



Helping Crime Survivors Find Their Justice

OVC FY 2023 Developing Future Victim Specialists to Serve American Indian/Alaska Native Victims of Crime

The webinar will begin shortly

Presenter



Yolanda Curtis Gibson

Grants Management Specialist

Tribal Division

Office for Victims of Crime

Webinar Outline

- OVC Overview and Mission
- Solicitation Overview
 - Funding opportunity focus
 - Eligibility
 - Required documents
- Application Process & Tools
- Questions and Answers

Current Funding Opportunities

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⚠️ SAM.gov Entity Validation Update [↗](#)

GSA implemented a new process to validate an entity's legal business name and physical address when requesting a Unique Entity Identifier (UEI) and for completing a SAM.gov entity registration. Due to a high volume of requests, entity validations are taking longer than expected to process. This validation process is now taking 7-10 business days, and in some cases longer.

OJP strongly recommends **starting your SAM.gov registration process as soon as possible** to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation. Read [this FAQ](#) for more information.

When available, OVC funding opportunities will be listed on this page.

[Subscribe to News From OVC](#) for updates regarding OVC funding opportunities and other OVC resources and initiatives.

Visit our [How to Apply for Funding](#) page for tips and answers to frequently asked questions about applying for OVC funding.

Current Funding Opportunities

Funding Webinars

How to Apply for Funding

OVC Awards List

Performance Measures

Managing Grants

Types of Funding

Apply to be a Peer Reviewer

Expired Funding Opportunities



Find funding opportunities at
<https://ovc.ojp.gov/funding/current-funding-opportunities>.



Helping Crime Survivors Find Their Justice

OVC Overview

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

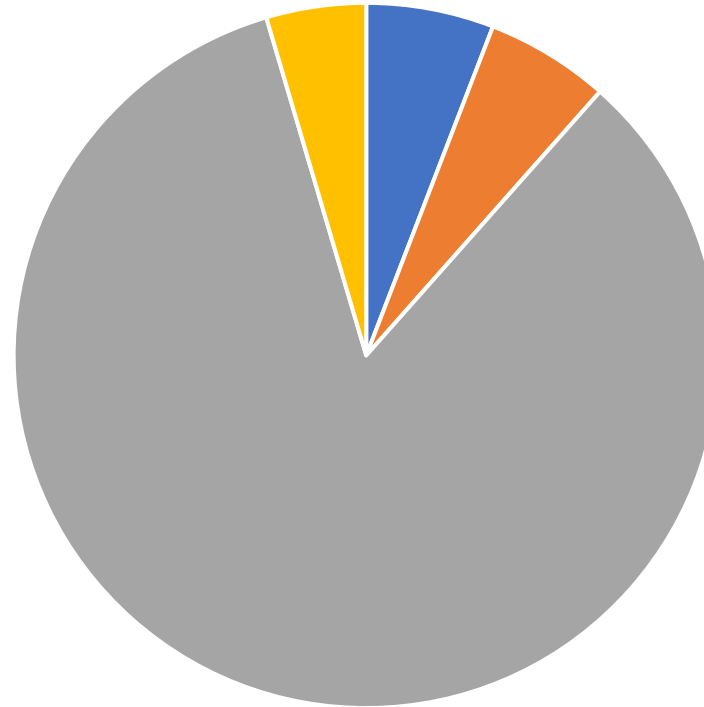
OVC funding supports:

- victims in Tribal communities;
- state victim compensation and assistance programs;
- training and technical assistance and information resources;
- victims of international terrorism and mass violence;
- federal agencies' provision of victim services;
- survivors of human trafficking; and
- demonstration and service projects.



Anticipated OVC FY 2023 Funding

Over \$1,800,000,000



■ Human Trafficking ■ Tribal ■ VOCA Compensation/Assistance ■ Discretionary Programs



This OVC Funding Opportunity





Eligibility

- For profit organizations other than small businesses
- Native American Tribal organizations (other than Federally recognized Tribal governments)
- Native American Tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and State controlled institutions of higher education
- Small businesses

Eligibility

Criteria



For additional information on eligibility, please review the solicitation's cover page.

Program Goal and Overview

Goal: To develop victim service professionals who will provide direct services to AI/AN victims in locations that are remote and where positions are hard to fill.

