



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 support to Tribal communities to enhance services for victims of crime. Grantees can use TVSSA program funds for program expansion, community outreach and education, renovation and construction, and strengthening services for American Indian and Alaska Native survivors and victims 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 and training and technical assistance (TTA) providers. It is our honor to walk alongside you on this journey.

This guide includes information on no-cost support and resources to help you manage 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 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

Award Amount	The award amount is the amount of TVSSA funds available through a specific award.
Award Number	The award number is the unique number OVC assigns each TVSSA grant for tracking, reporting, or looking up information about the award.
Award Package	The award package is found in JustGrants and includes the award letter, award information, project information, financial information, award conditions, and award acceptance.
Construction Questionnaire	The construction questionnaire, along with the program narrative, provides details about program plans for using TVSSA funds to support construction projects.
Program Budget	The program budget documents the planned expenses for a program or project. Total expenses cannot exceed the award amount; spending aligns with the program narrative.
Program Narrative	The program 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. You can complete the narrative by completing a checklist, scheduling an interview with a grant manager, or writing a traditional program narrative.

Grant Guidance

<p>Allowable and Unallowable Cost Chart</p>	<p>This chart provides guidance on allowable and unallowable costs unique to each specific TVSSA solicitation. It contains examples of program activities and specific costs for which TVSSA program grant funds may be used.</p>
<p>Award Conditions</p>	<p>Award conditions are requirements included with the award (example: policies and procedures). If a grantee does not complete an award condition, it can lead to a hold on funding. Award conditions used to be called “special conditions.”</p>
<p>Deliverables</p>	<p>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).</p>
<p>Department of Justice (DOJ) Grants Financial Guide</p>	<p>The DOJ Grants Financial Guide serves as the primary reference manual to assist OVC grant award 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.</p>
<p>Performance Reporting</p>	<p>Quarterly or semi-annual performance reporting shares progress in achieving the goals set in the program narrative with OVC. The Grant Award Administrator completes performance reports and submits quarterly and semi-annual reports in the Performance Measurement Tool (PMT). The Administrator submits semi-annual 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.</p>
<p>Solicitation</p>	<p>The solicitation gives guidance on allowable programmatic activities. Refer to the solicitation package to find what programmatic activities are allowable and unallowable.</p>

Using JustGrants

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

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

Submitting Performance Reports

TVSSA grantees are required to submit quarterly performance measurement reports and semi-annual [performance reports](#) to share your progress in developing and implementing your project with OVC.

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

Performance Reporting Schedule				
Reporting Period	Submission Period	Deadline	What is Due	Where to Submit
October 1 – December 31	January 1 – 30	January 30	Quarterly report, semi-annual reporting questions, supplemental MMIP performance measures	Quarterly reports and semi-annual questions are completed in PMT and uploaded as a PDF into JustGrants. Supplemental MMIP performance measures are completed directly in JustGrants.
January 1 – March 31	April 1 – 30	April 30	Quarterly report	PMT

Performance Reporting Schedule				
Reporting Period	Submission Period	Deadline	What is Due	Where to Submit
April 1 – June 30	July 1 – 30	July 30	Quarterly report, semi-annual reporting questions, supplemental MMIP performance measures	Quarterly reports and semi-annual 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	October 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.

- [TVSSA Performance Measures](#)
- [TVSSA Performance Measure Data Template](#)
- [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

OVC TRIBAL DIVISION GRANT MANAGERS

OVC assigns each TVSSA grantee 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, 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 your 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 additional direction and oversight as required by your award conditions or OJP policy.

Always contact your grant manager for assistance with understanding your award requirements. If you need help identifying your OVC grant manager email OVCTribalSetAside@usdoj.gov.

OVC Grant Manager Contacts			
Name	Title	Phone Number	Email Address
OVC Main Line	N/A	202-307-5983	OVCTribalSetAside@usdoj.gov
LeBretia White	Director	202-305-5749	LeBretia.White@usdoj.gov
Kara McDonagh	Deputy Director	202-532-3784	Kara.McDonagh@usdoj.gov
Yolanda Curtis Gibson	Deputy Director	202-353-5215	Yolanda.Gibson@usdoj.gov
Kimberly Woodard	Sr. Tribal Affairs Specialist	202-307-2952	Kimberly.Woodard@usdoj.gov
Alexis Polen	Grant Manager	202-880-7381	Alexis.Polen@usdoj.gov
Barbara “Bonnie” Robertson	Grant Manager	Please use email	Barbara.Robertson2@usdoj.gov
Carmen Santiago Roberts	Grant Manager	202-598-3070	Carmen.Santiago-Roberts@usdoj.gov
Dawn Hill	Grant Manager	202-598-7513	Dawn.K.Hill@usdoj.gov
Janet Routzen	Grant Manager	202-451-7151	Janet.Routzen@usdoj.gov
Jenny Stancell	Grant Manager	202-598-3469	Jenny.Stancell@usdoj.gov
Keith Locklear	Grant Manager	202-674-9134	Keith.Locklear@usdoj.gov
Lori Gardner	Grant Manager	202-532-3447	Lori.Gardner@usdoj.gov
Mary Atlas-Terry	Grant Manager	202-598-9354	Mary.Atlas-Terry@usdoj.gov
Rachel Gibson	Grant Manager	202-812-0624	Rachel.Gibson2@usdoj.gov
Ramesa Pitts	Grant Manager	202-307-1521	Ramesa.Pitts@usdoj.gov
Shari Holloway	Grant Manager	202-305-5891	Shari.Holloway@usdoj.gov
Tanya Miller	Grant Manager	202-598-1156	Tanya.Miller4@usdoj.gov

