



**T-VSTTA**  
OVC TRIBAL VICTIM SERVICES TRAINING  
AND TECHNICAL ASSISTANCE

## SUPPORT FOR MANAGING YOUR TVSSA GRANT

The [Tribal Victim Services Set-Aside \(TVSSA\) program](#) provides no-cost support to Tribal communities to enhance services for victims of crime. Grant recipients can use TVSSA program funds for program expansion, community outreach and education, renovation and construction, and strengthening services for American Indian and Alaska Native victims and survivors of crime.

You have a circle of support to assist you. As you think about your goals for supporting victims and survivors of crime, talk with your Office for Victims of Crime (OVC) grant manager. It is our honor to walk alongside you on this journey.

This document shares no-cost resources to assist you with managing your TVSSA grant.

### Understanding Your Grant Award

Becoming familiar with the following terms and documents can help you implement your program and guide your conversations with OVC grant managers and TTA providers.

*Note: Your program may have more than one OVC grant award, each with its own goals, conditions, and budgets.*

Grant Documents and Document Parts	
<b>Award Amount</b>	The award amount is the amount of TVSSA funds available through a specific award.
<b>Award Number</b>	The award number is the unique number OVC assigns each TVSSA grant for tracking, reporting, or looking up information about the award.
<b>Award Package</b>	The award package is found in JustGrants and includes the award letter, award information, project information, financial information, award conditions, and award acceptance.
<b>Construction Questionnaire</b>	The construction questionnaire, along with the program narrative, provides details about program plans for using TVSSA funds to support construction projects.
<b>Program Budget</b>	The program budget worksheet documents the planned expenses for a program or project. Total expenses cannot exceed the award amount; spending aligns with the program narrative.

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Grant Documents and Document Parts	
<b>Program Narrative</b>	The narrative provides an overview of how TVSSA funds will be used in the program. The program narrative includes types of victims served, community challenges and existing services, staffing, program goals as stated in the grant application, and a timeline for achieving those goals. All TVSSA-funded program activities align to the program narrative.
<b>Proposal Narrative Questionnaire</b>	For Fiscal Year 2025 TVSSA grants, instead of submitting a traditional program narrative and abstract, applicants submit a Proposal Narrative Questionnaire created by OVC in JustGrants.

Grant Guidance	
<b>Budget Guidance Chart</b>	This chart (previously called the Examples of Allowable and Unallowable Costs Chart) provides guidance on allowable and unallowable costs unique to each specific TVSSA solicitation or Notice of Funding Opportunity (NOFO). It contains examples of program activities and specific costs for which TVSSA program grant funds may be used.
<b>Award Conditions</b>	Award conditions are requirements included with the award (for example, policies and procedures). If a grant recipient does not complete an award condition, it can lead to a withholding on funding. Award conditions used to be called “special conditions.”
<b>Deliverables</b>	OVC reviews and approves deliverables related to TVSSA-funded projects; deliverables show progress and can include reports or products (examples: websites, policies and procedures, brochures).
<b>U.S. Department of Justice (DOJ) Grants Financial Guide</b>	The <a href="#">DOJ Grants Financial Guide</a> serves as the primary reference manual to assist OVC grant recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. The guide is a starting point for all recipients and subrecipients of OVC grants in ensuring the effective day-to-day management of awards.
<b>Notice of Funding Opportunity (NOFO)</b>	The NOFO, previously referred to as the solicitation, provides information on allowable programmatic activities. Refer to the NOFO package to find out what programmatic activities are allowable and unallowable.

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Grant Guidance	
<b>Performance Reporting</b>	Quarterly or semiannual performance reporting shares progress in achieving the goals set in the program narrative with OVC. The Grant Award Administrator (GAA) completes performance reports and submits quarterly and semiannual reports in the Performance Measurement Tool (PMT). The GAA submits semiannual reports as a PDF in JustGrants and completes the supplemental Missing or Murdered Indigenous People (MMIP) performance measures in JustGrants, if appropriate. Specific award requirements determine the performance reporting frequency.

## Using JustGrants

If you have a role in [JustGrants](#), you can access the system to review grant details, complete semiannual progress report forms, and request grant award changes. For questions about accessing and navigating JustGrants, contact the following user support resources.

