

# Managing Your New Tribal Governments Program Award

Presented by the

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**2019 Coordinated Tribal Assistance Solicitation (CTAS)**

**Orientation**

Hyatt Regency Tamaya Resort on the Santa Ana Pueblo

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# Purpose of the Presentation

- The purpose of this presentation is to provide grantees with information about OVW's Tribal Governments Program (TGP) under CTAS, its requirements, and tips on how to manage your new grant award.

# Department of Justice – Office on Violence Against Women

- The mission of the Office on Violence Against Women is to provide federal leadership in developing the nation's capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, stalking and sex trafficking.

# OVW Tribal Affairs Division Staff

- Sherriann Moore, Deputy Director for Tribal Affairs
- Darla Sims, Grant Manager Team Lead
- Rebekah Jones, Grant Program Specialist
- Tia Farmer, Grant Program Specialist
- James A. Smith, Grant Program Specialist

# FY 2019 Tribal Governments Program (PA #5)

- Tribal Governments Program is the source of funding for all awards under PA #5
  - Recipients bound by all of the statutory requirements of the Tribal Governments Program
  - There are no CTAS-specific requirements



# What is CTAS?

**CTAS is not a program but is the overarching structure, under which tribes can apply up to TEN separate grant programs through one single application!**

# The TGP...

- ◉ Since its inception has funded hundreds of projects for tribes and Alaska Native Villages
- ◉ Is the largest federal grant program providing funding to federally recognized tribes and tribal organizations to address violence against Indian Women within the Tribal Affairs Division

# The TGP...

- Consolidates tribal funding from five OVW grant programs :
  1. Legal Assistance for Victims
  2. Improving Criminal Justice Responses (formerly the Arrest program)
  3. Rural
  4. Transitional Housing
  5. Justice for Families



# It's important to note...

- TGP does not mirror the five programs
- Some of the activities considered allowable under the other grant programs are not allowable in TGP
- TGP awards are not subject to all of the special conditions, restrictions, limitations and policies as the other programs

# TGP... Cont'd

- Is a discretionary grant program
- Like all grant programs, has a number of special conditions, restrictions, limitations and polices.

# General OVW Grant Program Requirements

- OVW and the grantee agree on the specific activities that will be supported with grant funds
- OVW and the grantee agree on a detailed, itemized budget
- OVW and the grantee discuss any changes to the activities or the budget before they are made
- Semi-annual Progress Reports & Quarterly Financial Status Reports
- Comply with all special conditions
- Activities and costs supported with award funds should be limited to those that are in the approved proposal
- New activities must fall within the statutory program purpose areas

# Tribal Governments Program Specific Requirements

- Maintain Collaborative Partnership – Indian Victim Service Organization, Tribal Coalition, Advisory Group
- Legal Services Certification
- Transitional Housing Policies & Procedures
- BIP must use the coercive power of CJ system

# Special Conditions (SCs)

- Purpose: Help to define how the funds can be used & to determine what your obligations are as a grantee
  - There are a minimum of 42 OVW SCs
  - Agreed to comply with them as part of accepting the award



# Unallowable Activities

- ⦿ Prohibited by Federal laws, rules, policies or regulations
- ⦿ Fundraising
- ⦿ Research Projects
- ⦿ Making physical modifications to a building, including minor renovations

# Victim Safety Issues

- ◉ Ordering Victims and offenders to attend mandatory couples counseling or mediation
- ◉ Diversion Program
- ◉ Batterer Intervention Programs not court-ordered and court-monitored

# Victim Safety Issues

## Cont'd

- ◉ Anger Management classes instead of Batterer Intervention Programs
- ◉ Using practices that fail to protect the confidentiality of victims
- ◉ Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing DV



# Grant Monitoring

OVW monitors grantee activities by the following means:

- Desk Reviews or OBRS
- Site Visits
- Review of Progress Reports, Financial Status Reports, and Payment History Reports

# PRIOR APPROVAL

You must obtain prior approval from OVW before:

- Adding or removing activities;
- Adding or removing staff positions;
- Creating new line items in your budget;
- Using your OVW Travel set-aside funds to attend non-OVW sponsored training and technical assistance events; and
- Changing your collaborative partner



