

## Guide to Submitting FULL Application (Due June 15, 2020)

**Important Note:** This Guide should be used only AFTER an applicant has submitted a pre-application in GMS and received an email notification informing them that their application needs to be “change requested.” (To see the steps to submit a pre-application, please reference the Guide to Submitting Pre-Application in GMS at <https://grants.ojp.usdoj.gov/TVSSA/>).

### Section 1—Login to GMS

--Go to the following website: <https://grants.ojp.usdoj.gov/gmsexternal/>

--Enter your username and password, then click the green **Sign-in** button. If you are unable to login, please contact the GMS Helpdesk at 888-549-9901, option 3.

Username
Password
<b>SIGN IN</b>

--You will be logged into to GMS and will see the **GMS Home/Applications** screen. **Proceed to Section 2.**

### Section 2—Re-submit your Full Application

--On **GMS Home/Applications** screen, locate your Tribal Victim Services Set-Aside Formula Program application.

Correspondence
<a href="#">1 New Message(s)</a>
<a href="#">Compose message</a>

--Click the **"1 New Message"** link (shown above) in the **Correspondence** column for your application.

Correspondence		New Mail		
<a href="#">New Mail</a>	✉	Date	Sender	Subject (Click to Read Message)
<a href="#">Sent Mail</a>	✉	2020-03-06 11:17:00.0	Roddy, AI	<a href="#">Application Change Request</a>
<a href="#">Old Mail</a>				
<a href="#">Send a Message</a>				

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--Click the **"Application Change Request"** link in the *Subject (Click to Read Message)* column in the New Mail inbox.

**Read Mail**

**To:** OVC FY 2020 Tribal Victim Services Set-Aside Formula Program

**Subject:** Re: Application Number 2020-40177-DC-AJ

<a href="#">Old Mail</a>	<b>Message:</b> Please re-submit your Tribal Victims Set-Aside Formula Program (Full Application) with the following changes:  1) Revise the "Proposed Project" in Box 13 to up to five years 2) Revise the (Federal) "Estimated Funding" in Box 15a to the amount specified for your organization in the "FY 2020 TVSSA Formula Allocations" spreadsheet located here: <a href="https://grants.ojp.usdoj.gov/TVSSA/">https://grants.ojp.usdoj.gov/TVSSA/</a> 3) Answer "No" to the Executive Order 12372 process in Box 16 4) Upload your Program Narrative, Budget Detail Worksheet, and any other associated documentation
<a href="#">Send a Message</a>	
<a href="#">Help/Frequently Asked Questions</a>	
<a href="#">GMS Home</a>	
<a href="#">Log Off</a>	
<a href="#">Back</a>	

--Review the instructions in the **"Message"** text box (shown above) with regards to submitting your Full Application, then click the **"GMS Home"** left side link to return to the GMS Home/Applications screen.

Status	Correspondence	Action
	No Messages <a href="#">Compose message</a>	<a href="#">Update</a>

--Click the **"Update"** link in the Action column (shown above) for your Tribal Victim Services Set-Aside application.

--Note: You may click any of the below side links in your application to return to a particular screen in your application. Scroll below to continue working on your application on the “**Overview**” screen.

- [Overview](#)
- [Applicant Information](#)
- [Project Information](#)
- [Budget and Program Attachments](#)
- [Assurances and Certifications](#)
- [Review SF 424](#)
- [Submit Application](#)

[Help/Frequently Asked Questions](#)

[GMS Home](#)

[Log Off](#)

--On the *Overview* screen, ensure that the radio-button for “**Is this application subject to review by state executive order 12372 process?**” is set to “**No. Program is not covered by E. O. 12372**”.

--Then click the “**Save and Continue**” button.

*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes. This preapplication/application was made available to the state executive order 12372 process for review on <input type="text"/> / <input type="text"/> / <input type="text"/> <input checked="" type="radio"/> No. Program is not covered by E.O. 12372 <input type="radio"/> N/A. Program has not been selected by state for review
<input type="button" value="Save and Continue"/>	

--Block 16 of the Review-424 screen (side link) will be updated as shown below.

