



OVC FY25 Tribal Victim Services Set-Aside Formula Program Pre-Application Webinar: Completing the TVSSA Proposal Narrative Questionnaire

Today's Presenters



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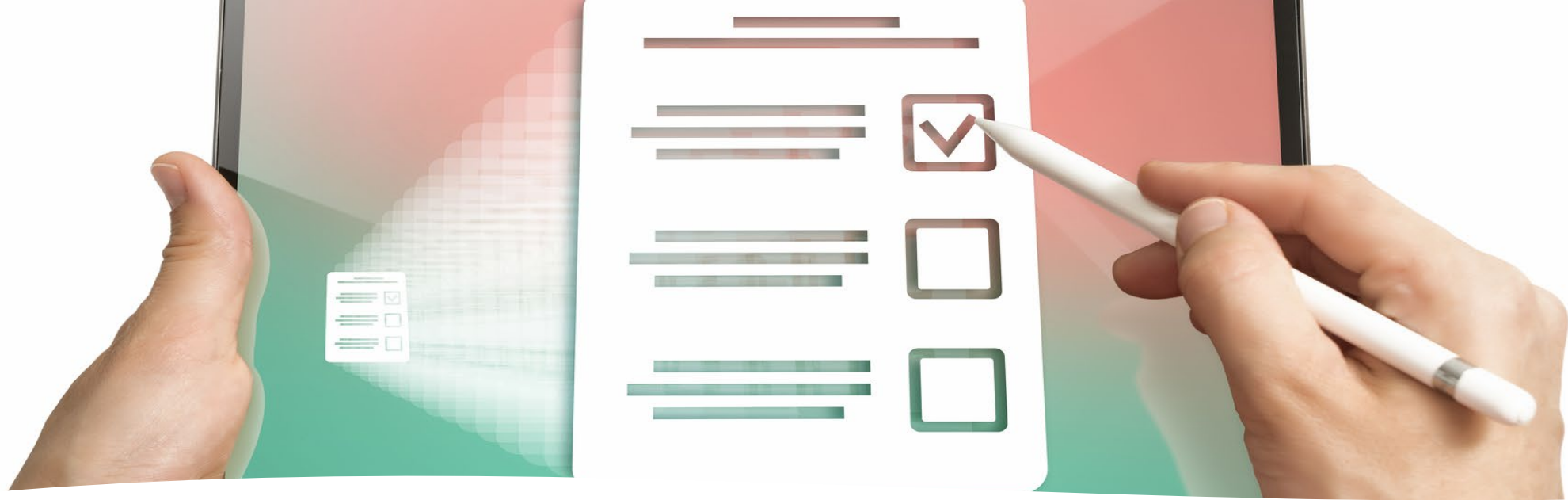


What part of the narrative process do you have questions on?

- Description of Need
- Program Design and Implementation
- Goals and Objectives
- Timeline

Participant Poll





Where are you in the planning process for your FY25 application?

Participant Poll

- a. I haven't started yet
- b. I have read the NOFO
- c. I have started meeting with staff & key people in developing the proposal narrative



Goals for Today

- Help you understand how to respond to the user friendly, victim-centered proposal narrative questionnaire
- Provide tips and strategies on how to align the program plan with FY 2025 allocations
- Identify the components needed for strong questionnaire narrative responses



Learning Objectives

1. How to develop a proposal narrative that clearly describes your project.
2. How to make sure your proposal narrative questionnaire addresses all the Notice of Funding Opportunity (NOFO) requirements.
3. How OVC reviews your TVSSA application



Changes to Proposal Narrative in FY25



Eliminated traditional narrative and program narrative checklist



Created a proposal narrative questionnaire which is embedded in JustGrants.



The questionnaire is similar to the program checklist and has fewer sections for responses.



How to Develop a Proposal Narrative





Let's Plan a Road Trip

What do you need to plan a road trip?

- A destination
- Map (directions)
- Resources (money, a vehicle, drivers, etc.)



Question

- What might happen if you don't know where you're going or how you plan to get there?

Enter your response in the Chat

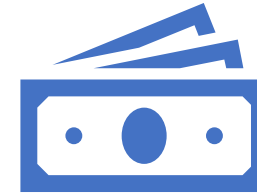




Destination = Project
Goals



Map = Objectives &
Project Timeline



Resources = FY25
Allocation (budget)



How to Respond to the TVSSA Proposal Narrative Questionnaire



Keep in mind....

- We are highlighting select sections of the proposal narrative
- We will not be covering all the elements of the proposal narrative



first
things
first

First Things First

- Use the FY 2025 TVSSA Program resources (NOFO, proposal narrative questionnaire, budget guidance chart, and allocation table in the NOFO)
- There may be some content you can copy & paste from old grant applications if applicable to the FY25 project. However, please ensure there is no duplication of effort/ activities from a previous award.
- Write a robust, detailed description so we are all on the same page about what you are proposing to do with the funding.



