

[Transcript from the OVC Fiscal Year (FY) 2019 Stand-Alone Tribal Victim Services Set-Aside (VSSA) Program pre-application webinar, which was held June 27, 2019. The archived webinar can be found at: <https://www.ovc.gov/grants/webinars.html>.]

MARY JO GIOVACCHINI: Good afternoon, everybody. And welcome to today's webinar, Pre-Application Webinar for the FY 2019 Stand-Alone Tribal Victim Services Set-Aside Program, hosted by the Office for Victims of Crime. At this time, I would like to introduce you to the presenter, Kimberly Woodard, Senior Tribal Affairs Specialist, Federal, International, and Tribal [FIT] Division, at the Office for Victims of Crime.

KIMBERLY WOODARD: Thank you for the introduction, Mary Jo. I'd like to acknowledge that I'm also joined today by Allison Turkel who's our Deputy Director for the FIT Division at OVC and also other members of the tribal team at OVC. You may hear from them during the Q&A portion of today's webinar.

I'm going to start by reviewing the agenda. First, we'll take a brief look at OVC's mission and its history providing award funding to benefit American Indian and Alaska Native victims of crime. Next, I will highlight key sections of this year's solicitation. The webinar would likely be most helpful to you if you have a copy of this year's solicitation handy as I go through it. The slides pertaining to the solicitation will have the relevant page number or numbers of the solicitation noted in the upper right-hand corner of the slide, so that you can follow along and take notes as we proceed. Then I will review the application process. And finally, we will reserve some time at the end of the presentation for questions and answers. Now let's talk a little bit more about OVC.

OVC administers the Crime Victims Fund, which is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. Federal revenues deposited into the Fund also come from gifts, donations, and requests by private parties. OVC channels funding from the--for victim compensation and assistance throughout the United States, raises awareness about victims' issues, promotes compliance with victims' rights laws, and provides training and technical assistance and publications and products to victim assistance professionals. OVC is dedicated to a constant improvement in the national response to crime victims by identifying emerging needs and gaps in existing services, enhancing the skillsets of service providers to better meet these needs, and promoting greater public awareness of the issues that crime victims face. Next, we'll take a look at OVC's funding to support services for American Indian and Alaska Native victims of crime.

This slide summarizes the total number of awards that OVC has made to support services for Native victims of crime under tribal-specific program solicitations over the past three funding cycles. OVC has distributed its largest number of awards to federally recognized Indian tribes, tribal consortia, and organizations acting as the authorized designee of federally recognized tribes through two solicitations. U.S. DOJ's Coordinated Tribal Assistance Solicitation, also known CTAS, and last year's Tribal Victim Services Set-Aside Program solicitation. In addition to making grant awards to tribes, OVC has also used this funding to create training and technical assistance projects to aid tribes in developing and implementing their OVC-funded projects, support our biennial National Indian Nations

Conference and support other initiatives aimed at meeting the needs of American Indian and Alaska Native victims of crime.

Now we're going to take a look at this year's Tribal Victim Services Set-Aside Solicitation. Again, I encourage you to have a copy of this year's solicitation nearby and pay attention to the upper right-hand corner of the slide to see which page is the solicitation I'm referring to as we move along.

Let's start by talking about where to find a copy of this year's solicitation. If you don't have a copy of this year's Tribal Victim Services Set-Aside Solicitation, please use one of the three links in this slide to access it.

Now I'm going to highlight some very important changes that have been made to the solicitation since it was originally released earlier this month.

This slide summarizes the changes that have been made to the solicitation in the past couple of weeks. If you are working from a copy of the solicitation that you downloaded prior to this week, then please use one of the links that I discussed, a couple of moments ago, to download a new copy. The most recent version of the solicitation will have an application deadline of 11:59 p.m., Eastern Time, on Friday, August 16, 2019 on the cover.

We will discuss the critical application elements in detail later, but now we're going to take a look at who is eligible to apply.

In addition to federally recognized Indian tribes, we also--we will also accept applications from an organization who is acting as the authorized designee of the tribe, as well as some tribal consortia. For purposes of this solicitation, a consortia may be two or more federally recognized tribes to form a consortium to submit a single application for funding under this solicitation that benefits each member of the consortium. Or a consortia may be any existing tribal consortium that submits an application to benefit its members--benefit its members. While all applicants should have an authorizing tribal resolution when they submit their application or its legal equivalent, OVC will accept applications from applicants who do not have a resolution. We'll talk more about the resolution requirement later on.

Now we'll take a look at how many applications OVC will accept from each eligible applicant. Each eligible applicant under this solicitation, whether it's a tribe, the authorized designee of the tribe, or a tribal consortium, may only submit a single application for funding. An individual federally recognized tribe may, however, submit its own application for funding and also benefit from an application submitted by a consortium to which it belongs. We'll take a closer look at what that might look like in the next slide. Examples offered here are meant to illustrate what would be acceptable and unacceptable content in an application from an individual tribe and one submitted by a consortium to which the tribe belongs in response to the same solicitation. OVC wants to make sure that it's not funding duplicative activities in both applications for funding.

