

U.S. Department of Justice  
Office of Justice Programs  
Office for Victims of Crime



---

## OVC FY 2023 Invited to Apply Tribal Victim Services Set-Aside Formula

**Assistance Listing Number #** 16.841

**Grants.gov Opportunity Number:** O-OVC-2023-171687

**Solicitation Release Date:** March 30, 2023 12:30 PM ET

**Application Grants.gov Deadline:** June 01, 2023 8:59 PM ET

**Application JustGrants Deadline:** June 13, 2023 8:59 PM ET

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding for the Fiscal Year (FY) 2023 Tribal Victim Services Set-Aside (TVSSA) Formula Grant Program. This program furthers the DOJ's mission by supporting the provision of victim services in American Indian/Alaska Native communities.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#), which provides additional information for applicants to prepare and submit applications to OJP for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

Under this program, OVC allocates funding to participating Tribes through a discretionary

administrative formula based on the Population Certifications submitted by federally recognized Indian Tribes, Alaska Native Claims Settlement Act (ANCSA) Regional Corporations, and designees. Eligible applicants are entities that submitted Population Certifications by February 17, 2023, and have been notified by OVC of their formula allocation.

To confirm your eligibility to apply under this solicitation or to confirm your FY 2023 formula allocation, see the funding table posted at <https://ovc.ojp.gov/funding/fy-2023-tvssa-formula-allocations.pdf>. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

## Contact Information

For assistance with any other requirements of this solicitation, contact either your assigned OVC grant manager or [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) if you do not have an assigned OVC grant manager.

## Submission Information

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). 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.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the full application, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the full application in JustGrants, contact the

JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC at [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) within 24 hours after the application deadline to request approval to submit its application after the deadline.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

### **Pre-Application Webinars**

OVC will conduct of series of pre-application webinars during which OVC staff will review the solicitation requirements, provide step-by-step expectations on developing the application and considerations for developing the budget, capture guidance on how to apply, and answer questions. The webinar series may include the following topics:

- Application Preparation & Submission
- Developing a Budget
- Considerations for a Construction Project

Participation in this webinar series, while encouraged for potential applications, is optional and not required. Video archives and a copy of the presentation material will be available online within 10 business days after each presentation. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

# Contents

Overview	1
Contact Information	2
Pre-Application Webinars	3
Program Description	7
Overview	7
Specific Information	7
Tribal Set-Aside Program Background	7
Changes to the Program to Expand Tribes Flexibilities in Serving Families of Missing & Murdered Indigenous Persons	8
MMIP Costs Related to Private Search Efforts for Missing Persons	9
Goals, Objectives, and Deliverables	10
Goals	10
Objectives	11
Evidence-Based Programs	12
Information Regarding Potential Evaluation of Programs and Activities	12
Federal Award Information	12
General Guidance for Federal Award	12
Awards, Amounts and Durations	13
Type of Award	13
Financial Management and System Controls	13
Budget Information	13
Cost Sharing or Matching Requirement	14
Pre-agreement Costs (also known as Pre-award Costs)	14
Limitation on Use of Award Funds for Employee Compensation: Waiver	14
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	14
Costs Associated with Language Assistance (if applicable)	14
Availability of Funds	14
Eligibility Information	14
Application and Submission Information	15
Content of Application Submission	15
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	15
Standard Applicant Information (JustGrants 424 and General Agency	15

