U.S. Department of Justice
Coordinated Tribal Assistance Solicitation

Purpose Area 7:
TRIBAL VICTIM SERVICES PROGRAM
Pre-Application Overview

January 15, 2019
Outline of the Presentation

Section 1:
- Overview of the Office for Victims of Crime (OVC)
- Overview of the Coordinated Tribal Assistance Solicitation (CTAS)

Section 2:
- Purpose Area 7: Tribal Victim Service Program

Section 3:
- Purpose Area 7: Application Requirements

Section 4:
- How to Apply for Funding

Section 5:
- Tips and Resources
Overview of the Office for Victims of Crime and Coordinated Tribal Assistance Solicitation
Office for Victims of Crime (OVC)

OVC Programs Support:

- Victims in tribal communities
- State victim compensation and assistance programs
- Training and technical assistance and information resources
- Victims of international terrorism and mass violence (home and abroad)
- Coordination with Federal Agencies provision of victim services
- Victims of human trafficking
- National-scope demonstration and service projects
Examples of OVC Tribal Specific Projects

- FY 2018 Tribal Victim Services Set-Aside Program
- American Indian/Alaska Native (AI/AN) Training and Technical Assistance Program
- National Indian Nations Conference
- Developing Future Victim Specialists for Indian Country Program

- Project Beacon: Increases Services for Urban AI/AN Victims of Sex Trafficking
- Tribal Victim Service Resource Project
- **Coordinated Tribal Assistance Solicitation (CTAS)**
  - Purpose Area 6
  - Purpose Area 7

For more information regarding OVC projects, visit: [www.OVC.GOV](http://www.OVC.GOV)
What is CTAS?

CTAS is the overarching structure under which tribes can apply for up to TEN separate grant programs through one single application!
<table>
<thead>
<tr>
<th>DOJ Offices</th>
<th>CTAS Program/Purpose Area(s) (PA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPS Office</td>
<td>Safety and Community Policing (PA #1)</td>
</tr>
<tr>
<td>All DOJ</td>
<td>Comprehensive Tribal Justice Systems Strategic (PA #2)</td>
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<tr>
<td>BJA</td>
<td>Tribal Justice Systems (PA #3)</td>
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<tr>
<td>BJA</td>
<td>Tribal Justice System Infrastructure Program (PA #4)</td>
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<td>OVW</td>
<td>Tribal Governments Program (PA #5)</td>
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<td>OVC</td>
<td>Children’s Justice Act Partnerships for Indian Communities (PA #6)</td>
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<tr>
<td>OVC</td>
<td>Tribal Victim Services Program (PA #7)</td>
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<tr>
<td>OJJDP</td>
<td>Juvenile Tribal Healing To Wellness Courts (PA #8)</td>
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<tr>
<td>OJJDP</td>
<td>Tribal Youth Program (PA #9)</td>
</tr>
<tr>
<td>BJA</td>
<td>Addressing Violent Crime in Tribal Communities (PA #10)</td>
</tr>
</tbody>
</table>
CTAS: Purpose Area’s that Support Victims of Crime

PA 5

Improves the criminal justice system response to violence against women, including support to law enforcement, prosecution, courts, and multi-disciplinary teams.

Serves: women and children

PA 6

Improves the investigation, prosecution, and handling of cases of criminal child abuse and neglect, and particularly child sexual abuse cases.

Serves: child victims of crime

PA 7

Improves services for all victims of crime and by addressing the victim service needs of tribe.

Serves: all victims of crime
Purpose Area 7: Tribal Victim Services Program
Based on the availability of appropriations, in FY 2019 Purpose Area 7 will be called the *Tribal Victim Services Program*, and may be funded by a tribal set-aside from the Crime Victims Fund, if one is appropriated by Congress.

**Important Award Information:**

- **Maximum Award Amount:** $500,000
- **Number of Awards to be Made:** To Be Determined
- **Award Timeline:** October 1, 2019 – September 30, 2022
Who is Eligible to Apply Under Purpose Area 7?

