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Issue 017

December 2024



◆ Building Organizational Financial Management Capacity ◆

RESPECT ◆ RESPONSE ◆ RESULTS

# Tribal Financial Management Center Newsletter

## A Note From the Project Director



I hope this message finds you well and in good spirits as we approach the holiday season! We have some exciting updates to share with you.

First, our Office for Victims of Crime (OVC) Tribal Financial Management Center (TFMC) Financial Specialists attended the 18th National Indian Nations Conference in Palm Springs, California, December 9–13. This was a wonderful opportunity for us to connect with you in person. Thank you to everyone who stopped by our table to say hello and meet with us to address your financial management needs. We are

always available to support you—feel free to email us at [TFMC@usdoj.gov](mailto:TFMC@usdoj.gov) for any

questions you may have!

Additionally, we are delighted to share that the Tribal Advisory Council held its first in-person meeting on December 9. This meeting marked an important milestone for us, and we enjoyed engaging in meaningful discussions and collaborations with council members. We want to acknowledge Director Kris Rose and her commitment to working with tribes. We appreciate her efforts to reduce barriers that may hinder tribal communities, from accessing funding and critical resources needed to serve their communities to responding to the needs of crime victims.

We are excited to announce that registration is now open for the Tribal Grants Financial Management Training, which begins on January 7. This training will help you enhance your skills and maximize your potential in grants financial management. We encourage you to take advantage of this valuable opportunity.

We also want to express our heartfelt thanks to everyone who joined us at our onsite Western Regional Open Office Hours last month. It was a pleasure meeting so many of you.

As we wrap up the year, we wish you all a joyous holiday season filled with happiness and warmth. We look forward to continuing our work together in the new year!

**Lanisha Bell, Project Director**

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## TFMC Announcements

### New TFMC Contact Information

Our contact information has changed! Don't forget to add the new Virtual Support Center (VSC) email address to your contacts and bookmark our website URL.

**New VSC Email Address:** [TFMC@usdoj.gov](mailto:TFMC@usdoj.gov)

**New TFMC Website URL:** [ojp.gov/TFMC](http://ojp.gov/TFMC)

Visit our website for the latest resources, events, and more. If you have any questions or need assistance, please don't hesitate to reach out to us at our new email address.

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## Mark Your Calendar for the Next Tribal Grants Financial Management Training Course!

We are thrilled to announce that the next Tribal Grants Financial Management Training (TGFMT) course is set for January 7 - February 13, 2025!

This training consists of a brief orientation and five 1-hour virtual sessions and activities on the TGFMT Learning Portal. These sessions will help you meet the U.S. Department of Justice (DOJ) Grants Financial Management Training requirement and receive your certificate. You will also receive a desk reference study guide with important concepts; resources; and space for notes, reactions, and questions. Additionally, TFMC's dedicated financial and technical assistance specialists can provide you with technical assistance with grants financial management. **Registration is open until January 6, 2025.**

[Secure your Spot Today](#)

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## Western Regional Open Office Hours Recap

Thank you to everyone who joined us for the Western Regional Open Office Hours from November 4–8, 2024, in Phoenix, Arizona. It was truly rewarding to work with grantees from Alaska Native Villages, the Navajo Nation, and pueblos, each bringing unique experiences to our one-on-one technical assistance sessions. We appreciate the dedication and openness shown by new and seasoned financial specialists as we tackled budgeting, planning, and sustainability goals together.



Our team is grateful for the trust the Alaska Native communities placed in us as we worked with them through the complexities of budgeting and technical assistance plans. We also provided guidance for new grant administrators, from understanding solicitation requirements to navigating allowable costs, making these sessions supportive and productive.



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## Upcoming TFMC Onsite Open Office Hours

Our dedicated TFMC specialists will host onsite open office hours to provide training and technical assistance on key topics, including Grant Award Modifications, preparing for enhanced desk reviews, preparing for an Office of Inspector General audit, budget modifications, and budget clearance for 2024 applications.

### Upcoming Onsite Open Office Hours:

- **January 14-15, 2025:** CTAS Orientation, Seattle, Washington
- **March 24-28, 2025:** Oklahoma City, Oklahoma
- **May 6-8, 2025:** Seattle, Washington

In addition to group sessions, our specialists will be available for one-on-one meetings to address grantees' questions, provide resources, and collaborate on specific needs. We look forward to supporting you with the expertise and guidance you need to succeed.

If you would like to attend onsite open office hours, please email [TFMC@usdoj.gov](mailto:TFMC@usdoj.gov) or schedule a virtual session to work on the financial aspects of your OVC awards.

