

**OFFICE FOR VICTIMS OF CRIME  
FY 2018 TRIBAL VICTIM SERVICES SET-ASIDE PROGRAM  
FREQUENTLY ASKED QUESTIONS AND ANSWERS**

This file is provided for reference purposes only. It was current when produced, but is no longer maintained and may now be outdated. View updated [FY 2018 Tribal Victim Services Set-Aside Program Phase 2 FAQs](#).

**GENERAL**

Question	Answer
<b>What is the Office for Victims of Crime and the Crime Victims Fund?</b>	<p>A 1988 amendment to the Victims of Crime Act of 1984 (VOCA) created the Office for Victims of Crime (OVC) as part of the U.S. Department of Justice’s Office of Justice Programs (OJP). An important part of OVC’s mission is to administer grant award programs that are funded by the federal Crime Victims’ Fund (CVF), which is financed primarily by federal criminal fines, special assessments, and bond forfeitures paid by convicted federal offenders. Each year, Congress provides the authority to OVC to use the CVF to support various grant award programs, including OVC’s discretionary/nonformula grant award program.</p>
<b>What tribal grant programs does OVC currently fund?</b>	<p>Since 1988, OVC has used a portion of its nonformula grant award funds to support victim services programs in tribal communities. Known as the Comprehensive Tribal Victims Assistance Program (CTVA) since FY 2010, it is currently administered as Purpose Area 7 of the Department’s Coordinated Tribal Assistance Solicitation (CTAS). Between FY 2013 and FY 2017, OVC distributed more than \$41.8 million to 96 tribes as part of the CTVA Program.</p> <p>OVC also currently administers another tribal-specific grant program funded by the CVF, the Children’s Justice Act Partnership for Tribal Communities Program (CJA Program: CTAS Purpose Area 6). The authority for the CJA Program is derived from the Children’s Justice Act of 1986, which provided grant funds for state governments to improve their handling of child abuse cases. OVC provides the funds for state governments to the U.S. Department of Health and Human Services, and administers the tribal set-aside funds as the CJA Tribal Program. Between FY 2013 and FY 2017, the CJA Tribal Program awarded more than \$17.3 million to 42 tribes as part of CTAS.</p> <p>Currently, tribes may receive 36-month awards of up to \$450,000 under the CTVA and CJA Tribal Programs.</p> <p>To learn more about OVC’s resources for tribes, visit: <a href="https://ovc.ncjrs.gov/topic.aspx?topicid=61">https://ovc.ncjrs.gov/topic.aspx?topicid=61</a>.</p>

<p><b>What is the tribal set-aside?</b></p>	<p>On March 23, 2018, Congress passed and the President signed the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2018, (the Act) into law.</p> <p>In the Act, Congress provided \$4.436 billion in CVF receipts to be used by OVC to support its programs. The language in the Act also specified that “...3 percent shall be available to the Office for Victims of Crime for grants, consistent with the requirements of the Victims of Crime Act, to Indian tribes to improve services for victims of crime,” creating a CVF tribal set-aside for the first time.</p> <p>Accordingly, the set-aside totals \$133 million. Of this total, \$110 million is designated for the Tribal Victim Services Set-Aside Program. OJP must obligate FY 2018 CVF grant funds no later than September 30, 2018.</p>
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**ELIGIBILITY**

<b>Question</b>	<b>Answer</b>
<p><b>Who is eligible to apply for the OVC FY 2018 Victim Services Tribal Set-Aside Program solicitation?</b></p>	<ul style="list-style-type: none"> <li>• Federally recognized Indian tribes</li> <li>• Alaska Native villages</li> <li>• Tribal consortia consisting of two or more federally recognized Indian tribes</li> <li>• Tribal designees</li> </ul> <p>OVC welcomes applications under which two or more entities would carry out the federal award; however, a federally recognized Indian tribe, tribal consortium, or tribal designee must be the applicant and have primary responsibility for carrying out the award, including administering the funding and managing the entire program (see the solicitation pgs. 1–2).</p>
<p><b>How is “federally recognized Indian tribe” defined?</b></p>	<p>Federally recognized “Indian tribe” means any Indian tribe, band, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 43 USC §§ 1601 et seq.) which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply (pg. 1 of the solicitation).</p> <p>Note: A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.</p>

