Fiscal Year 2023
OVС Tribal Set-Aside Formula Program
Kickoff Call

Thank you for joining. We will begin shortly.
Housekeeping Items

- **Q&A** - Please enter your questions into the Q&A feature at the bottom of your screen

- **Chat** - Please use the chat feature to communicate with the moderator, the speakers, and the other participants

- **CC** - Please click on the CC icon to view closed captioning during this session

- Need tech support? Email support@t-vstta.org
OVC
Presenters

Yolanda Curtis Gibson
Jessica Andrew
Dawn Hill
Alexis Polen
Polling Question #1

What is your role under the FY 2023 TVSSA Award?

- Victim Service Director/Coordinator
- Victim Advocate
- Accountant
- Grants Officer or Grant Writer
- Financial Officer or Accountant
- Other
Today’s Goal and Learning Objectives

• Gain a greater understanding of OVC’s mission
• Identify your key grant documents
• Understand the terms and conditions of your award, including reporting responsibilities
• Recognize your obligation to comply with federal requirements
• Become familiar with available resources
What is the Office for Victims of Crime?
OVC Programs

VOCA Administrators
American Indian & Alaska Native Victim Services Resources
Human Trafficking

Elder Fraud & Abuse
Law Enforcement
Terrorism and Mass Violence

AEAP
Antiterrorism and Emergency Assistance Program

ITVERP
International Terrorism Victim Expense Reimbursement Program

National Crime Victims' Rights Week

OVC Support to States

Training & Technical Assistance
Tribal Division Initiatives

• Tribal Victim Services Set-Aside Formula Program (noncompetitive)
• Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area 6: Children’s Justice Act
• Developing Future Victim Specialists in American Indian and Native Alaska Communities
• Project Beacon: Increasing Services for Urban American Indian and Alaska Native Victims of Sex Trafficking
• Microgrant Initiative
• Training & Technical Assistance for Tribes (contracts)

To learn more please visit: https://ovc.ojp.gov/program/tribal/ovc-support-for-tribal-communities
TVSSA GRANT Funding History
(FY 18 – 23)

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<tr>
<th>Year</th>
<th># of Awards</th>
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<td>$100,211,640</td>
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<tr>
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<tr>
<td>FY 23 TVSSA</td>
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FY 2023 TVSSA Program Overview

OVC’s FY 2023 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.

Allowable activities and costs may include, but are not limited to:

- Direct services to victims of crime;
- Needs assessment strategic planning;
- Program implementation – implementing victim service programs based on the documented victim assistance needs of the community;
- Program expansion – including:
  - expanding types of services provided to victims,
  - expanding populations served, and/or
  - expanding the types of crime addressed
**FY 2023 TVSSA Award Information**

- **Total Awards:** 212
- **Minimum award:** $251,383
- **Maximum award:** $1,000,000
- **Period of Performance start date:** October 1, 2023, or January 1, 2024
- **Period of Performance duration:** Up to 5 years (60 months)
Focus Areas Under the TVSSA Program

OV C funds must be used to support victims of crime. Some examples include (but aren't limited to):

- Sexual Assault Program
- Serving Male Survivors of Crime
- Comprehensive Victim Assistance Program
- Responding to Missing and Murdered Indigenous Person
- Vulnerable Adults and Elder Abuse Program
- Law Enforcement Based Victim Advocacy
- Assisting Victims of Financial Abuse and Exploitation
- Child Abuse Programs including Child Advocacy Center
- Civil Legal Assistance for Crime Victims
Examples of Allowable and Unallowable Costs

<table>
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<tr>
<th>Cost Category</th>
<th>Allowable Cost Examples</th>
<th>Unallowable Cost Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</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></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>• Case managers – provide follow up care and identify, coordinate, and link victims to services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Program coordinators – personnel who lead multidisciplinary team efforts, for example, Sexual</td>
</tr>
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<td></td>
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</tbody>
</table>

Examples of Allowable and Unallowable Costs for FY 2023 TVSSA
Unallowable Costs under FY 2023 TVSSA

STOP
and know the funding limitations!

TVSSA funds **cannot** be used to pay for costs associated with:

- Activities not related to victim services.
- Costs associated with law enforcement or prosecution personnel or activities.
- Food, beverages, meals, or refreshments for meetings, conferences, or trainings.
- Lobbying, fundraising activities, and legal services for criminal defense.
Core Deliverables

Core deliverables include reports and documentation, as required by law.

