

[Transcript from the Office for Victims of Crime (OVC) Fiscal Year 2018 Tribal Victim Services Set-Aside Program Phase 2 Application webinar, which was held on October 10, 2018. The archived webinar can be found at: <https://www.ovc.gov/news/fy18-tribal-set-aside.html>. The Solicitation can be found at <https://www.ovc.gov/grants/pdfxt/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf>.]

MARY JO GIOVACCHINI: Welcome everybody, to today's webinar, the OVC Fiscal Year 2018 Tribal Victim Services Set-Aside Program Phase 2 Application webinar.

ALLISON TURKEL: Hi, everybody. This is Allison Turkel. I'm the Deputy Director of the Federal, International, and Tribal Division at the Office for Victims of Crime at the United States Department of Justice. I'm going to begin the webinar today. First of all, let me welcome all of you. If you are on this call then you are--some, not all, I see by the numbers--of our Phase 2 applicants. Congratulations on making it from Phase 1 to Phase 2. We're very excited about this program and about your moving forward and hope that these--everything that we're going to tell you about, the materials, will be of assistance to you as you go through the process.

I'm going to do a quick overview about OVC. A very quick one about the Tribal Set-Aside Program because you should all be familiar. I'm then going to begin going over what is required for you in your Phase 2 application. Before I get into a great amount of detail, I'm going to turn it over to my colleague Sean Smith from the OJP's Office of Audit Assessment and Management known as OAAM, and he's going to actually switch over into GMS, back where you submitted your Phase 1 applications, where you will now continue your--the--you're into Phase 2 and he's going to run through and show you where to upload things and other items in there that you will need to submit and go through that with you. He will then take some questions about his part of the presentation and then he'll turn it back over to me and I will go over some of the other pieces of the things that are necessary for you to do to complete your Phase 2 Application. At the end of that, then I will take other general questions that you might have for me and we'll also see the ones that Mary Jo just mentioned that you can be writing as we go forward.

Sort of as a general overview, one of the things that I will talk about before I can talk about OVC is just really a--just so folks know about the Phase 1 process. You obviously all submitted your applications. You made it through. Overall, what we are--with--there was 195 applications received by OVC. Of those, 178 have made it through to Phase 2, which is a very impressive number of applications. The ones that we lost, so to speak, were mostly for, as we had spoken about in the original webinars and in the materials and on the solicitations, things that were missing, required documentation, and a few of them, a very few of them, had wholly unfundable things that they requested. And that's sort of what those applications look like.

For other folks, your--some of you received the amount that you requested and a good number of you had some--had some major reductions in the amount of funds and some had just some small things. What we have to do is go from the applications we had, make an assessment of it. We did a very intensive review. Everything was reviewed by

professional staff here at OVC and every application was reviewed by at least one supervisor, if not by multiple people after they were reviewed. So a lot of time and effort went into this. And the entire process for us here at OVC, we could not have done without our partners around in the rest of OJP. So, it was a team effort and now that's how this will continue as we go forward.

For those of you who are first-time applicants and now hopefully first-time grantees for us here at OVC, you'll see that there are some kind of wordy documents and things that you have to fill out and processes but we are going to provide a lot of tools for you to be able to move forward. By the fact that you're on this webinar, you have received both your award offer and the second letter we sent you and we're going to talk about those as we go forward and there's a lot of information in those.

So, for those who don't know a lot about OVC, I think a bunch of you do. We were created by the Victims of Crime Act of 1984. When you hear people talk about OVC, they say VOCA. That is the VOCA that they are talking about. The majority of funds that are distributed come out of the Crime Victims Fund and those funds go--the majority go to the states for their victim assistance and victim compensation. And a number of--so there's--some pieces of that that--what we call come off the top, which is where the Tribal Set-Aside, it came off the top of the Crime Victims Fund as did our victim services to FBI and EOUSA for the United States district court victim services for those who have federal crimes that get prosecuted in federal court. The crime victim--we have had--for years, OVC has had Tribal-specific programs that we ran through the CTAS program that many of you have been involved in. And that's Comprehensive Tribal Victim Assistance Program or CTVA which is Purpose Area 7 of CTAS and we've had the Children's Justice Act Partnerships for Indian Communities, the CJA Program, and which was Purpose Area 6 in CTAS.

I just--oh, let me just pop back up. And we also had a bunch of other programs that we have funded that's sort of a wide variety of other interesting and complex programs. Some of you have been involved in what is in quotes called our "Tribal Mapping Program" which is a program that we put out there to find out what Victim Services look like for our tribes. We have had a program--a new program, uh, last year that was a program to grow professionals who--so that they can learn in college, have internships in Tribal-related victim services programs and hopefully be hired by your program as time goes forward as well as some other specific things. Some of you might've heard our Project Beacon which is human trafficking. And then we contribute to other OVC programs to have a tribal aspect of that.

Just for you--those of you may not be familiar with the Crime Victims Fund, the Crime Victims Fund is not taxpayer dollars. The Crime Victims Fund is money that comes from fees, penalties, and assessments of federal convictees and that is occasionally individuals. We know in Indian Country which is federal jurisdiction, there are some individuals that are prosecuted but largely it is white-collar crime, corporations, insurance companies, and the like. And there's fines, fees, and assessments and then that money goes into the Crime Victims Fund. And every year, the Congress decides how much

comes out. And that is what happened this year, that after all of your and your advocates' advocacy, that an actual Tribal Set-Aside occurred.

That Tribal Set-Aside Program, this is what it's formally called up on the screen. It came out of the Commerce, Justice, Science, and Related Agencies Appropriation Act of 2018, the little squiggly subsection 510, which allows for three percent of the overall Crime Victims Fund obligations to--used to improve victim services to tribes. For--our overall CVF obligations in FY 2018, which just ended on September 30th, was \$4.4 billion and that overall three percent accounted for \$133 million. The funding allocator for this specific grant program of that was up to \$110 million.

So let's switch over there, because you're--most of all, pretty familiar with the aspect of it and move on to what is going to happen and for your Phase 2. As you received in your letters the Phase 2 application deadline is 9:00 p.m., e.s.t., on January 4, 2019. Those Phase 2 applications, just like your Phase 1 applications, your Phase 2 are really a continuation of your Phase 1 applications and thus are only being submitted through GMS. And these are grant awards. Some of you have been prior OVC grantees who have had cooperative agreements. However, these are grant awards. And so, we will provide a lot of information as time goes on as to what that means. It is a little bit of a different grant animal than our cooperative agreements and the way that our office engaged will be somewhat different as a result of that. But right now, that's not really so much what you need to be concerned about.

So, everyone received your grant award offers on or before September 30th. We had a few people who might be on the call who were a few days later. We had some not good email addresses but we fixed all of those and those awards went out. And that grant award offer contains--and I'm calling it a letter because it was in--however, it was received and sent in an email. But the grant award offer contains information about what you must submit in Phase 2. And we are going to go through a lot of that as we go forward.