Information)	
Proposal Abstract	15
Proposal Narrative	16
The Proposal Narrative must include the following sections:	16
Description of the Issue	16
Project Design and Implementation	17
Capabilities and Competencies	18
Plan for Collecting the Data Required for this Solicitation's Performance Measures	18
Directions for Completing the Program Checklist	19
Directions for Scheduling an Interview	19
Note on Project Evaluations	20
Goal, Objective and Deliverables	20
Budget and Associated Documentation	20
Travel Budget Requirement	21
Allowable and Unallowable Costs	21
Budget Worksheet and Budget Narrative (attachment)	22
Indirect Cost Rate Agreement (if applicable)	22
Employee Compensation Waiver	22
Financial Management and System of Internal Controls	22
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	22
Additional Application Components	22
Curriculum Vitae or Resumes	22
Tribal Authorizing Resolution	23
Research and Evaluation Independence and Integrity Statement	23
Disclosure and Assurances	23
Disclosure of Lobbying Activities	23
DOJ Certified Standard Assurances	23
Applicant Disclosure of Duplication in Cost Items	23
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing	23
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	24
How to Apply	24
Submission Dates and Time	25
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	25
Application Review Information	26

Review Process	26
Federal Award Administration Information	27
Federal Award Notices	27
Administrative, National Policy, and Other Legal Requirements	27
Information Technology (IT) Security Clauses	27
General Information about Post-Federal Award Reporting Requirements	27
Federal Awarding Agency Contact(s)	28
Other Information	28
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	28
Provide Feedback to OJP	28
Performance Measures	28
Application Checklist	29
Pre-Application	29
Before Registering in Grants.gov:	29
Register in Grants.gov	29
Find the Funding Opportunity	29
Review the Overview of Post-Award Legal Requirements	29
Review the Scope Requirement	29
Review Eligibility Requirement:	30
Application Step 1	30
Application Step 2	30
Application Components	31
Budget and Associated Documentation	31
Additional Application Components	31
Disclosures and Assurances	31
Review, Certify and Submit Application in JustGrants	32
Standard Solicitation Resources	32

## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

This solicitation supports the provision of services to crime victims in American Indian/ Alaska Native (AI/AN) communities through an administrative formula program funded under a set-aside designated by law from the Crime Victims Fund (CVF). The program is not competitive and is open only to federally recognized Indian Tribes (applying individually or as consortia), ANCSA regional corporations, and their authorized designees.

**Statutory Authority:** Any awards under this solicitation would be made under statutory authority provided by the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2023, sec. 510.

### Specific Information

#### Tribal Set-Aside Program Background

A 1988 amendment to the Victims of Crime Act of 1984 (VOCA) created the Office for Victims of Crime as part of the DOJ's OJP. An important part of OVC's mission is to administer grant award programs that are funded by the CVF, which primarily includes criminal fines paid by convicted federal offenders. Each year Congress, in the appropriation law, sets the amount that OVC may use from the CVF to support grant programs for victim services.

In the FY 2018 appropriation, Congress created a Tribal Victim Services Set-Aside from the CVF for the first time. The amount of the first set-aside was 3 percent of the amount available for obligation from the CVF for that year, and accordingly, the set-aside totaled about \$133 million, "available to the Office for Victims of Crime for grants, consistent with the requirements of the Victims of Crime Act, to Indian Tribes to improve services for victims of crime." Congress has appropriated funds under the Tribal Set-Aside each year since.

Last year, the FY 2022 appropriation authorized a 5 percent Tribal Victim Services Set-Aside from CVF receipts, resulting in a total set-aside of \$130 million. OVC made 169 awards totaling \$116,260,509. Remaining funds supported awarding training and technical assistance projects to support Tribes in implementing their victim services projects; delivering the December 2022 Indian Nations Conference; hiring Victim Service

Specialists to assist victims with federal cases; and providing funding to Tribes participating in Project Beacon: Increasing Access to Services for Urban American Indian and Alaska Native Victims of Human Trafficking Program and in the Coordinated Tribal Assistance Solicitation Program.

In FY 2023, the appropriation makes \$84 million available for the tribal set-aside program. As a result, formula awards may be smaller than in previous years. These funds will provide victim services to more than 263 Tribes.