- Semiannual Progress Reports
- Quarterly Financial Reports
- Quarterly Performance Measurement Data
- Submission and Clearance of Proposed Project Budget
- Current Indirect Cost Rate, and Lobbying Certification
Deliverables that align with the Project

Examples may include:

• Needs Assessment, Logic Model and a Strategic Plan
• Policies and Procedures
• Items for dissemination such as publications, communications, and curricula

When you're ready, have a conversation with your Grant Manager or TA specialist to discuss the deliverables you've outlined in your Application.
What type of projects were funded in FY 2023?
Examples of New Projects

• Create a Children's Victim Assistance Program
• Develop a Healing through the Arts project to provide programming that harnesses the therapeutic power of the arts, including Alaska Native arts and crafts.
Examples of Program Expansion

- Establish a shelter for crime victims.
- Provide therapeutic services for victims of domestic violence.
- Enhance outreach for crime victims' well-being.
- Hire recovery coaches for those affected by substance misuse and drug use.
- Add and develop response protocols for Missing and Murdered Indigenous Persons.
Examples of Projects Funded in Alaska

The funding will be used to support the following initiatives in rural native villages:

• Conduct a needs assessment and create a strategic plan.

• Enhance shelter spaces to offer victims of crime opportunities to learn traditional cultural practices and heal from trauma.

• Organize healing gatherings with traditional healers for men, women, and youth.

• Plan and implement a Trauma Symposium for tribal consortium members.
Examples of Projects Focusing on Training and/or Technical Assistance

• Provide professional development for victim service staff.
• Develop an educational program to identify human trafficking red flags.
• Organize a strangulation training conference for professionals who work with victims of domestic violence and sexual assault.
• Develop response protocols for missing and murdered Indigenous persons.
Examples of Construction and Renovation Projects

Examples include:

- Purchase and installation of a modular building to house the victim service program.
- Supplement the FY 2022 TVSSA construction projects.
- Renovation of the Family Advocacy Center (FAC) to accommodate more staff offices.
- Construct an area of tiny homes (modular buildings) that will serve as temporary shelter for male victims of crime.
- Establish a domestic violence shelter through the renovation of an existing building close to the Victim Services program, to allow victims to access safe shelter and receive services.
Where to Find FY 23 Grant Awards

For more information visit: https://www.ojp.gov/funding/fy23awards
Let’s pause for questions.
Polling Question #2

Which aspect of the Tribal Set-Aside Program would you like to learn more about? (Select all that apply, in order of priority)

1. How funds are distributed
2. Examples of various projects
3. Examples of costs covered by these programs
4. Allowable and unallowable costs
5. Other (please specify in the chat)
Getting Started

• Access and accept the award in JustGrants
• Review and comply with the special conditions on the award document
• Manage and implement the project according to the grant terms and conditions
• Submit all required financial, programmatic, and performance measure reports
• Complete all deliverables as stated in your application, the solicitation, and in your award special conditions
Role of the Grantee

As a grantee, you have several responsibilities that you need to fulfill. These include:

• Accessing and accepting the award in JustGrants
• Reviewing and complying with the award conditions mentioned in the award document
• Reaching out to your Grant Manager in case of doubts or concerns
• Managing and implementing the project according to the grant terms and conditions
Meet Your OVC Grant Managers

Kimberly Woodard
Tanya Miller
Barbara “Bonnie” Robertson
Yolanda Curtis Gibson
Jessica Andrew
Mary Atlas Terry
Carmen Santiago - Roberts
Lori Gardner
Ramesa Pitts
Jenny Stancell
Dawn Hill
Alexis Polen
Role of the OVC Grant Manager

Grant Managers are responsible for overseeing the entire lifecycle of a grant.

Their roles include:
- Connecting grantees to the right tools and resources to successfully manage their award(s)
- Monitoring award compliance
- Monitoring award progress
- Performing desk reviews and site visits
- Reviewing and approving modifications to the award
- Providing additional direction and oversight as needed
Your Training and Technical Assistance (TTA) Support Team
Individualized TTA for OVC TVSSA Grantees

TFMC provides grantees with individualized financial assistance to support grant compliance and optimal grant management

◆ Grantees participate in virtual or onsite based on need and/or convenience for the grantee
◆ TFMC specialists build relationships with grantees throughout the life cycle of their award
◆ Topic specific tools and resources to support grantees with grants financial management

“The TTA took us through the entire process step by step and made certain that we understood how successfully to meet our obligations and needs.”

