OVCFiscal Year 2020
Tribal Victim Services
Set-Aside Formula Program
Brecht Donoghue
Acting Deputy Director
Office for Victims of Crime
Office of Justice Programs
U.S. Department of Justice
Agenda

• OVC Mission
• Solicitation Description and Purpose
  – Eligibility and Formula
  – Goals and Objectives
  – Award Information
  – Critical Application Elements
• How To Apply
  – Two-step process
• Q & A

Note: Have a copy of the solicitation available to follow along.
OVC Mission Statement

OVC is committed to enhancing the Nation’s capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.
Section 2: 
FY 2020 Tribal Victim Services Set-Aside (VSSA) Formula Program Solicitation
Where to Find the Solicitation

Places to Look:

1. OVC Website: https://www.ovc.gov/grants/pdftxt/FY20-Tribal-VSSA-Solicitation.pdf

2. Office of Justice Programs Website: https://ojp.gov/funding/Explore/CurrentFunding Opportunities.htm

Overview

This solicitation builds on OVC’s prior tribal victim services set-aside discretionary funding program created in federal Fiscal Year 2018 to improve services for victims of crime in tribal communities.

Interested tribal applicants will be required to submit:

1. a **pre-application** with eligibility and population information *(by 8 pm (eastern) on April 30)*, and

2. a **full application** if/when OVC notifies them they are eligible to apply for a specified award amount *(by 8 pm (eastern) on June 15)*.
Eligibility

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.

**Tribal designees and consortia must submit a tribal resolution or other evidence of legal authority from the Tribe(s) to apply.**
Each tribe may submit only one application under this solicitation.

If a designee or consortium applies on behalf of a federally recognized tribe that also submitted an individual application, OVC will recognize the tribe as the eligible applicant, and the designee or consortium allocation will be correspondingly reduced.
Eligibility Summary

Eligible applicants must be one of the following:

1. Federally Recognized Indian Tribal Governments
2. Authorized Designee of a Federally Recognized Indian Tribe
3. Tribal Consortia

Additional Eligibility Requirements:

1. Each tribe may submit only one application.
2. The request for funding must be different and distinct from the activities and expenses currently being funded.
3. Proposals must supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding. No Duplication or Supplanting.
4. Tribal designees and consortia must submit a current tribal authorizing resolution or other satisfactory evidence of legal authority from the Tribe to apply for funding.
Pre-application: 8:00 pm, eastern time, Thursday, April 30, 2020

Full application: 8:00 pm, eastern time, Monday, June 15, 2020

OJP urges applicants to submit applications at least 72 hours prior to the application due date.
Program Description & Purpose  (pgs. 5-7)

• OVC will allocate the FY 2020 funding by an interim discretionary administrative formula.

• The formula was created with significant input from tribal leaders and from the information gathered from multiple consultations and listening sessions.
Program Description

Pre-application due 8pm (eastern) April 30, 2020

• Population Certification
• Tribal Resolution, consortium bylaws, or other documentation of authority to apply on behalf of tribe(s) (for designees and consortia)
• Financial Management and System of Internal Controls Questionnaire
Formula

• OVC will allocate a proportion of the total TVSSA funds to provide a base amount to each tribe.
• Upon receipt of all pre-applications, OVC will adjust the “base” amount depending on the number of tribes that apply.
• If additional funds remain after distribution of the base, a percentage of the remaining funds (corresponding to one of eight population tiers) will be added to the base amount of each tribe.
## Population Tiers

<table>
<thead>
<tr>
<th>Tier</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>999 and below.</td>
</tr>
<tr>
<td>Tier 2</td>
<td>1,000-4,999.</td>
</tr>
<tr>
<td>Tier 3</td>
<td>5,000-9,999.</td>
</tr>
<tr>
<td>Tier 4</td>
<td>10,000-14,999.</td>
</tr>
<tr>
<td>Tier 5</td>
<td>15,000-24,999.</td>
</tr>
<tr>
<td>Tier 6</td>
<td>25,000-39,999.</td>
</tr>
<tr>
<td>Tier 7</td>
<td>40,000-59,999.</td>
</tr>
<tr>
<td>Tier 8</td>
<td>60,000+</td>
</tr>
</tbody>
</table>
• Each tribes’ formula allocation will be calculated individually based on the designated formula.

