

[Transcript from the OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program preapplication webinar, which was held May 21, 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, the OVC Fiscal Year 2020 Tribal Victim Services Set-Aside Formula Program, hosted by the Office for Victims of Crime. At this time, I am going to turn it over to the presenter for today.

BRECHT DONOGHUE: Thanks, Mary Jo, for all your help. Good afternoon, everyone, or good morning, depending on where you're calling in from. My name is Brecht Donoghue. I'm the Acting Deputy Director of the Federal, International, and Tribal Division, here at the Office for Victims of Crime. I want to thank you for participating in today's webinar to discuss OVC's Fiscal Year 2020 Tribal Victims Services Set-Aside Formula Program.

I want to apologize in advance for any background noise you may hear as I proceed through the slides. Like many of you, I am working from home today. I live in the middle of Washington, D.C., so unfortunately, you may be subject to sirens or leaf blowers or various other background noise; but I will do my best not to let it distract me, and hopefully, it won't be too distracting for you, as well.

Let me actually start off by just congratulating all of you. If you are joining this call, it most likely means that you have successfully made it through the pre-application process for the Tribal Victims Services Set-Aside Formula, and you are here today to learn more about how to submit your full application, which is due on June 15th. So I want to congratulate you on getting through the first step in this process. And hopefully I can provide some information that will help you with the next step. And lastly, I want to acknowledge that I have colleagues on today from our Office of the Chief Information Officer, who will be assisting if there are any questions specific to how to submit your second part of your application in our Grants Management System, since I know for some of you this is a slightly different process than we have used in the past for submitting an application.

So with that, I think we can move on to our next slide. And hopefully, I can move on to my next slide. Let's see here. OK. So our agenda for today's webinar. I'm going to start off by just reviewing OVC's mission, and then we will get into the solicitation description and purpose. I will just very briefly review the eligibility of formula because most of you having been through the first part of the process are up to speed on that and have made it through that piece. The goals and objectives of the overall solicitation, the specific award information, and really hone in on the critical application elements because that really is what we're here today to discuss. We'll also be talking about how to apply. Again, since I said this is a slightly different process than normal. And then I expect that there will be plenty of time for questions and answers at the end.

So first--I think I said this if you any of you joined in one of our pre-application webinars, but I always think it is important to begin by considering OVC's mission. It is certainly the touchstone of everything we do at OVC, and it really helps us remind us of our purpose. So 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 to move on to the content of the solicitation. I would start by saying please be sure that you have a copy of the solicitation handy. I think we can move on to the next slide that has those links.

We will be going page by page over the solicitation, and it will be helpful to refer to the language in the solicitation. So if you do not already have it pulled up or have it in front of you, I would suggest you either--these links are pretty long on this slide, so what I would actually suggest is you just go into Google and Google OVC Tribal Set-Aside. And typically, the first or second link in the results should bring you to [OVC's Tribal Set-Aside webpage](#), where you can easily find the solicitation.

One additional note actually about the solicitation, too, that I know has occasionally caused confusion is because we revised the solicitation in mid-April, the first few pages of the solicitation now do not actually look like a typical solicitation because they're the red-lined change pages that go over all the revisions we made to the solicitation. So what I would say is if you click on the link that says "Solicitation" and you see red and sort of crossed out things, please keep scrolling because eventually you'll get into the bulk of the typical solicitation. And that really is where you will find all the information you need in order to submit your full application.

So as many of you are aware, the solicitation builds on OVC's prior Tribal Victims Services Set-Aside discretionary funding program that was created in in Federal Fiscal Year 2018. The purpose of this program is to improve services for victims of crime in tribal communities. Although the solicitation includes information about submitting both the pre-application and the full application, for purposes of this presentation we really are going to be focused solely on the full application due in June. You all already made it through the pre-application process, so that piece of the solicitation is really no longer pertinent. And for those of you who are returning OVC grantees, the good news is that the requirements of the full application will likely be very familiar to what you have submitted in the past.

[Chuckles] So as I said at the beginning, congratulations! If you're participating in this webinar, it should mean that you have submitted your pre-application, you've received an email notifying you that your pre-application was accepted. This also means that your funding allocation--and by that I mean the amount of fund that you are eligible to apply up to--is available online on both the [OVC Tribal Set-Aside webpage](#) and also on the solicitation webpage. And that solicitation webpage link is listed on this slide. I imagine many of you are already familiar with it. It also appears in the solicitation. If you don't have it, you may want to jot it down because, again, that's an easy place to go to find some of the materials that are very helpful in submitting your full application, including the allocation.

So as a reminder, I said I was going to go through the eligibility really quickly, but those that are eligible are federally recognized tribes, tribal designees, or tribal consortia consisting of two or more federally recognized tribes. An important issue I want to mention here is that designees and consortia applying on behalf of one or more federally recognized tribes must provide the requisite legal authorization from the tribes showing that they have authority to apply on behalf

of the tribe. We've loosened this requirement a bit for the April deadline, understanding that in given circumstances it might be difficult for folks to acquire a tribal resolution. But we really are going to have to ask that we have the appropriate legal documentation by June 15th in order to ensure that you are, in fact, authorized by the tribes to apply on their behalf. Please keep this in mind, because if you don't submit it, you could be deemed ineligible to receive an award. And for information about the tribal resolution or, in fact, any of the, sort of, pieces that you will be required to apply as part of this full application, I would encourage you to go online to the [OJP Grant Application Resource Guide](#). It really has a wealth of resources about what needs to be submitted, and a lot of the information that we had typically included in a solicitation is now -is pulled out of the solicitation and actually put into this online Resource Guide. So I would encourage those of you who have not taken a look at it to go take a look because it's got a lot of helpful info.

So I probably repeat this multiple times in the webinar, but it's only to sort of make sure that it is foremost in your mind as you think about your application. The deadline for the full application is 8:00 p.m., Eastern Time, on Monday, June 15th. I would encourage all of you to think about submitting your applications as much as possible in advance of that date, at least 72 hours prior, in order that you can--it'll allow you the time for you to correct any problems that you may have during the submission process. But keep in mind the deadline is, in fact, 8:00 p.m., Eastern, June 15th.

So as a reminder, again, about the formula and the program description and purpose, we allocated our FY 2020 funding based on an interim discretionary administrative formula. We recognize that this is, in fact, interim and that it may be changed in the future based on the feedback we receive from all of you. So we also thank you for your patience as we try this out the first time. I will admit that we are learning as we go. The formula was, in fact, created with input from multiple consultations and listening sessions, and we really took to heart the feedback we received from participants. So we want to thank you all for that and really let you know that we are committed to continuing to incorporate your feedback as we proceed in the future. All eligible applicants' allocation amounts are now available, as I said previously, on the [OVC Tribal Set-Aside webpage](#) and, as I also said, on the [solicitation webpage](#). So you have multiple places you can go to find that information. I'm not going to spend time right now going into how the formula is calculated. There was plenty of information about that in the solicitation, and certainly. If folks have additional questions, I'm happy to answer them during the Q&A. But for now, I think we want to proceed into the bulk of the solicitation.

