



Helping Crime Survivors Find Their Justice

OVC FY 2023 Culturally Responsive Victim Services Fellowship

The webinar will begin shortly

Presenter



Sharron Fletcher

Lead Victim Justice Specialist
Discretionary Programs Division
Office for Victims of Crime

Webinar Outline

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

Current Funding Opportunities

© Number1411 / Shutterstock.com (see reuse policy).

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

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

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

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

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

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

Current Funding Opportunities

Funding Webinars

How to Apply for Funding

OVC Awards List

Performance Measures

Managing Grants

Types of Funding

Apply to be a Peer Reviewer

Expired Funding Opportunities



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



Helping Crime Survivors Find Their Justice

OVC Overview

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

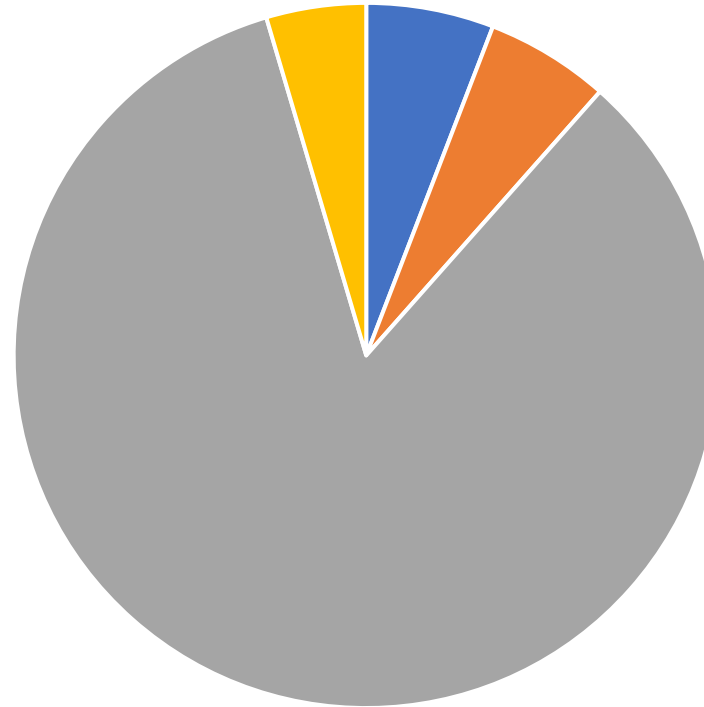
OVC funding supports:

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



Anticipated OVC FY 2023 Funding

Over \$1,800,000,000



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

This OVC Funding Opportunity





Eligibility

- Individuals

The successful candidate must have documented experience providing an array of victim service supports in communities of color and culturally specific communities accompanied by a deep understanding of historic and current barriers faced by both the survivors from these communities and the organizations serving them. The candidate also must demonstrate substantial knowledge of victimization and victim services and have the skills to communicate orally and in writing with a broad audience of stakeholders. Organizations are not eligible to apply.

Eligibility

Criteria

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



Specific Information

The Fellow will assist OVC's work to build the capacity of and increase access to culturally responsive services for victims of crime through outreach, demonstration initiatives, national-scope programs, national conferences, and culturally specific responses to hate crimes, terrorism, and mass violence, among others. The individual selected under this program will coordinate with OVC's National Center for Culturally Responsive Victim Services to further OVC's goals of increasing the capacity of culturally responsive victim services, improving communication and collaborations between culturally specific victim-serving organizations and OVC, and addressing inequities in crime victim services.



Helping Crime Survivors Find Their Justice

Goal



The goal of this program is to engage a full-time Fellow to provide policy and programmatic contributions that inform and assist OVC efforts to increase the capacity of the field to provide culturally responsive, victim-centered, trauma-informed victim services.

Objectives



1. Develop strategies to support services that meet needs identified by victims and survivors, specifically those from culturally specific communities and communities of color that are often unheard, marginalized, underrepresented, and underserved.
2. Institutionalize communication and collaboration innovations that will improve OVC's relationships with culturally specific victim serving organizations.
3. Identify barriers that make it difficult for survivors from culturally specific communities to access services and those that prevent grassroots organizations from accessing funding.

Objectives (cont.)



4. Identify barriers and gaps to supporting culturally specific organizations and develop innovative solutions to improve communications and foster relationships with these organizations.
5. Collaborate with OVC's National Center for Culturally Responsive Victim Services to conduct outreach to victim-serving organizations supporting underrepresented, underserved, and unheard communities and build the capacity of these organizations to meet the unmet needs of victims and survivors.
6. In collaboration with the COCWG, coordinate awareness and learning opportunities to inform OVC about ongoing work to increase the capacity and availability of culturally responsive victim services.

