

**OFFICE FOR VICTIMS OF CRIME
FY 2018 TRIBAL VICTIM SERVICES SET-ASIDE PROGRAM--PHASE 2 APPLICATION
FREQUENTLY ASKED QUESTIONS AND ANSWERS**

GENERAL

Question	Answer
What is the Office for Victims of Crime and the Crime Victims' Fund?	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.
What tribal grant programs does OVC currently fund?	<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 2018, OVC distributed more than \$55 million to 128 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. Between FY 2013 and FY 2018, the CJA Program awarded more than \$22.8 million to 56 tribes as part of CTAS.</p> <p>To learn more about OVC's resources for tribes, visit: https://ovc.ncjrs.gov/topic.aspx?topicid=61.</p>
What is the tribal set-aside?	<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</p>

	<p>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, up to \$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>
Where can I find the OVC FY 2018 Victim Services Tribal Set-Aside Program solicitation?	<p>The solicitation is available on OVC’s website at: www.ovc.gov/grants/pdfxt/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf.</p>
How will applicants know that they have been approved to move forward to Phase 2 of the application process?	<p>Applicants approved in Phase 1 received Grant Award Offers on or before September 30, 2018.</p>
When does Phase 2 of the application process begin?	<p>Applicants who have received Grant Award Offers can begin submitting their Phase 2 applications on October 1, 2018.</p>
When are Phase 2 applications due?	<p>Phase 2 applications are due by 9:00 p.m. eastern time on Friday, January 4, 2019. Please note that Phase 2 applications can be submitted prior to January 4 and will be reviewed as submitted.</p>

PHASE 2 APPLICATION PROCESS FOR TRIBAL VICTIM SERVICES SET-ASIDE PROGRAM

Question	Answer
The amount requested in my Phase 1 application has changed. What do I need to do in my Phase 2 application?	<p>Applicants whose award amounts were changed will need to do the following:</p> <ul style="list-style-type: none"> • Update your SF-424. Update the amount requested so it matches the “Maximum Award Amount” in your Grant Award Offer, and be sure that it also matches the total amount requested in your Budget Detail Worksheet. • Your Budget Detail Worksheet <u>cannot</u> exceed the amount listed in your Grant Award Offer. When completing your Budget Detail Worksheet, be sure to show your work. To effectively complete your Budget Detail Worksheet, itemize all costs and provide a narrative for each budget item. Be sure to update your Program Narrative as directed in your Grant Award Offer.
What is Phase 2 of the application process?	<p>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.</p>

	<ul style="list-style-type: none"> • Grant Award Offers explain what an applicant needs to submit in Phase 2. • Applicants approved in Phase 1 also will receive an email from OVC with additional information and tips for completing Phase 2. • OVC will provide two webinars to assist applicants with completing Phase 2: one will address the process for submitting Phase 2 documents in GMS and the second will provide detailed information on how to complete the required Budget Detail Worksheet. <p>If an applicant fails to complete the Phase 2 application process by the deadline of January 4, 2019, 9:00 p.m. eastern time, the applicant’s Grant Award Offer will expire.</p>
<p>When will OVC hold the Phase 2 webinars?</p>	<p>To assist applicants with completing Phase 2 of the application process, OVC will be hosting the following two webinars. All applicants are encouraged to register and participate in these webinars.</p> <ul style="list-style-type: none"> • On October 10, 2018, from 3:00–4:30 p.m. eastern time, OVC will hold a webinar to discuss the required Phase 2 documents that every applicant must submit, provide information about any additional steps some applicants are being required to take, and answer questions regarding the Phase 2 application process. • On October 15, 2018, from 2:00–3:30 p.m. eastern time, OVC will hold a webinar with a special focus on how to complete the required Budget Detail Worksheet. <p>These webinars will be recorded and available on the OVC FY18 Tribal Set-Aside webpage approximately 10 days following the webinars.</p>
<p>When does Phase 2 of the application process begin?</p>	<p>Applicants who have received a Grant Award Offer can begin submitting their Phase 2 application documents on October 1, 2018.</p> <p>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 all of your Phase 2 required documents or items, you can submit your Phase 2 application for review.</p>
<p>When are Phase 2 applications due?</p>	<p>Phase 2 applications are due by 9:00 p.m. eastern time on Friday, January 4, 2019.</p>
<p>Will federally recognized Indian tribes be required to submit an authorizing resolution in Phase 2?</p>	<p>Yes. Federally recognized Indian Tribes/Alaska Native Villages and tribal consortia will be required to submit an authorizing resolution in Phase 2. Authorizing Resolutions must be on official letterhead, and must be signed.</p> <p>See pages 13–14 of the solicitation for additional information.</p>

