

[Transcript from the OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program pre-application webinar, which was held April 13, 2020. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody. And welcome to today's webinar, OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program, hosted by the Office for Victims of Crime. At this time, I would like to turn the presentation over to the presenter.

BRECHT DONOGHUE: Thanks, Mary Jo, for all your help setting up this webinar and thanks to Michelle, as well, who's been helping behind the scenes.

Good afternoon, everyone. My name is Brecht Donoghue, and I am the Acting Director of the Federal, International, and Tribal Division in the Office for Victims of Crime. Thank you for participating in this webinar to discuss the OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program solicitation. As many of you may be aware, after significant consultation over the past 2 years with tribal leaders, representatives, and stakeholders, OVC is pleased to be implementing a formula to disseminate funding from the FY 2020 Tribal Set-Aside. As a result, this year, applications will be separated into two individual parts; a Pre-Application and a Full Application, with different requirements and different due dates. I'll be getting more into that later. This webinar will be focused primarily on the Pre-Application, which is due April 30th. We plan to hold a subsequent webinar in May, which will focus exclusively on the Full Application due on June 15th.

But I want to say upfront that I recognize that this is dense, complicated information, and I really appreciate your patience as we wade through it. I also should add, like many of you, I am teleworking today, and I live in D.C., in a big apartment building, so I apologize in advance for any background noise. We actually have a big storm rolling through right now. So I'm really hoping you're not going to hear the thunder that I'm hearing.

Finally, I want to say I'm joined today by some of my colleagues from the Office of Justice Programs to help me answer questions at the end of this webinar. I want to thank them for participating, as well. And I'll be sure to introduce them to you before we begin our question-and-answer portion of this webinar.

So moving on to our agenda. Today we're going to be discussing OVC's mission; the solicitation description, and purpose; how to apply; and there will be time at the end for questions and answers. If we don't get to all the questions today, we will provide contact information to the National Criminal Justice Reference Service towards the end of this presentation, where you can call or email for any unanswered questions.

I've covered the agenda and what we'll be covering today in the webinar. Now if we can move on to OVC's mission statement.

OVC--Actually, I should start by saying I find it really helpful, before we get into all the technical details of this particular program, to just reflect on OVC's mission for a moment. OVC is committed to enhancing the nation's capacity to assist crime victims and to provide leadership in changing policies and practices to promote justice and healing for all victims of crime.

Now, however, the technical details begin. Let's turn our attention to the FY 2020 Tribal Victim Services Set-Aside Formula Program solicitation.

First, if you've not already done so, I would strongly recommend that you find a version of the solicitation available for reference. We will be going over the solicitation page by page, and I think it'd be really helpful for you to be able to make notes in the solicitation based on what I'm saying on any particular page. The easiest place to find it is on the OVC website, Tribal Set-Aside webpage. You can type in that long link at the top of this slide, or what you can do is simply Google "[OVC FY 2020 Tribal Set-Aside](#)," and it should be the first or second link in the search results.

So, this solicitation builds on OVC's prior Tribal Victim Services Set-Aside Discretionary Funding Program created in Fiscal Year 2018 to improve services for victims of crime in tribal communities. As I mentioned at the beginning, interested tribal applicants will be required to submit two pieces to their application. A Pre-Application with eligibility and population information will be due by 8:00 p.m., Eastern, on Thursday, April 30th. And a Full Application, if and when OVC notifies you that you are eligible to apply for a specified award amount, will be due 8:00 p.m., Eastern, on Monday, June 15th. These dates are critical. So please be sure to jot them down or underline them in the solicitation so that you remember them.

The following entities are eligible to apply: federally recognized Indian tribes, tribal designees, or tribal consortia consisting of two or more federally recognized Indian tribes. Please note that Indian tribes means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native Village, regional, or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Designees and consortia may apply, only if they're applying on behalf of a federally recognized Indian tribe or multiple tribes. And designees and consortia must include documentation that demonstrates, as a legal matter, that designees or consortia have the requisite authorization from the tribes for which they're applying that they have--that they are--that they can apply on their behalf. There's more information about the Tribal Authorizing Resolution in [OJP's Grant Application Resource Guide](#) link in the solicitation.

Please keep in mind that a tribe may submit only one under--only one application under this solicitation. An application may cover multiple tribes. For example, consortia may apply on behalf of their member tribes; however, each consortium is responsible for ensuring that its member tribes have not submitted their own individual applications. If a

designee or consortium applies on behalf of a federally recognized tribe that also has submitted an individual application, OVC will deem the federally recognized tribe as the eligible applicant, and the designee or consortium funding will be correspondingly reduced.

So, this slide summarizes the important eligibility information I just covered. And it also is an important reminder for those applicants who already have victim services programs in place or who may already be receiving DOJ, OVC, or state grants, that the activities proposed under this request for funding must be different and distinct from the activities and expenses currently being funded from other sources. While expansion of an existing or continuing program that is about to end... Sorry. While expansion of an existing program, or continuing a program that is about to end, that's both fine. But you cannot propose activities that are identical to activities that are already funded. So, for example, if you have a child abuse program and you have a social worker, you cannot fund the exact same social worker for the exact same hours, if you already have funding in place.

So, again, those important Pre-Application deadlines that I'm just going to keep pounding: the Pre-Application is due at 8:00 p.m., Eastern Time, on Thursday, April 30, 2020. The Full Application is due at 8:00 p.m., Eastern Time, Monday, June 15, 2020. We strongly encourage applicants to submit their applications at least 72 hours prior to the application due date. This will allow time for the applicant to receive a validation message from GMS that their application has been submitted successfully or to correct in a timely fashion any issues they may encounter while applying.

So as I said at the top of the presentation, OVC will allocate the FY 2020 funding by an interim discretionary administrative formula. This formula was created with significant input from tribal leaders and from the information gathered from multiple consultations and listening sessions.