So, I now have up here on the screen what is basically a very close up of your grant award offer. Hopefully, you have it in front of you because then you can compare to what you're looking at. This is a sample one, so we sort of go down from the very top down, the Grant Award Offer at the top. It has the date, it has the authority that I just spoke about, and then it has something that's called, on the right-hand side, the CDFA number--CFDA number, that's very important to us. You can see there's a lot of stuff very important to us that look like numbers and letters. You probably don't need to bother with most of them. Then you do have your grantee or vendor number which is--would be important to you and your DUNS number. Thy--we have a standard for the project title for all of these, but it all reads the same for everybody. But the most important part about is, is where those nice, yellow arrows are. And I think one of my colleagues who's in the room with us, Barbara Robertson, who made these pretty arrows for us and put this together in both--in both your second letters and in this PowerPoint. At the top, it says "Phase 1 Amount Requested" so we know the standard amount that folks are requested--or people requested a whole variety both less and more than that amount, but here on our sample, \$720,000. And then the important part for you is the maximum award amount. That is the amount that you

need to now use in your Phase 2 application. In our sample here it says \$595,000. Just a sample, yours could vary widely from that. But this is the paperwork that you'll need to look at and we're going to talk about where those numbers become relevant as we go forward.

Then in--onto the next slide, as your award offer letter continues, it lists the supplementary information that is required by all applicants. You'll see again those nice yellow arrows in your PowerPoint and the must submit the--below information via GMS. Phase 2 deadline is listed there more specifically and for more information it sends you to the--back to the solicitation. If you remember unless you've tried to, you know, close your mind to try to remember that process of applying, you want to go back to the solicitation if you haven't kept it saved up in your folder, here it is. Because they--in the original solicitation is where this information is also listed again, as to what must now be included in your Phase 2 application. There is--here, as well the information, if you have any technical assistance. So I'm going to say something that--we're going to say to you every time that we talk or engage which is, "Do this early." Don't do it fast so that it's not done thoroughly because thoroughness is going to count as we go forward and talk about that. But don't wait until January 4th or January 30th, even January 2nd. Give yourself ample time so that if you run into some problem either with your system or with dealing with our system all of the tools that are available both through the GMS help desk, which is right there, as well as we have our resources at the bottom, will be able to help you move forward with your Phase 2 application.

So what is required and we are going to break down all of these and go through them but I'm just going to go through the list here. You will need--some of you, a revised project narrative if that was required and you--what you received specifically, a Tribal Authorizing Resolution, which will need to be submitted for everybody who has not submitted one. So, many of you, although you were individual tribes submitting, did attach your Tribal Authorizing Resolution. All of you who are tribal designees submitted your Tribal Authorizing Resolution. So, any--everybody else, if you have not, will need to submit their Tribal Authorizing Resolution. You'll need a project timeline, we're going to go over all this, the Capabilities and Competencies Statement, your plans for collecting and submitting performance measure data. The Budget Detail Worksheet and we're going to talk about that a lot and there's going to be a whole another webinar that the Budget Detail Worksheet, a separate webinar which we will draw your attention to at the end that has a lot of information in it. For those of you who did the preliminary budget page that was in the original solicitation, it differs substantially but it is a very useful and usable tool that will really help guide you through this budget process. And we--again, we'll have lots of resources including a live demo for you which is next week on Monday. Your indirect cost rate agreement, there's additional information about that in the solicitation itself on page 21 to 22. The Financial Management Systems Internal Controls Questionnaire which is that FCQ that we spoke about a lot in Phase 1. Some of you will need to revise that. The signed certification and assurance documents, we'll go through those, disclosure of lobbying activities, and disclosure of pending applications. So it's a big list and we are going to run through all of it in the course of this webinar as well as we have sent you the additional information about that in the second letter that you all received.

So, supplementary information that may be required for your application is--the requested amount of funding might've been--money might've been changed. And this is where it's going to tell you in that letter, it's going to reference the letters that you received, what the reduction reason was. If there was no reduction, then it's not applicable. But if there was a reduction so if you asked for 720 and you were given 720, there may be a reference that says not applicable. That is because there was no reduction. I will say this, however. There are few applicants where there was no reduction in money but it's still asking you to revise your Program Narrative. So, make sure that you read the letters carefully so that you know what it is that you need to submit. All the information in there is very specific and very particular. So, make sure you're reading carefully.

I think that--let's just make sure this is clear. Yeah. So you can see on the second yellow arrow there, it says even if your Phase 1 application request was not reduced, there may be something else you need to do in Phase 2 besides those requirements. So, make sure if you see that listed that you go ahead and do that as well. For other folks you're going to have, why there was a reduction and now what it is that you can--that now can be funded and that piece will be clear and then it will tell you what it is that you need to do.

Again, I've referencing that second letter. The second letter is how you all knew to sign--all knew to sign up for this. So I know--we know that you are actually received it. That has a lot of information and a lot of what I'm talking about as well as some other things that you can click on that are resources. So it has, for example, clickable access to the OJP Financial Guide, the DOJ Financial Guide, the original solicitation, that nice which, you know, in that solicitation is the nice Allowable and Unallowable Activities Chart, things of that nature. So make sure that you use that as a resource, too, as you go forward and start working on your Phase 2 application.

Just by way of reminder and we--again, we always put this all over the place, if you fail to complete the Phase 2 application process by the deadline of January 4th by 9:00 p.m., e.t., the grant award offer, because again, that's what it is, the grant award offer, it will expire. So, again, start early. Applicants are strongly encouraged to complete it early, early on and prior to that deadline.

We went through all of these things while I went through the letter with you. But here it is, a bigger language so that you can see it and we are going to go through a whole bunch of these things one by one as we go through. But I'm at the stage where I'm ready to turn this over to my colleague if you just give me a minute. I'm going to turn this over to Sean Smith, he is going to now switch the screen up and take you actually into GMS.

SEAN SMITH: Good afternoon. So, you're looking at GMS external. This is what it would've looked like when you log in. Now, GMS defaults to your list of applications. As you see here, there's only one--the test sample for the Tribal Victim Set-Aside. If you have multiple applications into GMS you'll have to find your Tribal Victims Set-Aside application. And as you see here on the right, one--for Action there's the link Update. So, by clicking that link it will take you in--back into your application that you submitted. So, like before,

you've got the seven sections of the application. You're going to then review each one, update it as needed. So here's the overview, what type of application, what type of submission, and whether or not you fall under 12-72.

So, here's your applicant information screen. You're going to review all of this information. As you see here, my test application. This is the point of contact information for matters involving this application. This is important, this is who OVC is going to contact when they have issues with the application or questions. So this is--this information needs to be correct. So, it's all updated--updatable--do you want to say something? [INDISTINCT] so, right. If there are changes that need to be made you can just update the field, and change as needed. Any field that has a red asterisk is a required field, it will not--it will not allow you to submit the application without that field being filled. And then once complete, move on, hit Save and Continue to move on to the next field. So this is where the important things--this is where important things are going to happen. Title of your project is important, that information is passed to OVC. Area affected by the project, also important. Proposed Project Start and End Date, Congressional District, and Estimated Funding. Estimated Funding, that field is going to be changed per the award offer that you received from OVC. So, it will default to the amount that you submitted with your Phase 1 application. If you need to change, this is where you change it. So you would update your field, so I asked for \$170,000, I'm now going to ask for \$720,000 per the meeting.

ALLISON TURKEL: It's going to be--Sean, just to be clear, so the maximum award offer is amount. So they're not asking for anything different than their maximum award amount.

SEAN SMITH: Correct.

ALLISON TURKEL: Right?

SEAN SMITH: That information would have been on your award notice.

ALLISON TURKEL: Yeah.

