Thank you for joining. We will begin shortly.
Welcome Remarks

LeBretia White
Tribal Division Director
Office for Victims of Crime
Presenters

Mary Atlas-Terry
Grants Management Specialist
Tribal Division
Office for Victims of Crime

Dawn Hill
Grants Management Specialist
Tribal Division
Office for Victims of Crime
Webinar Outline

- OVC Overview and Mission
- FY2024 TVSSA Formula Grant Program
- Application Preparation
- Tools and Resources
- Question and Answer
About the Office for Victims of Crime (OVC)

• Enhances the Nation’s capacity to assist crime victims and provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

• In addition to anti-trafficking funding, administers the Crime Victims Fund, supporting state victim assistance and compensation programs.

• To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.
Total amount available to be awarded: Estimated $55.6 million

OVV will make new FY 2024 awards to every eligible Tribe (or Authorized Designee) that submitted a Population Certification and completes the application process.

A total of **236** awards are expected to be made: Dollar amounts of awards made under this program vary, and were determined by a formula.

Funding Amounts for Individual Awards are posted on the OVC Tribal Victim Services Set-Aside web page:

[FY 2024 Tribal Victim Services Set-Aside Formula Program Allocations (ojp.gov)](https://www.ojp.gov)
Funding Opportunity Title: OVC FY24 Tribal Victim Services Set-Aside formula Program-Invited to Apply

Opportunity ID: O-OVC-2024-172100
Assistance Listing Number: 16.841

Solicitation is available on the OVC Tribal Victim Services Set Aside web page:
https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside

Period of Performance start date: January 1, 2025

Period of Performance duration: 12 to 60 months, as determined by the applicant
Highest Number of Population Certificate Submissions by State FY 2024

- Alaska (86)
- California (26)
- Oklahoma (25)
- Washington (22)
- Michigan & New Mexico (10 each)
Polling Question 1

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

Yes
No
I’m not sure
FY 2024 TVSSA Program Overview

OVV’s FY 2024 Tribal Victim Services Set-Aside (TVSSA) Formula Grant Program provides support to tribal communities to enhance services for victims of crime through activities that address the needs of a wide variety of crime victims in tribal communities.

Funds can be used for:
- direct services for victims of crime;
- community needs assessment;
- strategic planning;
- program development and implementation;
- program expansion; and
- other activities to address the needs of a wide variety of crime victims in tribal communities.
Key Aspects of TVSSA

- Funds are provided through the Crime Victims Fund and awarded annually using a noncompetitive administrative formula.

- Applicants can request an award period of 12 to 60 months.

- TVSSA has a 2-phased application process.

- Three options for a Proposal Narrative: A Checklist, an interview with OVC staff, or a traditional project narrative.
Did you know?

The TVSSA grant must be used to improve services for crime victims. It can be used for almost any program to help any type of crime victim—including victims of:

<table>
<thead>
<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>Sexual Assault/Rape</td>
</tr>
<tr>
<td>Domestic Violence</td>
</tr>
<tr>
<td>Victims of Financial Abuse or Identity Theft</td>
</tr>
<tr>
<td>Teen Dating Violence</td>
</tr>
<tr>
<td>Elder Abuse</td>
</tr>
<tr>
<td>Child Abuse including Child Sexual Abuse</td>
</tr>
<tr>
<td>Victims of Assault/Robbery or other Crimes</td>
</tr>
<tr>
<td>Families of Missing or Murdered Persons</td>
</tr>
<tr>
<td>Human Trafficking</td>
</tr>
</tbody>
</table>

Helping Crime Survivors Find Their Justice
What services and activities help crime victims?

- Victim advocacy.
- Mental health counseling/ support groups.
- Safety-planning, transportation.
- Medical care and shelter.
- Food, clothing, personal care supplies.
- Traditional/cultural healing practices.
- Victim Tribal Code development.
- Civil legal assistance.
- Multi-disciplinary teams.
- Victim services training.
- Community outreach & awareness about crime victim issues and available services.
- Support to families of MMIP.
- Renovation/construction of victim services offices or program space for crime victims.
### Allowable and Unallowable Cost Chart