Under Purpose Area 7 the following applicants are eligible to apply:

- Federally-recognized Tribes as determined by the Secretary of the Interior
- Alaska Native Villages and Corporations
- Tribal Consortium consisting of two or more federally-recognized Tribes
- **Tribal designees are eligible participants** and must provide a **current** tribal resolution or other satisfactory of legal enactment from the tribe as part of the application.
Applicants who applied for victim service programs through the Fiscal Year (FY) 2018 Tribal Victim Services Set-Aside Program or CTAS (PA 5, 6, and/or 7) ARE ELIGIBLE to apply for this purpose area!

Please Note: the request for funding must be different and distinct from the activities and expenses funded in the applicant’s previous CTAS or Tribal Victim Services Set-Aside Program grants.
Question: Our FY 2018 Tribal Victim Services Set-Aside Application is currently under review. Since the application has not been officially approved, can I request the same expenses under this program?

Answer: No. Applicants cannot request funding for the same costs for which they received a maximum award offer under the FY 2018 OVC Tribal Victim Services Set-Aside Program.
Wait, let’s address some question about eligibility...

**Question:** Similar question. Can I request expenses that were **denied** under the FY 2018 Tribal Victim Services Set-Aside Program?

**Answer:** Yes. Applicants may request expenses that were previously denied under the FY 2018 Victim Services Set-Aside Program; but you must justify such a request and provide enough support/information for such a request.

Note: If you have specific questions regarding a FY 2018 Tribal Victim Services Set-Aside application, please send all inquiries to: OVCtribalsetaside@ojp.usdoj.gov
Purpose Area 7: Goals and Objectives

**Goal:** to provide support to tribes to **improve services for victims of crime.**

**Objective 1:** Provide comprehensive, culturally-competent direct services to victims of crime and their families.

**Objective 2:** Identify the critical needs of crime victims of all ages and develop programs to fill in the gaps in the existing community response to serve crime victims.

**Objective 3:** Work collaboratively to achieve a trauma-informed approach to the delivery of crime victim services.
Funding may be used for a **wide range** of programs, activities, equipment, and supplies to develop, enhance, sustain, or procure **services for victims of crime**.

**Allowable activities and costs may include, but are not limited to:**

- Needs assessment
- Strategic planning
- Program development
- Program implementation – implementing victim service programs based on the documented victim assistance needs of the community;
- Program expansion – including:
  - expanding *types of services* provided to victims
  - expanding *populations served* and/or
  - expanding the *types of crime* addressed
Purpose Area 7: Unallowable Costs and Activities

While these funds can be used to provide a wide range of services for victims of crime, there are some statutory limitations on how the funds can be used.

These funds **cannot** be used to pay for costs associated with:

- Services for criminal offenders;
- Primary crime prevention activities;
- Costs associated with law enforcement or prosecution personnel or activities; and
- Construction.
What Type of Projects Can Purpose Area 7 Support?

Funds can be used to provide victim assistance to a wide range of crime victims, including services for victims of elder abuse, child abuse, homicide, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, driving under the influence of alcohol or other drugs, or victims of the opioid/drug crisis.

**Project Examples include and are not limited to:**

- Sexual Assault and Domestic Violence Program
- Serving Male Survivors of Crime
- Comprehensive Victim Assistance Program
- Supporting Crime Victims as a result of the Opioid Crisis
- Vulnerable Adults and Elder Abuse
- Law Enforcement Based Victim Advocates
- Assisting Victims of Financial Abuse and Exploitation
- Child Advocacy Center
- Legal Assistance
Examples of Allowable and Unallowable Activities and Costs Chart


