



*Helping Crime Survivors Find Their Justice*

# Fiscal Year 2024 Tribal Victim Services Set-Aside Formula Program Solicitation Webinar Series

## **Application Preparation & Submission**

Thank you for joining. We will begin shortly.

# Welcome Remarks



**LeBretia White**  
Tribal Division Director  
Office for Victims of Crime

# Presenters



**Mary Atlas-Terry**  
Grants Management Specialist  
Tribal Division  
Office for Victims of Crime



**Dawn Hill**  
Grants Management Specialist  
Tribal Division  
Office for Victims of Crime

# Webinar Outline



OVC Overview  
and Mission



FY2024 TVSSA  
Formula Grant  
Program



Application  
Preparation



Tools and  
Resources



Question and  
Answer

# About the Office for Victims of Crime (OVC)

- Enhances the Nation's capacity to assist crime victims and provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.
- In addition to anti-trafficking funding, administers the Crime Victims Fund, supporting state victim assistance and compensation programs.
- To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.



# FY 2024 Tribal Set-Aside Program

## Federal Award Information

**Total amount available to be awarded:** Estimated \$55.6 million

**OVC will make new FY 2024 awards to every eligible Tribe (or Authorized Designee) that submitted a Population Certification and completes the application process.**

**A total of 236 awards are expected to be made:** Dollar amounts of awards made under this program vary, and were determined by a formula

**Funding Amounts for Individual Awards are posted on the OVC Tribal Victim Services Set-Aside web page:**

[FY 2024 Tribal Victim Services Set-Aside Formula Program Allocations \(ojp.gov\)](https://www.ojp.gov/tribal-victim-services)

**More  
Federal Award  
Information**

**Funding Opportunity Title:** OVC FY24 Tribal Victim Services Set-Aside formula Program-Invited to Apply

**Opportunity ID:** O-OVC-2024-172100

**Assistance Listing Number:** 16.841

**Solicitation is available on the OVC Tribal Victim Services Set Aside web page:**

<https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>

**Period of Performance start date:** January 1, 2025

**Period of Performance duration:** 12 to 60 months, as determined by the applicant

# Highest Number of Population Certificate Submissions by State FY 2024

- ❑ **Alaska (86)**
- ❑ **California (26)**
- ❑ **Oklahoma (25)**
- ❑ **Washington (22)**
- ❑ **Michigan &  
New Mexico (10 each)**



# Polling Question 1

Is your Tribe or Tribal serving organization a current recipient of OVC funding?

Yes

No

I'm not sure



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# FY 2024 TVSSA Program Overview

OVC's FY 2024 Tribal Victim Services Set-Aside (TVSSA) Formula Grant Program provides support to tribal communities to enhance services for victims of crime through activities that address the needs of a wide variety of crime victims in tribal communities.

## Funds can be used for:

- direct services for victims of crime;
- community needs assessment;
- strategic planning;
- program development and implementation;
- program expansion; and
- other activities to address the needs of a wide variety of crime victims in tribal communities.



# Key Aspects of TVSSA

Funds are provided through the Crime Victims Fund and awarded annually using a noncompetitive administrative formula.

Applicants can request an award period of 12 to 60 months.

TVSSA has a 2-phased application process.

Three options for a Proposal Narrative: A Checklist, an interview with OVC staff, or a traditional project narrative.

# Did you know?

**The TVSSA grant must be used to improve services for crime victims. It can be used for almost any program to help any type of crime victim—including victims of:**

Sexual Assault/ Rape

Domestic Violence

Victims of Financial Abuse  
or Identity Theft

Teen Dating Violence

Elder Abuse

Child Abuse including  
Child Sexual Abuse

Victims of Assault/  
Robbery or other Crimes

Families of Missing or  
Murdered Persons

Human Trafficking

# What services and activities help crime victims?

- Victim advocacy.
- Mental health counseling/ support groups.
- Safety-planning, transportation.
- Medical care and shelter.
- Food, clothing, personal care supplies.
- Traditional/cultural healing practices.
- Victim Tribal Code development.
- Civil legal assistance.
- Multi-disciplinary teams.
- Victim services training.
- Community outreach & awareness about crime victim issues and available services.
- Support to families of MMIP.
- Renovation/construction of victim services offices or program space for crime victims.