<p><b>Is it a requirement for eligibility that you previously received federal funding?</b></p>	<p>There is no requirement that an applicant previously received federal funding. First time applicants for federal funding are eligible and encouraged to apply.</p>
<p><b>Is an applicant excluded from this program if they applied for or received funding under CTAS (or through other sources)?</b></p>	<p>Applicants that applied for victim service programs through CTAS (PA 5, 6, and/or 7) ARE ELIGIBLE to apply for the tribal set-aside funding; however, they MUST request funding to support activities that are <b>different and distinct</b> from the activities and expenses proposed in their CTAS application(s). Requests can include activities/items that will complement or enhance existing victim services efforts (see the solicitation, pgs. 10–11, and 16–17).</p> <p>Applicants and OJP must avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive victim services programs or projects is encouraged and is not seen as inappropriate duplication.</p> <p>To avoid inappropriate duplication of funding, applicants are required to submit information during both Phases 1 and 2:</p> <ul style="list-style-type: none"> <li>• During Phase 1, applicants’ Program Narrative must include a <i>CTAS duplication check</i>. If you did not apply for CTAS, please state in a sentence that you did not. If you did, please indicate which purpose area(s) for which you applied (see the solicitation pgs. 10–11).</li> <li>• During Phase 2, applicants will provide a more expansive disclosure that demonstrates that the applicant will not use other funding sources to cover identical cost items (see the solicitation pgs. 16–17).</li> </ul>

**APPLICATION PROCESS FOR TRIBAL VICTIM SERVICES SET-ASIDE PROGRAM**

Question	Answer
<p><b>What is the application process?</b></p>	<p>The application process is a two-phased, streamlined process in which applicants will submit application materials into DOJ’s Grants Management System (GMS). See a breakdown of the phases below. Additional instructions are provided in the “How To Apply” section of the solicitation, beginning on p. 29.</p>
<p><b>Where can I find the solicitation?</b></p>	<p>The solicitation is available on OVC’s website at: <a href="https://www.ovc.gov/news/fy18-tribal-set-aside.html">https://www.ovc.gov/news/fy18-tribal-set-aside.html</a>.</p>
<p><b>What are applicants required to submit in Phase 1?</b></p>	<p><b>Phase 1 Application Requirements (pgs. 9–14):</b></p> <ul style="list-style-type: none"> <li>• <b>Program Narrative</b> that provides information about the tribe(s), the tribe’s victim service needs, and a description of the proposed</li> </ul>