### **Changes to the Program to Expand Tribes Flexibilities in Serving Families of Missing & Murdered Indigenous Persons**

Through consultation, Tribal leaders have conveyed to OVC that it is imperative that AI/AN communities have flexibility in designing and implementing victim services programs to support the families of missing and murdered indigenous persons (MMIP). The TVSSA funding has always been available to Tribes to provide services to families of homicide victims, such as crime scene cleanup, counseling, or the cost of transporting the body of a homicide victim for burial. In FY 2022, OVC broadened the scope of the TVSSA Program to allow grantees to use their funds to address the needs of families of missing persons. OVC's decision was based on feedback from multiple Tribal representatives during the consultation and listening sessions. This change created an opportunity for Tribal communities to direct much-needed funding toward meeting the needs of the loved ones of MMIP, generating awareness of MMIP, and creating systemic change that can help remove barriers to helping victims of MMIP and their loved ones find justice and healing.

TVSSA applicants can use their funding to support services for families of missing individuals in any of the circumstances identified below:

- The missing individual is known to be the victim of kidnapping, or human trafficking (or was being groomed by a trafficker). This includes circumstances where adolescents in foster care disappear and are suspected to have been lured away or coerced into traveling away from home by a trafficker;
- The individual's disappearance is the subject of a law enforcement investigation;
- The individual is feared by family members or loved ones to be missing as a result of any form of criminal victimization; or
- The missing individual is known to have a prior history of crime victimization and the victimization may be directly or indirectly linked to their status as a missing person.

Applicants may also use TVSSA funds to—



- develop response protocols among a multidisciplinary, interjurisdictional group of agencies and organizations responsible for responding to cases of MMIP. This could include development of the portion of an MMIP Tribal Community Response Plan related to victim services.
- educate the community about what to do when a loved one goes missing.
- educate the community about the intersection of MMIP and other crimes by integrating MMIP issues into existing awareness events (e.g., awareness month activities for domestic violence, sexual assault, stalking, human trafficking) or awareness activities about National Missing and Murdered Indigenous Women’s Day.
- promote community awareness of grant-funded services available to the family and loved ones of MMIP.
- help raise awareness of missing individuals from the communities they serve—when the circumstances of their disappearance are consistent with any of the four circumstances outlined above—by renting billboards; printing placards, leaflets, search instructions, maps, and other display materials; or hosting awareness walks or other commemorative events.

**Note:** Applicants may budget no more than 3 percent of their total award amount for costs associated with generating awareness about individuals who are missing. These costs should be included as an “MMIP Awareness: Individual Cases” line item in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section. OVC will consider post-award grantee requests to exceed this 3 percent guideline on a case-by-case basis.

OVC encourages applicants to consider coordinating missing persons awareness activities with state and national missing persons clearinghouses and national groups, such as the [National Center for Missing and Exploited Children](#) and [NamUs](#), to help leverage existing resources to promote awareness of missing persons from their community.

### **MMIP Costs Related to Private Search Efforts for Missing Persons**

Costs related to searching for missing persons (e.g., physical or virtual searches) or incidental to searching for a missing person are generally unallowable under the TVSSA Program, except in the specific circumstances outlined below. Both of these circumstances must be present before grantees can expend funds on search activities:

1. Exigent circumstances (when immediate action is required). Examples include when a missing person is a child, or an adult who has dementia or a cognitive or intellectual disability; AND

2. Law enforcement resources are not reasonably available (e.g., delayed by weather or geographic distance).

In these specific circumstances, certain expenses incidental to a physical search are allowable:

- Recruiting/training volunteers.
- Purchasing search supplies (sunscreen, bug spray).
- Providing fuel reimbursement or assistance (gas cards) or light refreshments (water, protein bars) for volunteer searchers.
- Meeting room rental when a family of MMIP needs space to meet and receive updates from law enforcement during an active search.
- Providing funds for food and hotel costs for families participating in or waiting to hear updates during an active search.
- Renting multi-passenger vehicles (e.g., bus, 15 passenger vans) to transport family and search party participants to and from the search site.