So you all, as I said, should have been notified by email that it's the time to begin working on your full application. Upon receipt of the full applications, I just have to let everybody know that of course, OVC will be accepting applicants for pre-award risk, for high-risk status, and budgets will be reviewed to identify any unallowable use of funds. Please be aware that applications that propose unallowable or out-of-scope activities or just who submit deficient budgets will be awarded with conditions that withhold access to funds until the deficiencies are corrected. So please pay close attention when we start talking about your Budget Detail Worksheet so you can be sure that your budget is in good shape and you can access your funding as soon as possible. Also, I'm going to mention this multiple times in the webinar, but please sure to reference

Appendix E, which is the Guide to Submitting a Full Application in GMS. It has a lot of helpful information about the submission process since it differs from our regular application process.

So the overall goal of the Tribal Victim Services Set-Aside program remains the same, and it is to provide support to the tribal communities to improve services for victims of crime.

Examples of allowable uses of funds are, as they have been in the past: community needs assessment, strategic planning, victim services program development and implementation, victim service program expansion, community outreach and education, purchasing tangible items related to victim services, and any other activities needed to address the needs of a wide variety of crime victims in tribal communities. At the end of the solicitation, the very first appendix, Appendix A, is a comprehensive list of allowable and unallowable costs that really can be a very good resource for you as you develop your budget and think about what you can and cannot include.

So, the one thing you really want to keep in mind, again, when you're thinking about your program and thinking about your budget is that OVC funds must be used to support victims of crime. But within that sort of limited topical area, victims of crime, there actually is a wide variety of types of services and programs you can consider. Examples of areas that many tribal grantees have focused on cover a wide range of issues, including sexual assault programs, child abuse programs, elder abuse programs, and you can see on the list, you know, there's even more than that. I would suggest that if you conducted a recent needs assessment in your community that may be helpful in thinking about how you want to target your resources and develop your program, and if you have not, you might want to consider conducting a needs assessment to understand the needs and the gaps in your community. As I noted in the previous slide, needs assessment is a very allowable cost as part of your programming, as is strategic planning.

One important thing to think about as you're developing your FY 2020 project plans is that as a TVSSA grantee you will be able to access free training and technical assistance through an OVC-designated TTA provider. However, we also heard that there was a desire for flexibility from grantees. So if you prefer to budget for your own TTA, that may be permitted. You can include the costs in your budget, but you will need to discuss what you are planning with your OVC program manager before you proceed. So once your award gets started, you can have that conversation with your program manager and figure out what makes the most sense for your particular community.

So this information, we've covered previously in the pre-application webinar. But just to go over it again, as you saw if you looked at the allocation spreadsheet, the award amounts did range from--actually it was closer to 400--a little over \$400,000 to \$3 million. And the thing I would in particular point out about this slide is that, as we've talked about previously, you have a really flexible decision to make as far as how long you want your project period to be. It can be up to 5 years in 1-year increments. However, your start date has to be January 1, 2021. So regardless of how long you anticipate your project will be, you would want a start date of January 1, 2021, but then your project period can be up to 5 years in 1-year increments. So you could go anywhere from December 31, 2021, a 1-year program, to 2022, 2023. But all of them would be--the end

date would be December 31 and then whatever year you want, as far as how many years you want, up to 5 years.

So this slide summarizes the costs and activities that are statutorily prohibited under VOCA. If you include a request for these costs or activities in your application for funding, it will likely delay your access to the funding as we will need you to revise your budget to remove the unallowable costs. So please be sure to avoid including them in the first place, and that will ultimately your life, I think, easier. Specifically, it includes services for criminal offenders, primary crime prevention activities--and what that specifically means when we say primary is that any sort of prevention activity focused on preventing victimization are not allowed. However, if you were to put in place a program where you were trying to prevent re-victimization, so somebody who was already a victim, you were serving a victim and trying to prevent re-victimization, that actually would be allowable because it's the primary prevention activities that we're not allowed to fund. Costs associated with law enforcement or prosecution personnel or activities are not allowable, and construction is not allowable. Please also keep in mind that there are other costs and activities that are generally prohibited by federal laws or policies and that this list isn't necessarily comprehensive. Those things would be things like lobbying, using award funds to pay for grantwriting. Those things unfortunately also cannot be included.

If you have questions about what is and is not allowable or unallowable costs, I would suggest that you first refer to that first appendix in the solicitation I mentioned previously, Appendix A, where there is literally a comprehensive table with pages and pages of what is, and is not, allowable under this particular program. If you don't find your answer to the--there, then I would refer you to the [DOJ Financial Guide](#), which also has a comprehensive, sort of, section about what is and is not allowable. And if you're still confused, you certainly can contact the NCJRS Response Center that we will be referencing at the end of the webinar. And it's also something you'll be able to work on with your OVC program manager once your award is made if you still have questions.

So Section 3. I'm going to be covering the documents that you will need to include in your June 15th application.

And--sorry. I'm switching my slides here. I'm going to suggest that you first please be sure to use the checklist at the end of the solicitation as a resource to be sure you've submitted all the required documentation. In particular, the most important pieces of your full application are your Program Narrative, your Budget Detail Worksheet, and a tribal resolution, if and only if, you are a consortium or you're a tribal designee. Tribal resolutions are not required for federally recognized tribes. It is only if you are applying on behalf of a federally recognized tribe that you need to submit a tribal resolution. For these three documents if you do not submit them, there's a very good chance you will not be considered for funding. These are part of our basic minimum requirements, and we really need you to get those in.

However, I would argue that it's actually really important include all of this required documentation, because if you don't submit it, it wouldn't--as with some of the other pieces in here such as the indirect cost rate agreement, the disclosure of pending applications, you still

would get an award if you don't submit this information by June 15th, but it will significantly delay your access to funding, so I would say if there's a way to get that stuff all in at the beginning, it's going to really speed up how quickly you can get your program started. Finally, if you have specific questions about any of this required documentation, again, I will point you to the online [OJP Grant Application Resource Guide](#). There's specific information about all of these documents in that online resource.

So let's begin by talking about your Program Narratives. For those of you who are current OVC or even OJP grantees, some of this is going to seem pretty familiar. We've changed things a little bit to try to be really clear what we're looking for, but it should be no more than 10 pages, and it'll be made up of 6 parts. I will walk you through these components, but I really would encourage you to read the solicitation carefully to understand the requirements in detail. If any of these sections are not applicable to your application, please just note in your application that they're not applicable. So that we know that you didn't miss them, they're just not applicable. So for example, you know, if you, you know, don't have any victim services and have never had any victim services, you really don't need to address item B. You just need to let us know that that is, in fact, the case and it's not applicable to your application.

So first, please describe the victim services or assistance issues that you will be using the funding to address. As an example, you can describe the unmet needs in your community or the victims that are not currently being served. Please provide enough information so that OVC staff can understand the problem you are asking to address with the funding.

Please also describe all current or previous programs that you have had or may have had in your community that seek to address the same issues. This is particularly important for those of you who have current OVC funding. It's really important for us and our staff to understand what is currently being funded and how you will use this new funding to complement what already exists.

Your program design and implementation is really the heart your proposal. This is the section in which you will be explaining to us what you are going to use these funds to accomplish. Your descriptions should describe your goals and objectives, which should link back to the needs in your community that you identified in the first section. For example, if you know that many child abuse victims in your community are suffering from mental health issues, you should be able to explain your goal, which might be to increase the number of mental health providers to serve child abuse victims and the activities that you will undertake, which could be something such as hiring two half-time mental health providers to provide services, paying for their office space, paying for supplies for the program. In addition, your objectives need to be measurable, so what you're trying to achieve these goals need to be measurable. If your goal is to improve the mental health of child abuse victims in your community, an example of a measurable objective would be being able to demonstrate the number of children--child abuse victims accessing mental health service has increased due to your program. So being able to actually measure, for example, number of hours that a mental health provider has been providing services to child abuse victims.