Inspired by other fields like education and healthcare that have taken a “grow your own” approach to addressing staffing shortages in rural communities

Done by engaging interested individuals (not just college students) with a connection to these communities

Geographic diversity is an important consideration for OVC

Objectives

Your application should address the objectives listed below:

- **Establish (or continue operating) and administer a structured program** linking interested individuals with internship opportunities with a BIA or Tribally run victim service program. (Can include programs run by Tribal consortia.)
- **Provide supervision and training** to participants in the program by experienced victim service professionals.
- **Establish baseline data** and a data collection process for performance metrics.



Deliverables and Activities



Successful applicants will complete the following deliverables and activities:

- Demonstrate the existence of a relationship between a Tribal victim service program and an organization, such as a university program or Tribal coalition, that will refer, train, and supervise individuals interested in paid victim services internships or residencies in AI/AN communities.
- Identify victim service program staffing needs and determine how victim service internships/residencies would address these needs, the number of internships/residencies necessary, and job descriptions for the participants.
- Develop a list of selection criteria that participants must meet to be selected as victim service interns/residents.
- Determine the program requirements a participant must meet to successfully complete the program.

Deliverables and Activities (cont.)



- Identify, recruit, and hire individuals that meet the necessary criteria.
- Provide training and other necessary support, including safety planning, to interns/residents. Training and support needs will be identified by the grantee and should consider differences in training needs depending on the types of interns/residents participating.
- Work with OVC, or an OVC designee, to measure the success of the program by assessing the impact that the participants have had on the victim services program and the community served, and the number of participants who pursue (or plan to pursue) a career in providing victim services for Tribal communities after completion of the internship/residency.

Federal Award Information

Maximum number of awards OVC expects to make:	10 Awards
Maximum dollar amount for each award:	\$500,000
Total amount to be awarded under solicitation:	\$5 million
Period of Performance start date:	10/01/2023
Period of Performance duration:	36 Months

Types of Awards

Awards will be made as **Grants**:

- Legal instrument of financial assistance
- Awarding agency maintains an oversight and monitoring role
- Without substantial involvement with awarding agency

For more information, see the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#).



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Application and Submission Information



Helping Crime Survivors Find Their Justice

Timeline

- ❑ Grants.gov deadline: **June 12, 2023, 11:59 p.m. ET**
- ❑ JustGrants deadline: **June 20, 2023, 8:59 p.m. ET**
- ❑ DOJ expects to award grants no later than **September 30, 2023**
- ❑ All project **START** dates will be on **October 1, 2023***



***Please Note: Successful applicants MAY NOT begin work until the budget has been reviewed and officially approved by OJP. Additional information and/or restrictions may be outlined in the award package.**

Applications MUST Include

To meet the basic minimum requirements to advance to peer review and receive consideration for funding, your application **MUST** have:

- Proposal Narrative (85% of overall score)
- Budget Detail Worksheet (attachment) (15% of overall score)



Remember, if you fail to submit ANY of the required documents, your application will not be considered for funding!

Proposal Narrative Format

- The proposal narrative must:
 - be double-spaced
 - use a standard 12-point font
 - have no less than 1-inch margins
 - NOT exceed 20 numbered pages
 - be submitted as an attachment in JustGrants



Proposal Narrative Format

The following sections are part of the proposal narrative:

- Statement of the problem/Description of the issue (20%)
- Project design and implementation (40%)
- Capabilities and competencies (20%)
- Plan for collecting the data required for this solicitation's performance measures (5%)



Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT.



Proposal Narrative: Description of the Issue/Statement of the Problem (20%)

- Include a description of the service area for the proposed program, including demographic information that describes the AI/AN population in the service area.
- Describe the victim services needs in the community that will be served.
- Describe the difficulties that the associated victim services program has had with hiring or retaining necessary, direct victim services staff in the past.
- Provide a clear statement about how funding will support recruitment, hiring, training, and supervision of victim services interns/participants; and how paid internships/residencies will support both the individual program and the AI/AN community served.



Proposal Narrative: Project Design and Implementation (40%)

- This section should include goals, objectives and activities that are aligned with the solicitation.
- Be brief, concise, and clear.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives
 - Objectives should be SMART: Specific, Measurable, Attainable, Realistic, and Time-bound
- Focus on the future and set a realistic timeline to complete the project.

Proposal Narrative: Plan for Collecting Data (5%)

This section must include the following information:

- Describe the process for measuring project performance.
- Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact.
- Describe the process to accurately report data.



A list of performance measure questions for this program can be found at:

<https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/future-victim-specialists-questionnaire-508.pdf>.