SEAN SMITH: Right. I am just adding numbers to the sample. So, Save and Continue. As it shows here, you need to have a congressional district, needs to be highlighted. Since I changed my location on the application information screen it then updates this screen. So I went from Washington, D.C., to Georgia. So I now have to highlight something, and select it before it will allow me to move forward. Here are your attachments, this is also super important. So, first is your Financial Capabilities Questionnaire. If you submitted something that was not complete, if your Financial Capability Questionnaire was just submitted as a placeholder because it is a required file, GMS will not allow you to submit an application without Financial Capability Questionnaire. Here is where you replace it. As you see here, here's the link that says Capability Form, your--download the PDF. Fill out the PDF as a fillable file. And what you're going to do is if you need to replace it, you're going to then delete the file that you have. It's going to ask you, "Are you sure?" Yes, we are sure. It's going to delete my attachment. It's--and now gone, you're going to take the file that you--the file that you downloaded from here, and upload it. You--please don't print

out the PDF and put a wet signature on it. Just please fill out the PDF, save it as financialcapability.pdf and upload it. So, we will show that here. We're going to upload the file, you're going to browse to ever. And as you see here this is my test. And you're going to upload your documents. GMS will process it. Right. Here is where you're going to add the rest of your attachments, your Budget Narrative, your Program Narrative, your resumes, your timeline, anything else that you need OVC to have, part of the 11 documents that Allison had talked about earlier, all need to go here. You're going to use GMS to attach all your files, and when you're done, go through them again, make sure, and continue on.

Here is your Assurances and Certifications. You will need to review the Assurances and certifications, there are two links. So, what GMS requires you to do is click the link, read the assurances and certifications. By closing the window you are acknowledging your agreement to the assurance. You then have to click the link on certifications, review, as again you're acknowledging. And you then have to fill out the form, click the box, and provide a digital signature. So I'll move you on to the 424 which has been built by the information that you have provided earlier. This is the place where you then get to review all the information. And if there's something not correct, you would then go back to the subsection where you need, update the information, and then come back. Once complete, you will then move to your Submit Application. Again, GMS provides you with a list of your requirements. If one of these was incomplete, if you didn't have the Financial Capabilities Questionnaire or if you didn't have some--an attachment, if the assurances and certifications weren't reviewed and accepted, GMS will not allow you to submit. So, when done, you hit Submit Application. It will take a couple of minutes. GMS is combining. And there, you have your submitted application. Please take note of the application number, right here. Yours will be the same, mine is 2019, because I created it today. But that should be your application in a nutshell. So, I'm going to now take some questions for the technical GMS portion of the procedure, and let's see what you guys have to say.

ALLISON TURKEL: And I'm--this is Allison again, I'm going to jump back on and then run through a bunch of the pieces that Sean showed you, not the technical part but the content aspects of it, so that you understand fully what those are. But just so you know that that's what's coming. So if you have technical questions for Sean, now is the time.

SHANNON MAY: I'm just going to chime in here really quickly. Hi, everyone, this is Shannon May from OVC. There are some questions that have already come in, and some of them are going to wait until after Allison does what she just mentioned which is go back through some of those items in more specificity. But I did want to let you know there was one about, can you go over the budget attachment. What we're--what we're going to do is we're going to ask Sean to--to get us-- [INDISTINCT] as possible and then we also want you to know there will be an entirely different webinar. The entire webinar will be exclusively about filling out and finishing that Budget Detail Worksheet. So just to make everybody aware of that.

SEAN SMITH: Okay. So I prepared for this. So if you go to ojp.gov, as you should now be able to see on my screen. Here's our website. You will go to Grants and Funding, Grant

and Funding. And then this is our funding resource center. It's also a good link to have. It provides a lot of tools. You'll then click the red apply logo which will take--give--bring you to the resources that we offer applicants for applying. And see here there are standard forms and instructions. So you click that link and it will bring you to a list of tools. And in forms, and if you see here, a whole lot of forms. And the third one is the Budget Detail Worksheet. Click that and this will bring the page up. All right. So we have two forms, there is the Budget Detail Worksheet in Excel and a fillable PDF. Either one will work. Then you will download this file and then fill it out to the best of your abilities. And then attach it when complete to your GMS application in the attachment section. Oh, I submitted it.

SHANNON MAY: You submitted it.

SEAN SMITH: I submitted it, you would see it right here. I have--I unfortunately submitted the application. Before--prior--if you have not submitted your application you would have action buttons, it would allow you to attach your Budget Detail Worksheet here. This is where you're going to attach it as part of your application. I won't show you what that looks like. We'll--let's download the PDF.

SHANNON MAY: They prefer it in Excel.

SEAN SMITH: Huh, think so?

SHANNON MAY: Okay. But we have one--another GMS related question for Sean and four others. And it is, "We can keep on GMS attachments page all of the documents that were submitted in Phase 1, unless you were instructed to make a revision?"

SEAN SMITH: Correct. So, what does happen between Phase 1 and Phase 2 is all these Phase 1 applications that were selected to move forward were change requested. The change request action returns the application back to the applicant as--in the state it was submitted. Thus if you had attachments as part of your applications, they are still there. However, if there were edits that needed to be made per OVC, this is where you would--you would remove the file and update and attach a new file. If there were no edits to be--needed to be made to any of your attachments, you would just leave them as is. And then either attach the additional information needed or update whatever was required of you. So...

ALLISON TURKEL: Another GMS?

SEAN SMITH: So, here's a quick--here's a quick review of the budget worksheet. There's a lot of calculations that are in--embedded into this. It allows you to add things as needed, consultant's fees, budget travel, contracts. It's a fillable form, and there are instructions and resources attached.

ALLISON TURKEL: Any other questions for Sean?

SEAN SMITH: Yeah. Any--anything else?

SHANNON MAY: No.

ALLISON TURKEL: Okay. Great.

SEAN SMITH: So, if you do have--if you have questions that you forget, because I'm going to step away, please ask. OVC will get them to me and then we will provide you answers shortly.

ALLISON TURKEL: Terrific. Thank you, Sean.

SEAN SMITH: Thanks.

SHANNON MAY: Thank you, Sean.

ALLISON TURKEL: Okay. So, there's a lot of information in a short time. But again, this material will be available online. You'll be able to see it in our--we do have FAQs that are posted on our website and I believe that they're at the--in--the links are in the letter, the second letter that we send you--sent you. So, it has those links to the FAQs, so it has those--that grants page that Sean went through. I believe we have a URL that takes you to that as well. So, you don't have to remember all this. You have those--a lot of those details already available to you.

So, now, I'm going to go back into the PowerPoint, and talk about revising your Program Narrative. So, everybody has to do a Program Narrative. However, not everybody has to revise your Program Narrative. That's going to be in your award offer letter. It's going to tell you whether or not you need to revise it. However, what you need to do, if you need to revise it, the only part that you're going to need to revise is the Project Design and Implementation Description section. Okay? So, the--everything else, just leave in there. Don't delete it. Don't take it out. It's part of your application.

You're going to create a new document and you're going to call that the Phase 2 Program Narrative. Okay? It doesn't--it should not be included in the other one, that should sit there by itself as you uploaded it and left it in there. You're just going to create a new document called Phase 2 Program Narrative, where you're going to update or revise your Program Narrative as was requested and directed in your award offer letter. And mostly what those types of things are, are descriptive.