<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
Program is not covered by E.O. 12372

--Click the “Project Information” side link

- 1) --On the *Project Information* screen, change the **Proposed Project** Start Date and End Date to reflect the project period of your organization’s choosing up to 5 years (note: please use January 1, 2021 for the Start Date)

Proposed Project			
<sup>**</sup> Start Date	January	01	2021
<sup>**</sup> End Date	December	30	2025

--Next, on the *Project Information* screen (shown below), change the **Federal** amount in the **Estimated Funding** section from “\$1” (that was submitted during the Pre-Application phase) to the amount specified for your organization in OVC’s FY2020 TVSSA Formula Allocations spreadsheet [*the \$1,234,567 amount shown below if for display purposes only*].

Note: Once you receive a change request notification from GMS, you will be able to find the Federal amount that your organization is eligible to apply for in the excel spreadsheet titled “FY2020 TVSSA Formula Allocations” located here: <https://grants.ojp.usdoj.gov/TVSSA/>

--Applicants are not expected to provide matching funds or additional funds for this program. Only the “Federal” funding amount needs to be updated on this screen.

--Then click the “**Save and Continue**” button to proceed to the **Budget and Program Attachments** screen.

<sup>**</sup> Estimated Funding		
Federal	\$ 1,234,567	.00
Applicant	\$ 0	.00
State	\$ 0	.00
Local	\$ 0	.00
Other	\$ 0	.00
Program Income	\$ 0	.00
TOTAL	\$ 1	.00

Save and Continue

--Block 13 of the Review SF-424 screen (side link) will be updated with the Proposed Project Start Date and End Date that you entered on the **Project Information** screen

**13. PROPOSED PROJECT**  
 Start Date: January 01, 2021  
 End Date: December 30, 2025

--Block 15 of the Review SF-424 screen (side link) will be updated with the **Federal** Estimated Funding amount that you entered on the **Project Information** screen

15. ESTIMATED FUNDING	
Federal	\$1,234,567
Applicant	\$0
State	\$0
Local	\$0
Other	\$0
Program Income	\$0
TOTAL	\$1,234,567

--On the **Budget and other Program Attachments** screen, the applicable documents that you attached during the Pre-Application phase will already be attached. During the Full-Application phase, you are required to attach your **Program Narrative**, **Budget Detail Worksheet**, and any other associated documentation.

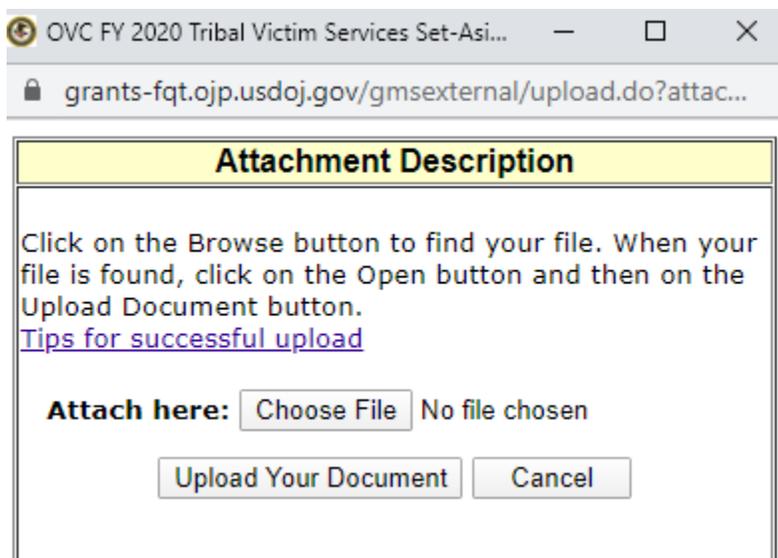
#### Budget and other Program Attachments

<a href="#">Program Narrative.docx</a>	Delete
<a href="#">Budget Detail Worksheet.xlsx</a>	Delete