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Budget Worksheet and Narrative (15%)



- You will use the Excel-based budget detail worksheet, which you can find at <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>.
- The budget must include adequate funding to fully implement the project, broken out by year, reflecting 36 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Create a SMART Budget



- Be SPECIFIC when listing all your expenses
- Under the computation column of the budget, make sure your costs are MEASURABLE
- Ensure that your budget items are ATTAINABLE
- If you put your timeline next to your budget, make sure each item is accounted for, then your budget should be RELEVANT.
- Make sure your budget is TIME-BOUND and broken down year by year.



Additional Documents to Apply

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an abbreviated application in Grants.gov. The full application is then completed in JustGrants, DOJ's grants management system. The following steps and tips will assist potential applicants in completing DOJ applications.



Step 1: Confirm your Entity's System for Award Management (SAM) registration information:

- Register with SAM or confirm that your SAM registration is active and up-to-date. You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. **Registration and renewal can take up to 10 business days to complete.**
- On April 4, 2022, the federal government will stop using Data Universal Numbering System (DUNS) numbers and start using the [new SAM Unique Entity Identifier \(UEI\)](#).
- Entities new to JustGrants: Confirm that the contact information (email address) for your Entity's Electronic Business Point-of-Contact (E-Biz POC) in SAM is accurate and up-to-date. The E-Biz POC is onboarded in JustGrants as the Entity's first Entity Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing Entity User onboarding in JustGrants. Once the Entity Administrator is onboarded, that role can be reassigned to another Entity User.
- Technical issues with SAM registration or renewal must be reported to the [SAM Help Desk \(Federal Service Desk\)](#).

Step 2: Apply in Grants.gov:

- Effective February 21, 2022, all Grants.gov users and applicants will need to use [Login.gov credentials](#).
- Search for an open DOJ funding opportunity in Grants.gov or on the agency website and review the solicitation requirements.
- Complete and submit the required documents in Grants.gov at least 48-72 hours prior to the Grants.gov deadline to allow for time to correct any problems or errors. The Grants.gov portion of your application includes the SF-424 and SF-LLL. (Note: The user and email identified in Section 8.F of the SF-424 will be identified as the Application Submitter in JustGrants and will receive future notifications from JustGrants.)



Updated 2/8/22

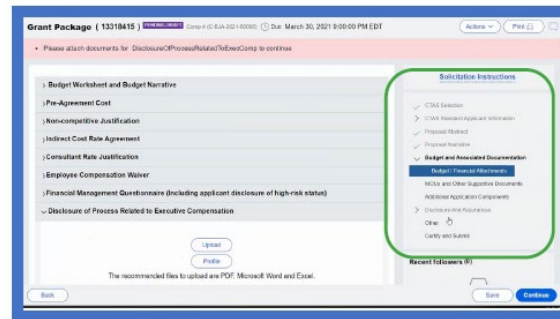
Application Attachments



Attachment Tips

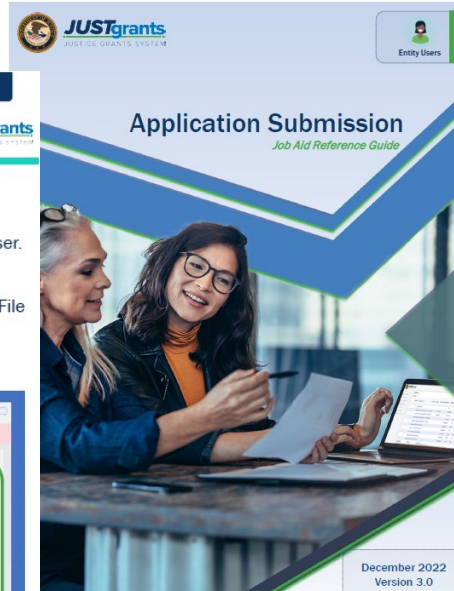
Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

Open the application and use the menu options on the right to navigate. File attachments associated with a section are displayed in the section.



May 12, 2021

Application Attachments | 1



Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards



Attach the following items as required to award deliverables for DOJ review.