Using the SMART acronym sometimes can be helpful when you're working on your program design, thinking it through as far as being specific, measurable, attainable, realistic, and time-bound. I would note that--I would argue that attainable and realistic are somewhat of the same thing, but I think it's really important to think about all of these elements as you're creating your program design, and in particular, you want to think about the time. That really is something that is different about the program this year, the fact that we are not telling you it is 3 years. We're not telling you exactly how long you have to make the funds stretch. What I would really think about is what you think you need each year and then from that base what you decide your project period should be on what you reasonably think you can accomplish with the budget that you have planned for each year. That should in turn tell you how long the project period that you request should be, and as you may recall, it can be from up to one--it can be from one up to 5 years.

So your program structure is also very helpful for us to understand. Please provide as much detail as possible. If you can include specific staff names and titles, that's really helpful. Certainly, we understand at times you're hiring staff and you may not have the staff names. That's fine. You can say that in your Program Narrative, but if you know who's going to be providing the services, please provide their names, and at a minimum, please be sure to provide their titles. This includes not only staff who will work on the programs and their responsibilities but also their supervisors and any contractors or consultants who you were paying for with program funds. Please also describe any collaborative partnerships that you will create or enhance as a result of the funding and the role the partner will have in your program.

So we touched on this earlier when we discussed current programs in your community, but we're also asking that you please include specific information about the other federal, state, or other grants or subgrants that you currently have related specifically to serving victims of crime. So we're not asking for every grant that you all receive. I know many of you receive multiple, multiple federal and state grants. We're specifically asking about those that serve victims of crime. So it could be other grants from OVC. It could also be other grants from other DOJ components such as the Office for Violence Against Women. It's really helpful information for us to have as we consider the funding that is going out from OVC in relation to other parts of Federal Government. This would include the name of the award program, the award number, the award period, so how long, when it starts and when it ends, and the funding agency. So if it's Health and Human Services or if it is, in fact, another DOJ office.

Finally, please be sure to describe your plan for collecting performance measures data. Please review the information in the solicitation and the applicable performance measures, which are online. Your application should demonstrate that you understand the performance data reporting requirements and that you have a plan in place for how you're going to be gathering the required data.

OK. So I'm switching gears now. We're moving out of the Program Narrative to the Budget Detail Worksheet. I would start by saying first and foremost, please be sure that what you put in your Budget Detail Worksheet is consistent with the Program Narrative. I believe I mentioned on one of the pre-application webinars that one of the issues we see quite often is Program Narratives that discuss activities that are not reflected in the budget, or we see vice-versa. We see

things that are in the budget that were not described in the Program Narrative. Going back to my earlier example, if you describe a program in your Narrative that envisions, for example, providing mental health services for child abuse victims, then we should be seeing costs in your budget that reflect this such as the cost of hiring mental health providers, the cost of their office space, the cost of, as I said, supplies. But if we read in your Narrative about plans to serve child abuse victims but then we look at your budget and you have information about, you know, hiring intake staff for a domestic violence shelter, it immediately raises questions because your Narrative and your budget just don't match, and they're not consistent. So in that case, we would have to come back to you say, "We need you to revise either your budget or your Narrative so that they are consistent with each other," and that would delay your access to funding.

So really be sure that whoever--I know sometimes it can be difficult because whoever's putting together your budget may not be the same person who is writing your Program Narrative, so at least be sure they're talking to each other and that they both are on the same page about actually what is being proposed. Additionally, please keep in mind that you have maximum flexibility in deciding not only your project period, which I've talked about a fair amount, but also in how much you want to apply for. You can go for--you know, you don't have to apply for the full amount that OVC has allocated for you. We just ask that you don't go over. So you can go up to the amount that is listed on the allocation document, you can go under that amount, just don't go over.

So the Budget Detail Worksheet and the Budget Narrative are now combined into a single document referred to as the [Budget Detail Worksheet](#). I know for those of you who are older OVC grantees you may recall it used to be there was a separate Budget Narrative and a, sort of, Budget Worksheet, but it's all combined now. And we really prefer the applicants use the Excel version if at all possible. Please be sure to break out your costs by year, reflecting up to the 5 years that you may be proposing. You can see more information about how to put together your Budget Detail Worksheet in that online [OJP Grant Application Resource Guide](#) that I've been talking about. And, again, as I've been talking about, when you're thinking about what's allowable and what isn't, I would refer you to our Appendix A table in the solicitation, as well as the [DOJ Financial Guide](#).

A couple more tips for the Budget Detail Worksheet because this really is important. Be sure to show your math. You want to provide your calculations and total costs for each expense. So it's not OK to just say, "Supplies: \$2,000." We really need you to break it out. You know, "We're going to be buying, you know, copier paper, and that costs \$50 for X number of packages." I know it can feel a little labor-intensive, but unfortunately, we need to see all that stuff broken out. Keep in mind that, you know, it's an estimate, and we understand that, and at the same time over time if you need to make changes to your budget mod--you can--if you need to make changes to your budget, you can submit a budget modification in order to do so. But this is really just your best estimate of what you think your program is going to need, and, again, showing all of the calculations and all the math. Again, this is something I talked about previously, but just make sure your budget links clearly to what you're saying you're going to do in your Program Narrative. I also said this. Please do not exceed the amount that OVC allocates. And, again, know your timeline. All awards must be up to 5 years. Please be sure to include a budget for each year.

So there are other attachments required, as I said before, that are important because if you do not submit them with your application, your access to funding will be withheld until they're submitted. And I know for many people that's really been a frustration that they haven't been able to access their funding quickly. And in many cases, I would say, these are not things that are actually all that hard to produce. Oftentimes, particularly if you are not--I'll talk about it in a second--but if you're not actually, you know, doing any lobbying or you are not a high-risk grantee, being able to sort of send that information in just saying that is actually something that usually doesn't take much time at all. But if you have to do it on the back end, it can delay your access to funding. So I would say it's just in your best interests to get it all taken care of right at the beginning. I will go through these all briefly, but, again, the [OJP Grant Application Resource Guide](#) has a lot of information about all of these individual documents that need to be submitted.

So first, indirect costs. If you plan to request indirect costs in your budget, you need to have an approved Indirect Cost Rate Agreement from your cognizant federal agency. This is typically a letter or a document that provides information on the negotiated rate, which should be uploaded as part of your application. If you don't have an Indirect Costs Rate Agreement and you have never had one, you also have the option of a requesting a de minimis rate, and that can be up--that can be 10 percent of your Modified Total Direct Costs. However, if you do opt to request the de minimis rate, please be sure that you are using it consistently across all your federal awards.

All applicants must disclose the existence or nonexistence of any lobbying activities that you're doing by completing and submitting the SF-LLL form with the application. You can download [Disclosure of Lobbying Activities Form](#) at this link. This link is not only on this slide but, again, also available in the online [OJP Grant Application Resource Guide](#).

Another required document is each applicant's Disclosure of Pending Applications. Each applicant is required to disclose whether you have or you are the proposed recipient--subrecipient under any pending applications for federally funded grants or cooperative agreements. That includes requests for funding to support the same project being proposed in the application and will also cover any identical costs that are outlined in the budget submitted to OJP as part of the application under the solicitation.