Where you--for example, you had a reduction and it told you "These are the things that now that you can have." So, you may have asked for--I'm not going to run through a bunch of things, but you asked for, you know, four or five different items. And we said "Okay, of those, you can have three of those. Here are what the things are. Your funding allows you to do the following things. Please revise your Program Narrative to reflect that. So, we want you to just do--name--it needs to be named Phase 2 Program Narrative and write out in there a description of it.

So, if you're going to revise and move to the--you're going to hire--say you were not clear that you were--needed to hire a victim advocate. Then--and we say, "Please revise your Program Narrative to reflect that you're going to hire a victim advocate, you're going to have a vehicle for their transportation, they're going to have--be able to be funded for training." In your Program Narrative, you're going to go in and give us a description about that victim advocate. "We're going to hire a victim advocate, we're--that victim advocate is for this purpose, to serve these victims, they're going to be housed in this department, they will utilize--we will either rent, buy, lease a vehicle. The type of vehicle that we're going to be looking at is X, Y, Z. We're going to--she's going to use that to travel across our vast reservation and provide victim advocacy and services, court accompaniments." Things of that nature.

So, what we're looking for is you're going to have some language that describes what that is that you're going to be paying for, and then how it links to how much it costs. Like these things aren't separate. Then when you get to your Budget Narrative--your Budget Detail Worksheet, there are actually are specific places where you get to give a description and then the amount that's broken down in there, which will be described to you.

So, the Program Narrative is not just verbiage it also is talking about how the thing that you're now approved to fund, what you're going to do, and how it's linked to the amount of money that you're going to be requesting for it. Okay? And that's what we're looking for in the Phase 2 Program Narrative.

Please make sure that you use this labeling for what it is because otherwise, if we go in and we can't find it there, we're not going to know that you revised it. So, for example, it would be a mistake to go into your pre-existing Program Narrative, go down to this part, project design and implementation, delete it, and put in new information, because we would have no way to know that this was completed. The only way that we can tell that this is completed is that you now have left intact what you submitted, and now you're going to upload a new document called Phase 2 Program Narrative. All right?

I talked about the Tribal Authorizing Resolution. As I said, tribal designees already submitted theirs in Phase 1, but now it's time for everybody else to submit their resolution in Phase 2. There are some standard language about that on page 13 to 14 of the original solicitation that defines what is meant by a tribal authorizing resolution in very specific detail. We will accept a resolution on affidavit letterhead or other documentation that has the like--the legal weight and authority that gives you, the applicant, to come forward and complete your application for these funds.

The tribal consortia applicants must submit a resolution or its legal equivalent from each of the tribes that is participating or part of the consortia that has requested the funding. So, that is--the consortia can satisfy the requirement by submitting copies of its bylaws that includes which tribes are included in that consortia. So, for some of you, you have pre-existing consortia, so you have those bylaws. For others, you're going to have to pull that information together and make sure that there is authority and authorization for you to go forward with this application.

The good news about this is, and one of the reasons that--as we had described in Phase 1, why we are doing this in Phase 2, we broke it into phases, is now you've had certainly time from when you did--began the application process, now, going forward until January 4th by (when) it's done. So, it's a substantial amount of time than the much shortened period of time we had in Phase 1, where we had to obligate the funds for you.

Moving onto the next is the Project Timeline. If you look at the example here, it says the tribe--you put your tribal name--the tribe name there, the one that's using this. If it's a consortia, you list out what consortia you are--consortia you are. And you're covering a 36-month period of time. You--people do this different ways. If you have a different timeline, you certainly can use it. Often times, the way that this is filled out is people refer to it--for those who haven't done this, for months, like, one. So they don't go with a date. They go with month one through month two, month one through month three, depending on what the activity, the project goals are, what the objectives, which you can see across the top there, what activities are to be engaged in, when you expect to complete it, and who's responsible for doing it. It's a night that you sit down and you start to workout, "Well now, wow, we've gotten this money, we said we were going to do this project." This helps you to think about how you plan ahead and you're going to look at this across the lifetime of this grant. As we said, these grant awards are good for 3 years. Okay? We--So, make sure that that's what you're looking at. It's a 36-month program. And as I said, there may be another--you may use another document for this, but you want--you have to include these things that are there. So, you want to make sure you have the months, the project goals, the related objectives, the activities, the expected completion date, and the person responsible.

There are some of your--things that you're going to put in the timeline that are--for the full 36 months. And so you're--just say what the expected completion date would be by the end, by the time you are done with this. This entire program of the 3 years will end on April 15, 2022. So, don't plan out anything past that date. That is the final end date for this program.

Capabilities and Competencies Statement. Sean just went through that with you. So that it--I--for--in particular for those of you, although, you know how these things are very--We said this is a federal grant. It is very wordy. And so we always recommend that everybody, read things. For those of you who are really experienced grantees, you're probably going "Yeah, yeah, yeah, clickety-click, clack, clack." And you're going to get in there. I will still recommend to people that if you haven't had an--a federal award in a long time or if you--or it's the first time that you had it, please make sure that you read these things before you sign on. You have gotten this far and we don't want you to be surprised by what's coming down the pike. By accepting a federal award, there's a lot of responsibilities and capabilities that go along with that so we want to make sure that you are aware of what that is.

SHANNON MAY: And this is Shannon. I'm just going to chime in really quickly. As you recall, when Sean was showing in GMS those two documents that you have to open the

file and by closing the file, you were essentially saying "I agree to that." Just wanted to note that this is an additional item to that--that's why we're trying to go through this. There are a lot of things, we know.

This is actually a document that you will write on your own so you have to write the capabilities that your agency, your tribe, your consortia--what capabilities and competencies exist to manage this federal grant and to complete the activities or tasks from the grant. So you will actually just create this. You can use Microsoft Word, whatever you typically use to write up a new document. And then you'll just upload it as an additional attachment where Sean was showing the budget and program documents in GMS. It just gets uploaded there along with anything else you're having to submit such as the Budget Detail Worksheet.

So we're giving you a lot of statements you have to fill-out. Some you have to write yourself because you have to provide the content. Others you have to verify that you have read and agree with them.

ALLISON TURKEL: And this--and also with this --also around naming, call things what they're--what they're asked to be called in the list. So if you go through that list of things, if you call them what they're called and the things that we told you call stuff then it's easily will be up there in your application and we won't have a problem sort of making sure that everything's there. Sometimes what we see in other grant applications, is everyone puts something into a single document, and then honestly that makes it harder. So for individual things that you're going to upload, call them what they're called and--we can have a good go at making sure that everything is there. Thanks, Shannon.

So the next is the Plan for Collecting and Submitting your Performance Measure Data. So what is that; your performance measure data? What this really is about, as you can imagine that when there are funds that go to a grantee that what is important for us to share with Congress, in particular, but other people like to know it as well including OVC. So we know how to focus our attention onto the needs of victims across the country and in tribal lands, is to understand how are our programs working and who are they serving. And if the funding that was provided to these grantees actually useful and being used in a way that's helpful to help victims of crime. And at the end of the day, that's what--as you can see, what's the performance, is really asking you how did these funds get used, how many victims did you serve, what was the--what type of victimization were they served for. Now this is going to look really, really different. There are some standards that--standard questions that are getting answered here. But for example, if the only thing that you got funded for was a vehicle, that's going to have a different level of performance measure data than if you got funded for an entire Victim Services Program.