	<p>project(s). Applicants must provide a complete response to the five items listed on pgs. 9–11 in the solicitation.</p> <ul style="list-style-type: none"> <li>• <b>Preliminary Budget</b> as outlined on pg. 11 of the solicitation. See Appendix A and B for additional support and guidance.</li> <li>• <b>Standard Form-424</b> that reflects the amount requested in the preliminary budget and the information outlined on pgs. 11–12 in the solicitation.</li> <li>• <b>Financial Management &amp; System of Internal Controls Questionnaire (FCQ)</b> as described on pgs. 12–13 of this solicitation. A draft FCQ will be accepted during Phase 1 as applicants will be provided a training on how to properly complete the form during Phase 2.</li> <li>• <b>Authorizing Tribal Resolution</b> (<i>Note: This is only required for Tribal Designees in Phase 1. Tribes and Tribal Consortia will be able to submit this in Phase 2.</i>) See pgs. 13–14 of the solicitation for additional details on what is required.</li> </ul>
<p><b>When are Phase 1 applications due?</b></p>	<p>Phase 1 applications are due by 9:00 p.m. eastern time on Monday, August 6, 2018.</p>
<p><b>What happens after Phase 1 applications are submitted?</b></p>	<p>By September 30, 2018 OVC will review applicant’s Phase 1 documents to:</p> <ul style="list-style-type: none"> <li>• confirm applicant’s eligibility;</li> <li>• ensure application is complete;</li> <li>• ensure proposed activities are allowable; and</li> <li>• ensure the funding requested for the proposed activities is reasonable.</li> </ul> <p>Applicants approved in Phase 1 will be informed on or before September 30, 2018, that they have successfully moved on to Phase 2. Applicants will then be invited and given specific instructions on how to submit their Phase 2 materials. Materials required in Phase 2 may vary depending on the project proposed in Phase 1. OVC will deliver a webinar to provide information on Phase 2 requirements.</p> <p>See pgs. 14–15 of the solicitation for more information.</p>
<p><b>Will federally recognized Indian tribes be required to submit an authorizing resolution in Phase 1?</b></p>	<p>Federally recognized Indian tribes are NOT required to submit an authorizing resolution in Phase 1, but will be required to submit one in Phase 2.</p> <p>See pgs. 13–14 of the solicitation for additional information.</p>
<p><b>Our tribe applied for CTAS funding this year. Should we apply for the same thing in our tribal set-aside application?</b></p>	<p>Please note that as part of their Program Narrative all applicants must state whether or not they applied for CTAS Purpose Areas (PA) 5, 6, and/or 7 in FY 2018. Applicants that did not apply for PA 5, 6, and/or 7 in FY 2018, should include a sentence in their Program Narrative stating so.</p>

	<p>Applicants that applied for CTAS PA 5, 6, and/or 7 ARE ELIGIBLE to apply for the tribal set-aside funding; however, they MUST request funding to support activities that are <b>different and distinct</b> from the activities and expenses proposed in their CTAS application. Applicants that applied for PA 5, 6, and/or 7 in FY 2018, SHOULD NOT request funding to support the same activities and costs included in your CTAS application as part of your application for funding from the tribal set-aside program. An applicant’s tribal set-aside request should enhance or expand activities that are proposed as part of CTAS.</p> <p>See the solicitation, pgs. 10–11 and 16–17, for additional information.</p>
<p><b>What is Phase 2 of the application process?</b></p>	<p>Applicants approved in Phase 1 will be invited to continue their application by completing Phase 2.</p> <ul style="list-style-type: none"> <li>• <b><i>Applicants are not required to and should not</i></b> submit Phase 2 materials until invited to do so.</li> <li>• <b>Invitations for Phase 2 will be</b> sent out on or before September 30th. <ul style="list-style-type: none"> <li>• Applicants will receive a letter detailing what needs to be submitted in the Phase 2 application.</li> <li>• OVC will provide a Phase 2 webinar to assist applicants with completing additional requirements.</li> </ul> </li> </ul> <p><i>Applicants that fail to accept their award offers by the deadline provided in their Phase 1 approval letter and/or who fail to meet the Phase 2 requirements may have their award offers terminated.</i></p> <p>See pgs. 14–17 of the solicitation for additional information.</p>
<p><b>How much funding can an applicant request?</b></p>	<p>OVC expects that award amounts may vary, depending on the project(s) proposed, but typically applications should not exceed \$720,000 per applicant. Applicants may propose, and OVC may award, amounts exceeding \$720,000 where justified.</p> <p>All requests for funding must be reasonable based on the victim services needs and the proposed activities the applicant describes in the Phase 1 Program Narrative.</p> <p>OVC will not award funds in an amount that is not reasonable or justified by the proposal for funding and any other relevant supporting documentation.</p> <p>See pg. 7 of the solicitation for additional information.</p>
<p><b>Will awards under this program be grant awards or</b></p>	<p>Awards made under this program will be grant awards.</p>

