

**U.S. Department of Justice**  
Office of Justice Programs  
*Office for Victims of Crime*



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## **OVC FY 2020 Tribal Victim Services Set-Aside Formula Program**

### **FY 2020 Formula Grant Solicitation**

**CFDA #16.841**

**Grants Management System (GMS) Funding Opportunity:** OVC-2020-18455

**Solicitation Release Date:** April 1, 2020

**Application Deadline:**

**Pre-application: 8:00 p.m., eastern time, Thursday, April 30, 2020**

**Full application: 8:00 p.m., eastern time, Monday, June 15, 2020**

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the Fiscal Year (FY) 2020 Tribal Victim Services Set-Aside Program. This program furthers the Department's mission by improving public safety, supporting Indian tribes, and enhancing services for tribal victims of crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

**Eligibility** (Who may apply):

The following entities are eligible to apply:

- Federally recognized Indian tribes<sup>1</sup>;
- Tribal designees; or
- Tribal consortia consisting of two or more federally recognized Indian tribes.

Designees and consortia may apply only on behalf of a federally recognized Indian tribe (or tribes). Designees and consortia must include documentation that demonstrates (as a legal

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<sup>1</sup> "Indian tribe" means any Indian tribe, band, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) (43 U.S.C. § 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Matter) that designee or consortia has the requisite authorization from the tribe(s) for which they apply. See the [Tribal Authorizing Resolution](#) provision of the OJP Grant Application Resource Guide.

A tribe may submit only one application under this solicitation. (Political units of tribes may not each submit separate applications – only one application for the tribe will be considered.) An application may cover multiple tribes (e.g., consortia may apply on behalf of their member tribes); however, it is incumbent upon the consortium to ensure that member tribes have not submitted their own individual applications.

Currently funded DOJ grantees are eligible to apply, but must not request duplicative activities and budget items that are already included in previous DOJ awards. (Continuing activities under a currently funded project that is scheduled to end is not duplicative.)

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### Contact Information

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 888-549-9901, option 3, or via email at [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Service Desk is open 24 hours a day, 7 days a week, including federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline **MUST** contact OVC's National Criminal Justice Reference Service (NCJRS) Response Center (see contact information below) **within 24 hours after the pre-application or full application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears in the **How To Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the NCJRS Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time on the solicitation closing date.

### **Pre-Application Webinars**

OVC will conduct webinars on the following dates to review the requirements of this solicitation and conduct a question and answer session with interested potential applicants. Participation in the webinar is optional. You may register for the webinars at:

<https://www.ovc.gov/grants/webinars.html>.

- Tuesday, April 7, 2020, at 1:00-2:30 p.m., eastern time
- Monday, April 13, 2020, at 3:00-4:30 p.m., eastern time

### **Deadline Details**

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title.

Applications are to be submitted through OJP’s Grants Management System at <https://grants.ojp.usdoj.gov/gmsexternal/>. All registrations and applications are due by:

Pre-application deadline: 8:00 p.m., eastern time, Thursday, April 30, 2020

Full application deadline: 8:00 p.m., eastern time, Monday, June 15, 2020

Applications (both pre-application and full application) must be submitted by the application deadlines using GMS, and the applicant must have received validation messages from GMS that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from GMS, and to correct in a timely fashion any problems that may have caused a rejection notification.

**NOTICE: OVC will allocate funding per participating tribe based on an interim discretionary administrative formula.**

- **Applicants must submit a pre-application (see page 12) via GMS by 8:00 p.m., eastern time, on Thursday, April 30, 2020, or they will be ineligible for funding.**
- **Applicants deemed eligible will then be required to submit a full application via GMS (see page 13) by 8:00 p.m. eastern time, on Monday, June 15, 2020.**

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# OVC FY 2020 Tribal Victim Services Set-Aside Formula Program CFDA # 16.841

## A. Program Description

### Overview

This solicitation complements and builds on OVC's prior tribal victim services set-aside discretionary funding program created in federal Fiscal Year 2018 to improve services for victims of crime in tribal communities. Interested tribal applicants will be required to submit a pre-application with eligibility and population information, and a full application if OVC notifies them that they are eligible to apply for a specified award amount.

*Note: This solicitation is separate from the DOJ Coordinated Tribal Assistance Solicitation (CTAS) to maximize the reach of the FY 2020 tribal victim service set-aside funding.*

**Statutory Authority:** Commerce, Justice, Science, and Related Agencies Appropriation Act, 2020, Public Law 116-93, section 510.

### Program-Specific Information

**Consultation:** DOJ and OVC have long recognized the critical need to support American Indian and Alaska Native (AI/AN) victims of crime. In the past 13 months, OVC has conducted a number of tribal consultations and listening sessions to gather input from our AI/AN partners regarding the Crime Victims Fund tribal victim services set-aside. In contrast to the Victims of Crime Act allocations to states and territories for victim services that are set by statutory formula, the authorizing statute for the tribal set-aside program does not specify an allocation methodology. Based on the information gathered, OVC will allocate the FY 2020 funding by an interim discretionary administrative formula. The formula being used was created with significant input from tribal leaders and from the information gathered from the consultations and listening sessions.

**Pre-application:** Applicants that choose to apply for FY 2020 funds under this program must submit a pre-application in GMS by 8:00 p.m., eastern time, Thursday, April 30, 2020. The pre-application consists of the items listed below:

- Population Certification
- Tribal resolution, consortium bylaws, or other documentation of authority to apply on behalf of tribe(s) (for designees and consortia)
- Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

Detailed information on these required items can be found in the [Application and Submission Information](#) on page 12.

**Population Certification:** To obtain population data upon which to run the formula, OVC will require each applicant to upload into GMS one Population Certification (a fillable PDF, see Appendix C), on which it will certify (for itself, if a tribe; or for each tribe on behalf of which it applies) the population number and population tier, and the basis for the population number/tier. (Additional information about the certification, including who should be the certifying official and requisite supporting documentation, is set out below in *Application and Submission Information*.)

If an applicant that is a tribe or designee does not provide either a population number OR applicable population tier (or specifies a population of zero) the applicant will be deemed ineligible and will not receive an allocation for funding.

If a consortium does not provide either a population number OR population tier for one or more tribes listed as member tribes, that tribe (or tribes) will not be counted toward the total sum of the consortium's application. See page 12–13 for more details.

OVC requires designees and consortia to submit documentation of the designee's or consortium's eligibility – i.e., authority to apply for the grant on behalf of each tribe for which the applicant applies – in the pre-application. Typically, this is a tribal resolution or consortium bylaws and may, or may not (depending on the applicant), be the same documentation required to support the population certification.

If a designee or consortium applies on behalf of a federally recognized tribe that has also submitted an individual application, OVC will deem the federally recognized tribe as the eligible applicant, and the designee or consortium allocation will be correspondingly reduced.

**Formula:** OVC will allocate a proportion of the total tribal victim service set-aside funds available to provide a base amount to each tribe. OVC will determine the base amount upon receipt of all pre-applications and will adjust the amount based on the number of tribes that apply. (Assuming, for example, \$125 million in funding and 225 tribes submit pre-applications, OVC would anticipate allotting 63 percent of available funds to the base, which would result in a base amount of \$350,000 per applicant.) If additional funds remain after distribution of the base, a percentage of the remaining funds, corresponding to one of eight population tiers to which the tribe certifies, will be added to the base amount of each applicant. The population numbers provided by applicants will be used to allot the balance of funds across tiers such that each tier receives an amount proportionate to the total population of the tier compared to the total population of all applicants.

Each tribes' formula allocation will be calculated individually based on the designated formula. Tribes may opt to sum their respective formula allocations and apply as a tribal consortium. Regardless of whether the applicant is a single tribe, a designee, or a consortium of multiple tribes, all awards will be capped at \$3 million and funds in excess of that amount will be allocated to tribes under the cap in accordance with the tier percentages.

**Population Tiers:**

<u>Tier</u>	<u>Population</u>
Tier 1:	999 and below
Tier 2:	1,000–4,999
Tier 3:	5,000–9,999

Tier 4: 10,000–14,999  
Tier 5: 15,000–24,999  
Tier 6: 25,000–39,999  
Tier 7: 40,000–59,999  
Tier 8: 60,000+

***Determining Population:*** Tribes are well-positioned to determine the most appropriate statistical methodology by which to certify their population for purposes of this victim service funding. OVC recognizes that tribes are diverse; federal data sets on tribal population are imperfect; and no single data set currently available adequately fits all tribes. For example, data sets measuring tribal enrollment may be a valid proxy for tribal victim service needs for some tribes, but not for other tribes with substantial nontribal members within their geographic or jurisdictional boundaries or service areas. Similarly, population within tribal geographic boundaries may undercount a tribe's needs if many members live outside of those boundaries and the tribe provides victim services to those members. Some tribes have no land base, but have tribal service areas encompassing large numbers of nontribal individuals.

For these reasons, OVC will accept a tribe's own certification as to its population number and tier, and will use the certified population number unless OVC has reason to believe that it is inaccurate. Tribes (or applicants applying on behalf of tribes) must disclose how they determined the population number that forms the basis of their tier certifications to OVC in their Population Certification PDF, and maintain documentation supporting their certification. The supporting documentation is subject to review by OVC grant management staff and/or auditors such as the Department's Office of the Inspector General. Inadequate documentation to support the tier certification may be a basis for questioned costs, and OVC may take appropriate remedies (e.g., return of funds, offset). OVC's allocations listing tribes under each tier will be provided to each applicant and may be posted publicly on the OVC website.