Grantees are not required to receive prior approval from their OVC grant manager to use funds for limited search expenses in these exigent circumstances but should notify their OVC grant managers as soon as practicable. Grantees who are using funds to support searches for missing persons in exigent circumstances should coordinate their activities closely with law enforcement.

Costs related to investigating a missing person's case (e.g., law enforcement expenses, hiring a private investigator) are unallowable.

## **Goals, Objectives, and Deliverables**

Recipients may use TVSSA funds to develop or expand victim services programs and provide direct services to victims of crime. Recipients are encouraged to be creative and innovative in using funds to support trauma-informed, victim-centered services that reflect community values and traditions. For more details about the types of victim service activities that can be supported through this program, review the [Examples of Allowable and Unallowable Costs for FY 2023 chart](#).

## **Goals**

The goal of this program is to provide 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.

## Objectives

The objective of this program is to make grant awards to Tribal communities to improve services for victims of crime through activities such as—

- direct services to victims of crime.
- needs assessment and strategic planning.
- victim service program development and implementation.
- victim service program expansion.
- community outreach and education.
- purchasing or procuring tangible items related to victim services.
- other activities needed to address the individualized needs of victims of any type of crime in Tribal communities. (See chart of [Allowable and Unallowable Costs for FY 2023](#) for guidance about examples of allowable and unallowable expenses.)

In designing their victim services programs, Tribes are encouraged to consider using TVSSA funds to plan for the delivery of victim services in the event of a natural disaster, pandemic, or other unforeseen circumstance that makes normal service delivery difficult or impossible.

In addition to providing services for victims of violence, Tribes may also want to use funds to provide therapeutic and support services for children who are exposed to violence, or who are witnesses to domestic violence or community violence.

Deliverables should align with the activities proposed.

Core deliverables include reports and documentation, as required by law.

Reporting Requirement	Statutory Source for Deliverable Required
Semiannual Progress Reports	2 C.F.R. Part 200
Quarterly Financial Reports	2 C.F.R. Part 200
Quarterly Performance Measurement Data Submission	2 C.F.R. Part 200
Submission and Clearance of Proposed Project Budget; Ongoing Budget Modification	2 C.F.R. Part 200

Current Indirect Cost Rate From Cognizant Federal Agency; or de minimis rate of 10 percent	2 C.F.R. Part 200
Lobbying Certification	2 C.F.R. Part 200

Grantees will be able to access, at no cost, training and technical assistance (TTA) through OVC-designated programmatic and financial TTA providers who are available to assist Tribes with successfully implementing grant activities. This may include professional development training; specific training for project staff and staff members from collaborating partner agencies and organizations or other experts on how to serve victims of crime; assistance with establishing mechanisms to capture required performance measurement data; development of project deliverables; or other TTA needs that may be identified.

OVC expects all grantees to actively participate in the services offered by OVC's TTA providers. Grantees are also permitted to budget a portion of their award funds to secure their own TTA through subawards or contracts.

The goals, objectives, and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in the "Application and Submission Information" section.

### **Evidence-Based Programs**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Federal Award Information**

#### **General Guidance for Federal Award**

Anticipated Number of Awards: OVC will make awards to every eligible Tribe (or Authorized Designee) that submitted a Population Certification and completes the

application process.

Anticipated Maximum Dollar Amount of awards: Dollar amounts of awards made under this program will vary and will be determined by a formula (as described above in the Program-Specific Information section).

Period of performance start date: January 1, 2024, for most applicants, though some applicants (those with funding expiring 9/30/2023) may be permitted to start performance on October 1, 2023, to avoid interruption of services.

Period of performance duration: As determined by applicant—12, 24, 36, 48, or 60 months. Project periods may not exceed 60 months. Applicants proposing to use funds for construction or major renovation (including the purchase and installation of modular buildings, mobile homes, prefabricated buildings, and similar structures) are strongly advised to choose a project period of at least 36 months to allow sufficient time for environmental review, approvals, and actual construction/assembly/installation of the project facility.