• 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 tribes under the cap in accordance with the tier percentages.
Population Certification (pgs. 6-7)

• Fillable PDF available in Appendix C of the solicitation
• Each applicant must upload into GMS one Population Certification which includes information for itself, if a tribe, and/or for each tribe on behalf of which it applies.
• The form must include the tribe(s)’ population number(s), population tier(s), and basis for the population number/tier(s).
Determining Population  (pg. 8)

• OVC will accept a tribe’s certification as to its population number and tier.
• Tribes (or applicants applying on behalf of tribes) must briefly explain how they determined the population number in the Population Certification PDF.
• In general, OVC suggests using a population number that is well-established, such as
  – Tribal resident population
  – Tribal enrollment
  – Service population
Important Note: 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.
Assistance with Population Certification

• If you need assistance with the population certification, OVC’s tribal TTA providers can help.

• If you are an OVC grantee, please contact your current OVC TTA provider.

• If you are a new applicant please email OVCtribalsetasides@ojp.usdoj.gov.
OVC Post-Formula Allocation Process  (p. 9)

- OVC will review applicants’ eligibility, determine allocations based on the formula, and email eligible applicants the next steps and where to find their budget allocation amounts.

- All eligible applicants’ allocation amounts will also be available on the OVC tribal set-aside webpage: https://www.ovc.gov/news/tribal-set-aside.html.
OVC Post-Formula Allocation Process  (p. 9)

• Once applicants receive an email notification from OVC, they must submit full applications (program narratives, budgets, etc.) in GMS.

• Upon receipt of the full applications (by 8:00 pm, eastern, on June 15, 2020). OVC will assess applicants for pre-award risk, high-risk status, and budgets will be reviewed to identify any unallowable uses of funds.
Goal

The overall goal of this program is to provide support to tribal communities to improve services for victims of crime.
Examples of Allowable Uses of Funds (p. 9)

- community needs assessment,
- strategic planning,
- victim service program development and implementation,
- victim service program expansion,
- community outreach and education,
- purchasing or procuring tangible items related to victim services, and
- other activities needed to address the needs of a wide variety of crime victims in tribal communities.

A comprehensive list of Allowable and Unallowable Costs can be found in Appendix A of the solicitation.
Important Note: If funded, grantees will be able to access training and technical assistance (TTA) through an OVC-designated national TTA provider to help support tribes to successfully carry out aspects of their OVC-funded programs.

Grantees are also permitted to secure their own TTA upon consultation with their OVC Program Manager.
Federal Award Information

Estimated dollar amount for each award: $350,000 to $3 million*

*Amounts per tribe will be determined by formula (described in the Program-Specific Information section).

Total amount anticipated to be awarded under solicitation: Est. $118 million

Period of Performance start date: January 1, 2021

Period of Performance duration: up to 5 years

Type of Award: Grant
Unallowable Costs  (p. 11)

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

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

- Services for criminal offenders;
- Primary crime prevention activities;
- Costs associated with law enforcement or prosecution personnel or activities; and
- Construction.
Section 3: Required Documents
Applications MUST Include (p. 11)

The following application elements must be included in each application submission to meet basic minimum requirements to receive funding consideration:

Pre-application (due April 30):
• Population Certification (Appendix C)*
• Tribal Resolution, consortium bylaws, or other documentation of authority to apply on behalf of tribe(s) (for designees and consortia) *

Full Application (due June 15):
• Program Narrative*
• Budget Detail Worksheet (including Budget Narrative) *

If the documents noted with an asterisk (*) are not submitted by the associated deadline, the application will not be considered for funding.
Applications also **MUST Include** (p. 35)

**Pre-Application (due April 30):**
- SF-424
- Population Certification*
- Tribal Authorizing Resolution (if applicable)*
- Financial Management Questionnaire

**Full Application (due June 15):**
- Revised SF-424
- Program Narrative*
- Budget Detail Worksheet, Including the Narrative*
- Indirect Cost Rate Agreement (if applicable)
- SF-LLL
- Disclosure of Pending Applications
- Disclosure and Justification – DOJ High Risk Grantees
- Request and Justification for Employee Compensation; Waiver (if applicable)

Review the solicitation checklist and see **OJP Grant Application Resource Guide** to review the details for submitting many of these elements.
Pre-Application Due by:

April 30
Double Check the SF-424

- Type of Application: “New”
- Legal Name: Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- Start/End Dates: 1/01/21 –12/31/21 (will be revised)
- Estimated Funding: $1 (will be revised)
- Project Description: FY 20 Tribal Victim Services Set-Aside Formula Program
Population Certification (pgs. 6, 11-13)

• Each applicant must submit one Population Certification (see Appendix C) to certify (for itself, if a tribe, or for each tribe on behalf of which it applies) the population number, population tier, and the basis for the population number/tier.