<p>What are applicants required to submit in Phase 2?</p>	<p>Phase 2 Application Requirements (see pages 14–22 of the solicitation for additional information):</p> <ul style="list-style-type: none"> • Revised Program Narrative (if required in your Grant Award Offer) • Tribal Authorizing Resolution (if applicable) (Note: This was only required for Tribal Designees in Phase 1. Tribes, Native Villages, and Tribal Consortia are required to submit this in Phase 2.) • 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 <p>Other Assurances, Certifications, and Information Requested</p>
<p>My Phase 2 Grant Award Offer states that the Program Narrative needs to be revised. Does the entire Program Narrative need to be revised?</p>	<p>No. 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.</p> <p>It is critical that your revision to the Project Design and Implementation Description portion of the Program Narrative is responsive to whatever you were asked to do in your Grant Award Offer. In most cases, OVC needs additional explanation for, or justification of, particular items or activities in order to fund certain items you requested. Please be sure to clearly address all of the items identified in your Grant Award Offer.</p>
<p>How do I complete or revise a Financial Capability Questionnaire (FCQ)?</p>	<p>If your FCQ appears as an attachment in GMS, please open it and check the data for accuracy. If the FCQ attachment is blank (does not include any data), please follow the instructions for missing FCQs below.</p> <p>If your GMS record does not include the FCQ as an attachment, please do the following:</p> <ol style="list-style-type: none"> 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. <p>NOTE: Please do not print, fill out, and scan your FCQ as GMS cannot recognize this type of file and will not allow your FCQ to upload into GMS.</p>

	<p>For assistance with completing the FCQ or any other application document, contact the GMS Help Desk at: 888-549-9901 or GMS.HelpDesk@ojp.usdoj.gov.</p>
<p>If an applicant applied for funding under the FY18 CTAS or other solicitation but was not awarded, can they adjust their Phase 2 application to include additional items?</p>	<p>No. Your Phase 2 application cannot include any new items and must address all of the items identified in your Grant Award Offer.</p>
<p>Will there be special conditions associated with this award?</p>	<p>Yes. A list of general special conditions that apply to all 2018 Office of Justice Programs grant awards can be viewed here. Additional special conditions may be applied to your specific award and will be provided as part of the Phase 2 approval process.</p> <p>One special condition that applicants can complete right away is the required OJP Financial Management Training. It is strongly recommended that the applicant’s Financial and Programmatic POCs complete the DOJ Grants Financial Management Training as soon as possible. For now: 1) online through the DOJ Grants Financial Management Online Training, or once approved to spend funds for travel: 2) in-person by attending the Office of Justice Programs Financial Management Training Seminars. Please note that the in-person seminars are only offered a few times a year in Washington, D.C., and space is limited.</p>
<p>Since Phase 2 applications will be reviewed on a rolling basis, how will OVC know when we are finished with our Phase 2 application and it is ready for review?</p>	<p>As you finish portions of your Phase 2 application in GMS, your application will remain in GMS until you are ready to submit it for review.</p> <p>Each time you go into GMS to work on your Phase 2 application, click on “Save” to ensure that your work is saved and stored in GMS. You can continue to work on your Phase 2 application in GMS until you are finished, but <u>must submit it by the Phase 2 deadline of January 4, 2019, 9:00 p.m. eastern time.</u></p> <p>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: Please do not hit “Submit Application” until you are completely finished and your application is ready to be reviewed, as once an application is submitted to OJP for review, you can no longer go back in and make changes.</p>
<p>Can a Phase 2 application be revised after it has been</p>	<p>No. Once you submit your Phase 2 application in GMS, you will not be able to go back in to make changes, so please only submit your Phase 2 application once you are absolutely sure it is ready for OJP to review it.</p>