For example, applicant X proposes to create an Elder Abuse Program and is a member of a Tribal Consortium proposing to enhance a Domestic Violence Shelter. This would be considered allowable. This first scenario is acceptable because the tribe and the consortium are requesting funding for two clearly separate and distinct purposes.

In example two, however, applicant X proposes to create an Elder Abuse Program to provide civil legal services and is a member of a Tribal Consortium proposing to create a program for the exact same thing. This would be considered unallowable. This is unallowable because both the tribe and the consortium to which it belongs are requesting funding to pay for the exact same activity.

OVC will consider applications from a tribe and the consortium to which it belongs that are requesting funding for complementary activities. Applicant X proposes to create an Elder Abuse Program to provide advocacy services to victims of crime and is a member of a Tribal Consortium that is requesting funding to provide civil legal services to victims of elder abuse served by Applicant X's Elder Abuse Program. This would be considered allowable as long as the civil legal services are not part of Applicant X's Elder Abuse Program application. Here, the tribe and its consortium are proposing to serve the same population of victims, specifically victims of elder abuse, but they are proposing activities which complement what each applicant will be doing without duplication of effort.

If you have questions about this topic, please submit them during today's webinar or submit them to NCJRS following today's webinar.

Now we're going to talk more about avoiding duplication of efforts. All tribes are eligible to apply for this funding under--yeah. All tribes are eligible to apply for funding under this year's Tribal Set-Aside Solicitation. However, we want to offer clarification to those of you who may have already received funding from either CTAS or last year's Tribal Set-Aside Program, or who may have a pending FY 2019 application.

If your tribe or organization receives CTAS Purpose Area 5, 6, or 7 award between FY 2016 and FY 2018, or has an FY 2018 OVC Set-Aside award, or has a pending application for funding under the FY '19 CTAS Purpose Areas 5, 6, or 7, you are eligible to apply to this solicitation. You may not, however, request funding to cover the same costs and activities that are already being supported with a current CTAS or OVC Set-Aside award.

You also may not request funding to pay for the exact same costs included in a pending FY 2019 CTAS application. Instead, your application must include only costs and activities that are different and distinct from the existing award or pending application for funding. Be advised that FY 2019 Tribal Set-Aside applicants who receive an award must not use the funds to supplant tribal funds that have been appropriated for the same costs. Use the link on this slide to read more about what constitutes supplanting in the [U.S. DOJ Financial Guide](#).

Now it's time to recap what you need to know about eligibility.

So this slide summarizes who is eligible to apply; how many applications each applicant can submit; each applicant's responsibility to avoid duplication and supplanting; how applicants who have an existing CTAS or Set-Aside award, or a pending FY '19 CTAS application can avoid submitting a duplicative request; and a reminder about the authorizing tribal resolution or its legal equivalent.

Now, we're going to take a look at the application submission deadline.

As I highlighted earlier, the application submission deadline for this solicitation has changed. It is now Friday, August 16, 2019.

Now we'll take a look at the purpose and intent of the Tribal Victim Services Set-Aside Program.

This slide summarizes what types of broad activities that may help successful applicants build a comprehensive victim services program. As we will discuss later in more detail, a nearly exhaustive list of specific activities that can be supported with funds from this program is available in Appendix A of this solicitation.

Now we'll take a look at the two purpose areas for this year's solicitation.

This year's solicitation includes two purpose areas. Applicants must choose to apply only to one purpose area or the other, and cannot apply to both. Make sure you choose the appropriate funding opportunity number when you start your application at Grants.gov.

Next, I'm going to review each purpose area in more detail.

As detailed here, Purpose Area 1 is for applicants who do not have an existing victim services program. Applicants who may have an existing victim services program but who have not had OVC funding in the past are encouraged, but not required, to submit an application under Purpose Area 1. Purpose Area 2 would be a more appropriate choice for any applicant who has an established victim services program as it offers an opportunity to expand and enhance established program.

Let's review the suggested program activities for the Purpose Area 1 applicants.

The activities summarized here are suggested, but not required, for Purpose Area 1 applicants. It follows sequentially activities one through six present a systematic approach to building the staffing, developing the infrastructure, and program planning necessary to launch a successful victim services program in a community that currently does not have an established victim services program.

Now we'll take a look at Purpose Area 2.

Purpose Area 2, again, is most appropriate for applicants who have an established victim services program. Purpose Area 2 applicants should propose to expand on the services provided by their current program by adding new services, targeting new population of victims, or new forms of victimization. Next we'll take a closer look at how Purpose Area 2 applicants can use the funding from this year's Set-Aside Program to enhance their existing victim services program.