So if you are--if it's the same project or any of the same costs that are being proposed under both this, your OVC application, and some other federal application or you're the subrecipient on any federal award that includes the same costs, please be sure to make us aware of that. The information we need would include your federal or state funding agency name, the solicitation name, the project name, and a description of the project, and the point of contact at the applicable funding agency.

If you do not have any pending applications, you don't have any that would in any way cover the same costs that you're including in your OVC application, you just need to provide a statement explaining this. So an example of such a statement would be you know, your name, applicant name, "Applicant A does not have and is not proposed at the subrecipient under any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements or for subawards under federal grants or cooperative agreements that request funding

to support the same project being proposed in this application to OJP.” I know it’s a mouthful, I know it feels a little bit, you know, like, you know, you should just be able to say, “no.” But if you just put this information on some letterhead and send it in with your application with a signature, you’re good to go, and you don’t have to worry about it again.

So we also are seeking information about applicants’ risk status to help assure that there’s appropriate federal oversight of all OJP awards. An applicant that is considered high risk by another federally awarding agency is not necessarily going to be automatically disqualified from receiving an OVC award. However, we may impose additional special conditions and oversight on any award including, like, you know, some requests to have additional monitoring, etc. But if you are designated high risk by another federal agency, please include the name and contact information of the designated agency, the date of the designation, the reason for the designation and any corrective actions to be implemented. And then, again, please keep in mind similar to the last--this is a pending applications--we still need to know if you are not designated as high risk. So please include with your application some sort of statement. It can be on a separate page that just says something along the lines of, you know, your name as an applicant, such as “is not currently designated high risk by a federal grant-making agency.”

OK. So moving on to How to Apply With Your Full Application. And, again, if there are specific questions related to how to apply in the Grants Management System, luckily we have our Office of the Chief Information Officer here to answer your questions.

But first, let’s just do a little quick reminder of the date--the due date, which is June 15th, 8:00 p.m., and that will be the day you’re going to want to get all this information into GMS.

Also, this is mostly just a reminder because most of you have already submitted your pre-application, and so you should have already acquired a DUNS number and verified your SAM registration. However, if for any reason you haven’t, please be sure to refer to the [OJP Grant Application Resource Guide](#) online and address these issues as soon as possible so that it doesn’t in any way delay your access to your funding or cause you any problems in the future.

So, as we’ve discussed, your full application will be submitted directly into the OJP’s Grants Management System. For those of you who are current OJP grantees, you are actually familiar with a change request. In this case, we have essentially change-requested your application back to you, similar to how we might do with a grant adjustment notice or a progress report. It’s actually going to look very familiar to those of you who have done this in the past. You have until June 15th to resubmit the required documentation.

And I would, again, really point out the fantastic resource that has been created for you specific to this solicitation is Appendix E, which is step-by-step instructions as to how to apply in GMS, including screenshots of what you will see. We literally sat down with our Office of the Chief Information Officer and went through page by page to make sure that we had captured everything that you would be seeing and be required to do in order to make sure that we could give you as clear instructions as possible. So please, you know, when you go to submit your information, you’ve got your checklist of required documents. Pull out that Appendix E and be

referencing it to make sure that you don't miss anything and you got--it all sort of answers a lot of your questions hopefully in advance as you proceed through the system.

So one of the things that you're going to need to do is that you're going to need to revise some of the information you previously submitted as part of your pre-application. Specifically, you may recall that we had asked you originally to please put a 1-year project period. That was because we didn't necessarily what you would want to propose as your full project period once you knew how much you were eligible to apply for. So now what you need to do is revise your project period based on the period you decide is appropriate for your program. So if you put in a 1-year period with your pre-application and now you want to stay with a 1-year period, you don't need to change anything. But if you put in a 1-year period and now you say, "Oh, look. We can actually do 3 years of programming with the money that we have available," please be sure to go in, change the project period. Keep in mind it needs to start on January 1, 2021, but then it can be up to 5 years in those 1-year increments we discussed.

And then this is important because everyone is going to need to revise your estimated funding based on the amount that OVC allocated for your agency. So for example, you put in--most likely put in about \$1. I think that's what we said in the original pre-application. Please change that to whatever your allocation amount is, assuming that you want the full amount. If you want a lesser amount, you can designate that in your estimated funding, and be sure that you don't go over what is allocated by OVC.

So this is actually--I hope all of you have already looked. Because if it were me, I would immediately want to know how much I was eligible to apply for; but if you haven't, this is actually what the [Formula Allocation document](#) looks like. As I said previously, it's available online on both the solicitation website, which that is the address--the website address on the slide. You can also just Google OVC Tribal Set-Aside, go to OVC's Tribal Set-Aside webpage, and you can find it there, as well. Once you access the document, I hope you can easily find your allocation on the list. Keep in mind the list is actually organized two ways in order to make it as hopefully easy as possible for you to find your allocation amount. At the beginning of the document, the list is organized by applicant name. So on pages 1 through 7, it's literally--it's an alphabetical list of applicants, and you can just find yourself that way. However, if you're not the person who submitted your application or you're not entirely sure how your application name was submitted, you can also go, starting on page 8, it's organized by state, and you should be able to find your allocation that way. Please be careful to check your name and your application number against your allocation amount when you're applying. So make sure that you're lining up your row and that, you know, looking all the way over and that you've actually go the correct final allocation, which is what you can apply up to.

So an applicant who misses the application deadline due to unforeseen technical difficulties really must follow the steps listed on the slide if you wish to request OVC approval for a late submission of your application. Please be aware--I think that most of you know this--but we cannot automatically approve requests for late submissions. So if you encounter difficulties in submitting your application, please be sure to follow the steps outlined below. In particular, make sure that you have a GMS Help Desk tracking number and make sure that you have called

or emailed the Response Center within 24 hours to let them know that you are having issues that you need to have addressed.

Again, I'm going to put in a plug for the checklist on the end, page 36, just to make sure, as you all are aware, there are a lot of pieces, unfortunately, that need to be submitted. And that's a really good resource to make sure that you have submitted everything you need by the deadline. I want to thank you so much for your attention on this webinar. I do know it's a lot to get through. I'm going to turn the last few slides over to Mary Jo to cover some of the information about how you can stay connected to OVC, but then I'll be back and available to take your questions. Thanks so much.

MARY JO GIOVACCHINI: Thank you, Brecht. Hi, everybody. Just a couple of slides to go before we dive into the questions. So as Brecht mentioned, I'm going to let you know how to stay connected with OVC. And they do have an email newsletter that you can subscribe to, and you can do that in two ways. They have a new feature called Text to Subscribe, and you can send a text message to OJP OVC, insert your email address, and send that to 468-311. Just please note that message and data rates may apply. You can also go to the URL listed on this slide and [subscribe to their email](#) via their website. You can also just go to ovc.gov and search for email newsletter or News From OVC, and it'll take you to that link.

OVC also has a presence on social media. You can follow them on [Facebook](#), [Twitter](#), as well as [YouTube](#), and the URLs listed for those individuals or those items are listed here.

As Brecht mentioned several times during the webinar, if you need assistance while you are in the application process and before you submit your application if you have questions that are not addressed during the webinar, you can reach out to the National Criminal Justice Reference Service, otherwise known as NCJRS, and they are available at <https://www.ncjrs.gov>. You can email them at grants@ncjrs.gov or call them at 800-851-3420. They are open 10:00-6:00, Eastern Time, Monday through Friday. They are closed on weekends and holidays, and they are open until 8:00 p.m., the date the solicitation closes.

