

[Transcript from the OVC Fiscal Year 2019 Tribal Victim Services Set-Aside Program preapplication webinar, which was held June 20, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

Three changes were made to this transcript after the webinar:

- On pages 5 and 18: The application deadline was extended to 11:59 p.m. ET on August 16, 2019.
- On page 12: The Award Period was revised to show the correct end date (December 31, 2022).

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, Pre-Application for the FY 2019 Stand-Alone Tribal Victim Services Set-Aside Program hosted by the Office for Victims of Crime. At this time, I'm going to turn it over to today's presenter.

ALLISON TURKEL: Good afternoon, everybody. This is Allison Turkel. I'm Deputy Director at the Office for Victims of Crime at the United States Department of Justice, and I oversee the Federal, International, and Tribal division. I'm really glad that you all joined us here today. And we look forward to sharing some helpful information in applying for the standalone Victim Services Set-Aside Program solicitation, and answering any questions that you may have.

The agenda for today is we're going to go over, very briefly, OVC's mission and a quick overview of the tribal funding. We're going to go through and we're going to spend most of our time talking about the solicitation itself. If you have a copy of the solicitation in front of you, that will be extremely helpful. You also will have this PowerPoint available to you, but--so you could take--so that if you take notes referencing it, you'll understand it. But if you have the solicitation in front of you, it would be very helpful. We're going to then go through the how to apply piece of this. And then we'll take questions and answers.

So for those who are not familiar with the Office for Victims of Crime, our mission is up on the screen there. We engage across the board with states, localities, tribes, municipalities, local governments, etc., to try and improve and promote justice and healing for all victims of crime.

The next slide is just a really brief overview of some of the things that we find. One of the--one of the things that is, sort of, interesting about this Set-Aside Funding, and some of you who are very familiar with OVC are aware of this, and some of you who--may not be so familiar, is that there's been an increase in the funding that OVC has received. OVC receives the vast majority of its funding from the Crime Victims Fund. The Crime Victims Fund is a repository of funds that come from federal convictees of federal crimes. Most of the time, that's not individuals, although it can be a few, it has traditionally been, like, large corporations, white-collar crimes that pays fees, fines, and penalties. Those are deposited into the--into the Crime Victims Fund or CVF. Every year, Congress decides how much money comes out of the CVF that comes to the Office for Victims of Crime. The vast

majority of that funding goes out to the states in the form of Victim Assistance and Victim Compensation. Assistance is the program. There's about 8,000 programs across the country, including some tribal programs. For those of you, some of you who applied to states for--to fund your programs. And then Victim Compensation that is available to individual victims of crime that they can apply for the states. There's no federal victim--crime victim compensation, there's only that that's managed directly by the states.

For the first time--two things. In 2015, there was an increase to that amount of money and it's increased substantially since then. Prior to 2015, OVC received about \$750 million in 2015 for the first time. That was raised to \$2.3 billion and then it went up to \$3.0 billion then up to \$4.36 billion. And in 2018, for the first time, there was a Tribal Set-Aside that Congress passed through an Appropriations Act where OVC was given 3 percent off of the top of that CVF funding, which allowed--which resulted in \$133 million for a tribal program that year. And this year, FY 2019, there was another Tribal Set-Aside, 5 percent off of that higher amount of money, which resulted in \$167.5 million in Set-Aside funding.

Today, we are going to talk about one piece of that, which is the Stand-Alone Victim Services Set-Aside solicitation. Prior to those increases that I've mentioned and prior to the Set-Aside, OVC had a relatively small tribal footprint. We had Children's Justice Act. For those you know, CTAS Purpose Area 6, which we still have. That's a statutory program that provides funding for Children's Justice Act type of programs. I won't go into detail. And we had our comprehensive Tribal Victim Assistance Program in Purpose Area 7. As the funding increased, and prior to the Set-Aside, we did increase the CTVA program. We are not able to increase the Children's Justice Act funding because it's a particular type of funding. And we had Training and Technical Assistance. We provide Training and Technical Assistance across the board to our grantees. And I think the biggest footprint prior to that was the Indian Nations Conference, which is held every other year. And it will be held again in 2020. This--The location and the specific date have not been set yet. But you all will obviously receive notice about that. And then we have had a variety of other discretionary programs.

With the Set-Aside, one of the big standouts that I'm going to mention last year, FY 2018, and continues, is our Tribal Financial Management Center. You will hear us talk about that, with your grantee of ours already. It goes by the acronym TFMC. And it's for the first time that we have set up a technical assistance program that is specifically meant to aid tribes, and tribal organizations, in expanding and developing their financial infrastructure. But not the topic of this presentation today, just giving you a heads up.

Okay. So now we're going to move on to talk about the VSSA Solicitation FY 2019. Where are you going to find that solicitation? On this, there's multiple ways that you can access it. We did send out links across a number of different platforms that you may have received or that--for example, if you are a victim advocate and you yourself are not on any of those signups but you have a grants office, it is possible that it may have gone to them. So you can check and see if someone else in your organization or tribal government has received it. However, you can also go to [Grants.gov](https://www.grants.gov) and search for this solicitation and find a whole set of solicitations as well. You can go to the [OVC website](https://www.ovc.gov) and if it's up there, to look for

the--and there, it's called the FY '19 Tribal VSSA solicitation. And if you go to the [Office of Justice Programs website](#), you can also find it there. And if for any reason you have any trouble, our information is at the end of this, and you can certainly email and ask if you cannot find it. But I'm pretty sure it's fairly available. You could probably Google it and you could find it.

We did have some revisions this week. So if you opened up the solicitation last week and you copied it and printed it out, my suggestion is that you go back and do it again. The revisions are nothing that puts more onus on you. It actually makes things a little bit clearer and a little bit more streamlined. And I'm just going to go over that, is--these are the revisions that were made. Page 10, we fixed some spacing issues, that was just an edit. And then on page 12 and 35, we reduced the critical application elements to only three, which we always call basic--how to pass Basic Minimum Requirements. You'll hear people talk about that as BMR. Those three critical elements that must be in your application so that it can move to peer review are the Program Narrative, the Budget Detail Worksheet, and Applicant Disclosure of Pending Applications. And we're going to talk about that more as we go forward.

So, we're starting on page 1 of the solicitation. Who can apply for this solicitation? And here we go. It's straightforward. Federally recognized Indian Tribal Governments can apply, an organization that acts as an Authorized Designee of a Federally Recognized Indian Tribe, and a Tribal Consortia consisting of two or more Federally Recognized Indian Tribes may apply. All applicants, so all--one, two, three--all of those eligible applicants must submit a tribal resolution or other satisfactory evidence of legal authority from the tribe to apply, even the tribe. Those of you that have applied for grants before from DOJ, you have had to do this in the past, it's not a new requirement. We're just drawing your attention to it.

Now, moving on to page 2 of the solicitation. If you note up on the right upper title, we have the page, that p. and a number, that's the page in the solicitation that we are referencing in the PowerPoint slide. So, each tribe may submit only one application. Note, a tribe may submit their own application and also be among members of a consortia that is submitting an application. However, that has to be a different application for a different proposal, so you can't apply for the same thing and say, "Hey, let me give it two shots and I'll have a better chance to getting it." You want to apply for one thing that is specific that the tribe is applying for and then you can be part of a consortia but that would be for some different activities or items that you would be applying for through that consortia. And we have some examples to show you.

And here are the examples. And I actually am going to read these, so that they are pretty clear. Obviously, the green thumbs up means, "Yes, this is okay," and that red thumbs down means, "Don't do that." So, in the first example, Applicant X proposes to create an Elder Abuse Program and is a member of a Tribal Consortium proposing to enhance a Domestic Violence Shelter. This would be considered allowable. And I will talk about allowable and unallowable expenses later. But this consortia idea would be okay. The second one is one that doesn't work. Applicant X proposes to create an Elder Abuse

Program to provide civil legal services and is a member of a Tribal Consortium proposing to create a program for the exact same thing. This would be considered unallowable. And then the third one is sort of--how do you--what does this look like and it's a little more complicated. The third example is Applicant X proposes to create an Elder Abuse Program to provide advocacy services to victims of crime and is a member of a tribal Consortium that is requesting funding to provide civil legal services to victims of elder abuse served by Applicant X's Elder Abuse Program. This would be considered allowable as long as the civil legal services is not part of Applicant X's Elder Abuse Program application. So, one of the things that you're able to do with this funding, both by being a single applicant and being part of a consortia, is create a dovetailed program. It could be that one of the tribes already has or is going to develop a civil legal program and the other tribe wants to use that and be part of that consortia and that would be perfectly fine as long as X wasn't applying for both of those things under these circumstances for the same.