• If an applicant does not provide either a population number, applicable population tier, or specifies a population of 0, the applicant will be deemed ineligible and will not receive an allocation for funding.

• The applicant official who submits the grant application in GMS is the certifying official.
Population Certification PDF (Appendix C)

- Download the 3-page form from https://grants.ojp.usdoj.gov/TVSSA/
- Or use Appendix C of the solicitation saved as a separate file.
- Be sure to include information in all relevant fields!
<table>
<thead>
<tr>
<th>Federally Recognized Tribe Name</th>
<th>Population</th>
<th>Population Tier (see above)</th>
<th>Briefly describe the basis of determining tribal population for purposes of this program*</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g., Tribal Nation A</td>
<td>E.g., 12,345</td>
<td>E.g., Tier 4</td>
<td>E.g., Enrolled tribal members (as provided by the tribal enrollment registrar) and non-members within the tribe’s jurisdictional boundaries (as shown by 2010 Census data)</td>
</tr>
<tr>
<td>E.g., Tribal Nation B</td>
<td>E.g., 234</td>
<td>E.g., Tier 1</td>
<td>E.g., Tribal service area (Census).</td>
</tr>
</tbody>
</table>
Tribal Authorization Resolution  (p. 12)

• Designees and consortia must submit documentation of the designee’s or consortium’s eligibility (i.e., authority to apply for the grant on behalf of each tribe for which the applicant applies).

• **Tribal Resolution or Consortium Bylaws should include:**
  
  ✓ Authorization from the tribe(s) to implement the proposed project by the tribe or on behalf of the tribe.
  
  ✓ Must be signed and current.

• See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.
1. Download the form from the OJP website
2. Must be completed by applicant’s chief financial officer (or equivalent)

To download the Questionnaire, visit: https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf
Full Application Due by:

June 15
REVISE the Full Application for Federal Assistance (SF- 424) (pgs. 11, 12)

Double Check the SF-424

- **Type of Application**: “New”
- **Legal Name**: Enter the same legal name you use in all OJP award documents. Must be exactly the same.
- **Start/End Dates**: REVISE: 01/01/21 – up to 12/31/25 (Applicant determines length of period up to 5 years)
- **Estimated Funding**: REVISE: up to your FY2020 allocation
- **Project Description**: FY 20 Tribal Victim Services Set-Aside Formula Program
**Program Narrative Sections** (p. 13)

Subsections to include (no more than 10 pages):

A. Description of the Issue
B. Current Status of Victim Services
C. Project Description and Implementation
D. Program Structure
E. Current Grant Funding
F. Plan for Collecting the Data Required for this Solicitation's Performance Measures

If any of the subsections below are not applicable to your application, please note “not applicable.”
Budget Information and Associated Documentation (p. 15)

See the OJP Grant Application Resource Guide for information on the:

• Budget Information and Associated Documentation in the “Budget Preparation and Submission Information” section.

• Use the DOJ standard Budget Detail Worksheet form.

• Excel version preferred.

• Budget detail and budget narrative combined in one document.

• Available at: https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet
The proposed budget must be consistent with the program narrative and the project period the applicant proposes.

The budget must not exceed the amount OVC allocates

- Applicants can propose project periods of less than 5 years.
- Applicants may propose a budget for less than the allocated amount.
Other Attachments (p. 15)

Please see the **OJP Grant Application Resource Guide** for information on the following:

- Indirect Cost Rate Agreement (if applicable)
- Disclosure of Lobbying Activities
- Applicant Disclosure of Pending Applications
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
Section 4:
How to Apply - Both Pre-application and Full Application
How to Apply

• Applicants **must register** in, and submit pre-applications and full applications in **GMS** by the associated deadline

• Submit application **at least 72 hours prior** to the application due date
  – Pre-application: 8:00 p.m., e.t., Thursday, April 30, 2020
  – Full application: 8:00 p.m., e.t., Monday, June 15, 2020

• Call the GMS helpdesk at 888-549-9901 (option 3) to report technical difficulties