<table>
<thead>
<tr>
<th>Allowable Cost Example</th>
<th>Unallowable Cost Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Rent, lease, or rental</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>Mandatory or unavoidable</td>
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<tr>
<td>Office supplies</td>
<td></td>
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<tr>
<td>Facilities maintenance</td>
<td></td>
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<tr>
<td>Software</td>
<td></td>
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<tr>
<td>Equipment</td>
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<td>Legal fees</td>
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<td>Consulting</td>
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<td>Contract</td>
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<td>Training</td>
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<td>Membership fees</td>
<td></td>
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<td>Publications</td>
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<td>Fines</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Indirect costs</td>
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</tr>
</tbody>
</table>

**FY 2019 CTAS PA7 Tribal Victim Services Project Examples of allowable and Unallowable Costs**

- **Salaries:**
  - Salary: $50,000, paid biweekly for 40 hours.
  - Allowable: Yes, if the position is part of the project.

- **Rent, Lease, or Rental:**
  - Rent: $1,500 per month for an office space.
  - Allowable: Yes, if the space is used for project-related activities.

- **Travel:**
  - Travel expenses: $50 per day for a project meeting.
  - Allowable: Yes, if the travel is necessary and pre-approved.

- **Office Supplies:**
  - Printer ink: $100 per month.
  - Allowable: Yes, if used for project-related work.

- **Facilities Maintenance:**
  - HVAC repair: $2,000.
  - Allowable: Yes, if a part of the project's maintenance costs.

- **Software:**
  - Project management software: $500.
  - Allowable: Yes, if used for project management.

- **Equipment:**
  - Laptop computer: $1,000.
  - Allowable: Yes, if used for project-related work.

- **Legal Fees:**
  - Legal consultation: $300.
  - Allowable: Yes, if related to legal advice for the project.

- **Consulting:**
  - Consulting services: $2,000.
  - Allowable: Yes, if consulting is required for project success.

- **Contract:**
  - Contract with vendor: $5,000.
  - Allowable: Yes, if the vendor provides necessary services.

- **Training:**
  - Training courses: $1,500.
  - Allowable: Yes, if the training is directly related to project goals.

- **Membership Fees:**
  - Membership in professional organizations: $250.
  - Allowable: Yes, if related to project activities.

- **Publications:**
  - Books and materials: $500.
  - Allowable: Yes, if used for project-related information dissemination.

- **Fines:**
  - Fines for non-compliance: $500.
  - Allowable: Yes, if non-compliance is necessary for project implementation.

- **Insurance:**
  - General liability insurance: $3,000.
  - Allowable: Yes, if necessary for project operations.

- **Indirect Costs:**
  - Indirect costs: 15% of direct costs.
  - Allowable: Yes, if calculated based on formula.

- **Fines:**
  - Fines for non-compliance: $500.
  - Allowable: Yes, if non-compliance is necessary for project implementation.

- **Insurance:**
  - General liability insurance: $3,000.
  - Allowable: Yes, if necessary for project operations.
Deliverables will vary depending on the victim service activities proposed for funding. Recipients must provide the following, as applicable, as the project progresses:

- **Needs Assessment and Strategic Planning:** Recipients using these funds to conduct needs assessment or strategic planning activities must submit each document for review and approval from OVC.

- **Privacy Certificate:** Required for any applicant proposing to conduct a needs assessment that involves collecting information from people.
All recipients must complete the following reports:

- Quarterly Performance Measures Data Collection: Award recipients will be required to complete the following sections of the Transforming Victim Services module in OVC’s online **Performance Measurement Tool** (Training will be provided on the use of this tool).
  - VI. Strategic Planning
  - VII. Victim Services

- Semi-Annual Progress Reports and Quarterly Financial Status Reports
OVC offers **FREE T & TA to all CTAS Grantees!**

The OVC funded T & TA Providers, Unified Solutions and Fox Valley Technical College, can:

- Provide **hands-on assistance** to you in completing your grant deliverables. When created in a timely manner and with your team’s participation, these deliverables can be **meaningful tools** and guides for you throughout the length of your project.

