not be able to accommodate requests for interviews, and you would then need to use either the proposal narrative or checklist option. Next slide, please.

Along with the program narrative, applicants are required to submit a budget. So just to be sure we're on the same page, the grant budget is not your organizational budget. The purpose of the grant budget is to detail the cost of the program or project you're proposing. It's to show exactly what the funding will be used for. It also makes it easier to run your program since you'll know exactly how much you can spend. And it helps you to prepare an accurate grant report faster when it's time to report back for your financial reports.

The budget is oftentimes viewed as the weakest section of the grant application, perhaps because it's only the last-- it's one of the last items listed in the funding opportunity announcement or request for proposal. So to better help applicants, Jenny and April from TFMC are going to talk through the various aspects of the budget and also provide resources to help you develop your budget. Next slide, please.

So the last document that is required with your application is the timeline. The timeline in your grant application tells us when activities will begin and end during the grant funding period. It also holds everyone accountable for completing the work. The timeline encompasses what the project will accomplish and helps to set clear directions and priorities.

The timeline for a project should outline your goals. It should also contain your key milestones. And milestones, they are a fantastic way to schedule and plan and evaluate your project as you move along throughout your project. Essentially, a milestone should be an actionable step that brings you closer to your overall goal. Moreover, they're great ways to break your project down so it doesn't look overwhelming. And it also helps you to create your overall timeline.

The timeline also helps you to decide time frames. For this one, you'll need to find who's available for your project and what their workloads are like. This is a vital piece of information that will help you create a project timeline and decide on time frames for each milestone. So don't underestimate or overestimate your team's capacity. Talk to your peers about their workloads and abilities so milestones aren't missed and opportunities aren't lost. Next slide, please.

So here are some key points. This slide is a reminder about the timeline for the TVSSA application. As a reminder, the process of submitting an application in JustGrants begins in grants.gov. The process to submit SF-424 and SF-LLL in grants.gov should have been completed on yesterday, May 11. We understand that some technical difficulties can occur.

So if you were unable to successfully submit your SF-4242 and SF-LLL into grants.gov by May 11, which was yesterday, by that deadline, you will need to contact the Tribal Set Aside email address and request a short extension.

Also, if you wish to complete a program narrative interview, you must let OVC know by May 19 via email. And that email should be sent to the ovctribalsetaside@ojp.usdoj.gov-- so it's one word-- ovctribalsetaside@ojp.usdoj.gov email address. And then, just as a reminder that JustGrants has its own submission deadline, which is June 23, 2022, the JustGrants submission should include all items that are required in the solicitation.

Upon receipt of full application, OVC will assess applications for pre-award risk high risk status, and budgets will be reviewed to identify any unallowable costs. OVC anticipates that applications that propose unallowable or out-of-scope activities or that submit deficient budgets will be awarded with conditions withholding access to funds until the deficiencies are corrected. Formal award announcements will be announced on or before September 30, 2022.

For most grantees, your project start date will be January 1, 2023. And again, if you need an earlier start date, please talk to your OVC program manager. So these are all the key reminders that I have. And this brings me to the end of my portion of the presentation. Thank you.

All right. Thank you, Ramesa. Let's pause here for some questions. Our first question comes from Miss Graciela. "Where can we find the Budget Detail Worksheet to fill out for the TVSSA 2022? Is it on the OVC website?"

I'll go ahead and put that in the chat.

All right. "Is there a template for the timeline?"

We have general guidance that we have for the timeline. And there is an example in the solicitation. And also, Justine is going to share one as well. But there is not a OVC-approved template that we have. But again, we do have examples that you are welcome to use in reference.

OK. The last question comes from Miss Kim. "I am on the grant website and cannot get access to the application. Will this be available after today's webinar?"

As Ramesa mentioned, once you submit it into grants.gov, it can take 24 business hours, maybe longer, for grants.gov to then communicate with JustGrants so that you can move forward with your application. So you may want to give it a little bit of time. Just so everyone knows, the JustGrants system will be down starting tomorrow, May 13. And it'll be down until May 18. So it'll be down for a five-day period.

Once that period is done, you'll be able to access JustGrants and resume work on your application. Just know most of the documents that are required are Microsoft documents. They're Budget Detail Worksheets. So you shouldn't have to work in that system right now. If you are having issues accessing JustGrants after that, definitely give the help desk a call. We'll have that contact information for you at the end of this webinar.

OK.

There were a couple of questions in the chat that I just want to say out loud for folks that are listening and unable to see. As a point of clarification-- and this was a mistake on my end-- for everybody who is interested in applying for the interview to complete their checklist with an OVC staff member, that deadline is May 19. So if you are interested in doing that interview, please send an email to the OVC Tribal Set-Aside email address by May 19 expressing your interest in doing that.

And I think that is it for most of the questions right now. And again, as we're going through this webinar, feel free to enter your questions into the Q&A, and we'll periodically stop to answer them. Back to you, Roicia

OK. Thank you, everyone, for those questions. Let's get back to the presentation. And we are now going to hand it over to Miss Justine Soto.

Thank you, Roicia And everyone, those are great questions. Feel free to keep typing in your questions as we go throughout this portion of the presentation. I'm going to follow up with Ramesa's information about the project in general. And I'm going to focus more on your project development as you consider applying for this victim services set-aside grant program. Next slide, please.

So when we talk about planning for this kind of a grant, I recommend that you work with your project team within your office and also consider reaching out to other key stakeholders and asking questions about your project-- what you do well, what you could improve upon, what are some needs that might not be available in your community at this point in time. And you gather that kind of information and start to analyze it.

And the more information you have, the more, I guess, of a full circle view you have on your victim services program. And you analyze the things that you have been doing that you could do different and maybe some things that you'd like to enhance or improve about your program. And that's when you start to create some solutions.

And those solutions come in the form of your implementation strategy or your action-planning strategy. It will include whatever you put into your timeline that you complete. And those solutions of goals, and objectives, and action steps should be something that everyone understands within your program area, within your office. It should be something that is supported by your key partners and key stakeholders. And it's something that should be realistic that you would be able to implement in a sustainable way beyond the life of this grant project. Next slide, please.

So the first step is gathering and analyzing information and data. Next slide. The questions you can ask is, what happened in the past that has brought you to the need for your victim services project? What's happened that the community has had to respond to and perhaps in a very quick way and sometimes in ways that maybe were more thoughtful and I guess just more contemplative of what you want to do to provide services just in case something were to happen?