The Pre-Application, due on April 30th, consists of just three parts, which will be discussed in greater detail when we get to the slides that focus on what an application should include. But they are, in brief, a Population Certification form; a Tribal Resolution, consortium bylaws, or other documents of authority to apply on behalf of tribes. Please note, this is only required for designees and consortia. If you are a federally recognized tribe applying as a federally recognized tribe, you do not need a resolution to apply. Finally, you will need to submit a Financial Management and System of Internal Controls Questionnaire. This is the form that many of you, who are already OVC grantees, will be familiar with. It's required of all OJP grantees.

Before I speak about the Population Certification form, I'm going to jump ahead a bit, on page 7 of the solicitation. For those... So, for those of you following along in the solicitation, please jump down to where we start to talk about the formula. I want to explain the formula that OVC developed to disseminating funding. And I think it will be useful for you to have a sense of how the formula will be calculated to understand why

we are asking for the information that we're asking for on the Population Certification form.

OVC will allocate a proportion of the total FY 2020 tribal set-aside funding to provide a base amount of funding to each tribe that applies. This amount will be adjusted depending on the number of tribes that apply. If additional funds remain after we distribute this base amount to each tribe, a percentage of the remaining funds corresponding to one of eight population tiers, which are listed in the solicitation and which I will show you in just a second, will be added to the base amount of each tribe.

So the eight population tiers to which tribes can certify were recommended by tribal leaders and representatives in recent OVC tribal consultations. In addition to certifying to a tier, each tribe under consideration for funding must also provide their tribal population number. The population number provided by tribes will be used as part of the formula to ensure that the balance of funds is distributed equitably across these tiers, such that each tier receives an amount proportionate to the total population of that tier compared to the total population of all applicants who apply.

Please keep in mind that each tribe's formula allocation will be calculated individually; however, tribes may opt to sum their respective formula allocations and apply as a tribal consortium. Regardless of whether the applicant is a single tribe, a designee, or a consortium of multiple tribes, all awards will be capped at \$3 million, and funds in excess of that amount will be allocated to other tribes who are under the cap in accordance with the tier percentages. Also, as I mentioned earlier, if a designee or consortium applies on behalf of a federally recognized tribe that has also submitted an individual application, OVC will consider the federally recognized tribe to be the eligible applicant, and the designee or consortium allocation will be correspondingly reduced.

Now moving back up to the top of page 7 in the solicitation, this Population Certification is a fillable pdf form, which applicants will use to provide their population information. It is available in Appendix C of the solicitation. And you can also find it online, at a link available in the solicitation, and we will also provide the link later in this presentation. Each applicant, regardless of whether they are submitting on behalf of only themselves or on behalf of multiple tribes, should submit only one Population Certification form. In most cases, there should be sufficient space in the table on page 2 of the form to include the tribe or tribes' population, population tier, and the basis of the population number and tier for every tribe on whose behalf the applicant is applying. There's a table on page 2, and there's over 30 rows in that table. So unless you are a consortium applying on behalf of more than 30 tribes, please only submit one Population Certification form. If you are a consortium applying on behalf of more than 30 tribes, then you are welcome to submit two forms.

OVC will be accepting a tribe's own certification as to its population number and tier. And we use the certified population number unless OVC has reason to believe that it is inaccurate. Tribes, or applicants applying on behalf of tribes, must briefly explain how they determined their population number and subsequent tier, and maintain

documentation in their own files supporting the certification. The supporting documentation will be subject to review by OVC Grants Management staff and/or auditors, such as the Department of Office of--the Department's Office of the Inspector General. Inadequate documentation to support the tribe's tier certification could be a basis for questioning costs, and OVC may take appropriate remedies, such as requiring a return of funding.

Please be aware that OVC's funding allocations will not only be provided to each applicant, but they will also be posted publicly on the OVC website. In general, OVC suggests using a population number that is well-established for the applicant tribe and that there's a reasonable relation to the victim services that the tribe anticipates providing. OVC suggests that tribes use one of the following as the basis for their certification, but we'll accept others: tribal resident population, tribal enrollment, service population. OVC at its discretion may request additional information to understand the basis of the population certification. If an applicant specifies a number or tier which OVC has reason to question, OVC may place the tribe in the appropriate tier based off of the best available federal data source as determined by OVC, such as U.S. Census data.

Here's an important note for all applicants. If an applicant does not provide either a population number or specify an applicable population tier (or certifies a population of zero), the applicant will be deemed ineligible and will not receive an allocation for funding.

If you need assistance understanding what is required in the population certification or in filling out the form, OVC's current tribal Training and Technical Assistance providers are available to assist with this specific requirement of the solicitation. Please be aware we got special dispensation for them to help with this, and this is the only part of the application they can help with. But I think they can be of valuable assistance to those of you who may need some help filling out the Population Certification form. If you are a current OVC grantee and you would like assistance, please contact your OVC TTA provider, which should be either Unified Solutions or Fox Valley Technical College. If you are not sure who your TTA provider is, please contact your grant manager who can put you in contact with them. If you are a new applicant and not a current OVC grantee, please email OVCtribalsetaside@ojp.usdoj.gov and we will direct you to someone who can assist you.

Upon receipt of all Pre-Applications on April 30th, OVC will review applicants, determine allocations, and communicate budget allocation amounts to eligible applicants. We're expecting--This will take about 2 weeks, so you should be looking for an email about May 15th. This is very important that this email notification will be going to the people listed as the point of contact and the authorizing representative on your award. So please be sure they're aware, they need to be keeping their eyes on their inbox to get their notification. The funding amounts will also be posted on the [OVC Tribal Set-Aside webpage](#).

Applicants who receive an email notification from OVC telling them they are eligible and directing them to their funding allocation will be required to submit Full Applications and budgets in GMS describing how they plan to use their funds by the deadline of 8:00 p.m., Eastern, on Monday, June 15th. Upon receipt of the Full Applications, OVC will assess applicants for pre-award risk, high-risk status, and the 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.

So now, that brings us to the end of eligibility in the formula allocation process. Let's switch gears to the overall goal of the program, which is to provide support to tribal communities to improve services for victims of crime.

