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Issue 014

March 2024



◆ Building Organizational Financial Management Capacity ◆

RESPECT ◆ RESPONSE ◆ RESULTS

## Tribal Financial Management Center Newsletter

### Note From the Project Director



TFMC would like to take a moment to thank you for participating in the 2024 Annual Needs Assessment Survey. The survey was sent out to grantees at the end of last year to identify the common needs of OVC American Indian and Alaska Native grantees and learn how to best meet those needs. We have captured feedback on best practices. This feedback will allow TFMC to continue to effectively assist you on your journey in managing the financial aspects of your federal awards. An executive summary will be shared with you in April so you may see how we plan to implement your feedback to meet your needs.

TFMC looks forward to continuing our work assisting you with successful financial management and is excited about what is to come in 2024..

## TFMC Announcements

### [Congratulations to the OVC Tribal Division](#)

Congratulations to the OVC's Tribal Division for receiving an Attorney General Award for Exceptional Service in Indian Country. The award recognized the extraordinary achievements of this team in creatively visioning how grant programs can support bringing justice and healing to crime victims in Indian Country and Alaska Native Villages. The team demonstrated their dedication to serving the AI/AN population and their faithful commitment to upholding the trust relationship between the Federal and Tribal governments.



### [New Tribal Grants Financial Management Training \(TGFMT\) Certificate Graduates](#)

Congratulations to the new TGFMT certificate graduates that took place December 2023 through January 2024. If you need to complete this DOJ requirement, please see the registration link below to register for the next session.

**We are excited to announce the next TGFMT course will begin April 23, 2024.**



### [TVSTTA Onsite Grantee Events](#)

TVSTTA Onsite Grantee Events will be taking place soon. Each will focus on financial management training along with office hours with TVSTTA and TFMC.

These events will take place on

- March 19th and 20th in Palm Springs, California
- April 23rd and 24th in Oklahoma City, Oklahoma

## **OCFO 2024 Grant Financial Management Seminars**

Upcoming [seminar registration dates](#) will be announced in an email notification to all OJP grantees a few days before each registration opens.

- April 16-17, 2024 (Tribal only)
- July 10-11, 2024
- August 6-7, 2024
- September 11-12, 2024 (Tribal only)
- October 2-3, 2024
- November 6-7, 2024

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## **On-site Office Hours**

If you would like to attend on-site office hours, please reach out to your Financial Specialist or email [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) at any time or schedule a virtual session to work on the financial aspects of your OVC awards.

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## **Latest Tools and Resources**

Find the following new TFMC tools and resources for your use by visiting [TFMC's site](#) to viewing. Explore and download files, step-by-step guides, examples, visuals, resources, and references.

### **NEW Project Period Learning Path**

We now have two courses available on the topic of Project Period Extensions.

- Course #1 is Introduction to Project Period Extensions.
- Course #2 is Project Period Extension Grant Award Modification (GAM). Please see the description below for what is covered in each course.
- The final course, Course #3 will cover the Budget Modification GAM. This course is still under construction.



To enroll, go to TFMC's online learning portal to take the course. Visit <https://ovctfmc.litmos.com/self-signup/> and use code 4444 on the sign-up screen to gain access.

When you submit the code, you will receive an email to access the training.

**Course #1 (30 minutes)** -Introduction to Project Period Extensions - This course covers the requirements and criteria for submitting a project period extension, the process for requesting an extension, and how to receive additional support during this process.

**Course #2 (30 minutes)** –Project Period Extension Grant Award Modification (GAM) – This course covers how to discuss the extension process with your Grant Manager, prepare a justification and a revised project timeline, and submit the Project Period Extension GAM.

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## TFMC Spotlight

### Meet April Bird



**April Bird**  
Tribal Financial Management Center  
(TFMC) Lead Financial Specialist

*April is a member of the Eastern Band of Cherokee Indians in North Carolina.*

"I have always wanted to help other tribes with the knowledge that I have received here on my reservation or on the Qualia boundary," said April Bird.

She has for four years worked as a Lead Financial Specialist for the Tribal Financial Management Center (TFMC) and helped many tribes find potential financial resources and succeed in achieving their goals.

She leads the training and technical assistance team (TIA) who help tribes across the lower 48 and in Alaska with the financial aspects of their TVSSA awards and the CTAS Purpose Area 6.

She shares her knowledge of budgeting, finance, and financial management tools with grantees so they can then help their victims of crime.

One of the best changes she has recently seen is the growth in grantees' recognizing TFMC as people who can assist with their budgets, reporting, and financial reporting.

"They will say, 'You helped me with this before. Can you help me with this again?'" said Bird, which they gladly continued helping them. If onsite meetings aren't possible, there are always virtual office hours. Virtual office hours allow grantees to join a call and share questions and answers. "It's beneficial to the grantees because they may have something [such as similar questions] along the same lines as someone else," said Bird. Questions may range from do I have to do a budget modification, or do I have to let my grant manager know? Grantees who attend the virtual office hours gain knowledge through listening to other people's questions and answers.

Some virtual office hours may be topic specific such as project period extensions.

They may also have virtual breakout rooms where financial specialists can meet individually with a grantee. Once grantees have been assisted then they are brought back into the main virtual room. This method also allows grantees to gain knowledge through a one-on-one interaction. Meeting this way also helps grantees fulfill a requirement of the award, which is to pass the Grant Financial Management Training (GFMT). By providing these different



communication options, grantees can comfortably communicate and get their questions answered.

She hopes to continue helping grantees gain the financial knowledge they need so that they can successfully grow their victims of crime programs and assist their victims. There still exist many areas that desperate need these services for women and men of domestic violence.