Think about where you are now in your project. Are you having needs by your staff so that they can effectively do their job? Are the community members saying that they don't know anything about your services? They don't know who you are.

And where do you want to be in the future? How will you grow your victim services program? What might it look like? What's your vision for the program down the road and in the future? Next slide.

By asking a guiding question, it'll provide you some focus for your planning efforts. You can't be everyone to everything-- or everything to everybody, I should say. And it's important for you to have some kind of a guiding question that will keep you on task and keep you from spreading out so thin that you don't have enough staff in positions to carry out all of the different things that you want to do. And maybe it's a great idea and you want to expand your project but there's not a way to effectively sustain it moving forward.

Think about these kinds of questions as you begin your planning process for the things that you want to apply for. And think about your current or existing programs or services and ways that you can enhance them. It could be exciting and an opportunity to use these funds to create something brand-new. However, that is a greater challenge to sustain it in the future.

And think about what you want to know more about in your developing your project. Do you want to know more about what the community members think of your services or what might be missing from your services? Or would you like to know more about how to improve your relationship with other entities within your community, like first responders or law enforcement?

Maybe in your research you've gotten information about ways that could be better improved for that law enforcement contact with victims of crime. Maybe the law enforcement needs to be educated about different ways that trauma can affect people. So maybe your question is more about how can we build a better relationship with law enforcement and other first responders and what can we do better or different. Next slide, please.

Collaboration. So I'm talking a lot about partners and stakeholders, and we're going to discuss that now. Next slide. I recommend a multidisciplinary approach to your planning for your project. And why would that be important?

Sometimes when we're inundated with our own work, it's hard to recognize what the needs might be of other program areas or how you can benefit other program areas by working with them more closely to serve your victims of crime. Think about them as stakeholders, key stakeholders, whose role and responsibility would be ideal or a benefit to you because you can leverage what they do to better serve your clients. Think about how they might be able to support your mission or vision for your project and in creating a plan to build your project or your program.

What recommendations would they have regarding your victim services program? And what could this project fund for stakeholders that your clients require? So those are all different kinds of questions that you could ask about who all else you'd want to come to the table and discuss this opportunity to build and enhance your project.

And I'm wondering, why would that be important to you? If you've got a comment on that, please do put that in the chat-- or in the Q&A. Sorry. Put that in the Q&A. I'd love to hear from you how you use your multidisciplinary team, if at all. Next slide, please.

These are the benefits of collaboration. And it seems like it would be just an easy decision to collaborate with other stakeholders. However, it's hard to do sometimes in our tribal communities. We're so often stretched thin in the work that we do. And you have a lot of responsibilities not only to serve your clients but to take care of your staff and to respond to your funding agencies and all of the reporting and data collection that goes with that. So with how busy we are, it does sometimes leave us in a challenging way, I guess, just trying to reach out to other people to find out what their perceptions are of your project and of your department.

Lulala says that "TFMC has been an excellent resource to assist with budgets." For sure. And I think the collaboration here in your example is also with technical assistance providers and even OVC. It's great for you to get perspectives from other organizations and other people, especially your technical assistance providers, because everyone wants to see you successful.

So these are all benefits of collaboration. And one of my favorite ones is probably the facilitation of new perspectives. If you're a victim services provider, chances are that it is in your nature to be more like a social worker as you work with clients. You might see them as someone who is coming to you for help. And therefore, you're going to do everything you possibly can to help them.

But what might law enforcement's perspective be in working and serving your clients? Maybe they can recognize or point out different things with physical safety that could be things that you haven't necessarily thought about before. Especially if you have a shelter or a place where you want-- a safe place where you want people to be able to come, law enforce might have a perspective that would help you to increase safety protocols, put things in writing like policies and procedures around how you will be safe and keep your clients safe in your building or in your shelter.

And the decision-making credibility I think is important too. And it gives you credibility when you reach out to other stakeholders because they'll see that you sincerely want to work with them, that you respect their opinion and their expertise, which is oftentimes different from yours. And it increases your credibility because they can see that you are open to suggestions. You're open to building relationships and also for taking into account what their suggestions or recommendations might be. Next slide, please.

So I use this chart as a way to identify some of the other key stakeholders that you might be able to work with. Next slide. At the core of those that you would work with, it could be law enforcement or other first responders, treatment providers, your tribal court, of course your victim assistance program.

But it could be others that maybe do some similar things in the community but not the same as you. So it might give you some different insights as to what you could do different or better in working with them and teaming with them to provide your services. That would be the core team that you might work with as an advisory board. Next slide, please.

In this second circle, it is regarding the internal stakeholders and very key stakeholders who might not be involved in helping you to expand your program or to leverage resources from, but these are the actual people in the community that you serve. And community members should always be at the center of what you do because they're the ones who are using your services. They are the ones who can tell you if they can even access your services.

So think about your clients; perhaps the schools, especially if your clients have children in your local schools; a food pantry. They might be a stakeholder because that's a source of food for your shelter. It could also be a source of free food for your clients that are seeking to have all of their needs met as they try to rebuild their lives if they've been traumatized or harmed in some way. And certainly, Indian Health Services could be a key partner. Next slide.

So for other internal-type resources, think about tribal housing. Tribal housing is key because if you have someone especially who is looking to transition maybe out of your shelter, where are they going to go? Who might you work with in your community to create or explore some options for transitional living? What about working with tribal housing and some of their policies and procedures or things that are involved in their lease agreement that might be more beneficial to people who could be in challenging situations such as domestic violence?

What might they be able to do to help the community members? Maybe you're able to get a security system put in place or offer security. Maybe you have some sort of a policy about violence and how it might affect the neighbors and a warning system, "three strikes, you're out" kind of a thing.

Vocational rehabilitation can be important. If you have clients that you're working with and you're helping them to have a healthier and a productive life, vocational rehabilitation, it's a place that can go to look for jobs. They could get some skill development classes or courses so that they are better employed-- employable-- and increasing their opportunities for greater self-sufficiency.

And cultural services-- we see so many awesome programs across Indian Country that involve cultural services and activities as a way of healing. And we all know that sometimes, especially in group work that you might do if you have a woman's group or a family group, it's easier for them to talk about things if they are doing something.

So what a great opportunity it would be to teach bead work or to have people doing their beading or drum making. Maybe it's a fish camp or something that you're preparing for the family or for your relatives. So there are lots of internal programs, opportunities within the community to start branching out.