Let's go on to page 2. And this one is really important, so hear me now, believe me now, and believe me later. Those applicants who received funding under last year's, the FY 2018 Tribal Victim Services Set-Aside Program, or those that received CTAS FY 2016 through '18 Purpose Area 5, which is OVW's Purpose Area, 6 and/or 7, or those of you that just applied and are waiting to hear on the 2019 CTAS funding for Purpose Area 5, 6, or 7, are eligible to apply for funding. However, and this is key, the request for funding must be different and distinct from the activities and expenses that you either requested in your FY '19 CTAS, which you have not received your answer about, so those are sort of crossing in the mail so to speak, but you cannot request the same thing, and it must be different and distinct from any funding that you have received from those programs that are listed above. Those funds may supplement and compliment your current program. Please do not apply for anything that is duplicative or that may be supplanting. Supplanting is complicated issue that I'm not going to go into in this webinar. We do draw your attention to the [DOJ Financial Guide](#). This should be for anyone who's applying for grant funds, anyone who's managing a grant, anyone who wants to manage a grant, the DOJ Financial Guide should be sitting on your desk. It is the source of information about all sorts of issues related to grants management. And so we do refer people to that and that will describe what some of these more--things that would really take us a whole separate webinar to describe, but really great source of information there. And we will provide other resources, as well, as we go on.

So, let's just go over it again, okay? The Eligibility Summary, Federally Recognized Indian Tribal Governments, authorized designees of a Federally Recognized Indian Tribe, and a Tribal Consortia as we described them previously. So, let's be clear on the right-hand side, here... Each tribe may submit only one application and can also be a member of a Tribal Consortia. The request for funding must be different and distinct from what you have applied for or been funded for previously. Proposals must supplement existing victim services if you have any, and may not include costs that supplant or replace existing funding for victim services. Okay? And that's what supplanting needs. And everyone must submit a current Tribal Authorizing Resolution or other satisfactory evidence of legal

authority for the tribe to apply for funding. And there's going to be a whole other list of other things that you must submit and we will go over these as we go forward.

Couple of details on deadline coming up on the next slide. Hold on a half a second sorry about that. Give everyone a chance to catch their breath. So, this solicitation opened on May 29, 2019 and it closes on August 16, 2019, by 11:59 p.m., Eastern Time.

Now, we're turning to page 5 of the solicitation, the program description. This solicitation is intended to support the ability of a tribal community to address comprehensive needs of all crime victims and can support a comprehensive range of activities including, but not limited to, a needs assessment to determine what your community may need as relating to victim services. A strategic plan to help guide your way towards implementing what your needs assessment said that you might need, actually an implementation plan or a program development and implementation plan which you could do across the life of this grant for example. This is a 3-year grant. You could, for example, put into your proposal that in year one, you would do your needs assessment, you would commence strategic planning, and work on program development implementation, and then that you would move forward to implement your program in year two and year three. So, that's the type of proposal that you could put forward since it's a 3-year program. You can also do program expansion. You have a pre-existing program, perhaps, for example, you have a domestic violence program, however you'd like to expand your program to address other victims of crime. Perhaps you want to include child victims of crime, or extend it across to all victims of crime, those that might be victims of assaults, or burglary, or identity theft, or human trafficking. This is something that you can do under this solicitation. And we are really looking for folks who are looking to be expansive in who they serve and the type of crime victims that they serve.

So, one thing that is, if you have applied before for OVC Tribal Funding or you applied last year to FY 2018 VSSA, or you applied for the FY '19 Purpose Area 7 Application, this is different in this application. We've split it into two purpose areas that are contained in the solicitation. Purpose Area 1 is for those folks that do not have a victim services program and you are looking to create one, and we'll go into a little more detail about the types of things--examples of the types of things you can apply for. And Purpose Area 2 is going to be for those folks that have existing victim services programs but you're looking to coordinate it with other multidisciplinary team programs or other programs or expand it in various ways: the services that you provide, the victims that you serve, the types of crimes that you respond to. Here's the big warning: only apply for one purpose area, not both. So, in your single application, any applicant will apply for either Purpose Area 1 or Purpose Area 2.

So, who should apply? Now we're on page 6 to 7 of the solicitation, who should apply under Purpose Area 1? Applicants that have no existing victim services program should apply under this purpose area and new applicants for OVC funding that don't have victim services program are also encouraged to apply under this purpose area. If you have a pre-existing victim services program, however, that is not funded by OVC, it would be advisable if you're looking to expand that program to apply under Purpose Area 2,

because Purpose Area 1 is really looking to see the types of things that someone would apply for that is creating a brand new program. It makes it much clearer as to where and how you can apply for those things.

The next slide is--and I want to make this super clear. If you look along that side, it's suggested activities. This is just an example. So, this is an example slide of some things that you might do under Purpose Area 1. One of the things that you could propose is to establish partnerships so that you would dedicate time, energy, personnel to--in getting involved with other folks in the community or outside your community, that work on issues related to providing victim services. You could put in to convene and mobilize those partners. So, bring them together with a series of meetings as you start to address the types of things that you would like to do with your new victim services program. You could do a community needs assessment and so you could hire someone to--consultants to come in and work with you to do a community needs assessment or engage with your partners to decide what that community needs assessment would be, then you could administer that community needs assessment. Once you establish that with experts to help guide you in how to do that, and then you would develop from a community needs assessment usually leads to doing a strategic plan. So you could have time, staff, and consultants, for example, to develop a strategic plan, to develop your proposed victim services program. Then you could move to an implementation plan and have that worked on. And then implement--and work on implementing that plan so that you could start to deliver victim services within the life of this grant, if possible, and then start providing direct victim services.

Now across this at some juncture, for example, if you did one-year of planning, this is complete example, you don't have to do this at all, but as an example for--you may have one staff person who would be the one driving forward getting a consultant and assessing who you should bring in and then being the point person for how you would conduct that community needs assessment. And then you'd have partners that would come to the table. Those partners are not necessarily anything you would pay for, but perhaps you'd pay for the meetings to bring those folks together and then you'd have your consultant work out the assessment, deliver it to the community, they would have to evaluate it, come up with a strategic plan that you all would have to work on, and perhaps later in this grant you could move forward and provide some direct victim services. When you move to that, then it would be hard to predict necessarily, but you could try and look and see depending on the size of your community the number of potential victims that you have. Maybe in year three, you could start beginning to provide some victim services.

I should say this is the second year that there's been a Tribal Set-Aside. There is a Tribal Set-Aside that is in the present budget, which is not passed yet. It does look like, and across the board folks have a strong belief, it's not a fact but a strong belief, that there will be future Tribal Set-Asides. So it makes sense to be prudent in how you set yourself up so that you set yourself up for success in a way that will result in a successful program. Certainly, there's a concern that there may not be future funding and I have no crystal ball to let me know that one way or the other. We can only go on what's happened in the past

couple of years and what it looks like of the interest of folks to provide it in the future. So you want to do this in a very cohesive, collaborative way.

Let's move on to Purpose Area 2. In Purpose Area 2, we are looking for those folks who have some sort of a victim services program already. This is on page 7 and 8 of the solicitation. So you want to look at what you have and then apply for ways to expand the type of services that you provide, expand the populations that are served, or expand the types of crimes that are addressed. And I did talk about that a little bit but we're going to get into a little more specifics for that Purpose Area 2.