Activities being proposed must be focused on providing services to victims of crime. They should aim to fill a need or address an issue that results from a person's victimization. Examples of the types of activities that are typically funded are included on this slide. They include things such as strategic planning, victim services programs, and other activities needed to address the needs of crime victims in tribal communities. What you'll hear me say multiple times in this presentation is that a comprehensive list of Allowable and Unallowable Costs can be found in Appendix A of the solicitation. I would suggest to you that as you develop your budget, you have that list next to you so you're just referencing it to be sure that you are--everything you're including in your budget is allowable.

And now another important note, if funded, grantees will be able to access Training and Technical Assistance through an OVC-designated national TTA provider to help support tribes to successfully carry out aspects of their OVC-funded programs. However, as request--However, as request, sorry. [Chuckles] However, grantees are also permitted to secure their own TTA upon consultation with their OVC Program Manager.

So the award range will be based on the designated formula. The start date must be January 1, 2021. The end date can be determined by the applicant and can be up to 5 years. If an applicant opts to apply for a project period of less than 5 years, please submit your desired project period in 1-year increments. Meaning regardless of the year--regardless of the year, the period should end on December 31st. So, for example, a 1-year period would end on December 31, 2021. The next, the 2-year period, December 31, 2022, and so on. OVC expects to make awards under the solicitation as grants. And you can take a look at the "Administrative National Policy and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information about what that means.

So this slide briefly summarizes the costs and activities that are statutorily prohibited under the Victims of Crime Assistance Act. If you include a request for these costs or activities in your application for funding, your access to funding will be frozen until a revised budget can be submitted with the unallowable costs removed. Please also be aware that this list is not exhaustive. There are other costs and activities that are

generally prohibited by other federal laws, policies, and regulations. For example, using award funds for lobbying or using award funds to pay for grantwriting activities that you should avoid including in your budget. Please, again, please refer to Appendix A in the solicitation for more information as to what is, and is not, allowable.

So moving on to Required Documents. These are the documents your application must include either to be considered for funding or to access your funding once awarded.

The items listed on this slide absolutely must be included in your application. We say this because if you do not have these documents included in your application, your application will not be considered for funding. So for your Pre-Application submission, which is due in April, please make sure you include the Population Certification form-- and be sure you fill out all 3 pages. And if you are a designee or consortium, you must include a Tribal Resolution or documentation of authority to apply. For the Full Application due in June, applicants must include a Project Narrative, a Budget Detail Worksheet and Narrative. And all these documents are referenced on page 11 and described in the solicitation.

So this slide shows the full list of items that need to be submitted before you access any funding from OVC. These are the things that if you don't include, it can delay your access to funding. I would encourage you to review the checklist at the end of the solicitation for guidance and to reference the [OJP Grant Application Resource Guide](#) for details on submitting these items.

I'm going to walk through more specifics of each of the required elements of both the Pre-Application and the Full Application. However, as I noted at the beginning, this webinar is focused primarily on the Pre-Application submission. We will be holding at least one additional webinar in May, focused in more depth on the requirements of the Full Application.

So, again, I told you I was going to keep mentioning those deadlines. The first important reminder is the first deadline, which is April 30th for the Pre-Application.

So GMS takes information from the applicant's profile to populate the fields of what we call an SF-424 form. An applicant with a current, active award must ensure that its GMS profile is current. If the profile is not current, for example, if a tribe's legal name or address has changed, the applicant should submit a Grant Adjustment Notice updating the information in its GMS profile prior to submitting an application to be sure that the information you provide us is accurate. Because this year applicants are being required to submit a Pre-Application before a Full Application is submitted, the process is a little bit unusual. So please be sure to reference the solicitation and, in particular, pay special attention to Appendix D, "The Guide to Submitting a Pre-Application in GMS" for step-by-step instructions on how to apply.

A couple of important things to note: be sure that the type of application you select in GMS is "New." While there is an option in GMS that says "Pre-Application," that is not the type of award you want to select, so please be sure to select "New."

And then for the Pre-Application, please put a 1-year project period. Once you receive your funding allocation amount from OVC in May, you will be able to revise this up to 5 years. But for the Pre-Application, we ask that you input 1 year.

Also for Pre-Application, please put in \$1.00 for the federal funding on the SF-424. You will be asked to revise this amount to match your funding allocation once the formula has been run and you receive your allocation amount. But since the GMS system cannot accept requests for \$0, we need you to input \$1.00 in the federal funding request when you submit the Pre-Application.

Finally, make sure that the individual identified as the authorized representative on the form is someone who has the authority to accept a federal award and all of its obligations on behalf of your tribe or organization.

So this is information we already covered, but it bears repeating because it's so important for ensuring you are eligible for funding. In order to obtain population data upon which to run the formula, OVC is requiring each applicant to submit one Population Certification--it's the fillable pdf in Appendix C of the solicitation--on which it will certify for itself, if a tribe, or for each tribe on behalf of which it applies if it's a consortia or a designee; the population number; the population tier; and a brief explanation of the basis for the population number and tier. If an applicant does not provide either a population number, applicable population tier, or specifies a population as zero, the applicant will be deemed ineligible and will not receive an allocation for funding. Also not noted on this slide but as mentioned earlier, if a consortium does not provide either a population number or a population tier for one or more of the tribes listed as member tribes, that tribe or tribes will not be counted towards the total sum of the consortium's application. The applicant official who submits the grant applicant in GMS is the certifying official for the Population Certification. Additional information about the requisite supporting documentation is detailed in the solicitation.

So the Population Certification pdf can be downloaded at the website listed on this slide. This website actually includes a list of all of the important forms and guidance related to the solicitation. [<https://grants.ojp.usdoj.gov/TVSSA/>] So definitely copy and paste it or jot it down so that you can reference it as you go to submit your application. You can also use Appendix C of the solicitation; the Population Certification Form is available there as well. But if you do that, please be sure to save the 3 pages of the form as a separate file. What we don't want you to do is upload the entire solicitation into GMS. Just extract those 3 pages, save them as a separate file, and go ahead and fill out that pdf. Be sure to include information in all relevant fields of the form. On the first page, please be sure to include your applicant name, the certification date, and the type of applicant applying--a federally recognized tribe, a designee, or a consortium.

