OVC FY 2018 Tribal Victim Services Set-Aside Program
Phase 2 Application Webinar

**Presenters:**
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Deputy Director
Federal, International and Tribal Division
USDOJ Office for Victims of Crime (OVC)

Sean Smith
Grants Policy Analyst
OAAM
Agenda

- About OVC
- Overview of Tribal Set-Aside Program
- The Phase 2 Application Process
- Application Submission Process in GMS
- Questions & Answers
About OVC

• Created by federal Victims of Crime Act of 1984.
• Majority of funds are distributed by statutory formula to states for victim assistance and compensation & also to FBI victim services/USAO victim services.
• OVC administers discretionary award programs supported by federal Crime Victims Fund (CVF).
• Current CVF-funded Tribal-specific Programs in CTAS:
  • Comprehensive Tribal Victim Assistance Program (CTVA)
  • Children’s Justice Act Partnership for Indian Communities (CJA) Program
About the Tribal Set-Aside Program

• Commerce, Justice, Science, and Related Agencies Appropriations Act, 2018 § 510
  • 3% of the FY 2018 CVF obligations set-aside to improve victim services to tribes
  • FY18 CVF Obligations to OVC: $4.4 billion
  • FY18 Tribal Set-Aside (3%): $133 million
  • Funding Allocated for this Grant Program: up to $110 million
Application Deadline & Award Type

• Phase 2 Application Deadline: 9:00 p.m., ET, on January 4, 2019

• Phase 2 Applications will be submitted through **GMS only**

• Type of Award: Grant award
Phase 2 Application Process

• Applicants approved in Phase 1 received Grant Award Offers on or before September 30, 2018. Receipt of a Grant Award Offer allows the applicant to continue their application by completing Phase 2.

• Grant Award Offers contain information on what applicants need to submit in Phase 2.
Phase 2 Application Process – cont.

Grant Award Offer

Selectee Name: Sample Applicant
Grantee IRS/Vendor No.: 123456789
Grantee DUNS No.: 123456789
Project Title: Sample Victim Assistance Program
Application No.: 2018-XX-1234-XX
Award Offer No.: 2018-XX-XX-1234

Offer Date: September 30, 2018
Catalog of Domestic Federal Assistance (CFDA) No.: 16.841
Method of Payment: GPRS

Phase 1 Amount Requested: $720,000
Maximum Award Amount: $595,000 *
Supplementary Information Required by **ALL** Applicants

The applicant MUST submit the below information via the Grants Management System by the Phase 2 application deadline of 9:00 pm eastern time, January 4, 2019. For more information about the Phase 2 required documents, see the FY 2018 OVC Tribal Victim Services Set-Aside Program solicitation at [https://www.ovc.gov/grants/pdftxt/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf](https://www.ovc.gov/grants/pdftxt/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf). For technical assistance with submitting an application, contact the GMS Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

1. Revised Project Narrative *(if required below for your application)*
2. Tribal Authorizing Resolution *(if not provided in Phase 1)*
3. Project Timeline
4. Capabilities and Competencies Statement
5. Plan for collecting and submitting performance measure data
6. Budget Detail Worksheet *(NOTE: the Budget Detail Worksheet must include an itemized list of all funding requested, as well as clear justification for how expenses were calculated. For more information, see pages 18-21 of the FY 2018 OVC Tribal Victim Services Set-Aside Program solicitation)*
7. Indirect cost rate agreement *(NOTE: for more information, see pages 21-22 of the FY 2018 OVC Tribal Victim Services Set-Aside Program solicitation)*
8. Financial Management System of Internal Controls Questionnaire (revise if needed)
9. Signed Certification and assurances documents
10. Disclosure of lobbying activities
11. Disclosure of pending applications
Supplementary Information Required for Your Application

Your requested amount of funding has been changed. The following items have been reduced/eliminated:

- This is where you will find out if any items/activities were eliminated or reduced from your Phase 1 application. If the amount of funding requested in your Phase 1 application was not reduced, no items will be listed here.

In addition to the documents required for all applicants listed above, as part of your Phase 2 application process, you will also need to do the following:

- This is where you will find information regarding what additional items you will need to address in your Phase 2 application. Even if your Phase 1 application request was not reduced, there may be something you need to do in Phase 2, and if so, it will be listed here. NOTE: if an application does not have any additional requirements for the Phase 2 submission, “Not Applicable” will be listed here.
Phase 2 Application Process - cont.

- Applicants approved in Phase 1 also received an email from OVC with additional information and tips for completing their Phase 2 application.
Phase 2 Application Process - cont.

• If an applicant fails to complete the Phase 2 application process by the deadline of **January 4, 2019, 9:00 pm Eastern Time**, the applicant’s Grant Award Offer will expire.