And then finally, the external resources that you might consider on the next slide could be area businesses. It might be county services. And if you don't have a relationship with some county services, like other shelters or children's justice centers, things like that, it'd be a good opportunity to find out what they do, what services they provide that are different from yours so that you can use them as a place to refer people to.

A lot of these organizations too are very happy to talk about how you might be able to take some case loads off of them when they're Indigenous especially and they can come back to your organization so that they can free up space and resources for other people throughout their county. And of course, as I said before, technical assistance providers. Next slide.

So all of this is to tell you that community truly is the key. It's important to find out how community views you, how they might use your services, what barriers are in the way of them obtaining services from your program, and what they are needing or desiring so that they don't have to go to those county or state services so that they can keep things right within the community that they live in.

And of course, any kind of development of your program-- expansion, enhancement, creating something brand-new-- it won't do any good unless you have the community input as to what they want, and why they need it. So that would be really key, to use all of these stakeholders in your community needs assessment and even informal interviews to find out what you could do to do things better or in a more streamlined way. Next slide.

Think about the stakeholders who have key skill sets, people whose resources you might be able to leverage that you don't currently have. And one example of that might be using somebody from your enrollment office or your IT program, somebody who likes data. Maybe you've got people who enjoy working with data, and they could set up things with you so that you can better track the data regarding the services that you provide to your clients.

Other people who really know about what your mission is, they might value the same things, and they can really get on board with your mission. And it makes people want to volunteer or support your project or program in any way because your mission aligns with their mission.

And certainly, other perspectives. Like I said, law enforcement could be one. There might be something with Indian Health Services that you could develop, like screeners or something, when you're trying to determine what services or assistance people might need after they've been injured, whether that be from an intimate partner or injured from a car accident that they would know what you do. And they'd be able to make referrals to you as well.

So Rhonda has a question. Oh, Jessica, thank you for responding to that. "Can funds be used to pay for specialized counseling, meaning domestic violence? We do not currently have a domestic violence program." Next slide.

And the answer is absolutely yes, that funds can be used for counseling services. And what's great, and as Ramesa had mentioned, when you're looking at TVSSA funding and how it can be used, the goal is to provide services to victims of crime. And if that is the goal and if that is the scope, then 9 times out of 10 in general, an activity or a cost is allowable. But most definitely yes-- funds can cover that.

Thank you for that, Jessica. So there's a great example of a key stakeholder, somebody who can provide counseling services. Can they do that for your program for a reduced fee? Is that something that Indian Health Services will cover? Or is that something that you might need to determine if you need your own in-house counselor?

Perhaps you've got regular groups going on and individual one-on-one groups. And the data shows that you need somebody part-time within your organization so that people don't have to feel stigmatized or anything by going to other places, like mental health services or behavioral health services. So I really appreciate that. Thank you for that. Next slide, please

Analyzed and assess. So far, we've been talking about who you can talk to get different perspectives on the work that you do, the services you provide, perhaps how you provide it, reaching out to others to learn how they might be able to assist you and alleviate some stress from your resources within your organization. And now you're going to analyze and assess all of that information. Next slide.

So one way that you can assess that is through a SCOT analysis by determining what your organizational strengths, challenges, opportunities, and threats might be. And this you could ask yourself. You could ask your staff members. You might be able to ask clients what they think your strengths are. And you could ask any one of your stakeholders these questions.

And the list here is just a few of so much more that you could assess, whether it's a strength, a challenge, an opportunity, or a threat. And some of these things are really important because, I mean, we know you have limited funding. So you want to make the most optimal decisions with those funds. And we also know that this kind of work has a high staff turnover.

So I see morale on this list. What kind of a threat or challenge could low morale be to your project? If somebody leaves to take a job that they think might be better suited for them, now you've got to invest in all the time it takes to post a position, to advertise for that, to get somebody hired. And then you have to train them. And that can be really cumbersome and burdensome.

And we know that these things are realities of your programs. But if you name them, then you'll better be able to recognize how you can use strengths to eliminate or alleviate some of these challenges or threats. And definitely use the opportunities as a way to grow in a way that might be suitable for this kind of funding. Next slide, please.

There are different kinds of evaluation tools, especially if you are analyzing and assessing how well your project or your program works. And this could speak to those performance measures that Ramesa talked about, because it is something that is required in your application. But it's something that you would entirely benefit from.

So in this example of goals-based evaluation, it's measuring your achievement towards your ultimate goals, towards your vision and mission. And so some things here, it talks about measuring the number or the percentage of activities delivered from one quarter to the next. Maybe it's the number of people served this past month, the number of people served where it has something to do with substance misuse or the number of people served having to do with juveniles, school-age kids.

So there are different ways to measure the work that you're doing and also compare it from where you were to where you are today and how far you have to go to achieve your goals in the future. Next slide, please.

Process evaluations measure the fidelity of your project. How well are you doing in implementing your project or programs? Are the staff people and the clients satisfied with how well your offices or your services are going, being provided? And are they being provided in an optimal way?

Is your staff following policies and procedures consistently so that you're setting a standard that everyone knows to expect? What does that look like for how you do the work that you do? Next slide.

And outcomes-based. This is measuring your intended outcomes. And I put especially as it relates to the vision because it's long-term. But there can also be some short-term outcomes that you would expect from any project that you would implement. What difference have we made since the beginning of this project? Or what difference have we made now that we changed our office hours?

To what extent have we achieved our desired outcome? Are we making a difference to the community that we serve? Are we getting closer to our vision? And how do we bring value to the community?

So those could be questions you would ask about the outcomes of your services, your program, your staff, and things of that nature. And Ramesa and Jessica, if you want to jump in on any of these, feel free because I know a lot of this does have to do with performance measures. I'm using this in the sense that this kind of evaluation will help to determine where your needs are in your victim services program and what direction you ought to go in as you use or apply these funds. But Ramesa, if you want to talk about the performance measures and that requirement of the application, feel free.

This is Jessica. For the requirement for performance-- and we can always talk about this post-award as well. What we're looking for is understanding the victims that you are serving, the types of victimizations that they're experiencing, to get an idea of how the funds are being used. And this is also used for future program development for OVC as well, for us to get an idea of what's going on in the communities.

So all of this information, it is very helpful for not only yourselves as you're developing your program and seeing the trends and new things but also for us as well. And post-award, we are going to be having a webinar to talk about performance measures and what that looks like and what that reporting will look like for you all as well.