This slide summarizes how Purpose Area 2 applicants can use the funding from this year's Set-Aside Program to enhance a tribe's systemic response to crime victims through supporting efforts to make their response trauma-informed, culturally competent, and/or victim-centered. The response can also be enhanced by improving coordinating among key stakeholders at the tribal, state, and federal level or by filling in gaps in service delivery or increasing victim access to services. Next we'll take a look at some suggested Purpose Area 2 project activities.

Again, the activities identified here are suggested, but not required, for Purpose Area 2 applicants. The activities here are presented in a non-sequential order and represent systemic improvement to a tribe's existing response to the needs of crime victims. For an existing tribal victim services program that may be contemplating expanding or enhancing its current program with funds from Purpose Area 2, it is important to consider who will act as the Project Coordinator. This is the person who will manage the efforts of multiple tribal programs working to create a seamless network of services for victims of crime. Having someone assume this role will be critically important and help ensure that the tribe avoids duplication of efforts, makes timely and effective cross-referrals for assistance, prevents gaps in the delivery of wraparound services that are meant to meet all of the victim's needs, and facilitates the coordinated community response to address specific forms of victimization, such as domestic violence, sexual assault, child maltreatment, or human trafficking.

Now we'll take a closer look at the specific services that can be funded under the FY '19 set-aside program. I want to underscore that the funds for this program can only be used to provide services to victims of crime. This slide includes several examples of the types of issues that can be addressed with the award funds. The funds cannot be used for costs or activities related to crime prevention, investigation, prosecution, offender services, or corrections. The funds are also cannot be used for construction costs. Next we'll see where you can find out more information on this topic.

Again, a nearly exhaustive list of the allowable and unallowable activities under this program can be found on Appendix A of this solicitation. The two questions provided here should help you determine whether or not a specific cost or activity may be allowable under this program. Again, if you have a question about whether or not a specific cost or activity is allowable under this program, ask it during the Q&A portion of today's webinar or if you think of it later, submit your question to NCJRS for a response. Now we'll take a closer look at the unallowable activities.

This slide summarizes the cost and the activities that are statutorily prohibited under the Victims of Crime Act. Please note that this is--this list is not comprehensive. There are other costs and activities that are generally prohibited by other federal laws, policies, and regulations, such as using award funds for lobbying activities or to pay for professional grant writers. If you include or request for unallowable costs or activities in your application for funding, it will influence how your application is evaluated. And if your application is ultimately selected for funding, you will be asked to remove the unallowable costs or activities from your Program Narrative and Budget.

Now we'll take a look at some important information about the amount of funding available to make awards this year.

OVC has allocated \$90 million to make awards under the FY '19 Tribal Set-Aside Program. We are unable to estimate how many awards we'll be able to make this year because our goal is to fund as many eligible applicants who satisfy the solicitation criteria as possible. Each grantee will receive an award with an award period of 36 months. We anticipate that we will make awards that average between \$500,000 and \$720,000. An individual applicant can request an award that totals more than \$720,000. However, the applicant must present strong justification to demonstrate an exceptional need for an award that totals more than \$720,000.

For example, applicants can ex--cite a large size of the total population to be served by the proposed project, evidence of the emerging form of crime victimization such as human trafficking or drug endangered children, or other unique factors in the community or communities that would be reserved--served by the proposed project to demonstrate exceptional need and strong justification for a request for funding that exceeds \$720,000. This concludes our review of the program requirement.

Now it's time to talk about the documents that should be included in your application for funding. All applicants must submit each one of the documents included in this slide. As you can see, two of the required documents comprise almost 100 percent of the criteria that reviewers will use to evaluate your applications response in this to the solicitation requirement. If your application is missing any of the documents identified here, it will be removed from funding consideration.

Now we'll take a look at the documents that should be included in your application for funding.

This slide summarizes all of the other documents that should be included in your application. Again, if your application is missing any of the three documents marked with the red asterisk here, your application will be removed from funding consideration. There are three documents listed under other attachments here is--that are completely within your discretion to decide whether or not to attach it such as the strategic plan or logic model that were previously approved by OVC. If you have these documents, however, they could enhance the information presented in the Description of Issues section of your Program Narrative. You are strongly encouraged to submit resumes and position

descriptions for employees and consultants who would staff your proposed project. These documents could provide an important supplement to the information in the Capabilities and Competencies section of your Program Narrative. Please keep in mind that if you fail to submit any of the other documents listed here as an attachment to your application and your application is selected for funding, your award will include withholding special conditions that will prevent you from obligating, expending, or drawing down any funds from the award, until you submit the missing documentation and OJP issues a Grant Adjustment Notice [GAN] to retire the withholding special condition.

Now I want to briefly review these documents over the next several slides.