• Applicants are strongly encouraged to complete the Phase 2 application process prior to the deadline.
Phase 2 Application Requirements

All Phase 2 applicants are required to submit the following items:

• Project Timeline
• Capabilities and Competencies Statement
• Plan for Collecting and Submitting Performance Measure Data
• Budget Detail Worksheet
• Indirect Cost Rate Agreement
• Financial Management and System of Internal Controls Questionnaire (revise if needed)
• Signed Certification and Assurance Documents
• Disclosure of Lobbying Activities (SF-LLL)
• Disclosure of Pending Applications
Phase 2 Application Requirements – cont.

• Some Applicants may need to submit:

• Revised Program Narrative (if required in your Grant Award Offer)

• Tribal Authorizing Resolution (if not required in Phase 1)
OJP’s Grants Management System (GMS)

Sean Smith
Revising Your Program Narrative

• If your Grant Award Offer requires you to revise your Program Narrative, the only part of the Program Narrative that needs to be revised is the Project Design and Implementation Description.

• Once you have revised your Program Narrative, please name it “Phase 2 Program Narrative” before you upload it into GMS.
Tribal Authorizing Resolution

• Tribal designees were required to submit resolution in Phase 1

• Tribes and Tribal Consortia must submit resolution in Phase 2

• Must be on official letterhead, must be signed by authorizing official of the tribe(s), and meet all other requirements on pg 13-14 of the solicitation
# Project Timeline

Tribe Name Here:
36 Month Project/Program Timeline

<table>
<thead>
<tr>
<th>Months</th>
<th>Project Goals</th>
<th>Related Objectives</th>
<th>Activities</th>
<th>Expected Completion Date</th>
<th>Person Responsible</th>
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</table>
Capabilities and Competencies Statement

• Describes the expertise and organizational capacity that exists or will be developed to perform the project/activities proposed.
Plan for Collecting and Submitting Performance Measure Data

• Create a plan for how you will collect the data associated with the performance measures listed on page 47 of the solicitation

• Can include using a case management system, spreadsheet, or other method of capturing data

• Determine who will report the data and how they will collect, aggregate, and report the required data.
Budget Detail Worksheet

• Oct 15 webinar - Budget Detail Worksheet

• [https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm](https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm)

• Itemize all costs

• Provide a narrative for each budget item
Budget Detail Worksheet – cont.

• Resources to ensure you are requesting allowable items and using the correct budget categories:
  o The OJP Financial Guide
  o The DOJ Financial Guide
  o Solicitation Appendix A: Allowable and Unallowable Costs Chart (pg. 33)
Indirect Cost Rate Agreement

• A copy of your current Indirect Cost Rate Agreement **must** be attached to your Phase 2 application.

• No amount of indirect costs budgeted will be released for drawdown until the applicant organization submits its current federally approved indirect cost rate agreement, or establishes its eligibility for the 10% de minimis rate.
• In Phase 1 all applicants were required to submit an FCQ in GMS.

• The FCQ helps OJP evaluate the adequacy of the applicant’s financial system and controls.

• In Phase 2, you must check your FCQ for completeness and accuracy. This should be done by financial staff who are familiar with the applicant’s financial system, policies, etc.
If the FCQ is blank (does not include any data), or your GMS record does not include an FCQ as an uploaded attachment:

1. Click the FCQ link on the left side of the screen in GMS to open a blank FCQ.
2. Fill in the FCQ form and save the FCQ to your computer.
3. Upload the FCQ to GMS.
4. **DO NOT** PRINT SIGN AND UPLOAD IT WILL NOT WORK
Signed Assurances and Certifications Statements

OJP requires documents certifying and assuring that your leadership is committed to fulfilling all legal requirements associated with this grant award.

• Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

• Certified Standard Assurances
Disclosure of Lobbying Activities

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. **Type of Federal Action:**
   - a. contract
   - b. grant
   - c. cooperative agreement
   - d. loan
   - e. loan guarantee
   - f. loan insurance

2. **Status of Federal Action:**
   - a. bid/offer/application
   - b. initial award
   - c. post-award

3. **Report Type:**
   - a. initial filing
   - b. material change

   For Material Change Only: year __________ quarter __________ date of last report __________

4. **Name and Address of Reporting Entity:**
   - Prime
   - Subawardee
   - Tier __________, if known:

   Congressional District, if known:

5. **If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:**

   Congressional District, if known:

6. **Federal Department/Agency:**

   CFDA Number, if applicable: __________

7. **Federal Program Name/Description:**

8. **Federal Action Number, if known:**

9. **Award Amount, if known:**

   $ __________

10. **a. Name and Address of Lobbying Registrant**
    (if individual, last name, first name, MI):

    **b. Individuals Performing Services** (including address if different from No. 10a)
    (last name, first name, MI):

   Signature: __________
   Print Name: __________
   Title: __________
   Telephone No.: __________ Date: __________

**Federal Use Only:**

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 Standard Form LLL (Rev. 7-97)
Disclosure of Pending Applications