And so a couple of things. For example, we are really looking for programs to be victim-centered, you will hear that language a lot. So it is--if you've had a small program in the past or if it's been part of--sometimes folks have a pre-existing social services program but you have a very small piece of it that may be a victim services program, and so maybe now, you're going to want to move it out of that social services program and expand it into a more comprehensive program and make the focus of it victim services. Have a mission statement, have the goals that you're going to accomplish, have the objectives that you intend for this grant to fulfill. You want to provide--may want to provide more services to those victims. You may have only had an emergency program, for example, and now you want to provide direct victim services, make referrals for victims to receive mental health assistance. You may want to get folks trained in forensic interviewing who only had experience working with domestic violence victims before. You may want to have--have had no emergency services and now you want to add emergency services for your victims because you see that there's a need for that. And I think that's important, we'll talk about what you put in your Program Narrative, but obviously we have to link the need with the thing that you are proposing, so that we can--the reviewers understand what it is that you're applying for. You may decide to serve more victims. You may have had a limit in the past that you're only a very small program and you're only able to serve a handful of victims even though there were more. Or there might be an emergent issue that has—an emergent crime issue that now you need to address and you now have more victims than ever before. You may have your program that in the last iteration of funding that you had, you did outreach and now as a result of that outreach, more victims know about your program and want to use your program, so you can talk about that and talk how you're going to expand those services. You can include training to enhance the professionalism and support as well as efforts to support your staff. So you--we all care about having secondary stress from working with victims and you can provide services to your staff as well, again with justification, talking about what it is that you would look for them to do. You can improve coordination among partners, and we talked about partners and MD--multidisciplinary teams, MDTs, in Purpose Area 1. You may here--again, you may have worked on a single issue in your pre-existing program but now you want to expand it. So before you may not have worked with a Children's Advocacy Center, but now you're going to start serve--want to serve victims of child abuse and neglect and you may want to work with a pre-existing Children's Advocacy Center, for example, and so you'll put in activities that are related to that. And you may want to provide to victims who simply had no services before. So you had a program but you never were able to help victims of something other than, for example, domestic violence and now you're going to grow that

program as well as other things. There may be other things that you want to add to your program and maybe equipment that you'd be--maybe looking--that you didn't have before. It may be that you--and this--we talked about this a lot for those who know in FY 2018--you may need a trailer, because you maybe didn't have an office--an appropriate office. Say in my one example, you're moving out of social services and now you're going to provide a Comprehensive Victim Services Program, you may need to get a trailer so that you have some place that you could do that. So those are allowable expenses and things that we would see folks doing and care about what that looks like for them.

Those are just ideas, there's a number of other things obviously that you can apply for, and here again is suggested activities under Purpose Area 2, just suggestions. This is on page 7 and 8. This piece--and I've talked about some of these, for example, you may decide to have a project coordinator. You don't have to have a project coordinator. Project coordinator, it may be your lead victim advocate. It may be that before, again, you had someone who is a social services director and they oversee your social services program, but now that you're going to expand your victim services program, you may want someone who's a victim services coordinator. We're certainly not naming who that would be, but this is just an example. You could conduct, not a full needs assessment for example, but you could do a program scan to see what are those gaps in services, because you were doing one thing, you know there were some gaps from maybe a prior community needs assessment, you may want to update it to see whether there may be some of those gaps. So it's one suggestion you can look back here.

I talked about expanding the populations you may serve. You may have only served for example women and children under a certain age, but now with an expanded program, you may want to serve all victims of crime. You may purchase or procure tangible items, and again this is something that could happen under Purpose Area 1, too. But when you have an established program it's more likely that you now understand, what are the things you may need to buy, actual items, how do they relate to what you're providing? And again expand and provide those direct victim services and provide community outreach and education. You may have a program. Maybe you started it under another grant from OVC or something from OVW or something from OJJDP. But now you want to reach out, you're growing your program, some of that, you can do and have outreach to the community. How do they know what's available? And you want to make sure that folks now about it, and for those of you who work in victim services, you know that victims tend to not report that they're victims of crime or seek services and we obviously want, in order to heal victims of crime, to help them move forward to improve the overall well-being of communities, we want our victims of crime to get the services that they so desperately need. So, that's what we want folks to know, what it is that you have available so that they feel safe that they could come in and use--and get access to your programs.

So, one of the key things is--and we'll go over this a few different times and you will see this throughout all of our material--is that OVC funds must be used to support victims of crime. Here are some examples, again, not exclusive. It could be a sexual assault program. You could serve male survivors of crime. There is one of those populations you may extend to that you haven't served previously. You may make a comprehensive victim

assistance program or fund a domestic violence program. You may decide and you may understand that you have needs for your elder population and create a program to help vulnerable adults and/or elder abuse victims. You may want to--you may have a law enforcement--you may have a law enforcement program, you may have a police department, but you may want to put a victim advocate in there and there are certain good practices around that and some great advantages to doing that. One is to make your law enforcement victim-centered. The other is to have your victims who come into a police department feel that they are supported by a victim advocate who's looking out for their best interest as a victim. And there has to have been findings across the board that it is actually beneficial to law enforcement to engage with victim advocates who are present in their department as well. You may want to assist victims of financial abuse and exploitation, unfortunately, something that is vastly growing. You may want to have a child abuse program, including having a Children's Advocacy Center or enhancing a victim advo--Children's Advocacy Center, or doing what's a precursor to that, which is getting people trained in child forensic interviewing. And you may want to provide civil legal assistance for crime victims that are--that is related to their crime victimization. These are just some examples for you so you have some idea. We always--we don't want to talk in vague terms. We want to be somewhat precise so you have some idea of what you can do.

We have, for those of you who applied in FY 2018 and applied for FY '19 CTAS, we have an allowable and a unallowable activities chart. That is located on page 20 to 33 of this solicitation. I--we strongly recommend that you open it up and read through it. It will give you a really good idea of the vastness of what can be funded under this program and what cannot. But we're going to go over some of the big items here. One of the things to do is, sort of, a way of thinking about it... So we ask you to ask two questions as you sort of plan your application: is this cost related to supporting or assisting crime victims? And how does this expense help crime victims? If you can answer both of those questions, it is mostly likely allowable, although there probably are a few that may seem like they would be but may not be.

Unallowable costs, and this is really important for everyone to know, this is by statute, by the way. This is not arbitrary. So, they can be used upon a wide array of things. I've named a number of them but I haven't even touched on the vast array, that's what the chart is for. There are some statutory limitations. They cannot be used to pay for the following. Services for criminal offenders. So, it cannot pay, for example, for sex offender treatment or domestic violence intervention for the offender, or for reentry activities for criminal offenders. That is not allowable using our funding. It cannot pay for primary prevention activities. So, obviously, there are--is prevention that comes by having victim services, but primary. So, if you submit your application that is to create a crime prevention program, you will not make it through in peer review for that because it is not allowable. Costs associated with law enforcement or prosecution personnel or activities: these funds cannot be used to pay for a prosecutor or for a police officer or for a detective. It cannot pay for any of those types of activities. And no construction. And what we mean is from-the-ground-up construction. If you look at the allowable and unallowable chart, there are some activities that are allowable for renovation. I've spoken about a trailer.

Those types of things are allowable. So, we just cannot have ground-up construction on--so I don't want folks to get caught up there on that.

The amount of this is approximately \$90 million, but there's more funding available. You can see that the guidelines for this, it says \$500,000 you can apply for up to \$720,000, you can apply for less than \$500,000. For example, if you've received funding recently in 2018 and you feel like the thing that you need to get is way less than \$500,000, you can certainly apply under Purpose Area 2 if you have a pre-existing program. It's just as a guideline for that bottom end, and you can apply with a regular application up to \$720,000. If you request more than \$720,000 you must have a strong justification that includes details of what any exceptional need might be, any large population with a significant emergent victimization problem, or other unique factors. So, just merely saying that you would like it is not sufficient, a large population in and of itself is not sufficient, because that doesn't link to an example of what the specific crime problem might be and victim issue that you might have. So, again, you can apply for more, there's not a limit on that but it must be justified in terms of this: what is the crime victim problem? We're going to make as many--as many awards as the funding will allow us to make, so, there's no competition here so to speak. This is a discretionary competitive solicitation, so, it will be peer reviewed, either internally or externally. And there will be scoring that we'll talk about as we go forward. However, we're really looking to try and fund these programs so that we can help address the crime victim problems in your communities. Again, remember, apply to only one Purpose Area in a single application. And of course, all awards are subject to the availability of funds and to any modifications or additional requirements that are imposed by law, as is always the case with a federal award.

I'm going to take a half a breath so everybody also, maybe this is a time to stand up and give yourselves a stretch. I'm going to have a drink of water. So, let's breathe for a minute. Okay. We're back on. And hopefully you are, too.

Okay. So, now let's start talking about Critical Documents which I mentioned at the front. We had a revision to this, so please go and, if you have the old solicitation or your grant writer has the old solicitation or somehow--throw it away. Get the new one so that you have the proper information here and you don't confuse yourself. What are the Critical Documents? Let me say this, all of the documents that are requested in this solicitation need to be part of your application. These things that we are referring to as Critical Documents are the ones that if they are not included with your application when you submit it, will result in your application not moving forward.

For those of you who applied in FY 2018 for our VSSA Solicitation, this is not like that. There's no two-phase process, this is a single application, and, for the most part, folks will not be reaching out to you to add documents during the application phase. Okay? Once you submit your application and you do complete and submit, you are done. Okay? In--we had a different situation in FY 2018, so I don't want folks to rely on that. Please be sure that you read this all very, very carefully so that you understand the difference. And if your grant writer or the person who's going to write the application is not on this, this webinar will be recorded and will be posted and there will be a repeat of this webinar on February

27th--not--my God, my brain, June 27th, at 1:00 p.m., as well. So, make sure if someone's going to apply, they come onto this, so they know what it is they're applying for.