The second page is where you really will be including the most important information, the name of the tribe or tribes whose populations you are certifying. This may or may not be the same as the applicant name, depending on whether a tribe is applying directly or via a designee or consortium. The information required also includes the tribe or tribe's population, their respective tier--and, remember, the tiers can be found in the solicitation and on the first page of the form--and a very brief explanation of how you determined the population. Please keep in mind, we are really not looking for paragraphs here. This can be a sentence, 2 sentences. If you use--the tribe--If you're using tribal enrollment data, you can just say that. That's perfectly sufficient. If you are using Census data, just say that. Also remember that if you're a consortium who's applying, you must provide this information for all tribes whose allocations you intend to sum for your overall total. Finally, please keep in mind that while OVC is not requiring applicants to submit the documentation supporting the population data submitted in the certification or the documentation of their certifying official's authority to submit the data for each tribe for which they're applying, this documentation must be retained on file. Please see page 13 of the solicitation for more detailed information about what is required.

So moving on to the Tribal Resolution. A tribe, tribal organization, or tribal designee that proposes to provide direct services or assistance to residents on tribal lands--you know what? That was a mistake. Sorry. Scratch that.

It's not--It's a tribal organization or tribal designee, not a tribe. Tribes do not need to submit Tribal Resolutions. My notes are incorrect. Sorry about that.

But anyone applying on behalf of a tribe, such as a designee or consortium that proposes to provide direct services or assistance to residents on tribal lands, should include in their Pre-Application a Tribal Resolution, affidavit, or other documentation as appropriate that demonstrates, as a legal matter, that the applicant has the required authorization from the tribe to implement the proposed project. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing Consortium Bylaws allow action without support from all the tribes in the consortium, such as without an authorizing resolution, may submit instead a copy of its Consortium Bylaws or other legal documentation with the application that shows they are authorized to apply.

Finally, every OJP applicant is required to download, complete, and submit the OJP [Financial Management and System of Internal Controls Questionnaire](#). You can find that questionnaire at the link listed on this page. You can also find it on the link we provided earlier to all of the helpful guidance for this particular solicitation. You should be sure to reference the [OJP Grant Application Resource Guide](#) for additional information and submission instructions about this questionnaire.

You'll note that I keep mentioning the [OJP Grant Application Resource Guide](#). That's because a lot of the detailed information that used to appear in OJP solicitations, and oftentimes made our solicitations 20 or 30 pages, has been moved to the [OJP Grant Application Resource Guide](#). Hopefully, this will make it a little bit easier to read the solicitations, but if you find yourself having specific questions about any of the solicitation requirements, please be sure to check out the [OJP Grant Application Resource Guide](#) for more detailed information about all of the elements you will need to submit.

So, in this webinar, I will only very briefly cover the documents that are required as part of the Full Application due June 15th. They are detailed in the solicitation itself, also in the OJP Grant Application Resource Guide. And, again, we will be having a webinar in May, where we will cover them in much more detail.

So please remember that the Full Application will be submitted, only after you receive notification of your eligible allocation from OVC. That's the email that you will expect to receive around May 15th to your authorized rep and your point of contact detailing that you need to log in to the system and where you can go to view your eligible allocation. Once you have the FY 2020 funding allocation that you can apply for, we will need applicants to log in to GMS, as I just said, and revise the project period, assuming that you do not want a 1-year project period. If you want a 1-year project period, you can leave it alone. But if you want anything more than that, please revise it to what you want as a project period. And again, applicants are allowed project periods up to 5 years in 1-year increments so that "ends" date, no matter what the year is, should be December 31st because you're starting on January 1. Applicants will also need to revise their requests for federal funding up to the amount of their OVC funding allocation. So where you originally put \$1.00, you would now put in the amount that you were eligible to apply for. And while it is allowable to request less than what OVC allocates for your tribe, applicants may not request more than what is allocated. Please reference Appendix E in the solicitation, the "Guide to Submitting the Full Application in GMS," for step-by-step instructions.

The Program Narrative that will be submitted this year will be brief, no more than 10 pages, and should focus specifically on what an applicant proposes to do with their funding. Again, there is more detail in the solicitation, and we will cover this in more depth at the May webinar, but for now, you can see the general categories of information you will be required to provide us in your Program Narrative.

The Budget Detail Worksheet and Narrative should be very familiar to those of you who have already applied for OVC funding in the past. As a reminder, the Budget Detail Worksheet and Budget Narrative have been combined into a single document referred to now as the [Budget Detail Worksheet](#). Applicants should please use the Excel version. Please break out costs by year, reflecting up to five years total of project activity. Applicants can reference the "Budget Preparation and Submission Information" section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet and on the "Budget Information and Associated Documentation," such as

information on proposed subawards. For questions pertaining to the budget and allowable or unallowable costs not covered in the solicitation, please be sure to reference the [DOJ Grants Financial Guide](#).

Please remember that the proposed budget must be consistent with the Program Narrative and the project period the applicant proposes. One of the issues last year that prevented a number of OVC grantees from quickly accessing their funding was that their Program Narrative included activities and descriptions of services that did not match the proposed costs that were in their budget. When this happens, OVC is forced to put a hold on the funds until either the Program Narrative or the budget can be corrected to match the project being proposed. Also, as I mentioned earlier, the budget may not exceed what OVC allocates, although it is perfectly acceptable to apply for a lesser amount or a project period of less than 5 years. That's up to you.

So there are a variety of other attachments required as part of the Full Application, which we will cover more in depth in May, and for which there is detailed information in the [OJP Grant Application Resource Guide](#). Please take time to orient yourself to these requirements, since these are the items--I mentioned this earlier--that, if they're not submitted, can prevent grantees from accessing their funding quickly.

So, moving on to "How to Apply."

Applicants must register in, and submit applications through OJP's Grants Management System, GMS. Please refer to page 15 of the solicitation for detailed information on how to apply in response to the solicitation, and please be sure to call the GMS Help Desk to report any technical difficulties you may have as you try to apply. [888-549-9901 (option 3)]

All Applicants must complete the following steps. You must acquire a Data Universal Numbering System number, a DUNS number. You must register or maintain registration with the System for Award Management database, the SAM database. You must acquire a GMS username and password; then you're going to need to verify your SAM registration in GMS. Search for the funding opportunity in GMS, which just appeared on the previous slide and is also available in the solicitation. And register by selecting the "Apply Online" button associated with the funding opportunity title. Submit a pre---And then, finally, you're going to need to submit a Pre-Application consistent with the requirements of the solicitation. If you have any questions about these steps, again, please consult the [OJP Grant Application Resource Guide](#).