In general, OVC suggests using a population number that is well-established for the applicant tribe, and that bears a reasonable relation to the victim services that the tribe anticipates providing. OVC suggests that tribes use one of the following as the basis for their certification, but will accept others:

- Tribal resident population
- Tribal enrollment
- Service population

OVC, at its discretion, may request additional information to substantiate the population certification. If an applicant specifies a number or tier which OVC has reason to question, OVC may place the tribe in the appropriate tier based off of the best available federal data source (as determined by OVC), such as U.S. Census data. If an applicant specifies a population tier, but does not specify a population number, OVC will place the applicant in the specified tier. However, for purposes of running the formula to calculate each tier's funding allotment, OVC will account for the missing population number(s) by creating a proxy population number that will be the average of the population numbers of other tribes within the same tier. **If an applicant does not provide either a population number OR specify an applicable population tier (or certifies a population of zero) the applicant will be deemed ineligible and will not receive an allocation for funding.**



**OVC Post-Formula Allocation Process:** Upon receipt of all pre-applications, OVC will review applicants, determine allocations pursuant to the formula, and communicate budget allocation amounts to eligible applicants (an email notification will be sent with information on next steps and how to learn budget allocations, see [Appendix E: Guide to Submitting Full Application in GMS](#)). Applicants will then be required to submit full applications and budgets in GMS describing the use of funds by the deadline at 8:00 p.m., eastern time, on Monday, June 15, 2020.

Upon receipt of full applications, OVC will assess applicants for pre-award risk and high risk status, and budgets will be reviewed to identify any unallowable uses of funds. OVC anticipates that applications that propose unallowable or out-of-scope activities or that submit deficient budgets may be awarded with conditions withholding access to funds until the deficiencies are corrected, and may deny applications at its discretion. In the event awards are denied after the formula has been run, or certain tribes do not request all of their allocated funding, funding will not be reallocated via the formula due to the disruption to other applicants that would cause. Instead, OVC will endeavor to use remaining funding under other efforts serving tribal populations.

### **Goals, Objectives, and Deliverables**

The overall goal of this program is to provide support to tribal communities to improve services for victims of crime.

Allowable uses of funds include, but are not limited to:

- community needs assessment,
- strategic planning,
- victim service program development and implementation,
- victim service program expansion,
- community outreach and education,
- purchasing or procuring tangible items related to victim services, and
- other activities needed to address the needs of a wide variety of crime victims in tribal communities.

Deliverables should align with the activities proposed. Deliverables may include formal partnership agreements (such as memorandums of understanding (MOUs) or letters of support); a completed community needs assessment report; a completed strategic plan; a completed implementation, outreach, and/or coordination plan(s) (including any amendments that occur over time); and documentation of victims served and services provided.

Note: If funded, grantees will be able to access training and technical assistance (TTA) through an OVC-designated national TTA provider to help support tribes to successfully carry out aspects of their OVC-funded programs. Grantees are permitted to secure their own TTA upon consultation with their OVC Program Manager.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## **B. Federal Award Information**

Estimated dollar amount for each award:

OJP anticipates funding awards in the range of \$350,000 to \$3 million. Amounts per tribe will be determined by formula (described above in the Program-Specific Information section).

Total amount anticipated to be awarded under solicitation:

Estimated \$118 million

Period of Performance start date:

January 1, 2021 (anticipated)

Period of Performance duration:

Up to 5 years

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award-funded work, when making continuation award decisions.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Type of Award**

OVC expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

**Allowable and unallowable costs.** Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include costs of direct services (e.g., staff, equipment, supplies) that meet the needs of crime victims; assistance in navigating the complex systems often associated with victimization (e.g., criminal justice, child welfare); and activities and services that provide awareness about victimization and the resources available to victims.

Funding cannot be used for activities that are NOT related to victim services – for example, activities that are centered on crime prevention, investigation, prosecution, offender services, or corrections. Primary prevention programs and new construction costs are also unallowable under this solicitation. **A comprehensive list of Allowable and Unallowable Costs can be found in [Appendix A](#) at the end of this document.**

Proposed budgets may not include costs that duplicate costs supported under other federal or state grants, or that supplant (i.e., replace) existing funding for victim services.

**Travel budget requirement:** Applicants should budget funding for a minimum of two key personnel to travel to at least one DOJ-sponsored training per year for the duration of their project period. These trainings may include the National Indian Nations Conference (scheduled for December 2020) and other OVC/OJP mandatory training events. Please use Washington, D.C., as the destination when calculating the estimated costs of round-trip airfare, lodging, and per diem. The actual locations will be determined at a future date.

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:  
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance](#) (if applicable)

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<sup>2</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to review and receive consideration for funding:

### **Pre-application:**

- Population Certification
- Tribal resolution, consortium bylaws, or other documentation of authority to apply on behalf of tribe(s) (for designees and consortia)

### **Full Application:**

- Program Narrative
- Budget Detail Worksheet (including Budget Narrative)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

This solicitation expressly modifies the [OJP Grant Application Resource Guide](#): The “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the Guide, do not apply to this solicitation.

### **What the Pre-Application Should Include – Due April 30, 2020**

#### **1. Application for Federal Assistance (Standard Form (SF)-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Important Note:** for purposes of the pre-application only, please include a “Proposed Project” of 1 year in box 13 and “Estimated Funding” of \$1 in box 15a. The requested project period and estimated funding amount should be updated by the applicant when OVC provides the applicant’s budget allocation, and the applicant determines their desired project period. Please see [Appendix D: Guide to Submitting Pre-Application in GMS](#) for more detailed instructions.

#### **2. Population Certification**

The Population Certification will include information about the type of applicant applying (federally recognized tribe, tribal consortium, or designee); the tribe’s population number; the tribe’s population tier; and a short description of the basis and method used to determine the population figures that the tribe used for the certification. (Each applicant should complete

one Population Certification, which can accommodate entries for multiple tribes.) The applicant official who submits the grant application in GMS is the certifying official.

All applicants certify that they will maintain documentation supporting the population data submitted in the certification and documentation of their authority to submit data for each tribe for which they apply (e.g., tribal resolutions, consortium bylaws):

*Federally recognized tribes:* OVC expects that tribes applying on their own behalf would maintain documentation from a tribal enrollment official or tribal chair (or equivalent) specifying or supporting the population data submitted.

*Designees and consortia:* OVC expects designees and consortia to maintain similar documentation from appropriate tribal officials specifying or supporting the population data submitted, and the authority of the designee/consortia to certify that data on behalf of each tribe (e.g., tribal resolution for designees, or tribal resolution or bylaws for consortia).

Please see [Appendix C for the Population Certification Fillable PDF](#). Please save Appendix C as a separate document and upload it into GMS. The Population Certification PDF is also available at <https://grants.ojp.usdoj.gov/TVSSA/>.

**3. Tribal Authorizing Resolution or Consortium Bylaws (if applicable)**

OVC requires designee and consortium applicants to substantiate their authority to submit the grant application on behalf of each tribe for which they apply. Applicants must submit documentation of that authority in the pre-application documentation, such as by providing a tribal resolution or consortium bylaws. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions. (In addition, an applicant must maintain on file documentation of its authority to submit the Population Certification on behalf of each tribe for which it applies. For some applicants, this documentation may be the same as that which authorizes it to submit the grant application but, if not, an applicant must ensure that it obtains the requisite tribal authorization.)

**4. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)**

See the [OJP Grant Application Resource Guide](#) for information and submission instructions for this questionnaire.

**What the Full Application Should Include – Due June 15, 2020**

**1. REVISED Application for Federal Assistance (Standard Form (SF)-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Important Note:** For purposes of the full application, please revise the “Proposed Project” in box 13 to the project period of the applicant’s choosing (up to 5 years) and the “Estimated Funding” in box 15a to the amount specified in GMS. Please see [Appendix E](#) for more detailed instructions on how to submit your full application in GMS.

**Intergovernmental Review:** This solicitation (funding opportunity) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## 2. **Program Narrative**

The Program Narrative should be double-spaced, using 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered.

Applicants should provide a complete response to the items below, and include sufficient information for reviewers to understand how the applicant proposes to use OVC funding to meet crime victims’ needs. If the Program Narrative fails to comply with these requirements, OVC may require the submission of a revised Program Narrative before award funding is released. If any of the subsections below are not applicable to your application, please note “not applicable.”

- A. Description of the Issue:** Please describe the specific victim services/assistance needs in your community that this funding would help you address. Focus areas may include providing services to victims of child sexual and physical abuse, homicide, gang violence, youth violence, human trafficking (including sex and labor trafficking), sexual assault, domestic violence, elder abuse, fraud and identity theft, battery and assault, burglary and/or property crimes, hate crimes, and to survivors of homicide. Applicants may also use funding to create a comprehensive services program to assist all victims of crime.
- B. Current Status of Victim Services:** Please describe the current, or previous, efforts you have undertaken to address the problem(s) identified in your response to Section A, “Description of the Issue.”
- C. Program Design and Implementation:** Please explain how you would use the funds from this program to develop and implement a program to meet the needs of crime victims that you identified in your responses to Section A and Section B of the Program Narrative, specifically:
- Describe your plan to develop a new program or use funds to enhance and/or sustain an existing program.
  - Identify where the program will be housed/located and how victims will access the services offered by the program.
  - Specify what services will be available to victims and identify by position/title the individual(s) who will provide those services.
  - Identify – for each issue/problem identified in your response to Section A – specific goals and objectives that you will use to measure your progress in implementing your proposed project, and explain how they will be accomplished within the project period.
  - Provide details about the specific tasks and activities necessary to accomplish each goal and objective identified, and how these tasks and activities will enable you to achieve your goals and objectives.

**D. Program Structure:** Please identify the individual(s) who would staff the proposed project by name (if known) and position/title, and explain their duties and responsibilities. Please also identify the individual(s) who will provide supervision to the project staff and administrative oversight for the project by name and position/title, and explain their assigned duties and responsibilities.

- If your proposed project will rely on the services of a contractor or consultants, please identify them by name (if known) and describe their assigned duties and responsibilities.
- Please describe any collaborative partnerships that will be created or enhanced as a result of this funding, including a description of the roles of each partner.

**E. Current Grant Funding:** Briefly describe all other federal, state, or other grants or subgrants that you currently have related to serving victims of crime, by listing the name of the award program, the award number, the award period, and the funding agency. For each award listed, please state whether or not those funds pay for any of the same personnel, activities, or other costs proposed in this application.