• Apply under the correct competition ID: **OVС-2020-18455**.
All Applicants should complete the following steps:

1. Acquire a Data Universal Numbering System (DUNS) number.
2. Register or maintain registration with the System for Award Management (SAM) database (replaces CCR).
3. Acquire a GMS username and password.
4. Verify SAM registration in GMS.
5. Search for the funding opportunity in GMS.
6. Register by selecting the “Apply Online” button associated with the funding opportunity title.
7. Submit a pre-application consistent with the solicitation (See Appendix D: Guide to Submitting Pre-Application in GMS).
Appendix D:

Guide to Submitting Pre-Application in GMS (Due April 30, 2020)

Section 1—Register a new account in GMS [Already have an account in GMS? SKIP to Section 2]

--Go to the following website: https://grants.ojp.usdoj.gov/emsexternal/

--Click the “First Time User” link under the green Sign-In button

SIGN IN

First time user ?

--Select the option “I am registering as an applicant for a grant”, then click the “Submit” button.

☐ I am registering as an applicant for a grant.
☐ I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.
Submit Cancel

--Complete all required fields on the “Registration Information” screen. We recommend that you enter your organization’s Authorized Representative’s contact information on this screen.
Last Minute Technical Difficulties?

1. **Contact** the GMS Help Desk and **receive a tracking number**.

2. **Call or Email** the Response Center at toll free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only) or email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline**.

   **The email must:**
   1. describe the technical difficulties;
   2. include a timeline of the submission efforts;
   3. the complete grant application;
   4. DUNS number; and
   5. GMS Help Desk tracking number(s).

Note: DOJ **DOES NOT** automatically approve requests for a late submission.
Technical Problems/Request for Late Submission

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time
- Failure to follow GMS instructions
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant’s computer
Upload all Relevant Documents for Pre-Application (p. 35)

- SF-424
- Population Certification
- Tribal Authorizing Resolution (if applicable)
- Financial Management and System of Internal Controls Questionnaire

Pre-application Deadline: 8:00 pm (eastern) Thursday, April 30, 2020
Upload all Relevant Documents for Full Application (p. 35)

- Revised SF-424
- Program Narrative
- Budget Detail Worksheet
- Indirect Cost Rate Agreement or De Minimis Doc (if applicable)
- Disclosure of Lobbying Activities
- Applicant Disclosure of Pending Applications
- Applicant Disclosure of High-Risk Status
- Other attachments

Full Application Deadline: 8:00 pm (eastern), Monday, June 15, 2020
Solicitation Assistance and Support (p. 2)

National Criminal Justice Reference Service (NCJRS) Response Center
https://www.ncjrs.gov

- Provides programmatic and general assistance with solicitation requirements.
- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
  - Sign up to receive the biweekly JUSTINFO newsletter and the weekly Funding News From NCJRS email.
  - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- Phone: 800–851–3420
- Email: grants@ncjrs.gov
- Web chat: https://webcontact.ncjrs.gov/ncjchat/chat.jsp
- TTY at 301–240–6310 (hearing impaired only)
- Hours of operation: 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.
GMS

- Provides technical assistance with submitting an application
  - **Help Desk** – 888-549-9901 (option 3)
    - Operates 24 hours a day, 7 days a week, including on federal holidays.
  - **Email**
    - [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov)
- Notifications regarding known technical problems with GMS will be posted on [ojp.gov/funding/index.htm](http://ojp.gov/funding/index.htm)
- See [OJP Grant Application Resource Guide](http://ojp.gov/funding/index.htm) for procedures to document technical issues.
Important Websites

• OVC’s Tribal Set-Aside webpage: https://www.ovc.gov/news/tribal-set-aside.html
• FY2020 TVSSA solicitation documents: https://grants.ojp.usdoj.gov/TVSSA/
• OJP Grant Application Resource Guide: https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm
• Budget Detail Worksheet: https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm
• OVC Training and Technical Assistance Center: www.ovcttac.gov
• Grants Management System: https://grants.ojp.usdoj.gov/
• Grant Performance Measurement Reporting: https://ojp.gov/performance/
Additional Webinars

• April 13, 2020, 3:00-4:30pm (eastern) Webinar on Pre-Application Submission

• May 21, 2020, 1:00-2:30pm (eastern) Webinar on Full Application Submission
Please submit questions during the presentation by using the Q&A box and selecting all presenters.