<p><b>cooperative agreements?</b></p>	<p>This distinction has some important implications for the level of involvement that OVC will have in the day-to-day management of the awards made to successful applicants.</p> <p>See pg. 8 of the solicitation for additional information.</p>
<p><b>When will chosen applicants need to apply for Phase 2?</b></p>	<p>OVC anticipates that the deadline for submitting materials for Phase 2 will be January 4, 2019.</p>
<p><b>What are applicants required to submit in Phase 2?</b></p>	<p><b>Phase 2 Application Requirements</b> (see pgs. 14–18 for additional information):</p> <ul style="list-style-type: none"> <li>• Revised Program Narrative (if applicable)</li> <li>• Tribal Authorizing Resolution (if applicable) (<i>Note: This was only required for Tribal Designees in Phase 1. Tribes and Tribal Consortia will be able to submit this in Phase 2.</i>)</li> <li>• Timeline</li> <li>• Capabilities and Competencies Statement</li> <li>• Plan for Collecting the Data Required for this Solicitation’s Performance Measures</li> <li>• Budget Detail Worksheet</li> <li>• Indirect Cost Rate Agreement (if applicable)</li> <li>• Financial Management and System of Internal Controls Questionnaire Revision</li> <li>• Signed Certification and Assurance Documents</li> <li>• <a href="#">Disclosure of Lobbying Activities (SF-LLL)</a></li> <li>• Applicant Disclosure of Pending Applications</li> <li>• Other Assurances, Certifications, and Information Requested</li> </ul>

**Award Amount/Timing of Grant Award**

Question	Answer
<p><b>How much can each applicant receive?</b></p>	<p>OVC expects that award amounts may vary, depending on the project(s) proposed, but typically will not exceed \$720,000 per applicant. Applicants may propose, and OVC may award, amounts exceeding \$720,000 where justified.</p> <p>All requests for funding must be reasonable based on the victim services needs and the proposed activities the applicant describes in the Phase 1 Program Narrative.</p> <p>OVC will not award funds in an amount that is not reasonable or justified by the proposal for funding and any other relevant supporting documentation.</p> <p>See pg. 7 of the solicitation for additional information.</p>

<p><b>Could the amount an applicant requested in Phase 1 be reduced by OVC in Phase 2?</b></p>	<p>Award amounts offered in Phase 1 will be a maximum “up-to” amount. This means that final determinations made by OVC in Phase 2, based on the completeness and adequacy of the supporting information submitted by the applicant, may result in final award amounts below the maximum amount. Similarly, in Phase 2, an award offer will expire if an applicant fails to complete the award acceptance process by the deadlines set by OVC. Even after acceptance of an award offer, be advised that OVC may terminate the grant if an applicant fails to submit information sufficient to support the release of funding withheld by special conditions.</p> <p>See pg. 7 of the solicitation for information.</p>
<p><b>How long does a grantee have to use the funds?</b></p>	<p>OVC expects to make awards for a 3-year period of performance that will begin on or before April 15, 2019.</p>

**ALLOWABLE EXPENSES**

<b>Question</b>	<b>Answer</b>
<p><b>What types of activities or categories can be funded with this grant?</b></p>	<p><b>A comprehensive list of allowable and unallowable costs can be found in Appendix A of the <a href="#">solicitation</a>.</b></p> <p>Funding under this solicitation may be used for a wide range of programs, activities, equipment, and supplies to develop, enhance, sustain, or procure victim services. These allowable activities and costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Needs assessment – assessing the victim service needs of the community to inform the planning, development, implementation, and expansion of victim service programs;</li> <li>• Strategic planning – developing a strategic plan that will guide the development, implementation, and expansion of victim service programs;</li> <li>• Program development – developing victim services programs;</li> <li>• Program implementation – implementing victim services programs;</li> <li>• Program expansion – including: <ul style="list-style-type: none"> <li>• expanding <i>types of services</i> provided to victims (such as crisis intervention, allowable legal support, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bilingual/multilingual advocacy, healing/cultural practices, mental health services, victim advocacy, forensic interviewing of children, transportation services for victims of crime, emergency services, etc.);</li> <li>• expanding <i>populations served</i> (such as children, older adults, individuals with disabilities, male victims, adults who were victimized as children/adolescents); and/or</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>expanding the <i>types of crime</i> addressed (such as human trafficking; victimization as a result of opioid/drug-related crisis; financial crimes; child abuse and neglect, including physical and sexual abuse and exploitation; sexual and physical assault; homicide; cyber-crimes; etc.).</li> </ul>
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### UNALLOWABLE EXPENSES