Instructions to Revise, Resubmit, and Submit Applications in JustGrants



FY 2025 Tribal Victim Services Set-Aside
(TVSSA) Program

Applicant Resource Guide

July 28, 2025



Application Recall

Step 1

IMPORTANT!

The assigned Application Submitter can recall a submitted application before the JustGrants deadline. A recalled application must be resubmitted before the deadline, or the application will not be considered for award.

- 1) Once the application to be recalled has been selected, select **Recall Application** from the **Actions** menu.

The screenshot shows the JustGrants application recall interface. A green box highlights the 'Recall Application' option in the 'Actions' menu. The interface displays a table of applications with columns for Opportunity ID, Application Case ID, Application Group Case ID, and Funding Opportunity Title. The table shows one application with Opportunity ID 'O-IGA-2024-200452-0A', Application Case ID 'A-415480', Application Group Case ID 'AG-28845', and Funding Opportunity Title 'CR'. The 'Actions' menu is open, showing options: Recall, Resubmit, Recall Application, Print, and Close. A green circle with the number '1' is next to the 'Recall Application' option.

Opportunity ID	Application Case ID	Application Group Case ID	Funding Opportunity Title
O-IGA-2024-200452-0A	A-415480	AG-28845	CR

Application Submission Job Aid Reference Guide | 106

Application Recall

TVSSA Applicant Resource Guide – Helpful Information

- **How to Complete the TVSSA Proposal Narrative Questionnaire**
- **Fillable Copy of the TVSSA Proposal Narrative Questionnaire.**
- **Instructions on How to Complete the TVSSA Proposal Narrative Questionnaire in JustGrants**
- **Project Summary** - What to include
- **Project Design and Implementation** - What to include
- **Project Goals and Objectives** - What to include
- **Capabilities and Competencies** - What to include
- **Project Staff**
 - For each staff position (new or existing) that will be funded by the TVSSA program, provide the following information
- **Project Management** - What to include
- **Tips for Developing a Strong Narrative.**
- **Optional: Standard Response Template for the Proposal Narrative Questionnaire**



Proposal Narrative Questionnaire

Applicants complete the
TVSSA Proposal
Narrative Questionnaire
in JustGrants

Tribal Entity and Applicant Type:

- ☐ Federally Recognized Indian Tribe
- ☐ Consortium or two or more Federally Recognized Tribes
- ☐ Authorized Designee of a Federally Recognized Tribe

[Clear Selection](#)

Name each Federally Recognized Tribe, Consortium, and/or Authorized Designee who are applying

In about 200 words or less, please provide a brief summary about what your project will do.

Proposed Project Information:

How much time are you requesting to use FY2025 TVSSA funds?

- ☐ 12 months
- ☐ 24 months
- ☐ 36 months
- ☐ 48 months
- ☐ 60 months

When would you like your project period to start?

- ☒ September 30, 2025 (Available to current TVSSA grantees who are continuing your project)
- ☐ January 1, 2026 (Default start date for all FY2025 applicants)

Do you currently operate a victim services program in the community/communities to be served by this project?

- ☐ Yes
- ☐ No

Note: Project start date options are actually October 1, 2025 and January 1, 2026.



Which Tribe(s) will be Served by the Proposed Project?

- **Individual Federally Recognized Tribes:** List your Tribe only
- **Tribal Consortia:** List each Federally Recognized Tribe to be served
- **Authorized Designee:** List the Federally Recognized Tribe to be served



Project Summary

- Brief summary of your proposed or planned project
- 200 words or less
- Should align with proposed goals & objectives
- Do NOT include anything you do not use TVSSA resources to support



What types of crime victimization will your project address?

☐ Select All

- ☐ Domestic violence
- ☐ Sex trafficking, Labor trafficking
- ☐ Teen dating violence
- ☐ Property crimes (burglary, arson, destruction of property, etc.)
- ☐ Sexual assault, Adults sexually abused as children
- ☐ Child abuse/neglect, child sexual assault,
- ☐ Violent crimes (kidnapping, armed robbery, aggravated assault)
- ☐ Elder abuse
- ☐ Stalking
- ☐ MMIP, family support

Proposal Narrative Questionnaire

You may choose as many options as possible that will fully describe the crime victims your project will serve.

Next



Description of Need

- Tell us about the most important needs, challenges and problems you are proposing to address with this project.
 - The needs **MUST** be related to serving crime victims.
- Provide data that shows the impact on crime victims and/or examples of how crime impacted victims.



Program Design and Implementation

- What types of victimization will be addressed?
- What types of services will be provided by your project?
- What are the goals and objectives of the project?
- Who will implement the project?





Developing Goals & Objectives



What's the Difference?

Goals

(Destination)

- An outcome you want to achieve in the long-term
- Written as broad statements

Objectives

(Directions to Destination)

- Specific & measurable short-term action towards a goal
- Individual actions to take to achieve a goal within a noted period of time



SMART Goals

S What do you want to do?

SPECIFIC

M How will you track your progress?

MEASURABLE

A How will you do it?

ACHIEVABLE

R Does this goal align with your project?