So that's why we have--we have tools that are--that--called the Performance Measurement Tool that you will receive information on once you receive your grant. You'll receive training on it as to what you can do. But basically this is--how is it--are you're going to be able to collect data information? What are you going to do about measuring, basically your program's performance. Okay? So this is--and there's a lot of information in

the solicitation about this that sort of directs you to what I'm speaking about. So again, make sure--excuse me, I have a frog in my throat.

Make sure that you look at the solicitation on page 47 so you can see how and what it is that you want to make sure that you include in that and who's going to do it for you as you go forward. One of the things that I will sort of say is that for some folks who are enhancing their programs, we're hoping that by adding staff and adding in new types of positions that you have not had in the past, that you have--you'll be expanding the infrastructure of those that are serving victims. And so some of that is to think about, who's the type of person that we will need to do this type of thing so that your victim advocate for example isn't burdened with having to do all parts of grant--of managing a grant and things like that. So, obviously keep that in mind as you sort of face and look at this piece of the puzzle so to speak. It's a solvable puzzle.

So here's the Budget Detail Worksheet information that we've been teasing you about. We are going to have a full webinar on October 15th at 2:00 to--2:00--to 3:30 p.m., e.t. That information is contained in the second letter that we sent you. And we will send that back out again, as well, for folks who can register for that one. That one is going to be--I'm going to talk a little bit, but we are going to have one of our colleagues from our Office of the Chief Financial Officer who is going to bring that detail budget worksheet up on her screen and go through it with you so that you can see how it works, how it does its own addition for you, how--where it is you need to put in information, that's description, not just the numbers, where you need to itemize all of your costs and where the narrative is for each of those budget items, and what the collect budget area is. You'll see that in the award offer letters, some of the things that you receive from us was referencing that when you do your Budget Detail Worksheet to ensure that you put things in the correct place in the--what it's called? I'm sorry, I'm blanking. On the correct...

SHANNON MAY: Budget category.

ALLISON TURKEL: Budget category, thank you. In the correct budget category. And so this is something that our colleague will go over with you so that that's clear. It probably will be helpful for you also to have that chart that we had--which has the budget categories that was in--that was in the--as Appendix A, in the original solicitation. Because that has things in the proper budget category, and you want to make sure that you do it appropriately. That Budget Detail Worksheet when it is submitted is obviously where it--describes how is--how, and why, and where is that money going to be spent and the people outside of OVC are involved in review of that. So Actual Budget Specialists look at that. So really make sure that you--whoever's on the phone here, we have a number--hundred--over 100 participants. We most likely don't have the financial person on the--on the phone today. So if you have someone who is your Financial Analyst or is your Grant Management Specialist who is going to take care of this aspect for you, they're really important to have involved in this and that it'd be great for them to be on this webinar to see the Budget Detail Worksheet, and also to be able to ask questions. Again, that webinar will also be posted once it is recorded. But it's great to be live.

And there's the URL to be able to download. The piece that Sean showed you, he did show you the PDF. OCFO does have a preference when you open up that page, you'll see the top one is an Excel spreadsheet and they have a preference for applicants to use that. However, if you do not have Excel, that's why it has the PDF available to you underneath. Because it's more--it's more widespread that people have that tool available.

I talked about this earlier. This is also I talked about in letter number two, it has the links to all of these things, the OJP Financial Guide, the DOJ Financial Guide and that Appendix A, the Allowable and Unallowable Costs that I know that you all are familiar with.

The next thing up is the Indirect Cost Rate Agreement. A copy--you must upload a copy of your current Indirect Cost Rate Agreement if you have one. No money will be released for drawdown by the way, until you have a Indirect Cost Rate Agreement that is--that OJP has access to. Some of you already have a current federally approved Indirect Cost Rate Agreement. So for example, if you are brand new in the victim services business, it is a high likelihood that your tribe regardless of that, even if it's the first time you've applied for a DOJ grant, that your tribe has already pre-approved Indirect Cost Rate Agreement. Or if it is established that you have eligibility for the 10% de minimis rate. On page 22 of the solicitation is where the information is about the Indirect Cost Rate Agreement. There is also another whole bunch of information about that in the DOJ Financial Guide and also on that grants management page, there's information about that that Sean showed you and that we have a link to. So, make sure you, you know, really look thoroughly and know what that is, as many of you certainly do.

Sean spoke about the FCQ. In order for you to make it, as we--I know this was pounded through in our webinars, it was in the NCA webinar, it was in all of the FAQs, it was everything that we spoke about. If you did not have an FCQ uploaded to GMS then we are unable to move you from Phase 1 to Phase 2--Phase 2. That being said, you all have an FCQ in GMS. Unfortunately, some of you have a blank FCQ in GMS. A blank FCQ got you from Phase 1 to Phase 2 it will not get you from Phase 2 to be a grantee. So it is really important that you open it up and see if it is--when you open up GMS, if it is on the left side and not uploaded into your documentation where all of that is uploaded, it is not filled out and not in the right place. Or if you open up the FCQ that's uploaded with all your documentation and it is blank, it is no good. So, you need to go through the process that Sean showed you, and fill out a new one. Delete the old one, fill out a new one.

Here is what you should not do. Do not print it, sign it, scan it, and upload it. Because a scan is a picture and GMS does not recognize a picture. I know some of you on this webinar know what I'm talking about because you had this problem in Phase 1 and you were on the phone with NCJRS or with the helpdesk trying to fix this problem. So, let's not make the same mistake as we go forward. Also, this FCQ now will be reviewed by our budget staff and OCF--OCFO. And I can tell you that this is something of which people in this building are really, really attached to and care about. So, make sure that it is filled out for completeness and accuracy. Even if you put information into it, perhaps you grant writer, or you program person, or you victim advocate were assigned to fill this out to complete Phase 1. You need your financial folks and folks of authority to be able to fill this

out who are familiar with your financial systems of controls, your policies and procedures, what you have to be able to ensure that these federal dollars will be appropriately handled. So, now it is not just the form to upload. The content of it really matters. So, make sure that you get the right folks to look at this with you. Get it filled out completely and correctly and then make sure it is uploaded with data in it. Okay? Okay. And you could see this is all I spoke about. Again, this will be in here.

The Assurances and Certification Statement. These are a series of--those other forms that Sean showed you which I jumped earlier. They require a number of different documents for you to provide certifications for. So, I--They are this big list of things. And I'm not going to run through all of them. You can see what they are as you open them up. I suggest you read them. Make your certifications, read them, click them, upload them, fill out what's necessary and make sure that all--the list of things that are required, are in--uploaded into your application before you're ready to submit. Okay.

This is what the Disclosure of Lobbying Activities looks like. What is--I'll go over this just quickly, just so you know what this means by way of it, is you cannot use any federal funding for lobbying activities. So, look, it is really important for example, to advocate on behalf of your tribe and on behalf of tribes to get things like tribal set-asides. And that is what's resulted in this extraordinary set-aside happening and hopefully it will happen in the future. However, you cannot use any of the funds that you received under this set-aside or any other grant funds for those purposes. So, this is just a certification and assurance that you will not do so. So, make sure that you read it clearly. Have it signed. And again, the thing about this is follow the directions for how to do this. This is probably not one you can scan back in either. This is another fillable form and it will lead you through how to do that.