As I mentioned previously, Appendix D and Appendix E of the solicitation are critical to helping you apply in GMS and understanding step-by-step what you need to do. It literally provides you screenshots of what you will be seeing in GMS and walks you through the whole, entire process. Just be sure that you differentiate between Appendix D, which is for the Pre-Application, and Appendix E, which is for the Full Application.

An applicant who misses the application deadline due to unforeseen technical difficulties must follow the steps listed on this slide, if they wish to request OVC approval for a late submission of its application. Please note that DOJ does not automatically approve requests for late submissions. If you encounter difficulties in submitting your application by the submission deadline, follow the steps outlined on this slide and in the solicitation. OVC will only consider late submission requests from applicants if they have followed all of the steps listed here. As part of its review of your request, OVC will contact the GMS Help Desk to validate the reported technical issues you encountered. OJP will inform the applicant whether the request to submit a late application has been approved or denied.

This slide summarizes technical issues or failures on the part of the applicant that will not justify a late submission. If you fail to submit your application because of one or more of these issues, OVC will not be able to approve your request for a late submission.

So please be sure to use the checklist on page 35 of the solicitation to make sure that you have completed, uploaded, and submitted all the required documents. Again, these are the documents required for the Pre-Application, due April 30th: SF-424; Population Certification; Tribal Authorizing Resolution, only if you're a designee or a consortium; and the Financial Management and System of Internal Controls Questionnaire.

And this is what is due for the Full Application, due June 15th.

I'm going to pause here before I turn this presentation back over to Mary Jo to take us through the last few slides. I want to thank you all for your time and attention to this webinar. I know this is a lot of complicated information to get through, and I really appreciate your patience as we, sort of, slogged through it. I'm hopeful that if you have additional questions, we can get to them when we get to the question-and-answer part of this presentation.

MARY JO GIOVACCHINI: Thank you, Brecht. So we just have four more slides before we can jump into the questions, and we do have a couple of questions. The slide that you're looking at right now is information about the National Criminal Justice Reference Service. After this webinar, if we are, for some reason, unable to answer all the questions today, or if something comes up afterwards, you can reach out to them, and they will work with Brecht to get an answer to you. You can email them at grants@ncjrs.gov or call them at 800-851-3420. They do have a website that you can visit, www.ncjrs.gov, and they are open 10:00 to 6:00, Monday through Friday. They are open until 8:00 p.m., the date the solicitation closes, and they are closed on holidays and weekends, and the time that they're open is in Eastern Time.

You can also subscribe to receive their JUSTINFO newsletter or their weekly Funding Newsletter, and you can do that by going to the website that I mentioned. Their Funding Newsletter does come out each Friday, and it announces funding opportunities from all agencies within the Office of Justice Programs. It will also alert you to webinars, such as

this one, and when items have changed or when webinar--the artifacts from the webinars have been posted.

As mentioned, you can contact the Grants Management Help Desk with any technical assistance issues that you might have or need, such as uploading your application. You can reach them at 888-549-9901 and press option 3. They are open 24 hours a day, 7 days a week, including their--federal holidays. You may email them at GMSHelpDesk@usdoj.gov. Again, that is GMSHelpDesk@usdoj.gov.

Here's a list of important websites. Most of these websites have been mentioned throughout the webinar. This slide just, kind of, collects them all in one location to make it easier on you. We have information here about the Tribal Set-Aside--The [Tribal Set-Aside webpage](#) is listed; the [OJP Grant Application Resource Guide](#) that Brecht had mentioned many times; as well as the [DOJ Grants Financial Guide](#) and the [Budget Detail Worksheet](#).

Lastly, as Brecht had mentioned, there will be an additional webinar on May 21st at--from 1:00 to 2:30, Eastern Time, to discuss the Full Application Submission process.

And at this time, then, we will start answering your questions. As a reminder, please submit your questions to the Q&A box. Again, that can be found under the radio button with the three dots, and when you're submitting your questions, please address it to all presenters or all panelists. That will ensure that everybody on our end will be able to see your questions.

BRECHT DONOGHUE: And this is Brecht again. I'm just going to say, I am taking the lead on answering questions. But as I mentioned at the beginning, I'm joined today by some colleagues from OJP who are here to help me with any tough questions that I can't answer myself. So I want to acknowledge that Kris Brambila from the Office of General Counsel is here. As well as Bruce Whitlock from OJP's Office of the Chief Information Officer, and Bruce has a number of folks from his team who have been critical in helping us set up GMS to, sort of, use it in this unusual way, as we're doing with the Pre-Application and Full Application. So he has Al, Andrew, and Conner available to answer any questions specific to how to use GMS.

MARY JO GIOVACCHINI: So the first question. "If we submit the Pre-Application, are we obligated to submit a Full Application?"

BRECHT DONOGHUE: No. I mean--no, you're not obligated to submit a Full Application. I think that we would ask that you only submit a Pre-Application if you have intent to submit a Full Application. I mean, just from our vantage point, once we run the formula and allot funding for your tribe, that's funding that we are not putting back into the pool for all the other tribes to apply. And it would really--You know, our goal this year, as many of you may be aware, is to get all the funding out to tribes. So we really would like to avoid leaving funding on the table. So, certainly, you're not obligated, but I would encourage you to think carefully about whether or not you intend to apply for

funding before you, sort of, go through and submit a Pre-Application because it could potentially mean that funding gets left on the table and not used by other tribes who could use it.

MARY JO GIOVACCHINI: "I'm still not clear on whether or not we can include all those within our service area; for example, tribal and nontribal, since we serve both."