# Allowable and Unallowable Cost Chart

## Examples of Allowable and Unallowable Costs

### A. Personnel

**Personnel Costs:** Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. See DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and [2 C.F.R. § 200.430](#).

**Note:** Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.

Example:

- If the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary.
- The recipient must keep documentation (e.g., timesheets) that show the Executive Director's time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.
- If the Executive Director ends up spending only 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<p style="text-align: center;"><u>Types of Costs</u></p> <ul style="list-style-type: none"> <li>• <b>Salary</b> – Compensation paid must be reasonable and consistent with that paid for similar work in the organization.</li> <li>• <b>Annual cost-of-living increases/COLA.</b></li> <li>• <b>Performance-based bonuses (incentive compensation)</b> – to the extent that overall compensation is reasonable, and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430(f)</li> </ul> <p style="text-align: center;"><u>Types of Positions</u></p> <ul style="list-style-type: none"> <li>• <b>Victim advocates, coordinators, specialists, etc.</b> – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</li> <li>• <b>Case managers</b> – provide followup care and identify, coordinate, and link victims to services.</li> <li>• <b>Program coordinators</b> – personnel who lead multidisciplinary team efforts, for example, Sexual</li> </ul>	<ul style="list-style-type: none"> <li>• Time not allocable to grant activities.</li> <li>• <b>Personnel activities that include:</b> <ul style="list-style-type: none"> <li>○ Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award.</li> <li>○ Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. <a href="#">18 U.S.C. §1913</a>), whether conducted directly or indirectly.</li> <li>○ Offender services not related to victimization.</li> <li>○ Investigation, prosecution, court, and corrections personnel, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigation, prosecution, court, or corrections</li> </ul> </li> </ul>

For more information about Allowable and Unallowable Costs Chart, please attend the May 15<sup>th</sup> *Developing Your Budget* webinar

Register at:

<https://icf.zoomgov.com/meeting/register/vJlsce-rqjkqGAg0zGvwqM63FoD9Z1hPL-8#/registration>

Review the FY 2024 Chart at:

<https://ovc.ojp.gov/funding/fy24-tvssa-allowable-and-unallowable-costs.pdf>

# Unallowable Costs



TVSSA funds can be used to provide a wide range of services for victims of crime, however, there are some **statutory limitations**.

**These funds cannot be used to pay for costs associated with:**

- ⊘ Services for criminal offenders;
- ⊘ Costs associated with law enforcement investigation or prosecution activities;
- ⊘ Primary prevention activities;
- ⊘ Lobbying or Fundraising;
- ⊘ Food at meetings, conferences or trainings.



Let's pause  
for questions.