I appreciate that, Jessica. Thank you. You know, knowing more specifically what OVC is looking for in those performance measures or performance evaluation could be helpful on the front end as you think about what you want to apply for far as funding goes because perhaps you don't have a good data collection system.

That might be something you want to apply these funds towards is creating a system, or a database, or a process that you could implement that would help you to organize what you do, how you do it, and allow you to easily access that kind of data and information. You're going to need it for your progress reports after you start your project. So you might as well plan for it in advance and write things into your budget as a need comes up if you don't have a good way to track data and information already. Next slide.

And Justine, that's a great point. And I'm so glad that you mentioned that as well, because OVC funds can be used for a system for data tracking, especially if you do have multiple OVC awards. And that would be very helpful for anybody who's managing those awards. So thank you for mentioning that for folks to consider.

I really appreciate that because I'm in awe of all of you listening today who are project managers or victim services directors or managers because I know that you get sources of funding from the state, and from federal, and tribal. And all of those things require that you keep track of it. And I don't know how you do it.

It reminds me of this big web that's spread out, and you know where each section is coming from. And you know what funds you can use to help somebody. But I don't know how you keep track of that. It's just remarkable. So I love the idea of spending funds on things like that data management system.

So in talking about your evaluation and assessment of your current projects, you can focus on the strengths and leverage those as you try to develop solutions to those threats, or barriers, or challenges that you've identified. Next slide, please.

So Devin, who I work with here at NCJTC, she shared this quote with me. It's not a race to the end. It's more about a process for building a foundation. And the reason why we say that is because you've got a deadline that you have to apply for this funding. You've got deadlines that you have to do reporting on-- financial reporting, progress reporting. You've got an end to the grant project, and there's deadlines on that.

So it's not just going through the motions and checking a box that you've fulfilled your grant requirements. It's really about using, leveraging the OVC funds to build a stronger foundation for you and your community as you move forward. And that's so important, the process. You don't just decide you're going to open a domestic violence shelter without laying some foundation, right?

So think about the foundation that you need for your project so that you can strengthen it. And if you were to take a different position or retire a year from now, what kind of process are you going to be able to build for the staff or for the person taking over for you so that they have less of a struggle trying to make sure that your staff's needs are met to be able to more effectively provide services? Next slide.

Program design and implementation. This is about addressing the challenges. You have to talk in your applications about what challenges or problems are you seeing. And the better you understand those problems or challenges, the more your solutions will make sense both to the community and your staff as well as to your funding organization.

So the program design, it serves as a roadmap, I say, towards success. You could also say towards the completion of your goals. And you all have an opportunity to use a checklist or a grant-- like a written narrative or an interview as you apply for these funds. And certainly, your timeline will give you that roadmap.

I would recommend getting your plans in writing and marking them up on the timeline so that you and your staff could follow that roadmap. No matter what you talk about on your interview with OVC, get it in writing. If there's ever staff turnover, you need to have that process established step by step how you're going to implement these funds.

This also is an opportunity to engage the values and interests of the community. If you have a good program design and you have maybe new things that you want to implement, you're going to need community support. It's really challenging to make a success out of something that the community feels you're doing to them instead of with them.

And even when you say you're going to do this for the community, that might be the best of intentions. But without the community support and them understanding why something is needed and the process to implement it, there can be some loud voices and barriers against what you're trying to do.

It increases the social investment from the community. This is a great way to get buy-in. And it enhances collaboration because if you know better what you need and the community and all those stakeholders know what you need, you'll increase the chances of increasing your collaboration, leveraging the strengths of others, and also being able to show greater strength because your foundation will be wider. Next slide, please.

So when we talk about goals, it is a statement of intended results, like an increase in something or a decrease in something else. It's not talking about what you're going to do, like what action steps you're going to do to implement anything. It's just the higher level.

Think about a staircase to the top level of your house. If your goal is to get to the second floor, that second floor would be your goal. And the steps you take to reach your goal will be your objectives and your action steps. So next slide, please.

Think about new or enhanced services that you would like to offer for your goals. And again, this is based on how you assess or evaluate the information that you've gathered or collected. Think about the types of crimes that you will respond to. And if you're responding to something new that you previously didn't respond to before, then you're going to need probably new policies and procedures. You might need different equipment or a vehicle, something that you would need in your shelter, like an alarm system, a panic button if you don't have one installed into your system or your offices already.

Think about all of these things. And think of it through the lens of all of your stakeholders so that it'll help you to more clearly define your goals and what you want and need for your project so that you're not missing anything. It's a horrible thing when you are trying to do the best you can by implementing or using these grant funds and then you realize, oh, gee, I didn't think about this. I wish I would have budgeted for this or for that. Although, that's what TFMC is for and budget modifications.

But these are really great ways to help you to determine what your goals will be. And I'm an advocate for fewer goals. Because it can really spread your resources thin, I'd rather see more appropriate objectives and multiple objectives that can support achieving one or two goals rather than trying to be everything to everybody.

So again, foundational needs. What kind of services do you provide and that your staff could benefit from as far as professional development? Again, thinking about the kind of evaluation you want for your program. Next slide, please.

Objectives are what supports the completion of your goals. And SMART objectives. Specific-- what exactly do you want to achieve? And a goal will say what you want to achieve, but it doesn't necessarily get into any detail like an objective would be. It'd be specifically what you want to achieve.

And it has to be Measurable, like to increase or decrease something for a goal. That's great if you can increase or decrease, but the objectives that support that goal have to be measurable. So how will you know when you've achieved something? Will you have the implementation of something? Would you have seen an increase in the number of referrals that you get from law enforcement or from the county?

Think about, is it Attainable? And certainly, Relevant. And when thinking about SMART objectives, some people say, is it Realistic? But for me, Relevant is very important-- just as important-- because you want your objectives to be relevant to those barriers and challenges that you've previously identified.

If they're not relevant to building on strengths or addressing challenges or gaps to your programs, then is it really something that's relevant to your victim services program? Maybe what you're asking for or what you think you might need is better suited to one of your other stakeholders, and you could give that to them, let them take care of that so that you can focus more on your immediate needs.

And it's Time-bound. And certainly, we know that these grant projects are time-bound. And we hope that your project implementation will last well beyond the end of your grant. Next slide, please.