Grant Guidance	
<b>Log in to JustGrants</b>	<a href="https://justgrants.usdoj.gov/">https://justgrants.usdoj.gov/</a>
<b>Learn about JustGrants roles</b>	<a href="https://justicegrants.usdoj.gov/faqs/entity-management-users-and-roles">justicegrants.usdoj.gov/faqs/entity-management-users-and-roles</a>
<b>For more help with JustGrants</b>	<ul style="list-style-type: none"><li>• User Support: <a href="https://justicegrants.usdoj.gov/user-support">justicegrants.usdoj.gov/user-support</a></li><li>• On-demand Training: <a href="https://justicegrants.usdoj.gov/training">justicegrants.usdoj.gov/training</a></li><li>• Frequently Asked Questions: <a href="https://justicegrants.usdoj.gov/faqs">justicegrants.usdoj.gov/faqs</a></li><li>• Award Management Job Aid Reference Guide: <a href="https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-award-management.pdf">justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/jarg-award-management.pdf</a></li><li>• Additional Resources: <a href="https://justicegrants.usdoj.gov/resources">justicegrants.usdoj.gov/resources</a></li></ul>

## Submitting Performance Reports

TVSSA grant recipients are required to submit quarterly performance measurement reports and semiannual [performance reports](#) to share progress in developing and implementing your OVC award.

*Note: Quarterly Federal Financial Reports (FFR) are also required for TVSSA awards. Find more information [here](#).*

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Performance Reporting Schedule				
Reporting Period	Submission Period	Deadline	What is Due	Where to Submit
Oct. 1 – Dec. 31	January 1 – 30	January 30	Quarterly report, semiannual reporting questions, supplemental MMIP performance measures	Quarterly reports and semiannual questions are completed in PMT and uploaded as a PDF into JustGrants. Supplemental MMIP performance measures are completed directly in JustGrants
Jan. 1 – March 31	April 1 – 30	April 30	Quarterly report	PMT
April 1 – June 30	July 1 – 30	July 30	Quarterly report, semiannual reporting questions, supplemental MMIP performance measures	Quarterly reports and semiannual questions are completed in PMT and uploaded as a PDF into JustGrants. Supplemental MMIP performance measures are completed directly in JustGrants
July 1 – September 30	Oct. 1 – 30	October 30	Quarterly report	PMT
Last reporting period of award	NA	120 days after end of reporting period	Final report, closeout questions	A final report is completed in PMT by marking report as “final” and uploaded as a PDF into JustGrants

The following resources can assist you in capturing and sharing performance measures.

- [Transforming Victim Services Discretionary Grantee Performance Measures](#)
- [Tribal Victim Services, Victim Services Performance Measure Data Template Excel Sheet](#)
- [Performance Reporting Job Aid Reference Guide](#)
- [Performance Measures related to Missing and Murdered Indigenous People \(MMIP\)](#)
- [Transforming Victim Services - Performance Reporting Requirements in PMT and JustGrants Webinar](#)

## **Contacting Your Circle of Support: Grant Managers**

OVC assigns each TVSSA grant recipient to a grant manager. Your grant manager’s role includes:

- Connecting you with tools and resources to help you successfully develop and implement your project.
- Monitoring your compliance with award conditions and all applicable federal laws,

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regulations, and policies by maintaining regular communication with you, conducting periodic reviews of your award file, and, in some instances, conducting an on-site monitoring visit.

- Tracking progress, reviewing and approving any community needs assessments, policies and procedures, training materials, and publications or products/deliverables that you create with your grant funds.
- Providing direction and oversight as required by your award conditions or Office of Justice Programs policy.

Always contact your grant manager for assistance with understanding your award requirements and victim services program development needs. If you need help identifying your OVC grant manager, email [OVCTribalSetAside@usdoj.gov](mailto:OVCTribalSetAside@usdoj.gov).