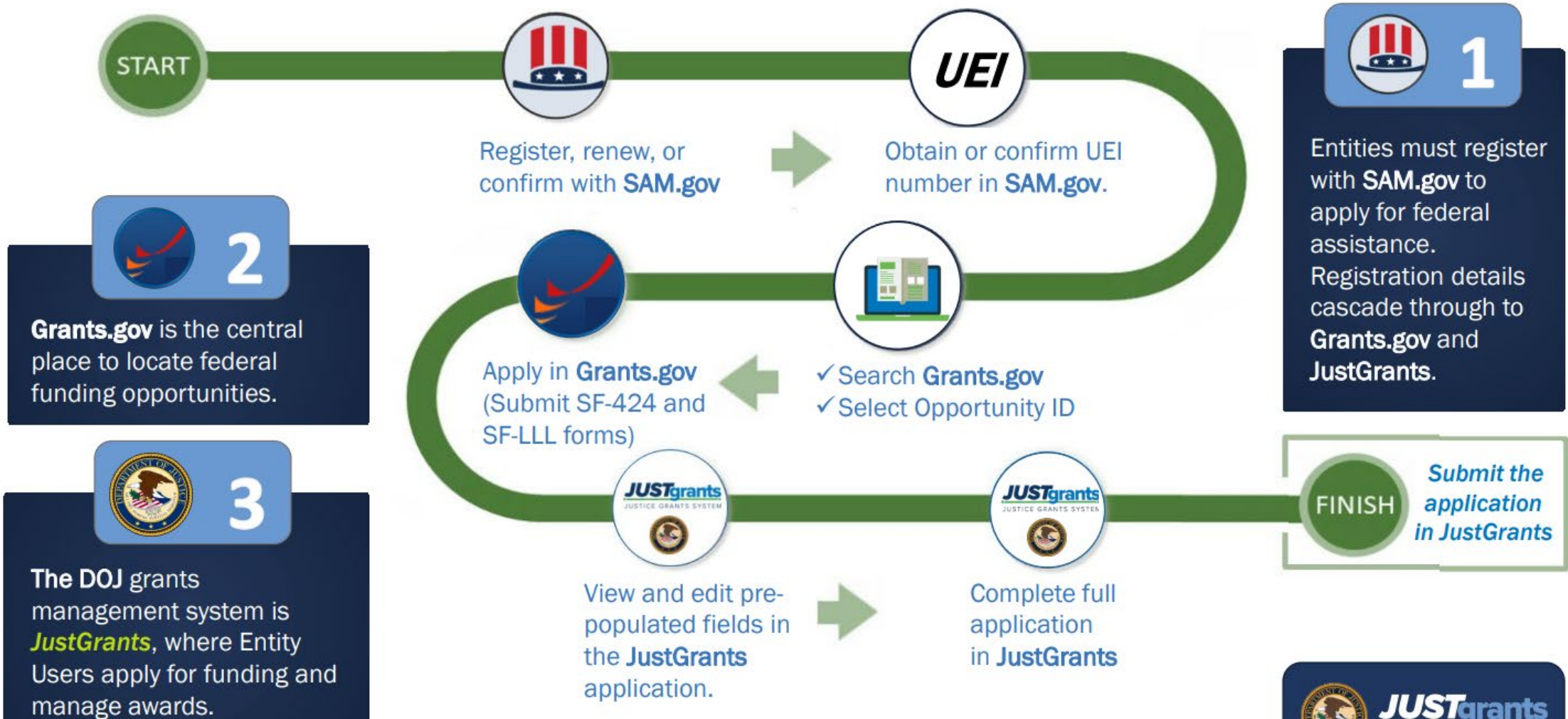




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# Application Documents and Submission Process

# Onboarding: SAM.gov to Grants.gov to *JustGrants*



# FY 2024 TVSSA Funding Opportunity Identifiers & Deadlines

- ❑ **Funding Opportunity Number:**  
[O-OVC-2024-172100](#)
- ❑ **Assistance Listing Number:**  
16.841
- ❑ **Grants.gov Deadline: June 14, 2024**
- ❑ **JustGrants Deadline: June 28, 2024**
- ❑ DOJ expects to award grants by  
September 30, 2024
- ❑ Project START dates should be  
January 1, 2025

# Grants.gov: Application for Federal Assistance (Standard Form (SF)-424)

## SF-424 in Grants.gov

The **person** and **email** listed in **SECTION (F)** of SF-424 will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the EA reassigns the role **AFTER** submission in Grants.gov.

### Section F:

- Name
- Email

The image shows a screenshot of the SF-424 application form. A blue callout box labeled 'Section F:' points to a green-bordered box that highlights the 'Name' and 'Email' fields. The 'Name' fields include Prefix, Middle Name, Last Name, and Suffix. The 'Email' field is located below the 'Telephone Number' and 'Fax Number' fields. The form also includes sections for 'Type of Submission', 'Type of Application', 'Date Received', 'Applicant Information', and 'Address'.