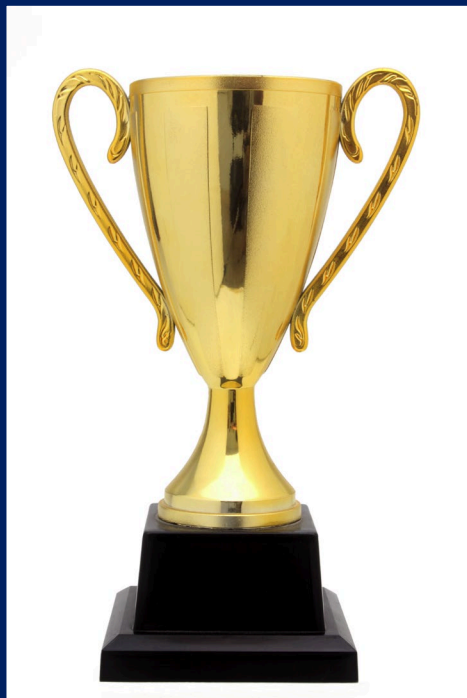
Attachments

Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	Budget Other
Budget Pre-Agreement Cost	Budget Sole Source Justification
Budget Worksheet	Confidentiality Notice Forms
Correspondence	Curriculum Vitae or Resumes
Delinquent Debt Explanation	Disclosure of Process related to Executive Compensation
Disclosures and Assurances	File
Human Subjects Protection	Letter of Non-supplanting
Letters of Support	List of individuals in the Application
Lobbying Activities Disclosure	MOU Document
Opportunity Zone	Other Attachment
Other Project Period GAM Attachment	Privacy Certificate
Program/Project Congressional Districts	Project Timeline
Proof 501 (c) Status (Nonprofits only)	Proposal Narrative
Request to Use Incentives or Stipends	Tool, Instruments, Questionnaires, Tables, Maps
Tribal Authorizing Resolution	

Application Submission | 126



Hallmarks of an Outstanding Application



- Use simple and concise language.
- Ensure information is presentable and organized!
- Add tables, graphs, photos, and other images when possible while being mindful of grant guidelines.
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.
- Check, recheck, and check again—budget, grant requirements, references, and other grant details.



Common Reasons Cited for a Weak Application

- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you)
- Poor writing and a lot of errors
- No citations or source of data



Application Process



Helping Crime Survivors Find Their Justice

Application Submission Overview



Applicants have two application submission deadlines:

1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.

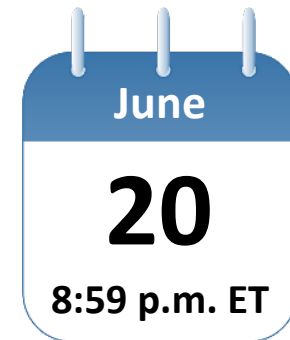


Important Dates

Part 1: **Submit SF-424, SF-LLL** in Grants.gov by



Part 2: **Submit Full Application** in JustGrants.gov by

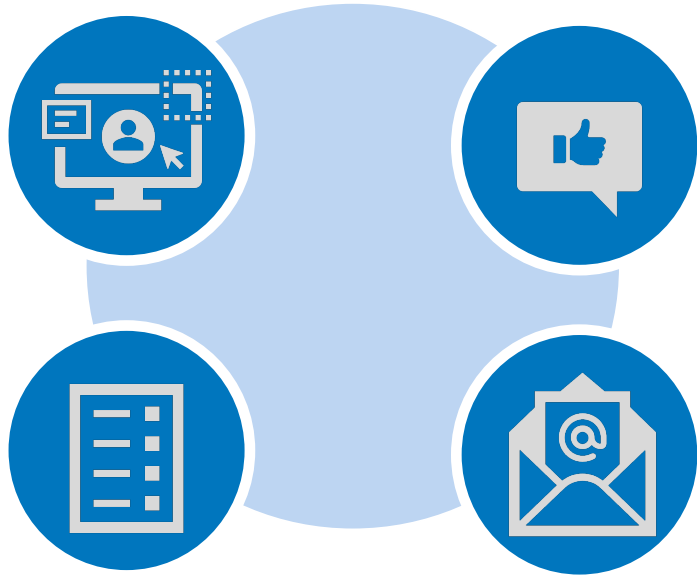


Web-Based Forms for Submission in JustGrants

There are certain web-based forms that must be submitted directly into the system.

- Proposal Abstract
- Application Disclosure of Duplication Cost Items

Pay attention to required sections. If a section is required and presents you with web-based entries, you cannot upload a document instead. You must use the format required in the application.



What to Expect After Submitting an Application

The entity will be notified that they have received an award when all applications for the solicitation have been reviewed. This will happen by September 30.