**Examples of Allowable and Unallowable Costs**

#### A. Personnel

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

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

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

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Allowable Cost Examples</th>
<th>Unallowable Cost Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td>Types of Costs</td>
<td>Types of Positions</td>
</tr>
<tr>
<td></td>
<td>• Salary – Compensation paid must be reasonable and consistent with that paid for similar work in the organization.</td>
<td>• Victim advocates, coordinators, specialists, etc. – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</td>
</tr>
<tr>
<td></td>
<td>• Annual cost-of-living increases/COLA.</td>
<td>• Case managers – provide followup care and identify, coordinate, and link victims to services.</td>
</tr>
<tr>
<td></td>
<td>• Performance-based bonuses (incentive compensation) – to the extent that overall compensation is reasonable, and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. § 200.430(f)</td>
<td>• Program coordinators – personnel who lead multidisciplinary team efforts. for example, Sexual</td>
</tr>
<tr>
<td></td>
<td>Types of Positions</td>
<td></td>
</tr>
</tbody>
</table>

**For more information about Allowable and Unallowable Costs Chart, please attend the May 15th Developing Your Budget webinar**

Register at: [https://icf.zoomgov.com/meeting/register/vJI sce-raqkqGAg0zGwqM63FoD9Z1hPL-8#/registration](https://icf.zoomgov.com/meeting/register/vJI sce-raqkqGAg0zGwqM63FoD9Z1hPL-8#/registration)

Review the FY 2024 Chart at: [https://ovc.ojp.gov/funding/fy24-tvssa-allowable-and-unallowable-costs.pdf](https://ovc.ojp.gov/funding/fy24-tvssa-allowable-and-unallowable-costs.pdf)
Unallowable Costs

TVSSA funds can be used to provide a wide range of services for victims of crime, however, there are some statutory limitations.

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

- Services for criminal offenders;
- Costs associated with law enforcement investigation or prosecution activities;
- Primary prevention activities;
- Lobbying or Fundraising;
- Food at meetings, conferences or trainings.
Let’s pause for questions.
Application Documents and Submission Process
Onboarding: SAM.gov to Grants.gov to JustGrants

**START**

- Register, renew, or confirm with SAM.gov

**UEI**

- Obtain or confirm UEI number in SAM.gov.

**Grants.gov**

- Register with SAM.gov
- Apply in Grants.gov (Submit SF-424 and SF-LLL forms)
- Search Grants.gov
- Select Opportunity ID

**JustGrants**

- View and edit pre-populated fields in the JustGrants application.
- Complete full application in JustGrants

**FINISH**

- Submit the application in JustGrants

**Entities**

- Entities must register with SAM.gov to apply for federal assistance.
- Registration details cascade through to Grants.gov and JustGrants.

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**Grants.gov**

- Grants.gov is the central place to locate federal funding opportunities.

**JustGrants**

- The DOJ grants management system is JustGrants, where Entity Users apply for funding and manage awards.
FY 2024 TVSSA Funding Opportunity Identifiers & Deadlines

- Funding Opportunity Number: O-OVC-2024-172100
- Assistance Listing Number: 16.841
- Grants.gov Deadline: June 14, 2024
- JustGrants Deadline: June 28, 2024
- DOJ expects to award grants by September 30, 2024
- Project START dates should be January 1, 2025
Grants.gov: Application for Federal Assistance (Standard Form (SF)-424)

SF-424 in Grants.gov

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

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the EA reassigns the role **AFTER** submission in Grants.gov.
Lobbying Form (SF-LLL)

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

Access to funds may be withheld if this form is not submitted with the application.
JustGrants: Applications Must Include

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

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

Your grant funding cannot be released until we have all three of these documents and all application issues have been addressed.
Options for the Proposal Narrative

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

It may be completed in any one of three formats:

1. Traditional Proposal Narrative
2. Checklist
3. Virtual or phone interview with OVC staff
Proposal Narrative – Traditional

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

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

See pages 16-18 of the Solicitation to see what must be included.
Program Narrative – Checklist

Program Narrative Checklist

OVV FY 2024 Tribal Victim Services Set-Aside Formula Program

Instructions: Applicants have three options for submitting the required program narrative to OVC:

1. Applicants may complete a traditional Proposal Narrative, as described in the FY 2024 Tribal Victim Services Set-Aside Formula Grant Program solicitation, or
2. Applicants may choose to complete the following TVSSA Program Narrative Checklist on their own; or
3. Applicants may complete a telephone or video conference interview with OVC Tribal Division staff, where OVC staff will ask the questions on the following program checklist. The deadline for scheduling interviews is May 6, 2024. OVC may not be able to accommodate interview requests submitted after that date.

If you elect to complete this checklist independently, please be sure to answer each question on the checklist completely. Please email ovc@tribauasidt@ovc.ojp.gov if you have questions about completing the checklist.

Funds from OVC’s Tribal Victim Services Set-Aside Formula Program (TVSSA Program) can be used to pay for services for victims of crime. There are some activities, which by law or policy are unallowable and should not be included in your program design or budget. Other information regarding allowable and unallowable costs can also be found in the OVC Grants Financial Guide.

