



U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

Washington, DC 20531

October 3, 2023

Dear TVSSA Grantees:

The [Office for Victims of Crime \(OVC\)](#) congratulates you on your new grant award and welcomes you to the network of 212 grantees funded through OVC's [FY 2023 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 provides information about the administration and fiscal management of your new grant, including how to access funds, a grantee onboarding toolkit, and links to helpful supplemental resources. Please share this information with everyone on your team and anyone else who may benefit from it and save this email for future reference.

GETTING STARTED

1. Before accessing the award, the entity must set up a JustGrants account and enroll in the [Automated Standard Application for Payments](#) (ASAP). If you need help setting up your account, please follow the [Entity User Experience JustGrants Training](#) link.
2. To accept the award, your organization's Entity Administrator must assign a Financial Manager and Grant Award Administrator to this award inside JustGrants. The Entity Administrator should also review the Authorized Representative assignment made at the time of application to ensure that the person assigned as Authorized Representative has the authority to accept a Federal award. See the [JustGrants Roles](#) overview for more information.
3. Next, the Authorized Representative listed in JustGrants must view and accept all award conditions as part of the funded Award Package. Authorized Representatives must certify that they have read and understood the award conditions. The Award Conditions tab identifies the conditions by number and condition language. The Authorized Representative for the recipient organization must accept the entire set of conditions to accept the Award Package. Please review the [Award Conditions Job Aid Reference Guide](#) for more information on award conditions.
4. Accepting or declining an award **must be done within 45 days of the award notification**. When the Authorized Representative(s) log into their JustGrants account, they can view accepted awards and awards pending acceptance in their worklist (if the award has been assigned to them), or they can view all applications under the Applications menu. For more information on how to accept your award, please review the [Award Acceptance Job Aid Reference Guide](#).

ACCESSING FUNDS

Most FY 2023 TVSSA grants have received a conditional clearance, meaning the Office of Justice Programs (OJP) financial office has not yet approved your budget and most of the funds from this award are on hold until the budget is cleared. Please see the award condition titled “Conditional Clearance.” The special condition states there is a hold of 90 percent of your funding and, if there are no other special conditions withholding access to funds, you will be allowed access to 10 percent of your award amount to obligate, expend, and draw down for “budgeted recipient 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.”

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. Special Conditions related to holds on grant funds are often located at the end of the list.

Remember, if you have withholding award conditions in addition to your “Conditional Clearance” award condition, you **cannot obligate, expend, or draw down any funds** until you comply with completing activities and/or providing documentation needed to lift these conditions. If you do not have any additional withholding award conditions, you can start limited work until your budget is cleared. Again, please review the condition titled “Conditional Clearance” and contact your OVC Grant Manager if you have any questions.

Snapshot of the budget review process:

1. An email will be sent to the Grant Award Administrator stating that “Action is Required” and that the Office of the Chief Financial Officer requests a Grant Award Modification to update your budget.
2. In JustGrants, the budget will appear in your worklist under Budget Review. Before revising your budget, please get in touch with your assigned OVC Grant Manager for specific instructions on how to address any budgetary issues associated with your award.
3. Following guidance from your OVC Grant Manager, revise and resubmit your budget. Please note that your OVC Grant Manager may request that the [Tribal Financial Management Center](#) work with you to assist in making changes to your budget.

Please be aware that awards with an earlier start date (such as October 1, 2023) will be processed before those with a later start date (such as January 1, 2024). If you have any questions or concerns, please contact your assigned OVC Grant Manager.

GRANTEE ONBOARDING TOOLKIT

This toolkit has resources and other information intended to support your orientation to and implementation of your project. In the attached Onboarding Toolkit zip file, you will find the following resources—

OVC and Solicitation-Specific Information

- OVC Information and Resource Sheet
- FY 2023 TVSSA Award List
- OVC [FY 2023 TVSSA Solicitation](#)
- OVC FY 2023 TVSSA Allowable and Unallowable Cost Chart
- [Contacts for Help with Your Award](#)

Additional Resources

- JustGrants [Entity User Experience Job Aid Reference Guide](#)
- [ASAP Registration Checklist](#)
- [DOJ Grants Financial Guide](#)
- Performance Management Tool (PMT) Factsheet

UPCOMING EVENTS

Kickoff Webinar: We will hold a Kickoff Webinar on **October 25, 2023, from 1:00–3:00 p.m. ET**, which will serve as an Orientation/Refresher Webinar for all grantees. The presentation will cover how grantees can address special conditions, access to funds, and request TA support. (Good news, this one will be recorded and available for future playback—handy for those staffing changes we all experience!)

Register for the Welcome Webinar

- Date: Wednesday, October 25, 2023
- Time: 1:00–3:00 p.m. ET
- [Register for the Kickoff Webinar.](#)

After registering, you will receive a confirmation email with information about joining the webinar.

Performance Measurement Webinar: OVC will also host a collaborative training webinar on **January 16, 2024, from 2:00–3:00 p.m. ET**, for TVSSA grantees on grant performance measures and reporting on question banks in the PMT. This webinar will not be recorded—live participation is encouraged!

During the grantee training, participants will learn:

- How performance measurement data is collected in the PMT and used to demonstrate TVSSA program goals and objectives;
- How to report on required performance measures for the TVSSA program; and
- What resources are available for setting up data collection systems and submitting quarterly and semiannual data reports.

Register for the Performance Measurement Webinar

- Date: Tuesday, January 16, 2024
- Time: 2:00–3:00 p.m. ET
- Link: TBD

Construction Project Webinar

This webinar is for FY 2023 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 and what you must do to ensure compliance, and an introduction to the services provided by OVC's NEPA and construction TTA providers.

Register for the Construction Project Webinar

- When: Tuesday, November 28, 2023
- Time: 1:00-3:00 pm ET
- Link: TBD

ADDITIONAL HELPFUL RESOURCES

1. [OVC Model Standards](#) is an e-publication that provides guidelines and suggestions to help victim service practitioners and program administrators improve the quality and consistency of their response to crime victims.
2. The Grant Award Administrators and *ALL* Financial Managers listed for each award *MUST* complete the [DOJ Grants Financial Management Training](#) within 120 days of accepting the award. If you have completed the training on or after October 15, 2021, please send your training certificate to your assigned OVC Grant Manager. This training must be completed every 3 years.
3. Because all grant recipients must meet programmatic, financial, and administrative requirements, reviewing [OVC Resources on Managing Grants](#) may be helpful. You can also find Tribal-specific publications, resources, and frequently asked questions on the [OVC Tribal Victim Services Resources Page](#).
4. To find other grantee organizations in your area, access the [OVC Award List](#). Search for the keywords "Tribal Victim Services Set-Aside."

We are grateful for your work in serving victims of crime within your community and look forward to supporting your program staff as they implement your proposed project. If you have challenges with accessing the resources attached or need further help, please get in touch with OVCTribalSetAside@usdoj.gov.

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

Thank you,

OVC Tribal Division