



## U.S. Department of Justice

Office of Justice Programs

*Office for Victims of Crime*

---

Washington, DC 20531

October 9, 2024

Dear TVSSA Program Grantees:

The [Office for Victims of Crime \(OVC\)](#) congratulates you on your new grant award and welcomes you to the network of 199 grantees funded through OVC's [Fiscal Year \(FY\) 2024 Tribal Victim Services Set-Aside \(TVSSA\) Formula Program](#) to help create, improve, and expand services for crime victims in American Indian/Alaska Native communities.

This letter and the attached Onboarding Toolkit provide important information about your new FY 2024 TVSSA Program grant. You will find resources to guide you through accepting your award and accessing funds, and links to register for training opportunities. These documents provide a comprehensive overview of [support that is available to manage your TVSSA grant](#). Please share this information with anyone who will manage the programmatic or financial aspects of your grant and please save this email for future reference.

### GETTING STARTED

1. To review and accept your new award, your organization's Entity Administrator must first [log in to JustGrants](#) to confirm and assign users to work in [various roles inside JustGrants](#). The Entity Administrator must assure that the person currently named as Authorized Representative for this award has the legal authority to accept a federal award. They must also assign a Grant Award Administrator and a Financial Manager to work on this new award inside JustGrants. See the JustGrants [Frequently Asked Questions \(FAQs\)](#) and the [Entity Management Job Aid](#) for more information.
2. Next, the Authorized Representative must review the award information and all award conditions as part of the funded Award Package. The Authorized Representative will not be able to accept or decline the award until all award conditions and the Declaration and Certification checkboxes are selected. Please review the [Award Conditions Job Aid Reference Guide](#) for more information and contact your OVC Grant Manager named on your award inside JustGrants if you have any questions.
3. After the award documents have been reviewed, the Authorized Representative must accept or decline an award inside JustGrants. This process should be completed within 45 days of the award notification. See the [Grant Award Acceptance Job Aid](#) for more information. In addition to the Job Aid, the JustGrants Website includes a variety of [Award Acceptance Training and Resources](#) to help you through this process.
4. If this is your first award from the Department of Justice, work with your organization's Electronic Business Point of Contact (E-Biz POC) to enroll in the [Automated Standard Application for Payments \(ASAP\)](#) system so that you may prepare to request and receive payment from the new award.

## AWARD AMOUNT

When you review your FY 2024 TVSSA award documents inside JustGrants, you will notice your new award amount is more than the amount you requested in your original application. This is because OVC received fewer applications than expected under the TVSSA Program in FY 2024 and OVC redistributed unclaimed Tribal Set-Aside funds to the remaining Tribes by adding an equal amount of funds (\$41,989) to each award. Please plan to revise your project budget to match this new award amount. See the [FY 2024 TVSSA Program Adjusted Allocations and Final Award Amounts](#).

## ACCESSING FUNDS

All FY 2024 TVSSA grantee awards include an award condition stating that your project budget is “pending clearance by OJP,” which means that the Office of Justice Programs (OJP) financial office has not approved your budget. This award condition is holding back access to 90 percent of your funding. After your project start date, if your award is still “pending clearance” and if there are no other award conditions withholding access to funds, you will be allowed to access up to 10 percent of your award amount. During this time, you may obligate, expend, and draw down a minimal amount of budgeted personnel, fringe benefits, and related operational costs and OVC-mandated travel costs to participate in OJP-required training, advertise for new positions, maintain current staffing, plan activities with project staff, and provide victim services.

In order for the OJP financial office to approve or clear your budget, you will need to submit a revised [Budget Detail Worksheet](#) that outlines project costs that are equal to your new award amount. Please begin working on this revised budget as soon as possible so that you are prepared to submit it for budget clearance when requested by OJP. OVC grant managers and technical assistance providers will be available to assist you with this process.

Additionally, during the application review process, other withholding award conditions may have been added to your award. You can view your award conditions in JustGrants under the Award Conditions tab. Award Conditions that place a hold on grant funds are often located at the end of the list. Please review the [Award Conditions Job Aid Reference Guide](#) for more information.

If your grant has an award condition to hold back access to the full amount of your award, you **cannot obligate, expend, or draw down any funds** until you provide documentation needed to lift these conditions. If there are no additional withholding award conditions on your grant, you can start limited work until your budget is cleared. Again, please review the list of award conditions and contact your OVC Grant Manager if you have any questions.

### Snapshot of the budget review process:

1. An email will be sent from JustGrants to the Grant Award Administrator stating that “Action is Required” and that the Office of the Chief Financial Officer requests a Grant Award Modification (GAM) to update your budget.

2. In JustGrants, the Grant Award Administrator assigned to the award will access the Budget Clearance GAM from their JustGrants Homepage Worklist. The original budget submitted with the application will appear in the GAM. Please submit a revised Budget Detail Worksheet as an attachment to this GAM. Before revising your budget, contact your assigned OVC Grant Manager for specific instructions on how to address any other budgetary issues associated with your award.
3. See the JustGrants guidance document for information on [how to complete the Budget Clearance GAM](#). Following guidance from your OVC Grant Manager, revise and resubmit your budget. Your OVC Grant Manager may request the [Tribal Financial Management Center \(TFMC\)](#) assist you in making changes to your budget. Please register for TFMC's "[Strategies for Success: Navigating the Budget Clearance Process](#)" webinar on November 14, 2024, at 2:00 p.m. ET.

It should be noted awards with an earlier start date (such as October 1, 2024) will be processed before those with a later start date (such as January 1, 2025). If you have any questions or concerns, please contact the OVC Grant Manager named in your award inside JustGrants.

