FY18 New Grantee Orientation
Tribal Sexual Assault Services Program

February 28, 2019
Silver Spring, MD

Rebekah Jones, Grant Program Specialist
Tribal Affairs Division
Presentation Overview

• Introduction to OVW, the Tribal Affairs Division, and the Tribal Sexual Assault Services Program

• Understand Roles – OVW Grant Program Specialist, T/TA Providers, and Grantee

• Grants Management Requirements and Tips for Success
About OVW

Mission Statement

The mission of the Office on Violence Against Women (OVW), a component of the U.S. Department of Justice, is to provide federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.
OVW Tribal Affairs Division

- Tribal specific grant programs
- Tribal specific Training and Technical Assistance (T/TA)
- Annual Government-to-Government Consultation on VAWA
- Partnership with NIJ for the National Baseline Study
- 904 Task Force
- Tri-Lateral Meetings on Violence Against Indigenous Women
OVW Tribal Specific Grant Programs

• Tribal Coalitions

• Tribal Governments (CTAS PA# 5)

• Grants to Tribal Governments to Exercise SDVCJ (Tribal Jurisdiction Program)

• Tribal SAUSA Fellowship Program

• Tribal Sexual Assault Services (TSASP)
Tribal Sexual Assault Services Program

Program Scope

To provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, non-offending family and household members of victims, and those collaterally effected by the sexual assault.

35 tribes and tribal organizations currently funded

FY18 – 10 awards totaling $3.2 million
TSASP

• Direct services to survivors of sexual violence and their non-offending family/household members
• Not restricted by gender/age

• Direct services must include:
  • Services for survivors of SA perpetrated by persons other than intimate partners
  • Core sexual assault services: Crisis intervention, Advocacy, Information and Referral, Counseling, Support Groups, and Support for significant others

• Activities that may compromise Victim Safety and Recovery

• Out-of-Scope/Unallowable Activities
  • Criminal justice related activities
  • Providing DV services unrelated to intimate partner sexual violence
  • Prevention Efforts - “Healthy Relationships” curriculum; Community presentations on preventing SA; Poster or media campaigns on preventing SA
  • Training for Community/Systems Partners
TSASP – Prevention vs. Outreach

Prevention & Public Education = Unallowable
Examples of prevention and public education are bystander intervention, social norms campaigns, presentations on healthy relationships, etc.

Outreach & Awareness = Allowable
Outreach is focused on making the community aware of available sexual assault services provided by the agency

For example: a short advertisement in the tribal newsletter with the program contact information and a brief description of the services the program provides; a table with program flyers, brochures, and sexual assault awareness information at the annual powwow or other community event; a Take Back the Night SAAM round-dance outreach event featuring local leadership, survivors, and program staff as speakers.
TSASP – Training

• **Allowable:** Training of agency staff or volunteers that is directly related to improving direct victim services to sexual assault survivors and their non-offending family members.

• **Unallowable:** Training of other professionals, organizations, or the community, who may encounter a sexual assault survivor in their everyday work.
Questions
Roles & Responsibilities

Grantee
T/TA Provider
OVW Program Specialist
**Our Roles**

**Grantee**
- "The Expert" in the community being served
- Vision Keeper – Big picture
- Doing the Work – Implement the project as outlined in the funded grant application – Services Delivery: Safety-first, victim-centered, ethical, confidential, competent
- Know and adhere to Grant Special Conditions; Federal Financial Guidelines; Civil Rights Requirements; and federal, state and local laws
- Communicate any potential issues, changes, challenges, successes to OVW Grant Program Specialist

**OVW**
- Serve as single point of contact
- Provide guidance on the Federal requirements
- Monitor compliance
- Review and approve all changes to the grant, reports, deliverables
- Coordinate with other divisions/offices, T/TA

**MIWSAC**
- Comprehensive Training and Technical Assistance Provider (T/TA) for TSASP Grantees
- Provide culturally-specific capacity-building training and support on establishing and operating effective direct SA services in tribal communities
- Provide and broker SME
- Knowledge and skill-building opportunities
- Create opportunities for peer support and networking

**Grantee**
Questions
You got the award.... Now what?

Grant Management and Implementation Tips
#1 Tip for Grants Management...

...Communication is Key

• No such thing as a stupid question – Reach-out to OVW staff and T/TA with questions/concerns. We like to hear from you...we really do!

• Keep POC information up-to-date in GMS and with T/TA provider

• Ensure Project Coordinator and other key staff have a copy of the grant goals/objectives and understand the award special conditions.

**Relationships – Relationships – Relationships**

• Programmatic Staff and Finance Staff
• Community/Survivors
• OVW Grant Program Specialist
• T/TA Team
• Network with other Tribal Programs/Tribal Coalition
Know Your Special Conditions

• Help to define how the funds can be used & to determine what your obligations are as a grantee

• All key project staff should read and understand the special conditions attached to the grant award to ensure compliance

• OVW standard special conditions: https://www.justice.gov/ovw/award-conditions

• Conditional Clearance with Release of TA funds
  • Multiple Awards Special Condition
# Reporting Requirements

## Semi-Annual Progress Reports

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

## Financial Status Reports

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 – March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 30</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>October 30</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 30</td>
</tr>
</tbody>
</table>

For Semi-Annual Progress Reports questions, contact:
Muskie - 1-800-922-VAWA (8292) - Email: vawamei@usm.maine.edu
http://muskie.usm.maine.edu/vawamei

TSASP Specific information: http://muskie.usm.maine.edu/vawamei/sasptribalmain.htm

OVW GMS Tech Support Help Desk
1-866-655-4482 or Email: OVW.GMSSupport@usdoj.gov
The Grant File

Your grant file on the OVW side is GMS. What goes in the grant file on your side?