So, there are--this is what the change is, I mentioned in the beginning--there are three what we call basic minimum requirements for Critical Documents. One is the Program Narrative. The Program Narrative, and you can see the percentages here, this is the scoring, how they'll be scored. In the Program Narrative, and you must put a Description of the Issue. I really recommend to folks that you do not put in a generic explanation. It is really important that people reviewing these applications understand what the specific issue is for your community or for your consortia, if you are applying as a consortia. If you are a designee, that they understand who you're designated to and how you're looking to serve them. What is the description of the issue? And this is where, for example, somebody would put in a detailed explanation if they wanted to go over that limit of \$720,000, you would have to give an explanation here. Why? What is the issue? What is the thing that makes your need require over that \$720,000? That counts for 25 percent in the scoring of your application. Part of that Program Narrative is also Project Design and Implementation and we are going to go over this again in another section as we go forward. That's 30 percent of what will be--that is the most important, what are you proposing to do? You need to be specific. And how do you plan on implementing it? And that's going to look different, if it's Purpose Area 1 or Purpose Area 2, clearly. You could see that's 30 percent. There is Capabilities and Competencies which is--we'll go over--which is the description of your ability to manage this federal grant and that we'll describe later. and how you're going to collect your performance measure data, which is a requirement of this grant activity. The next required document is the Budget Detail Worksheet and again, we're going to go over that in more detail, that's 20 percent of your overall submission. And then, not scored but required, not scored but required for those to make it out of basic minimum requirements, Critical Document is your Disclosure of Pending Applications.

Okay. So, now, we'll move on and go into a little more detail of what also must be submitted and then I'll go back. There is a huge list, this is all in the application--all in the solicitation because those are all listed, you don't have to memorize these. There is, and I'm going to go over each of these, the SF-424, Project Abstract, that Program Narrative, a Budget Detail Worksheet, Indirect Cost Rate Agreement, if it is applicable to you--applicant--that Tribal Authority to Apply, we talked about a Tribal Resolution or other like legal document, Application Disclosure of any High Risk Status you have, with any other grants that you have, that Disclosure of Pending Applications, so you could see the starred ones are the three critical elements that you must have to get past the basic minimum requirements. Next are the Disclosure of your Lobbying Activities, the Financial Management and System of Internal Controls Questionnaire, which you have heard me talk about before on other webinars called the FCQ, a very important document, and other attachments as needed. If you--or for example, if you are applying in Phase II and you have a prior OVC-approved Strategic Plan, Logic Model, or Community Needs Assessment, you can attach that as an upload to your--to your application as well, and any Resumes of Key Personnel. Okay. I'm going to move on.

Okay. One of the things I want to call your attention to, and I didn't mention this earlier. If you applied for FY 2018 VSSA, that two-phase application, you applied in GMS. And that was a unique thing given when we received that funding, which was late March of 2018. So, we created a unique way to apply. That is not this. So, if you applied for other OVC funding or you applied for the CTAS application funding--solicitation funding, then you are aware of Grants.gov. This application is in Grants.gov. If you have never applied before, I'm going to address that as well as we move on. But there's great resources available and you will see, I cannot recommend highly enough that in Grants.gov there are videos, there are FAQs, there are also directions on how to apply in Grants.gov. One of the advantages of it is it does--it does--it does--I'm blanking on the word, I'm looking at one of my colleagues. It--makes you--prompts you, prompts you to use some of the documents that you must and that you can't move from one to the other until you complete some of these documents. So, it is actually easier to submit into than GMS. And as I said, there's a lot of resources available, but make sure that you know that it's different.

And here--be sure to double-check the SF-424. This is a big deal, this document. It hold--if you have--if you are a recent grantee, you will know that if this is not filled out correctly it could slow you down, and we do not want you to be slowed down. Okay? So, first the type of submission is Application Non-Construction. It's a new application. The description is the OVC FY 2019 Tribal Victim Services Program. The start date, and this is important, this grant is starting in January 1st of 2020. It's running for a full 3 years through to December 31, 2022. And you may be like, "Oh, my gosh, why is it taking so long?" Well none of these awards are made until the FY--they're made by the end of the FY which is the end of September. But as everyone knows who's applied for these, there's a process and a review that takes a while and we don't want you to eat that time in the review process. So, basically it's actually better because it gives you a time that this--reviews are done internally, things are done with our Office of the Chief Financial Officer, those financial reviews, and then you get a full 3 years, not that sort of truncated year of reward plus three; you get a full 3 years where the program begins January 1, 2020 and it runs through December 31, 2023 [December 31st, 2022].

Your estimated funding, and this is really important, must match the federal request in your Budget Detail Worksheet. When these things don't match, it slows the process down, because you either need to submit a new budget, and that takes usually forever, or if it's caught early enough, you need to submit a new SF-424. So, if you are applying, for example, for \$720,000, make sure it says you're applying for \$720,000 in the FS--SF-424, and that's the amount that you total up to in the Budget Detail Worksheet. And total across--you apply only for 3 years of programming, and that the total equals \$720,000, that those two things match.

Here is the other biggie on this, authorized representative. The authorized representative must be somebody with the authority to accept a federal award. If you are a grant writer who is writing a grant for someone else, you are not the authorized representative. If you put your name in here, the experience that we have had--and this is nothing against grant writers or consultants, you're great, thank you for helping the tribes apply--however, if you leave your name here, the tribe or the tribal organizations will not know that they have

received an award. And many times, those of you who are using grant writers or consultants to write for you, if their name is in here, sometimes your notifications related to the grants get lost in the email, because we must have the authorized rep who has the authority to accept awards. So not the grant writer, not the consultant, not an outside organization that may have helped you; the person within your tribal organization who has that authority. Okay.

One of the requirements that is not in that... What page is that? I'm sorry, let me just make sure. Yeah. Is a Project Abstract. Okay? This is page 13 of the solicitation. It's really just a brief description of what the project's purpose is, who you plan to serve, and the activities that will be implemented to achieve your project goals. It needs to be written so that somebody could understand its purpose for what it's for. It is a separate attachment, it is not part of your Program Narrative. It should just say "Project Abstract." Use single space, using a standard 12-point font, we recommend Times New Roman, and a one-inch margin. Keep it short and to the point. "We are requesting this amount of money to fund this type of program because our need is X and this is how we plan to implement the program." And that will take up your 400 words with some other description. It's a useful way to even think about it before you start writing largely. You may go back and fix it once you write out your full application, but a way to sort of focus. What is it that you are requesting with this funding. Okay.

Now, I said I was going to go over each of these. I'm going to--I'm going to go relatively quickly. I'm going to try not to talk too fast, but I want to leave time for questions as well. This is the Program Narrative is the Description of the Issue. Again, describe specifically. For example, you might describe gaps in services. You may have a new emergent crime problem, you never had that crime before. So, make an example. You may have never--hadn't had a problem before with financial crimes. You may have had somebody who. You may have had a new crime emerge, you may have had financial exploitation of the elderly. You never had that problem before. Now you've become aware of it, you need to describe that. What is the description of the issue? Generalized. I do sometimes see in applications where folks will make a generalized cut as to the overall crimes that--unfortunately of victimization that affect Indian country or tribes in general. You certainly can include a line or two about that to frame what it is that you're going to talk about, but we're really looking to, what is the issue that affects you, your community, the community that you are serving? And again, that's 25 percent of the application.

Now, 30 percent this tells you, this is it, on page 13 to 14, the solicitation, what is your Program Design and Implementation? What are--This should include your goals, the objective that you plan to meet with this funding, and the activities that align to what those goals and activities and objectives are. How are you going to serve crime victims? What are you proposing to do? How will you utilize the funding to achieve your goals and objectives? For example, I'm going to get very precise. Say you're going to apply under Purpose Area 2, you have a pre-existing victim services program and you need to apply--you want to apply for a vehicle, because you have remote areas. Your vehicle--you didn't have one before, and now you're planning to go out and try and help victims who are in remote areas of your reservation or tribal lands that you're trying to serve. And you say,

"We need a vehicle." Well, we want to know why. Who is it you plan on funding? What's the mileage that you're going to be involved with? What do you anticipate the number of victims is that you're going to serve? That's the type of specificity that we are looking for. Make sure that it's consistent throughout your proposal. So, for example, if you're requesting a victim advocate in your Program Narrative and in your—and in the Design and Implementation, make sure that when you do your Budget Detail Worksheet, you're requesting one victim advocate. We've unfortunately seen where folks spoke--requested--or talked about one victim advocate that they would be applying for, and then applied for more in their Budget Detail Worksheet. These things need to align, all right? You want to make sure these things are meshed together. Have solid goals and measurable objectives that are specific, measurable, attainable, realistic, and time-bound. This grant is time-bound, it is a 3-year grant program. So you want to make sure that you've laid it out and what's going to happen in year one, that's how the Budget Detail Worksheet is laid out, year one, year two, year three. You want to make sure that it's realistic and that you could actually complete it. There's no extensions. So, folks should not be relying on the idea that they think, "Ah, if we don't get it done, we'll come and get an extension later." That is not possible right now under this funding.