You have to fill out the Disclosure of Pending Applications, pretty much now. It's probably likely because of the timing of this that you don't have pending applications. But if you are with another agency, you may have a non-DOJ that runs on a different schedule than ours. You may have something pending. You may have something pending from a state-funded agency. The number of tribes who are funded under state VOCA is increasing. So, you may have something there. So, you have to just fill out this assurance that you don't have--well, it's not that you don't have. You just need to disclose what those pending applications might be. Okay? Let me just make sure I have all the details for you there. And you could see there's a list of things. And the list of things as you look at it, it will tell you what it is that you need to--need to do. You need to include a table as a separate attachment to this and the file should be named Disclosure of Pending Applications. Okay? So, right at the top there, it's in the list, Disclosure of Pending Applications, and run through it. If you don't have any, you still need to say Disclosure of Pending Applications and verify that you do not have any, okay? And then you can see the list of things that you need to put in there.

There's a description of this and what language is necessary for this disclosure on page 16 to 17 of the solicitation. And, again, call it "Disclosure of Pending Applications" and upload that as well to GMS.

And this is what it would look like. It's a sample. You don't have to use this format. But this is--if you had a number of them, which some of you do, this is what it would be--look like. Now [INDISTINCT] must create a document indicating that and there's the pages that I mentioned before. Okay.

Updating your SF-424, this is what Sean started off with in that, sort of, big open page on GMS of information. If all of your information on your 424 is correct, you do not need to update it. However, the big thing that needs to be updated in these is the Maximum Award Amount needs to go into that section of the SF-424, which indicates the amount of money that this grant is for.

Some people did have some issues around this name. Update your legal name and mailing address. We do have some current OJP grantees, for example, that have changed their legal name or mailing address since the last time that you received an award, and when you filled up the SF-424, you use the old information. So, make sure that everything in there is updated to what the actual legal name is, the actual contact person. FYI, the contact person for this is not your grant writer. Okay? It has to be where it says the legal represent--authorized representative, that has to be to someone who is an authorized representative to sign for and receive federal funding. So, that's an important person to have there. Sometimes, when these are filled up quickly, the grant writer, the person who did it, puts their name in multiple places, or one person put their name and the name of the tribe. So, make sure that you're--go slowly, look through everything, and make sure it reflects what the fields are that are being asked for.

So, we've sort of gotten through the details. We're going to pause right now for some questions. Shannon?

SHANNON MAY: Okay, everybody. I'm going to go all the way back to the list of questions. Some of them have been answered verbally, but let me try to go in the order that we got these and we'll do our best to answer them for you. So, if you can wait until the end of getting all--through the Q and A, then if we do miss you somehow, you can type it back in for us because we don't intend to do that.

So, Richard Knott asks, "How do we know the amount we were approved for?" So, that--we've gone over that verbally. But also Allison showed you the Grant Award Offer that has those Requested Amount and the Maximum Award Amount. I will say, for Richard, if, for some reason, you and your agency does not receive the Grant Award Offer email on September 28th, please let us know. The way you're going to let us know, you're going to send an email to [ovtribalsetaside](mailto:ovtribalsetaside@ojp), all one word, all lowercase. So, [ovtribalsetaside@ojp](mailto:ovtribalsetaside@ojp), that's for Office of Justice Programs. So, if you're wondering what that lettering is. [ojp.usdoj.gov](http://ojp.usdoj.gov). [[ovtribalsetaside@ojp.usdoj.gov](mailto:ovtribalsetaside@ojp.usdoj.gov)] So, I don't know if you're asking a technical question about where is it in that document or maybe you haven't seen that documented. But if you're missing that document, let us know.

ALLISON TURKEL: I've put the screen back up again. And so you can see that it will look like this. It's your Grant Award Offer letter and it will say the Amount Requested and then

the Maximum Award Amount. And this is just a sample. But Maximum Award Amount is the amount that we were talking about.

SHANNON MAY: Okay. And actually, it's being added right now...

ALLISON TURKEL: Oh, is it?

SHANNON MAY: ...in the Q--oh, it's not? Okay. Sorry. We'll get it now.

ALLISON TURKEL: I can do that, too.

SHANNON MAY: All right. So then next. Okay. The next question, sorry. It's hard to switch. Every time a question comes in, it drops it out of screen.

So, the next question, "Our indirect cost rate just expired. It was spent in June for approval, but we haven't yet received our new approved rate. Do I use the FY 2018 IDC rate until we receive our FY 2019 IDC rate and then forward it as soon as we receive the new one?" At this stage, if you are--do not yet have approval for an FY 2019 Indirect Cost Rate, please do upload your FY 2018 Indirect Cost Rate. Please do try to get your FY 2019 Indirect Cost Rate uploaded to GMS as soon as you have it because that will make the review process from the process that OCFO has to follow in budgeting much easier.

ALLISON TURKEL: Once they submit though, they're not going to be able resubmit. So, we're going to have to turn back around.

SHANNON MAY: Uh-hmm.

ALLISON TURKEL: If they have it, that's information--say they submit.

SHANNON MAY: Yeah.

ALLISON TURKEL: Say you submit, you're all done, say all you have—you've waited as long as you can bear to wait. You want to resubmit your Phase 2 application, your Indirect Cost Rate doesn't come and you submit. I know that they will not finish your--the complete review until they have the updated one. But if you have it, then I'd also send it again until such time as we create the ability for you to get it to us to that [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov).

I don't think a lot of you will be in there. What I would say is if for example you know it's coming in November, then I would wait until November to upload it. You have a lot of time, obviously. However, if you're, you know, you're pushing up on that January 4th date then I would go ahead. There are other ways after that, once you're in that process, for you to share information for us. But if it comes right sort of--on the after--you submit on the cusp, you can submit it, tell us who you are and what the reason was.

SHANNON MAY: Excellent. Next question. "So if there's no mention of revising the project narrative, we do not need to update the narrative and just resubmit the one from Phase 1 as it was submitted?"

So, correct. If your Grant Award Offer does not indicate that you need to revise your Program Narrative, then you simply leave in the Program Narrative that you've submitted in Phase 1, just let it sit right there in GMS as you upload the other required documents.

Okay. Next question. "We--Would we have been notified if our FCQ was not accepted?"

So as Allison mentioned, in Phase 1, it really wasn't a criteria to approve you to move on to Phase 2. But in Phase 2, it will be absolutely critical. So, we just want you to open that up. We want you to check it for accuracy, fill it out completely, and make sure that's in the system for Phase 2. But you would not have received a separate notification that it was not accepted.

ALLISON TURKEL: Right. Because if you didn't have it at all, if there was no FCQ in there somewhere, you didn't make it out of Phase 1. So if you made it into Phase 2, that FCQ is in there somewhere, but it could be, one, in the wrong place not properly uploaded, or it could be there, be perfectly great and fine, or be there and need to be filled out or updated.

SHANNON MAY: Next question. "We received an award for less than what we applied for. If the Indirect Cost Rate was not included in our approved award, does this mean that we cannot include it in the revised Phase 2 budget?"

That's actually one that's going to be very dependent on your situation. So, if the person who asked that question could please email [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov) with the name of your tribe, your consortium, whatever your application name was, so we can look it up for you. Because it's going to be very specific on the situation.