Again, objectives describe how you'll achieve the goals, what will be completed within a certain amount of time. And they should address those identified challenges and gaps. They're relevant. Next slide.

So here's an example. A goal might be to adopt a culture of trauma-informed approaches to address victimization. Well, that's a lofty goal. What do we mean by that?

Well, we can flush this out with our objectives. One objective might be to implement restorative practices and traditional activities in providing victims assistance. So what that looks like is dependent upon the needs of your clients, available resources throughout the community, and perhaps assistance from a cultural preservation program that you might have.

And you could create another objective that talks more about educating law enforcement and first responders about a trauma response and what they can expect when they come upon a scene and they're working with a traumatized victim. Next slide.

And then your activities and tasks are very specific to those individual steps that you will take and who will be responsible for you to reach and achieve your objectives. And collectively, the achievement of all of your objectives should allow you for success in achieving a goal. Next slide, please.

Think about for the activities, is this approach financially possible that will help you with sustainability? And make sure that your activities are relevant to the issues you identified and are also in alignment with your mission. If it's not in alignment with your mission-- there again, maybe it is something that you'd like to have-- you don't have to provide it because there's another stakeholder who might be able to provide that for you. Next slide, please.

Here's an example of an activity around that objective is to identify a multidisciplinary team and create monthly meetings or a regular organization of your advisory board or MDT that will meet regularly and often. Next slide.

I want to talk briefly about sustainability. It is the ability to maintain your programming at its current rate or level. And I used the bamboo here because it is highly sustainable. While it might take a while to build a foundation for this bamboo forest, it can take like two to five years for anything to sprout out of what you bury in the ground if you want to plant bamboo. So it takes a long time for those roots to take hold and to establish that foundation.

But after that foundation is established, bamboo trees can grow 3 feet a day. And they can grow up to 40 feet tall. So that's a pretty sustainable forest, I would say. Next slide.

Sustainability is all about your project functions, and your staff, and the money you need to be able to maintain those services, functions, and your staff. If you can or cannot afford it, then you'll have to think about perhaps, like in this example, grant funding, think about what other stakeholders you could use who could take on some of these project functions. Or maybe there's staff people that you could share with another program.

So in reflecting on your grant activity, I just wanted to share with you something. And we have this startup checklist for victim services programs. And a checklist like this might help you think about areas of victim services that you haven't necessarily thought of before. Or maybe when you reflect on different aspects of this, it might be an opportunity to show other aspects that you could use to build or improve upon, even if you already currently have some of these activities or strategies.

So it goes anywhere from the kind of victim services program that you are to how are you going to maintain the management of your grants to some of these foundational pieces, like creating policy on confidentiality, and how are you going to manage your cases, and how might you staff cases between your staff and still maintain confidentiality. And I also have a handout for you. I want to share this project narrative.

Just very briefly, I looked at the solicitation, and I formatted this document based on what the solicitation requirements are. And you can use on the Home tab of your Word document. If you right-click on Normal here and click on Modify, you can see how I made this Times New Roman and a 12-point font. And I made it double-spaced.

And if I wanted to, I could also go into Format here and change things of my paragraph or my tabs. For example, a natural tab is like a half an inch. And when you're limited in page number, like 20 pages, I try to find every bit of real estate I can. So I might change my tab stops to be a quarter inch instead of half an inch.

So this is just an example of how you can set up your documents so that when you're cutting and pasting from other documents, you can paste right into this one that's already set up the way you want it to be, the way OVC requires it to be. And just a suggestion-- you can take everything in the solicitation. And if you have Adobe Acrobat Pro, you can copy that solicitation information and paste it right into here.

So this description of the issue I made into a heading, heading number 1, it's something that's required for your grant project or your narrative. And everything here is exactly what the solicitation calls for. So for example, it wants to know your geographic location, your current victim services programming, and your current needs or challenges. So you know that when you go to write your narrative or even answer those questions in the checklist, you want to make sure that you can respond to every single one of these.

And in grant writing, if it asks you for certain criteria or information, you must address it. Even if the answer is, well, we don't have this, say that in the narrative. And maybe say why you don't have something. And that could very well be part of your program design, that you want to implement something so that you will have more of this foundational aspects of your project.

Going on, here's more of this. Program design and implementation-- again, this was something that was required. So here's the header. And the section asks about, how are you going to use the funds? What are some anticipated barriers or challenges you're going to have? And how are you going to reduce those as challenges? What kind of services will you provide? And so forth.

Now, somebody asked about project timeline earlier. The solicitation asks for this. And it is through a project period whatever length your grant is. And your timeline could look however you want it to. This is something that Devin formatted for us for today so that you can see how just this basic table can be used and implemented into your program narrative. And the project timeline can also be an attachment to your application.

But here we are. We have a goal. And we would put our goal down. And in year one, we would talk about different months. Year one, months one through three, we are going to hire a victim services grant coordinator right here. And our milestone is going to be we'll develop the description, we'll post the position, and we'll interview and hire a candidate.

It also goes into who's responsible and what your measures are. And the measure here, we know we will be successful when we have a qualified candidate hired to carry out the project and the deliverables. So a very simple table-- what are you going to do, when are you going to do it, and who's responsible, and your anticipated outcomes.

So that's a very simple timeline that, even standing by itself, anybody in your program should be able to see this timeline and follow it and execute the requirements of this grant just from the timeline alone. And that's all I have.

All right. Thanks so much. We are going to move on and get us together with Jenny and April from TFMC.

Great. Thank you so much. So the Tribal Financial Management Center is delighted to be here with you today. I recognize a lot of familiar names and experts that have joined us today. We're going to share some insights on preparing your TVSSA application and budget. And today, we're going to focus specifically on the budget and Budget Detail Worksheet. But we do have another webinar coming up the following week. Next slide, please.

So my name is Jenny Mills. I'm a senior training and technical assistance specialist with TFMC. I am joining you today from Buffalo, New York, where it is a blistering 84 degrees. And Buffalo is home to the Seneca and Haudenosaunee people. I am based in New York, but my heart belongs in rural Alaska, where I spent most of my career.

I have many years of experience providing legal services to tribal members as well as writing, implementing, and managing state, local, and federal awards focused on child advocacy centers and domestic violence programs, mostly in tribal communities. And today, I'm joined by my amazing colleague, April Bird. Hi, April.