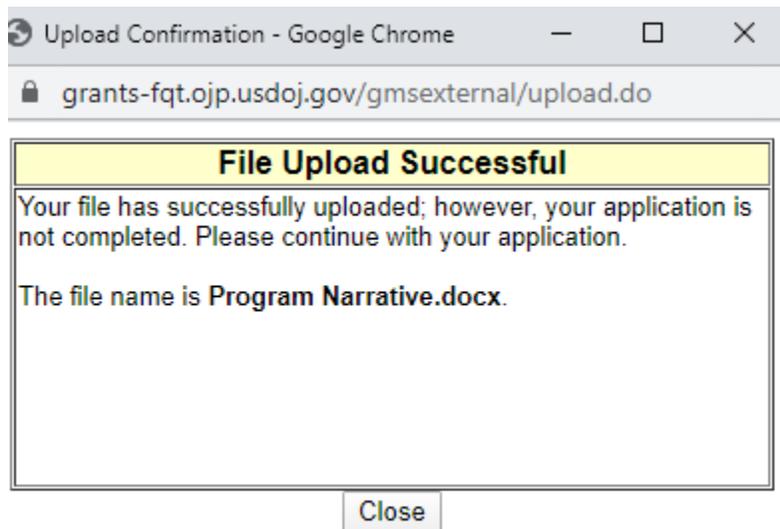
--To upload your Program Narrative, click the **“Attach”** button in the **“Budget and Program Attachments”** section

Click on the Attach Button to upload FCQ Form Attach

--Click the **“Choose File”** button in the Attachment Description pop-up window (shown below) and locate the Program Narrative document on your computer



--Select the Program Narrative on your computer, then click the **“Upload Your Document”** button



-- Click the “Close” button in the pop-up window (shown above)

--Follow the same steps to attach your Budget Detail Worksheet and any other associated documents.

#### Budget and other Program Attachments

<a href="#">Population Certification (Fillable PDF).pdf</a>	Delete
<a href="#">Tribal Resolution or other Authority Documentation (Consortium and Designees only).docx</a>	Delete
<a href="#">Program Narrative.docx</a>	Delete
<a href="#">Budget Detail Worksheet.xlsx</a>	Delete
Click on the Attach Button to upload an attachment	Attach

[Continue](#)

--The Program Narrative and Budget Detail Worksheet will then be shown with your other attachments in the **Budget and other Program Attachments** section (shown above)

--Click the “Review SF-424” side link

5. APPLICANT INFORMATION	
<b>Legal Name</b> GDIT Testers	<b>Organizational Unit</b> GDIT Org Unit
<b>Address</b> 123 Main St. Tester, District of Columbia 12345-6789	<b>Name and telephone number of the person to be contacted on matters involving this application</b> Contact, Point of (123) 456-7890
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 99-9999999	<b>7. TYPE OF APPLICANT</b> Indian/Native American Tribal Government (Federally Recognized)
<b>8. TYPE OF APPLICATION</b> New	<b>9. NAME OF FEDERAL AGENCY</b> Office for Victims of Crime
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.841 CFDA TITLE: VOCA Tribal Victim Services Set-Aside Program	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> Descriptive Title
<b>12. AREAS AFFECTED BY PROJECT</b> Affected Areas	
<b>13. PROPOSED PROJECT</b> Start Date: January 01, 2021 End Date: December 30, 2025	<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project DC00
<b>15. ESTIMATED FUNDING</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> Program is not covered by E.O. 12372
Federal \$1	
Applicant \$0	
State \$0	
Local \$0	
Other \$0	
Program Income \$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>

--Review the SF-424 screen for accuracy. Click the applicable side links to go back and make any necessary changes on prior screens.

--When the SF-424 information is accurate, click the **“Continue”** button to proceed to the **Submit Application** screen.

Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace
Incomplete	Submit Application

--On the **Submit Application** screen (shown above), all prior application steps should show as **“Complete”**. If any show as **“Incomplete”**, click the applicable side link to return to that screen to complete the required information. When all steps are complete, click the **Submit Application** button.

--The message shown below will be displayed to confirm that your application has been received by the Office for Victims of Crime.

**Submit Application**

Your application for the OVC FY 2020 Tribal Set-Aside Training and Technical Assistance Program Invitation to Apply has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.