They, too, have two newsletters that you can subscribe to. One is called JUSTINFO, and it comes out twice a month, as well as the Funding News From NCJRS, which comes out weekly each Friday. Now the Funding News From NCJRS will announce funding opportunities from all the agencies within the Office of Justice Programs, so not only OVC but the other agencies that support OJP, such as the National Institute of Justice or the Bureau of Justice Assistance. Again, that newsletter comes out each Friday. It'll announce new funding opportunities, webinars such as this one that's happening, it will alert you when information from those webinars has been posted, changes to solicitations, and so forth.

As mentioned previously, if you have technical problems, you can contact the GMS hotline, and they have a Help Desk number at 888-549-9901, and select option 3. They are open 24 hours a day, 7 days a week, including federal holidays. You can also email them at GMSHelpDesk@usdoj.gov.

And lastly, here's a slide that pretty much includes many of the URLs that were mentioned throughout today's webinar. So instead of scrolling through all the slides, you can just kind of go to this one slide and get information that was mentioned such as the [OJP Grant Application Resource Guide](#) that was mentioned several times, as well as the [DOJ Financial Guide](#). So it's just a nice slide to get all the information that you need, regarding websites that is.

So at this time, we will go ahead and started our questions. Just a quick reminder, please submit questions to the Q&A box, which is located under the radio button with the three dots. When you submit your questions, please, please be sure to submit it to all panelists. That makes sure that everybody on our end will see your question, and we won't miss it. We don't want to do that.

So give me one moment, and we'll get to our first question. I will take questions in the order that they were received. And we will work through all of them until the end of the webinar, so please be patient. If your question has not been addressed, please do not submit it immediately right away. We will get to it.

And... "If our project or program is 4 years, then is there any possibility for additional funding to fund additional years beyond that so that there are no gaps in funding?"

BRECHT DONOGHUE: So what I would say to that is--[chuckles]--most likely. I mean, what I have to hedge is everything, and I'm sure if have been on a federal webinar before you've heard us say, everything is dependent on Congressional appropriations. So assuming that Congress continues to appropriate Tribal Victim Services Set-Aside funds, as they have for the last 3 years, then I don't see any reason why you would not be able to apply for future funding to continue your program going forward. However, ultimately, whether or not the funding is available to OVC to disseminate is ultimately in Congress' hands. So...

MARY JO GIOVACCHINI: So the following question is regarding the budget. "Because it is a 5-year budget with the same amount each year, is it acceptable to submit the same budget for each year, with each year with a note in the Narrative that adjustments will be made based on actuals and new indirect cost rates?"

BRECHT DONOGHUE: OK. I think this is really important because I want to make a clarification here. So, the amount that you received in the allocation chart that we referenced is the total amount you will receive for this award. It is then up to you decide how you want to spend it and over what period of time you want to spend it. So, it is not that you will be receiving this amount every year for the, you know, this next however many years. If you receive, for example, \$1 million, you could decide, "I want to spend that one million dollars in 1 year," or "I want to spend--I want to spent it over 4 years," and break it up into chunks, you know, \$250,000 chunks and then, you know, spend it over 4 years. But it's not the amount that you will receive each year. So, I just want to be very, very clear about that. That's not to say of course that you can't apply for funding in future years. But this particular allocation that you're receiving now is only for, you know, what--you basically are figuring out your project based on the amount you have now, and there's no guarantee of funding beyond that for future years. So I hope I've made that clear. Now, for example in the scenario I just gave you, if you got \$1 million and you decided, "I want to break it up in completely equal chunks over 4 years, \$250,000 each year,"

it's fine for you to submit the same budget and, as you said, to make adjustments for indirect costs. But you still need to break that out and show us that you're doing it for each year. So even if it's just you copied and pasted it, the same budget on, you know, the spreadsheet four times, we need to see a budget for each year. You can't just put a note. We actually need to see the entire budget for each year in the project period you are proposing. I hope I made that clear. I feel like it's a little confusing. But again, the amount that you're receiving this year is just--it's one award. Think of it as one award. And that you get to say, you know, based on the amount that we've told you whether or not your program--is your program a program that costs \$1 million a year, or is it a program that costs, you know, \$500,000 a year. In which case you would want to propose a 2-year budget knowing that you have \$1 million total to last you over the life of whatever project you tell us you want.

MARY JO GIOVACCHINI: Thank you so much, because there are several questions that came through, kind of, regarding that. And building on what you just answered, just for clarification, "the total amount does not have to be equally divided amongst each year?"

BRECHT DONOGHUE: No.

MARY JO GIOVACCHINI: "One year could be higher or lower, correct?"

BRECHT DONOGHUE: Exactly. So for those of you--for example, for those of you who may have current OVC programs but maybe, like--I'm going to give you just--this is a hypothetical situation. Let's say you have an OVC program that is ending in a year, and you have now received an allocation for a new award. You might only have very minimal costs for this first year while you--of the new program while you, sort of, spend down on your current program. Because, again, remember, you can't have the same costs in both an old award and this new award. So you might not have that many costs that you would need to put for year one because you're still spending down your old OVC award. However, once your old OVC award ends, which maybe it's going to end, you know, next September, then for the future years, you could really ramp up your costs in your budget because at that point sort of transitioning to your new award. So the bottom-line answer is no, it does not to be equally distributed across years.

MARY JO GIOVACCHINI: "Can the program fund training for tribal police with regards to serving victims of crime?"

BRECHT DONOGHUE: Yes. If it is specifically focused on police interactions with victims and serving the needs of victims and how, you know, to be sensitized to that, that would be an allowable expense. However, you do need to be careful because that would really--you know, we can't just pay, generally, for police training. It really needs to be oriented on, you know, for example, the police interactions with victims. It needs to be victim-centered or victim-focused.

MARY JO GIOVACCHINI: "If we submitted a tribal resolution in the pre-application, do we need to get another one for the full application?"

BRECHT DONOGHUE: If you... So, first as a reminder, the only applicants that need to submit the tribal resolution would be the designees and the consortia. If you're a federally recognized

tribe, I mean, it's fine if you submitted the tribal resolution, but you don't need to. However, if you are a designee or a consortium asking this question, the answer would be as long as the tribal resolution is up to date and it's signed and there was no issues with it--and we would have been in touch with your most likely if there were issues with it because we did follow up with a number of folks when there were issues--you shouldn't need to submit a new resolution. If we have reached out to you and said to you, "Hey. We noticed something was an issue with your tribal resolution," then, yeah, you might need to submit a new one. But if you submitted it with your pre-application and you haven't heard from us, I think you can assume you're good to go.

MARY JO GIOVACCHINI: "How would you recommend capturing indirect with no current cost rate but an expected rate either prior to or just after initial starting period?"

BRECHT DONOGHUE: [I'm] Not entirely sure I understand that question. But if it's that you don't have a current rate, but you expect you're going to have--like, you have a provisional rate in place or something like that, I think what I would probably do is account for that in the budget, maybe put a note in your application saying that that's what--the case. And then you would have to submit your indirect cost rate once you actually had it approved. Unfortunately, though, that will mean that you most likely will not be able to access at least your indirect cost budget category until we get that approved indirect cost. Hopefully, it wouldn't put a hold on your whole budget, but it might. I would have to check with our Office of the Chief Financial Officer. But all that to say, it sounds like--if you're in the process of negotiating an indirect cost rate, and you're just not going to have it in time, I would just put it into your budget, make that note. And then we will--hopefully--you'd be--you know, since the project isn't going to start until January 1, you hopefully will have plenty of time in the fall to submit what you need to submit in order to have access to that funding.