**F. Plan for Collecting the Data Required for this Solicitation's Performance Measures:**

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "[Goals, Objectives, Activities, and Deliverables](#)" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT), located at <https://ovcpmt.ojp.gov/>, or in a new information technology system being developed for all DOJ grant-making components. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- V. Collaborative Partnerships (for consortia)
- VI. Strategic Planning
- VII. Victim Services

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that



successful applicants will be required to submit performance data as part of the reporting requirements under an award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

### **3. Budget Information and Associated Documentation**

Applicants may submit a budget of up to 5 years using the current DOJ Budget Detail Worksheet. Applicants must use this form to show calculations for requested funding, and narrative descriptions for all proposed expenses.

Budgets do not need to propose activities and costs for all 5 years; applicants may propose shorter project periods in yearly increments (i.e., 12 months, 24 months, 36 months, 48 months, or 60 months). Similarly, applicants are not required to use the entire budget allocation OVC allows; applicants may propose a budget for less than the allocated amount, in which case OVC will reduce the award amount to match the applicant's requested budget.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.
- [Indirect Cost Rate Agreement](#)
- [Disclosure of Lobbying Activities](#)
- [Applicant Disclosure of Pending Applications](#)
- [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>3</sup> (if applicable)

### **How To Apply (Grants Management System)**

Both the pre-application and full application are submitted through OJP's Grants Management System at <https://grants.ojp.usdoj.gov/gmsexternal/> (see [Appendix D](#) and [Appendix E](#) for further information). Applicants must register in GMS and should begin the process **immediately** to meet the GMS registration deadline, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If the applicant experiences technical difficulties at any point during this process, email [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), 24 hours a day, 7 days a week, including federal holidays.

DOJ may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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<sup>3</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.



Find information, registration, and submission steps on how to apply in GMS in response to this solicitation under How To Apply (GMS) in the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

### **Pre-Application Review**

OVC will review all pre-application submissions to ensure applicant eligibility (including, as applicable, supporting documentation demonstrating legal authority to apply for designees and consortia), and that all pre-application elements specified in Section D. under “What a Pre-Application Should Include” are included. OVC also will review applicants for risk-based considerations (e.g., high risk status, various pre-award risk factors, System for Award Management exclusions), set out in the Application Review Section of the [OJP Grant Application Resource Guide](#). While OVC prefers to fund all eligible applicants, it may nevertheless deny applications where an applicant does not provide sufficient evidence of eligibility or has been determined to be an unacceptable level of risk based on these considerations (e.g., if an applicant has systemic problems likely to undermine its ability to successfully administer an award). Applicants that are denied in pre-application review will not be considered for FY 2020 formula funding.

If an applicant that is a tribe or designee does not provide either a population number OR applicable population tier (or specifies a population of zero), the applicant will be deemed ineligible and will not receive an allocation for funding.

If a consortium does not provide either a population number OR population tier for one or more tribes listed as member tribes, that tribe (or tribes) will not be counted toward the total sum of the consortium’s application.

If a designee or consortium applies on behalf of a federally recognized tribe that has also submitted an individual application, OVC will deem the federally recognized tribe as the eligible applicant, and the designee or consortium allocation will be reduced correspondingly.

### **Full Application Review Criteria**

Applications that meet basic minimum requirements will be evaluated by reviewers to ensure that—

1. the proposed project design and implementation strategy is reasonable and in scope for what is allowed under this solicitation;
2. the applicant has the capabilities and competencies to undertake the project, and
3. the Budget is complete, cost effective, and allowable (i.e., reasonable, allocable, and necessary for project activities). Budget Detail Worksheets should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. The Budget Detail Worksheet should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>4</sup>

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<sup>4</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

## **Review Process**

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

If OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **F. Federal Award Administration Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### **Federal Award Notices**

#### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

#### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for GMS, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A: Allowable and Unallowable Costs Chart

### **Office for Victims of Crime FY 2020 Tribal Victim Services Set-Aside Program Examples of Allowable and Unallowable Costs**

This document provides examples of program activities and specific costs for which Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside (VSSA) Program grant funds may be used. This list is not exhaustive, and OVC will review all proposed costs in the context of each grant proposal.

*Notice: OVC grant funds must supplement, not supplant, existing funding. In other words, you may not substitute OVC grant funds in place of tribal government funding that is otherwise available for victim services. For example, if your tribe spends \$100,000 per year on victim services, you may not decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds – e.g., jurisdiction-wide budget reductions across all programs – are not considered supplanting.)*

#### **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 break down these activities into specific costs and assign them to the appropriate cost categories in the required Budget Detail Worksheet.
- Use your tribe's or organization's policies and procedures to determine parameters of specific costs (e.g., how to determine appropriate market rates in 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. The [Budget Detail Worksheet](#) can be found online in two formats – Excel and PDF – and provides additional information, including a sample budget that may further assist you in developing your preliminary budget. (Excel format is preferred.)
- When considering whether costs are allowable through this grant program, use these two questions as a guide:
  - ***Is this cost related to supporting or assisting crime victims?***
  - ***How does this expense help crime victims?***

## ACTIVITIES

Funding under this solicitation may be used for a wide range of victim service related activities. These allowable activities, which can be broken down into various costs in the budget categories below, include, but are not limited to:

- Needs assessment – assessing the victim service needs of the community to inform the planning, development, implementation, and expansion of victim service programs;
- Strategic planning – developing a strategic plan that will guide the development, implementation, and expansion of victim service programs;
- Program development – developing victim service programs *based on the documented victim assistance needs of the community*;
- Program implementation – implementing victim service programs *based on the documented victim assistance needs of the community*;
- Program expansion – including:
  - o expanding *types of services* provided to victims (such as crisis intervention, allowable legal support, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bilingual/multilingual advocacy, healing/cultural practices, mental health services, victim advocacy, forensic interviewing of children, transportation services for victims of crime, emergency services, substance abuse treatment for victims when related to their underlying victimization, etc.);
  - o expanding *populations served* (such as children, older adults, individuals with disabilities, male victims, adults who were victimized as children/adolescents); and/or
  - o expanding the *types of crime* addressed (such as human trafficking; victimization as a result of opioid/drug-related crisis; financial crimes; child abuse and neglect, including physical and sexual abuse and exploitation; sexual and physical assault; homicide; cybercrimes; etc.).

# COSTS

## A. Personnel

**Personnel Costs:** Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. Applicants must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Part 200 Uniform Requirements, [2 C.F.R. § 200.428](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<p><b><u>Types of Costs</u></b></p> <ul style="list-style-type: none"> <li>• <b>Salary</b> – Compensation paid must be reasonable and consistent with that paid for similar work in the organization.</li> <li>• <b>Annual cost-of-living increases.</b></li> <li>• <b>Performance-based bonuses (incentive compensation)</b> – to the extent that overall compensation is reasonable and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430(f).</li> </ul> <p><b><u>Types of Positions</u></b></p> <ul style="list-style-type: none"> <li>• <b>Victim advocates, coordinators, specialists, etc.</b> – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</li> <li>• <b>Case managers</b> – provide followup care and identify, coordinate, and link victims to services.</li> <li>• <b>Program coordinators</b> – 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).</li> <li>• <b>Outreach coordinators</b> – personnel who work to increase public awareness of the victim services available.</li> <li>• <b>Executive and administrative staff</b> (Note: These typically are budgeted as a percent of salary, if they will not work full time on the grant): <ul style="list-style-type: none"> <li>○ <b>Executive directors, administrators, or other senior management positions</b> to provide supervision for direct victim services staff.</li> <li>○ <b>Administrative support personnel</b> who support grant-related activities such as data entry/statistics,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time not allocable to grant activities.</b> Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds. <ul style="list-style-type: none"> <li>○ For example, if the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary.</li> <li>○ The recipient must keep documentation (e.g., timesheets) that show the Executive Director's time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.</li> <li>○ If the Executive Director ends up only spending 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.</li> </ul> </li> <li>• <b>Personnel activities that include:</b> <ul style="list-style-type: none"> <li>○ grant writing, fundraising, or lobbying;</li> <li>○ providing services directed not to victims of crime, but rather, that are provided on the basis of a person's status as someone who has been accused or convicted of committing a crime. For example, prisoner re-entry services, offender drug and alcohol treatment, offender behavioral health or vocational counseling, sex offender management or treatment, batterer intervention, anger management.</li> <li>○ investigation, prosecution, court, and corrections positions, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ</li> </ul> </li> </ul>

	<p>grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc.</p> <ul style="list-style-type: none"> <li>• <b>Specialized on-staff professionals</b> <ul style="list-style-type: none"> <li>○ <b>Forensic interviewers</b> (e.g., for a child advocacy center);</li> <li>○ <b>Mental health professionals</b> qualified to provide mental health services (e.g., psychologists, social workers, counselors);</li> <li>○ <b>Medical providers</b> to provide medical services to crime victims directly related to the survivors' victimization that are not covered by other sources.</li> <li>○ <b>Attorneys</b> to provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement.</li> </ul> </li> </ul>	<p>personnel to provide victim services – for example, a victim advocate within a prosecutor's office.)</p> <ul style="list-style-type: none"> <li>• <b>Criminal defense or tort actions.</b></li> <li>• <b>Temporary personnel for vacant key positions under the grant</b> (<i>unless prior approval has been given by OVC</i>).</li> </ul>
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B. Fringe Benefits		
<p><b>Fringe Benefits:</b> Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide (<a href="#">3.9 Allowable Costs, Compensation for Personal Services</a>) and the Part 200 Uniform Requirements (<a href="#">2 C.F.R. § 200.431</a>).</p>		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Fringe Benefits</b>	<ul style="list-style-type: none"> <li>• Workers' Compensation Insurance</li> <li>• Unemployment Insurance</li> <li>• Health Insurance (e.g., employee health plan contribution, dental, vision)</li> <li>• Federal Insurance Contributions Act (FICA) taxes (Employer share for Medicare and Social Security)</li> <li>• Retirement/Pension Contribution</li> <li>• Employee Support Program</li> <li>• Life Insurance</li> <li>• Leave (e.g., vacation, family related, sick, military, administrative) – regular compensation paid to employees</li> </ul>	<ul style="list-style-type: none"> <li>• Profit sharing</li> <li>• Fringe benefits associated with any unallowable salary costs</li> </ul>

	during periods of authorized absences from the job. Must be reasonable, provided under a written leave policy, equitably allocated (i.e., not disproportionately charge the federal grant), and follow consistent accounting basis.	
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## C. Travel

**Travel:** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the nonfederal entity. Grantees must reimburse travel expenses based on their agency travel policy, but at rates that do not exceed the federal per diem rates (found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) and must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Travel	<ul style="list-style-type: none"> <li>• <b>Mileage reimbursement</b> for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). NOTE: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (<a href="http://www.irs.gov">www.irs.gov</a>).</li> <li>• <b>Air travel</b></li> <li>• <b>Lodging</b></li> <li>• <b>Per diem</b></li> <li>• <b>Ground transportation – e.g., rental cars, or rideshare fees</b> such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training).</li> </ul> <p>Travel costs typically are budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings; project staff (and other relevant professionals who are part of victim-serving teams) attendance of victim-related training.</p>	Mileage reimbursement for non-grant-funded personnel or non-grant-related activities.

