

SYDNEY WEST: Hi. Good afternoon, everyone. My name is Sydney West, and I'm the Grants Management Specialist for the Tribal Sexual Assault Services Program, or TSASP. As my colleague mentioned, this session is being recorded and will be available in a couple of weeks on the OVW website.

The purpose of this pre-application information session is to highlight key points in the solicitation. However, it's not the intent nor is there sufficient time to go over every aspect of the solicitation. All applicants are responsible for reading the FY 23 TSASP solicitation and list of OVW Solicitation Companion Guide to ensure that a complete application is submitted. Following this webinar, you can submit additional questions to the TSASP program at OVW.Tribal.SASP@usdoj.gov or you can contact or call 202-307-6026. That information is in the solicitation. As we get started, you might find it helpful to have the solicitation in front of you. You can find the solicitation and other valuable resources on the OVW website under <https://www.justice.gov/ovw/open-solicitations>. What I am going to do now is put in the chatbox a link -- the links for many of the addresses that I will talk about during this session, so that you have them at your fingertips.

Our session overview. So, today we will cover a brief overview of the TSASP Program. I will review the registration and submission process. Next, after that, we will look quickly at the award period, the amounts, and eligibility. I will review the types of applications, the program requirements, and unallowable activities, optional program, and OVW Priorities. I'll provide an overview of the application package, and financial information, and I'll share what I hope for some helpful application tips and contact information. After that, if time permits, I will answer questions at the end of today's session.

About the OVW Tribal Sexual Assault Services Program. What is TSASP? The Tribal Sexual Assault Services Program or TSASP supports efforts to create, maintain, and expand sustainable sexual assault services provided by Tribes, Tribal organizations, and nonprofit Tribal organizations within Indian Country and Alaska Native villages. TSASP supported projects provide intervention, advocacy, accompaniment, meaning, accompanying victims to court, medical facilities, or police departments, 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 affected by the sexual assault.

These are some important deadlines. Let's start by highlighting these deadlines. And know that we'll go into some of this information in more depth further on in the presentation. So, applicants are strongly encouraged to submit a non-binding letter of intent to OVW.Tribal.SASP@usdoj.gov by Tuesday, April 4, 2023. Interested applicants who did not submit a letter of intent are still eligible to apply. For information, see the application and submission of information section of the solicitation. Now, if you have not applied for a federal award before, there are some pre-steps. You'll need to apply for a Universal Entity Identifier or a UEI. This can take a while, so you will want to do this as soon as possible. This is obtained by registering in the System for Award Management, commonly known as SAM, at the SAM.gov website. Please note it can

take two to three weeks to register. So, you'll want to start these processes as soon as possible. We suggest by Monday, April 10, 2023. Additionally, first time applicants must also register in Grants.gov and JustGrants. And the average registration completion time for Grants.gov is one week. These are only estimated times that all must be completed before you can upload your application in JustGrants. OVW strongly encourages applicants to start the registration process as early as possible. Again, please see the Solicitation Companion Guide for additional details regarding SAM, Grants.gov, and JustGrants registration.

Our Grants.gov deadline for this solicitation is Monday, May 1st, 2023, at 11:59 PM EST. And the JustGrants deadline is Thursday, May 4th, 2023, at 8:59 PM EST. Please be aware that late submissions are not accepted except in very limited circumstances. And you can refer to pages 32 through 34 of the solicitation for more information. Now, if you're currently registered applicant or if you're currently registered in SAM, ensure that your Universal ID and your SAM registrations have not expired.

The three-step registration process for DOJ Federal Awards. This is the process I just outlined in pictorial form. So, step one is to register at SAM.gov and obtain the Unique Identity ID. At this point, you will also confirm your Entity's Electronic Business Point of Contact. This is also called the E-Biz POC. Step two, the E-Biz POC then completes onboarding and assigns an Authorized Representative, an AOR, to the award. The AOR then submits two forms, the SF-424 and an SF-LLL in Grants.gov. Then, step three is to register in Grants.gov. Again, steps one and two can take two to three weeks, so please get those started while working on other pieces of the application.