MARY JO GIOVACCHINI: "If we submitted an SF-LLL with our 2020 CTAS, then can we submit the same one for OVC?"

BRECHT DONOGHUE: Uh, probably. The only thing I would do--I would have to go back and look at the form. If there is anything that is specific to CTAS, I would update it.

Oh! I'm getting an echo all of a sudden.

I would update it so that it's clear that it's for the Tribal Victims Services Set-Aside Formula, but otherwise if the information is the same and nothing has changed, then I don't see any reason why you couldn't reuse it.

MARY JO GIOVACCHINI: Sorry. I'm having a hard time scrolling. Give me one minute. I apologize.

BRECHT DONOGHUE: Sure. I'm hoping not everybody's hearing my echo. I hope it's only me. [Chuckles]

MARY JO GIOVACCHINI: I did not hear anything.

BRECHT DONOGHUE: Great. Thanks!

MARY JO GIOVACCHINI: “We could not make changes to the 424 last time. We had to start a brand-new application when we needed to make a change and then reupload the documents. Has that been fixed so we don’t have to start a new application to make the changes now?”

BRECHT DONOGHUE: OK. That’s interesting. I’m not sure why that happened. It sounds like a glitch, but I will-- I’m going to turn--as far as I know, there is no reason why you wouldn’t be able to make a change to your SF-424. But I am going to have that confirmed by our, Bruce Whitlock in our Office of the Chief Information Officer, as well as Al Roddy, here with us today, and they can hopefully confirm that for me and let us know what people should be thinking about or doing if they have any issues changing their 424.

BRUCE WHITLOCK: Good afternoon. This is Bruce Whitlock from the Office of the CIO. That is an unusual behavior for the GMS system. You should be able to update that form because your prior proposal is in a change-requested state, so the form is available for you to adjust it. If you have problems with that, I would ask that you contact the GMS Help Desk as soon as the event occurs, and we can bring some assistance to bear to the problem.

BRECHT DONOGHUE: Thanks, Bruce.

MARY JO GIOVACCHINI: So this next question is also dealing with GMS. They said to check--They’re asking about the project information on the 424. It indicated that the estimated the boxes are not functioning correctly. They put in an allocation amount, and the automated total line says, “NAN.”

BRUCE WHITLOCK: I’m going to defer that to Al Roddy, who can speak specifically to the behavior inside the 424 form. Al?

AL RODDY: Yes. Hi, Bruce. So I think it’s--I have to--my first guess is that there might be--if you’re putting a comma in the field, make sure you don’t put in a comma. If you’re putting in any other characters--exclamation points or any special characters, that could be the cause. If you have that issue, please open a Help Desk ticket so we can look into specifically what that is, but my guess is that you have an invalid character in the field, such as a comma.

BRECHT DONOGHUE: So again, I think the bottom line is that if folks are having any issues with GMS as they go to start working on their--on resubmitting their application, please just call the GMS Help Desk. And again--I mean, this is exactly one of those reasons why it’s really important to start this process early so that we really have plenty of time to address your issue before the deadline. And they can esca--you know, if you’ve called the Help Desk before, you’ll know that if they can’t solve the problem they will escalate it and keep escalating it until they get to someone who can fix the problem for you.

MARY JO GIOVACCHINI: OK. This question is a little confusing. I’m not sure if it’s referring back to something else. It says, “Again, it does have the chairman and chairperson’s signatures.

If the language doesn't change, then we do we need to obtain a resolution? Gathering to hold a live meeting to gain signatures is not going to happen at the current time."

So I'm assuming they're talking about the tribal resolution and that something was submitted with the chairman and chairperson's signatures.

BRECHT DONOGHUE: I think that's probably OK. I mean, as long as it is a current tribal resolution that is relevant to this particular funding opportunity, then there should be no reason that you would have to submit something in addition. If it's an older tribal resolution, not relevant, then we would perhaps need to be talking about how you might be able to get something. But it's sounding to me like from what I'm hearing that this is probably fine.

MARY JO GIOVACCHINI: "If tribal police training is allowable, can we pay overtime for the police officers to attend?"

BRECHT DONOGHUE: So that's a question--honestly, I'm going to have to defer that question and ask you to submit it through NCJRS, and I will get you that quest--that answer as soon as possible. I just don't want to give you the wrong information on the phone. And because I'm still learning all the ins and outs of what is allowable and unallowable in this program--as many of you know, there's a lot of distinctions to be made--I don't want to give you the wrong information. So if you, we have the NCJRS email address there. Please just submit that question, and we will turn it around as quickly as possible and get you an answer.

MARY JO GIOVACCHINI: And I have moved the slide to the NCJRS slide that has their information. Again, their email address is grants@ncjrs.gov.

Next question, "Can we request disposable COVID-19 supplies that may still be needed in 2021 for our staff to make in-person contact with victims, items such as masks, gloves, hand sanitizer, etc.?"

BRECHT DONOGHUE: Yes is the answer. Yes. Anything that you need in order to be providing your services to victims is allowable. So yes.

MARY JO GIOVACCHINI: "After we spend this grant and apply for another, will the funding formula amount be a similar amount?"

BRECHT DONOGHUE: Unfortunately, that's an answer I just don't have because, again, it goes back to Congressional appropriations and how much we receive in the next Federal Fiscal Year that we will be disseminating. It also frankly, also goes back to whether or not we make changes in the formula based on feedback from all of you. So I just don't have--unfortunately, have the answer to that. Although I would say, again, if the Tribal Set-Aside continues to be funded by Congress, I don't see any reason why there would not be funds available to disseminate to the field.

MARY JO GIOVACCHINI: “If we do not spend the amount we said we would in the year, can we still spend the money in the future year as long as the total project period we stated isn’t up, or do we need to submit a budget modification?”

BRECHT DONOGHUE: No. The answer is no, you would not need to submit a budget modification in that particular circumstance. So if you--Assuming that you are not changing, you know, anything about your budget as far as, like, moving--you know, you had a certain amount in personnel salaries and you want to move it to travel, that would require budget modification. But if it’s simply that you didn’t expend it within the given year and you anticipate that in the subsequent year, the next year you woul--you would spend that in the same budget line item, there’s no reason you would have to submit a budget modification, assuming it’s all within the same project period.

MARY JO GIOVACCHINI: “Can our domestic violence purchase a new mobile office? Are current office--Our current office is a single-wide mobile office that’s 25 years old?”

BRECHT DONOGHUE: So that’s a tricky question, and this year, our Office of General Counsel tightened up some of the language around construction because it had, in fact, been, I think, confusing to folks in the past. So you are permitted--and, again, this gets very specific very fast, so I would say if you have specific questions, please email NCJRS. Because I can speak generally, but as to your particular circumstance, I’m not going to be able to offer a lot of detail now. I would need to research it more and get other folks to weigh in. But what I can say generally about construction is that trailers are currently allowable, but modular units are not because they are considered construction. I know in the past there had been some applicants who had put them in, and they actually had gotten approved, and we’re not going to go back and, sort of, relook at those. If people got approved in the past, they’re OK. But unfortunately, going forward, modular units are not going to be considered allowable under this particular program.

MARY JO GIOVACCHINI: “Can continuing education courses required for therapists’ license be covered under this grant?”