TA Recipient
TFMC Offers Support With TFMC Services and Resources

◆ Budgets
◆ Addressing award conditions
◆ Grant Award Modifications (GAMs)
◆ Support with financial reporting requirements of OVC awards
◆ Comprehensive review of financial policies and procedures
◆ Recommendations for enhancements to financial practices in alignment with OJP grants management requirements
◆ Assistance with JustGrants and ASAP platforms
◆ Preparing for desk reviews and site visits
◆ Re-allocating funds to meet project goals/pacing to project timeline
◆ And more...

TFMC@OVCTFMC.org_ 703.462.6900
OJP.gov/TFMC
TFMC Provides Seamless Coordination for Grantees

- **Regular check-in sessions** with the Grant Manager, TFMC and programmatic TA provider to discuss status and solutions when challenges arise

- **Ongoing communication** between the Grantee, Grant Manager and the assigned TFMC support team to coordinate financial management TA plan implementation

- **Top requested TA needs** include budget modifications, project period extensions requests, and GAMs

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“Phenomenal customer service. Well done in every way.”

Grantee
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

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*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](mailto:Support@t-vstta.org)*
*Phone: 833-887-8820*
The Clark Group LLC

• TCG supports OVC with National Environmental Policy Act (NEPA) and related environmental and historic preservation compliance requirements for individual grant projects.

• Support includes outreach and technical assistance to grantees in processing NEPA compliance for individual grant projects, development of project-specific environmental assessments, and coordination and development of Endangered Species Act Section 7 and National Historic Preservation Act Section 106 consultations in support of project reviews.

• Contact information: https://clarkgroupllc.com; info@clarkgroupllc.com; 802-917-0584.
Blue Trident LLC

• Blue Trident provides construction project management assistance to grantees for renovation, expansion, permanent modular, and new construction (where permitted) tribal victim services facility projects.

• Support includes, but is not limited to, assistance with site planning, construction budget development, construction project timelines, and review of proposed construction/renovation plans to ensure the project is viable and meets both DOJ and construction industry standards.

• Contact information: http://blue-trident.com; meghan.rhodus@blue-trident.com; 619- 847-0370.
Understanding Your Award Conditions
Before We Start…

There are things you need to know—
The Award Conditions and language mentioned during this webinar are specific to the FY 2023 TVSSA Solicitation.

If you have project-specific questions regarding award conditions, please contact your OVC Grant Program Manager.
Polling Question #3

Have you reviewed your FY 2023 TVSSA award conditions?

- Yes, I have reviewed them.
- No, I have not reviewed them yet.
- No, I was not sure where to find the information.
- I'm not sure.
What is an Award Condition?

Award Conditions are terms and conditions outlined in your grant award package.
Award Conditions – Active vs. Removable

• **Removable** — Other conditions can be “removed” when they are met or if the requirement is no longer applicable.
  - Note: Some removable conditions “withhold funds” until satisfied.

• **Active** — Some conditions remain “active” throughout your project period.

• Read your award package, check in JustGrants, and talk to your OVC grant manager!

• At grant closeout, you must certify that all conditions were met.
Want a deeper dive?

To learn more about General Conditions for OJP Awards in FY 23, please visit: https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions
General Condition: Applicability of Part 200 Uniform Requirements

Uniform Guidance includes provisions to—

- Eliminate duplicative and conflicting guidance
- Increase accountability standards for non-federal entities
- Promote the efficient use of information technology
- Provide for the consistent and transparent treatment of costs
- Support key policy reforms surrounding allowable costs
- Strengthen oversight of federal awards

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm
DOJ Grants Financial Guide

• The recipient agrees to comply with the *DOJ Grants Financial Guide*.

• Reference for all grant financial concerns and 2 C.F.R. Part 200 “Uniform Administrative Requirements”

• This should be your **first stop** for Grant Financial Management questions!