# Prior Approval Cont'd

- Compensating a consultant at a rate that exceeds \$650/day or \$81.25/hour
- Publishing/distributing products that are created with grant funds
- On-site or local training events paid for with grant funds (i.e., approval of training consultants, subject matter content, handouts, and agenda)



# How to Obtain Prior Approval to Attend a Non-OVW Sponsored Training Event

- Submit a Program Office Approval Grant Adjustment Notice (GAN) in Grant Management System (GMS)
  - Provide the name, date(s), and location of event
  - Provide the total amount of unobligated OVW travel funds for the award
  - Provide the total estimated cost of attendance/participant
  - Justify the request by stating how attending the event relates to the goals and objectives of the grant-funded project
  - Requests must be submitted at least 20 business days before the start of the event
- Wait for approval of the GAN before obligating any funds
- OVW *will not* approve travel to events that cover subject matter/issues that cannot be addressed with grant funds

# 7 Helpful Tips for Grantees

# TIP #1

## Submit Reports Prior to the Due Date

Programmatic Progress Reports	
Reporting Period	Due Date
January 1- June 30	July 30th
July 1- December 31	January 30th

Financial Progress Reports	
Reporting Period	Due Date
January 1- March 31	April 30th
April 1- June 30	July 30
July 1- September 30	October 30
October 1- December 31	January 30

# Communication is Key

- Keep your POC information in GMS up-to-date to assure you notices on: Delinquent Reports, Frozen Funds, Close-out Reminders, and other important correspondence.





# Tip#2 Communication Cont'd

- Make sure that the Project Director and other key staff and project partners have a copy of the approved application
- Read your special conditions and ask questions! Make sure your project partners understand your special conditions as well
- Talk to your Grant Program Specialist –
  - Before making changes to your project/budget
  - But also to share and celebrate your successes and talk through challenges



## TIP #3

Help is just a phone call or  
mouse click away

- OVW Grants Financial Management Division (GFMD):
  - 1-888-514-8556
  - [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)
  - GFMD is staffed with financial analysts who can answer general financial questions regarding the use of federal funds based on guiding federal regulations.
  
- OVW Grants Management System (GMS) Technical Support:
  - 1-866-655-4482
  - [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov)
  - OVW GMS Technical Support provides assistance with navigating the GMS system, problem solving technical challenges, and troubleshooting issues with GMS.

# Tip #3 Cont'd

## ◉ Muskie School of Public Service

- 1-800-922-VAWA (8292)
- [vawamei@usm.maine.edu](mailto:vawamei@usm.maine.edu)
- <http://muskie.usm.maine.edu/vawamei>
- Muskie supports OVW by developing and instructing grantees how to complete the semi-annual progress reports. This team provides webinars, instructions, and technical assistance to grantees regarding the data that is included in these reports.

# Tip #3 Cont'd

- Grants Payment Request System (GPRS) Guide
  - <http://www.ojp.gov/about/pdfs/gprsuserguide.pdf>
  - This guide provides grantees with a basic understanding of how to navigate the request system and draw down grant funding.
- Federal Audit Clearinghouse
  - <https://harvester.census.gov/facweb/>
  - Information about the requirements for submitting federal audits as well as a detailed history of grantee's audit submissions.

# TIP #4.

## Technical Assistance

- Support for OVW grant program implementation
- Support for grantee project implementation
- Opportunities to learn from experienced experts
- Tailored assistance to meet the specific needs for your organization
- May be recommended by OVW

# TIP #5

## Grant File and Documentation

- Hard Copies of all official correspondence
- Hard Copies of documents that demonstrate approval, which may include e-mails
- All GANs
- Financial records
- Copy of fiscal year solicitation
- Copy of approved application and approved revisions
- Signature documents

# TIP #6

## Project Changes

- Must consider the approved project activities, program scope and purpose
- Must work with and receive approval from OVW Grant Manager
- Comply with the OVW/OJP/DOJ Financial Grants Management Guide (budget considerations)
- GANs are not officially processed until an approved GAN is posted on GMS (*change requested*)

# Tip # 6 Project Changes Cont'd

- Project period adjustments
- Program scope change
- Retirement of special conditions
- Budget modifications
- Key staff changes
- Contact information for the POC and Authorized Representative should be kept current

# Tip #7 – Keep the Vision



# Congratulations on Receiving your New Tribal Governments Program Award!

\*Stay in touch with your Grant Program  
Specialist!