BRECHT DONOGHUE: I believe so as long as--yeah. If they are--If they are working--if they are working with victims and this is part of what they need to do to continue, you know, as part of their continuing education to continue to work with victims, I believe that would be an allowable expense. You might want to think about prorating it depending on whether or not they are a full-time worker on your particular project or whether they are working on other non-victim-related work, but generally, that would be allowable.

MARY JO GIOVACCHINI: “Would minor office renovations be under ‘other costs category’ for the budget?”

BRECHT DONOGHUE: Minor re--that is a--I mean, certainly minor renovations are allowable. I’m trying to think whether they would--to be honest, I don’t want to tell you the wrong thing. You guys have very specific budget questions, and you’re challenging me with them because I haven’t done grant management stuff in quite a while. So what I will say is please send that into NCJRS, and, again, I will get you the answer as soon as possible as to what budget line item it

should go under, but I don't want to tell you the wrong thing and then have you--have you have to redo it.

MARY JO GIOVACCHINI: "So we are a consortium that planned to apply on behalf of a particular tribe but then discovered that the tribe received an allocation on its own behalf. Are we correct to plan not to collect an authorizing resolution from that tribe to submit next month?"

BRECHT DONOGHUE: Yes. We did our absolute best. If there were any consortium who--you know, when you listed out the tribes that were part of the consortium, we double-checked. And if the tribe was applying as an individual entity, we subtract--we basically didn't count them in the formula for what you received as an allocation. So because of that, you do not need to get a tribal resolution from that particular tribe.

MARY JO GIOVACCHINI: A follow-up came through, and I just need to find the original part so I can put it together. If I can quick--OK. So this goes back to the question about the chairman and chairperson's signature, and the individual says that... I apologize. "It was an authorizing letter [that] was submitted, not a resolution."

BRECHT DONOGHUE: Oh, OK. I see. What I would say in that case is please send an email to grants@ncjrs.gov, and I will be sure that that gets forwarded to me. If there--I'm not--I, to be honest with you, I'm just not sure if there are extenuating circumstances and you're not going to be able to get a tribal resolution, I'm going to have to talk with our leadership. Because that is a requirement for--to be eligible for funding. So that's really something we would have to follow up on one-on-one. So please send an email, and we will hopefully, be able to get back in touch with you.

MARY JO GIOVACCHINI: "Is it allowable to use funds to support rental costs for physical space, provided direct services--to provide--excuse me--direct services to victims, such as advocacy meetings?"

BRECHT DONOGHUE: Yeah. I mean, rental costs are allowable. So yeah. I mean, again, it's a little hard for me to answer these questions on the fly because I don't know if there are any sort of extenuating circumstances. I'd need a little more contextual information. But rental costs for space, and if it's space that you were using to serve victims, is an allowable cost. Now whether or not you're using that space for other purposes, or are not using it for the entire time, I mean, we start to get into questions about, again, whether things would need to be prorated. Because if you're not--you know, if for example, you were using a community center space and you're renting it for, you know, 5 days a week and you're only using it 2 days a week for victims, that would be something we would have to work out. But in general, rental costs are an allowable cost.

MARY JO GIOVACCHINI: "This is our first time receiving the grant. Do we need to do a planning a community needs assessment period, or can we start with developing the victim service program?"

BRECHT DONOGHUE: It is not a requirement that you do the community needs assessment. It is strongly encouraged so that you, you know, know--you know, have been talking to folks in your community and really understanding what the gaps are and what the needs are. But, no, it is not a requirement. And if you feel like you've got a strong handle on what your needs are and are ready to start your program, you can start it.

MARY JO GIOVACCHINI: All right. That is the last question in the Q&A box. I am going to quickly scan and see if I can identify anything different in Chat because I know some questions have been added to both areas. So if you just give me a moment...

“We currently have a TVA grant, which will end on 9/30/21 and a TVSSA grant that will end on 4/15/22. Is it OK to sustain these services through this grant? The funding cycles are different, and the budgeting would reflect the start of projects on different dates.”

BRECHT DONOGHUE: I'm not entirely sure I understand that question. I guess what I would say is it's certainly OK for you to sustain those programs under--using this grant funding. However, this grant funding does need to start on January 1, 2021. So you would need to be thinking about what you would be budgeting for that is not duplicative in those first couple of years while those other programs are still operational. So as I said, it's not that you have to have a fully--you know, you're paying for a full program in year one. It might be that there are, you know, some costs that you have been wanting to, you know, enhance or build out some particular aspect of one of your existing programs that those costs you could put into year one of the--of this particular award. And then going forward, once the older award closes down, sort of shift more of the costs over to the new program. But just keep in mind that this particular award does need to start on January 1, 2021.

MARY JO GIOVACCHINI: “In the disclosure statement of other grants, should we also include current OVC VSS awards?”

BRECHT DONOGHUE: Yes. Please do. I mean, I know we already know. But it makes it just so much more helpful to us to be sure that we're not accidentally missing anything when we go to look at your budget. So we would be most appreciative if you would also list out your OVC awards, even knowing that you are telling us what we already know. It is extremely helpful because, as I'm sure you can imagine, there are a lot of applications, and we have not that many staff looking at the applications, and so being able to have all the information in one place makes things much easier on our folks. So I would thank you in advance for doing that.

MARY JO GIOVACCHINI: And a question came through. It was answered, but I am going to read this again just for everybody's information. So the recording of today's webinar, a full transcript, as well as the PowerPoint slides will all be posted to the OVC website on, or before, May 29th. So before next Friday, that information should be available. You can check back on the 29th, but we will also email you--send you an email with the information that it's been posted and links directly to those items that I mentioned.

BRECHT DONOGHUE: Mary Jo, can I also add, too, I would just say that almost all--I mean, there may be a few things, but almost all of the information that we've covered today is also in

the solicitation. So, you know, if there was something we talked about today that--I mean, there were a couple of things maybe, you know, like that slide that has all the links, I don't know that we had it all in one place in the solicitation. But generally speaking, the information that was available in this webinar is available in the solicitation. So please be sure to use that as a resource.

MARY JO GIOVACCHINI: And we did get a couple more questions, so I'm going to go ahead and read those. "Can a security system be purchased for a women's shelter if that building was purchased using other grant funds and is used for victim services?"

BRECHT DONOGHUE: Again, I--you know what? What I'm going to do is ask--I just don't want to give you the wrong the information. I think I know the answer on this one, but I don't want to steer you in the wrong direction. So if you could please email that question to grants@ncjrs.gov, I can have one of the staff follow up with you directly and ask any other additional questions that might factor into how we answer the question in order to make sure that I give you the most accurate information possible.

MARY JO GIOVACCHINI: This question was read earlier, but the individual who asked it had some technical problems and missed your answer, so I'm going to read it again. "If you don't have a current indirect cost rate but are expecting one either shortly before or after the starting period, how do you handle that?"

BRECHT DONOGHUE: So I believe what I said was, what I would do is budget for the indirect cost in your budget and then make a note in your application that you are expecting the indirect cost rate shortly. And hopefully given that there's some time before your project actually starts, we'll be able to get that finalized indirect cost rate from you before January 1, so that you can--you can get your project started as soon as possible. If you can't, it may delay the start of your program, but what I would do is just encourage you to send it in as soon as you receive it, and we will do our best to then get that addressed and get you access to your funding as soon as possible.

MARY JO GIOVACCHINI: "We would like to have some events for men and boys with a speaker to address domestic violence and provide education. Would it be allowable to provide food, and is that an allowable cost?"