ALLISON TURKEL: And let me just add a point about that. Again, you know, the--in order to ease Phase 1, we created--for those who are familiar with the Budget Detail Worksheet, for those who have looked at the Budget Detail Worksheet, it obviously takes a lot more time and input than what we required in the preliminary budget. So, we had to work off the information that we had. We are unable to increase any of the money to anybody at this juncture, because all of the money has been obligated. It may turn out that in fact when you finish doing your Budget Detail Worksheet, you're going to end up putting in a little bit less than what your Maximum Award Offer was, if that makes sense.

So let's say you look at what we had, sort of some of it was us having to make a calculation without adequate information, so we tried to do the best we could. And so it may be that in fact, let's say you were awarded per that one that we had up there, \$595,000. But when you do all of your calculations on what you're approved for, including your Indirect Cost Rate, it comes to \$575,000. Then you'll complete your application and your Budget Detail Worksheet for \$575,000. So, what it is that you can validate. Certainly

do not, you know, try and eke out to the penny of something that you actually can't pay for, that's why it's called a Maximum Award Offer. We can't go over it, but you can go up to that amount.

SHANNON MAY: Okay. "Must the tribal resolutions state the revised award amount? We submitted tribal resolution Phase 1 and the amount is different now. Is the original grant authorization enough?"

ALLISON TURKEL: Yeah, so that's really a--you know what they say, that's sort of a personal question. What I would say is if you feel that your tribal leaders have authorized you to participate in this grant program, and--then I would say it's adequate. If you think that the amount that they authorized you to participate in is a key part of that resolution, then I would suggest you go back and advise them that the amount has changed and get a new resolution.

SHANNON MAY: Next question. "I assume that the questions for the capabilities and competency statement are available somewhere."

It's a good question. Not really. You will see in the solicitation on page 15, it mentions the capabilities and competency statement and provides a very brief overview. The reason there are not specific questions related to that, that you will answer, is because it is truly dependent on what your Grant Award Offer is for.

As Allison mentioned earlier, you may have a grant award that is for a small set of item. Maybe you're a hiring personnel, maybe you've been approved for a vehicle, or for a renovation of a--of a space. In those situations, how you describe what your capabilities and competencies are for managing this grant, and completing those activities or those items, will be very different than if you got funded to start a new Victim Assistance Program.

In that case, you will have to provide more significant detail explaining why you and your agency are capable, what are your capabilities and your competencies to enact and fulfill whatever you've been awarded for. So, you do not need to make this long. But there's not a set--a set standard list of questions that you simply fill out. It is a more--it is more unique and customized to your situation document. Okay. We're getting through most of these. Hold on. We've got a couple more.

"Where in the Award Letter would it say that we need to revise our Program Narrative?"

So if you look at your Grant Award Offer, there is a section that describes the 11, or lists the 11 items that every Phase 2 applicant must complete. Below that, there is a section that is called, you know, things that you must do in your application, items that must be submitted for your--that means you, your award. And if it says in there that one of the things you must do is revise your Program Narrative then you'll revise your Program Narrative. If it does not--it's not listed in that letter, you do not need to revise it. Okay.

"Should all required supplementary information and documents be uploaded as separated attachments using the names listed on the letter?"

Yes. That is an excellent question and the answer is yes. And for each of those 11 items, plus anything you may have been asked separately to do, are uploaded as separate documents if they are not already resonant and you're filling them out right within GMS. That will make the review process and therefore your process much easier. Hold on. All right.

Very important question. "Can we reallocate budget amounts between categories as long as it matches the maximum award amount in the end?"

The answer is no. What you cannot do in Phase 2 is suddenly request something new. Now, we do want to be clear that when the next webinar takes place on October 15th, you are going to hear a little bit about what categories things should belong in. It is possible that let's say you initially thought you would lease a vehicle, and that's what you proposed in Phase 1. We authorized you to have a vehicle, but you have decided that there's been a cost-benefit analysis that it's better to purchase it. It may be that you have to put that vehicle in a different budget category in the Budget Detail Worksheet. So, you may move around some items because they were not in the correct category, but you cannot--Let's say you got approved for \$200,000 but you did not ask for a victim advocate. You can't forgo something that you had originally requested in Phase 1 and now say, "We want that money to go toward a victim advocate." You can only--think of this as you continuing your Phase 1 application by completing Phase 2, not requesting new items or changing around those budget categories. Okay. Couple more questions, everybody. We know we're getting to the end of time here. Okay.

"If we have a very high Indirect Cost Rate, is it acceptable to use a lower rate than the rate we have?" So just as an example, I'll use different numbers, that if somebody's Indirect Cost Rate is 89%, can they request an Indirect Cost Rate of 20% in their application.

ALLISON TURKEL: [INDISTINCT]

SHANNON MAY: You can use--you can use a lower rate if you would like, yes.

ALLISON TURKEL: I'm glad you're hear.

SHANNON MAY: Okay. "If we can see GMS that are most recently submitted FCQ form is not blank, then we are all right, correct?"

Possibly. If you shouldn't be looking at your most recently submitted FCQ form. You should be looking at the FCQ form that is in your Tribal Set-Aside application in GMS. If you open that attachment, that document, it is not blank and all the information is correct, then yes, you are done. If you open it and it's blank or if you open it and something needs to revised, then you are not done and need to take those steps. Okay. Next question.

"If the amount we were awarded was reduced, and as a result, the project activities will not require the full 3-year-project period, can we propose a 2-year-project period and timeline?"

You absolutely can. Whatever fits best what you are awarded to do in Phase 2, you can simply propose what you need to. And if that requires you to revise your Budget Narrative, even though we didn't direct you to revise your Budget Narrative, or your--I'm sorry, your Program Narrative, you may still want to revise it for us so that we can see that that's what you're doing in addition to what we see in your budget.

ALLISON TURKEL: And timeline.

SHANNON MAY: And timeline.

"How our grant rate was reduced is unclear."

This gets a little complicated, and it's going to be very specific to the awardee. So if you could, again, do us a favor, send that specific question to [ovtribalsetaside@ojp.usdoj.gov](mailto:ovtribalsetaside@ojp.usdoj.gov), we will be able to assist you since that [INDISTINCT] unique to your situation.

Oh. Sorry, our screen jumps around a bit. Hold on one second for me. I know we still have just a couple more questions.

"How much flexibility do we have in changing budget line items for our preliminary budget form? I know the total can't change, but can line items change?"

Since we just answered a similar question, I think we went ahead and were able to answer that. Okay.

"Line items were removed due to an approved CTAS application. It approves they were removed--it appears they were removed based on category and not actual funding levels. For example, CTAS, 2 years of funding OVC, 3 years for wages, but all wages were excluded in the Phase 2 letter."

If you have specific concerns about reductions made to your requested Phase 1, please go ahead and email us again at that same email address, and we will do our best to assist you with your specific situation. And--okay. Some of these are very similar so I'm trying to make sure we got them all.

"If we had a change in the authorizing official, do we need to go back and change documents in Phase 1, for instance the FCQ?"

Yes. Please update everything and make sure it's relevant, including your SF-424 if you've had a change--a change in key personnel.

ALLISON TURKEL: We're going to pause. Okay. The other one with...

SHANNON MAY: Sorry. We're looking at a follow-up question. We're trying to relate it to the original question.

ALLISON TURKEL: It's in here asking us if it's negotiable.