RELEVANT

T Do you have time to complete your goals?

TIME-BOUND



Example of a SMART Goal: No Existing Victim Services Program

We will increase access to services for victims who live in our remote communities (**Specific**) by hiring a 1.0 FTE Victim Advocate (**Measurable**) to conduct quarterly community awareness activities (**Attainable**) and assist crime victims (**Relevant**) during the 36-month award period (**Time-Based**).



Objectives

Goal 1: We will increase access to services for victims who live in our remote communities by hiring a 1.0 FTE Victim Advocate to conduct quarterly community awareness activities and assist crime victims during the 24-month award period.

- **Objective 1a:** Hire a 1.0 FTE Victim Advocate
 - **Related Tasks/Activities:** Advertise position; interview candidates; hire Advocate
- **Objective 1b:** Purchase or lease a program vehicle to support Advocate's work.
 - **Related Tasks/Activities:** Procure, insure, and maintain vehicle
- **Objective 1c:** Rent office space for Advocate to meet with victims & conduct community outreach events in central location.
 - **Related Tasks/Activities:** Identify office space; execute lease agreement; furnish space



Let's Practice!

**How would you make this into a
SMART goal?**

*To expand Community Outreach
and Awareness Activities*

Enter your response in the Chat



Other Elements of the Proposal Narrative Questionnaire



Project Staff

- Provide title/positions that will be paid for with FY25 TVSSA
- State if this is a new or existing position
- Provide percentage of time/effort spent on project
- Summary of duties for each position
- If someone is currently in the position, summary of prior relevant job experience



Project Management

- Provide the name & position/title of person who grant-funded staff will report to
- Please describe If this position's effort/time would be paid from your FY25 TVSSA allocation
- Attach resumes of existing staff and position descriptions.



Consultants/ Contractors/ Subrecipients

- Identify by name if you have someone in mind
- Adding the name to the narrative ≠ approval



Creating Your Project Timeline



Covers the entire proposed project period (12–60 months).



Illustrates how project activities will be carried out.



Identifies who will be responsible for the tasks and activities by position/title.



Explains how you will fulfill TVSSA reporting requirements.



(If applicable) Includes sufficient time for OVC to review/approve products and/or publications



Timeline Tips



Be realistic- how long does it take your Tribe/org to hire? To procure equipment?



Use copy & paste function

Repeated activities (e.g., submitting periodic reports to OVC, conducting periodic outreach/awareness activities)



Identify who will complete each activity using position/title, not names



Build in sufficient time for OVC review/approval (e.g., products, NEPA approval for construction projects)



Example of a Timeline

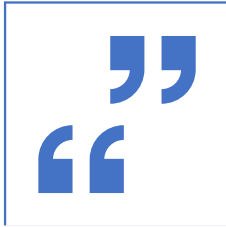
Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Year 1	Advertise position for a 1.0 FTE Victim Advocate	Interview candidates and hire position	Provide training and orientation for Victim Advocate	Victim advocate begin providing direct services
Year 2	Conduct lease versus purchase analysis for program vehicle and submit for approval	Procure and insure vehicle	Begin using vehicle for mobile advocacy	Continue mobile advocacy



How OVC Reviews Your Program Narrative



Evaluation Criteria



Is what you wrote responsive to the solicitation criteria?



Is there a logical link between:

Proposed goals & objectives and identified needs/challenges?

Victims to be served and proposed goals & objectives?

Proposed project activities and your proposed budget?



Applicant capacity

Do you have adequate resources to complete the proposed project?

Will you need some assistance to help you achieve your goals?



Getting Started

What's next?

Map out the route to your own destination.

- Assess existing resources
- Identify gaps, needs, & challenges for serving victims
- Determine how you will use your FY25 allocation to develop/enhance services for crime victims

Need Some Help?

Questions about the TVSSA Program,

Email:

OVCTribalSetAside@usdoj.gov

Want someone to review your program narrative,

Email: Support@t-vstta.org

Need help preparing your budget,

Email: tfmc@ovctfmc.org



Key Reminders

- Start early to avoid last minute issues.
- Align all documents with the TVSSA NOFO.
- Keep copies of everything you submit for your records.
- Complete the application process in Grants.gov before proceeding to submit information in JustGrants.
- Use the Microsoft Word version of the Proposal Narrative Questionnaire to draft responses, then copy and paste the information into JustGrants by using the “Ctrl + C” and “Ctrl + V” functions.
- Save often - Per JustGrants security requirements, you will be automatically logged out if you are inactive for 15 minutes. JustGrants will display a warning message after 10 minutes of inactivity and will initiate a 5-minute countdown.

Pre-Application Webinar Topic

Date/Time

**Completing a Program
Narrative
Questionnaire**

August 7, 2025
2 p.m. ET

Developing a Budget

August 12,
2025 2 p.m. ET

**Considerations for
Construction Projects**

August 13,
2025 2 p.m.
ET

Office Hours Session

September 4, 2025
2:00 - 4:00 p.m., eastern time