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Tribal Entity:</td>
<td></td>
</tr>
<tr>
<td>Checklist Completed By: (Please note name, title, and organization)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Applicant’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the applicant’s name?</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Applicant Type</th>
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<tbody>
<tr>
<td>Place an “x” next to the appropriate response.</td>
</tr>
<tr>
<td>☐ Federally Recognized Indian Tribe</td>
</tr>
<tr>
<td>☐ Consortium or two or more Federally Recognized Indian Tribes</td>
</tr>
<tr>
<td>☐ Authorized Designee of a Federally Recognized Indian Tribe</td>
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</table>

The Checklist can be found: [https://ovc.ojp.gov/funding/fy24-tvssa-program-checklist.pdf](https://ovc.ojp.gov/funding/fy24-tvssa-program-checklist.pdf)
Program Narrative - Interview

• Should have been requested by May 6.
• OVC will set up the interview and reserve a 2-hour block of your time.
• The interview is conducted by phone or by video.
• OVC will return the completed checklist.
• You upload it in JustGrants as your proposal narrative.
Project Timeline

You must submit a project timeline, which includes project activities and major milestones that will be carried out over the length of the proposed project period.

See page 16 of the FY 24 solicitation.

If using the Checklist- the timeline is already built into the document.
Optional: Construction Project Questionnaire

For more information about construction, please register to attend the upcoming webinar session on May 23 at 1:00 ET.

You can find the TVSSA Construction-Renovation Questionnaire at https://ovc.ojp.gov/funding/fy24-tvssa-construction-renovation-questionnaire.pdf.
Use the Excel Budget Detail Worksheet.

Include salary & fringe benefits for employees working on the grant.

Include travel for a minimum of two staff to attend at least one OVC required meeting or conference per year.

The budget should include all costs necessary to fully implement the project and must cover the entire award period.

The Budget Detail Worksheet can be accessed at https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet
Beginning in 2024, every OJP applicant is required to complete the web-based Questionnaire form in JustGrants.

See the Application Resource Guide for additional guidance on how to complete the questionnaire.

Screenshots of what you will see in the web-based form are available on the OJP Website https://www.ojp.gov/financialcapability.pdf
Complete the Certifications, Disclosures and Assurances
Disclosure Duplication in Cost Items

Note: The applicant will check Yes or No if this has occurred in the past 12 months. If Yes, add items to a chart to state the federal or state funding agency, and solicitation name/project name.
Declaration and Certification

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By checking this action, I —

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.

3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1961 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3731 and/or §§ 3801-3813, or otherwise.

[Check box for agreement]

SignerID

[Input field for SignerID]

[Image: JUSTgrants - Grant Package (00774779) - SENDING GRANT - Thu, July 30, 2023 12:31:00 PM EDT]

Helping Crime Survivors Find Their Justice
Click Submit in JustGrants

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

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

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

For Technical Assistance Submitting the FULL APPLICATION in JustGrants
833–872–5175 │ JustGrants.Support@usdoj.gov
What to Expect After Submitting an Application

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

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

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

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is “Submitted,” your application has been received by DOJ and you can ignore the past due banner.
Let’s pause for questions.
Tools and Resources
Primary Sources for Application Guidance

**OVC FY 24 Tribal Victim Services Set-Aside Formula Program Solicitation**
Provides all information related to the funding opportunity, including information about the purpose and scope of the funding, allowable activities, and links to resources and critical forms.

**OJP Application Resource Guide**
Provides guidance on submitting applications, links to critical forms and resources, and addresses a variety of policies, statutes and regulations that apply to most OJP awards.

**DOJ Grant Application Submission Checklist**
A helpful step-by-step resource to assist with registration in SAM.gov and application submission in Grants.gov and JustGrants.
Help Desks

**SAM.gov**
If you need help with creating a new SAM account or logging in to update an existing registration, please contact the Federal Service Desk (FSD)  
FSD Helpdesk: 866-606-8220  
Log into SAM.gov: [https://sam.gov/content/home](https://sam.gov/content/home)

**Grants.gov Customer Support Hotline**
If you need help with creating a user account, finding a funding opportunity, and submitting the SF 424 and SF-LLL.  
Grants.gov Email: support@grants.gov  
Grants.gov Phone: 800-518-4726  
Log into Grants.gov: [https://www.grants.gov/](https://www.grants.gov/)
Help Desks

JustGrants Service Desk

The deadline to submit your full Tribal Victim Services Set-Aside (TVSSA) application into JustGrants is Tuesday, June 28, 2024, at 8:59 p.m., ET. If you need technical assistance with your account, logging on to the JustGrants system, or have difficulty with application submission, contact:

- JustGrants Email: JustGrants.Support@usdoj.gov
- JustGrants Phone: 833-872-5175
- Log into JustGrants: https://justgrants.usdoj.gov
## JustGrants Office Hours: Application Mechanics

<table>
<thead>
<tr>
<th>Session Topic</th>
<th>Description</th>
<th>Session Registration</th>
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</thead>
</table>
| **Application Mechanics: Submitting an Application Weekly Training Webinar** | • Preparing to apply  
• Completing the abbreviated application in Grants.gov  
• Entity onboarding and JustGrants access  
• JustGrants roles and responsibilities  
• Assigning users to applications  
• Completing, reviewing, certifying and submitting a JustGrants application  
• Attendee questions about application submission | **Every Wednesday** from 2:30-4:30 p.m. ET  
Click the link to register for the session you wish to attend:  
**May 15, 2024** 2:30-4:30 p.m. ET  
**May 22, 2024** 2:30-4:30 p.m. ET  
**May 29, 2024** 2:30-4:30 p.m. ET  
**June 5, 2024** 2:30-4:30 p.m. ET  
**June 12, 2024** 2:30-4:30 p.m. ET  
**June 19, 2024** 2:30-4:30 p.m. ET  
**June 26, 2024** 2:30-4:30 p.m. ET |}

Check website for updates: [https://justicegrants.usdoj.gov/training/application-submission](https://justicegrants.usdoj.gov/training/application-submission)
Upcoming OVC Pre-Application Webinars

May 14, 2024 at 2:00 PM ET  Completing the Program Narrative Checklist
May 15, 2024 at 2:00 PM ET  Developing your Budget
May 23, 2024 at 1:00 PM ET  Considerations for Construction Projects

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

Helping Crime Survivors Find Their Justice
Additional Resources

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

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

Visit: www.ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside
Need Help Navigating Your Application?

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

Email the T-VSTTA team for help with the application program narrative or timeline at support@t-vstta.org.

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

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

The OVC funded T & TA Provider can:

- Provide **hands-on assistance** to you in completing your community needs assessment. When created in a timely manner and with your team’s participation, this assessment can be a **meaningful tool** and guide for you throughout the length of your project.
- **Offer** a variety of **customized training** opportunities to help you carry out the important work of your awarded project.
- Tailor trainings and technical assistance to **support your community**.
- **Ensure culture** is centered in all learning experiences.
- Assist with **community engagement**.
- **Develop and evaluate victim services programs**.
Tribal Victim Services Training and Technical Assistance (T-VSTTA) is a capacity-building program providing tailored, hands-on training and technical assistance to victim service providers in American Indian and Alaska Native (AI/AN) communities.

With over 100 years of experience in victim services, the T-VSTTA team meets each grantee where they are, working together to build upon the resilience within AI/AN communities. We—

- Offer victim-centered, trauma-informed support.
- Use the healing process as a touchstone.
- Deliver high-quality, culturally relevant resources, training, and gatherings.
- Ground service offerings in an understanding of sovereignty and history.
- Make it easier for grantees to develop victim services programs.
How T-VSTTA Can Support You

Ways to Connect

• Virtual and Onsite Intensive Assistance
• Coaching Sessions
• Office Hours
• Talking Circles
• Gatherings (meetings and conferences)
• Peer Learning
• Community of Care Workshops

Types of Support

• Victim Services Development
• Capacity Building
• Partnership Development
• Grant Navigation
• Program Sustainability

More intensive assistance includes developing customized plans to evaluate and meet program requirements (e.g., staff training and developing collaborative partnerships).

Email: Support@t-vstta.org
Phone: 833-887-8820
Website: https://ovc.ojp.gov/t-vstta/home
Tribal Financial Management Center (TFMC)

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

- **FY 24 TVSSA Application Support:** assistance with the financial pieces of application including the budget worksheet and budget narrative [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)

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

**Plain Language Tools ([OJP.gov/TFMC](https://www.ojp.gov/TFMC)):** for developing and/or enhancing policies and procedures
  - **Guide Sheets:** over 40 topic areas
  - **Webinars**
  - **Microlearnings**
Question Time

Deadline Reminders:

If you wish to complete your Program Description via interview, please contact OVCTribalSetAside@ojp.usdoj.gov no later than TODAY, May 8, 2024.

GRANTS.GOV Application Deadline: FRIDAY, JUNE 14, 8:59 p.m. ET

JUSTGRANTS Application Deadline: FRIDAY, JUNE 28, 8:59 p.m. ET