You will be required to fill out the SF-424 Application for Federal Funding before you can submit your application in Grants.gov. Once you submit your application in Grants.gov, the information from this form is transferred electronically into OJP's online Grants Management System or GMS. GMS pulls information about an organization from the SF-424 and uses it to generate award documents for successful applicants. That is why it is very important that you complete the fields on this form accurately. This slide offers suggested responses for some of the key data fields on the SF-424 that GMS will use to populate award information. Again, we strongly encourage you to use these answers to avoid making mistakes that will slow down the award making process.

Some other tips for completing the SF-424 include, make sure that the total amount of federal funds requested on the 424 matches the total amount of your budget. If you are using a professional grant writer to prepare your application for funding, you are strongly discouraged from listing this individual as a point of contact for the application on the 424. Listing a grant writer in this section could potentially delay your receipt of key information about whether or not your application was selected for funding and other time-sensitive post-award deadline. The Chief Executive Officer for the applicant should be listed as the authorized representative. For a tribe, this is typically the Chairman, the President, the Chief, etc. For a nonprofit organization, it is typically the Executive Director or the Chairman, or President of the Board of Directors. If the title listed in this field does not appear to have a legal authority to accept an award on behalf of the applicant, then it will delay the award making process. If the applicant has received funding from U.S. DOJ in the past, the applicant's legal name and address must match the information for the applicant on file with U.S. DOJ. So, if your legal name or address has changed since the last time you received U.S. DOJ funding, and you have a current U.S. DOJ award, please submit a grantee name change or address change GAN as necessary. First time applicants to U.S. DOJ should attach a copy of their articles and incorporations, documentation of their 501(c)3 status, the verification of your address and name on official letterhead, or other legal documents to confirm your current legal name and address.

So your Project Abstract should be a succinct 400 words or less summary of your project that covers the three topics and the bulleted list on this slide. It should be a separate attachment to your document--to your Program Narrative, and written as if you're sharing the requested information with the general public. The Project Abstract does not count

against the page limit for the Program Narrative and should be formatted as described here.

Now we'll take a look at the Program Narrative requirement.

You're strongly encouraged to stick to the formatting guidelines for the Program Narrative. These guidelines have been formulated to ensure that your Program Narrative is easy to read. If you expand the margins, use a smaller than recommended font, you reduce the line spacing, or submit a Program Narrative that exceeds 25 pages, it will make your Program Narrative more difficult to read. If the reviewers cannot find the required information in your Program Narrative, it could negatively impact how your Program Narrative is evaluated. You are strongly encouraged to use the various sections of the Program Narrative as subheadings. This will help you organize your information, increase the likelihood that your Program Narrative is responsive to all of the solicitation requirements, and make it easier for reviewers to find the required information to properly evaluate your application.

Now we'll take a brief look at the four required Program Narrative sections.

The Description of the Issue section should be narrowly focused on the problem or problems that will be addressed by the proposed project so that the demographic and crime data are relevant and logically related to the goals and objectives of your proposed project. Next we'll take a look at the Program Design and Implementation section.

The Project Design and Implementation section is the most important section of the Program Narrative, as it carries the most weight in how your Program Narrative will be evaluated. The goals and objectives in this section should be relevant and logically linked to the problem or problems that you're proposing to address in the Description of the Issue section. You are strongly encouraged to use a SMART Goal format to describe your goals and objectives, and the objectives required to achieve them.

Now we're going to take a look at the Capabilities and Competencies section.

You should use this section to illustrate your organizational capacity to carry out the goals and objectives of the proposed project. This is also where you should identify the key personnel, consultants, or contractors who will be responsible for carrying out the goals and objectives of the project, and describe how they're qualified to do so. Attaching an organizational chart, position descriptions for proposed project personnel and resumes for any current employees or known consultants as separate attachments to your application will enhance the information in this section.

Now we're going to review the plan for collecting the data required for this solicitation's performance measures.

Page 14 describes the post-award performance measure, data collection, and reporting requirements for successful applicants to this solicitation. You're encouraged to carefully

review this information and explore the links included on this page so that you understand your post-award requirements. You should use this section of your Program Narrative to demonstrate your understanding of the Performance Data Reporting Requirements for this program and detail how you will gather the required data should your tribal organization receive funding.

Now we're going to wrap up our review of the Program Narrative requirements with some tips.

In summary, your Program Narrative should use simple, easy to read and understand language, instead of jargon, abbreviations, or acronyms. It should be focused on providing services to crime victims and present SMART Goals and objectives that can realistically be achieved in a 36-month award period.

Next we're going to review the Budget Requirements for this program.

In general, your budget must include costs for a full 36 months of award activities and must be consistent with the activities and the project personnel described in your Program Narrative. It should also not exceed a total of \$720,000, unless you have provided a strong justification in your Program Narrative about the exceptional need in the community or communities to be served by the proposed project.

In the next couple of slides, we're going to take a closer look at the Budget Detail Worksheet and the Budget Narrative.