Hey, Jenny. [NON-ENGLISH SPEECH] My name's April Bird, and I'm the lead financial specialist with TFMC. I'm excited to be joining you-- or I was going to be joining you-- from the beautiful Smoky Mountains in Cherokee, North Carolina. But we are on site right now in California.

I've been with TFMC for about two and a half years. And prior to that, I worked for my tribe, the EBCI, as the education and training manager and also in various roles at our tribal Casino. I earned my master's degree from the University of Oklahoma in legal studies for Indigenous people so I could follow my dream of assisting Native people across the US. So I'm very happy to be here speaking to you all today. Next slide.

The Tribal Financial Management Center, or TFMC, launched in the fall of 2018. And we serve 295 tribal entities with more than 800 OJP awards. We work closely with the OVC grant managers and program TA providers to provide Training and Technical Assistance, or TTA, as well as other resources to support American Indian and Alaska Native grantees and grant applicants.

Our team is composed of a skilled team, a financial, TTA, and evaluation specialists uniquely qualified to serve grantees in a range of expertise, including working in victim services, vast financial management subject matter expertise, and familiarity with trauma-informed and culturally humble TA approaches. And TFMC support helps build a strong financial management foundation for each community's victim services program. With that said, let's get started, Jenny.

Thank you, April. Today, we want to learn more about you, our audience. And we have a couple of poll questions that we'll be asking today. Our first one is, what type of entity do you represent? All right. So it looks like we have mostly federally recognized Indian tribes, some consortiums, and nonprofits. Thank you so much.

So why is a budget important? A budget is a financial document that provides guidance for how an entity manages its funds. It can show income, expenses, or both of those things. It can be for the entire tribal entity. It can be for a specific project. A strong budget ensures your entity or your project achieves its goals and objectives. And today's presentation is going to focus on expense budgets for projects.

A project budget for expenditures is important because it assists the program managers in effective decision-making. It provides data to monitor achieving project objectives, provides transparency for grant managers, supports capacity for getting future funding, and it helps avoid fraud and theft. Next slide, please.

So budgets can be challenging. But we do have a gaggle of good ideas to share with you today. We're going to walk through building a detailed project budget. And after we review all the ways you can include details, we'll share the Budget Detail Worksheet template with you. It's a really great tool to help you manage all your information. And it's actually the required budget format for the fiscal year 2022 set-aside application. Next slide, please.

This slide shows you an overview of the four-step process for budget development. Today, we are focusing on steps two and steps three. And these are estimating costs and writing your budget narrative so that you have a strong budget for your project. Next slide, please.

Budgeting takes time, especially if you're new to it. Make sure to give yourself enough time to gather all the necessary information and to think through and discuss the various elements of the budget. It's best practice to never rush the budgeting process.

You may find it helpful to make a task list for completing your budget and budget narrative. The first task that we suggest is to outline your project activities. Are you implementing a new victim services program in your community? Are you expanding or enhancing already existing victim services programs?

Next, you'll want to break those activities into specific costs. As an example, if one of those activities is to provide cultural healing services to victims, there may be supply costs related to that activity. Once you've identified your costs, you're going to want to assign those costs to the appropriate cost categories in the Budget Detail Worksheet.

After the costs are assigned, the next task is going to be to create a strong budget narrative that explains and justifies all of the costs in your budget. It's important to include your basis of computation as well. And that's the way that you determine those estimated costs. And that goes in the narrative and really helps to justify the expense. You also always want to ensure all costs meet the requirements in the solicitation by reviewing the solicitation very carefully, paying a lot of attention to the allowable and unallowable costs. Next slide, please.

When building your budget, it's important to refer to the allowable and allowable cost chart in the solicitation. You may also use these questions to help guide you in the process. Is this cost related to supporting or assisting crime victims? Can it be allocated specifically to this project? And is this cost reasonable? If you have a yes answer to all of those questions, the cost is most likely allowable.

Now, April is going to give you an overview of the different budget categories. And we've provided a link to the allowable and unallowable costs list in the chat. April.

All right. Next slide, please. Thank you. So we're going to start with the first budget category, which is personnel. Award funds may be used to pay the salary for full- and part-time employees who spend their time and effort providing services to victims of crime. Please note that it's important that applicants follow provisions included in the DOJ Grants Financial Guide and Part 200 Uniform Requirements for Federal Awards. Next slide.

This is an example of how to write the true costs for each of the project personnel. You'll want to include the title, the rate of pay, the portion of time dedicated to the project activities, and the number of months the individual will work on the project for the budget period, which is usually one year.

So you want to list each position by title, the name of employee, if you have it, and show the annual salary rate and the percentage of time to be devoted to the project. Employees engaged in grant activities should be consistent with the pay for similar work with the applicant entry. In the budget narrative, you'll need to include a description of the responsibilities and duties of each person in relationship to fulfilling the project goals and objectives. And all requested information must be included in the detail worksheet and the budget narrative.

It's important to complete this level of detail for each budget category of the project. For example, if you're adding staff in year two, make sure they're reflected in year two personnel. Label the same person held by different people differently so it doesn't appear that there are duplicative costs. For example, you may just want to put advocate one, advocate two just so you can distinguish that there are actually two and it's not just a duplicative cost of one position. Also, budget for the Cost Of Living Allowance, or COLA, increases. Next slide.

Again, it's important that applicants follow provisions included in the DOJ Grants Financial Guide and Part 200 Uniform Requirements for Federal Awards. All requested information should be included in the Budget Detail Worksheet and the budget narrative. You'll want to include as much detail in each of the budget categories as you can. And this is an excellent example of the detail to include when writing out the fringe section of the budget.

Fringe benefits should be based on actual known costs or an approved negotiated rate by a federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package, which might include state unemployment taxes, medical and worker's compensation, among other benefits. Fringe benefits are for the personnel listed in the personnel budget category and only for the percentage of time devoted on the project. All requested information must be included in the Budget Detail Worksheet and budget narrative.

So travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity. Grantees need to remember to reimburse travel expenses based on their agency travel policy but at rates that do not exceed the federal per diem rates-- and those can be found on the government website at the gsa.gov/perdiem-- and must follow the provisions indicated in the DOJ Grants Financial Guide.

In those guidelines, remember the first and last calendar day of the travel per diem is calculated at 75%. And you'll see the detail on the next slide. All requested information should be included in the Budget Detail Worksheet and narrative, as I've said before.