The system will notify:

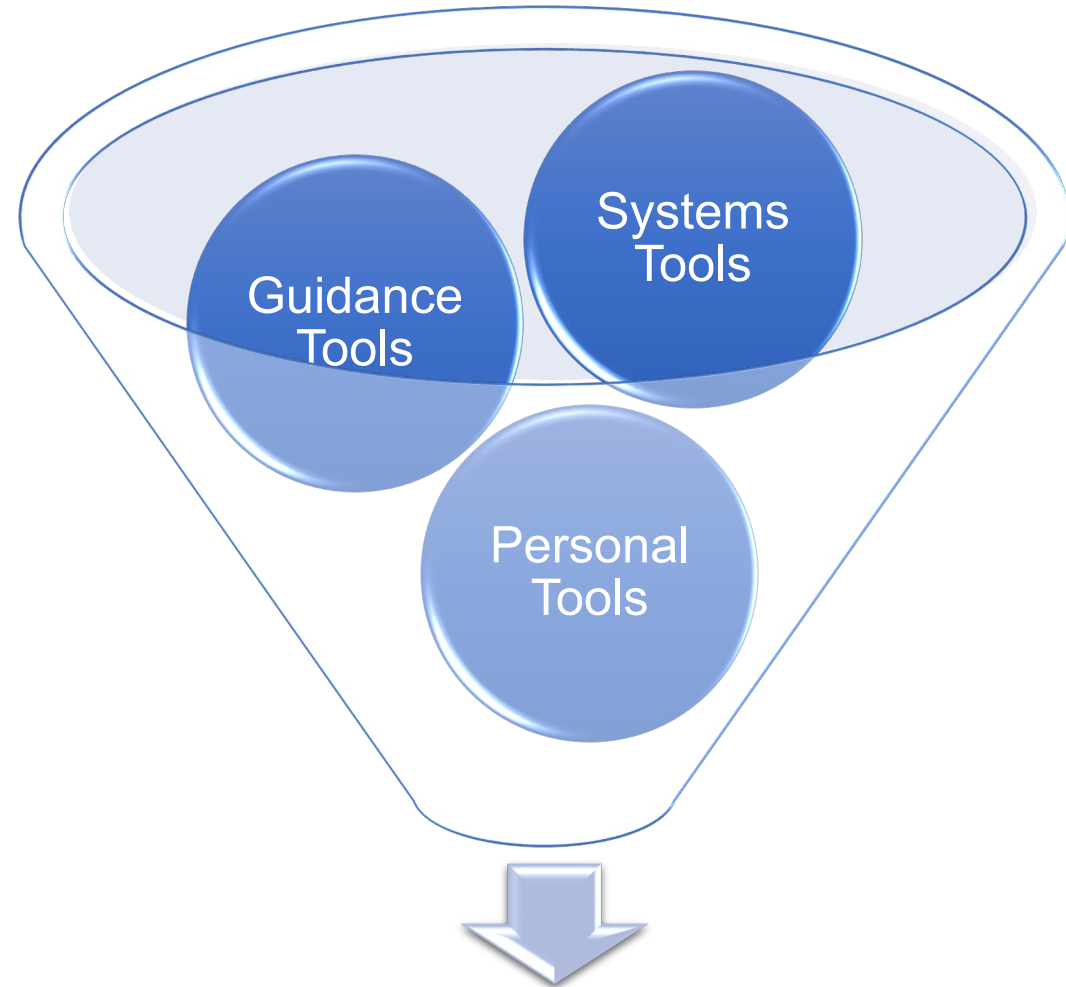
- The Entity Administrator and Authorized Representative if the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.



Resources



Your Application

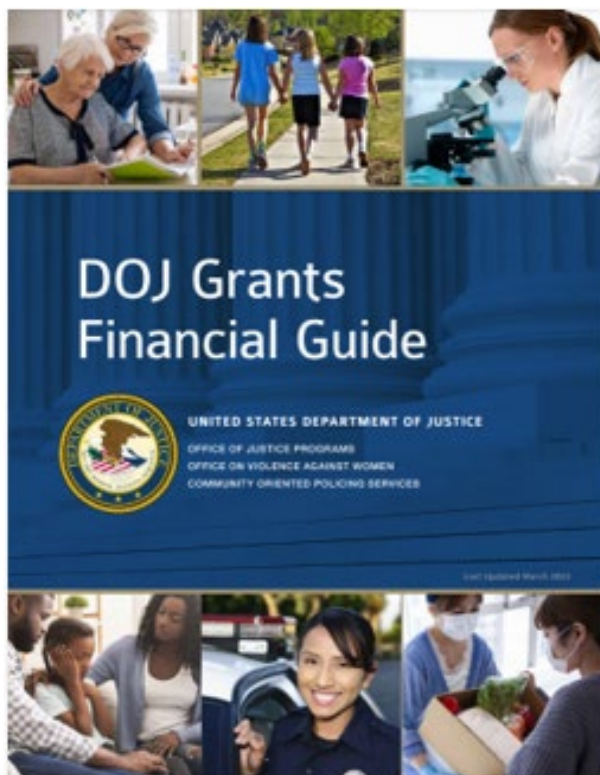


Information About OVC

Consult the [OVC website](#).