JustGrants training. If you're not familiar with JustGrants, JustGrants has developed tools and trainings to assist applicants with submitting an application. To access these, visit the JustGrants website and click the "Trainings" tab at the top. If you scroll down to view the training modules and then click the "Application Submission" module. This is a screenshot of what you should see when you are on the training page in JustGrants.

Technical challenges. If you are experiencing technical difficulties with uploading this solicitation, please see pages 32 to 34 of the solicitation. And while you reach out to the respective agencies for help, again, please continue to work on the different parts of your application. That is the writing, gathering all necessary information, so that you are ready to submit whenever your issue, your technical challenge is resolved. And OVW cannot stress enough, how important it is to give yourself plenty of time to work through the systems and submit your application. Helpful contact information will be shared at the end of the presentation.

The JustGrants submission process. In FY '23, the application documents will be uploaded as attachments. This differs from the last couple of years when OVW used web-based forms. Specifically, the proposal narrative, the budget detail worksheet, and the budget narrative, the documents demonstrating authority to apply, the data requested with the application, which is formerly the summary data sheet, and the pre-award risk assessment, will each be drafted by the applicant and uploaded as

attachments. Please read each section and its requirements carefully to ensure you are responsive to the solicitation and program requirements for each element. Other elements of the application can be found starting on page 27. Or you can review the checklist at the end of the solicitation, for a quick summary of all potential documents.

Award period and amounts. With TSASP, all awards will be made as grant awards and there's no match required. OVW will have the discretion to award grants for a greater or lesser amount than requested, and to negotiate the scope of work and budget with applicants prior to awarding a grant. Also, OVW has the discretion to make awards for greater or lesser length of time and will negotiate any project activity modifications needed as a result of changes to the estimated award period, if necessary. So, in 2023, we have approximately \$7.8 million available in funding under TSASP, which is a large increase from our FY 22 funding of \$4.8 million. And we expect to make about 15 awards. This year, there are two types of awards, Standard Projects, which will be funded up to \$500,000, and Improving Tribal Responses to Sexual Assault, that's long, ITRSA, Capacity-Building Projects, which will be funded up to \$525,000. We will look more closely at these two project types further on in the presentation.

Eligibility for TSASP. Eligibility for this program is limited to the following, Tribal governments, Tribal consortiums, Tribal organizations, and non-profit Tribal organizations, all programs and activities in Indian country and Alaska Native villages. So, what this means is that activities for Tribes on Tribal lands. Unfortunately, it does not include programming for tribal people in urban areas off Tribal lands or outside of Alaska Native villages. And with eligibility, this is an important note, be aware, if you are a current grantee that has 50% or more of funds remaining on your current award as of March 31, 2023, or tomorrow, you might not be considered for funding, or you may receive a reduced award amount if selected for FY 23 funding. If that's the case, the more than 50%, you may want to reach out and talk to me first before applying.

Project types. Now, let's review the two types of projects applicants may propose to implement in their applications. As mentioned before, these would be either a standard project or the Improving Tribal Responses to Sexual Assault, ITRSA, Capacity-Building Project. If applying for a standard project, applicants must propose activities under the TSASP statutory purpose area. And the six areas of intervention and related assistance listed on page six of the solicitation. Applicants who are proposing this type of project may be current grantees with experience implementing sexual assault programming in their community with TSASP funds. These grantees may be proposing to continue current services or to expand new ones. In contrast, those proposing to implement an ITRSA Capacity-Building Project tend to be new or relatively new grantees who need or want more support in implementing or building a project. ITRSA Capacity-Building Projects are intended for applicants that have never received or not recently received an award under the Tribal Sexual Assault Services Program. Note that ITRSA Capacity-Building applicants will initially have to engage in a comprehensive assessment process that will identify the strengths and gaps of their community's responses to sexual assault. And then, following the assessment, a customized project implementation plan will be developed in consultation with an OVW-designated Technical Assistance

Provider. The plan will then detail short-term and long-term strategies to provide sexual assault services. Important note, OVW retains discretion to move standard project applicants into ITRSA Capacity Building or vice versa.