• Available at: [http://ojp.gov/financialguide/DOJ/index.htm](http://ojp.gov/financialguide/DOJ/index.htm)
General Condition: Reporting of Potentially Duplicative Federal Funding

If the recipient has other active awards of federal funds, the recipient must determine whether funds from any of those other awards **have been, are being, or are to be used** (in whole or in part) for one or more of the identical cost items for which funds are provided under the award.

**If needed, the recipient should**—

1. Contact the assigned grant manager; and
2. Submit a budget-modification or change-of-project-scope (grant award modification) to eliminate any inappropriate duplication of funding.
General Condition: Required Financial Management Training

Who: JustGrants grant award administrator and all financial managers

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

How Often: Must complete every 3 years!*

*Successful completion of the training on or after October 15, 2021, will satisfy this condition.
General Condition: Required Financial Management Training Options

Here are three different options to satisfy the condition:

1. **Independently** complete the DOJ Grants Financial Management Online Training, which can be done from your desktop and takes 16-20 hours.

2. **Attend** the two-day DOJ Financial Management Training Seminar in-person.

3. **Participate** in the TFMC (Tribal Grants Financial management) Training – 5 consecutive weeks of one-hour live virtual sessions with activities in a learning management system (LMS).
Polling Question # 4

If you have not completed the Financial Management Training in the last three years, how do you want to take it?

• Independently complete the online course
• Attend one of the OJP in-person training sessions
• Participate in TFMC’s 5-series virtual course
General Condition: Prohibited Conduct Related to Trafficking in Persons

EVERYONE (recipient, and any subrecipients at ANY TIER) must report any conduct related to trafficking in persons.

For more information visit: https://www.ojp.gov/funding/explore/prohibited-conduct-trafficking
General Condition: Award Requirements; Remedies for Noncompliance or for Materially False Statements

Any materially false, fictitious, or fraudulent statement to the federal government related to the award (or concealment or omission of a material fact) may be the subject of criminal prosecution and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise.

KNOW and FOLLOW all award conditions (award requirements) outlined in the award package.

OJP may withhold award funds, disallow costs, or suspend or terminate the award if one or more of these award requirements are not followed.
General Condition: Audits — Effects of Failure to Address Audit Issues

DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements if the recipient does not satisfactorily and promptly address outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

The missing piece to MOST audits is TRACKING and FOLLOW UP.
The System for Award Management (SAM) is an official website of the U.S. Government. Award recipients must—

- Register to do business with the U.S. Government
- Update or renew your entity registration annually
General Condition: Civil Rights and Nondiscrimination Compliance

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination —28 C.F.R. Parts 38, 42, and 54

NO discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice and sex in certain "education programs."
**General Condition: Grant Reporting Responsibilities**

|--------------------------------|-----------------|--------------------------|-------------|
| • Quarterly reporting in the PMT  
• Due within 30 days of each quarter | • Semiannual reporting in JustGrants  
• Due January 30 and July 30 | • Quarterly reporting  
• Due within 30 days of each quarter | • Due no later than 120 days after the award end date |

Funds will be automatically frozen if you fail to submit your report by the deadline.
General Condition: Determination of Suitability to Interact with Participating Minors

Grantees should have the following on file to satisfy this requirement:
1. Written Determination of the individual’s suitability to interact with minors.
2. Documentation that the following registries were checked:
3. Documentation that the background checks were completed.
4. Documentation that the written determination (along steps 2 and 3) is reviewed and updated every five years.

For more information, please visit the OJP website at https://ojp.gov/funding/Explore/Interact-Minors.htm. It outlines the requirement that suitability must be determined in advance for certain individuals who may interact with participating minors.
General Condition: High Risk Designation

Award Conditions or restrictions may include—

- Payment on a reimbursement basis;
- Requiring additional, more detailed financial reports;
- Additional project monitoring;
- Less notice of monitoring;
- Requiring the grantee or subgrantee to obtain technical or management assistance; or
- Establishing additional prior approvals.
General Condition: May Not Restrict Reporting of Fraud, Waste, and Abuse to Federal Government

No recipient or subrecipient ("subgrantee") may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Potential fraud, waste, abuse, or misconduct involving or relating to DOJ funds under an award should be reported to the Office of the Inspector General (OIG) by the DOJ OIG hotline: 800-869-4499 (phone). Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.
Programmatic Award Conditions
Award Conditions

1. Award-specific conditions
2. Active through the life of the award
Programmatic Condition: Access Rights

The recipient authorizes OJP access to and the right to examine all records, books, papers, or documents related to this grant.
Programmatic Condition: Grantee Fails to Initiate Activity

OVC reserves the right to take appropriate action in instances when the grantee **fails to initiate activity** on the grant or misses multiple time task deadlines.