Question	Answer
<b>What activities cannot be funded by this grant?</b>	<p>Tribal set-aside funds must be used to support programmatic activities that are consistent with the purpose and intent of VOCA. While these funds can be used to provide a wide range of services to victims of crime, there are some statutory limitations on how the funds can be used.</p> <p>These funds cannot be used to pay for costs associated with:</p> <ul style="list-style-type: none"> <li>crime prevention activities;</li> <li>services for criminal offenders;</li> <li>costs associated with law enforcement or prosecution personnel or activities; and</li> <li>construction.</li> </ul> <p>Additional information can be found in <b>Appendix A</b> of the <a href="#">solicitation</a>.</p>

### CONTACTS AND TECHNICAL ASSISTANCE

Question	Answer
<b>Will training and technical assistance be available?</b>	<p>In addition to administering the tribal set-aside grants, the Department will make training and technical assistance (TTA) available to the field. Both financial management and programmatic TTA will be available to help build the capacity of tribal communities to support and provide assistance to victims of crime.</p>
<b>Is there assistance available for questions with solicitation?</b>	<p>Questions about the solicitation:</p> <ul style="list-style-type: none"> <li>OVC’s National Criminal Justice Reference Service Response Center (NCJRS): 800–851–3420, or <a href="mailto:grants@ncjrs.gov">grants@ncjrs.gov</a> between 10:00 a.m.–6:00 p.m., ET, Monday–Friday. <ul style="list-style-type: none"> <li>NCJRS will be available until 8:00 p.m. on the closing date.</li> </ul> </li> </ul>
<b>Is there assistance available for questions about GMS?</b>	<p>Assistance with GMS:</p> <ul style="list-style-type: none"> <li>GMS Support Hotline: 888–549–9901, Option 3, or <a href="mailto:GMS.HelpDesk@usdoj.gov">GMS.HelpDesk@usdoj.gov</a>, from 6:00 a.m.–Midnight, ET, Monday–Friday.</li> </ul>
<b>Will there be a pre-application webinar about this solicitation?</b>	<p>OVC will conduct a Phase 1 pre-application webinar on June 28, 2018, at 2:00 p.m. ET. Webinar participation is optional but strongly encouraged. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <a href="https://ojp.webex.com/ojp/onstage/g.php?MTID=e535e0ccdf27e5c34f54f506f">https://ojp.webex.com/ojp/onstage/g.php?MTID=e535e0ccdf27e5c34f54f506f</a></p>



[c554759](#). This webinar will be recorded and available online for playback at <https://www.ovc.gov/news/fy18-tribal-set-aside.html> within 10 business days after the webinar.

### TIMELINE

Question	Answer
<b>When are applications due?</b>	Phase 1 applications are due at 9:00 p.m. eastern time on August 6, 2018, in the OJP Grants Management System (GMS) at <a href="https://grants.ojp.usdoj.gov/gmsexternal/">https://grants.ojp.usdoj.gov/gmsexternal/</a> .
<b>When will OVC complete its review of Phase 1 applications?</b>	OVC will complete its review of applicants' Phase 1 application materials by September 30, 2018. Applicants approved in Phase 1 will receive an award offer contingent upon the applicant's successful completion of Phase 2 of the application process.
<b>When will invitations for Phase 2 be sent to applicants chosen to apply?</b>	Invitations for Phase 2 will be sent out on or before September 30, 2018.
<b>When will chosen applicants need to apply for Phase 2?</b>	OVC anticipates that the deadline for submitting materials for Phase 2 will be January 4, 2019.