The TSASP Purpose Area. The OVW TSASP Purpose Area is narrow. TSASP has one purpose area on which proposals must focus. Funds under this program must be used to support the establishment, maintenance, and expansion of programs and projects within Indian country and Alaska Native villages to provide intervention and related assistance to those victimized by sexual assault. So, note that while OVW programs focus on the five crimes of domestic violence, dating violence, sexual assault, stalking, and sex trafficking, this program is focused on sexual assault. And what does that include? Well, by statute, intervention and related assistance includes, one, a 24-hour hotline which services providing crisis intervention services and referrals, two, accompaniment and advocacy. And this can be done through medical criminal justice and social support systems. This can include medical facilities, police, and court proceedings. Three, it also includes crisis intervention which under sexual assault service programming means or includes short-term individual or group support services that provide the victim with the opportunity to share and hear from other survivors. It also includes comprehensive service coordination and supervision to assist sexual assault victims and family or household members. This would include individual and group therapy, holistic support services, as well as coordination to other services that may be needed by the victim. Four, information and referral to a broad range of services available in the community and beyond to assist the sexual assault victim and family or household members. Five, community-based culturally specific services and support mechanisms including outreach activities for underserved communities. And then, finally, six, the development and distribution of materials on the issues related to the services described in one through five.

Our purpose area continued. So, the summary, again, TSASP focuses on direct victim services to survivors of sexual violence and their non-offending family or household members. It does not support perpetrators. But note that unlike several other programs, TSASP is not limited or restricted to focus on a certain gender or age nor are the programs bound by when the sexual assault happened. So, this means projects that can provide services to women, girls, boys, and men as well as children, youth, adult, and seniors.

As you are preparing your project, again, please pay attention to what is listed in the solicitation and to what is out of scope. The TSASP Out of Scope Activities. So, we've looked at what TSASP covers, but what activities are out of scope for TSASP? I get that question a lot. This list includes activities focused on prevention efforts and public education, which would be things like bystander intervention, social norm campaigns, presentations on healthy relationships. Those are all out of scope for TSASP. Also, criminal justice-related projects like law enforcement, prosecution, courts, or forensic interviews are also out of scope. Providing domestic violence or dating violence victim services unrelated to intimate partner and sexual violence, out of scope. Sexual Assault Forensic Medical Examiner programs and Sexual Assault Response Team coordination

is also out of scope, although program staff may attend or start meetings. And then, finally, it is out of scope for TSASP to provide training to allied professionals and the community. This would include law enforcement, Child Protective Services, prosecution, or other community-based organizations, or other agencies. So, with your applications, applicants that propose activities that are deemed out of scope may receive a deduction of points during the review process or depending, they could be eliminated from consideration entirely. This is really important because you could have a really well-written application with a corresponding budget, but if the project with something, say, like a sexual assault investigator, it would be removed from consideration because the criminal justice-related project is out of scope.

Well, let's talk about victim safety and confidentiality. OVW does not fund activities that jeopardize victim safety, deter, or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. You'll want to refer to the Solicitation Companion Guide on the OVW website for the list of activities. And then, the TSASP-specific activities that violate victim safety and confidentiality include procedures or policies that deny individuals' access to services based on their relationship to the perpetrator, couples counseling, family counseling, or any other joint victim offender counseling as a routine or required response to the sexual assault, and materials that are not tailored to the dynamics of sexual assault or to Tribal communities.

The OVW Priority Area. So, this year, in FY 2023, OVW has five programmatic priorities of which this priority area to improve outreach services and support for survivors of sexual assault from underserved victims within Tribal communities, particularly Two Spirit victims, is applicable to SASP. Note that applicants are strongly encouraged but you're not required to address this priority area. But applications that propose activities in this priority area will be given special consideration. Examples of activities that could address this priority area include proposing to provide services tailored to the needs of underserved population or expanding referral services to community-based organizations that served on a particular underserved community.