Okay. Next is the Capabilities and Competencies I spoke about. You'll see a reference to this on page 13 to 14. It must include a description of the applicant's management structure. If you are a tribal government organization, what does that structure look like? How does it run? What are the current proposed professional staff members' qualifications that will enable them to fulfill the program objectives? So, if you don't have, for example, a program coordinator, what is it that you're going to be seeking? We would make an application to have someone who has experience or a master's degree, or experience running a victim services program. Or if you have those folks there, you want to put them in there. "Our victim services program coordinator has the following experience and they will be overseeing this program while we bring in additional staffing and do additional activities." And then you could--you describe that. Describe how it would be managed, include an organizational chart if you have one or an outline describing the roles of those key personnel responsible for managing and implementing the major parts of your project.

I'm having a technical difficulty, hang on a moment. Ah.

The next thing is that five percent of your plan to collect data. The Data Collection Plan should be a roadmap detailing how to collect each piece of data, such as your Quarterly Performance Measurement Tool Requirement. This is a requirement, there is a lot of information about OJP's performance measurement at the URL at the right of this slide. This is something that once you become a grantee, you will be able to get training and technical assistance for it. But if you want to take a look at this, make sure you understand it. It's described on page 13 to 14. We want to know you're serving victims, who are you serving, how many of them you serving, what services are you providing? You have a responsibility for semiannual progress reports. You may have deliverables, specific things that you're going to deliver and you--if you are going to have any subgrantees, if it's applicable, if you don't have a subgrantee, it's not applicable. But if you are going to

subgrant under this award, you have responsibility for how you're going to manage them and how you're going to collect data from them. So you want to include that piece as well.

[INDISTICT] Okay. I'm having a little freezing problem here, so there's going to be a moment delay before it pops up, then I'm going to just stay calm.

The Program Narrative--here are some tips for you for your Program Narrative, it is a 25-page limit, stay within the 25-page limit. You can write less. It's perfectly okay to write less, but do not write more. Use simple and concise language. Try not to duplicate what you said in one section in another section. If you're using acronyms, make sure that you describe them. Trust me, we're Feds, we know acronyms very well, but we may not know your acronyms, so make sure we know what you're referencing. We have seen where folks like to refer to pre-existing programs they have by an acronym, and it's difficult for reviewers to know what you're talking about. Make sure it's consistent with your purpose area goals and objectives, and that its serving victims of crime. And again, be realistic about how you can serve those victims of the crime in the 3-year program project.

Let's talk about the Budget Detail Worksheet. This is a requirement. You must use the Budget Detail Worksheet from O--from DOJ. Okay? The Budget Detail Worksheet has two aspects to it. It has Excel pages that have the money--by the way, if you didn't use this for 2 years, it's vastly improved. It drives you through, it has a summary page at the end of it that's very helpful. So you must do the number calculation for each year, but you also must put in a narrative, and that narrative must link back to your separate Program Narrative. So, if anyone opens up a Budget Detail Worksheet and there's just numbers in the chart and there's no description under each setting--at each subheading, then you've not completed it accurately. So, please be sure that you put in a description of what it is that you're doing. For example, if you are requesting to purchase a vehicle, you want to put in the purpose for which the vehicle is for and how you intend to do that. Are you going to use GSA? Are you going to do a cross comparison? You want to let folks know what it is--what it's going to be used for. A very straightforward thing. But across the board, you're asking for something, you need to put a justification in. Okay. Again, we spoke about the 722--\$720,000, I'm not going to belabor that point.

The Budget Detail Worksheet counts for 20 percent overall. You'll see about it on page 11. It must include some costs. It must include costs for at least two appropriate staff to attend at least three required OVC training events over the life of the award. Not every year, over the life of the award. There's New Grantee Orientation, there's going to be an OVC Mandatory Training, none of these are set up yet, and then the 2020 OVC National Indian Nations Conference. And you will, if you become a grantee, be able to discuss with your grant manager who the appropriate staff are. We are usually, most of the time, looking for program staff. But sometimes, for example, your program may have one person who's paid through this program as program staff, but it might be that who you bring is your financial person, for example, to a new grantee orientation. And that would be an appropriate person. So you can plan for what that's going to look like in your Budget Detail Worksheet. And there are some guidelines on what that amount looks for as you go through.

Again, in reference here to page 11 and 14, I've spoken about this before, key personnel for the project should be included in this. I want to give an overall concern for folks...with a lot of grant funds coming, even from OVC, if you think about it, there's an FY 2018 VSSA award, an FY '19 CTAS award, an FY '19 CJA Purpose Area 6 award, and a CTAS Purpose Area 5 award from OVW... Sometimes when people apply for personnel costs, they're not taking into account that you can't go over 100 percent of a person. Okay? So, if there's something where someone's time is going to be split across two programs, one, you have to make sure they're serving the program for the amount of time that you've put them in for, but it all cannot add up to over 100 percent. So, definitely be--if you're applying for personnel that you know you're splitting across programs--that you know how's that going to be managed and how those personnel costs are going to be allotted. Okay? We've spoken about before, about the other parts of this slide.

[INDISTINCT] So, where do you find the Budget Detail Worksheet? It is at this URL before, if you go to OJP Funding Resource page, you can download the OB--OJP Budget Detail Worksheet and use it and then upload it as you go through completing your application. If you look at this, if you look really closely at this, you'll see that there's an Excel sheet. We highly recommend, and that is what is preferred, for you to use the Excel spreadsheet. That's the one that runs you through, calculates the money for you, gives you the summary at the end. If for some reason you're not able to use that, there is a PDF. That's what's used. We will not accept something that is not the OJP Budget Detail Worksheet.

Yeah. We're on pause again. I'm getting technical assistance. Hang on. [INDISTINCT] So I'm going to have someone else take the ball, so to speak, so they can move this for me. They may be better at doing this.

So, this is the Budget Detail Worksheet. Do the math. It does calculations for you in the Excel example. Make sure you support it, that there's something both in your Program Narrative and in the narrative in the Budget Detail Worksheet, the summary part there. Stay within the budget unless you justify it otherwise in the full Program Narrative. Know the timeline. And remember, you must budget for each year. And some of the other little warnings, Will Rodgers on these... that sometimes we see folks, for example, if you're purchasing a car in year one, you're not purchasing a car in year two and three, if your request is for a single vehicle. So make sure that doesn't--you don't include that and carry it over in year two and three. You may have maintenance costs or if you're leasing a car, you may have costs for year one, two, three, but you want to make sure that it's clear across your Budget Detail Worksheet.

Okay. Indirect Cost Rate Agreement, another thing you must attach. If you are someone who uses indirect costs, and that is determined by your policy as to how you do that. You must come from your cognizant federal agency. For most of you, it's BIA. Please attach your Indirect Cost Rate Agreement --the current negotiated one, and your newest one is important. For those that don't, some of you may use the De Minimis Rate. This can be used at a--for those that have never had a federally approved Indirect Cost Rate

Agreement, you can charge 10 percent without negotiating that rate and you may use it indefinitely. You may charge costs consistently as indirect or direct for all awards. That is based on your policy as to how you do that. And even if you're not going to have an Indirect Cost Rate Agreement, you need to have a just--a document that says that you're not--you don't have an Indirect Cost Rate and you'll be using the De Minimis. If you're collecting none of that at all, we also need a document that says that as well.

And back to the Tribal Authorizing Resolution. I've spoken about that. I'll skip that for timing purposes.

The Financial Management and Systems of Controls. That is the FCQ. It is available at--in reference on page 15 of this solicitation. You may download the form from the OJP website or use the preloaded document in grants.gov. It must be completed by applicant's chief financial officer or the equivalent. Now some of the problems that we've seen with the FCQ, a couple of things. You have to be really careful to follow directions on this. Okay? Because it is extremely important for our financial folks in reviewing the application. So, make sure that it is done correctly and that it's filled out. We have unfortunately in the past had some of them that are empty. So, that's not sufficient. Make sure it is filled out. Also, I highly, highly recommend this, don't guess. If you don't know the answer to a question--so one of the question might be, "Have you had an audit issue previously or have you had an issue before with--from an OCFO site visit?" and you don't know the answer. Don't sort of sit in the room and go, "Hey, does anybody know if we've had this in the past?" Make sure that you actually get with your financial folks, review, and see how to answer it because if you put in a guess there, it will--and it's not true--it will delay the processing of your--of your application.