We'll start by looking at the mandatory costs that all applicants must include in their budget. Applicants from the lower 48 are required to set aside \$15,000 in the travel budget category to send two representatives to each of the three events included in the bulleted list on this slide. Applicants from Alaska must set aside \$20,000 for this purpose. At a minimum, the required travel Set-Aside must include line items or roundtrip airfare, lodging, and per diem cost for each traveler. Please use Washington, D.C. as the destination and use the FY 2019 GSA lodging and per diem rates for Washington, D.C., to calculate these line items for the travelers. These events are free to OVC grantees and there are no registration fees required.

Next, we're going to take a look at some more general budget requirements.

Again, all the cost in the--included in the budget must be logically connected to the personnel, consultants, contractors, and activities described in the Program Narrative. Every cost in the budget must be properly itemized, and every line item must have a narrative description, which clearly and concisely justifies the item cost by explaining how it is related to the goals and objectives of the Program Narrative. The Budget Detail Worksheet must organize all the line items using OJP's approved budget categories and must include a Budget Summary Page.

Now let's take a look at the recommended Budget Detail Worksheet for this solicitation. OVC strongly encourages all applicants to use the OJP's Budget Detail Worksheet. The OJP Budget Detail Worksheet is a user-friendly Excel Workbook that contains all of the required OJP Budget Categories and includes formulas that will calculate the subtotals for each category, and will use the subtotals to populate the required Budget Summary Page. The [OJP Budget Detail Worksheet](#) can be accessed by using the link on this slide.

Now, we're going to look at some tips for preparing your budget. Again, if you use the OJP Budget Detail Worksheet, you should be less likely to have difficulties with ensuring that your calculations are accurate. The OJP Worksheet also includes space to add a narrative description for the line items in each budget category, thereby eliminating the need to submit a separate Budget Narrative document. As a reminder, your budget must cover a full 36 months of project activities and should not exceed \$720,000 in total, without the required justification in the Program Narrative. All cost must be reasonable, allowable, consistent, and allocable. Keep in mind that OVC will not be able to approve a request for a no-cost extension of the award period for these grants. You can check the list of allowable and unallowable costs in Appendix A, if you want to know which costs are allowable. And you can access the U.S. DOJ Financial Guide if you have questions about other financial accounting related issue.

Now we'll take a brief look at Indirect Costs. There are two ways to support your request for Indirect Cost in your budget. One, you can attach a copy of your current federally approved Indirect Cost Rate Agreement. Or two, you can request a 10 percent De Minimis indirect cost rate. Keep in mind that if your federally approved Indirect Cost Rate Agreement is expired, OJP will attach a withholding special condition to your award if your application is selected for funding. Your tribal organization would then be prohibited from charging indirect costs to your award, until you submit a new current agreement and OJP issues again to require that special condition. Please also keep in mind that you are ineligible to receive the 10 percent De Minimis Rate if your tribal organization has ever had a federally approved Indirect Cost Rate Agreement. Successful applicants who request the 10 percent rate will also be required to complete a form before they--before they are able to start charging indirect costs to the award. This concludes a review of the budget.

Next we'll talk about the authorizing Tribal Resolution requirement.

All applicants are required to submit a resolution, letter, affidavit, or other documentation (as appropriate) that demonstrates, as a legal matter, that the applicant has the requisite authorization from a tribe or tribes to implement the proposed project on tribal lands. Consortia applicants must include the appropriate, required, legal documentation from each tribe that would receive assistance under the proposed project. If an applicant is an existing travel consortium organization and the bylaws of the organization authorize the applicant to submit an application for federal funding without first obtaining a separate resolution or legal equivalent from each tribe who would be served by the proposed project, then the applicant should submit a copy of this bylaws as its attachment to its application for funding.

Now we're going to take a look at the Financial Management and Systems of Internal Controls Questionnaire, what we call the FCQ.

Every applicant must complete an FCQ before it can submit its application for funding in Grants.gov. The information entered on the FCQ must be accurate. Please have your Chief Financial Officer Comptroller or someone who is intimately familiar with your financial accounting systems, policies, and procedures complete this form. Incorrect or incomplete answers may result in OJP adding extra and perhaps unnecessary special conditions to your award if your application is selected for funding.

Now we'll turn our attention to the Disclosure of High Risk.

All applicants are required to submit a Disclosure of High Risk Status as an attachment to the application for funding. There is no form for this disclosure, rather applicants should simply write a statement and a word document that includes the applicant's legal name as listed on the SF-424 and a statement about whether or not the applicant has been designated as a high-risk by either U.S. DOJ or any other federal agency. If your tribal organization has not been designated as high risk by DOJ or any other federal agencies, then we encourage you to use a sample language included in italics at the bottom of this slide to write your disclosure. If your tribal organization has been designated as high risk by DOJ or any other federal agency, then provide each of the four data elements and the enumerated list on this slide in your disclosure documents. As detailed on page 15 of this solicitation, OJP will use this disclosure, among other pertinent information, to determine whether it will consider or select your application for an award.