OVC action may include, but is not limited to, termination or suspension of the grant.
Programmatic Condition: Confidentiality Policies and Procedures

- Must have written policies and procedures documenting:
  - How you will maintain confidentiality of victim names, addresses, telephone numbers, and other identifying information
  - Procedures for information sharing among partners

- Must submit a signed written certification that data privacy and sharing protocols comport with confidentiality and privacy rights to your OVC grant manager.
Programmatic Condition: Consultant Rates

Not to exceed $650 per day or $81.25 per hour.

Written Prior Approval must be obtained for some costs specified in 2 C.F.R. Part 200

• Compensation for consultant services in excess of the grant-making component’s maximum hourly or daily rate for an 8-hour day – currently $650.00 or $81.25 per hour.

• An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.

• Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.
Programmatic Condition: Prior Approval

Some costs require prior written approval (as specified in 2 C.F.R. § 200.47 and discussed in the DOJ Grants Financial Guide, Chapter 3.6: Costs Requiring Prior Approval). Examples of costs that require prior approval include—

- Compensation for consultant services in excess of the current OJP consultant rate maximum limit
- Sole source procurements in excess of $250,000 (limited use)
- Publication plans
- Purchase of Automatic Data Processing equipment and software
- Costs incurred prior to the date of the subaward period
Programmatic Condition: NEPA for Construction/ Renovation Projects

• All construction/renovation projects are required to comply with the National Environmental Policy Act (NEPA).

• NEPA requires federal agencies to consider the effects that a proposed action (including awarding grants) may have on the environment and any related social and economic effects.

• OVC has hired a contractor to work with you to ensure your project complies with NEPA and any related environmental laws.
Programmatic Conditions: Additional SCs for Construction/Renovation Projects

• In addition to NEPA, there are 4 additional special conditions that apply to grants doing construction/renovation projects—project feasibility, project insurance, real property reporting, and project cost overruns.

• Additional information on these special conditions and what you must do to ensure compliance will be provided at the upcoming Construction Project Webinar.
Upcoming Events – Construction Grantees

Construction Project Webinar

Who Should Attend: Grantees who proposed renovation/construction in their applications.

When: Tuesday, November 28, 2023

Time: 1:00-3:00 pm ET

Link: TBD
Let’s pause for questions.
Withholding Award Conditions
Award Conditions - Withholding

1. Restricts from drawing down funds if not in compliance with these conditions
2. Should be addressed immediately
3. May be added when information is missing from the application
### Suspensions

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### Holds

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<td>Award Condition Number 42</td>
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<td>01/30/2023</td>
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</tbody>
</table>
Financial Withholding: Conditional Clearance

- If your budget is still under review by OCFO, you can only obligate, expend, or draw down funds up to 10%.

- Prior to final budget clearance, OCFO may change request your budget for revisions or clarification of expenses.

- Before uploading the revised budget in JustGrants, it is highly recommended to address all issues identified by OCFO and ensure the budget is free of mathematical errors and totals the **exact amount** of your award.

- Email a copy of your revised budget to your Grant Manager for review.
Financial Withholding: Indirect Costs

Indirect Costs: Withholding for indirect costs — version 2 — for awards with a conditional budget clearance (OCFO)

To address this condition—

• Email a copy of your new Indirect Cost Agreement to your assigned grant manager!

• If your rate has changed (increased or decreased) you will need to submit a budget modification GAM.
Withholdings Condition: Single Audit [as applicable]

The Federal Audit Clearinghouse requires all grant recipients (expend over $750K in one year) to submit form SF-SAC and the Single Audit Report package online using the Internet Data Entry System (IDES): https://harvester.census.gov/facides/account/login.aspx

For questions about submissions, call 800–253–0696 or email govs.fac@census.gov
Financial Withholding: Award Conditions [as applicable]

- Disclosure of Pending Applications
- Financial Management Training
- Missing SF-LL Lobbying Form
- No Valid UEI Number
- Program Strategy/Budget
- Expired SAMs Claim Number

Helping Crime Survivors Find Their Justice
Let’s pause for questions.
How to Satisfy a Withholding Award Condition

1. **Take Action:**
   Email the required documents to your OVC grant manager!