You must have a Disclosure of your High Risk Status. And this is very clear on there what that's for. The name and contact info of the designating interest, so it's by any federal grant-making agency that has designated you as High Risk. You must attach that disclosure and this tells you how to do it and that's on page 15 of the solicitation.

Disclosures of Lobbying Activities. All applicants must disclose the existence or nonexistence of lobbying activities by completing this--the Form SF-LLL with the application. It tells you where to download it. One of the things by the way, when you read through it, it will cue you through how to fill this out and I think everybody knows that you can't use grant funds for lobbying activities.

Disclosure of Pending Applications. Now, this is one of those critical documents of the three that you must submit. So very important to put this through. You have a written statement. You're going to write out a statement that says--talk about both direct applications for federal funding and indirect applications, such as applications to a state agency. You might have applied to your VOCA administrator and not received that back yet for your program. You want to make sure that you disclose that. Okay? It should include the federal or state funding agency name, the solicitation name that you applied for, the project name and description of the project, and the point of contact information at the applicable funding agency. This will delay--if you do not submit this--this is critical. So

you have to have this--a pending applications and if not, you will not be able to move forward.

Section 4, How to Apply, is very important. So, again, let's all take a breath before we start in on this. Okay.

As I mentioned, this is a solicitation where the application is submitted in Grants.gov. The registration steps are outlined in the OJP Application Resource Guide which is on page 17 of the solicitation itself. Applications are due August 16, 2019, by 11:59 p.m., Eastern Time. You must submit your application--you should submit your application at least 72 hours prior to the due date. I am going to just say this, and encourage you and tell you there are oftentimes technical difficulties. They sometimes are your technical difficulties on your side. Sometimes it may be weather. Sometimes it may be a technical issue on our side. Sometimes it may be that at the application time, because this, Grants.gov does not just have the Set-Aside VSSA application in it, it has hundreds of federal applications that people are applying for, and if you know how computer systems work, if it gets overloaded, it usually doesn't work great. So please, please get started with your application, way sooner than 72 hours if you can, but please try and finish it prior to that, so that if there's any error or any mistake that is part of the system, it can be attended to. You call the Grants.gov customer support hotline, and all this information, again, it's in the solicitation, and they will help you with any technical difficulties.

You need to acquire a Data Universal Number System, if you don't have one, which is called a DUNS Number. If you have applied for federal funding before, you have one of these. This--you can see the process time is one to two business days. You must acquire or maintain registration with the System of Award Management, that's called SAM. And here is a new entry, registration, or you may need to update it or renew it. You must do it at SAM.gov. And you must submit a notarized letter appointing the authorized Entity Administrator within 30 days of the registration activation. This is a longer process. Hopefully--if most people have read through the solicitation, you've gone and started to do this application process. If not, we get off of this, that's the next thing that you need to do. It has to happen right away, so you don't delay in any way submitting the application. You of course could work on your Program Narrative, your Budget Detail Worksheet. Don't let that slow you down. Just for this to be finally put into the system, you need these numbers for the application.

You need to have an authorized representative and a Grants.gov username and password. Password. So complete that profile, and create a username and password. That happens as you do it. Same day. So when you get started, you're going to do this right up front. You want to follow the E-Business Point of Contact steps in Grants.gov. You must confirm it, and that will happen the same day. And, again, for those of you who have not used Grants.gov before, it has a lot of its own resources, so if you get stuck, there's a help desk. If you get stuck, there's videos. If you get stuck, there's FAQs. There's a lot of really good information that Grants.gov provides.

We really strongly advise that you name attachments clearly. We have had--unfortunately, peer reviewers have, unfortunately, missed documents because they've been buried in another document or it has a name that they couldn't recognize. Everybody is reviewing more than your application, so they want to be able to very efficiently find what it is that you have attached. Here's a good example. Your file name is the "Budget Detail Worksheet." The file name you may have is "Letters of Support," if that's something that you're going to put in. A bad example is "Other Attachments" or "File 4," being, of course--that's an internal thing to you. When you transfer off of your computer and upload it call it something so we know what it is. All the things you must submit are listed in the solicitation, they are listed in this PowerPoint, call it what we call it, that will be the easiest way to go through.

There is--I keep referring to the Grants.gov Learning Center. They have--you can see it's the gateway to the federal grants world. They are in YouTube, and they have a YouTube channel. And that sometimes moves much faster than using a federal system. You may go to YouTube and use their channel. And there's also--wait for it--a mobile app for all of you folks that like to do it on that little teeny box. It wouldn't be the way to apply, but you certainly can do some learning before you do that, or simultaneously. Maybe you could go in through Grants.gov on their mobile app, on your iPad, and filling it out on your regular computer.

Any last-minute technical difficulties, you're going to contact the Grants.gov Customer Support Line. Again, that was located--the information is in the solicitation. And here you must email the Response Center at grants@ncjrs.gov within 24 hours of the application deadline. This is if something goes terribly wrong. Because you're going to be 72 hours ahead anyway, so this shouldn't be a problem. But if for some reason, something happens, the email must describe the technical difficulty, a timeline of your efforts to submit, the complete grant application, the DUNS Number, and the Grants.gov Help Desk. So what's the first thing you have to do? You have to contact the Grants.gov Help Desk because otherwise you will not have that number. Okay? And again this information is available.

Request for late submissions. Again, nobody here is going to have that because you have all this great information. But, in case you do, the following conditions generally are not sufficient to go past the late submissions. If you missed the deadline. Failure to register in SAM or Grants.gov in sufficient time. No, because you're going to do that today. Failure to follow Grants.gov instructions. Failure to follow each instruction in the OJP solicitation. And technical issues with your computer, which is why you want to do this ahead of time.

And make sure that you upload all the relevant document--documentations. This is on page 35. I've gone through them, so I'm not going to go through them one at a time again.

There are some very important web sources I've spoken about before. The [OVC Tribal website](#). The DOJ Financial Guide. Remember, you're going to have that next to you. The Grants Management System information. That's OJP's. And there's a lot of good

information there as well. And the online [Performance Measurement Tool](#). So you have some idea of the type of data that's being--that you would look for, so you know how we would collect it. That's the useful part--to take a look at that.

There's more appropriate contact information for submitting it. You have that information. Again, all of that is in the solicitation as well. So I have gone through this. We are now going to move on and take some questions. I'm going to turn it over to Mary Jo.

MARY JO GIOVACCHINI: Hi, everyone. Thank you for your patience. We are, as Allison mentioned, having a little bit of technical problems, so we appreciate any patience that you have. Give us one second, and I will get to the first question.

"How does a person qualify as a victim that can be served by this program? Does the client only need to state that an event occurred or is there documentation that needs to be procured?"

ALLISON TURKEL: So this is not--this program is not how a victim would be served. How a victim would be served, would be through--if someone becomes a successful grantee of the program. Each program, if they are going to be directly serving crime victims, must establish, as part of their policies and procedures, eligibility requirements for how they will serve crime victims. There are--there is some good guidance on that that's available from other sources. Another source of information for everybody is the OVC Training and Technical Assistance Center, or OVC TTAC. There also are the uniform standards that are out there for folks to look at for serving crime victims. And it's one of the things that--if you're in that--that you're going to apply under Purpose Area 1, one of the things that you want to do, if you're going to create a program, is create your policies and procedures on how you're going to run the program, how you're going to have confidentiality for your victims, what are you going to do to protect PII, all of those types of things. But there are some really good resources out there that you can use.

MARY JO GIOVACCHINI: "If a tribal organization is applying in a consortium with three tribal nations, can the application budget include a request for up to \$720,000 for each tribal nation, along with some funding for the tribal organization?"

ALLISON TURKEL: You know, that's a--that's a little bit hard to answer because there--you shouldn't be looking how to spend \$720,000 for each tribe. What it's really about is what are the needs going to be? So it should be the overall, which can include the organization, certainly, if they were going to be the one that's providing services and they're going to serve various tribes. But how does that--what is the funding that's actually needed for the services that are going to be provided? And that's what we would really be looking for. Now, it may be that that adds up to \$720,000 and that--for that consortia. But, you know, if it's just to hit the goal of 720, that usually means that there's not specified what services will be provided to each tribe.

MARY JO GIOVACCHINI: "What is meant by trailer for shelter transitional housing? Can funding be used for site prep utilities, install a lab for modular placement, etc.?"