SHANNON MAY: Again, the person is asking "Is it negotiable?" Please email us at the email address we've provided so we can address your specific situation. And we're going to--I'm going to take one or two more questions then we're going to stop because we have some final slides with resources for you.

"If an initial budget was off by a few hundred dollars, can we reallocate the funding in that way, to cover the cost of the initial item requested?"

Again, please email us directly. That's very specific to your grant award.

And finally we have, "Personal funding through another source, but wants to send project personnel through training which is in the budget."

Again, please email that separately to us. That's getting a little too complicated since a lot of people won't be in that situation. So, at this stage, we're going to stop taking questions so we can give our final slides and be finished on time for you.

ALLISON TURKEL: Hi. I'm just going to go back here. We're back into the slides. Just--I mean--We went through this quickly before, but we'll finish up some of these and a few more specifics. You can start or you can even submit your Phase 2 application now if you are completely ready and willing and able to do so. You can continuously add your information to it, as Sean told you, until you hit that "Submit" button. So however, we will accept them up until about January 4, 2019 date at 9:00 p.m., e.t. They will be reviewed on a rolling basis.

That doesn't mean that you'll--right away you will be able to have access to your funds. This is a process involved. It will range somewhere between 2 to 3 months for the things to be reviewed because it gets reviewed not only by OVC, but by all our partners and other agencies throughout the building. And there's a lot of review that is involved. However, clearly if--One of the reasons we're doing this on a rolling basis is that we can start to move these forward. And if they're not all received at the same time, there's a stronger possibility that they won't be approved sooner. So if you are ready or getting ready to do so, please feel free to go ahead and do that.

Even after your Phase 2--if you're approved and everything is cool in Phase 2, there still is something called Special Conditions. There had been reference to that. Some of you are very familiar with this. For our new time folks, that is a bunch of things that, sort of, direct you on things you have to do. Some of those Special Conditions are what we call Withholding Special Conditions. And you will not have access to your funds until those things are satisfied, but you'll receive a lot more information about that once you are successful in Phase 2. We did attach information about Special Conditions in the award

offer letter with the URL so you can go in and take a look at those if you're interested as to what those may look like.

Here's that information again that we talked about, when they'll be accepted until, and it will remain in there. You can--make sure you "Save." Work does automatically save in GMS, but we don't want anyone to lose anything. So make sure you hit "Save" as you go forward, if you're coming in and out of it. And then your end moment is "Submit Application" in GMS. Once it is submitted, you are done. You have finished your application. So--and that is when we'll become aware that now it's ready for review. So, once we get in that review process, we're not going to allow for additional submissions.

We will confirm that all Phase 2 documents have been submitted and we will go through what everything has been there. We'll make sure that your proposal addresses everything that you have noted in your Grant Award Offer letter. That what is submitted is reasonable and fits the sections in the Budget Detail Worksheet, as it is supposed to. And the latest that anybody will be notified is April 15, 2019. That is our end day for notifications. And as we said, as we receive them on a rolling basis, we will be able to make some notifications before that. But if you submit on January 4, 2019, the latest that we will let anybody know is April 15, 2019.

Again the period of performance is January 4th, or you could start--I'm sorry. It's when you close the--will be by April 15th. The end day of the award will be April 15, 2022 for everybody. So, you get a few--a little bit of extra time there. For example, if you're ready to submit and you say you submit by November 5th, and we're able to review it and we're able to get through them November, December, let's say we let you know in January. Well then you'll have an extra months. That you get to, one, work out your Special Conditions, take care of any additional information you need. That you'll then be able to have a few extra months before that grant period of time which will end on April 15, 2022. So, again, if you can do it, we recommend it. If you can't, that's fine. That's why you have the amount of question--the amount of time that we spoke about the questions and otherwise.

We have FAQs. They are new FAQs. So these are not the FAQs that we had up in Phase 1. We have brand new Phase 2 FAQs. They answer a lot of the questions that were asked here today. They are referenced at the URL in the second letter that we sent you. They also reference you and send you to a bunch of other places where there's a lot of resources. So, definitely take a look through them. And if we missed any, again, you can go to [ovtribalsetaside@ojp.usdoj.gov](mailto:ovtribalsetaside@ojp.usdoj.gov) to say, "Hey, this would be a cool FAQ. That would be really helpful." And, you know, we try to adjust by the information we receive.

Just a couple of important reminders, they can be reduced in Phase 2 if you fail to address all the requirements identified in your Grant Award Offer. So, again, if you don't give the proper justification, if you are supposed to do a new Program Narrative, if you are--were supposed to add things specifically into the grant budget--into the detail worksheet and it's not there, then we can only go off of what you've provided to that. Okay?

So, we have to make sure that that stuff is all in place and that you fill out this financial. And I'm going to really drive this for you. Us here at OVC, we are committed to providing the resources and availability, to provide services to victims of crime. The way that we can do that is that we are going to make sure--and we work with our OCFO and we work with our OAAM, and we work with the folks who are in charge upstairs and make sure that we are all good stewards of this money. And so that's why for us, we're really program people and we care about the mission. But we care that we do it well and we do it successfully. So, we will have--in the course of your grants, we will have technical assistance available. There is going to be--some of you will be notified about some other technical assistance resources that will be available as you're working on your grants and getting towards finishing Phase 2. But again, pay good attention to these things. They do get looked at very carefully.

And final tips and reminders, we've said it and we'll say it again, I am now in my broken record mode here. That's very important. January 4th is the last day. Do not wait to the last day. If you have any problems or issues, you can imagine that then you will just be strapped after all of your hard work and the really terrific things that you all have proposed that you're going to fund with this. So, you have a good amount of time. Let's work on this and get it done ahead of time so you don't get into that trouble at the end. If you have problems with the system, there are resources there. Make sure that you use them. And it's coming up on the next slide.

And then make sure that all of the information that you need to upload is uploaded. We said it, we got asked a good question about it. Name them the correct things. Upload them separately. Don't remove anything that you put up in there. Don't change the stuff, except for what you were told to change. The 424 and the FCQ if necessary, upload those separate documents.

And if you need help, these are the resources that are available to you. You were provided these multiple times in multiple ways. We are happy to share them again. They will be on our website and they're in the FAQs as well. And you can see it gives you very specific information. The GMS Help Desk is always still available to help you. NCJRS is available to help you. You have our email address. We will refer you if it's out of the side of our bailiwick to those folks to help you, or to answer any specific questions.

We have gone through our Q and A time period. OVC Tribal Set-Aside has--We have our own webpage where a lot of this information is available. We really refer you to these other places to find the information that you need. We are really excited that we have 178 folks that--tribes, tribal consortia, and tribal designees that are going toward finishing their Phase 2 applications and to really fulfilling something that we know how hard you all have worked towards, which was getting funds specified to serve victims of crime in Alaska Native Villages, in Indian Country, and for our Native American and Alaska Native victims of crime.

So, thank you all so much for your time and energy. Thank you, Shannon. Thank you, Bonnie, and thank you Mary Jo and Michelle for helping us run through this webinar.

As we said, this is going to be recorded and posted. It usually takes seven to ten days. They've been pretty quick with us, so it may be sooner. And that information will be sent out to everybody who registered.

Again, tune in for our October 15th webinar. Make sure you sign up for it for our Budget Detail Worksheet run through. It's really important and you're going to get great information.

Thank you so much, everybody.