DOJ Grants Financial Guide



As a starting point for all recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards, consult the DOJ Grants Financial Guide: <https://ojp.gov/financialguide/DOJ/index.htm>.

TOP 10 TOPICS

1. Financial Management Systems	6. Audit Requirements
2. Allowable Costs	7. Conference Costs
3. Unallowable Costs	8. Adjustments to Awards
4. Federal Financial Reports	9. Accounting by Approved Budget Category
5. Performance Reports	10. Subrecipient Monitoring

The OJP Grant Application Resource Guide

Find it at: <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>



Information on Grant Performance Measurement Reporting

Overview of performance measurement activities at OJP:
<https://ojp.gov/performance/>.

Applicant Resources

Grant Performance Measurement and Progress Reporting Information [🔗](#)

Welcome to the Office of Justice Programs (OJP) Grant Performance Measurement and Progress Reporting Information Portal! This page provides OJP grant applicants and grantees with an overview of performance measurement activities at OJP.

Applicants [🔗](#)

Applicants are encouraged to review the following information when completing their application. Each solicitation requires applicants to respond with a detailed description of how the required performance data will be collected.

Overview

Grants 101

OJP Grant Process

Frequently Asked Questions

2014 OJP Financial Guide

Other Application Requirements



Helping Crime Survivors Find Their Justice

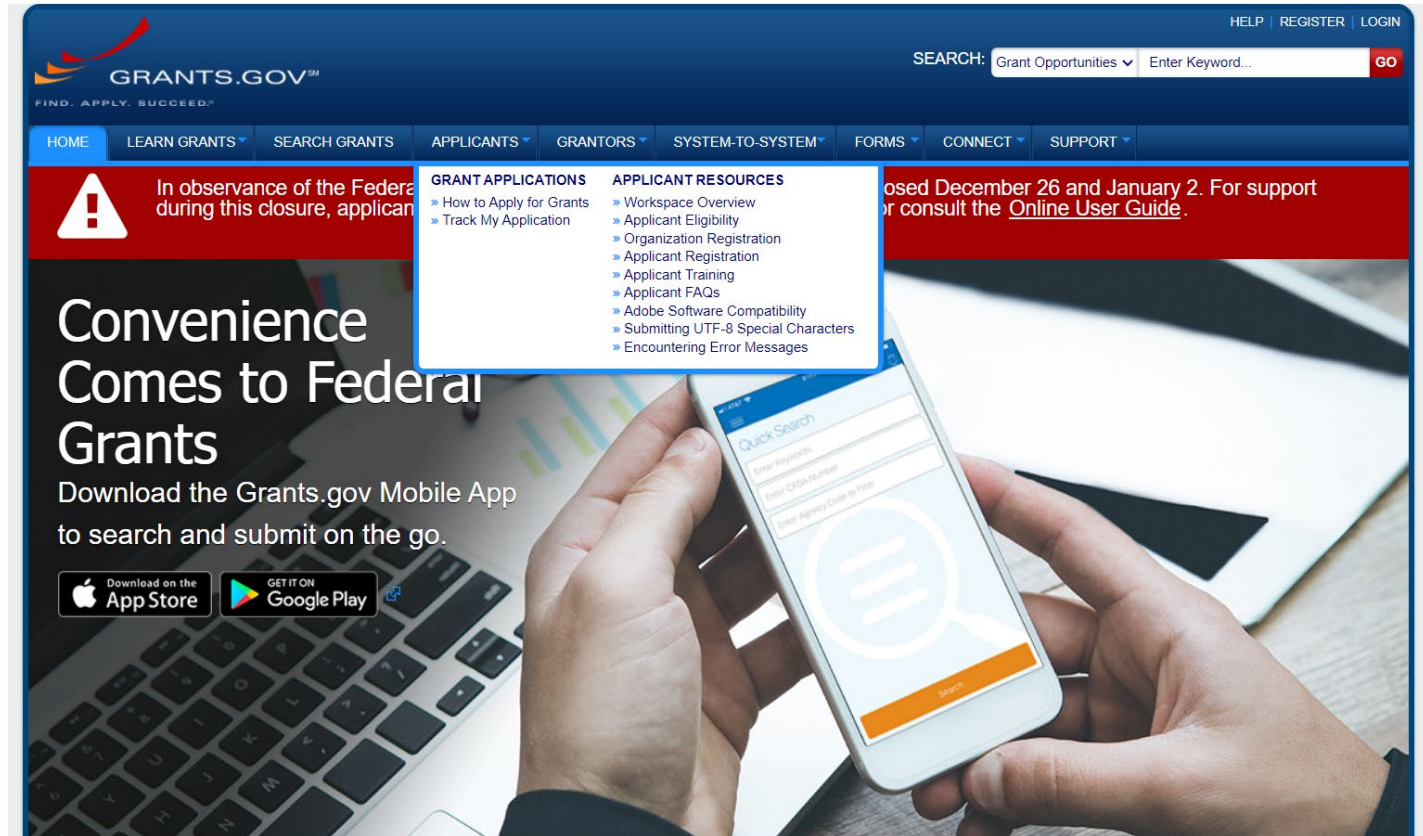
Information on SAM.gov

Visit [SAM.gov](https://sam.gov):

This is your first stop
BEFORE applying.



Information on Grants.gov



Visit Grants.gov:
<https://www.grants.gov>.
This is your first stop in
applying.

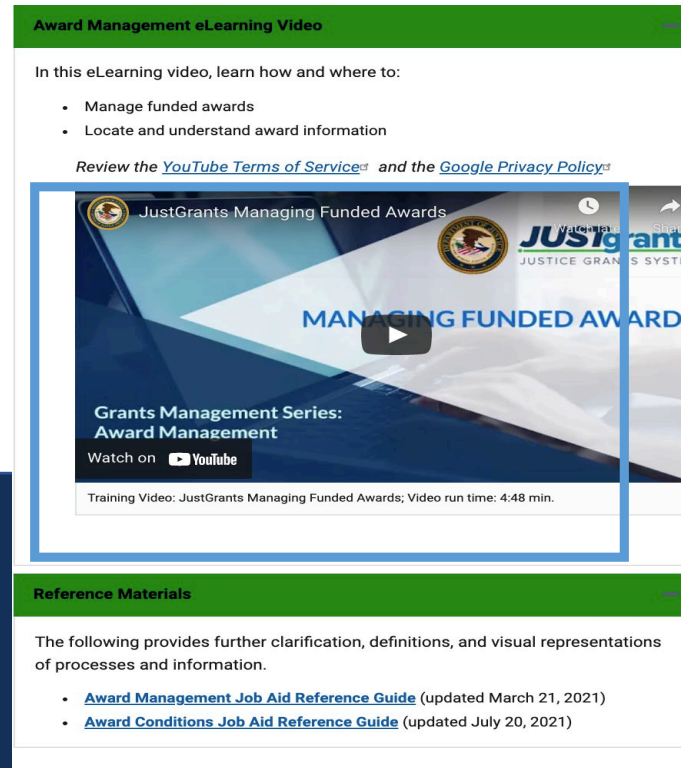
JustGrants Training Resources

Visit: <https://justicegrants.usdoj.gov>



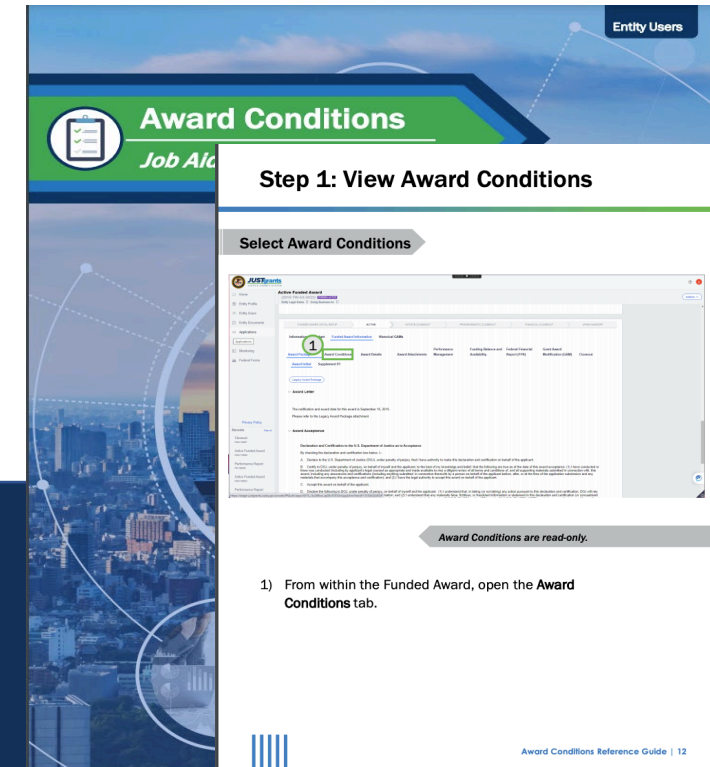
The screenshot shows the JustGrants website header with the Department of Justice logo and the text "JUSTgrants JUSTICE GRANTS SYSTEM". A navigation menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications, Financial Reporting, Performance Reporting, Monitoring, Closeout, and Virtual Q&A Sessions. Below the menu, a paragraph states: "The Department of Justice (DOJ) grant making components—the Office, the Office of Justice Programs (OJP), and the Office on to serve as a resource hub for their grants management system of which launched on October 15, 2020."

