

Issue 007

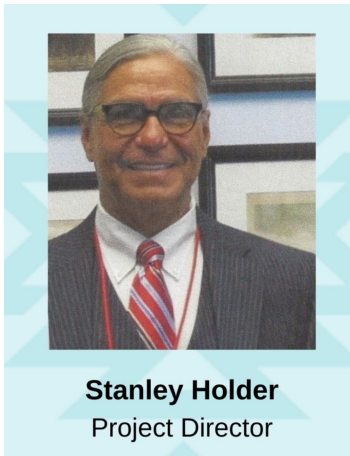
March 2021



◆ Building Organizational Financial Management Capacity ◆

RESPECT ◆ RESPONSE ◆ RESULTS

Letter from the Project Director



Stanley Holder
Project Director

Aho All of My Relatives,

We are completing the deep wintertime with the passing of the Snow Moon and the time of Popping Trees. The cold months have always presented challenges to our American Indian and Alaska Native people. This winter has been especially challenging with the health crisis we have endured. So many of those domains and environments we have maintained for time immemorial were taken away. The cultural, spiritual, and social gatherings have all been impacted. The socialization of our children has been diminished due to closing schools for our children's and their educators' safety.

I know we all understand the impact the health crisis has placed upon our programs that provide much needed justice, support services, safety, and healing for victims of crime. However, I also understand how resilient our people are. We have always confronted the impossible and prevailed.

We have not journeyed alone through this time. We have enjoyed the support of the Office for Victims of Crime (OVC) and the other agencies that support our tribal populations. We have also enjoyed the support of professionals of many races and ethnicities that work for and support the

efforts to assist our people. At the Tribal Financial Management Center (TFMC) we extend our hand to support tribal grantees. To ensure a continuum of services and funding, we must operate programs that meet the intent of the statutes and regulations on which they are based.

As we look forward to the distribution of the vaccines and the lifting of restrictions, we must work together to support those in need of the services from your programs. Working together, we will continue to meet the needs of our people and overcome any challenges to build a better, brighter future.

All My Relations,

Stan Holder
Spotted Eagle

Reminders

Population Certification

If you intend to participate in the noncompetitive FY 2021 Tribal Victim Set-Aside Formula Grant Program, you must submit a **population certification by Friday, March 5 at 11:59 p.m. eastern time**. *If you applied in FY 2020, you may resubmit the population certification form from that application period if the data is still accurate.* Population certifications will be used to determine formula award amounts for each applicant. Find additional information about submitting the certification [here](#).

Tribal Set-Aside Highlights

- The standard 20-page written project narrative will not be required under the **FY 2021 Tribal Victim Services Set Aside Formula Grant Program**. In lieu of submitting a formal project narrative, applicants can complete a checklist or have an interview with OVC staff if they chose. This process is expected to begin later this spring.
- **FY 2018 Tribal Victim Services Set-Aside** grant awards are approaching their end dates of September 30, 2021. Awards identified by the "VO" in their award numbers (for example, 2018-VO-GX-0001) **are eligible for no cost extensions**. If you have a VO-coded award and you believe you will require more time beyond September 30, 2021 to fully implement your grant project, please contact your Grant Manager to discuss the process for requesting an extension.

Important note: Some FY 2018 tribal grants were made using other available funds – not Tribal Victim Services Set-Aside funds. Those other funds have award numbers that include a "V4" or "V6" (e.g. 2018-V6-GX-0002 or 2018-V4-GX-0003), and principally are awards under the FY 18 Combined Tribal Assistance Solicitation Purpose Areas 6 and 7. **These grants are not extendable** because of the specific statutory laws governing the timeline for the expenditure of these funds. OVC cannot change the law that governs those funds, and therefore cannot make exceptions or grant extensions for those awards. Additional guidance from OVC was shared with FY 2018 grantees, please reach out to your assigned OVC Grant Manager if you have any questions.

News

Meet Our TFMC Staff

TFMC offers timely, supportive, financial management training and technical assistance. Meet the [TFMC team](#) supporting grantees. Expect to hear from TFMC TA Specialists in the coming weeks as we reach out to offer support to help you meet your grants financial management needs. If you require immediate assistance, do not hesitate to reach us via the [TFMC Virtual Support Center](#).

TFMC is launching an Online Learning Portal (OLP)

We are excited to share that TFMC is launching an **Online Learning Portal** to deliver virtual learnings. For those of you whom attended TFMC webinars, an account has already been created for you and an email will be sent from Support@OVCTFMC.org with instructions on how to log in. If you have not attended a webinar, and wish to access to the Online Learning Portal, please visit the [sign up page](#) and use the code '**Grantee**' to register.

Latest Tools and Resources



JustGrants resources to help you with submitting your budget modification:

- Creating Programmatic and Financial GAMs [eLearning Video](#) – a tutorial for submitting a budget modification [begins at minute 4:19](#).
- Grant Award Modification [Reference Guide](#) – step-by-step instructions for submitting a [Budget Modification GAM begins on page 43](#).
- Access the [Budget Detail Worksheet](#) template with an example and definition tabs.

TFMC is here to help meet your grants financial management needs.

- Do you have questions about accessing the **Grants Financial Management Training (GFMT)**?
- Do you need support with your **budget** including assistance with the budget detail worksheet (BDW), reprogramming funds, or revising your budget narrative?
- Are you curious about **allowable and unallowable expenses**?
- Are you wondering how to complete requests for **drawdowns** in the ASAP system or do you need assistance drawing down funds?

Please do not hesitate to reach out to us. It is our pleasure to serve you as you work to make your communities safer. Contact us at TFMC's Virtual Support Center 703.462.6900 or TFMC@OVCTFMC.org.