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

#### **Type of Award**

OVC expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Financial Management and System Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

Applicants may submit a budget of up to 60 months using the current [DOJ Budget Detail Worksheet](#), which must be uploaded as an attachment in JustGrants. Applicants must use this form to show calculations for requested funding and narrative descriptions for all

proposed expenses. The proposed budget should not exceed the formula allocation amount and must be consistent with activities described in the program narrative and the provision of victim services.

See the OJP Grant Application Resource Guide for additional information.

### **Cost Sharing or Matching Requirement**

This solicitation does not require match.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation Waiver.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Availability of Funds**

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the Federal Award Information section.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

## Application and Submission Information

### Content of Application Submission

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual who will complete the application in JustGrants. JustGrants will use this information (email address) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) is not subject to [Executive Order 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project; confirm their Authorized Organization Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

## **Proposal Narrative**

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline section of the application.

The Proposal Narrative should be submitted as an attachment in JustGrants. Applicants may satisfy the requirement to complete a proposal narrative in one of three ways:

1. Applicants may submit a typed, written traditional proposal narrative that uses 1” margins, is double-spaced, uses at least a 12-point size font, does not exceed 20 pages, and includes each of the headings below with detailed written responses to each of the bullet points listed beneath each heading.
2. Applicants may complete the program checklist on their own.
3. Applicants may schedule an interview with OVC staff, where an OVC staff member will complete the program checklist using information the applicant provides.

All applicants proposing to use TVSSA funds for renovation or construction activities, including the purchase, installation, and site preparation for modular buildings, mobile homes, trailer homes, and other prefabricated structures, must complete and upload the separate “TVSSA Construction-Renovation Questionnaire” in addition to the written proposal narrative or checklist. For applicants that elect to schedule an interview with OVC staff, an OVC staff member will complete the questionnaire during the interview. For guidance on expenses and activities associated with minor renovations, major renovations, and construction, please see the [Examples of Unallowable and Allowable Costs](#) chart.

**The Proposal Narrative must include the following sections:**

### **Description of the Issue**

Applicants should use this section to describe the community or communities to be served by the proposed project, including—



- the geographic location of the service areas; key demographic information (total population to be served, average age of the residents, underserved populations, etc.).
- whether there are current victim services programs available in the community, and if so, how long the programs have been in operation, how many employees staff them, and a summary of the current services that the programs offer to victims.
- the current needs or challenges related to serving crime victims and how the proposed project will address these problems.
- who will be served by the project (children, adults, elders, specific underserved populations or communities, etc.).
- which forms of crime victimization will be addressed by the project (domestic violence, sexual assault, human trafficking, elder abuse, child abuse, etc.).

### **Project Design and Implementation**

Applicants should use this section to describe how they would use the funds from this program to develop and implement a program to meet the needs of crime victims that you identified in your responses to the Description of the Issue section, including—

- where the proposed project will be located and how victims will access the services (in person, virtually, etc.), any anticipated barriers to victims accessing services (cost, transportation, childcare, etc.), and how the applicant would use the award funds to help reduce the barriers.
- the services that the project would provide (victim advocacy, civil legal assistance, shelter or transitional housing, etc.), other project activities that would be supported by grant funds (outreach and awareness, training, program evaluation, Tribal code or other product development, etc.), and who will provide the services and conduct the activities by position/title.
- specific goals and objectives for the project that are directly related to meeting the needs/challenges identified in the Description of the Issue section, and the specific tasks and activities necessary to achieve the goals and objectives.
- a detailed project timeline that covers the entire proposed project period selected by the applicant (12–60 months) and which illustrates how the project tasks and activities will be carried out, identifies who will be responsible for the tasks and activities by position/title, and explains how the applicant will fulfill its reporting requirements, or obtain OVC review and approval for proposed products. The timeline may be included in the body of the proposal narrative or submitted as an attachment to the application.