## D. Equipment

**Equipment:** Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year and (2) a per-unit acquisition cost of \$5,000 or greater (or greater than the organization's capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements ([2 C.F.R. § 200.33](#)). If the item **does not** meet those thresholds, categorize it under the *Supplies category*.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• <b>Vehicles:</b> a purchased vehicle to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* (See Contracts section for Leasing)</li> <li>• <b>Other modes of transportation</b> (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.*</li> <li>• <b>Trailers or mobile homes (excluding modular buildings to be affixed to land or requiring site preparation that breaks ground)</b> (purchased) to serve as a location for the provision of victim services.* (See Contracts section for Leasing)</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles).</li> <li>• Playground equipment, picnic tables, or patio furniture.</li> <li>• Equipment to monitor perpetrators of a crime such as breathalyzers, electronic/GPS monitoring systems, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Equipment necessary to complete medical exams for victims</b> (e.g., forensic medical exams), including an exam table, alternate light source, colposcope or high definition camera and related forensic photography supplies.</li> <li>• <b>Security system equipment</b> (cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc.) where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc.</li> <li>• <b>Remote access equipment</b> (cameras, monitors, etc.) that support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application.</li> <li>• <b>Accounting/financial management software</b> necessary to manage the financial aspects of the award.</li> </ul>	<ul style="list-style-type: none"> <li>• Drug testing/urinalysis equipment.</li> <li>• Medical equipment that is not directly tied to necessary medical services for victims of crime.</li> <li>• Security equipment for public buildings (i.e., courthouse, police stations, and other facilities that serve the general public and are not specific to serving victims).</li> </ul>

\*Applicants may request to purchase or lease equipment (vehicles, other modes of transportation, trailer or mobile homes) for use by direct services personnel to transport victims of crime and carry out project-related activities; however, applicants are responsible for demonstrating to OJP that they have selected the most cost-effective means of acquiring this equipment by conducting a purchase versus lease analysis.

Costs associated with the transportation of equipment is also an allowable expense, but these costs must be justified (reasonable, necessary, and allocable).

## E. Supplies

**Supplies:** Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.7 Property Standards, Supplies](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Supplies</b>	<ul style="list-style-type: none"> <li>Printers, scanners, fax machines.</li> <li>Communication devices (land line, cell phone, and pager).</li> <li>Shelter or transitional housing supplies [e.g., dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)].</li> <li>Office supplies (pens, paper, and other consumable supplies).</li> <li>Therapeutic supplies (figures, toys, sand trays/sand, art supplies, etc.).</li> <li>Supplies necessary to support victim participation in traditional/cultural therapeutic practices (sweat lodges, smudging, and crafting supplies, etc.)</li> <li>Outreach and awareness supplies (brochures, posters, etc.).</li> <li>LCD projector, screen, and other equipment necessary to present information on crime victimization and available services to members of the community, and/or train other professionals on how to respond to victims of crime.</li> <li>Basic meeting supplies (folders, name tags, etc.).</li> <li>Computers, storage, and backup systems.</li> <li>Furnishings (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in health care facilities, courthouses, and other facilities where the victims' privacy might be compromised.</li> <li>Cabinets and locks to secure program and client files.</li> <li>Kits to support the completion of sexual assault forensic exams.</li> <li>Postage to cover the cost of mailing correspondence related to program activities.</li> </ul>	<ul style="list-style-type: none"> <li>Supplies that support law enforcement-related activities (e.g., bulletproof vests).</li> <li>Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings.</li> </ul>

## F. Construction

**Construction:** **This a non-construction award program and construction costs are unallowable.** Costs incurred as an incidental and necessary part of a program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures (construction) are generally allowable under the *Other* category, but may be subject to provisions, including restrictions or limitations, contained in program-authorizing legislation. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Construction</b>	None.	All construction costs are unallowable.

## G. Subawards (Subgrants)

**Subawards (Subgrants):** This section should be used to describe subawards that the lead applicant will make to non-federal entities (subrecipients) to carry out part of the required activities under the grant award (refer to p. 1 for examples of allowable victim service related activities). A nonfederal entity is acting as a subrecipient if it:

- Determines who is eligible to receive grant-funded services;
- Reports data on its activities carried out with grant funds to the grantee for inclusion in required program performance measurements;
- Bears responsibility for making decisions about programmatic activities;
- Bears responsibility for adhering to federal program requirements; and
- Bears responsibility for providing services to members of the public, as opposed to providing goods or services for the benefit of the grantee.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do **not** include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.14 Subrecipient Management and Monitoring](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.92](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Subawards (Subgrants)</b>	<ul style="list-style-type: none"> <li>• Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does.</li> <li>• Most allowable activities and the costs that comprise them may be subawarded. See list of potential projects and activities above.</li> <li>• For example, a tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things.</li> <li>• NOTE: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the "Consultant Travel" subcategory.</li> </ul>	Costs that are unallowable in other categories are unallowable under subawards.

## H. Procurement Contracts

**Procurement Contracts:** Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization's established process. Sole-source procurement contracts in excess of \$250,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance, Procurement Standards](#) and the Part 200 Uniform Requirements at [2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed on nonfederal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Procurement Contracts</b>	<ul style="list-style-type: none"> <li>• <b>Telemedicine/Telemental Health Access:</b> Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision.</li> <li>• <b>Cell Phone Service:</b> Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation.</li> <li>• <b>Software Support:</b> Subscription and support fees for case management and other data collection software systems.</li> <li>• <b>Single Audit Compliance</b> (2 C.F.R. subpart F, or OMB-A-133 Audit) for: Costs associated with completing a required organizational audit for grantees who have satisfied the Subpart F/A-133 spending threshold.</li> <li>• <b>Equipment Leases:</b> Lease of a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed 36 months. <ul style="list-style-type: none"> <li>○ <b>Vehicles</b> to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.*</li> <li>○ <b>Other modes of transportation</b> (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.*</li> <li>○ <b>Trailer or mobile homes (excluding modular buildings affixed to land and requiring site preparation that breaks ground)</b> to serve as a location for the provision of victim services.*</li> </ul> </li> <li>• <b>Maintenance:</b> Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services.</li> <li>• <b>Renovation Costs:</b> Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program.</li> <li>• <b>Crime Scene Clean-Up:</b> Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault.</li> <li>• <b>Website Creation/Maintenance:</b> Costs associated with creating and maintaining a website that increases the public's awareness and understanding of the services</li> </ul>	<ul style="list-style-type: none"> <li>• Sole source contracts in excess of \$250,000 are unallowable without prior approval from OJP.</li> <li>• Audit costs not associated with a Subpart F/OMB-A-133 audit.</li> <li>• The cost of constructing, purchasing, or reconstructing a building, including modular buildings affixed to land and requiring site preparation that breaks ground.</li> <li>• The cost of purchasing real property.</li> <li>• The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines.</li> <li>• The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research).</li> <li>• Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities.</li> </ul>

	<p>available through the grant-funded project, and the needs of crime victims.</p> <ul style="list-style-type: none"> <li>• <b>Transportation Services:</b> Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization.</li> </ul> <p><b>Consultant Services:</b> Consultants are subject matter experts that guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the Subawards category, depending on how they fit within the project – particularly if they make decisions or have discretion with regard to key award activities. Please consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Tribal Code Development:</b> Attorney or other qualified consultant to assist with writing tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims' rights.</li> <li>• <b>Cultural Experts:</b> Compensate tribal elders or other subject experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program.</li> <li>• <b>Trauma-Informed Care:</b> Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.</li> <li>• <b>Trainers/Presenters:</b> Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event.</li> <li>• <b>Medical/Dental/Vision Care:</b> Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.</li> </ul> <p><b>Note:</b> Travel costs necessary for consultants to carry out their grant-related activities should be included in the "Consultant Travel" subcategory. Additionally, the OJP consultant rate should be consistent with current market value for services, with a maximum limit of \$650 per day or \$81.25 per hour.</p>	
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## I. Other Costs

