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# OVC TFMC

◆ Building Organizational Financial Management Capacity ◆

RESPECT ◆ RESPONSE ◆ RESULTS

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## Message from the Project Director



**Sheree Hukill**  
TFMC Project Director

I have found myself taking a lot of deep breaths recently as I know you have as well. On behalf of the OVC TFMC team, our thoughts and hearts are with all of you, especially those most impacted by the coronavirus. I know many of you are on the front lines protecting and supporting your community through these challenging times. Thank you for your selflessness. The resiliency and kindness I have witnessed provides hope and confirms we will get through this together. OVC TFMC is here to assist you navigate this uncharted territory and are pleased to share our first batch of Financial Policies and Procedures Guide

Sheets with you. Please do not hesitate to reach out to us with questions and/or requests for virtual training and technical assistance (TTA). We are operating virtually for the time being and look forward to getting back out on the road to visit with you and learn about the critical work you are doing in your communities.

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## Virtual TTA Sessions

TFMC is available to provide virtual financial management training and technical assistance (TTA) support to OVC grantees and applicants. Virtual TTA offers a valuable learning opportunity for you (the grantee/applicant) to receive individualized support at your convenience. Virtual TTA is tailored to specifically assist you with any concerns and/or questions you have related to the financial aspects of your OVC award. TFMC will collaborate with you to develop an agenda and determine the best dates and times for you and your team. We look forward to continuing to work with you throughout the lifetime of your OVC funded victim services project.

If you are interested in scheduling a virtual TA session at no cost, please contact the Virtual Support Center at 703.462.6900 or click the button below to email us.

[Email us at TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)

[Review the Latest Communications From OJP and OVC TFMC](#)

During this time of uncertainty, OVC Tribal Financial Management Center (TFMC) will continue to offer virtual training and technical assistance support through:  
Phone/e-mail ♦ Screen and File Sharing ♦ Webinars ♦ Resources and Tools ♦ Virtual Peer Learning Circles

[Click to Request Support from our Virtual Support Center](#)

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## Meet TFMC's Project Specialists

TFMC has dedicated Project Specialists available to provide support in the coordination and delivery of grant financial management support to OVC VSSA and CTAS applicants and grantees.



## Christina Cain

- I enjoy traveling and the opportunity to experience and learn about different cultures firsthand. I've traveled to 11 different countries and 18 different states.
- I enjoy and appreciate all forms of art, performing arts being my favorite. I played the clarinet for 8 years and piano for 10 years.
- My favorite pastime is listening to music and being outdoors with my family (walking, hiking, the beach, playing/watching sports).

## Janet Ojeda

- I grew up in an Army family, which allowed me the opportunity to live in South Korea, Germany, Japan, Guam, South Carolina, Kentucky, and Georgia.
- My multicultural heritage and military-family roots have taught me to be flexible, adaptable, and open-minded. My experiences have contributed to my expertise in providing culturally appropriate and individualized TA and training to ensure the needs of the diverse communities I serve are met.
- I enjoy movies, reading, and spending time outdoors with my two dogs, Zeus and Zoey, and my horse, Baron.



## Jennifer Shewmake

- I enjoy kayaking and paddle-boarding.
- I am a coffee enthusiast.
- I love tacos and tattoos.



## Tara Ballesteros

- I love big skies, crisp nights, snowy days, rugged peaks, and long treks with the dog.
- I ran the Dublin marathon when I was young and fit and [@native\\_women\\_running](#) on Instagram is providing inspiration to get back out there.
- I NEVER turn down Mexican food and am always in search of the perfect queso.



## Tasneem Tripathi

- I swim and completed a triathlon, half marathon, and other races.
- I enjoy reading memoirs.
- I climbed Mt. Kilimanjaro.

## Latest Tools and Resources

### Newly Released: OVC TFMC Policies and Procedures Guide Sheets

Plain language, easy-to-follow tools organized by topic area and designed to assist tribal grantees in developing and/or enhancing comprehensive financial policies and procedures.

**Accounts Payable Guide Sheet**

**Grant Adjustment Notice (GAN) Guide Sheet**

**Subrecipient Monitoring Guide Sheet**

**Policies and Procedures Guide Sheets**

## Tools and Resources

### Download the Accounting Software Guide

- A side-by-side summarized comparison of the most widely-used accounting software to date [Download here](#).

### Access the playback for webinar content

- **Overview of an Effective Financial Management System** (January 2020)  
- Learn how an effective and efficient financial management system enables accurate, current, and complete disclosure of financial information while providing for oversight and protection of federal funds. [Access Playback](#).
- **Post-Award Grant Management** (November 2019) - Learn how to comply with grant agreements including when and how to submit administrative, financial, and audit reports; how to draw down grant funds; and our most frequently requested topic – how to execute budget modifications. [Access Playback](#).

### Additional:

- [OVCTFMC.org](#)
- [Virtual Support Center](#)
- [Financial Management Guide Sheets](#)
- [Links to DOJ and Federal grant requirements](#)

## Upcoming Events

TFMC WEBINAR

**DIRECT  
AND INDIRECT  
COSTS (COST  
ALLOCATION  
PLAN)**

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MARCH 25, 2020

This event will start at 2:00 PM eastern

EVENT

**NATIONAL  
CRIME  
VICTIMS'  
RIGHTS WEEK  
(NCVRW)**

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APRIL 19-25, 2020

Every April, OVC helps lead communities

(11:00 a.m. pacific) and will last approximately 1 hour. Please [register](#) and join us for this webinar.

throughout the country in their annual observances of NCVRW - (April 19 - 25). This year's theme is Seek Justice | Ensure Victims' Rights | Inspire Hope.



Representatives from OVC TFMC will be attending and are available to meet with grantees.

Please email [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org) or call 703-462-6900 if you will be there.

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## Reporting Requirements

\*Updated deadlines received from OJP are reflected below. Due dates for the period January 1 – March 31, 2020 have been extended due to the evolving nature of the COVID-19 situation, however grantees will continue to receive automatic delinquency notifications from GMS. Reports will be considered delinquent after June 30, 2020.

**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

**June 30\* (due date extended)**

July 30

October 30

January 30

**GMS 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 by (no later than 30 days after the end of the reporting period):

**July 30**

January 30

**GMS Help Desk:** 888-549-9901

**GMS Email:** [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov)

**Log into GMS:** <https://grants.ojp.usdoj.gov/gmsexternal>

**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 by (no later than 30 days after the end of the reporting period):**

**June 30\* (due date extended)**

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

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## Photos While On-Site

Pictured are a few of our TFMC team members visiting with the Wichita and Affiliated Tribes in February 2020. Oklahoma Regional Roundtable Discussion attendees were given a tour of the Grey Snow Eagle House in Perkins, Oklahoma in March 2020.





Photos used with permission from Alicia Nevaquaya, Tara Ballesteros, Sheree Hukill, and Lydia Goodner.

## Shared Wisdom

Download this Shared Wisdom as a desktop background:

[Standard Download](#) | [Widescreen Download](#)





## Contact the TFMC Virtual Support Center

Ask questions and/or request individualized grant financial management training and technical assistance by calling the Tribal Financial Management Center (TFMC) Virtual Support Center 703-462-6900 or emailing [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org).

**OVC Tribal Financial Management Center (OVC 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. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office of 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 [OVCTFMC.org](http://OVCTFMC.org) for additional resources and information.

### Has your grant or financial point of contact recently changed?

Reach out to [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org).

To change how you receive these emails [update your preferences](#).  
If you no longer wish to receive any emails from OVC TFMC, [unsubscribe from this list](#).

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