- FY18 TSASP Solicitation
- Hard copy of everything submitted with the initial application
- Grant Award Package – Award letter, signature documents, special conditions
- Project narrative including goals and objectives and revisions done during the award period
- Final approved budget and email communications from the budget approval process
- Hard copies of official correspondence and products/publications developed under the award
- Documents that demonstrate approval – hard copies of GANs and e-mails
- Programmatic and financial reports
- Other documents needed to demonstrate compliance with award special conditions or other regulatory guidance
- Files should be complete and stored for 3 years after the official close-out date
Change Happens

- Changes to the approved project must be documented in the form of a GAN in GMS.

- Use the GAN Help Sheet and work with your OVW Grant Program Specialist to develop supporting documentation.

- Must consider the approved project activities, program scope and purpose, and comply with the OVW/OJP/DOJ Financial Grants Management Guide [https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

**Program Office Approval – Refer to GAN Help sheet:**
- Products, Publications, and/or Deliverables
- Non-OVW training approval
- Retire special conditions
- Other times we need to demonstrate compliance with special conditions
More on GANs

• GANs are not officially processed until a “Final-approved” GAN is posted in GMS. Do not move forward with any changes until you receive your “Final-approved” GAN!

• Penalties for not waiting could include the denial of the costs charged to the grant and return of funds to OVW. OVW can deny retroactive requests for approval.

• **Be sure to monitor your GMS change requested folder.** Change requested GANs pending action for 30-days or more will be denied. Grantees can resubmit if the GAN is still needed.

• GANs will not be approved if delinquent on reports.
Grant Compliance Monitoring Tips

- Reports – Programmatic and Financial
  - Timely and accurate
- GANs
- Monitoring site visits and Office-based reviews
  - Opportunity to showcase your project and it’s impact
  - Identify T/TA needs
- Audits – OIG and Financial
  - Programmatic and financial documentation
  - Demonstrate adherence to internal processes/controls, and policies and procedures
- Ongoing Communication

**BIG TIP:**
Stick to your approved goals & objectives and spend according to your approved budget.
Questions
T/TA and Grant Management Resources
Training and Technical Assistance (T/TA)

• 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
T&TA – Tribal Sexual Assault Services Program

Minnesota Indian Women’s Sexual Assault Coalition
www.MIWSAC.org
Primary Contact for TSASP Grantees:
Cinnamon Bankey - cronneng@miwsac.org

Tribal grantees and potential grantees can also access other OVW targeted T/TA providers, view the OVW Training Calendar, and see recorded webinars at: www.ta2ta.org
Tribal Coalitions

Provide education, support, and TA to member Indian service providers and tribes to enhance their response to victims of DV, sexual assault, stalking and sex trafficking.

Links to Tribal Coalitions websites:
http://www.niwrc.org/tribalcoalitions
www.NICCSA.org

Comprehensive one-stop online resource for information on sexual violence in Indian Country that can be used by medical, legal, and criminal justice professionals as well as victims and survivors of sexual violence launched by Southwest Center for Law and Policy in 2014.
Budgets and Financial Questions

• **Financial Guide**

• **OVW Grants Financial Management Division (GFMD)**
  Helpdesk 1-888-514-8556  [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov)
  GFMD is staffed with financial analysts who answer general financial questions regarding the use of federal funds based on guiding federal regulations.

• **On-Line OJP Financial Management Course**
  Free of charge - Can be accessed at any time - No registration limit must have vendor number and an award number to register
Grants Management System (GMS)

• **GMS Technical Support - OVW GMS Help Desk**
  1-866-655-4482  [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov)
  
  GMS Technical support can provide assistance with navigating the GMS system, problem solving, and troubleshooting issues with GMS.

• **GMS On-Line Tutorial**
  [https://grants.ojp.usdoj.gov/gmsexternal/gmsHelp/index.jsp](https://grants.ojp.usdoj.gov/gmsexternal/gmsHelp/index.jsp)
Semi-Annual Progress Reports

- Muskie School of Public Service
  1-800-922-VAWA (8292)
  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.

TSASP Resources on Muskie site: https://www.vawamei.org/tools-resources/?tax_grant_programs=tribal-sasp-program&tax_resource_type=&search_query=&wpas_id=resources-form&wpas_submit=1
Other Resources

• On-line Webinars – https://ta2ta.org/recorded-webinars.html
  • Civil Rights Obligations of Recipients of Federal Financial Assistance
  • DOJ Grant Auditing Process
  • Grant Fraud Investigations

• OVW Grantee Resources – https://www.justice.gov/ovw/grantees

• Grants Payment Request System (GPRS) User 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 their grant funding.
Sherriann C. Moore, Deputy Director for Tribal Affairs

Darla Nolan, Grant Manager Team Lead
Darla.Nolan@usdoj.gov

Rebekah Jones, Grant Program Specialist
Rebekah.Jones@usdoj.gov

Chris Alston, Tribal Affairs Division Program Assistant
Christopher.Alston@usdoj.gov
202-307-6026
Questions – Questions – Questions

✓ Program-related questions…
   OVW Program Specialist – Rebekah Jones
   Rebekah.Jones@usdoj.gov

✓ Finance-related questions…
   OVW Grants Financial Management Division
   1-888-514-8556 or OVW.GFMD@usdoj.gov

✓ Grants Management System-related questions…
   OVW GMS Technical Support
   1-866-655-4482 or OVW.GMSSupport@usdoj.gov

✓ Progress report-related questions…
   Muskie Institute
   1-800-922-VAWA or vawamei@usm.maine.edu

✓ Training/Technical Assistance-related questions…
   Minnesota Indian Women’s Sexual Assault Coalition – Cinnamon Bankey  
   www.MIWSAC.org or cronneng@miwsac.org
Questions