**Other costs:** Costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project are set out in this category.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Other	<p><b>Facility Costs:</b></p> <ul style="list-style-type: none"> <li>Rental space for project activities (e.g., office space, shelter facility).</li> <li>Utilities and maintenance.</li> <li><b>Note:</b> These costs must be reasonably apportioned if they also support non-grant activities, and may not be charged directly if charged indirectly.</li> </ul> <p><b>Emergency or Short-Term Needs of Victims (must be justified in the narrative in the context of the proposed program):</b></p> <ul style="list-style-type: none"> <li>Emergency food/snacks for victims (e.g., child advocacy center, shelter).</li> <li>Clothing and personnel hygiene products.</li> <li>Cards or vouchers to be used to meet emergency or short-term victim needs such as: gasoline, groceries, clothing, cleaning supplies, toiletries, household supplies, etc., so long as the grantee is abiding by its established internal controls around the distribution and use of these items (e.g., eligibility, allowable purchases).</li> <li>Cost of short-term, emergency lodging for victims.</li> <li>Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use to travel to access victim services or participate in proceedings related to their victimization.</li> <li>Childcare assistance: Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services.</li> <li>Short-term nursing home or convalescent care for elder abuse victims where no other short-term residence is available.</li> <li>Housing assistance: Relocation costs, including, but not limited to, rental assistance, security deposits, utilities assistance, home furnishings, and other costs <i>incidental to the relocation</i> to transitional or permanent housing as needed as a result of the victimization.</li> </ul>	<ul style="list-style-type: none"> <li>Cash payments to victims of crime.</li> <li>Disbursing generic gift cards to victims of crime that do not limit the goods that can be acquired with the card to goods that are allowable under the grant program.</li> <li>Disbursing gift cards for extended periods of time.</li> <li>Mortgage payments for the grantee.</li> <li>Transportation assistance to help victims travel to and from work.</li> <li>Travel costs for an individual who is not a victim of crime to participate in criminal or civil proceedings in tribal, state, or federal court.</li> <li>Non-emergency or long-term childcare or respite care.</li> <li>Long-term housing costs.</li> <li>Public awareness and community education activities that are not related to crime victimization, or that are focused primarily on crime prevention.</li> <li>Meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for training conferences or meetings that are paid for with grant award funds.</li> <li>Rental fees for space or facilities that grantees own, and rental fees for storage units for grantees or victims of crime.</li> <li>Food and beverage costs in general, except for providing direct/emergency services to victims of crime.</li> </ul>



	<ul style="list-style-type: none"> <li>• Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed.</li> <li>• Cost of transporting the body of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.</li> <li>• Court-related filing fees and service of process fees for victims of crime, where victim is not eligible to seek a fee waiver.</li> </ul> <p><b>Note:</b> Some of these costs may be covered by other sources. Time permitting, providers should use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.</p> <p><b>Program Operating Costs:</b></p> <ul style="list-style-type: none"> <li>• Registration fees for grant-funded personnel and other personnel to attend approved professional development training events.</li> <li>• Membership fees associated with joining a tribal or state domestic violence and/or sexual assault coalition.</li> <li>• Reproduction/printing costs associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.</li> <li>• Costs associated with meeting space/facility rental for grant activities (e.g., training event, support group, public awareness activity). Gasoline and routine vehicle maintenance costs for a vehicle that has been purchased with grant award funds.</li> <li>• Advertising costs: These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.</li> <li>• Insurance: Renter's insurance, and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter</li> </ul>	<ul style="list-style-type: none"> <li>• Court-imposed penalties, fines, or costs.</li> </ul>
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	<p>program, or transitional housing facility. The cost of property insurance must be properly apportioned to this award if the facility will be used for other personnel and/or for non-grant related activities.</p> <ul style="list-style-type: none"> <li>• Stipends: Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members.</li> </ul>	
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## J. Indirect Costs

**Indirect costs:** Indirect costs may be charged to an award only if (a) The recipient has a current (unexpired), federally approved indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the [Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414\(f\)](#) and [Section 3.11 Indirect Costs](#) of the DOJ Grants Financial Guide.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Indirect Costs</b>	Current federal indirect cost rate that is applied using one of the allowable indirect cost distribution bases outlined in the DOJ Financial Guide or (if the organization has never negotiated a federal indirect cost rate) the “de minimis” indirect costs rate of 10% of modified total direct costs.	<ul style="list-style-type: none"> <li>• Costs under an expired indirect cost rate.</li> <li>• Rate applied to unallowable costs.</li> <li>• Indirect costs that are also charged to the grant as direct costs.</li> </ul>

## GENERALLY UNALLOWABLE ACTIVITIES AND COSTS

- Activities or services not victim-service related, or otherwise not directed at assisting victims or improving victim services.
- Costs incurred outside of the project period.
- Activities focused primarily on crime prevention.
- Criminal justice activities (investigation, prosecution, court, and corrections work) that are not victim services. (This does not preclude services criminal justice agencies from using grant funds to provide victim – for example, a victim advocate within a prosecutor's office.)
- Perpetrator rehabilitation (i.e., services provided to a person on the basis of that person's status as someone who has been accused or convicted of committing a crime). For example, prisoner re-entry services; offender drug and alcohol, behavioral health or vocational counseling; sex offender management or treatment. (This does not preclude services to a victim who has been accused or convicted of a crime.)
- Services (e.g., medical, legal, mental health) not reasonably related to needs due to crime victimization.
- Entertainment, including social, diversion, and amusement activities.
- Equipment purchases for another organization to perform victim related services.
- Research (i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject.)
- Food/beverages/meals/refreshments at meetings, conferences, or trainings. (This does not preclude food and beverages provided as direct services to victims – e.g., emergency meals for a domestic violence victim.)
- Fundraising activities
- Home office workspace and related utilities
- Lobbying
- Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC)
- Grant writing
- Public presentations NOT reasonably related to the funded victims service project
- Salaries and expenses for non-grant-related staff and activities
- Legal services for criminal defense and tort actions
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or subpart F of the Part 200 Uniform Requirements.
- Construction, purchase, or reconstruction of a building
- Purchasing real property
- Remediating/rehabilitating a property exposed to a biohazard (e.g., property used to manufacture controlled substances, such as methamphetamines.) Negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation unrelated to crime victim services.

**Additional unallowable costs or activities** can be found in [Subpart E – Cost Principles](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in [Section 3.13 Unallowable Costs](#) of the DOJ Grants Financial Guide.

## **Appendix B: Application Checklist**

### **OVC FY 2020 Tribal Victim Services Set-Aside Formula Program**

This application checklist has been created as an aid in developing an application.

#### **What an Applicant Should Do:**

##### *Prior to Registering in GMS:*

- ☐ Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register in GMS:*

- ☐ For new users, acquire GMS username and password\* (see [OJP Grant Application Resource Guide](#))
- ☐ For existing users, check GMS username and password\* to ensure account access (see [OJP Grant Application Resource Guide](#))
- ☐ Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- ☐ Search for and select correct funding opportunity in GMS (see [OJP Grant Application Resource Guide](#))
- ☐ Register by selecting the “Apply Online” button associated with the funding opportunity title (see [OJP Grant Application Resource Guide](#))
- ☐ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))
- ☐ If experiencing technical difficulties in GMS, contact OVC (see [OJP Grant Application Resource Guide](#))

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

#### **Overview of Post-Award Legal Requirements:**

- ☐ Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)” in the [OJP Funding Resource Center](#).

#### **Scope Requirement:**

- ☐ Federal amount requested does not exceed the amount allowable in OVC’s notification to the applicant.

**Eligibility Requirement:** For eligibility information, see title page.

**Pre-application submission deadline:** For Pre-application deadline, see page 1.

**Full application submission deadline:** For Full Application deadline, see page 1.

**What an Application Should Include:**

The following items with an asterisk (\*) are critical application elements required to pass basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

**Pre-Application:**

- ☐ Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- ☐ Population Certification\* (see page 12)
- ☐ Tribal Authorizing Resolution (if applicable)\* (see [OJP Grant Application Resource Guide](#))
- ☐ Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

**Full Application:**

- ☐ REVISED Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- ☐ Program Narrative\* (see page 14)
  - ☐ *Description of the Issue* (see page 14)
  - ☐ *Current Status of Victim Services* (see page 14)
  - ☐ *Project Design and Implementation* (see page 14)
  - ☐ *Program Structure* (see page 15)
  - ☐ *Current Grant Funding* (see page 15)
  - ☐ *Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 15)
- ☐ Budget Detail Worksheet (including Narrative)\* (see [OJP Grant Application Resource Guide](#))
- ☐ Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**Additional Attachments**

- ☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Population Certification**

**Office for Victims of Crime (OVC) Fiscal Year 2020 Tribal Victim Set-Aside (TVSSA) Program**  
**Instructions:** This certification should be completed electronically and submitted via the Grants Management System. OVC will use this to determine eligibility and (pursuant to an administrative formula) maximum award amounts for each applicant. After pre-application review, approved applicants will be invited to submit full applications. See the program solicitation for additional information.

1. Applicant tribe/organization name

---

2. Date of certification

---

3. Applicant type

☐ Federally recognized tribe  
☐ Designee\*  
☐ Consortium\*

\*A designee or consortium must include documentation with this certification demonstrating (as a legal matter) that it has the requisite authorization to apply from the tribe(s) for which it applies. See “Tribal Authorizing Resolution” in the [OJP Grant Application Resource Guide](#).

4. Tribe population data

List the tribe(s) for which the applicant applies, population tier, population number, and basis on the next page.

#### **Population tiers**

**Tier 1:** 999 and below

**Tier 2:** 1,000-4,999

**Tier 3:** 5,000-9,999

**Tier 4:** 10,000-14,999

**Tier 5:** 15,000-24,999

**Tier 6:** 25,000- 39,999

**Tier 7:** 40,000-59,999

**Tier 8:** Above 60,000

**Tribe-defined population data:** OVC generally will defer to the certification. Failure to specify (at a minimum) the tier will result in no allocation being made for that tribe. If an applicant specifies a population tier, but does not specify a specific population number, OVC will place the tribe in the specified tier. However, for purposes of running the formula to calculate each tier’s funding allotment, OVC will account for the missing population number(s) by creating a proxy population number that will be the average of the population numbers of other tribes within the same tier.

**Recordkeeping:** An applicant must keep documentation supporting its population certification, and (for a consortium/designee) demonstrating its authority to certify on behalf of each tribe for which it applies – *e.g.*, tribal resolutions, communications from tribal enrollment/leadership officials, and/or consortium bylaws. This documentation is subject to review and audit.

## Population Certification: OVC FY20 TVSSA

Applicant tribe/organization name: \_\_\_\_\_

Date of certification: \_\_\_\_\_

[illegible]

If additional rows are needed, please upload a separate fillable PDF document.