- **Offer** a variety of **customized training** opportunities to help you carry out the important work of your awarded project;

- Tailor training and technical assistance to **support under-resourced communities**;

- **Design** culturally-sensitive learning experiences;

- Assist with **community engagement**; and

- **Develop and evaluate victim services programs.**

When developing your budget, remember to utilize the available and **FREE T & TA services!**
Section 3

Purpose Area 7: Application Requirements
CTAS Solicitation is LIVE!

When did the solicitation open?
November 27, 2018

Where can I find the solicitation?
www.justice.gov/tribal/open-solicitations

When does the solicitation close?
February 26, 2019 at 9:00 p.m. ET
Required Applicant Documents

The following information **must be included** in the application submission:

- **Tribal Community & Justice Profile** (30% of the application score)

- **Purpose Area Narrative** for each **Purpose Area** for which the applicant is applying (55% of the application score)

- **Budget Detail Worksheet and Narrative** (15% of the application score)

If you fail to submit **ANY** of above documents, your application **will not** be considered for funding!

For additional information, please review Section D of the [FY 2019 CTAS Solicitation](#).
The **Tribal Community and Justice Profile** is designed to enable a tribe to describe its community strengths, resources, challenges, and needs. For detailed information about these requirements see the **CTAS Application Resource Guide**.

The **Tribal Community and Justice Profile** is rated based on the following criteria:

- How the applicant responds to each of the **FIVE** questions.
- How the responses **demonstrate the need** for funding.

The **Tribal Community and Justice Profile** is rated based on the following criteria:

1. **Describe the general form of your Tribal Government.**
2. **Briefly describe the tribal justice system, including prevention or intervention initiatives for members at risk of involvement or already involved in the justice system (youth or adult), law enforcement, including any tribal jurisdictional agreements; courts, alternative dispute resolution; corrections, including juvenile detention facilities; services for victims and survivors of crime (e.g., violent crime, nonviolent crime, drug-related crime, child abuse, elder abuse, domestic violence, sexual assault, dating violence, stalking, human trafficking, identity theft, etc.); tribal treaty programs; and sex offender registry obligations. If services are not available within the tribe, please describe how they are accessed or provided.**
3. **Describe the significant tribal justice, community safety, juvenile delinquency, and victimization issues (e.g., child abuse, elder abuse, domestic violence, sexual assault, sex trafficking, dating violence, stalking, identity theft, nonviolent crime, etc.). Listing the tribal nation and explain why these issues are the most pressing. Ensure that the problems described are connected to the purpose area(s) for which the tribe is applying. For example, if the tribe is applying for Purpose Area #2 (DOE Tribal Resources Grant Program-stabilizing and Tribal Resources Grant Program—Stabilization/Therapy), the tribe should state law enforcement-related issues. If the tribe is applying for another purpose area, all of the relevant issues should be identified in this portion of the profile.**
4. **Describe current and future plans to comprehensively address the tribe’s public safety, criminal and juvenile justice, or victimization issues (e.g., violent crime, nonviolent crime, drug-related crime, child abuse, elder abuse, domestic violence, sexual assault, dating violence, stalking, identity theft, human trafficking, etc.).**
5. **Discuss any additional information about your tribe that would be important in understanding and evaluating your application.**

The Tribal Community and Justice Profile will be rated based on the following criteria:

- **The extent to which the application fully responds to the requested information.**
- **The need for funding as described in the Tribal Community and Justice Profile.**

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The **Tribal Community and Justice Profile** is rated based on the following criteria:

- How the applicant responds to each of the **FIVE** questions.
- How the responses **demonstrate the need** for funding.

The **Tribal Community and Justice Profile** is designed to enable a tribe to describe its community strengths, resources, challenges, and needs. For detailed information about these requirements see the **CTAS Application Resource Guide**.
The proposal **must not** exceed 10 pages (this includes template text).