And in the narrative, make sure to state whether the budget numbers are based on the tribal entity's travel policies or if the federal tribal regulations are followed. And please note that the travel expenses for consultants are going to be listed under the consultant travel data fields in the subawards-- subgrants or procurement contracts budget category.

All righty. So this is an example for travel in year two, in project year two. And there are two different project staff. So based on what we wrote in the personnel section, a program manager and a case manager are the two that we are focusing on.

This travel plan is for them to attend two different trainings. One is a required grantee training. And the other's for a victim services manager training. Always make sure you check to see what's required for this by your funder.

You'll want to write very specific details about airfare, lodging, and per diem. And you can use the GSA travel and online airline sites to help with these estimates. Be sure to include all ground transportation costs, like travel to and from the airport, parking, bus, taxis, toll fees, anything that you think you're going to need while you're on that trip.

So in the equipment category, award funds can be used to obtain equipment for the program staff to use to carry out your project activities. And all equipment obtained with grant funds must be reasonable and necessary for the project purposes. The DOJ Financial Guide defines equipment as a tangible personal property, including information technology systems, having, first of all, a useful life of more than one year and, secondly, a per-unit acquisition cost of \$5,000 or greater or the entity's capitalization threshold if it's less than \$5,000.

If the item does not meet those thresholds, then you'll categorize that under the supplies category. Note that the rented or leased equipment will be listed under the contracts line item. And in the budget narrative, you'll want to explain how the equipment is necessary for the success of the project and describe the procurement methods that you're going to use.

For the equipment expense budget, there's a price, a description, and a purpose. And there's also a note about what the local purchase or lease documents are on file and were provided to OVC. And in the budget narrative, again, you'll want to explain why or explain how the equipment is necessary for the success of the project and the procurement methods that are used.

So we have-- or TFMC has-- a guide sheet on the lease versus purchase if you want to learn more about that. And Tara is going to put that in the chat box for you all so you can have the link to that guide sheet.

Award funds can be used to purchase supplies necessary for your project activities. And supplies are all other items of tangible personal property that are not equipment. So this includes computing devices that cost less than \$5,000 per unit or of, again, whatever your entity's capitalization threshold is if it's below \$5,000. And all of that information needs to be included in the Budget Detail Worksheet and budget narrative.

In the first year of this project that we have the example, the full-time employee is the program manager. And this sets up an office for that staff person and provides basic office supply support.

And the subawards or subgrants category, this section should be used to describe awards also called subgrants which the lead grantee makes to its sub-recipients to carry out part of the required activities under the grant award. And an agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your entity refers to the subaward agreement as a type of contract.

Do not include procurement contracts in this section. The funding-- I'm sorry. The Federal Funding Accountability and Transparency Act, or FFATA, requires that grantees who have subawards greater than \$30,000 file an FFATA report.

The subgrantee, who's also known as a subrecipient, information is provided in this category. Write the name of the entity, the amount, the type of entity it is, what services it will be providing and where and to whom. Also provide documentation that the subgrantee will be performing the project activities align with the requirements for a subaward-- determining eligibility, reporting data, or complying with federal funding guidelines, et cetera. And because the subaward here is more than \$30,000 in this example, an FFATA report is required.

So next, on the procurement contracts category, award funds can be used to procure goods or services for the benefits of the grantee. Procurement transactions should be conducted using an entity's established process. Sole source procurement contracts in excess of \$150,000, though, must be received-- they need to get approval from OJP prior to purchase.

And the OJP-- or I'm sorry, the DOJ Grants Financial Guide and the Part 200 Uniform Requirements have the details for the requirements and restrictions imposed on recipients and subawardees/subrecipients that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

And then the same level of specific details should be provided for subawards and procurement contracts. And this example above lists the janitorial and the security services that are provided under this award.

In construction, OVC may allowed construction with TVSSA funding, including new construction, under the TVSSA authority, provided the costs at issue can be justified as a reasonable and necessary expense of the tribe's victim services. So good news.

The DOJ Financial Guide squarely prohibits use of grant funds for land acquisitions. Minor repairs and renovations typically go in the contracts or other category. And new and more significant construction will go under the construction category.

Grantees may want to use the FY 22 TVSSA funds for purchasing and installing mobile homes, renovating existing space, expanding existing space. And the construction space must be used to support tribal crime victims in the community, for example, shelters and counseling. Grantees must adhere to NEPA requirements. And OVC has supported BJA with funding of two contractors, Nisqually Construction Services and the Clarke Group, to provide comprehensive technical assistance in order to support project planning, implementation, and project completion.

Next is our other category. And costs that don't fit into other budget categories, like emergency victim services expenses, including housing and supplies, printing and copying, utilities, registration fees, internet and phone services, all those fit into the other category.

The same level-- again, the same level of specific detail should be provided for the other category. Describe what the costs are at the most basic level possible. And in this project year one and the phones-- the phones are for the project-- the phones are for the project director and the project manager. And so this shows you how that's kind of written out for year two.

The TVSSA program now allows grantees to expend funds to assist family members of missing persons, generate awareness about missing persons cases, and educate the community about MMIP issues-- [CLEARS THROAT] excuse me-- and also improve the systemic response to MMIP cases. And this is limited to a combined-- [COUGHS] excuse me-- combined total of no more than 3% of the total award amount. And the line item must be identified as "search costs" in your itemized budget.

If you didn't get a chance to attend the webinar last week on using your TVSSA funds to address issues relating to missing and murdered Indigenous people, you can visit the TVSSA web page to view the recording. And also make sure you review that fact sheet. And both links are going to be provided to you in the chat box.

All right. And last on the Budget Detail Worksheet are the indirect costs categories. So indirect costs are those which can't be readily identified as benefiting a specific program or cost objective. They're usually referred to as overhead expenses, such as rent, utilities, as well as administrative and including officer salaries, accounting department costs, or personnel department costs.

And indirect costs may be charged to an award only if the recipient has a current, unexpired, federally approved indirect cost rate or the recipient is eligible to use and elects to use the de minimis indirect cost rate described in Part 200 Uniform Requirements and the DOJ Financial Guide. Grantees that do not have an approved federal indirect cost rate may either negotiate an indirect cost rate with their cognizant federal agency for direct cost, or they can elect to charge a de minimis rate of 10% of modified total direct costs.

Now, when you're using this type of method the cost must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. So that's important to remember. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as the indirect cost rate is negotiated, which may be done at any time.