## Capabilities and Competencies

Applicants should use this section to identify the individuals who would staff the proposed project and explain their duties and responsibilities by—

- identifying by name and position/title all staff (existing and new) whose positions would be supported by funding from this proposed award, including a position description of their assigned duties/responsibilities, the percentage of their time and effort they would devote to this project, and a summary of their qualifications (education, prior work experience, etc.).
- attaching the position descriptions for new and existing project staff, and the resumes of existing staff members, to their application for funding.
- identifying by name and position/title the individual who will be responsible for supervising the work to be carried out by proposed existing or new staff members, including what percentage of this individual's time/effort will be supported with grant funds, what other responsibilities the individual might have for the success of the project, and a summary of their qualifications (education, prior work experience).
- identifying by name any proposed subrecipients, subcontractors, or individual consultants who will share responsibility for developing or implementing the project, including a brief summary of their assigned duties/responsibilities and a summary of their qualifications (education, prior experience), if applicable.
- identifying the collaborative partner agencies and organizations who will participate in a grant-supported multidisciplinary team response (e.g., SANE-SART, CCR, CPT), including the name and position/title of the individual representative for each participating agency or organization, if applicable.

## Plan for Collecting the Data Required for this Solicitation's Performance Measures

Applicants should use this section to describe how they will collect and report the performance measurement data for the TVSSA Program including—

- identifying by name and position/title the individuals who will be responsible for collecting, storing, and reporting the performance measurement data.
- indicating where and how the data will be stored (e.g., hard copy, electronic, cloud-based software application) and who will have access to it.
- indicating whether the performance measurement data that will be collected for this solicitation will be used to satisfy reporting requirements for another funding source.

**Note:** An applicant is not required to submit performance data with the application.

Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semiannual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>.

A list of performance measure questions for this program can be found at <https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>.

Grantees under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- I. Collaborative Partnerships (for consortia)
- II. Strategic Planning
- III. Victim Services

OJP will provide further guidance on the post-award submission process, after making awards.

### **Directions for Completing the Program Checklist**

Applicants may complete the program checklist to document the information required about the planned program. The program checklist is available online at <https://ovc.ojp.gov/funding/fy-2023-tvssa-program-checklist.pdf>. The program checklist should be completed in its entirety.

All applicants proposing to use funds for renovation or construction activities—including the purchase, installation, and site preparation for modular buildings, mobile homes, trailer homes, and other prefabricated structures—must also complete and upload the [TVSSA Construction and Renovation Efforts Questionnaire](#). For guidance on expenses and activities associated with minor renovations, major renovations, and construction, please see the [Examples of Allowable and Unallowable Costs for FY 2023](#) chart.

### **Directions for Scheduling an Interview**

Applicants may complete a telephone or video conference interview with OVC Tribal Division staff in lieu of writing a traditional proposal narrative or completing the checklist independently. OVC staff will ask the questions on the program checklist (and construction questionnaire, if applicable) and will document the information required about the planned program. To schedule an interview, please submit the request by

emailing [ovctribalsetaside@ojp.usdoj.gov](mailto:ovctribalsetaside@ojp.usdoj.gov) by April 11, 2023. With your request, please indicate whether or not you plan to conduct renovation/construction/modular building activities so that staff can schedule sufficient time to complete both documents.

OVC may not be able to accommodate requests for interviews that are submitted after the deadline identified above. If OVC cannot accommodate an interview request, the applicant will need to either submit a traditional proposal narrative or complete the program checklist on their own.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

### **Goal, Objective and Deliverables**

OJP will require each applicant to submit goals, objectives, deliverables, and a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months as an attachment in JustGrants. See the Project Timeline included in the program [checklist](#).

Goals. The applicant should outline the project’s goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

### **Budget and Associated Documentation**

Applicants may submit a budget of up to 60 months using the current DOJ Budget Detail Worksheet, which must be uploaded as an attachment in JustGrants. Applicants must use this form to show calculations for requested funding and narrative descriptions for all proposed expenses. The proposed budget should not exceed the formula allocation amount and must be consistent with activities described in the proposal narrative.