Answer each of the 13 questions and make sure to:

- Define the current status of your victim services program
- Explain the issue funding will address
- Describe how the program is designed and how the project will be implemented
- Briefly describe the current grant funded projects within your tribe and any pending applications
- Highlight community partnerships and the structure of the program

To download the **Purpose Area 7 Narrative**, visit: [https://grants.ojp.usdoj.gov/CTAS/](https://grants.ojp.usdoj.gov/CTAS/)
The Program Design and Implementation section should include goals, objectives and activities that are aligned with serving victims of crime.

- Be brief, concise, and clear.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives:
  - Objectives should be **SMART**: Specific, Measurable, Attainable, Realistic, and Time-bound
  - Focus on the future and setting a realistic timeline to complete your project.
**Question:** Our program needs a mobile home to provide temporary housing for victims. If we are only requesting costs associated with the purchase of the mobile home, are we required to submit a Program Narrative?

**Answer:** Yes. For any costs requested under Purpose Area 7, you must complete the required Program Narrative.
The proposed budget should not exceed $500,000 and must be consistent with the program narrative and a 3 year project period.

- Use the CTAS Budget Detail Worksheet to create the budget.

- The budget must include costs for at least 2 appropriate staff to attend at least 3 required OVC training events:
  - CTAS Grantee Orientation
  - OVC Mandatory Training
  - National Indian Nations Conference

Need More Help? Check out the recording of the FY 2018 Tribal Victim Services Set-Aside Phase 2: Budget Detail Worksheet Overview Webinar at: https://www.youtube.com/watch?v=x2ZbhI0S4Lc#action=share
Do the Math— Provide calculations and total cost for each expense

Support your Request— Clearly link the expenses to the proposal

Stay within Budget— Do not exceed $500K

Know the Timeline— All awards are for three year projects! (extensions are not allowed)

Remember that you must budget for each year—for no more than a total of $500K for 3 years

Remember: All costs must be....

Reasonable  Allowable  Consistent  Allocable
Reminders when Drafting Key Documents

- Use simple and concise language.
- Information should be presentable and organized!
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the Purpose Area 7 goals and objectives and serving victims of crime!
Put yourself in the reviewers shoes!

- Did you properly convey the need for funding?
- Consider the audience and review criteria.
- Is the application cohesive?
- Use spell and grammar check!
Applications Should also Include

Along with the 3 required documents, the following information should be included in the application submission:

- Project Abstract
- Tribal Authority to Apply Documentation/Tribal Resolution
- Application Disclosure of High Risk Status
- Application Disclosure of Pending or Active Applications
- Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Other Attachments (as needed)
  - Prior OVC Approved Strategic Plan or Logic Model
  - Resumes of Key Personnel

See Section F in the CTAS FY 2019 Solicitation for specific application requirements by Purpose Area.
An abstract is a clear and simple summary statement about your proposal.

This statement should be no more than 400 words and should include:

- Name of the applicant
- Insert itemized goals of project

To download the Purpose Area 7 Abstract Template, visit: [https://grants.ojp.usdoj.gov/CTAS](https://grants.ojp.usdoj.gov/CTAS)
If an applicant is currently designated as high risk by a federal grant-making agency, then the applicant must include the following information in its application:

1) NAME AND CONTACT INFO OF THE DESIGNATING AGENCY
2) DATE OF DESIGNATION
3) REASON FOR DESIGNATION

Question: How do I find out if my tribe is currently designated high risk by another federal agency?
   Answer: There is no central database an applicant can reference to determine their high risk status. Applicants are required to self report.

Question: Is there a form I can fill out?
   Answer: No, applicants are required to submit a letter or statement that outlines their designation status.

Question: If my tribe is not labeled as high risk, do I still need to submit a disclosure?
   Answer: Yes, applicants are still required to submit a letter or statement that simply states the agency has not been designated high risk. If an applicant fails to provide their disclosure with the application, a withholdings special condition will be placed on the award and the applicant will not have immediate access to funds until a response is provided to OJP.
The **disclosure** (written statement) should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subgrants federal funds).