ALLISON TURKEL: So we--when we get into--the real thing to avoid is construction. So pretty much a trailer can be put on a slab. Site prep, certainly, where someone is going to be able to attach utilities. We've had conversations about this with the Office of General Counsel. But full construction, you're going to excavate a site, you're going to, you know, pour concrete, you're going to do all that, that gets you into the construction realm. So what we need to do is stay out of the construction realm and more into having a trailer delivered, putting it on the site, setting it up, and then having it be--not a permanent structure. Things like modular buildings, those usually require much more prep than is allowed with what we do, unless, for example, someone already had one, they were--if it was--became decrepit and needed to be removed, and then something would be placed there, but all the pre-existing infrastructure exists.

KIMBERLY WOODARD: So this is Kimberly Woodard. I'm the Senior Tribal Affairs Specialist for OVC. So just to add on to what Allison just said, when you're preparing your budget, make sure you distinguish between the cost of the unit that you're looking to purchase versus other costs, such as site prep or installing utilities or adding a concrete slab, so that we have a better understanding of what it is that you're requesting, instead of just writing a trailer for \$150,000.

ALLISON TURKEL: Yes. And also, the other thing around that is, it's really not good to estimate. What we suggest you do is try to do some preliminary investigation about what would it cost. Transportation, for some folks, is going to be an issue. Make sure you know where it is that you are going to put it, for example, and go into the type of detail that Kimberly spoke about.

MARY JO GIOVACCHINI: "If we received an FY 2018 VSSA grant, can we apply for 2019 to expand services?"

ALLISON TURKEL: Yes you can apply for those, as long as it is not things that you already have funded. So, again, for example, you have one victim advocate that was funded, in FY 2018 VSSA Set-Aside, you started now working on your project. You said you were going to serve in that project. They are victims of domestic violence, in my example earlier, and now you want to have another victim advocate to serve child abuse victims. You can certainly do that. You need to explain that you've received this funding previously, and what you're doing is expanding that. That would go into Purpose Area 2. And you would describe--clearly you have to describe you have a program and then how you're expanding it, and how this is different from what you already are funded for.

MARY JO GIOVACCHINI: "Allison mentioned that FY 19 CTAS and applicants and FY 18 grantees are eligible to apply, so long as the proposal is something new. Is it accurate to say that all tribes are eligible to apply?"

ALLISON TURKEL: All federally recognized tribes are eligible to apply.

MARY JO GIOVACCHINI: "As a tribal consortium applicant, do we need tribal resolutions for each tribe we represent, or is a current resolution from the consortium with original resolutions authorizing the consortium adequate?"

ALLISON TURKEL: So this is--this is a very hard question to answer. And so I--I'm going to hedge a little bit and provide the best insights that I have. If you have a pre-existing consortia, the purposes of which, for example, are to engage in--and I'm making this up, it's not an example--to engage in group rights to fishing activities in a certain location, for example. That consortia is established for a certain purpose. If you're going to establish a consortia for the purposes of applying for this grant and providing services, that requires an additional addendum to that consortia at the minimum, if not a consortia--not--if not new resolutions from each tribe saying that they want to engage in these activities. If it's completely outside of the realm of what your pre-existing consortia is for, you could see that that would not be adequate, because then we don't know that the tribe has approved your consortia to engage in these activities.

MARY JO GIOVACCHINI: "We just received funding from BJA--or BIA tribal funds to establish my position as a victim specialist, but there's no money for operations and maintenance of the building, nor internet, electricity, or heat. What purpose area do I apply for?"

ALLISON TURKEL: We are looking at each other, and we think that that's probably--If it's a new program, that's really Purpose Area 1, because you've just received new funding for you to be a new victim advocate. So you would want to describe, again, clearly what the need is and how you're going to establish this program, and then describe the very specific things that you would do to provide the environment wherein you can provide victim services.

MARY JO GIOVACCHINI: "Under the support and training of staff, we are able to--are we able to have a trainer travel to a village to train OVC staff and other tribal staff?"

KIMBERLY WOODARD: So are you--if they're referring to bringing a consultant on site to provide onsite training and technical assistance, it just depends on the topic and--because again the funding for this program is focused specifically on victim services. So if you wanted to have someone come in and teach you how to properly investigate a strangulation case, that would be outside the scope of this program. So it really just depends on the content, the audience, and its relationship to enhancing services for crime victims.

ALLISON TURKEL: And also I think there's some reference to it being mobile. It would have to be...

KIMBERLY WOODARD: No. It's just a trainer.

ALLISON TURKEL: Oh, just a trainer?

KIMBERLY WOODARD: Yeah. Yeah.

MARY JO GIOVACCHINI: "What about renovation to an existing building instead of a trailer? A trailer is not conducive to our environment."

ALLISON TURKEL: We don't care about trailers one way or the other, we use it as an example because we've been asked a lot of questions about trailers. Yes. You can renovate a pre-existing building so that you can adequately serve crime victims. I do recommend to you that you look at the allowable and unallowable chart. It goes into great detail about the things that you can fund.

MARY JO GIOVACCHINI: "Do we have to address all six suggested activities or is only one applicable?"

ALLISON TURKEL: As I said, the suggested activities are just--you don't have to do any of them. Those are just ideas that we shared. You don't have to do any of the things that are listed on those two slides, I think one was green and one was red that says suggested activities. One was for Purpose Area 1. One was for Purpose Area 2. You do have to be specific about what it is that you're requesting. For example, you could have a complete pre-existing program, and the only thing that you're requesting under here would be emergency funding. And it wasn't listed in any of those, I don't think. You could be asking for a vehicle. That wasn't listed in any of those. Again, use the unallowable and allowable chart, which, by the way, it's not all-inclusive but pretty comprehensive, so that you can have a better understanding of what you--again, "suggested" is just that, a mere suggestion.

MARY JO GIOVACCHINI: "I read through the grant solicitation and I didn't see anything regarding single audit issues. There are a few federal grants that deem ineligibility due to single audit findings within 1 year. Does this apply to this grant opportunity?"

KIMBERLY WOODARD: So we do a risk assessment with any applicant. If you do have issues that were identified during a single audit, that is something that we take into consideration. That does not necessarily preclude you from receiving funding. It could be that if you were to receive an award, you may have additional special conditions attached to the award that would hopefully allow you to address some of those issues in the audit. I think as Allison mentioned before--or maybe she hasn't, we also have a Tribal Financial Management Center that we funded in the past year that is up and running now, and capable of providing training and technical assistance to our grantees around financial accounting issues.

MARY JO GIOVACCHINI: "Is there a specific percent of the budget that we can use for renovation?"

ALLISON TURKEL: There's not a particular percent. But, again, there has to be a clear justification, very specific as to what it is that you're aiming to do and how it relates to serving victims and it's not construction.

MARY JO GIOVACCHINI: Another quest...

ALLISON TURKEL: Do you want to--

KIMBERLY WOODARD: One other thing about the renovation is, for example, your victim services program is in your Department of Child and Family Services, we would not pay for the renovation of your entire Child and Family Services facility, but--so keep that in mind when you're talking about renovation costs. And as Allison mentioned, they need to be reasonable and related to serving victims, any of those costs.

MARY JO GIOVACCHINI: "The financial management capacity questionnaire is an--is an online form in Grants.gov. Can we just use that online version instead of downloading the form, completing it, and then uploading it as stated?"

ALLISON TURKEL: You should use the one in Grants.gov. That is a much easier way to do it. Using that Financial Management and Systems control document that is in Grants.gov.

MARY JO GIOVACCHINI: "Must everyone type up something that says that they are not a high--at high risk, if they are not, and then submit that?"

KIMBERLY WOODARD: Yes. That is the disclosure of high-risk status, so if you have been designated as high-risk grantee by the Department of Justice or any other federal agency, you need to disclose that. If it does not apply to you, you need to disclose that as well, and just write a statement that says we have not been designated as a high-risk grantee by any federal agency. As Allison mentioned, if you don't include that with your application, if you are selected for funding, you will get a withholding special condition on your award that prevents you from spending any money until you submit that disclosure.

MARY JO GIOVACCHINI: "We budgeted one vehicle lease in [the] 2018 OVC Set-Aside but could use another vehicle. Can we purchase and lease at the same time?"

KIMBERLY WOODARD: It just depends, if you're asking for a second vehicle in less than a year, you're really going to need to justify the need for that in your Program Narrative. How you acquire that vehicle is a little more complicated, in that you need to show you're using the most cost-effective means of acquiring the vehicle. But you would really have to justify the need for a second vehicle in such a short period of time.