The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. All applicants should use the Excel version when completing the proposed budget in an application, except in cases

where the applicant does not have access to Microsoft Excel or experiences technical difficulties.

If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version. [When using the PDF version, an applicant must complete it for each year (this format does not allow for computations of multiple years).] Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

See the OJP Grant Application Resource Guide for additional information.

### **Travel Budget Requirement**

Applicants should budget travel costs including airfare, lodging, mileage, and per diem for training costs associated for a minimum of two key personnel to travel to at least one DOJ-sponsored training or convening per year for the duration of their project period, for example, to the National Indian Nations Conference.

For budgeting purposes, if an event location is not predetermined, please use Washington, D.C., as the location. Please see the GSA website for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### **Allowable and Unallowable Costs**

Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include costs of direct services for crime victims (including the staff, equipment, etc., to deliver those services); assistance in navigating the complex systems associated with victimization (e.g., criminal justice, child welfare); and activities and services that provide awareness about victimization and the resources available to victims. Prevention-focused programs are generally unallowable, though prevention information or activities are allowable when part of a larger effort driven primarily by victim services (e.g., outreach and education about victim services, with prevention resources also provided).

Funding cannot be used for activities that are NOT related to victim services—for example, activities that are centered on investigation, prosecution, offender services, or corrections. Proposed budgets may not include costs that duplicate costs supported under other federal or state grants, or that supplant (i.e., replace) existing funding for victim services.

Examples of allowable and unallowable costs for FY 2023 are available online at <https://ovc.ojp.gov/funding/fy-2023-tvssa-allowable-and-unallowable-costs.pdf>.

**MMIP Awareness: Individual Cases** Applicants may budget no more than 3 percent of

their total award amount for costs associated with generating awareness about individuals who are missing. These costs should be included as an “MMIP Awareness: Individual Cases” line item in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section. OVC will consider post-award grantee requests to exceed this 3 percent guideline on a case-by-case basis.

### **Budget Worksheet and Budget Narrative (attachment)**

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

### **Disclosure of Process Related to Executive Compensation**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

### **Additional Application Components**

The applicant will attach the requested documentation in JustGrants.

## **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

## **Tribal Authorizing Resolution**

Authorized Designees must submit Tribal Resolutions to OVC (or legal equivalents) to receive an award. See the [OJP Grant Application Resource Guide](#) for information on Tribal authorizing resolutions.

## **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

## **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). 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.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the full application, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application



Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The SF-424 and the SF-LLL must be submitted in Grants.gov by 8:59 p.m. ET on June 1, 2023.

The full application must be submitted in JustGrants by 8:59 p.m. ET on June 13, 2023

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the

service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadlines.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

## Application Review Information

### Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the

other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only OJP recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semiannual performance reports, final financial and performance reports and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific

post-award reporting requirements, including performance measure data.

## Federal Awarding Agency Contact(s)

For OJP contact(s) and contact information for Grants.gov and JustGrants see the solicitation cover page.

## Other Information

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

A list of performance measure questions for this program can be found at <https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>

## Application Checklist

This application checklist has been created as an aid in developing an application. For more information, reference the [OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### Pre-Application

#### Before Registering in Grants.gov:

- Acquire or renew your Entity's [System for Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

#### Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

#### Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

#### Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

## **Review the Scope Requirement**

- The federal amount requested is within the allowable limit(s) of the formula allocation for the applicant.

## **Review Eligibility Requirement:**

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

## **Application Step 1**

Submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual who will complete the application in JustGrants and the SF-LLL in Grants.gov

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

## **Application Step 2**

Submit the following information in JustGrants

### **Application Components**

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Narrative
- Construction and Renovation Efforts Questionnaire, if applicable
- Project Timeline
- Resumes or CVs of project staff

### **Budget and Associated Documentation**

- Budget Worksheet and Narrative (attachment)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Review, Certify and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked



questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.