What is new this year? What is new this year with TSASP? The Violence Against Women Act of 2022 added direct payments to the list of items that may constitute intervention and related assistance for victims of sexual assault under the TSASP statute. So, what does this mean? What this means is that direct payments may be made to assist sexual assault victims and their family or household members for costs directly related to the sexual assault. And where possible, OVW encourages recipients to pay the vendors directly. And this is because direct payments require strong controls and oversight, including written policies and internal controls. It's not that it can't be done, but there're more restrictions. Examples of costs that direct payments may cover include but are not limited to replacement, bedding, clothing, or other household items. Securing new or temporary housing, including paying a security deposit, first month's rent or moving expenses, travel expenses, childcare expenses, food, utility assistance, other than utilities in arrears, and security measures such as wreaking locks, replacing a cell phone, who are purchasing a motion detector or security camera that does not require installation. You're going to want to see the funding restrictions in another part of

the solicitation, regarding not using grant funds for minor renovations. Also, specifically this year, as we've discussed, there are no more web-based documents or surveys. That means that your data requested with application and your budgets and others will be as attachments.

So, I just want to double check — are there any questions at this point? I don't see any in the chat. I'm going to keep pushing on.

Application Information. So, we'll turn to some key pieces of information that must be included in your application. So, here on this slide are the three major elements of the application. Three major elements -- and these will be uploaded to JustGrants as attachments. They include the proposal narrative, the budget detail worksheet and budget narrative, and the documents demonstrating authority to apply. Note that those are not required for Indian Tribes. Tribal consortiums need to doc--need a documentation of authority. See page 28 of the solicitation. Tribal organizations or nonprofit Tribal organizations will need a letter of support. See page 29 of the solicitation. Note that applications that don't have these three core documents, these following documents will be considered substantially incomplete. And this may result in removal from consideration of funding if awarded, or if awarded, may result in award conditions precluding access to funds. Bottom line, you must submit these three portions of the application.

Proposal narrative. Now let's take a closer look at several components of the application. We'll look at the proposal narrative, the budget and the documents demonstrating authority to apply. We'll also take a look though the data requested with application – you may know that as the former summary data sheet. First is the proposal narrative. You'll remember there are two types of project types, the Standard and the ITRSA Capacity-Building. And each project type has its own requirements and different points available. Under the Standard project type, there are three sections which applicants are required to complete. The first is the purpose of the proposal section, which is worth 20 points. And it describes the need for the project in the community including a demographic and geographical profile and a listing of community resources that should be followed by the What Will be Done section, which is worth 45 points and describes the activities that will be implemented under the project. In this section, applicants should clearly define and describe the project measurable goals, objectives, the activities, and timeline for implementation by project, month, or quarter and the person responsible for each task of the proposed project. Then, last is the Who Will Implement section, which is worth 20 points. And this describes the expertise of the key individuals and the organizations that will work on the project. Under the ITRSA Capacity-Building project because this is aimed at non-existent or new projects, the narrative is much more streamlined. So, we only have one section which is worth 80 points. And here, the applicant must describe the current service area. State whether the proposed project will establish new programming and/or expand existing programming in the area of sexual assault services. They should describe, if any, the services currently offered for victims of sexual assault in the service area, as well as services that the applicant would like to implement. The applicant should also describe

the safety needs of victims who will be served by this project and how the applicant intends to address those safety needs with this proposed project. They should list the individuals who will serve as the project coordinators and their expertise in sexual assault. And then, finally, they should identify and describe the role of the key individuals and/or organizations including project partners that will be involved in the proposed project. This is a hint, when you're drafting this proposal narrative, it can be very helpful that when you're drafting to use each question as a section heading to respond to and to not skip any questions. Skipping questions leads to missing information which can lead to missed points.

The budget detail worksheet and budget narrative. Let's look now at the budget detail worksheet and the budget narrative. We aren't going to go into a lot of great detail in this section of the application, as you can read the solicitation. But I want to review some points and provide some tips to focus on. One, the award period is 36 months. Budgets must reflect 36 months of project activity. Two, there is a set aside of \$35,000 for OVW sponsor technical assistance and travel. And this \$35,000 is the minimum. It's for the various trainings and conferences that OVW expects TSASP grantees to attend. You can budget more than the \$35,000 for travel. That's fine. A category that might be needed would be, say, local travel costs for an advocate to meet with clients. Maybe you want to add that to your budget. So, again, the \$35,000 is a minimum. Three, includes sufficient funds to fully provide language access or describe other resources available to ensure meaningful access for persons who are limited in their English proficiency because of their national origin or to fully provide access for individuals with disabilities or who are Deaf, hard of hearing. Please include monies for individuals with disabilities who are Deaf or hard of hearing. Basically, we really need to capture an address accessibility needs that must be in your budget. You will lose points if it's not in your budget. Four, make sure to compensate all project partners for their full level of effort unless otherwise stated in the partners' letter of support. And then, finally, five -- and this is a repeat -- you will upload the budget as an Excel document. And don't forget that budget narrative. If you are looking for an example budget on how to apply for funding, there is one on how to apply for funding resources, how to apply for funding/resources for applicants/budget information and sample budget detail worksheet. And I believe that that is in the chat box.