# Lobbying Form (SF-LLL)

All applicants must disclose the existence or nonexistence of lobbying activities by completing and submitting Form SF-LLL in Grants.gov.

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

Approved by OMB 0348-0046

**1. Type of Federal Action:**  
 a. contract  
 b. grant  
 c. cooperative agreement  
 d. loan  
 e. loan guarantee  
 f. loan insurance

**2. Status of Federal Action:**  
 a. bid/offer/application  
 b. initial award  
 c. post-award

**3. Report Type:**  
 a. initial filing  
 b. material change  
For Material Change Only:  
year \_\_\_\_\_ quarter \_\_\_\_\_  
date of last report \_\_\_\_\_

**4. Name and Address of Reporting Entity:**  
 Prime  
 subawardee  
Tier \_\_\_\_\_, if known:  
\_\_\_\_\_

**5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:**  
\_\_\_\_\_

**6. Federal Department/Agency:**  
\_\_\_\_\_

**7. Federal Program Name/Description:**  
\_\_\_\_\_

**8. Federal Action Number, if known:**  
\_\_\_\_\_

**9. Award Amount, if known:**  
\$ \_\_\_\_\_

**10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):**  
\_\_\_\_\_

**b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):**  
\_\_\_\_\_

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the federal government. This disclosure will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Date: \_\_\_\_\_

Federal Use Only: \_\_\_\_\_

Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



**Access to funds may be withheld if this form is not submitted with the application.**

# JustGrants: Applications Must Include

The following information **must be included** in the application submission in JustGrants:

## 1. Proposal Narrative

- Construction Project Questionnaire (if applicable)

## 2. Budget Detail Worksheet including Budget Narrative

## 3. Project Timeline



**Your grant funding cannot be released until we have all three of these documents and all application issues have been addressed.**

# Options for the Proposal Narrative

Your application must include a description of goals and activities for the project.

It may be completed in any one of three formats:

1. Traditional Proposal Narrative
2. Checklist
3. Virtual or phone interview with OVC staff

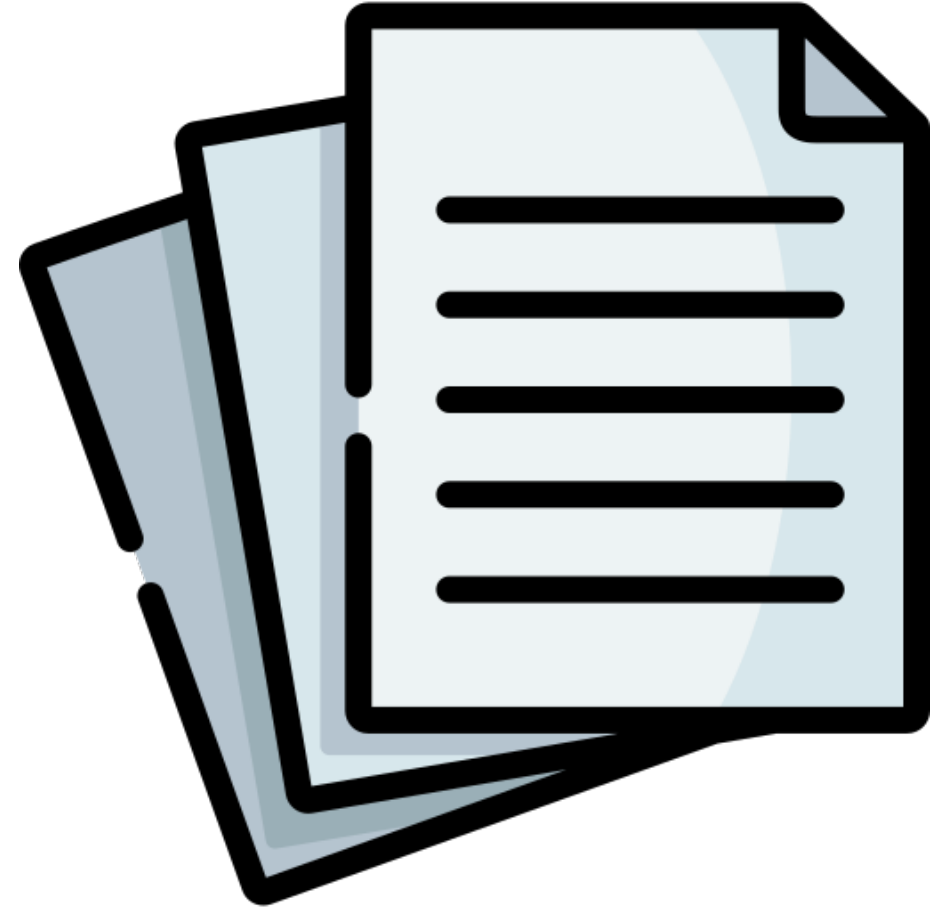


# Proposal Narrative – Traditional

Applicants may submit a typed, written traditional proposal narrative and include:

- Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting Performance Data

See pages 16-18 of the Solicitation to see what must be included.





# Program Narrative – Checklist

## OVC FY 2024 Tribal Victim Services Set-Aside Formula Program Program Narrative Checklist

**Instructions:** Applicants have three options for submitting the required program narrative to OVC:

1. Applicants may complete a traditional Proposal Narrative, as described in the FY 2024 Tribal Victim Services Set-Aside Formula Grant Program solicitation; or
2. Applicants may choose to complete the following TVSSA Program Narrative Checklist on their own; or
3. Applicants may complete a telephone or video conference interview with OVC Tribal Division staff, where OVC staff will ask the questions on the following program checklist. The deadline for scheduling interviews is May 6, 2024. OVC may not be able to accommodate interview requests submitted after that date.

If you elect to complete this checklist independently, please be sure to answer each question on the checklist completely. Please email [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov) if you have questions about completing the checklist.

Funds from OVC's Tribal Victim Services Set-Aside Formula Program (TVSSA Program) can be used to pay for services for victims of crime. There are some activities, which by law or policy are unallowable and should not be included in your program design or budget. Other information regarding allowable and unallowable costs can also be found in the [DOJ Grants Financial Guide](#).

Date:	
Tribal Entity:	
Checklist Completed By: (Please note name, title, and organization)	

Required Information	Applicant's Response
What is the applicant's name?	
<b>Applicant Type</b> <i>Place an "X" next to the appropriate response.</i>	<input type="checkbox"/> Federally Recognized Indian Tribe <input type="checkbox"/> Consortium or two or more Federally Recognized Indian Tribes <input type="checkbox"/> Authorized Designee of a Federally Recognized Indian Tribe

The Checklist can be found: <https://ovc.ojp.gov/funding/fy24-tvssa-program-checklist.pdf>



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# Program Narrative - Interview



- Should have been requested by May 6.
- OVC will set up the interview and reserve a 2-hour block of your time.
- The interview is conducted by phone or by video.
- OVC will return the completed checklist.
- You upload it in JustGrants as your proposal narrative.

# Project Timeline

You must submit a project timeline, which includes project activities and major milestones that will be carried out over the length of the proposed project period.

See page 16 of the FY 24 solicitation.

If using the Checklist- the timeline is already built into the document.



# Optional: Construction Project Questionnaire

Office for Victims of Crime  
Tribal Victim Services Set-Aside Program  
Construction and Renovation Efforts Questionnaire

**Instructions:** Please complete this questionnaire if you are using OVC grant funds for any type of renovation, remodeling, expansion, or construction project, including the purchase and installation of modular buildings, mobile homes, trailer homes, or other prefabricated structures. Please be as thorough as possible in your responses. The information provided will help OVC understand the full scope of your construction, renovation, or expansion project. The information provided is also important in helping OVC determine the level of construction training and technical assistance and National Environmental Policy Act (NEPA) compliance support needed for your project.