**Population Certification: OVC FY20 TVSSA**

Applicant tribe/organization name: \_\_\_\_\_

Date of certification: \_\_\_\_\_

**5. Certification**

This certification should be completed by the individual authorized to submit the pre-application in the OJP Grants Management System:

By entering my information below, and by submitting this certification in the OJP Grants Management System on behalf of the applicant named above, and in support of its application, I certify to the Office for Victims of Crime ("OVC"), U.S. Department of Justice, under penalty of perjury, that—

- (1) all of the information provided in the Population Certification (including the population data set out on page 2) is true and correct;
- (2) I have the authority to make this certification on behalf of the applicant (that is, the entity applying directly to OVC);
- (3) the applicant has the authority to apply for this grant program, and provide the population data provided herein, on behalf of each tribe for which the applicant applies;
- (4) the applicant will keep on file (see 2 C.F.R. 200.333, generally requiring retention of records for 3 years after grant closeout), and available for inspection or audit, documentation substantiating the population data provided herein (e.g., data sets used, or correspondence from the relevant tribal enrollment official(s), tribal chair(s), resolution(s), etc. providing or confirming such data);
- (5) I understand that OVC will rely upon this certification as a material representation in any decision to make an award to the applicant entity; and
- (6) in the event that during pre-application review OVC becomes aware of a reason to question the population data certified herein for a tribe(s), or the certifying authority, the applicant understands and agrees that OVC may (without further notice prior to the OVC action) deny this application (or, for consortia applicants, that tribe's allocation), or use alternative data for that tribe(s) for the FY20 formula calculation.
- (7) I understand and acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, may be the subject of criminal prosecution, civil penalty, and/or administrative remedies (see 18 U.S.C. §§ 1001, 1621; 34 U.S.C. §§ 10271-10273; 31 U.S.C. §§ 3729-3730, 3801-3812).

Name of certifying official: \_\_\_\_\_

Title of certifying official: \_\_\_\_\_

Official e-mail of certifying official: \_\_\_\_\_

Official address of certifying official: \_\_\_\_\_

\_\_\_\_\_

## Appendix D:

### **Guide to Submitting Pre-Application in GMS (Due April 30, 2020)**

#### **Section 1—Register a new account in GMS** (Already have an account in GMS? SKIP to Section 2)

--Go to the following website: <https://grants.ojp.usdoj.gov/gmsexternal/>

--Click the **“First Time User”** link under the green Sign-In button

SIGN IN

First time user ?

--Select the option **“I am registering as an applicant for a grant”**, then click the **“Submit”** button.

<input type="radio"/> I am registering as an applicant for a grant.
<input type="radio"/> I am registering as a Financial Point of Contact to submit Financial Status Reports for existing grants.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

--Complete all required fields on the **“Registration Information”** screen. We recommend that you enter your organization’s **Authorized Representative’s** contact information on this screen.

Your password must meet the following requirements:

- Your password must be at least 12 characters long
- Your password must contain at least three of the following four types of characters:
  - English uppercase
  - English lowercase
  - numeric
  - special
- Your password must not contain significant portions of your user ID or full name

Registration Information	
*Mandatory fields	
<sup>**</sup> Dunn and Bradstreet DUNS Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <a href="#">DUNS Number Help</a>
<sup>**</sup> Employer ID Number (EIN):	<input type="text"/> - <input type="text"/>
<sup>**</sup> Legal Name: (Legal Jurisdiction Name)	<input type="text"/>
<sup>**</sup> Organizational Unit:	<input type="text"/>
<sup>**</sup> Address Line 1:	<input type="text"/>

--After completing all required fields, select the **“Yes”** radio-button for the question **“Are you the Signing Authority?”** at the bottom of the screen, then click the **“Create Account”** button.

<sup>**</sup> Secret Question:	<input type="text" value="-- Not Selected --"/>
<sup>**</sup> Secret Answer:	<input type="text"/>
<sup>**</sup> Are you the Signing Authority?	Yes <input checked="" type="radio"/> No <input type="radio"/>

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account

Cancel



--The **"Point of Contact"** pop-up window (shown below) will be displayed. If you don't see the pop-up window, hold the **"Ctrl"** button on your keyboard while clicking the **"Yes"** button. *Note, the Point of Contact information may open in a new browser tab instead of in a pop-up window.*

Point of Contact	
*Mandatory Fields	
*Prefix:	Prefix ▾
Prefix (Other):	<input type="text"/>
*User First Name:	<input type="text"/>
User Middle Initial:	<input type="text"/>
*User Last Name:	<input type="text"/>
Suffix:	Suffix ▾
Suffix (Other):	<input type="text"/>
*Title:	Title ▾
Title (Other):	<input type="text"/>
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*E-Mail Address:	<input type="text"/> <a href="#">Email Help</a>
Please make sure all values are correct before proceeding.	

Create

Go Back

--Complete all required fields in the **"Point of Contact"** information, then click the **"Create"** button.

--The **"Your Information has been saved"** message will be displayed. Click the **"Close Window"** button to close the point of contact pop-up window or browser tab.

Your information has been saved.

Go Back

Close Window

--You will be returned to the **Registration Information** screen. Make sure all required fields are complete, then click the **"Create Account"** button on the bottom of the screen.

*Secret Question:	-- Not Selected --
*Secret Answer:	
*Are you the Signing Authority?	Yes <input checked="" type="radio"/> No <input type="radio"/>

Please make sure that all of the above information is correct before proceeding. Pressing Create Account will establish an account that will allow access to the on-line OJP Grant Management System.

Create Account

Cancel

--You will be logged into your new GMS account for the first time and will see the below message that there are no applications in GMS for you. **Proceed to Section 3.**

Currently, there are no applications in GMS for you.

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

## Section 2—Login to GMS

--Go to the following website: <https://grants.ojp.usdoj.gov/gmsexternal/>

--Enter your username and password, then click the green **Sign-in** button. If you are unable to login, please contact the GMS Helpdesk at 888-549-9901, option 3.

Username

Password

**SIGN IN**

--You will be logged into to GMS and will see the **GMS Home/Applications** screen. **Proceed to Section 3.**

## Section 3—Register for the OVC FY 2020 Tribal Victim Services Set-Aside Formula Program Solicitation

--On the GMS Home/Applications screen, click the “**Funding Opportunities**” side link

[Awards](#)

[Funding Opportunities](#)

[Grant Adjustments](#)

--On the “**Funding Opportunities**” screen, select “Office for Victims of Crime” in the Program Office menu, then click the “**Search**” button

Office of Justice Programs has many other funding opportunities that you may be eligible for. Search for available solicitations multiple selections from the Program Office and Program Name Menu boxes.

Program Office	Office for Victims of Crime Office on Violence Against Women Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Office
Program Name	All BJA FY 20 Presidential Nominating Conventions BJA FY 20 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program
<input type="button" value="Search"/>	

--Click the **"Apply Online"** link for the "OVC FY 2020 Tribal Victim Services Set-Aside Formula Program" solicitation

Office for Victims of Crime	Action
OVC FY 2020 Tribal Victim Services Set-Aside Formula Program	<a href="#">Apply online</a>

--Note: You may click any of the below side links in your application to return to a particular screen in your application. Scroll below to begin working on your application on the **"Overview"** screen.

- [Overview](#)
- [Applicant Information](#)
- [Project Information](#)
- [Budget and Program Attachments](#)
- [Assurances and Certifications](#)
- [Review SF 424](#)
- [Submit Application](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

--On the *Overview* screen (shown below), select the applicable radio-button for **"Type of Submission"** (you should select "Application Non-Construction" even during the Pre-Application phase of this application), the applicable menu selection for **"Type of Application"** (Select "New"), and select the "No.

Program is not covered by E.O. 12372” radio-button for “**Is this application subject to review by state executive order 12372 process?**”

--Then click the “**Save and Continue**” button.

#### Overview

This handbook allows you to complete the application process for applying to the OVC FY 2020 Tribal Set-Aside Training and Technical Assistance Program Invitation to Apply. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction	<input type="radio"/> Preapplication Construction <input type="radio"/> Preapplication Non-Construction
*Type of Application	If Revision, select appropriate option If Other, specify	New Type of Revision
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes. This preapplication/application was made available to the state executive order 12372 process for review on <input checked="" type="radio"/> No. Program is not covered by E.O. 12372 <input type="radio"/> N/A. Program has not been selected by state for review	

Save and Continue

--On the “**Applicant Information**” screen (shown below), the organization’s information and the point of contact’s information are populated from your account profile. You should edit this information if any changes are needed.

#### Applicant Information

Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

\* - Indicates required field

*Is the applicant delinquent on any federal debt? (If Yes is selected, please upload an explanation)	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	99 - 9999999
*Type of Applicant	Indian/Native American Tribal Government (Federally Recognized)
Type of Applicant (Other):	
*Organizational Unit	GDIT Org Unit
*Legal Name (Legal Jurisdiction Name)	GDIT Testers
*Vendor Address 1	123 Main St.
*Vendor Address 2	
*Vendor City	Tester
Vendor County/Parish	
*Vendor State	District of Columbia
*Vendor ZIP	12345 - 6789 Zip+4 Lookup
Please provide Point of Contact Information for matters involving this application	
*Contact Prefix:	Mr.
Contact Prefix (Other):	
*Contact First Name:	Point of

--After completing all information on the “**Application Information**” screen, click the “**Save and Continue**” button (shown below).