**This written statement should include:**

- The federal or state funding agency name
- The solicitation name, project name, and description of the project
- The point of contact information at the applicable funding agency

Access to funds may be withheld if this form is not submitted with the application.
All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LL with the FY 2019 CTAS application.

To download the Disclosure for Lobbying Activities form, visit: https://ojp.gov/funding/Apply/Resources/Disclosure.pdf

Access to funds may be withheld if this form is not submitted.
1. Download the form from the OJP website
2. Must be completed by applicant’s chief financial officer (or equivalent)
3. Attach completed form to application in the GMS

To download the Questionnaire, visit: https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf
How to Apply for Funding
Application Timeline

- Solicitation Opened: **Tuesday, November 27, 2018**
- Solicitation Closes: 9 p.m. Eastern Standard Time, **Tuesday, February 26, 2019**
- DOJ expects to award grants no later than **September 30, 2019**
- All project **START** dates should be on or after **October 1, 2019**

*Please Note: Successful applicants **MAY NOT** begin work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be provided in the award package.*
How to Apply

All Applicants should complete the following steps:

1. Acquire a Data Universal Numbering System (DUNS) Number
2. Acquire or renew registration with the System for Award Management (SAM) database well in advance of applying (replaces the Central Contractor Registration (CCR)).
3. Acquire a GMS username and password
4. Verify the SAM registration in GMS
5. Search for the funding opportunity on GMS
6. Register by selecting the “Apply Online” button associated with the solicitation title.
7. Submit an application consistent with this solicitation by following the direction in GMS.

For additional information, please review Section H of the FY2019 CTAS Solicitation.
Using the Grants Management System (GMS)

For technical assistance with submitting an application, contact the GMS Support Hotline:
Phone: 888-549-9901, option 3 or Email: GMSHelpDesk@usdoj.gov
Double Check the SF-424

- **Type of Submission:** “Application Non-Construction”
- **Type of Application:** “New”
- **Descriptive Title of Applicant’s Project:** Recommend using: “OVC FY 2019 Tribal Victim Services Program”
- **Start/End dates:** 10/1/2019 - 09/30/2022
- **Estimated Funding:** **Must match** the federal request in the Budget Detail Worksheet
- **Authorized Representative:** Must be someone with the **authority** to accept a federal award.
TIPS AND RESOURCES
• Visit DOJ’s dedicated CTAS website for up-to-date information: [www.justice.gov/tribal](http://www.justice.gov/tribal)

• Webinars are scheduled during the open period of the solicitation

• Fact Sheets and Frequently Asked Questions are available
This guide contains strategies to:

• Read and comprehend a complex grant solicitation;

• Coordinate a robust grant-writing team;

• Identify and articulate the needs of your community through data driven processes;

• Generate and capture ideas and solutions from your community; and

• Organize key community players to execute the proposed program.

To access the Online Guide, visit: [www.justice.gov/tribal/grants.htm](http://www.justice.gov/tribal/grants.htm)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Date and Time</th>
</tr>
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<tbody>
<tr>
<td>CTAS Overview</td>
<td>These webinars have concluded, however,</td>
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<td></td>
<td>recordings are available online at:</td>
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<td><a href="https://www.youtube.com/user/OJPOCOM">https://www.youtube.com/user/OJPOCOM</a></td>
</tr>
<tr>
<td>Budget Development Overview</td>
<td>Tuesday, January 15, 2019 @ 2 pm ET</td>
</tr>
<tr>
<td>Guide to the Online Tool for Grant Writing</td>
<td>Thursday, January 17, 2019 @ 2 pm ET</td>
</tr>
<tr>
<td>Purpose Area 2, 3, 4 and 10</td>
<td>Tuesday, January 22, 2019 @ 2pm ET</td>
</tr>
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<td>Purpose Area 1</td>
<td>Thursday, January 31, 2019 @ 2pm ET</td>
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<td>Purpose Area 5</td>
<td>Tuesday, February 12, 2019 @ 2pm ET</td>
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<td>Purpose Area 7</td>
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<td>Purpose Area 6</td>
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<td>Purpose Area 8 &amp; 9</td>
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HOW TO USE THIS DOCUMENT