Applicants that have pending applications for funding to support the same items/activities requested for the tribal set-aside grant must provide the following information:

• The federal or state funding agency
• The solicitation name/project name
• The scope of the project
• The point of contact information at the applicable federal or State funding agency
## Disclosure of Pending Applications

### Sample:

<table>
<thead>
<tr>
<th>Federal or State Funding Agency</th>
<th>Solicitation Name/Project Name</th>
<th>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOJ/Office of Community Oriented Policing Services (COPS)</td>
<td>COPS Hiring Program</td>
<td>Jane Doe, 202/000-0000; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a></td>
</tr>
<tr>
<td>Health and Human Services/Substance Abuse and Mental Health Services Administration</td>
<td>Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program</td>
<td>John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a></td>
</tr>
</tbody>
</table>
Disclosure of Pending Applications - Cont.

• Applicants that do not have any pending applications and/or are not a proposed subrecipient under a pending application must create a document indicating this.

• Solicitation pgs 16-17 provides language you can use.

• Once created, name the document and upload into GMS
Updating your SF-424

• Federal Amount Requested should be adjusted to match the **Maximum Award Amount** in your Grant Award Offer (and/or less if requesting less than the Maximum Award Amount).

• Update legal name and mailing address

• Update Authorized Representative

• Check phone numbers and email addresses
Phase 2 Submission Process

• Applicants have 3 months to satisfy Phase 2 application requirements (10/1/18 - 01/04/19)
• Phase 2 applications will be accepted and reviewed by OVC on a rolling basis during the application period
• No obligations, expenditures, or draw-downs allowed until Phase 2 decision, and applicable withholding special conditions are met.
Rolling Review Process

• OVC will accept Phase 2 applications on a rolling basis up to the Phase 2 deadline of January 4, 2019 at 9:00 p.m. eastern time.

• This means that as soon as you have completed and uploaded all Phase 2 required documents in GMS, you can submit your Phase 2 application for review.
Rolling Review Process – Cont.

• Your application will remain in GMS until you are ready to submit it for review.

• Always hit “Save” to store your work in GMS.

• Once you are finished with all Phase 2 application requirements and would like your application to be reviewed, simply hit “Submit Application” in GMS.

**NOTE: Once an application is submitted to OJP for review, you can no longer go back in and make changes.

DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT!!!!!!
OJP Phase 2 Review Process

• Will confirm all Phase 2 documents have been submitted, and applicant has demonstrated its financial capability & internal controls.

• Will ensure the proposal addresses items identified in the Grant Award Offer, and that the budget submitted is reasonable and allowable.

• Notice of Decision: By 4/15/19
Period of Performance (P. 8)

• Three Years:
  • Actual start date may vary by applicant
  • During Phase 2, applications will be accepted until January 4, 2019 – can start sooner
  • All Phase 2 decisions will be made no later than April 15, 2019.
• End date for all grants is April 15, 2022.
Frequently Asked Questions

A list of frequently asked questions regarding the Phase 2 application process can be found at https://www.ovc.gov/grants/FY18-tribal-set-aside-Phase-2-FAQs.pdf
Important Reminders

• Award amounts *can be reduced* in Phase 2 if applicants fail to address all the requirements identified in the Grant Award Offer.

• Award may not be made in Phase 2 if the documents submitted do not demonstrate the applicant’s internal controls and financial capability to manage a federal grant.
Questions

• Before Sean Smith provides a GMS demonstration, are there any questions about what has been covered so far?
Final Tips and Reminders

• Don’t wait until January 4, 2019 to submit your application.

• Double-check your math!

• Make sure all your required documents are attached before you submit your application
  – The solicitation and your Grant Award Offer provide a list of all required documents.
If You Need Help


• For assistance with completing the FCQ or uploading Phase 2 application documents in GMS, contact the GMS Help Desk at: 888–549–9901 or GMS.HelpDesk@ojp.usdoj.gov
Please submit questions during the presentation by using the Q&A box and selecting all panelists.
Resources

• **OVC Tribal Set-Aside Web Page:**

• **OVC FY18 Tribal Victim Services Set-Aside Program Solicitation:**

• **DOJ Grants Financial Guide:**
  [https://ojp.gov/financialguide/DOJ/index.htm](https://ojp.gov/financialguide/DOJ/index.htm)
Technical Assistance

• GMS Support Hotline (Available 24-7)
  • Phone: 888–549–9901, option 3
  • E-mail: GMS.HelpDesk@usdoj.gov

• National Criminal Justice Reference Service (NCJRS)Response Center (10am-6pm, e.t. Mon.- Fri.)
  • Phone: 800-851-3420; TTY 301-240-6310
  • E-mail: grants@ncjrs.gov
  • Web Chat: https://webcontact.ncjrs.gov/ncjchat/chat.jsp