The documents demonstrating authority to apply. A few things to note for this documentation, as I mentioned before it's not required for Indian tribes. Tribal consortium members should provide demonstration of authority to apply from each member of their consortium. Tribal organizations and Tribal nonprofits should provide letters of support, and this is from each tribe to be served. If you need a sample letter, there's one available on the OVW "Resources for Applicants" website. Please note to make sure that your letters of support contain all the information requested in the solicitation. Don't simply copy the format in the sample letter.

The Grants Management Financial Division Documents, the data requested with application and the pre-award risk assessment. In the next couple of slides, we're going to focus on aspects of your application that relate to the documents that our financial

team, the Grants Management Financial Division or GFMD reviews. We're going to discuss some of the items that GFMD has identified from prior years applications that can help with expediting their review process. I'm only going to highlight certain aspects going forward. Again, the pre-award risk assessment and the data requested with application, and provide you with a link to a detailed webinar on how to provide the budget that will be included in your application. First is the data requested with application or the summary data sheet, which is completed by all applicants and, again, uploaded into JustGrants. In our solicitation, the list of questions begins on page 17 of the solicitation and it's under the heading "Summary Data Sheet."

Two items that GFMD has asked or would like me to discuss with you are the single audit response and the IRS three-steps safe harbor procedure. First is the single audit response, which is question three on the summary data sheet. So, OVW requires that all applicants provide a statement as to whether they have expended \$750,000 or more in federal funds during their last fiscal year. Then, if they have, they then indicate this, and specify the end date of their last fiscal year. What GFMD is finding is that applicants do not always include all of this information. So, please ensure this question is answered in its entirety when you're answering the questions for the summary data sheet. And then, next is a question specifically for nonprofit organizations and this is question number five. If the applicant is a nonprofit and you use the IRS three-step safe harbor procedure to determine your executive compensation, you are required to provide a disclosure letter.

The next item is the pre-award risk assessment questions. This assists GFMD during the pre-award risk assessment review for all applications. The pre-award risk assessment questions begin on page 18 of the solicitation. Each applicant must prepare a response to all 11 questions. Please note that each question has multiple parts to it. GFMD has noticed from prior years that applicants do not always fully answer all parts of the pre-award risk assessment questions, which, in turn, then requires them to reach out to the applicant and it may delay funding decisions. Some of the most common issues encountered have been, for example, with question number two, where the applicant indicates that they have internal policies, but they don't provide a brief list of the topics covered in the policies and procedures. On question number three, some applicants fail to provide a brief summary of the organization's process for tracking expenditures. And more specifically, whether or not it tracks budgeted versus actual expenditures. So, these are just a few examples, but in general, please, make sure that you've read each component under every question and provide a full and comprehensive response, both the summary data sheet and pre-award risk assessment questions must be uploaded in the section with your proposal narrative. That's very important. I'm going to repeat that. Both the summary data sheet and the pre-award risk assessment questions must be uploaded in the section with your proposal narrative. And GFMD, on this slide, wanted to highlight some resources that are available to you when you're creating your budget to be submitted with your application. So, over the last couple of years, GFMD has developed a detailed webinar presentation on how to develop a budget to be submitted with the OVW applications. And this presentation addresses some of the challenges that you might face with your budgets, and it

provides insight on OVW's budget review process. This webinar link can be found on this slide.