*Contact State:	District of Columbia
*Contact Zip Code:	12345 - 6789 Zip+4 Lookup
*Contact Phone Number:	123 456 7890 Ext:
Contact Fax Number:	
*Contact E-mail Address:	pctestemail@test.com <a href="#">Email Help</a>

Save and Continue

--On the **Project Information** screen (shown below), enter the required information listed below the screenshot:

### Project Information

*Descriptive Title of Applicant's Project Descriptive Title		
*Areas Affected by Project Affected Areas		
Proposed Project		
	*Start Date	January 01 2021
	*End Date	December 30 2022
*Congressional Districts of		
	Project	Congressional District 00, DC
*Estimated Funding		
Federal	\$ 1	.00
Applicant	\$ 0	.00
State	\$ 0	.00
Local	\$ 0	.00
Other	\$ 0	.00

- 1) Enter a brief title into the “**Descriptive Title of Applicant’s Project**” text box
- 2) Enter the affected geographical areas into the “**Areas Affected by Project**” text box”
- 3) Enter a **one-year** project period using the “**Start Date**” and “**End Date**” menus (note: please use January 1, 2021 for the Start Date)
- 4) Select the applicable districts in the “**Congressional Districts of**” menu to the right
- 5) Enter **\$1** into the **Federal** text box in the “**Estimated Funding**” section (note: this amount must be revised when you submit your full application)
- 6) Click the “**Save and Continue**” button to proceed to the next screen

--On the “**Budget and Program Attachments**” screen, you are required to complete and attach an FCQ form (Financial Capability Questionnaire). **Follow Steps 1-6 described below the screenshot.**

This page allows you to upload the Budget Detail Worksheet, Financial Management and System of Internal Controls Questionnaire (FCQ) form, Program Narrative, and other Program attachments. Click the attach button to continue.

#### FCQ Attachment

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, all applicants are to download, complete, and submit the Financial Management and System of Internal Controls Questionnaire.

You can download the current [FCQ form here](#).

Click on the Attach Button to upload FCQ Form	Attach
---	--------

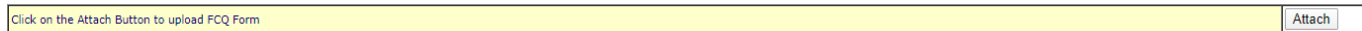
*Note: If your organization has already completed an FCQ form in a prior application, it will already be displayed in the FCQ Attachment section as a link titled “Most Recently Submitted FCQ form” (shown below). If you’ve already completed your FCQ form, proceed to the instructions after Step 6 below.*

[Most Recently Submitted FCQ form](#)

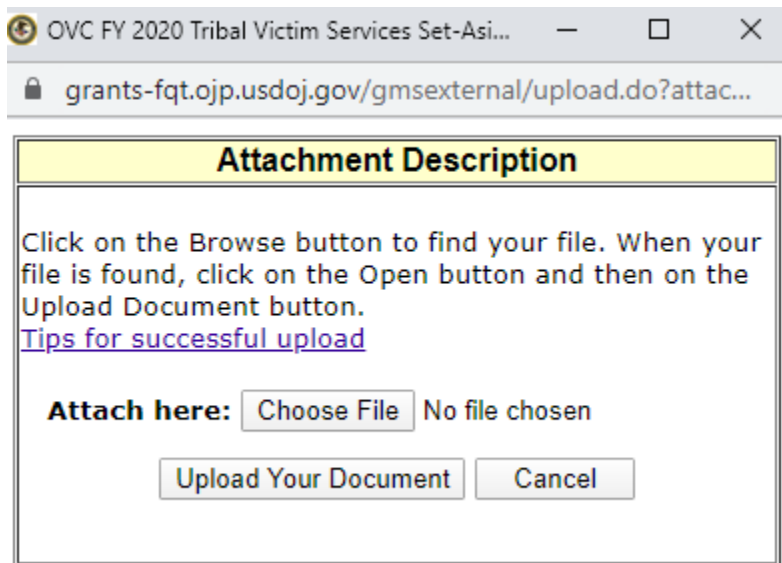
- 1) You may download the FCQ pdf form by clicking the “**FCQ form here**” link and saving the pdf form to your computer

You can download the current [FCQ form here](#).

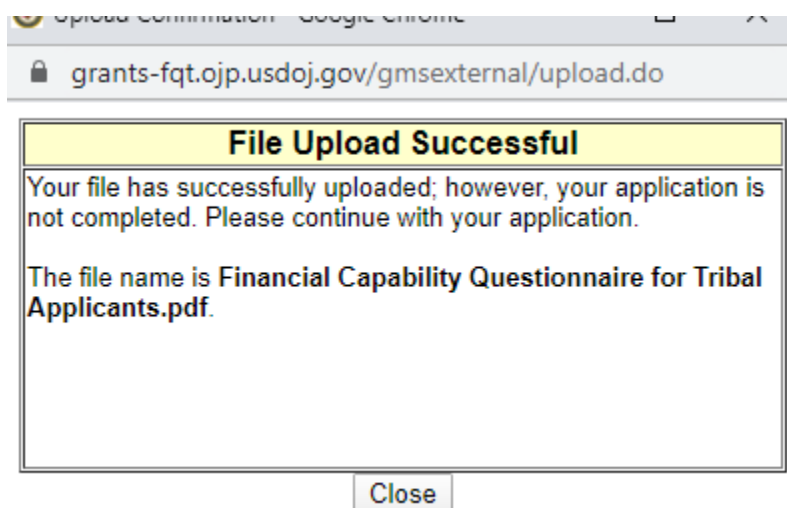
- 2) After completing the FCQ form on your computer, click the **“Attach”** button (shown below) in the **“FCQ Attachment”** section



- 3) Click the **“Choose File”** button in the Attachment Description pop-up window (shown below) and locate the FCQ form on your computer



- 4) Select the FCQ form on your computer, then click the **“Upload Your Document”** button (shown above)



- 5) Click the **“Close”** button in the pop-up window (shown above)

Financial Capability Questionnaire for Tribal Applicants.pdf	Delete
--	--------

- 6) Your FCQ form file name will be displayed (as shown above); you may click the **“Delete”** button to delete the current FCQ form and re-attach a new one

#### Budget and other Program Attachments

Population Certification (Fillable PDF).pdf	Delete
Tribal Resolution or other Authority Documentation (Consortium and Designees only).docx	Delete
Click on the Attach Button to upload an attachment	Attach

Continue

--Follow steps 1-6 to attach the following required documents into the **“Budget and Program Attachments”** section: **Population Certification** (click the “Population Certification Fillable PDF” link at the following website: <https://grants.ojp.usdoj.gov/TVSSA/> ) and **Tribal Resolution or other Authority Documentation** (Consortium and Designees only)

--Then click the **“Save and Continue”** button to proceed to the **Assurances and Certifications** screen.

#### Assurances and Certifications

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace requirements.

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

\* - Indicates required field

* Prefix:	Mr.
Prefix (Other):	

--On the **Assurances and Certifications** screen (shown above), click the **“1. Assurances”** link.

--After reviewing the assurances statement, you should scroll to the bottom and click the **“Accept”** link (shown below) to accept the standard assurances, then click the **“Close”** button to close the pop-up window.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, in Department, including by its Office of the Inspector General.

Accept

--Then click the **“2. Certifications Regarding Lobbying”** link, and after reviewing the certifications statement, you should scroll to the bottom and accept the standard certifications in the same manner.

* E-mail:	test@test.com	Email Help
<input type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.		
Save and Continue		

--After accepting the standard assurances and certifications, check the **“I have examined...”** check box, then click the **“Save and Continue”** button to proceed to the **Review SF-424** screen (shown below).

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		<b>2. DATE SUBMITTED</b> March 06, 2020	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b> Application Construction		<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>			
<b>Legal Name</b> GDIT Testers		<b>Organizational Unit</b> GDIT Org Unit	
<b>Address</b> 123 Main St. Tester, District of Columbia 12345-6789		<b>Name and telephone number of the person to be contacted on matters involving this application</b> Contact: Point of (123) 456-7890	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 99-9999999		<b>7. TYPE OF APPLICANT</b> Indian/Native American Tribal Government (Federally Recognized)	
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> Office for Victims of Crime	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.841 CFDA TITLE: VOCA Tribal Victim Services Set-Aside Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> Descriptive Title	
<b>12. AREAS AFFECTED BY PROJECT</b> Affected Areas			
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2020 End Date: September 30, 2021		<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project DC00	
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> Program is not covered by E.O. 12372	
Federal	\$1		
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0		
<b>TOTAL</b>	<b>\$1</b>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> N	
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>			

[Continue](#)

--The **Review SF-424** screen displays all the information from prior application screens. Changes to the SF-424 information can only be made on prior screens. To make changes to your organization's information, click the **Applicant Information** side link, then return by clicking the "Review SF-424" side link. To make changes to most other information, click the "**Project Information**" side link, then return by click the "Review SF-424" side link.

--When all information on the **Review SF-424** screen is correct, click the **Continue** button to proceed to the **Submit Application** screen.

Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
Incomplete	<a href="#">Submit Application</a>

--On the **Submit Application** screen (shown above), all prior application steps should show as "Complete". If any show as "Incomplete", click the applicable side link to return to that screen to complete the required information. When all steps are complete, click the **Submit Application** button. The message shown below will be displayed to confirm that your application has been received by the Office for Victims of Crime.

#### Submit Application

Your application for the OVC FY 2020 Tribal Set-Aside Training and Technical Assistance Program Invitation to Apply has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.



## Appendix E:

### **Guide to Submitting FULL Application (Due June 15, 2020)**

**Important Note:** This Guide should be used only AFTER an applicant has submitted a pre-application in GMS and received an email notification informing them that their application needs to be “change requested.” (To see the steps to submit a pre-application, please reference the Guide to Submitting Pre-Application in GMS at <https://grants.ojp.usdoj.gov/TVSSA/>).

#### **Section 1—Login to GMS**

--Go to the following website: <https://grants.ojp.usdoj.gov/gmsexternal/>

--Enter your username and password, then click the green **Sign-in** button. If you are unable to login, please contact the GMS Helpdesk at 888-549-9901, option 3.

**SIGN IN**

--You will be logged into to GMS and will see the **GMS Home/Applications** screen. **Proceed to Section 2.**



#### **Section 2—Re-submit your Full Application**

--On **GMS Home/Applications** screen, locate your Tribal Victim Services Set-Aside Formula Program application.

Correspondence
<a href="#">1 New Message(s)</a>
<a href="#">Compose message</a>

--Click the “**1 New Message**” link (shown above) in the **Correspondence** column for your application.