TRIBAL VICTIM SERVICES TRAINING AND TECHNICAL ASSISTANCE

Tribal Victim Services Training and Technical Assistance ([T-VSTTA](#)) helps you develop sustainable programs. With over 100 years of combined experience in providing victim services in Tribal communities, the T-VSTTA team meets you where you are, working together to build on the resilience within your community. TTA specialists are assigned by geographic region.

We provide hands on support in many critical areas of victim services. This support may include administrative tasks like reporting and data tracking, understanding the details of your grant, and developing required deliverables. Examples of required deliverables include community needs assessments, policies and procedures, and strategic planning.

We can also support you as you start or expand victim services in areas such as advocacy training; using traditional practices in healing after trauma; and developing programs in response to issues like elder abuse, domestic violence, and human trafficking.

T-VSTTA Contacts

Geographic Region	States	Specialist	Email Address
Alaska	AK	Elsie Boudreau	Elsie.Boudreau@t-vstta.org
Alaska	AK	Valerie Dudley	Valerie.Dudley@t-vstta.org
Alaska	AK	Marlene Mack	Marlene.Mack@t-vstta.org
Central	KS, ND, NE, OK, TX, SD	Ashley Piña	Ashley.Pina@t-vstta.org
Eastern/Central	CT, FL, IA, LA, MA, ME, MI, MN, MS, NC, NY, SC, WI	Melissa Lopez	Melissa.Lopez@t-vstta.org
Northwest	CA (northern), ID, OR, UT, WA	Michelle Adams	Michelle.Adams@t-vstta.org
Southwest/Plains	AZ, CA (southern), CO, MT, NM, NV, WY	Jana Pfeiffer	Jana.Pfeiffer@t-vstta.org

For phone support or general information, contact T-VSTTA at 833-887-8820 or email Support@t-vstta.org.

TRIBAL FINANCIAL MANAGEMENT CENTER

Launched in the fall of 2018, the Tribal Financial Management Center ([TFMC](#)) provides training, technical assistance, and resources to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards.

Email: TFMC@ovctfmc.org

Phone: 703-462-6900

CONSTRUCTION AND RENOVATION SUPPORT

[Blue Trident, LLC](#) provides project management assistance for construction projects, including renovation, expansion, permanent modular, and new construction. Contact meghan.rhodus@blue-trident.com or 619-847-0370.

[The Clark Group, LLC](#) assists with compliance with environmental laws, regulations, and policies. Contact info@clarkgroupllc.com or 802-225-5945.



CONTACT INFORMATION

Email or call to request training and technical assistance. A member of the T-VSTTA team will respond promptly.

Web: ovc.ojp.gov/t-vstta/home

Email: Support@t-vstta.org

Phone: 833-887-8820

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Quick Reference Contact Sheet

Resource	What It Does	Email and Login Site	Phone Number	Hours (Eastern Time)
ASAP	Automated Standard Application for Payments (ASAP) is the electronic system federal agencies use to transfer money quickly and securely to recipient organizations.	Login: https://fiscal.treasury.gov/asap/ Email: asaphelpdesk@fiscal.treasury.gov	855-868-0151, select option 2, then select option 3	Weekdays (except federal holidays) 7:30 a.m. – 6:00 p.m.
JustGrants	JustGrants is DOJ's grants management system. It is where you will review the details of your grant and find resources to manage your grant.	Login: https://diamd-auth.usdoj.gov/ Email: JustGrants.Support@usdoj.gov	833-872-5175	Weekdays 7:00 a.m. – 9:00 p.m. Weekends and federal holidays 9:00 a.m. – 5:00 p.m.
PMT	Grantees record information in the PMT quarterly, responding to questions that help grant managers understand activities connected to each grant.	Login: https://ojpsso.ojp.gov/ Email: ovcpmt@usdoj.gov	844-884-2503	Weekdays 8:30 a.m. – 5:00 p.m.
SAM.gov	All Tribes and programs must be registered in System for Award Management (SAM) to apply for funding and maintain registration to continue receiving funding. SAM registration will remain active for 365 days from the submission date. DOJ recommends renewing SAM 60 days before the expiration date.	Website: https://sam.gov/content/home	866-606-8220	Weekdays 8:00 a.m. – 8:00 p.m.
TFMC	TFMC provides TTA and resources for managing the financial aspects of your grant.	Email: tfmc@ovctfmc.org Website: https://www.ojp.gov/training-and-technical-assistance/tfmc	703-462-6900	Weekdays (except federal holidays) 11:00 a.m. – 7:00 p.m.
T-VSTTA	T-VSTTA provides TTA for managing programmatic aspects of your grant, including developing victim services and navigating your grant.	Email: Support@t-vstta.org Website: https://ovc.ojp.gov/t-vstta/home	833-887-8820	Weekdays (except federal holidays) 9:00 a.m. – 7:00 p.m.