And you can see that in CFR-- or I'm sorry-- 2 CFR, subsection 200.414(f). And in the budget narrative, you want to explain how these indirect cost numbers were generated. And you'll also want to explain the explanation of the proposed indirect costs for this project.

An indirect cost rate proposal is the documentation prepared by an organization that requests an indirect cost rate from the federal government. And the package normally includes proposal, related audit financial statements, and other detail supports, like the general ledger or tribal balance, et cetera.

And tribal nations negotiate their indirect cost rate with the Department of Interior, which could be called their cognizant agency. But usually, nonprofits which provide general public assistance have the Department-- have the US Department of Health and Human Services as their cognizant agency. Cognizant agency for indirect cost means the federal agency who's responsible for reviewing and approving the governmental unit's indirect cost rate on behalf of the federal government.

And the cognizant agency is the federal awarding agency that provides the predominant amount of direct funding to an entity, unless it's otherwise notified or assigned by the White House Office of Management and Budget. And there are going to be some information copied in the chat for you as well.

If your budget has \$400,000 in direct costs, this shows you the amount of indirect costs covered would be \$40,000 using the de minimis rate. Or if your indirect cost rate-- your approved indirect cost rate-- is 20%, then the total amount would be \$80,000. So this kind of just shows you two examples of whether you're using the de minimis rate or your negotiated indirect rate.

So this slide is showing you the calculation where the grantee has a negotiated indirect cost rate of 18%. However, the rate is not applied to the entire project budget. This grantee will not be using the administrative and overhead resources of the grant. Therefore, those costs don't apply to this subaward.

And the subaward is-- I'm sorry. The subaward is going to be subtracted from the direct costs. So their 18-- and after the subaward is subtracted from the direct costs, then the 18% indirect cost rate is applied. So I'm going to turn it back over now to Jenny and let her discuss the Budget Detail Worksheet.

Thank you, April. So you may be flying high at how much you're learning about developing a strong budget. So here's a tool that helps you keep it strong. Next slide, please.

The Budget Detail Worksheet is the required budget format. You'll submit it into JustGrants with your application so you end up with an accurate and complete budget in your application. The Budget Detail Worksheet, or BDW, helps you look closely to see that each of your budget items is tied to your project based on the statements you make in the narrative. The format helps you double check that the budget information is clear. And this will make sure that your reviewer understands your specific requests for funding.

It also serves as a great working document in a shareable format. So you're always able to share it with coworkers or OVC. And you'll always be able to save a copy in the event that there are some tech issues that may prevent access to JustGrants or any other platform. Next slide, please.

This slide shows where you'll find the Budget Detail Worksheet on the Office of Justice Programs website. We've also included a link in the chat box. It's a very user-friendly fillable form. But if you don't have access to Excel or you experience any technical difficulties with the file, there is a PDF version also. And our webinar next week is going to include a really in-depth look at how to use that Budget Detail Worksheet. Next slide, please.

So now we're going to take a bird's-eye view of some budget building challenges. And we have another poll for you. And the question is, what part of budgeting is most challenging for you? So if you want to take some time to just pick the ones that are most applicable to you, that would be very helpful for us to know.

So allowable versus unallowable costs and subaward versus procurement seem to be the most popular answers. All right. Thank you so much for providing us with that information.

Some of the more popular challenges with building the budget are confusion about the cost categories. This is probably a result of every entity kind of having its own way of categorizing costs according to their own internal financial policies and procedures. Some entities have definitions of equipment or supplies that differ from the way that OJP and OVC define them.

If you are confused about which cost category to use, you can look at the explanations in the unallowable and allowable chart with the solicitation. You can also reach out to your grant manager. Or you can reach out to us at TFMC for assistance. Next slide, please.

So here are some challenges TFMC helps grantees work through-- developing a budget that's mathematically sound and that corresponds with the information in the program narrative and also aligns with the project design, so really ensuring that all three of those things work together; properly linking all costs outlined in the BDW to the project narrative and timeline; ensuring that the requested funding is consistent with allowable activities under the specific solicitation and also in compliance with the Department of Justice Grants Financial Guide; and also correctly identifying subaward versus procurement relationships.

By identifying these challenges now, you can kind of keep them in mind while you're working on your budget development process and have a better chance of avoiding issues with those items in the budget later on. Next slide, please.

So what are keys to a successful budgeting process? One, read the solicitation carefully. Two, create a SMART budget. It should be Specific, Measurable, Attainable, Relevant to your project goals and objectives, and Time-bound to align with your project period.

Three, involve project staff and other appropriate project partners in the budgeting process. Four, try to determine actual costs on big-ticket items and remember to factor in shipping and/or delivery fees. Five, document everything. This will be very important in managing the budget throughout the year. And number six, at the end of the day, realize you will probably have to customize your budget-building process so it fits your entity, as each process is unique. Next slide, please.

The next few slides include some of the resources that are available to you. We provide plain language resources. And the link is right there for you. It includes job aids, microlearnings, and recorded webinars. Next slide, please.

We support OVC by providing intensive, individualized financial management training and technical assistance to grantees in coordination with your OVC grant managers, the Office of the Chief Financial Officer, and our amazing partners over at Fox Valley and Unified Solutions. We do this by supporting new solicitations in the submission process and providing risk mitigation through individualized TA to address grantees' award conditions. And on this, you will see a few of the different ways in which we do this. Next slide, please.

We also have a virtual support center that you can reach out to us at any time. The contact information is on the slide. Next slide, please.

And this slide shows our hours of operation. So we are available day to day between noon and 7:00 PM East Coast to 8:00 AM-3:00 PM Alaska Standard Time. Next slide, please.

Here are some basic references for some helpful links, like the DOJ Grants Financial Guide, 2 CFR 200, the Budget Detail Worksheet, et cetera. And that is the last slide from the Tribal Financial Management Center. I will turn it over to you, Roicia

Thank you so much. And we are at the top of the hour. We would like to remind you of two upcoming webinars-- Completing the Checklist on May 17 and Developing your TVSSA SSH Budget on May 19. Visit the TVSSA web page for solicitation and webinar information. And that link will be dropped in the chat box soon.

If we did not get to your question today, please contact your assigned OVC grant manager or contact ovctribalsetaside@ojp.usdoj.gov. If you do not have an assigned grant manager, please contact us. This concludes our webinar today. Thank you to our panel for sharing your time and knowledge. And thank you to all of our attendees for joining us today and participating in discussion. We hope that you can join us again in a future webinar. Have a great day.