Top FIVE actions after you accept your federal award

1. Complete all onboarding steps in JustGrants - [JustGrants Entity and User Onboarding Checklist \(usdoj.gov\)](#).
2. Invite Entity Users and assign user roles in JustGrants
3. Review the award and special conditions and return the signed documents
4. Read the guidelines, including the [Financial Guide](#)
5. Access payment Using the Automated Standard Application for Payments (ASAP) - [ASAP.gov Login](#)

Training Videos

TFMC records every webinar we host. The online events are presented by experienced financial management instructors and include relevant resource materials and supporting Guide Sheets. Below are the links to access the topics TFMC has covered:

- [Post-Award Grant Management](#)
- [Overview of an Effective Financial Management System](#)
- [Direct and Indirect Costs \(Cost Allocation Plan\)](#)
- [Budgets](#)
- [Procurement \(Purchasing Procedures\)](#)
- [Budget Modifications/Reforecasting: Know Your Numbers](#)
- [Single Audit and Corrective Action Plan](#)
- [Core Competencies of Grant Management](#)

Upcoming Events and Deadlines

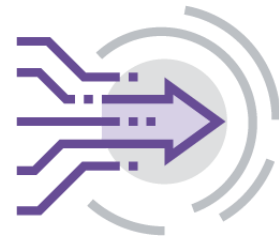


Population Certification Deadline

Submit the [Population Certification](#) by 11:59 p.m. eastern time on Friday, March 5 to be eligible for the FY 2021 Tribal Victim Services Set-Aside Formula Grant Program solicitation.

FY 2021 Coordinated Tribal Assistance (CTAS)

- **Solicitation** – the Grants.gov deadline is March 16 at 9:00 p.m. eastern time and the JustGrants application deadline is March 30 at 9:00 p.m. eastern time.
- **Webinar Series** – don't miss the upcoming webinars Budget Worksheet Completion and Application Checklist and Final Q&A.



[Application Mechanics: Submitting and Application Webinar](#) (new dates added) – the 90-minute session will cover: (1) steps to take prior to applying for funding, (2) how to find funding opportunities in Grants.gov, (3) how to apply for funding



using JustGrants, (4) JustGrants roles and responsibilities, (5) how to navigate JustGrants to submit your application, and (6) where to find training materials, job aids and other resources. Make sure to review the **new** [DOJ Application Submission Checklist!](#)

National Crime Victims' Rights Week (April 18-24)

This year's theme is Support Victims. Build Trust. Engage Communities. Download the Theme Poster in Spanish and English and sign up to receive email updates including the online release of the 2021 National Crime Victims' Rights Week Resource Guide.



Reporting Requirements

Uniform Guidance revisions include De Minimis rate and Procurement. Effective November 12, 2020. [Key Takeaways](#) and [Guidance for Grants](#).

The new [JustGrants](#) system is now active. Make sure you can log-in and access the information for your grant awards. The PMT remains the same. Grantees need to report as they have and upload the PMT generated PDF to JustGrants.

Federal Financial Reports (known as the "SF-425" or the "FFR") are due quarterly as follows:

Reporting Quarter

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31

Due No Later Than

June 30

July 30

October 30* (due date extended)

January 30

Semi-Annual Progress Reports are usually due as follows or as listed in the solicitation:

Reporting Period

January 1 - June 30

July 1 - December 31

Due by (no later than 30 days after the end of the reporting period):

July 30

January 30

JustGrants Support Phone: 833-872-5175

JustGrants Help Desk Email: JustGrants.Support@usdoj.gov

Quarterly PMT and Financial Status Reports are usually due as follows or as listed in the solicitation:

Reporting Period

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Due by (no later than 30 days after the end of the reporting period):

June 30

July 30

October 30* (due date extended)

January 30

OVC PMT Help Desk Phone Number: 844-884-2503

OVC PMT Helpdesk Email: ovcpmt@usdoj.gov

OVC PMT Website: <https://ojpsso.ojp.gov/> using your email and password

Requesting a draw down in ASAP? Remember to enter DOJ's ALC Code: 15040001.

Shared Knowledge

Our team loved the [NPR's Best Books of 2020 Concierge](#). It highlighted several works by Indigenous authors, including:

- We are Water Protectors written by Carole Lindstrom and illustrated by Michael Goade (*Caldecott Medal winner)
- The Night Watchman by Louise Erdrich
- Yellow Bird by Sierra Crane Murdoch
- Apple: (Skin to the Core) by Eric Gansworth
- Mary and the Train of Tears: A Cherokee Removal Survival Story by Andrea L. Rogers
- Postcolonial Love Poem by Natalie Diaz
- Crooked Hallelujah by Kelli Jo Ford
- When the Light of the World Was Subdued, Our Songs Came Through: A Norton Anthology of Native Nations Poetry

What are you reading? Submit your book or article recommendations [here](#) for consideration in our next issue.



Contact the TFMC Virtual Support Center

Ask questions and/or request individualized grant financial management training and technical assistance by calling the Tribal Financial Management Center (TFMC) Virtual Support Center 703-462-6900 or emailing TFMC@OVCTFMC.org.

The **Tribal Financial Management Center (TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to TFMC@OVCTFMC.org.** Visit OVCTFMC.org for additional resources and information.

Has your grant or financial point of contact recently changed?

Reach out to TFMC@OVCTFMC.org.

To change how you receive these emails [update your preferences](#).
If you no longer wish to receive any emails from TFMC, [unsubscribe from this list](#).

Contact the Virtual Support Center TFMC@OVCTFMC.org or 703-462-6900