"If we can make just a small difference to help these grantees get their funding and be able to draw down their funds so that they can create things like safe places, it makes me feel better about the work that I do. And it makes me want to be successful and help as many people as I can."

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## Upcoming Events and Deadlines

### **From the Director's Desk**

OVC **Director Kristina Rose** briefs the field about OVC programs and initiatives to improve options, access, and information for all victims and survivors of crime. The calls are scheduled for the second Thursday of the month at 3 p.m. eastern time. The field is encouraged to email any questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov).

Listen to recordings of previous sessions [here](#), including [special edition](#). In recognition of the second anniversary of her appointment, Director Rose provides a longer briefing that explores OVC's efforts to increase options, access, and information for all crime victims and survivors over the past 2 years.

Registration is not required. To join call: 415-655-0003, enter the Access Code 161 381 0700 # and press # when prompted for the attendee ID.

### [Funding Opportunities](#)

#### [NIJ FY24 Research on the Abuse, Neglect, and Financial Exploitation of Older Adults](#)

**Closing Date:** April 15, 2024

**Grants.gov Deadline:** April 1, 2024, 11:59 pm Eastern

**JustGrants Deadline:** April 15, 2024, 8:59 pm Eastern

The NIJ seeks applications for funding for rigorous research and evaluation projects in four topical areas:

- Evaluation of programs that seek to prevent, intervene in, or respond to the abuse, neglect, and financial exploitation of older adults.
- Evaluation of prevention and education programs related to financial fraud and exploitation of older adults.
- Research on individuals who abuse (either financially, physically, sexually, and/or emotionally) or neglect older adults.
- Forensic research involving the development of radiographic evidence and bioinformatic approaches relevant to the physical abuse of older adults.

#### [Promote the OVC Child Victims and Witnesses Support Materials](#)

**Closing Date:** Tuesday, April 30, 2-24

In an effort to increase access to these materials, the Center for Justice Innovation, Inc., through funding from OVC, is accepting applications from organizations who wish to print and disseminate copies of the resources in the OVC Child Victims and Witnesses Support Materials series. These materials were designed to support children and youth during their involvement with the justice system as a victim or witness to a crime.

### [2024 National Crime Victims' Rights Week](#)

The 2024 National Crime Victims' Rights Week will take place April 21-27. The theme this year is *How Would You Help?* which is a call-to-action to create safe environments for crime victims to share their stories. Creating safe environments creates places where victims can find support, get life-saving services, and more.



## Reporting Requirements

**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

**April 30**

July 30

October 30

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 No Later Than

**July 30**

January 30

JustGrants Support Phone: 833-872-5175

JustGrants Help Desk Email: [JustGrants.Support@usdoj.gov](mailto: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 No Later Than

**April 30**

July 30

October 30

January 30

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

OVC PMT Helpdesk Email: [ovcpmt@usdoj.gov](mailto: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.

## Important Information

This Presidential, OMB and Treasury requirement will prevent public users from logging into ASAP.gov. **Recipient organization users will not be able to log into ASAP.gov until they enroll and register multi-factor authentication in either ID.me or Login.gov.** Please see [Login.gov's Frequently Asked Questions](#) if you have any further questions.

The ASAP team is hosting free webinars for recipient organization users to learn more. Upcoming webinar dates are listed below. Register at [www.fiscal.treasury.gov/asap](http://www.fiscal.treasury.gov/asap).

- ASAP.gov: How to Make an ASAP.gov Payment Request,
  - o 03/27/2024, 2:00 - 4:00 pm ET
- ASAP.gov: Federal Agency Training,
  - o 04/03/2024, 2:00 - 4:00 pm ET
- ASAP.gov: How ASAP.gov Recipients Enroll,
  - o 04/10/2024, 2:00 - 4:00 pm ET

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## Helpful Resources

### JustGrants Virtual Q&A and Training Sessions

The JustGrants team facilitates weekly sessions covering the following topics:

- Post-Award Management Virtual Q&A
- Entity Management Virtual Q&A
- Application Mechanics: Submitting an Application Training
- Award Acceptance Virtual Q&A

Participants receive topic-specific training, direct technical assistance, and support on JustGrants system functionality. [Register](#) for an upcoming session.

- [TFMC](#) is available to assist! Reach out to your Financial Specialist or submit a request to our [Virtual Support Center](#). We want to hear from you!



**Reminder: JustGrants Account Management and Security Policy** Don't forget to log in to your JustGrants account **at least once every 90 days!** Accounts that are inactive for 90 days are disabled. You also must also change your password every 90 days. You can [reset your password](#) at any time while your account is active.

If your account is disabled and you need to reactivate it, you must contact the [JustGrants service desk](#) to first reactivate your account. The service desk will then email you to initiate your password reset. Only the Entity Administrator [can assign appropriate roles](#) to all users from your organization in JustGrants. An active Entity Administrator is critical for timely application submission and management of awards. An entity cannot apply for DOJ funding opportunities if an Entity Administrator's account is disabled due to inactivity, so it is critical to keep the account active.

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Bookmark the new TFMC OJP webpage for **updates, news, tools, resources** and to **request individualized grant financial management technical assistance.**

[OJP.gov/TFMC](https://www.ojp.gov/TFMC) 

**Tribal Grants Financial Management Training  
Journey with us!**

To learn more and register [click here.](#)



## Contact the TFMC Virtual Support Center

Ask questions or request individualized grant financial management training and technical assistance by calling the Tribal Financial Management Center (TFMC) Virtual Support Center at 703-462-6900 or emailing [TFMC@OVCTFMC.org](mailto: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](mailto:TFMC@OVCTFMC.org). Visit [OJP.gov/TFMC](https://www.ojp.gov/TFMC) for additional resources and information.

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Contact the Virtual Support Center [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) or 703-462-6900

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