**Correspondence   New Mail**

<a href="#">New Mail</a>		Date	Sender	Subject (Click to Read Message)
<a href="#">Sent Mail</a>		2020-03-06 11:17:00.0	Roddy, AI	<a href="#">Application Change Request</a>
<a href="#">Old Mail</a>				
<a href="#">Send a Message</a>				

[Help/Frequently  
Asked Questions](#)

[GMS Home](#)

[Log Off](#)

--Click the **"Application Change Request"** link in the *Subject (Click to Read Message)* column in the New Mail inbox.

**Read Mail**

**To:** OVC FY 2020 Tribal Victim Services Set-Aside Formula Program  
**Subject:** Re: Application Number 2020-40177-DC-AJ

<a href="#">Old Mail</a> <a href="#">Send a Message</a> <a href="#">Help/Frequently Asked Questions</a> <a href="#">GMS Home</a> <a href="#">Log Off</a>	<b>Message:</b>	<p>Please re-submit your Tribal Victims Set-Aside Formula Program (Full Application) with the following changes:</p> <ol style="list-style-type: none"> <li>1) Revise the "Proposed Project" in Box 13 to up to five years</li> <li>2) Revise the (Federal) "Estimated Funding" in Box 15a to the amount specified for your organization in the "FY 2020 TVSSA Formula Allocations" spreadsheet located here: <a href="https://grants.ojp.usdoj.gov/TVSSA/">https://grants.ojp.usdoj.gov/TVSSA/</a></li> <li>3) Answer "No" to the Executive Order 12372 process in Box 16</li> <li>4) Upload your Program Narrative, Budget Detail Worksheet, and any other associated documentation</li> </ol>
	<a href="#">Back</a>	

--Review the instructions in the **"Message"** text box (shown above) with regards to submitting your Full Application, then click the **"GMS Home"** left side link to return to the GMS Home/Applications screen.

Status	Correspondence	Action
	No Messages <a href="#">Compose message</a>	<a href="#">Update</a>

--Click the **"Update"** link in the Action column (shown above) for your Tribal Victim Services Set-Aside application.

--Note: You may click any of the below side links in your application to return to a particular screen in your application. Scroll below to continue working on your application on the **"Overview"** screen.

<a href="#">Overview</a>
<a href="#">Applicant Information</a>
<a href="#">Project Information</a>
<a href="#">Budget and Program Attachments</a>
<a href="#">Assurances and Certifications</a>
<a href="#">Review SF 424</a>
<a href="#">Submit Application</a>

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

--On the *Overview* screen, ensure that the radio-button for “**Is this application subject to review by state executive order 12372 process?**” is set to “**No. Program is not covered by E. O. 12372**”.

--Then click the “**Save and Continue**” button.

Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes. This preapplication/application was made available to the state executive order 12372 process for review on <input type="text"/> <input type="text"/> <input type="text"/> <input checked="" type="radio"/> No. Program is not covered by E.O. 12372 <input type="radio"/> N/A. Program has not been selected by state for review
<input type="button" value="Save and Continue"/>	

--Block 16 of the Review-424 screen (side link) will be updated as shown below.

<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> Program is not covered by E.O. 12372
---

--Click the “Project Information” side link

- 1) --On the *Project Information* screen, change the **Proposed Project** Start Date and End Date to reflect the project period of your organization’s choosing up to 5 years (note: please use January 1, 2021 for the Start Date)

Proposed Project		
	** Start Date	January ▼ 01 ▼ 2021 ▼
	** End Date	September ▼ 30 ▼ 2026 ▼

--Next, on the *Project Information* screen (shown below), change the **Federal** amount in the **Estimated Funding** section from “\$1” (that was submitted during the Pre-Application phase) to the amount specified for your organization in OVC’s FY2020 TVSSA Formula Allocations spreadsheet *[the \$1,234,567 amount shown below if for display purposes only]*.

Note: Once you receive a change request notification from GMS, you will be able to find the Federal amount that your organization is eligible to apply for in the excel spreadsheet titled “FY2020 TVSSA Formula Allocations” located here: <https://grants.ojp.usdoj.gov/TVSSA/>

--Applicants are not expected to provide matching funds or additional funds for this program. Only the “Federal” funding amount needs to be updated on this screen.

--Then click the “**Save and Continue**” button to proceed to the **Budget and Program Attachments** screen.

** Estimated Funding		
Federal	\$ 1,234,567	.00
Applicant	\$ 0	.00
State	\$ 0	.00
Local	\$ 0	.00
Other	\$ 0	.00
Program Income	\$ 0	.00
TOTAL	\$ 1	.00

Save and Continue

--Block 13 of the Review SF-424 screen (side link) will be updated with the Proposed Project Start Date and End Date that you entered on the **Project Information** screen

**13. PROPOSED PROJECT**  
 Start Date: January 01, 2021  
 End Date: September 30, 2026

--Block 15 of the Review SF-424 screen (side link) will be updated with the **Federal** Estimated Funding amount that you entered on the **Project Information** screen

15. ESTIMATED FUNDING	
Federal	\$1,234,567
Applicant	\$0
State	\$0
Local	\$0
Other	\$0
Program Income	\$0
TOTAL	\$1,234,567

--On the **Budget and other Program Attachments** screen, the applicable documents that you attached during the Pre-Application phase will already be attached. During the Full-Application phase, you are required to attach your **Program Narrative**, **Budget Detail Worksheet**, and any other associated documentation.

#### Budget and other Program Attachments

<a href="#">Program Narrative.docx</a>	Delete
<a href="#">Budget Detail Worksheet.xlsx</a>	Delete

--To upload your Program Narrative, click the **“Attach”** button in the **“Budget and Program Attachments”** section

Click on the Attach Button to upload FCQ Form Attach

--Click the **“Choose File”** button in the Attachment Description pop-up window (shown below) and locate the Program Narrative document on your computer

OVC FY 2020 Tribal Victim Services Set-Asi...

grants-fqt.ojp.usdoj.gov/gmsexternal/upload.do?attac...

### Attachment Description

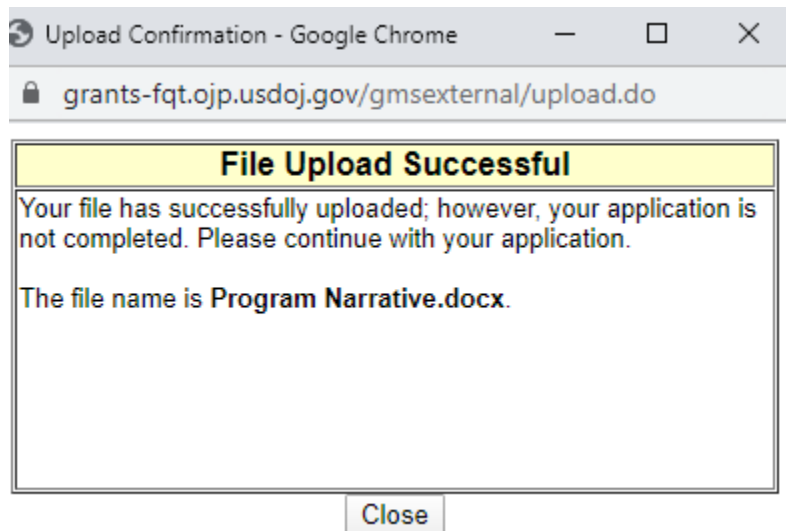
Click on the Browse button to find your file. When your file is found, click on the Open button and then on the Upload Document button.

[Tips for successful upload](#)

**Attach here:** Choose File No file chosen

Upload Your Document Cancel

--Select the Program Narrative on your computer, then click the **“Upload Your Document”** button



-- Click the “Close” button in the pop-up window (shown above)

--Follow the same steps to attach your Budget Detail Worksheet and any other associated documents.

Budget and other Program Attachments	
<a href="#">Population Certification (Fillable PDF).pdf</a>	Delete
<a href="#">Tribal Resolution or other Authority Documentation (Consortium and Designees only).docx</a>	Delete
<a href="#">Program Narrative.docx</a>	Delete
<a href="#">Budget Detail Worksheet.xlsx</a>	Delete
Click on the Attach Button to upload an attachment	Attach
Continue	

--The Program Narrative and Budget Detail Worksheet will then be shown with your other attachments in the **Budget and other Program Attachments** section (shown above)

--Click the “Review SF-424” side link

5. APPLICANT INFORMATION	
<b>Legal Name</b> GDIT Testers	<b>Organizational Unit</b> GDIT Org Unit
<b>Address</b> 123 Main St. Tester, District of Columbia 12345-6789	<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Contact, Point of (123) 456-7890
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 99-9999999	<b>7. TYPE OF APPLICANT</b> Indian/Native American Tribal Government (Federally Recognized)
<b>8. TYPE OF APPLICATION</b> New	<b>9. NAME OF FEDERAL AGENCY</b> Office for Victims of Crime
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b>  NUMBER: 16.841 CFDA: VOCA Tribal Victim Services Set-Aside TITLE: Program	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b>  Descriptive Title
<b>12. AREAS AFFECTED BY PROJECT</b> Affected Areas	
<b>13. PROPOSED PROJECT</b> Start Date: January 01, 2021 End Date: December 30, 2026	<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project DC00
<b>15. ESTIMATED FUNDING</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  Program is not covered by E.O. 12372
Federal \$350,000	
Applicant \$0	
State \$0	
Local \$0	

--Review the SF-424 screen for accuracy. Click the applicable side links to go back and make any necessary changes on prior screens.

--When the SF-424 information is accurate, click the **"Continue"** button to proceed to the **Submit Application** screen.

Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
Incomplete	Submit Application

--On the **Submit Application** screen (shown above), all prior application steps should show as "Complete". If any show as "Incomplete", click the applicable side link to return to that screen to complete the required information. When all steps are complete, click the **Submit Application** button.

--The message shown below will be displayed to confirm that your application has been received by the Office for Victims of Crime.

**Submit Application**

Your application for the OVC FY 2020 Tribal Set-Aside Training and Technical Assistance Program Invitation to Apply has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.