Applicant/Grantee Name:

Project Title:

Application or Award # (if known):

Grant Point of Contact (POC):

POC Email:

For more information about construction, please [register](#) to attend the upcoming webinar session on May 23 at 1:00 ET.



You can find the TVSSA Construction-Renovation Questionnaire at <https://ovc.ojp.gov/funding/fy24-tvssa-construction-renovation-questionnaire.pdf>.

# Budget Detail Worksheet and Budget Narrative

- Use the Excel Budget Detail Worksheet.
- Include salary & fringe benefits for employees working on the grant.
- Include travel for a minimum of two staff to attend at least one OVC required meeting or conference per year.
- The budget should include all costs necessary to fully implement the project and must cover the entire award period.

The Budget Detail Worksheet can be accessed at  
<https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>



# Financial Management and System of Internal Controls Questionnaire

- ❑ Beginning in 2024, every OJP applicant is required to complete the web-based Questionnaire form in JustGrants.
- ❑ See the Application Resource Guide for additional guidance on how to complete the questionnaire.
- ❑ Screenshots of what you will see in the web-based form are available on the OJP Website <https://www.ojp.gov/financialcapability.pdf>

# Complete the Certifications, Disclosures and Assurances

## Solicitation Instructions

- ✓ CTAS Selection
- > CTAS Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- > Budget and Associated Documentation
- ✓ MOUs and Other Supportive Documents
- ✓ Additional Application Components
- ∨ **Disclosure And Assurances**

### Disclosure Of Lobbying Activities

Disclosure of Duplication In Cost Items

DOJ Certified Standard Assurances

DOJ Certifications Regarding Lobbying

Other Disclosures and Assurances

Declaration and Certification to DOJ as to  
Application Submission

Other

Certify and Submit

# Disclosure Duplication in Cost Items

**JUSTgrants**  
JUSTICE GRANTS SYSTEM

Grant Package ( 00774779 ) **PENDING-DRAFT** Due July 30, 2023 12:31:00 PM EDT

**Disclosure of Duplication in Cost Items**

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Yes. My organization has pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

INITIATE COMPLETE AND SUBMIT REVIEW BUDGET REVIEW AWARDPACKAG

**Note:** The applicant will check **Yes** or **No** if this has occurred in the past 12 months. If **Yes**, add items to a chart to state the federal or state funding agency, and solicitation name/project name.

Solicitation Instructions

- Standard Applicant Information
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
- MOUs and Other Supportive Documents
- Additional Application Components
- Disclosure And Assurances**
  - Disclosure Of Lobbying Activities
  - Disclosure of Duplication in Cost Items**
  - DOJ Certified Standard Assurances
  - DOJ Certifications Regarding Lobbying
  - Other Disclosures and Assurances
  - Declaration and Certification to DOJ as to Application Submission
  - Other
  - Certify and Submit

Save Continue



# Declaration and Certification

The screenshot displays the JUSTgrants Justice Grants System interface. The top navigation bar includes the JUSTgrants logo and a user profile icon. The left sidebar contains navigation links: Home, Entity Profile, Entity Users, Entity Documents, Applications (highlighted), Monitoring, Federal Forms, and Training Resources. The main content area is titled "Grant Package ( 00774779 )" with a "PENDING-DRAFT" status and a due date of "July 30, 2023 12:31:00 PM EDT". An "Actions" dropdown menu is visible in the top right.

The central section is titled "Declaration and Certification to the U.S. Department of Justice as to this Application Submission". It contains the following text:

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.
2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.
3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Below the text is a checkbox labeled "I agree with the above statements." which is currently unchecked. A blue arrow points to this checkbox. Below the checkbox is a "SignerID" field.