2. **Removal of the Withholding Award Condition:**
   Only your OVC grant manager can submit a GAM to retire a Withholding Award Condition.

3. **Notification of Withholding Award Condition Removal:**
   The POCS in JustGrants will receive an automated notification once the condition has been removed. This may take several days to weeks depending on the condition.
Accept (or Decline) the Award

It is crucial to respond to award notifications within 45 days by either accepting or declining the award.

<table>
<thead>
<tr>
<th>Status of the FY 2023 TVSSA Award Acceptances</th>
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<tbody>
<tr>
<td>Awards Accepted (No action needed)</td>
</tr>
<tr>
<td>Awards Pending Acceptance Action REQUIRED</td>
</tr>
</tbody>
</table>

Register for the JustGrants Award Acceptance Training webinars, held every Thursday from 2:00 to 3:00 p.m. ET.
How to Accept the Award in JustGrants

To accept an award in JustGrants, the Authorized Representative will need to —

1. sign in to JustGrants.
2. select an award from My Worklist.
3. open and accept the information for each tab of the Award Package page.
4. click Accept. *(After the Authorized Representative clicks Accept, the system will display a banner indicating that the award has been accepted.)*
Budget Approval Process

1. If your budget is still under review by OCFO, you cannot obligate, expend, or draw down funds.

2. Prior to final budget clearance, OCFO may change request your budget for revisions or clarification of expenses.

3. Before uploading the revised budget in JustGrants, it is highly recommended to address all issues identified by OCFO and ensure the budget is free of mathematical errors and totals the **exact amount** of your award.

If you need help revising your budget, please contact your assigned TA Specialist at TFMC by email TFMC@OVCTFMC.org or phone 703.462.6900.
Reports and Due Dates
Performance Measurement Reporting Systems

- **Performance Measurement Tool (PMT):** A web-based reporting system in which grantees can electronically submit qualitative and quantitative program performance data.

- **JustGrants (JG):** A grants management system that provides applicants and grantees with an end-to-end experience throughout key parts of the grants management lifecycle.
# Report Types

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Performance Measure Report</td>
<td>Three months of data on award activities entered in the PMT. Combined with any subgrantee or partner data as applicable.</td>
</tr>
<tr>
<td>Semiannual Report</td>
<td>This report includes quarterly data and narrative questions related to grantee and subgrantee activities. Narrative questions cover progress toward goals and objectives. A separate set of questions in JustGrants covering the previous 6 months and next 6 months only.</td>
</tr>
<tr>
<td>Closeout / Final Report</td>
<td>This report is submitted after all grant funds are expended, and aggregates quantitative and qualitative data over the life of the award.</td>
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*Report on Grant Activity – Proposed activity implemented or executed with OVC grant funds.*
# Reporting Schedule: Federal Fiscal Year

<table>
<thead>
<tr>
<th>Reporting Period (federal fiscal year)</th>
<th>Data Required in PMT</th>
<th>Upload to JustGrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1–December 31</td>
<td>Due January 30: performance measures and narrative questions</td>
<td>Yes January 30</td>
</tr>
<tr>
<td>January 1–March 31</td>
<td>Due April 30: performance measures</td>
<td>No</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>Due July 30: performance measures and narrative questions</td>
<td>Yes July 30</td>
</tr>
<tr>
<td>July 1–September 30</td>
<td>Due October 30: performance measures</td>
<td>No</td>
</tr>
<tr>
<td>Last Reporting Period of Award</td>
<td>Due after end date on each award. Performance measures and closeout questions</td>
<td>Yes 120 days after award ends</td>
</tr>
</tbody>
</table>

**Important Note:** Reporting is required each quarter even if there was no grant activity.
Performance Measurement Tool

• The PMT website address is: https://ojpssso.ojp.gov/.
• Each grantee will have an account created by the PMT team.
• Initial access will be granted to the organization point of contact (POC) listed in JustGrants as the Grant Award Administrator.
• The POC will receive an auto-generated email from the OVC PMT Helpdesk with login instructions.
• If the organization has other OVC awards under different programs, the profile will include a separate tab for each program. The Tribal award will be listed under the Transforming Victim Services tab.
Resources
PMT Resources

Resources in PMT or on the OVC website:

• List of all performance measures.
• User guides for the PMT system.
• Recorded trainings and webinars on PMT and performance management topics.
• Updated Performance Measure Dictionary and Terminology Resource.