MARY JO GIOVACCHINI: "If there's an existing modular home on our reservation for sale that would serve a good purpose for our program, would the following be an allowable cost: inspection, appraisal, and closing costs for the purchase of the modular home?"

KIMBERLY WOODARD: No. You cannot use federal funds to purchase real estate.

MARY JO GIOVACCHINI: "Is there a community needs assessment tool you recommend or prefer for our project?"

ALLISON TURKEL: So that's not--at the end of the day, that is an important and interesting question, but it's not actually one for the application. There are a lot of good resources out there in the field. There are also a bunch of consultants that provide this. We also have training and technical assistance folks that can help direct you in--direct you in that direction, and also provide an instrument for you. But the sort of instrument itself is something that you will rely on once you become a grantee.

MARY JO GIOVACCHINI: "We are a law enforcement agency, and this is our first time applying. Is there a guideline we can use to prepare the proposal and get the grant?"

I would say that the online training, the OJP Financial Management Training Tool might help.

ALLISON TURKEL: Yeah. If you go--there's a lot of resources again across the board. There's some at the OJP funding--grants funding page. There are some resources in there. There are--there is information that is online both on YouTube and also on the Grants.gov that talks about how to make an application. The big key--I hear police department--the big key is that what you are looking to fund is a victim services program, a victim advocate within the police department. Again, you cannot use this funding for anything that was related to hiring police officers, hiring prosecutors, anything that has to do with investigation and/or prosecution.

MARY JO GIOVACCHINI: "So the--this individual received an OVC Set-Aside to serve one group of victims last year, and that program is overseen by the social services. We want to serve all victims now and a completely different department will have oversight. Is this still a PA2 as supposed to a PA1?"

ALLISON TURKEL: So, for me, I would say that's a Purpose Area 2 application because you want to talk about pre-existing. You probably then will have some--for example--going back to my example, if your pre-existing social service program was servicing domestic violence victims, say adult women victims of domestic violence, and now you're going to, in a separate department, expand that into a comprehensive victim services program, you have a pre-existing program, so we want--we want you to discuss how that would interact that you wouldn't be duplicating services with that program. Maybe you're going to move the one into the other. So we just would want you to be clear about that. And you're not starting from scratch necessarily, although you may need some of those tools that are spoken about in Purpose Area 1. For either one or two, you can do a community needs assessment, a strategic plan, implementation plan, it would just be an expand--you'd be expanding your services.

MARY JO GIOVACCHINI: "Are letters of support adequate to meet the requirement to submit a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application?"

ALLISON TURKEL: No. Letters of support are just that, letters of support. You need either a tribal resolution or a like, legal document.

KIMBERLY WOODARD: Yeah. And remember, that's not one of the critical elements.

ALLISON TURKEL: Yes.

KIMBERLY WOODARD: So if you don't have a resolution available in time for the application deadline, and you--it would not stop you from being considered for funding. Again, if you were to receive an award, you would get a withholding special condition on the award that would require you to produce that document before you could start spending the funding.

ALLISON TURKEL: Yeah. We know sometimes it's tough that council may not be in session, so we don't want folks to be hampered by that. So, as Kimberly said, you just make the application. If you didn't have it available, you'll say, "Will be provided," and then you can work towards acquiring it.

MARY JO GIOVACCHINI: So as a follow-up to an earlier question about the modular homes. They're indicating they're not purchasing real estate, it's federal land, and they're purchasing the modular home.

KIMBERLY WOODARD: That's still an improvement to the property. That's still--that's--for purposing of this funding, it is not allowable. Just flat out. You cannot purchase any--

ALLISON TURKEL: House.

KIMBERLY WOODARD: You can't purchase a house, basically. So even if it's sitting on trust land or--oh, you know, non-trust land. It doesn't matter. You can't purchase a house.

MARY JO GIOVACCHINI: "Can you fund consultants to assist with tasks like the development of victim rights provisions in the tribal code? We have heard from tribes that consultant fees, like this example, were removed from budgets last year."

ALLISON TURKEL: So, yes, you can request that. But it--they have to be reasonable costs that--where you identify a limited number of hours. If it's a lawyer for example, they may have a higher cost per hour than a lay person may have. So it just has to be justified with who it's going to be. And, again, across 3 years, that's probably not a 3-year-funded program. It has to be time-limited and amount-limited and specific to what it is you're requesting and what the specific victims' right things are that you are seeking to do. There are actually codes out there that folks can use. You can develop your own, but you want to be efficient.

MARY JO GIOVACCHINI: So part of this question was cut off, so I'm just going to start in the center, the middle of it. "What about being able to hire someone with great--with great cultural skills, standing, but perhaps not a masters or bachelor's degree. Is there..."

KIMBERLY WOODARD: Latitude...

MARY JO GIOVACCHINI: "...latitude to hire crucial people in our community?"

ALLISON TURKEL: Yes. If you go to the--again, to the chart, you'll see that there's reference to hiring folks who have cultural expertise to bring. Again, you want to make sure that's for the appropriate role that that person--there's no requirement that somebody have a master's degree or a bachelor's degree, unless your tribe has that. Some folks do have those types of things in their own hiring. Once you proceed--if you're a grantee and you're going to hire people, you will submit the resume or the CV of the person that you're going to hire. But the ultimate decision is yours, and you want to make sure that who you're hiring is appropriate to the task with which they are charged.

MARY JO GIOVACCHINI: So this is again about somebody that received funding through the Set-Aside last year, and they had to cut the vehicle from their budget. "So are they able to now apply for one in 2019 with this Set-Aside?"

ALLISON TURKEL: Yes, if there's a justification. I--I'm going to... To the folks who applied for FY 2018 funding, that whole vehicle--the way that we did that solicitation and that phase one and phase two process was such that that phase one had that very limited budget and a very limited description. The result of which was we got to process a lot of grants and make a lot of grants. But it also meant that because we didn't have an adequate explanation or an adequate budgetary explanation for it, that some things were unable to be funded. So you--if you need a vehicle, it's not just because you want one, you have to describe how that will be used to serve victims, and, again, it has to be properly described, it has to be--whether you're going to lease or buy it. If you're going to buy it, there's going to be a requirement down the line, so you might as well get it now, if you can, for either using GSA or using--having three comparisons for purchasing a vehicle. And make sure that it is for serving victims of crime. Sometimes I see descriptions, for example, of folks saying "for the program." That's not a sufficient description. What is it for? Is it for having an advocate travel out to provide direct services to victims of crime? Is it for transporting victims from their home to mental health services or to get a SANE exam or to get a forensic interview? How many have you had in the past or anticipate you have? What is the size of the problem, and then how does that relate to what you're requesting?

MARY JO GIOVACCHINI: One second please. Just to let you know, we do still have some questions that remain, and we are over our time limit, but we are going to continue on in answering these questions. So as long as you have patience and time, please stay on.

So we have a question here. They're trying to get a better understanding about the CTAS 2019 and are interested in "finding out how is that money--when and how is it going to be released for all tribes to access before the end of the fiscal year?"

ALLISON TURKEL: CTAS closed March? March. The CTAS application closed already for FY '19. It's all in internal review. And those awards will be made by the end of FY '19. Those awards are usually--which is the end of September. Those are usually announced within the last week, sometimes a little earlier, but usually within the last week of September. So you won't know that you've received it if you applied, if--you have to do that Disclosure of Pending Application.

KIMBERLY WOODARD: [INDISTINCT]

MARY JO GIOVACCHINI: "We are an agency that works with child abuse in Indian country. Establishing and enhancing services to child victims through children's advocacy centers. Would our application, as part of a--as a part of a new consortium be considered PA1 or PA2?"

ALLISON TURKEL: If you have a pre-existing program and you're looking to enhance it, it's a Purpose Area 2.

MARY JO GIOVACCHINI: And at this time, I'm going to switch over and see if there's any questions in the chat. So give me a second please.

Okay. So we looked through Q&A and chat, and it does not look like we have any other questions that have remained unanswered. They have all been answered in one way or another.

And just to remind everyone, if you want this webinar will be repeated next Thursday, 1:00 again. It is scheduled for an hour and a half. You can go ahead and register for that one as well, that would--that way if you missed anything this time around you have a chance to get it the second time.

And we will also post the slides. The slides for today will probably be posted tomorrow. The recording and the transcript for today's webinar will probably get posted somewhere--maybe by Tuesday of next week. So I think that's it.

ALLISON TURKEL: Just thanks everybody for joining us and hanging on. And we appreciate your interest. We're really excited about this expansion in funding, and being able to serve as many victims of crime. So please use the resources that are available and you will--submit a good application and start early. Thank you all so much.