BRECHT DONOGHUE: Yes is the answer. You--So the applicants are telling us what your service population is, or what your--not your ser--what your population is. So if you are intending to provide services to your entire population area, regardless of tribal enrollment or whatever, as long as you have, sort of, a valid basis for what you're basing your number on. Like for example, Census data or potentially, you know, if you have, I don't know, state or local data about who's living on tribal lands or if you have tribal data itself--as long as you have a valid number that you're using as a basis for your population, we are not going to weigh in on what your population is comprised of. You get to tell us what your population is comprised of. I'm going to pause here and just see, because Kris has been extraordinarily helpful to me in thinking through all these population questions. Kris, do you have anything to add to my response?

KRIS BRAMBILA: No, I think that covers it. You know, the tribes--you know, there's such diversity in tribal land bases and tribal population that we're really deferring to the tribes to tell us, you know, what you're--who you're proposing to serve. And, you know, what we would say, you know, I think it would be ideal if you have an existing data set that you can use for this purpose. So if you can repurpose Census data or FIPSA data or some other data that's already out there that you have easy access to, that would be an easy way to do that. But we are not telling you, kind of, what your service area is. If you, you know, provide services only to, you know, enrolled tribal members, you know, on your land base, that's one thing. You know, if you're anticipating providing services to a service area that includes both enrolled members and non-enrolled members, that's fine too. You just need to tell us the number and the basis for that number. As Brecht said. That's just a couple sentences in the certification to let us know what the basis of the Population Certification is.

BRECHT DONOGHUE: Then, one additional thing I'll add on top of what Kris just said is, if you're still having trouble thinking through either what data to use, you know, where to get it, or what you need to have to document it, I would encourage you, if you're an existing OVC grantee, to reach out to your training and technical assistance provider. If you're not an existing grantee, please email that OVCtribalsetaside@ojp.usdoj.gov email address because we will put you in touch with someone who can help you think that through.

MARY JO GIOVACCHINI: So, next question is, "I want to confirm that the Financial Capability Questionnaire submitted in January 2020 for the FY 20 CTAS will be acceptable for the OVC VSSAF Pre-Application, assuming nothing has changed."

BRECHT DONOGHUE: Yeah, that's the critical piece. Assuming that nothing has changed, then that should be fine and, in fact, I believe--and I think we got the question last time and Al confirmed it. But I might ask him to confirm it again--that when you go in to apply, assuming that you're using the same username and password that you applied under for CTAS, I think that the form just automatically pre-populates in, and you probably won't have to do much. But, Al, can you confirm that?

Al, I think you're still on mute. There you go.

AL RODDY: Yes, Brecht, I had a lag. I had to unmute. So, yes, that's correct. As long as they're using the same user ID, the FCQ form will already be there from their last application. It will populate into their Tribal Set-Aside Application.

BRECHT DONOGHUE: Thanks.

MARY JO GIOVACCHINI: "Does the Population Certification Form need any actual signature from our tribal office?" They don't see a signature line on the form.

BRECHT DONOGHUE: Yeah, so there's a line--they're right. There's not a signature line for, like, a wet signature on the form. What they'll need to do is type in the name of their certifying official. And again, remember, for purposes of this particular form, that's the name of the person who's actually applying in GMS. So I understand there may be, you know, additional layers of approval that you would need to go through for your particular tribe. You might need to get signed off from your Tribal Enforcement Officer or Tribal Chair or whatnot, but that's not what we need on the actual form. On the actual form, we just need the name of the person who is applying in GMS.

MARY JO GIOVACCHINI: "If our tribe already receives Tribal Set-Aside funding through OVC starting in 2019, can we apply for this funding as well?"

BRECHT DONOGHUE: Yes, you can. The only thing, like I said, you want to be thinking about is making sure that when you apply for this funding, you're either expanding your existing program, so if there's unmet need in your community that your current program--you know, you might need to hire additional staff or you might need additional resources. That's perfectly acceptable. Or if, for example, you're planning this program is going to end, you know, I don't know, 2022, and you want to plan for beyond that, you could use that to expand sort of the lengths of your program. But you can't duplicate or replicate the exact, same services that you're already funding or already, you know, getting OVC funding for. So it can't literally be, like, you're now paying your social worker double--[Chuckles]--what they got previously. It has to be sort of an expansion of services, or a continuation of services, or brand-new services. I mean, it might be that you have a child abuse program, and now you want to focus on victims of elder abuse. So that would also be perfectly acceptable, but the short answer to that question is yes, you are more than welcome to apply.

MARY JO GIOVACCHINI: “If we are a tribal organization, do we need to submit a Resolution?”

BRECHT DONOGHUE: No, you do--if you are a federally recognized tribe, applying as a federally recognized tribe, you do not need to submit a Tribal Resolution. That's-- Sorry, I said that earlier. It was just I misspoke as I was speaking. The only people that have to--Or the only applicants that need to apply, need to submit a Tribal Resolution, would be a designee; for example, like, a nonprofit that is applying on behalf of the tribe but is not, you know, affiliated with the tribe, is not the tribe, or consortia that is applying on multiple tribes, and in that case, the consortium could also--instead provide their bylaws. If, for example, they are already authorized to apply for applications on behalf of their members, then they also would not need to submit a Tribal Resolution. They would need to just submit whatever legal documentation they have to apply on behalf of those tribes. And since I said the word “legal,” I’m going to see if Kris has anything to add to what I just said or to correct anything I just said.

KRIS BRAMBILA: Sure. This is Kris Brambila. Just--no, I think that's correct, Brecht. The federally recognized Indian tribes may apply; they don't need to provide a Resolution. If an organization applying as a designee or an organization that's a tribal consortium would need to submit some additional legal documentation--a Resolution or some bylaws or something of that nature--to substantiate their authority to apply on behalf of the tribe. The funding will be allocated on a per-tribe basis. And so, for example, a nonprofit organization that is, you know, say on a reservation, could not just come in on its own. It could come in as a designee, and in that case, they would need to have some authority from the tribe to apply. Typically, that would be a Tribal Resolution.

MARY JO GIOVACCHINI: So the next question's dealing with “the slides,” so I'll take that. The slides, transcripts, and a recording for today's webinar will be posted to the OVC website in approximately 5 to 7 business days. You will receive an email notifying you when that stuff has been posted, along with links to those items. But we will not email the actual presentation to you.