Now we'll look at the Disclosure of Lobbying Activities form. To download the [Disclosure of Lobbying Activities](#) form, please visit the link on the screen and follow the instructions on how to complete it.

Now we're going to take a look at the Disclosure of Pending Applications.

All right. All applicants must include the Disclosure of Pending Applications. Again, there is no form for this disclosure. Applicants should submit the disclosure as a word document. As I stated earlier, OJP wants to ensure that we're not funding applications that duplicate costs or activities that are already included in an applicant's current federal award or awards, or an applicant's pending applications for federal funding. So what are we interested in? Federal awards that the applicant receive, and/or any applications for federal funding that the application--that the applicant has submitted in the past 12 months. This covers federal awards received, and/or pending applications for federal funding, regardless of whether or not the applicant is the actual or proposed award recipient, or an actual or proposed subrecipient. What are you required to disclose? A federal award received or a pending application for federal funding that supports the same project being proposed in the application under this solicitation and that would cover any identical cost items outlined in the budget submitted in response to the solicitation. If you have a current federal award or pending application for federal funding that supports the same project and costs in this application, include the three data elements on the bulleted

list on this slide in your disclosure. If you do not have a federal award or pending application to report, your disclosure statement should state so.

This includes our review of the application attachments. Please keep in mind that if you do not have a notarized Tribal Resolution, a Disclosure of High Risk Status, or a Disclosure of Pending Applications and your application is selected for funding, your award will include a withholding special condition that will prevent your tribe or organization from obligating, expending, or drawing down funds, until you submit the missing documents and OJP issues a GAN to retire the special conditions.

Now it's time to talk about how to submit an application for funding.

All applicants must--all applications must be submitted online at Grants.gov by no later than 11:59 p.m., Eastern Time, on Friday, August 16, 2019. You are strongly encouraged to review and bookmark the [OJP Grant Application Resource Guide](#) by using the link in this slide. It has important application information. In terms of how to submit the application, it goes into a great level of detail. Please do not wait until the last minute to start your applications. If you follow OJP's advice and start your applications prior--72 hours prior to the deadline, you should have sufficient time to correct any errors in your Grants.gov submission.

Now, we'll briefly review the prerequisites to applying in Grants.gov. This slide and the following slide summarize the four steps Grants.gov registration process. You will not be able to receive with submitting an application at Grants.gov unless your tribal organization has a DUNS number and an active SAM registration. As detailed here, completing these processes can take up to 14 business days. Again, this underscores the importance of not waiting until the last minute to begin the application process. If you need help--if you need help with the registration processes outlined on this slide, please contact the Grants.gov helpdesk for assistance.

Next we'll take a quick look at how to name the attachments for your application.

Your goal should be to name the attachments for your application using clear and accurate names. If you do not choose the file names that adequately describe your attachments, then OVC and the individual who will be reviewing your application will likely have difficulty identifying them. This difficulty may negatively impact the review of your application, or unnecessarily delay the application review process. As we will see, Grants.gov will also have very specific requirements on how to attach documents in that system.

Please follow the instructions included on this slide to ensure that the Grants.gov system accepts your attachments. Before you click submit you have the option to check your application for errors, if you've submitted all the forms required in the application package. Follow the instructions in the system if you receive an error message after clicking the Check Application button. Once you complete your submission Grants.gov will send you an email, either confirming that your submission has been

accepted or identifying an error in your submission that needs to be corrected. If you do not receive an email from Grants.gov within a reasonable amount of time following your submission, please contact the Grants.gov helpdesk for assistance.

Now we'll take a look at some resources available to assist first time Grants.gov users.

Grants.gov has a number of tools available for applicants who are unfamiliar with the system. This slide summarizes some of the available resources. Again we strongly encourage you to take advantage of them, if you've not used Grants.gov before. Now we'll look at what you should do if you encounter technical difficulties in submitting your applications for funding.

An applicant who misses the application deadline due to unforeseen technical difficulties must follow the steps listed on this slide, if they wish to request OJP approval for a late submission of its application within 24 hours of the application deadline. As part of its review of your request, OJP will contact the Grants.gov helpdesk to validate the reported technical issues. OJP will inform the applicant whether or not his request to submit a late application has been approved or denied. Please note OJP does not automatically approve request for a late submission. OJP will only consider late submission requests from an applicant if they have followed all the steps in the enumerated list on this slide.

Now, we'll take a look at the circumstances that are beyond an applicant's control.

This slide summarizes technical issues for failures on the part of the applicant that will not justify a late submission. If you fail to submit your application because of one or more of these issues, OJP will not approve your request for a late submission.

Use the checklist on pages 34 through 35 of this solicitation to make sure you have completed and submitted all the documents that must be included in your application for funding.

This slide includes the list of websites that may prove useful to you as you prepare your application for funding.