On the right side, a vertical list of application components is shown, including "Standard Applicant Information", "Proposal Abstract", "Proposal Narrative", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", "Disclosure Of Lobbying Activities", "Disclosure of Duplication in Cost Items", "DOJ Certified Standard Assurances", "DOJ Certifications Regarding Lobbying", "Other Disclosures and Assurances", "Declaration and Certification to DOJ as to Application Submission" (highlighted with a green box), and "Other". Below this list is a "Certify and Submit" button.

At the bottom of the page, there is a "Participants (3)" section and buttons for "Save" and "Continue". A "Privacy Policy" link is located in the bottom left corner.



# Click Submit in JustGrants

Once all sections are completed, the application submitter will submit the application.



Upon successful submission of an application, the following roles **will receive an email from JustGrants** confirming submission of the application:

1. Application Submitter;
2. Entity Administrator; and
3. Authorized Representative

For Technical Assistance Submitting the **FULL APPLICATION** in JustGrants  
833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

# 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 before September 30.

The system will notify:

- The Entity Administrator and Authorized Representative when 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.



**Let's pause  
for questions.**





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# Tools and Resources

# Primary Sources for Application Guidance

## [OVC FY 24 Tribal Victim Services Set-Aside Formula Program Solicitation](#)

Provides all information related to the funding opportunity, including information about the purpose and scope of the funding, allowable activities, and links to resources and critical forms.

## [OJP Application Resource Guide](#)

Provides guidance on submitting applications, links to critical forms and resources, and addresses a variety of policies, statutes and regulations that apply to most OJP awards.

## [DOJ Grant Application Submission Checklist](#)

A helpful step-by-step resource to assist with registration in SAM.gov and application submission in Grants.gov and JustGrants.

# Help Desks

## **SAM.gov**

If you need help with creating a new SAM account or logging in to update an existing registration, please contact the Federal Service Desk (FSD)

FSD Helpdesk: 866-606-8220

Log into SAM.gov: <https://sam.gov/content/home>

## **Grants.gov Customer Support Hotline**

If you need help with creating a user account, finding a funding opportunity, and submitting the SF 424 and SF-LLL.

Grants.gov Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov Phone: 800-518-4726

Log into Grants.gov: <https://www.grants.gov/>



# Help Desks

## JustGrants Service Desk

The deadline to submit your full Tribal Victim Services Set-Aside (TVSSA) application into JustGrants is Tuesday, June 28, 2024, at 8:59 p.m., ET. If you need technical assistance with your account, logging on to the JustGrants system, or have difficulty with application submission, contact:

- JustGrants Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)
- JustGrants Phone: 833-872-5175
- Log into JustGrants: <https://justgrants.usdoj.gov>



# JustGrants Office Hours: Application Mechanics

Session Topic	Description	Session Registration
<p><b>Application Mechanics: Submitting an Application Weekly Training Webinar</b></p> <p><i>Key Audience: Entity Administrator, Application Submitter, Authorized Representative</i></p>	<ul style="list-style-type: none"><li>• Preparing to apply</li><li>• Completing the abbreviated application in Grants.gov</li><li>• Entity onboarding and JustGrants access</li><li>• JustGrants roles and responsibilities</li><li>• Assigning users to applications</li><li>• Completing, reviewing, certifying and submitting a JustGrants application</li><li>• Attendee questions about application submission</li></ul>	<p><b>Every Wednesday</b> from 2:30-4:30 p.m. ET</p> <p>Click the link to register for the session you wish to attend:</p> <p><a href="#">May 15, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">May 22, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">May 29, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">June 5, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">June 12, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">June 19, 2024</a> 2:30-4:30 p.m. ET</p> <p><a href="#">June 26, 2024</a> 2:30-4:30 p.m. ET</p>

Check website for updates: <https://justicegrants.usdoj.gov/training/application-submission>



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# Upcoming OVC Pre-Application Webinars

May 14, 2024 at 2:00 PM ET

***Completing the Program Narrative Checklist***

May 15, 2024 at 2:00 PM ET

***Developing your Budget***

May 23, 2024 at 1:00 PM ET

***Considerations for Construction Projects***

Visit: <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>  
for Solicitation and Webinar information



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# Additional Resources



**Visit OVC's dedicated Tribal website for up-to-date information:**

- Webinars and Current Funding Opportunities;
- Fact Sheets and Frequently Asked Questions;
- Publications; and more.