Performance Measure Dictionary and Terminology Resource

The OVC Performance Measure Dictionary and Terminology Resource is designed as a resource for terms used as part of OVC’s performance data collection efforts. Check out this resource for standardized definitions and examples for easier reporting.
How Can We Help?

• Contact us with questions about a specific measure.
• Schedule a “Welcome to OVC Performance Management” session for new staff or for staff turnover.
• Consider a short 30-minute session via Webex to screen share and review your reports.
• Send questions, comments, and suggestions for technical assistance to the helpdesk.
Contact Information

OVC PMT Helpdesk

Monday–Friday, 8:30 a.m.–5:00 p.m. Eastern
Toll free number: 1–844–884–2503**

Email:
ovcpmt@usdoj.gov

Website:
https://ovc.ojp.gov/funding/performance-measures

** Appointments are available outside of normal business hours by request.

JustGrants

5:00 a.m.–9:00 p.m. Eastern
Toll free number: 1–833–872–5175

Email:
justicegrants.support@usdoj.gov

Website:
https://justicegrants.usdoj.gov/
Which Helpdesk to Call?

**PMT Tier 4 Helpdesk**
- New user accounts in PMT
- Navigating or error messages in PMT
- Specific program performance measures in PMT or JustGrants

**JustGrants Helpdesk**
- Account creation, forgot password, roles, onboarding
- Navigation or error messages in JustGrants (e.g., how to find performance reports)
- Uploading attachments
Additional Resources and Information
Upcoming Events – Reminder to Construction Grantees

Construction Project Webinar

Who Should Attend: Grantees who proposed renovation/construction in their applications.

When: Tuesday, November 28, 2023

Time: 1:00-3:00 pm ET

Link: TBD
Upcoming Events – JustGrants Virtual Sessions

If you have JustGrants questions or simply want to learn more, register to attend one of the reoccurring sessions on:

- Entity Management
- Post-Award Management or
- Award Acceptance for DOJ award recipients.

To register: https://justicegrants.usdoj.gov/training/training-virtual-sessions#register-for-upcoming-virtual-q-a-sessions
Upcoming Events – Programmatic Reporting Webinar

Performance Measurement Webinar

Who Should Attend: Those implementing the program and responsible for performance reporting

When: Tuesday, January 16, 2024

Time: 2:00-3:00 pm ET

Link: TBD
Upcoming Events- OVC Consultation

OVС will host a virtual Tribal Consultation on the Tribal Set-Aside from the Crime Victims Fund for Fiscal Year 2024 on Wednesday, January 17th and Thursday, January 18th from 1:00–3:30 p.m. eastern time each day.

Information about the Tribal Consultation and other upcoming events will be available soon at: https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside.
Upcoming Events – Indian Nations

Stay tuned for more!

The next Indian Nations conference is tentatively scheduled for December 2024.
Important Websites/Resources

- OVC Tribal Division Web Page: [https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside](https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside)


- System for Award Management SAM: [www.sam.gov](http://www.sam.gov)

- JustGrants: [https://justicegrants.usdoj.gov/](https://justicegrants.usdoj.gov/)

- DOJ Grants Financial Management Online Training: [https://onlinegfmt.training.ojp.gov](https://onlinegfmt.training.ojp.gov)
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
Useful Contact Information

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<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>OVC Mainline:</td>
<td>202-307-5983 or</td>
<td>OVC Tribal Set <a href="mailto:Aside@usdoj.gov">Aside@usdoj.gov</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:OVCMainline@usdoj.gov">OVCMainline@usdoj.gov</a></td>
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<td>JustGrants Help Desk:</td>
<td>833-872-5175 or</td>
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<td>OVC PMT Help <a href="mailto:Desk@usdoj.gov">Desk@usdoj.gov</a></td>
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<tr>
<td>OCFO Customer Service Center</td>
<td>800-458-0786 or</td>
<td><a href="mailto:ask.ocfo@usdoj.gov">ask.ocfo@usdoj.gov</a></td>
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Thank You