“Will this be a yearly solicitation, or is this our tribe's only shot to apply for the next 5 years?”

BRECHT DONOGHUE: I don't know that I can really speak to that. I mean, I guess what I can say is, you know, pending availability of funding, you know, we obviously-- Congress authorizes our funding each year and makes an appropriation. So this is all based on what Congressional appropriations end up being. But, assuming that there is ongoing Congressional appropriations for a Tribal Set-Aside, my understanding currently is that the intent is to continue this as a Formula Program in future years and to refine it and improve it going forward. Again, that is always subject to change, but that is my understanding of the current plan, pending availability of funding.

MARY JO GIOVACCHINI: Thank you. One second here. “A number of our remote villages in Alaska still speak their native language primarily and English as a second

language. Do you have accommodations for ESL grantees? It gets tricky assisting these tribes with some of the requirements.”

BRECHT DONOGHUE: Currently, we do not have any ESL accommodations. That’s certainly something for us to think about going forward. I do hope that the fact that we are providing assistance with the Population Certification Form can at least help with that aspect of the application, and I would encourage those tribes if they’re already grantees to reach out to their TTA providers or, if not, to email the OVC Tribal Set-Aside email. I think that that is interesting information and a good point. It actually is something I have heard previously, and it’s something for us to consider going forward. So thanks for that feedback.

MARY JO GIOVACCHINI: “We are--We have a current OVC grant with different funding cycles, 3 years each.” They don’t specify which grants. “Are we allowed to apply for this funding, or do we need to wait for the other ones to expire?”

BRECHT DONOGHUE: No. That’s very similar to the question that was asked earlier. And if you have an FY 18 or FY 19 OVC Award, you do not need to wait until that funding has expired to apply for this funding. Again, all of the things that I said previously apply. You know, you need to be sure you’re not duplicating what you already are being funded for. But assuming that you want to expand your program, implement a different type of program, or, you know, any of those kinds of things, then yes, you are perfectly welcome to apply.

MARY JO GIOVACCHINI: “If we have a service area of a 25-mile radius from our tribal headquarters, can we use Census data for all individuals in that area?”

BRECHT DONOGHUE: Yes.

MARY JO GIOVACCHINI: “Will there be help--“

BRECHT DONOGHUE: [Chuckles] That’s just--it’s very straightforward.

KRIS BRAMBILA: Brecht?

BRECHT DONOGHUE: Yes. [Chuckles] Yes? No?

KRIS BRAMBILA: And, Brecht, this is Kris Brambila. You know, I think that’s up to the tribe to determine whether that’s a reasonable approximation...

BRECHT DONOGHUE: Yes.

KRIS BRAMBILA: ...of its victims’ service scope that it anticipates providing under the program. Census data, typically, we would--that’s certainly a valid source of--that can support that certification; and if that makes sense for your tribe, if that’s where you’re going to be providing services, then that would make sense. I would say, you know, I

think, one guidepost is to look at what you're certifying in other contexts, so if there's other federal programs which are certifying population or other victim service programs where that's relevant, then you provided data in other contexts, look at that and make sure it's--you know, try to make sure it's consistent. But yeah, generally we would defer to the tribe's determination of that.

MARY JO GIOVACCHINI: "Will there be help completing this application process for newcomers?"

BRECHT DONOGHUE: So, again, the piece that we can help with is the Population Certification Form. That's unfortunately the only piece right now that we are allowed to provide assistance with. But I'm hopeful, since that is the one new piece that is new and is unlike anything that, you know, prior grantees would have done before, that that will be valuable to folks. So, if you need assistance with the Population Certification Form, you can reach out. If you're a current grantee, you can reach out to your OVC Training and Technical Assistance provider, either Unified Solutions or Fox Valley. If you are not a current grantee, then please email OVCTribalsetaside@ojp.usdoj.gov and we will put you in touch with someone who can assist you, but that, right now, is the only piece of the application that we can assist with.

MARY JO GIOVACCHINI: "Can a tribe provide services to victims of crime who are enrolled to their tribe, regardless of where they reside?"

BRECHT DONOGHUE: So, assuming that--so I'm going to also see what Kris wants to say. But my initial take on that would be, if the tribe is--can just, like, can say, justify that they will be providing services to those grantees, you know, even if they're in, like, a remote location, then I think that would be allowable. However, you'd have to really think through how you are providing services to, you know, tribal members who maybe were not in--like, on tribal lands or whatever. So if there's, like, a plan for medical telehealth or something like that, and your service population that you're telling us what it is matches the services that you're providing, then I think that that is justifiable. But, again, the population you provide us really should correlate with the services that you intend to provide. Kris, do you have anything to add to that?

KRIS BRAMBILA: Sure, yeah. This is Kris Brambila again. The--I think there are two issues there. One is what you certify as your population for the basis of the formula, and that can include--certainly, can include enrolled members of your tribe who are not living on tribal lands, living in other jurisdictions. So that's fine, I mean, if that's what your tribe--you know, if that's part of your population, then that's acceptable. The scope of services that you're funding under this--so that's kind of a part-two question. You know, the second part of the application, you come in with the full budget, you know, as to what victim service projects you are going to be funding. Certainly I think there are some existing tribal projects that OVC funds that are--that reach beyond just the geographic boundaries of a tribe, and so then there are many tribes with populations, you know, folks that live in other areas, in other jurisdictions. I think, you know, those jurisdictional issues are things that you would have to work out in determining what kind

of project--what that project's going to look like. But certainly it's not prohibited with the funding, so that's allowable.

MARY JO GIOVACCHINI: And then, Brecht, this is our last question right now and--oh, another one just popped up. But this next question is similar to other ones that have already been answered, but I am going to read it. "If our tribal consortium was awarded funding for FY--for 2019, but our budget spans 5 years, would we need to revise our current budget for our TVSSA funding before we apply for 20--FY20 funding in this new RFP?" So they have...

BRECHT DONOGHUE: I don't think...

MARY JO GIOVACCHINI: ...current funding...

BRECHT DONOGHUE: Yeah...

MARY JO GIOVACCHINI: ...and they want to know if they can revise it.