OVC Grant Manager Contacts			
Name	Title	Phone	Email Address
OVC Main Line	N/A	202-307-5983	<a href="mailto:OVCTribalSetAside@usdoj.gov">OVCTribalSetAside@usdoj.gov</a>
LeBretia White	Director	202-305-5749	<a href="mailto:LeBretia.White@usdoj.gov">LeBretia.White@usdoj.gov</a>
Doresa Payton	Deputy Director	202-616-3784	<a href="mailto:Doresa.Payton@usdoj.gov">Doresa.Payton@usdoj.gov</a>
Kimberly Woodard	Senior Tribal Affairs Specialist	202-307-2952	<a href="mailto:Kimberly.Woodard@usdoj.gov">Kimberly.Woodard@usdoj.gov</a>
Alexis Polen	Grant Manager	202-880-7381	<a href="mailto:Alexis.Polen@usdoj.gov">Alexis.Polen@usdoj.gov</a>
Barbara “Bonnie” Robertson	Grant Manager	Please use email	<a href="mailto:Barbara.Robertson2@usdoj.gov">Barbara.Robertson2@usdoj.gov</a>
Carmen Santiago Roberts	Grant Manager	202-598-3070	<a href="mailto:Carmen.Santiago-Roberts@usdoj.gov">Carmen.Santiago-Roberts@usdoj.gov</a>
Dawn Hill	Grant Manager	202-598-7513	<a href="mailto:Dawn.K.Hill@usdoj.gov">Dawn.K.Hill@usdoj.gov</a>
Janet Routzen	Grant Manager	202-451-7151	<a href="mailto:Janet.Routzen@usdoj.gov">Janet.Routzen@usdoj.gov</a>
Jenny Stancell	Grant Manager	202-598-3469	<a href="mailto:Jenny.Stancell@usdoj.gov">Jenny.Stancell@usdoj.gov</a>
Keisha Kersey	Grant Manager	202-451-7183	<a href="mailto:Keisha.Kersey@usdoj.gov">Keisha.Kersey@usdoj.gov</a>
Keith Locklear	Grant Manager	202-674-9134	<a href="mailto:Keith.Locklear@usdoj.gov">Keith.Locklear@usdoj.gov</a>
Kyle Ismail	Grant Manager	571-675-2418	<a href="mailto:Kyle.Ismail@usdoj.gov">Kyle.Ismail@usdoj.gov</a>
Lori Gardner	Grant Manager	202-532-3447	<a href="mailto:Lori.Gardner@usdoj.gov">Lori.Gardner@usdoj.gov</a>

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OVC Grant Manager Contacts			
Rachel Gibson	Grant Manager	202-812-0624	<a href="mailto:Rachel.Gibson2@usdoj.gov">Rachel.Gibson2@usdoj.gov</a>
Ramesa Pitts	Grant Manager	202-307-1521	<a href="mailto:Ramesa.Pitts@usdoj.gov">Ramesa.Pitts@usdoj.gov</a>
Shari Holloway	Grant Manager	202-305-5891	<a href="mailto:Shari.Holloway@usdoj.gov">Shari.Holloway@usdoj.gov</a>
Silvia Torres	Grant Manager	202-598-3608	<a href="mailto:Silvia.Torres@usdoj.gov">Silvia.Torres@usdoj.gov</a>
Tanya Miller	Grant Manager	202-598-1156	<a href="mailto:Tanya.Miller4@usdoj.gov">Tanya.Miller4@usdoj.gov</a>

## Quick Reference Contact Sheet

Resource	What It Does	Email/Login Site	Phone	Hours (EST)
<b>ASAP</b>	Automated Standard Application for Payments (ASAP) is the electronic system federal agencies use to transfer money quickly and securely to recipient organizations.	Login: <a href="https://fiscal.treasury.gov/asap/">https://fiscal.treasury.gov/asap/</a> Email: <a href="mailto:asaphelpdesk@fiscal.treasury.gov">asaphelpdesk@fiscal.treasury.gov</a>	855-868-0151, select option 2, then select option 3	Weekdays 7:30 a.m. – 6:00 p.m. (except federal holidays)
<b>JustGrants</b>	JustGrants is DOJ’s grants management system where you will review the details of your grant and find resources to manage your grant.	Login: <a href="https://diamd-auth.usdoj.gov/">https://diamd-auth.usdoj.gov/</a> Email: <a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a>	833-872-5175	Weekdays 7:00 a.m. – 9:00 p.m. Weekends and federal holidays 9:00 a.m. – 5:00 p.m.
<b>PMT</b>	Grant recipients record information in the PMT quarterly, responding to questions so grant managers understand activities connected to each grant.	Login: <a href="https://oipssso.ojp.gov/">https://oipssso.ojp.gov/</a> Email: <a href="mailto:ovcpmt@usdoj.gov">ovcpmt@usdoj.gov</a>	844-884-2503	Weekdays 8:30 a.m. – 5:00 p.m.
<b>SAM.gov</b>	All Tribes and programs must be registered in the System for Award Management (SAM) to apply for funding and maintain registration to continue receiving funding. SAM registrations will remain active for 365 days from the submission date. DOJ recommends renewing SAM registrations 60 days before the expiration date.	Website: <a href="https://sam.gov/content/home">https://sam.gov/content/home</a>	866-606-8220	Weekdays 8:00 a.m. – 8:00 p.m.