## **GRANTEE ONBOARDING TOOLKIT**

Attached to this letter is an Onboarding Toolkit zip file that includes PDF versions of resources and other information intended to support you as you implement your victim service programs and manage your OVC TVSSA grant. The Toolkit includes the following resources:

### ***OVC and Solicitation-Specific Information***

- [Guide for Managing Your TVSSA Grant](#)
- [FY 2024 TVSSA Final Allocation Award Amounts](#)
- [OVC FY 2024 TVSSA Solicitation](#)
- [OVC FY 2024 TVSSA Allowable and Unallowable Cost Chart](#)

### ***Additional Resources***

- [JustGrants Entity User Experience Job Aid Reference Guide](#)
- [ASAP Registration Checklist](#)

## **UPCOMING TRAINING EVENTS**

### **OVC Grantee Orientation Webinar:**

This webinar will provide information related to the mission of OVC, key grant award documents, terms and conditions of an award, federal requirements, and information about OVC resources.

- **Date: Thursday, October 17, 2024**
- Time: 3:00–4:30 p.m. ET
- [Register for the OVC Grantee Orientation Webinar](#)

### **TVSSA Kick-off Orientation Webinar:**

This TVSSA Kick-off Orientation Webinar provides all TVSSA grantees with information specific

to FY 2024 TVSSA awards. The presentation will cover how grantees can address special conditions, access funds, and request TA support. This webinar will be recorded.

- **Date: Wednesday, October 30, 2024**
- Time: 1:00–2:30 p.m. ET
- [Register for the Kick-off Webinar](#)

#### **Performance Measurement Webinar:**

This webinar is for OVC TVSSA grantees and will provide an overview of the reporting requirements for OVC TVSSA awards. This webinar will not be recorded—live participation is encouraged.

- **Date: Tuesday, November 12, 2024**
- Time: 1:00–2:00 p.m. ET
- [Register for the Tribal Performance Measures Training Webinar](#)

#### **OVC TVSSA Construction Project Webinar**

This webinar is for FY 2024 grantees who proposed construction/renovation/modular building activities in their applications. This webinar will provide an overview of the information you need to get started with your construction project, including information on the process and timeline for environmental reviews under the National Environmental Policy Act (NEPA), an overview of the NEPA and construction special conditions on your award, what you must do to ensure compliance, and an introduction to the services provided by OVC’s NEPA and construction TTA providers.

- **Date: Thursday, December 5, 2024**
- Time: 1:00–3:00 p.m. ET
- [Register for the Construction Webinar](#)

#### **18<sup>th</sup> National Indian Nations Conference and Listening Session:**

This bi-annual conference is hosted by OVC and all TVSSA grantees are required to attend. The conference brings together a wide array of stakeholders who work with American Indian and Alaska Native victims of crime. OVC’s Tribal Division will host a Listening Session on Day 1 of this event.

*Note for Grantees with January 1 Start Date:* If your new OVC Award has a start date of January 1, 2025, and you are interested in attending this training event, please contact your OVC Grant Manager to discuss a request for Pre-Award Cost Approval.

- **Date: December 10–13, 2024**
- Location: Agua Caliente Band of Cahuilla Indians Reservation
- Conference Website: [Register for the 18<sup>th</sup> National Indian Nations Conference](#)
- Cost: There is a \$200 registration fee for this event.

#### **OVC Virtual Tribal Consultation:**

OVC will host a virtual Tribal Consultation on the Tribal Set-Aside from the Crime Victims Fund for fiscal year 2025. The purpose of the consultation is to solicit recommendations for OVC’s administration of the Tribal Victim Services Set-Aside Program. OVC will accept testimony from elected or appointed leaders of federally recognized tribes or their authorized designees.

- **Date: October 23 and 24, 2024**

- Time: 1:00–5:00 p.m. ET (each day)
- [Register for the OVC Virtual Tribal Consultation](#)
- For more information about the Tribal Consultation, please visit the [OVC Tribal Victim Services Set-Aside](#) website.

### **DOJ Grants Financial Management Training**

This training is required for all Grant Award Administrators and all Financial Managers listed for any DOJ award. The training must be completed within 120 days of accepting the award unless you have completed it on or after January 1, 2021. A certificate showing completion of training must be sent to your OVC Grant Manager. This training must be completed every 3 years. The training may be taken the following ways:

#### 1. Online

- Take the Online Grants Financial Management Training at your own pace.
- [Register](#) for the online training.
- Use your OVC grant number and your Unique Entity Identifier (UEI) number to register.
- If you have trouble registering, please email [OJP.ITServiceDesk@ojp.usdoj.gov](mailto:OJP.ITServiceDesk@ojp.usdoj.gov).

#### 2. In-Person in Washington, D.C.

Use OVC grant funds to [register](#) and travel to Washington, D.C., to take the Training in-person. Dates for Fall 2024 or Winter 2025 have not yet been posted, but grantees will receive an email when they are posted.

#### 3. Webinar Series

Take the training through OVC’s Tribal Financial Management Center (TFMC) by participating in a 1-hour webinar every week for 5 consecutive weeks. After each week, you will take the quiz for that week’s content. TFMC provides handouts and resources to help grantees through the required quizzes. Please contact TFMC by phone at 703-462-6900 or by email at [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) for more information and to register for the webinars. You may also sign up for TFMC’s [email distribution list](#) to learn about upcoming events, including webinars and trainings.

We hope this letter and the Onboarding Toolkit are helpful to you. We are grateful for your work in serving victims of crime within your community and look forward to supporting your program staff as they provide services to victims of crime. If you have challenges with accessing the resources attached or need further help, please contact your OVC Grant Manager named in JustGrants or contact the OVC Tribal Division by email at [OVCTribalSetAside@usdoj.gov](mailto:OVCTribalSetAside@usdoj.gov).

Let us know if you have any questions. We look forward to working with you.

Thank you,

OVC Tribal Division