Again if you need technical assistance with submitting your application in Grants.gov, contact the Grants.gov helpdesk. There is help available 24 hours a day, 7 days a week to provide support to applicants.

If you have questions about the technical requirements of this solicitation or about OVC's Tribal Victim Services Set-Aside Program after today's webinar, please contact the NCJRS Response Center.

I'm now going to turn things back over to Mary Jo for a couple of announcements before we start our Q&A session.

MARY JO GIOVACCHINI: So Kimberly already touched on some of the things that I was going to say. Just a reminder NCJRS' email address is grants@ncjrs.gov. So you can submit your questions there. You can also reach them at 1-800-851-3420. They are open Monday through Friday 10:00 A.M. to 6:00 p.m., and they're open until 8:00 p.m., the day the solicitation closes. But as mentioned previously, it is strongly recommended that you submit your application at least 72 hours in advance. NCJRS is also the entity that you would email 24 hours after the due date if, for some reason, you are unable to submit your application successfully. However, as Kimberly mentioned, you do need to have the information that you worked with Grants.gov to address those issues and that would include a description of the issues and tracking numbers for the reports that you made with Grants.gov.

So our first question at this time, “for a tribal organization and consortium applying for five tribal nation subrecipients, how are the required application components different from a single non-partner applicant?”

KIMBERLY WOODARD: That's an interesting question because it almost sounds as if this is someone considering writing five separate proposals and five separate budgets in one. This does not mirror CTAS. So what we're looking for under this solicitation is a single Program Narrative and a single budget. You have to stick with the formatting requirements and the other requirements for both documents. So, if you are a tribal consortium that is seeking to provide assistance to five of its members in a single application, you would need to capture all of that within the 25-page Program Narrative limit and you would need to reflect that in the budget for the application.

MARY JO GIOVACCHINI: “We have an existing CAC but are creating a victim's program separate from that to serve domestic violence victims. What Purpose Area seemed to--seemed to be appropriate?”

KIMBERLY WOODARD: It really just depends on where you are, if the only victim services you have at this moment are a child advocacy center and you're looking to expand into serving adult victims, it almost start--it almost sounds like you're starting over from scratch. Unless we're missing something and you already have some level of services for adult victims, then Purpose Area 2 would be more appropriate. But if you're just getting started with serving adults, you might want to look at Purpose Area 1 and look at that systematic approach that we're suggesting for your program activity.

MARY JO GIOVACCHINI: “If we have a nonprofit that serves victims in our community and they are a sub under the state but the tribe does not receive any of the funds, are those to be listed in the disclosure of grants?”

KIMBERLY WOODARD: If there's no legal relationship between the tribe and the nonprofit that you described, then there is no requirement for a disclosure. The only way you would disclose that is if the nonprofit was the recipient of funds received from the state and then they made a subaward to the tribe for victim services. But if there's no money being

passed through from the nonprofit to the tribe and the tribe is applying in this program, there's no disclosure required.

MARY JO GIOVACCHINI: Yes. The deadline has been changed and it's been updated. It was previous July 29th. It is now August the 16th, 2019. And the time for your submission must be before 11:59 p.m., Eastern Time. So that was another question that came through.

KIMBERLY WOODARD: Uh-hmm.

MARY JO GIOVACCHINI: A followup to the nonprofit question under the state, "they said that the nonprofit that serves as victim services for the tribal community."

KIMBERLY WOODARD: Yeah. So we would probably be to have more information about this particular situation because it's not really clear what's going on. We are aware that in some tribal communities there are nonprofits that have been organized under the tribal government as a nonprofit and they have a special ongoing relationship with the tribe. But again, we would just need more information about the specific factual circumstances of this particular person. So I would encourage them to submit that question through NCJRS so we can get into more detail.

MARY JO GIOVACCHINI: So the following question is worded this way but I think one of the words is supposed to be application. "What happens if an applicant wants to pull their CTAS application and apply it to VSSA?"

KIMBERLY WOODARD: Okay. So I'm not quite understanding that. If you're talking about withdrawing an application that you've already submitted to OVC through CTAS or to some other program office through CTAS, then you would need to contact that office and ask about how to withdraw an application.

MARY JO GIOVACCHINI: "We have a 2018 OVC grant and we are thinking of adding with the 2019 grant--to add a supervised visitation, something our clients really need. What would we need to include to show need and ability of our program to provide this service, such as safety?"

KIMBERLY WOODARD: Okay. So I think that's a question that would require a little bit more information, a little one-on-one communication. So, we'd encourage you to submit that through NCJRS.

MARY JO GIOVACCHINI: And at this time that would take care of all the questions. There's one here that I think is a followup to something else, but it's still in pieces. So it's not making sense. So I think that they're going to have to, kind of, resubmit that entire question.

We'll give them a minute to do that and give you all a minute to see if there's anything else that you would like to ask Kimberly. Again, it's a great opportunity to have your questions

answered directly. Otherwise, you can reach NCJRS after the webinar at grants@ncjrs.gov.