BRECHT DONOGHUE: I don't think they would need to revise their current award unless--yeah, no. I would say the answer generally would be no unless there's-- because I can envision that, for example, if you receive an allocation of funding, and then, as you're thinking through the services that you want to provide with this new funding, you might want to make a change to your existing grant. And that would be allowable and you could do that and submit a Grant Adjustment Notice for that. But at this point in the process, I can't imagine a scenario where you would need to make any changes to your existing grant, so--and it does not impact your ability to request or apply for this funding.

MARY JO GIOVACCHINI: And this one is similar, but with a little bit of a twist. "We help victims, tribal and nontribal. We also help victims that are from other surrounding tribes. Do we access those tribal populations, as well as our own tribal population? Also, do we access the city's population in each of those cities or towns that we serve?"

BRECHT DONOGHUE: So I'm going to maybe throw this to Kris to answer. I know we got a similar question last time about other tribes, and I'm not sure we landed specifically on an answer. I don't know if Kris has had more time to think about it. But, Kris, do you want to take a stab at this one?

KRIS BRAMBILA: Yeah, I mean, I think there's overlapping, you know, jurisdictions. It gets a little complicated, I think. You know, you have to look at the specific circumstances of what services you intend to provide and where your service populations are. I think, and I'd also encourage you to look, you know, applicants to look at, you know, for each tribe, what has the historical, you know, service population been for these services or equivalent services. So, you know, if you're providing, you know, services primarily to, you know, enrolled tribal members within a geographic area that encompasses the tribal territory as well as parts of the, you know, say, the adjacent

community, you know, I think you'd have to look at what that looks like in terms of population numbers. If your tribe is providing services in a service area that encompasses, you know, a reasonably--and I think the touchstone is reasonableness here. You know, I think, if you look at what the reasonable reach of this, of your program is going to be. But if you are providing services in a service area that is--encompasses members of other tribes and nontribal folks that aren't, you know, tribal members in any tribe, for example, you know, I think, reasonably you could encompass that. Preferably, you'd use an existing data set that already captured the scope of that and not try to reinvent the wheel there. But, you know, it's hard to weigh in. There's--you know, there's diversity between tribes is, you know, too much to weigh in specifically on that question for your specific circumstance. But, you know, I think you should look at what you certified in the past in other programs, what's a reasonable proxy for the services you're going to be providing under this program or that you aim to provide, and look at whether that's reasonable. You know, would someone who's looking at whatever you're certifying--you know, for example, an outside auditor--find the population figure that you certified as a reasonable proxy for the, you know, the scope of your victim services programs.

BRECHT DONOGHUE: Thanks, Kris.

MARY JO GIOVACCHINI: "Is the funding limits for the entire 5-year period, or is it per year, \$350,000 spread over 5 years?"

BRECHT DONOGHUE: So there's two aspects to that I want to address. The first is, again, it is the applicant who determines how long they want their project period to be. So once you get your number, your amount that you're eligible to apply for, you can take a look at it and say, "Is this enough funding to last us a year, 2 years, 3 years, all the way up to 5 years?" So, you know, if you have a very, very big program, the amount might only be enough to submit--you know, to go in for 1 year versus if you were a much smaller program, a smaller tribe, well, gosh, it might actually go for 3, 4, or 5 years. So that is 100 percent up to the applicant.

The other piece I just want to touch on here, though, is the dollar amount you mentioned, which is--we put that in the solicitation. That was an example of what we imagined a dollar amount might be for the sort of base amount. It will ultimately be dependent on how many tribes apply. So it could potentially be a little higher, it could be lower, but that's around the range we're aiming for. So when you're thinking about it, you can sort of have that in your head, but I don't want you to get set on that number because it could change, based on how many tribes apply.

MARY JO GIOVACCHINI: "If my particular state travel ban is still in effect at the time of required national meetings, how will that be handled?"

So the answer to that question is I think there are a lot of unknowns there about what will be coming down the road, as far as travel. You can anticipate that OVC will be providing guidance to any of our FY 20 grantees as soon as we know what will be

happening. And, you know, if things change--if, for example, I know right now the solicitation, you know, references traveling to national trainings and Indian Nations and so forth. If that were to change, we would certainly notify you as soon as possible, and you would be given the opportunity to submit a Grant Adjustment and reallocate that funding, if necessary. So certainly something we'll be dealing with down the road, but at this point, I can't speak necessarily to exactly what we'll be--what guidance we'll be providing.

MARY JO GIOVACCHINI: "Is this funding replacing the CTAS Purpose Area 5 funding, as there has been no solicitation to continue funding for this grant?"

BRECHT DONOGHUE: It's not replacing CTAS Purpose Area 5, but is replacing CTAS Purpose Area 7 for Victim Services. So if that--if you were looking for an opportunity to apply under CTAS Purpose Area 7, this is that solicitation. This has been changed because now that we are doing a formula, it really wasn't possible for us to have that as part of the Coordinated Tribal Assistance Solicitation, so we pulled it out and are dealing with it separately. Yeah.

MARY JO GIOVACCHINI: "To clarify, the number we are given after the Pre-Application will be the total number we are eligible for, for 5 years in total, not the per-year amount?"

BRECHT DONOGHUE: Oh, I see what you're say--well, yes. It will not be--it is--the amount you are eligible to apply for, for up to 5 years, it is not the per-year amount. Were we to receive a Tribal Set-Aside allocation from Congress again in FY 2021, we would--you know, as I mentioned earlier, the plan would likely be to put out another solicitation, and you were to get and be eligible for funding. But right now this is--it's not a per-year amount. This is for, you know, whatever span of time you think it can cover, so 1 to 5 years. Hopefully, that clarifies.

MARY JO GIOVACCHINI: And, with that, that is our last question.

BRECHT DONOGHUE: All right. Well, thank you, everyone. I just--I know it's very complicated, and it's always hard to do something new. It's hard for us. But I know it's hard for you, and particularly, right now, I'm sure it's, you know, doubly hard. So I want to thank you for your patience as we figure this out. And I'm really hoping that this funding can get out there and help a lot of folks in Indian Country. So, thank you so much.