- Determine the victim service activities that will be undertaken through this grant.
- Use the chart below as a guide to breakdown these activities into specific costs and assign them to the appropriate cost categories.
- Use your tribe’s policies and procedures to determine parameters of specific costs (e.g., how to determine appropriate materials for your area).
- Use DOJ’s Grants Financial Guide as a resource for your budget-related questions.
- The cost categories provided in this chart reflect DOJ’s Budget Detail Worksheet categories (required during Phase II). The Budget Detail Worksheet provides additional information, including a sample budget that may further assist you in developing your preliminary budget.
- When considering whether costs are allowable through this grant program, use these two questions as a guide:
  - How is this cost related to supporting or assisting crime victims?
  - How does this expense help crime victims?

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Allowable Cost Examples</th>
<th>Unallowable Cost Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Costs</td>
<td>Salary—Compensation must be reasonable and consistent with that paid for similar work in the organization.</td>
<td>Time not allowable to grant activities. Recipients must track staff time on grant activities. Time spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</td>
</tr>
<tr>
<td>Types of Positions</td>
<td>Victims advocates, coordinators, specialists, etc.—professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis lines, on support groups).</td>
<td>Time not allowable to grant activities. Recipients must track staff time on grant activities. Time spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</td>
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<tr>
<td>Case managers</td>
<td>Provide follow up care and identify, coordinate, and link victims to services.</td>
<td>Time not allowable to grant activities. Recipients must track staff time on grant activities. Time spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</td>
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<td>Program coordinators</td>
<td>Programs coordinators—personnel that lead multidisciplinary team efforts, for example Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE/SART), and Child protection teams (for cases involving child abuse and neglect).</td>
<td>Time not allowable to grant activities. Recipients must track staff time on grant activities. Time spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</td>
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<tr>
<td>Executive and administrative staff</td>
<td>Executives and administrative staff (Note: These typically are budgeted as a percent of salary. If they do not work full time).</td>
<td>Time not allowable to grant activities. Recipients must track staff time on grant activities. Time spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</td>
</tr>
</tbody>
</table>

Upload all Relevant Documents into GMS

Before submitting your CTAS Application be sure to upload:

- Tribal Justice Program Narrative
- Purpose Area 7 Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Abstract
- Current Tribal Authority to Apply for Grants
- Financial Management and System of Internal Controls
- Applicant Disclosure of Pending Applications and Active Awards
- Applicant Disclosure of High-Risk Status
- Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement (if applicable)
- Other attachments
  - OVC Approved Strategic Plan or Logic Model
  - Resumes of Key Personnel
Important Websites

- Office for Victims of Crime: [www.ovc.gov](http://www.ovc.gov)
- Grants Management System: [grants.ojp.usdoj.gov/](http://grants.ojp.usdoj.gov/)
- To download key CTAS documents: [grants.ojp.usdoj.gov/CTAS/](http://grants.ojp.usdoj.gov/CTAS/)
- DOJ Tribal Justice: [www.justice.gov/tribal/open-solicitations](http://www.justice.gov/tribal/open-solicitations)
- OJP Grants Resource Guide: [ojp.gov/funding/](http://ojp.gov/funding/)
Technical Assistance for Submitting an Application:
GMS Support Hotline: 888-549-9901, option 3 | GMSHelpDesk@usdoj.gov

Programmatic and General Assistance with the Solicitation Requirements:
DOJ Response Center: 800-421-6770 | TribalGrants@usdoj.gov

If you have questions regarding your FY 2018 Tribal Set Aside application, please send all inquiries to OVCtribalsetaside@ojp.usdoj.gov