Organized by Topics



The screenshot shows an eLearning video player titled "Award Management eLearning Video". It contains the text: "In this eLearning video, learn how and where to:" followed by a bulleted list: "• Manage funded awards" and "• Locate and understand award information". Below the list, it says "Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)". A video player interface is shown with the title "JustGrants Managing Funded Awards" and "Grants Management Series: Award Management". A "Watch on YouTube" button is visible. At the bottom, it says "Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min." Below the video player, a "Reference Materials" section lists two guides: "[Award Management Job Aid Reference Guide](#) (updated March 21, 2021)" and "[Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)".

Micro-learning videos



The screenshot shows a "Job Aid" titled "Award Conditions". It features a "Step 1: View Award Conditions" section with a "Select Award Conditions" button. Below this is a screenshot of the JustGrants system interface showing a table of award conditions. A red circle highlights a specific condition in the table. Below the screenshot, a note states "Award Conditions are read-only." and a numbered list item: "1) From within the Funded Award, open the Award Conditions tab." The page footer includes "Award Conditions Reference Guide | 12".

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

Application Mechanics: Submitting an Application Training

*Key Audience: Entity
Administrator, Application
Submitter, Authorized
Representative*

- Preparing to apply
- Completing the abbreviated application in Grants.gov
- Entity onboarding and JustGrants access
- JustGrants roles and responsibilities
- Assigning users' roles to applications
- Completing, reviewing, certifying and submitting a JustGrants application
- Attendee questions about application submission

Every Wednesday from 2:30-4:00 p.m. ET. Upcoming sessions will take place on:

- May 24, 2023
- May 31, 2023

Check website for updates: <https://justicegrants.usdoj.gov/training/training-virtual-sessions>



Helping Crime Survivors Find Their Justice

Free Training and Technical Assistance

Explore training tools at the OVC Training and Technical Assistance Center: www.ovcttac.gov.

Multiple victim services topics are covered, so that you have the skills to reach out to victims of every type of crime, from every background, in every place, and offer them what they need to rebuild their lives.



Information on OJP Resources

Obtain justice and drug-related information to support research, policy, and program development worldwide at OJP Response Center: <https://www.ojp.gov/ncjrs/new-ojp-resources>. Subscribe and find funding opportunities, recent publications, online resources, and upcoming events.



How to Prepare for Solicitation Season

- Review OVC's previously held [webinars](#):
 - Part 1: Getting Ready to Apply
 - Part 2: Considerations When Building Your OVC Budget
 - Part 3: Preparing Your Proposal and What to Expect Next
- Find OVC's [current funding opportunities](#).
- Sign up for [News From OVC](#) to stay up-to-date with the webinars schedule.
- Visit the [DOJ Program Plan](#) for other funding opportunities.



Important Contact Information



Technical Assistance registering or renewing your entity registration in the System for Award Management (SAM): 866-606-8220 | [SAM Help Desk \(Federal Service Desk\)](#)



Technical Assistance submitting the SF-424 and SF-LLL into Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov



Helping Crime Survivors Find Their Justice

Important Contact Information



Technical Assistance submitting the FULL APPLICATION
into JustGrants: 833-872-5175 |
JustGrants.Support@usdoj.gov



OJP Response Center

Technical Assistance with Programmatic Requirements
and to report a technical issue that prevented application
submission, contact the OJP Response Center:
800-851-3420 | grants@ncjrs.gov



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Go Social With OVC!



Like: <https://www.facebook.com/OJPOVC>



Follow: <https://twitter.com/OJPOVC>



Watch: www.youtube.com/user/OJPOVC

Questions?



To submit a question, use the [Q&A Box](#) and select [All Panelists](#)