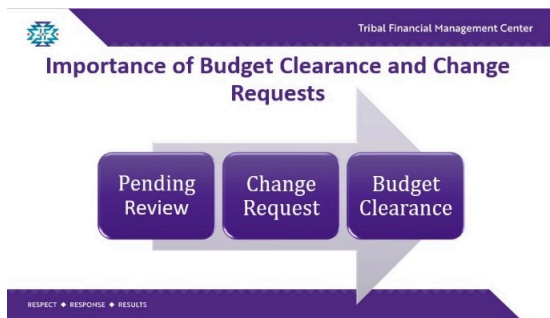
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## Latest Tools and Resources

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

### Strategies for Success: Navigating the Budget Clearance Process





During this [training](#), TFMC financial specialists outlined essential steps for securing OVC budget approval, addressing common challenges, and assigning grant award responsibilities. As a valuable reference, the [Creating an Entity Budget Guide Sheet](#)

complements this process by providing a framework for setting up a solid budget team, aligning financial goals, and establishing timelines.

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## Work With Us!

### Grant Financial Specialist - Tribal Victim Services

The TFMC team seeks a grants financial specialist to support American Indian and Alaska Native communities. In this role, you'll provide technical assistance to DOJ grantees, helping them enhance their financial management capacity to better support victim services and justice programs. This position is fully remote with up to 25% travel, requiring expertise in federal grants and financial management and a deep understanding of Native cultures.

[Learn more and apply.](#)

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## TFMC Spotlight

### Meet Mary Jean Duncan

Nestled in the heart of the Angoon Community Association, Mary Jean Duncan has found a meaningful way to give back to her people after retiring from a remarkable 33-year career as a teacher. Two years into retirement, she continues to make a difference—this time by working with families through victim services programs and harnessing the power of community gardening.

The Hydroponic Farm initiative stands out as a unique grant focused on delivering fresh, locally grown produce to families in need. In a community where access to fresh food is limited and grocery supplies must travel by ferry, this initiative addresses a critical gap by improving food availability and nutrition. "The ferry comes maybe every 2 weeks, so you can imagine the state of our vegetables," Duncan explains. The hydroponic garden,

however, changes that dynamic, delivering cucumbers, peppers, and other fresh produce directly to families.

TFMC collaborated with Duncan and an OVC Grant Manager to review the program's goals and assess the feasibility of implementing them through the OVC award. Once the program received approval, TFMC worked closely with Duncan to modify the scope to include the Hydroponics Farm. After the revised scope was approved, Duncan and TFMC focused on making the necessary budget adjustments for final approval. While the process was a long and collaborative effort, it has now sparked interest among other Alaskan grantees who are exploring the possibility of establishing their own Hydroponics Farms.



Duncan smiles when reflecting on how the garden impacts her community. "It's such a joy to see students involved in harvesting and bagging the vegetables, knowing they're directly helping families. The best part is handing out the produce and seeing the happiness it brings." These small acts of care ripple outward, providing sustenance and a sense of dignity and support for victims' families.

Looking ahead, Duncan is particularly excited about the program's future. Thanks to federal funding, plans are underway to construct another building to house the garden. "This will allow us to grow even more, using advanced food production methods," she says. "There's nothing like the quality of produce grown in good soil."



**Example of a Hydroponic Garden**

By intertwining education, tribal justice initiatives, and hands-on community care, Duncan exemplifies how victim services can extend beyond the courtroom to touch lives in the most tangible ways. Through OVC-funded projects like the garden, Duncan is helping to grow not just vegetables but also hope, resilience, and connection within her community.

Her message to other grantees is simple but powerful: "Programs like this can truly make a difference. They not only support [the] families of victims but also bring the community together in ways that matter deeply."

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## Upcoming OVC Events

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

Second Thursday of the month at 3:00 p.m. ET

**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 3:00 p.m. ET. Each briefing is scheduled to last approximately 5 minutes. The field is encouraged to email any questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov). You can listen to previous session recordings on this [OVC web page](#).

Registration is not required. To join, dial 415-655-0003, enter the access code 161 381 0700 #, and press # when prompted for the attendee ID.

### **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.

### **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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## 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.

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## **Multi-Factor Authentication Requirement**

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.

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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://ojp.gov/TFMC)** 



## 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@usdoj.gov](mailto:TFMC@usdoj.gov).

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@usdoj.gov](mailto:TFMC@usdoj.gov).** Visit [OJP.gov/TFMC](https://ojp.gov/TFMC) for additional resources and information.

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If you no longer wish to receive any emails from TFMC, [unsubscribe from this list](#).

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

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