submitted to OVC for review?	
If an applicant experiences problems submitting their application in GMS, who should they contact?	<p>For assistance with GMS, contact the GMS Support Hotline by phone at 1–888–549–9901, Option 3, or by email at GMS.HelpDesk@usdoj.gov from 6:00 a.m.–midnight, eastern time, Monday–Friday. If this issue impacts your ability to submit your application before the January 4, 2019, deadline, be sure to obtain a ticket number to document that you contacted the GMS Help Desk for assistance.</p> <p>To avoid any issues with the submission of your application, it is strongly recommended that you do not wait until January 4, 2019, to submit your Phase 2 application.</p>

ALLOWABLE EXPENSES

Question	Answer
<p>In Phase 1 we provided a general list of activities/items we were requesting. In Phase 2 we know we need to itemize all costs in the Budget Detail Worksheet. Can you remind us what activities/items can be funded with this grant?</p>	<p>A comprehensive list of allowable and unallowable costs can be found in Appendix A of the solicitation.</p> <p>Your Budget Detail Worksheet must only include the items that were approved in your Phase 1 Grant Award Offer. In some Phase 1 applications, there are references that were not specific enough and must be detailed in the worksheet in accordance with the allowable costs chart in Appendix A.</p>

UNALLOWABLE EXPENSES

Question	Answer
<p>What activities cannot be funded by this grant?</p>	<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"> • crime prevention activities, • services for criminal offenders, • law enforcement or prosecution personnel activities, and • construction. <p>Additional information can be found in Appendix A of the solicitation.</p>

	Further, Phase 2 materials must not include activities/items that were not approved in Phase 1.
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CONTACTS AND TECHNICAL ASSISTANCE

Question	Answer
Will training and technical assistance be available?	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.
Is assistance available for questions with the solicitation?	Questions about the solicitation: <ul style="list-style-type: none"> • OVC’s National Criminal Justice Reference Service Response Center (NCJRS): 1–800–851–3420, or grants@ncjrs.gov between 10:00 a.m.–6:00 p.m., e.t., Monday–Friday. • NCJRS will be available until 8:00 p.m. e.t. on the closing date.
Is assistance available for questions about GMS?	Assistance with GMS: <ul style="list-style-type: none"> • GMS Support Hotline: 1–888–549–9901, Option 3, or GMS.HelpDesk@usdoj.gov, from 6:00 a.m.–midnight, e.t., Monday–Friday.

TIMELINE

Question	Answer
When will OJP complete its review of Phase 2 applications?	OJP will accept Phase 2 applications on a rolling basis until the Phase 2 deadline of January 4, 2019, at 9:00 p.m. eastern time. OJP will conduct thorough reviews of Phase 2 applications as they are received, and will finish all application reviews on or before April 15, 2019.
When will OJP make Final Award Agreements for the Tribal Set-Aside Program?	OJP will make Final Award Agreements in GMS on or before April 15, 2019. OJP will review Phase 2 applications on a rolling basis until the Phase 2 deadline of January 4, 2019, 9:00 p.m. eastern time. If OJP has determined that your Phase 2 materials and supplemental information are satisfactory; your full proposal is reasonable, achievable, and allowable under the Victims of Crime Act; and you have demonstrated the financial capability to manage the grant, OJP will issue a Final Award Agreement document to you via GMS.
When will applicants who receive Final Award Agreements be able to access grant funds?	Applicants will not be able to access any funds until Phase 2 of the award and acceptance process has been completed and you have satisfied any withholding special conditions.