“Is a tribe eligible to apply for FY 2019 Tribal Set-Aside if they received a denial letter in FY '18?”

KIMBERLY WOODARD: Yes.

MARY JO GIOVACCHINI: “Is there a date for when you will be reallocating the CTAS 2018 funding that was not award--oh, not...”

KIMBERLY WOODARD: Okay.

ALLISON TURKEL: 2018 money is done.

KIMBERLY WOODARD: Yeah. So at this point, there's nothing more that can be done with the 2018 money. Any money that was not obligated and awarded was returned to the Crime Victims Fund.

MARY JO GIOVACCHINI: “We have--we have victim services currently for women only. If we apply for comprehensive services, would we apply under PA1 or PA2?”

KIMBERLY WOODARD: If you have an established program for, let's say, domestic violence and sexual assault victims but now you want to expand that and capture victims of other crimes, then you should apply for Purpose Area 2.

MARY JO GIOVACCHINI: The question about the PowerPoint, yes. The PowerPoints for this presentation will be posted to the OVC website along with a transcript and a recording of today's webinar. You can reach that at www.ovc.gov and then go under Grants and Funding, Current Opportunities, scroll down and you will see all the--a link to all the archives for the webinars that have taken place. You'll also receive an email notification when that information has been posted.

All right. At this time, we're going to pause for a moment and see if any other questions come in. If you submitted a question to the Chat Box, please take a moment and copy it over to the Q&A if you don't mind. Thank you.

“With FY 2018 Tribal Set-Aside included specific language authorizing the tribe to submit additional applications for the OVC Set-Aside program in subsequent years. Therefore, we intend to resubmit this resolution, which is still in effect. Is that okay?”

KIMBERLY WOODARD: Okay. So if you are an applicant who got a resolution from the tribal council last year to submit for Set-Aside and it doesn't expire and it's not limited to FY '18, then yes, you can still use that to satisfy the resolution requirement for FY 2019.

MARY JO GIOVACCHINI: "Is the 2019 OVC Tribal Law Enforcement-based Victims Specialist Program deadline extended to August 16th?"

KIMBERLY WOODARD: No. No.

MARY JO GIOVACCHINI: No. Is the--is--that's the same question. All right.

All right. Again, I believe that we have addressed all the questions that have come through. And just to clarify, the only deadline extended right now that we are talking about to August 16th is this solicitation, the Tribal Set-Aside.

Give us one second please while we check to see if there's any other questions that have come through.

"Please explain more about how it may negatively affect the review and approval process of an application if we only supply the three basic pieces of information Program Narrative, Budget Detail Worksheet, and Disclosures of Pending Application?"

KIMBERLY WOODARD: If you submit only those three documents, your application would proceed to be reviewed. However, some of the supplemental information that could benefit your application that would be included in the other required attachments would be missing. So for example, as I mentioned, in the Capabilities and Competencies section, if we don't see position descriptions or resumes then you might--you might not have enough information to demonstrate your capacity to carry out the project. And again, that is the most important section in the Program Narrative, it carries the most weight. So you want to try to do what you can to enhance the information in that section. Outside of that, all the other attachments, a good number of them as I mentioned, if you don't include, your Lobbying Disclosure, the Disclosure of High-Risk Status, your Resolution and, you know, a couple other things, if you get an award, you'll have a withholding special condition on it that won't allow you to obligate, expend, or draw down anything until you submit all those missing documents. So again, because we cannot offer you no-cost extensions on the award period for these grants, the more time it takes you on the front end to clean up all of that, the less time you have to develop and implement your project. So that is why, again, we strongly encourage you to submit all of those applications at the very beginning, so you don't lose time on the back end.

MARY JO GIOVACCHINI: "The tribe we work with has an expired indirect cost rate and we are currently working to renew the rate. Do we use the old rate or the newly proposed rate?"

KIMBERLY WOODARD: We will not offer indirect cost based on a draft or a proposed rate. My advice would be to use the rate that you have right now. If you get a new rate or I should say, if you get an award and you receive a new rate, you can then come back in and modify the budget to apply that new rate. But again, also as a reminder, if you submit an expired rate with your application for funding, you will have a withholding special

condition on your grant that will prohibit you from charging any indirect costs until you give us a new rate agreement.

MARY JO GIOVACCHINI: All right. Please give me a moment while we look to see if any other questions have come through.

All right. It appears that we do not have any further questions at this time. So, we are going to end the webinar.

KIMBERLY WOODARD: Okay. So this is Kimberly Woodard, OVC Senior Tribal Affairs Specialist on behalf of OVC, I want to thank you all for making the time to participate in today's webinar. Again, if you have any questions that have not been answered during today's webinar, please contact NCJRS and they will work with us to get a response to you. And thank you also for NCJRS and their support in today's webinar.

Everyone have a good afternoon.