Visit: [www.ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside](http://www.ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside)

# Need Help Navigating Your Application?

Email OVC at [OVCTribalsetaside@ojp.usdoj.gov](mailto:OVCTribalsetaside@ojp.usdoj.gov) with questions about how the Set-Aside works.

Email the T-VSTTA team for help with the application program narrative or timeline at [support@t-vstta.org](mailto:support@t-vstta.org).

Email TFMC for assistance with the financial pieces of application including the budget worksheet and budget narrative at [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org).



# Additional Resources

## OVC offers T & TA to all Grantees at no cost!

The OVC funded T & TA Provider can:

- Provide **hands-on assistance** to you in completing your community needs assessment. When created in a timely manner and with your team's participation, this assessment can be a **meaningful tool** and guide for you throughout the length of your project.
- Offer** a variety of **customized training** opportunities to help you carry out the important work of your awarded project.
- Tailor trainings and technical assistance to **support your community**.
- Ensure culture** is centered in all learning experiences.
- Assist with **community engagement**.
- Develop and evaluate victim services programs**.



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# Programmatic Technical Assistance



**T-VSTTA**

Tribal Victim Services Training and Technical Assistance (T-VSTTA) is a capacity-building program providing tailored, hands-on training and technical assistance to victim service providers in American Indian and Alaska Native (AI/AN) communities.

With over 100 years of experience in victim services, the T-VSTTA team meets each grantee where they are, working together to build upon the resilience within AI/AN communities. We—

- Offer victim-centered, trauma-informed support.
- Use the healing process as a touchstone.
- Deliver high-quality, culturally relevant resources, training, and gatherings.
- Ground service offerings in an understanding of sovereignty and history.
- Make it easier for grantees to develop victim services programs.

# How T-VSTTA Can Support You

## Ways to Connect

- Virtual and Onsite Intensive Assistance
- Coaching Sessions
- Office Hours
- Talking Circles
- Gatherings (meetings and conferences)
- Peer Learning
- Community of Care Workshops

*More intensive assistance includes developing customized plans to evaluate and meet program requirements (e.g., staff training and developing collaborative partnerships).*

## Types of Support

- Victim Services Development
- Capacity Building
- Partnership Development
- Grant Navigation
- Program Sustainability



Email: [Support@t-vstta.org](mailto:Support@t-vstta.org)

Phone: 833-887-8820

Website: <https://ovc.ojp.gov/t-vstta/home>



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# Tribal Financial Management Center (TFMC)

**Individualized Training and Technical Assistance:** provides tribal grantees with customized financial assistance to support grant compliance and optimal grant management

- **FY 24 TVSSA Application Support:** assistance with the financial pieces of application including the **budget worksheet and budget narrative** [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)
- **Virtual Support Center:** grantees submit questions and/or requests for technical assistance

**Plain Language Tools ([OJP.gov/TFMC](https://www.ojp.gov/TFMC)):** for developing and/or enhancing policies and procedures

- **Guide Sheets:** over 40 topic areas
- **Webinars**
- **Microlearnings**



## Contact Us



[TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)

703-462-6900



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# Question Time

## Deadline Reminders:

If you wish to complete your Program Description via interview, please contact [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) no later than **TODAY, May 8, 2024.**

GRANTS.GOV Application Deadline: **FRIDAY, JUNE 14, 8:59 p.m. ET**

JUSTGRANTS Application Deadline: **FRIDAY, JUNE 28, 8:59 p.m. ET**



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