BRECHT DONOGHUE: No. That's not an allowable cost. And in fact, I'm not sure that entire--what you're describing would be allowable because unless--it sounds like you would be doing this as a prevention activity. And keep in mind that prevention activities are not allowable. Any--When you--When you think about what is allowable for this particular program, just keep in mind, like, the questions, "Are--Is what we are doing serving victims," and "how is it serving victims?" And so in that case, because it specifically prevention, at least as I understand it, there may be other details that I don't have, and so I don't know that that would be allowable under this particular program. And unfortunately, as I'm sure many of you who are current OVC grantees are already aware, food and beverage are almost never allowable. That's just OJP-wide.

MARY JO GIOVACCHINI: “Are we allowed to spend zero dollars in year one, since we have a current OVC program? This would help with not supplanting funds, or do we have to spend funds every year?”

BRECHT DONOGHUE: That is a good question, and I don’t know that I know the answer. So you, I mean--certainly, yeah. That’s a really good question because you would still have to report on part of your project because your reporting period would start as of January 1. Please-- Apologies that I can’t answer that right now, but please email grants@ncjrs.gov with that question, and I will be talking with our Office of the Chief Financial Officer and other folks to get you the answer to that question.

MARY JO GIOVACCHINI: And “What category would a vehicle rental go under?”

BRECHT DONOGHUE: Again--[chuckles]--I’m going to have you email grants@ncjrs.gov. I just--I just don’t want to give you the wrong information about where exactly that would go. So please email, and we will get back to you shortly.

Any other questions?

MARY JO GIOVACCHINI: Sorry. I must have put myself on mute. I apologize. “Could we include funding for support meetings for people who are affected by domestic violence family members?”

Brecht, did you hear me?

BRECHT DONOGHUE: Yeah. No. I did. I’m thinking. I’m thinking about whether or not I can answer that. So, can you repeat it one more time, Mary Jo?

MARY JO GIOVACCHINI: Yeah. It’s not real clear, but “Could we include funding for support meetings for people who are affected by domestic violence family members?” That’s exactly the word--

BRUCE WHITLOCK: Brecht, that question’s coming from the person who asked about having the sessions with men and boys for domestic violence education.

BRECHT DONOGHUE: Oh, OK. I see.

MARY JO GIOVACCHINI: Thank you, Bruce.

BRECHT DONOGHUE: Yeah. I think--I think that that’s, I need to have more information to answer that question, so I think what I would say is, again, please--I know it’s one more step in the process, but please email grants@ncjrs.gov. And that way, I can have someone reach out to you and talk it through specifically, and they can really give you the best guidance. Because what I don’t want to have happen is for me to think I have all the information now, answer your question, and then you put something in your budget that turns out is not actually allowable and

then we delay your start of your program. So if you send an email, what I can do is make sure that someone contacts you one-on-one and we can get you the answers you need.

MARY JO GIOVACCHINI: This next question is also from the individual that asked about food for an event, so it's following on top of that. "We are doing this outreach event as we have 42 percent of our surveyed men in our assessment indicated they are victims of domestic violence, so it's intended to serve them."

I think the food part of the answer would still remain the same, but I'm not sure if that changes for the--

BRECHT DONOGHUE: Well, again, I would feel more comfortable if we just--you know, we had someone talking to you directly. I mean, I unders--so it certainly sounds--that's what--this is exactly why that contextual information is helpful. Because if I'm answering questions and, like, didn't have that first piece, now that's a piece of information that might make me change my answer. But all that to say, I feel like it really would just be better to have a one-on-one conversation, and that way we have all the information and are really getting you the most accurate information. So hopefully, it will just mean a slight delay in getting you your answer, but if you email today, I expect we'll at the latest be able to have someone get back to you next week and answer some of your questions.

MARY JO GIOVACCHINI: All right. And there was one question that came through that I asked for clarification on, but we are at 2:27. Brecht, so we only have, like, a couple minutes left in the meeting.

One more question just popped through. "We are doing this outreach event..." Oh, that's the same one. Sorry.

BRECHT DONOGHUE: [Chuckles]

MARY JO GIOVACCHINI: I thought another one came through. Let me see here. Oh. "If we need vehicles for remote travel across reservation land, does OVC prefer we lease or purchase vehicles?"

BRECHT DONOGHUE: Typically--and again, this all--again, contextual information I'm adding to make sure I understand what's be asked. But I'm assuming that this is vehicles that will be used, you know, solely for the purposes of providing victim services, which makes it allowable. But the answer to that question is typically what we actually ask you to do is to do a cost analysis. And reach out to--use your current procurement policies, reach out to the rental or leasers--the vehicle rental vendors or leasers in your area, find out how much it will be to lease a vehicle for your project period, and then alternately get some quotes for how much it would cost to purchase a vehicle. And then typically what we do is we actually ask you to provide that information to OVC so we can actually see, you know, that in some cases it is, in fact, ultimately less expensive to purchase a vehicle. But we really do need that information in order to make that assessment. So, what you can do for the time being is, you know, if you have some of that information preliminarily, or you think you know the answer, you can put that in your budget,

you know, whether it's purchasing or renting. But then you likely will have to do some work once your project actually gets up and running to actually provide--ultimately provide that information to your grant manager so that we have it on record that whatever you think is the least expensive option is the option that you go with.

MARY JO GIOVACCHINI: And the last question. "Can funding be used to support secondary victims?"

BRECHT DONOGHUE: If I understand the answer, the question correctly--well, I'm not sure I do understand the question. I feel like that might--if it's secondary victims that are, for example, like, you know, there's a domestic violence situation and there's also child abuse going on in the home, then that would be allowable. However, I think I need more information about specifically what's envisioned here in order to give you the most accurate answer. So again, if you would email grants@ncjrs.gov, we can have somebody talk to you and make sure that you've got what you need to submit your application.

MARY JO GIOVACCHINI: And it is 2:30, and that happens to be the last question, so I think we can go ahead--one more question just popped up. "Would car insurance be covered?"

BRECHT DONOGHUE: Again, I think generally that that is allowable if it is for a car that you are using for a victim services program. Yeah. I think that's generally allowable.

MARY JO GIOVACCHINI: All right. With that, that is our last question, so I think we can go ahead and end the webinar. I didn't know, Brecht, if you wanted to say anything in closing.

BRECHT DONOGHUE: Well, one thing I would just say first of all is please, please, please look at the list of allowable and unallowable costs at the end of the solicitation because that's really--I'm not--I mean, I will be the first to say I am not a budget person. All of these--your budgets ultimately get reviewed by the Office of the Chief Financial Officer, where they actually have accountants who are very well versed in all of this. So it always makes me exceedingly nervous to answer these questions in this kind of venue because I don't want to give any of you inaccurate information. So please check the allowable and unallowable spreadsheet. If anything that I've said doesn't seem to match, please send an email in to grants@ncjrs.gov, and we will get you the right information. Also, the [DOJ Financial Guide](#) is a really excellent resource and is really where you can find the bulk of the information about what is, and is not, allowable.

And finally, I just want to thank all of you again for hanging with this and submitting your pre-application. As I alluded to at the beginning, this is a new program. We're figuring out a lot of this as we go, and we appreciate your support as we do that and your patience as we continue to try to, you know, work to improve the program and to get the funding into your communities as quickly as we can. So thank you so much. And I'm sure I will be talking with all of you in the months and years ahead, since you will all hopefully, be new OVC--well, not necessarily new, but you will all be OVC grantees. So thank you so much. We look forward to working with you.