Next up is the uniform guidance, which can be found at 2CRF200. Use your favorite search engine for this one, but I also have a link on this slide. And then, other resources that they've included are the DOJ Financial Guide, and then the solicitation itself. And then, if you have questions, GFMD recognizes this is a lot of information to process. So, if you have questions about the GFMD information discussed, please feel free to reach out and contact the GFMD helpdesk. You can reach them at 888-514-8556 or OVW.GFMD@usdoj.gov. They're very nice, very helpful.

Now, we'll get into some tips. I'm going to go over some tips that may improve your chances of becoming a TSASP grant recipient. This following list -- it's not a guarantee that you'll get funded, but it is intended to assist you with submitting a strong and responsive application. First, read the solicitation. I have not reviewed every section of the solicitation in this presentation, so please read it. As I've mentioned, it is the applicant's responsibility to read the solicitation in its entirety. Everything that needs to be included in or with your application is mentioned in the solicitation including the supporting resources and links that are referenced in the solicitation for you. For an application to be considered complete and moved to the next review process, it must include those three components of a proposal narrative, a budget worksheet and narrative, and if necessary, the documents demonstrating authority to apply. All right. Without those, it's incomplete. Also, letters of authority or other documents that do not contain signatures are considered incomplete. Another tip, utilize the application checklist that's on the last page, page 40, when submitting an application. I'm going to repeat this. Utilize the application checklist on page 40. It outlines all the documents that you might need with your solicitation. Ensure the project designs and budgets account for the access needs of individuals with disabilities, including physical or cognitive disabilities, those who are Deaf or hard of hearing, and as well as people who have limited English proficiency as so many applicants skip this step and lose points on their applications.

Tips continued. So, just a few more tips and then we are almost done with our session. Please allow plenty of time to gather the required information, especially the signatures on any documents demonstrating authority to apply. To avoid any possibility of missing the submission deadlines, please submit your application as far in advance of the deadline as possible.

So, technical issues may and sometimes do arise of the number of individuals who are seeking assistance from Grants.gov and then JustGrants increases on or near the submission date. Make sure that your application is easy to read and follow for all the reviewers. You can use the heading and sub-heading titles that are in the solicitation for each section. That greatly helps. And then, please be sure that the application and your responses to the program requirements and the expectations are complete and that they're clearly written. You can try and avoid using acronyms. Another tip, JustGrants only accepts three formats Microsoft Word, PDFs, or text document formats. So, please

make sure that your attachments are in one of these formats. Also, consider printing out your application before submitting it to ensure appropriate formatting and adherence to page limits. Another tip, please number the pages in your application. This is another area where I see so many applicants lose really easy points. They don't number the pages and the narrative. And finally, if your name and contact information are listed as the Point of Contact or POC for the award, please monitor your inbox including your spam folder. There are times that the system may reject your application and you really want to make sure that you're not receiving any of those alerts.

Contact information. This last slide is another resource slide with important deadlines to help you. So, we have the link to the solicitation, those are reminders to confirm your SAM, Grants.gov, and JustGrants registrations along with the deadlines. There's phone numbers and email contacts for Grants.gov and JustGrants. And then, also, feel free to join TSASP Solicitation Hours Live. TSASP is going to host solicitation hours. They will be every Thursday throughout the month of April, so starting April 6 through April 27 from 5:30 to 6:30 PM Eastern Standard Time. If you join the call, we'll answer any questions you might have. If you prefer to email, please write to OVW.Tribal.SASP@usdoj.gov. I would ask, that you not write directly to me at my address. And the reason for this is that during solicitation season, this box is for dedicated TSASP solicitation questions only and this box is monitored frequently. There's much less competition. So, if you email me directly, your email could get lost with many other emails that I have or it may not be read because I'm out of the office, but if you email this box instead, it'll get a lot more attention. And then, last on this slide, again, I have the email and the phone number for GFMD for any financial assistance. Okay.

So, thank you so much for attending today's session. Does anyone have any questions at this time? I'm not hearing any questions. I'm not seeing any questions. Again, if you do have questions, you can reach out to me. You can email to OVW.Tribal.SASP@usdoj.gov, or you could call the phone number, 202-307-6026. Again, this webinar will be posted on the OVW website in a couple of weeks. If you'd like to re-watch and have all this information available to you, all of this information is also available in the solicitation. So, thank you so much for joining us today.