Deliverables

Working with OVC, the CRVS Fellow will:

- Build a robust and diverse list of stakeholders (organizations, decision-makers, and others) to use for outreach efforts.
- Develop and implement a communication plan that promotes awareness and informs the field, to include:
 1. Participation in conferences and conducting trainings to raise awareness about OVC's efforts to increase supports for culturally specific organizations and survivors from unheard, marginalized, underrepresented, and underserved communities.
 2. Hosting focus groups, listening session, and other opportunities for engagement and dialogue with culturally specific organizations, the COCWG, and OVC to build relationships between these organizations and survivors from unheard and underserved communities.
 3. Identifying other opportunities to build/expand relationships or enhance coordination between OVC and its stakeholders who represent communities of color and culturally specific communities.



Deliverables (cont.)

- Coordinate with the National Center for Culturally Responsive Victim Services and other OVC-funded training and technical assistance providers to support OVC grantees and stakeholders who represent communities of color and culturally specific communities.
- Write at least one significant article for publication on a topic relevant to culturally responsive victim services.
- Submit annual reports to OVC with recommendations for enhancing efforts to communicate and collaborate with culturally specific service providers, survivors from these communities, and culturally specific victim-serving organizations.
- Work with OVC to identify training opportunities for OVC staff around cultural and equity issues.
- Submit monthly reports to the OVC Program Manager on progress made and activities completed.



Federal Award Information

Maximum number of awards OVC expects to make:	1 Award
Maximum dollar amount for each award:	\$350,000
Period of Performance start date:	10/01/2023
Period of Performance duration:	24 Months
Total amount to be awarded under solicitation:	\$350,000



Helping Crime Survivors Find Their Justice

Types of Award



The award will be made as a **Cooperative Agreement**:

- **Substantial involvement between awarding agency and recipient** during the performance period
- Awarding agency **closely participates** in the performance of the program
- See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for more information.

Application and Submission Information



Helping Crime Survivors Find Their Justice

Timeline

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



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

Applications MUST Include

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

- Proposal Abstract
- Proposal Narrative
 - Description of the Issue/Statement of the Problem
 - Project Design and Implementation
 - Capabilities and Competencies
 - Plan for Collecting the Data for this Solicitation's Performance Measures
- Budget Web-Based Form (including budget details and budget narrative)
- Resume or Curriculum Vitae



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

Proposal Abstract

An abstract is a **clear and simple summary** statement about your proposal.

This statement should be no more than 400 words and should include:

- purpose of the project,
- primary activities,
- expected outcomes,
- the service area, and
- intended beneficiaries and subrecipients.

This will be completed in the JustGrants Web-based form.



Helping Crime Survivors Find Their Justice

Proposal Narrative Format

The proposal narrative must:

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



Helping Crime Survivors Find Their Justice

Proposal Narrative Format

The following sections are part of the proposal narrative:

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



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



Proposal Narrative: Description of the Issue

Applicants must provide information about the—

- complexity of issues and concerns faced by victim-serving organizations supporting underrepresented and culturally specific communities, including those communities disproportionately impacted by violence and victimization.
- breadth of issues victims and survivors from underrepresented, unheard, and culturally specific communities face, including relevant equity considerations and the impacts of historical trauma and systemic racism.
- current practices in state, local, or tribal victim services and social services that are available to victims and survivors from these specific communities.
- gaps in information, knowledge, and practice by providers and practitioners in the field.
- challenges around disseminating information to the field and integrating the information into practice.

Proposal Narrative: Project Design and Implementation

This section must:

- Address all the fellowship goals and objectives. This section should establish a clear link between the proposed activities and the challenges identified in the Description of the Issue. Applicants should describe how their proposed program design, project partnerships, and deliverables/activities will advance equity for targeted audiences and the communities they serve.
- Outline the process of completing fellowship activities and deliverables described in this solicitation.
- Include a timeline/time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports, quarterly performance reports, and semiannual progress reports required of all grant recipients. The time-task plan, presented in chart or table form, is not subject to the 20-page narrative limitation.



Helping Crime Survivors Find Their Justice

Proposal Narrative: Capabilities and Competencies

This section must:

- Demonstrate that the applicant has the capacity and experience to implement project activities.
- Provide a clear description of academic, professional expertise, and relevant work experience in the subject matter areas of the fellowship, including but not limited to, experience working with or on behalf of culturally specific victim-serving organizations or allied partners to provide culturally specific, victim-centered, trauma-informed victim services; experience working within a culturally specific organization (organizations with the primary purpose of providing culturally specific services to Black, Latinx, Indigenous, Asian, Native Hawaiian or Pacific Islander, or other cultural communities); or experience providing direct services to victims representative of culturally specific communities..
- Document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies.
- Resumes or curriculum vitae must be included as a separate attachment.



Helping Crime Survivors Find Their Justice

Proposal Narrative: Plan for Collecting Data

This section must include:

1. A plan for collecting all the performance measures data required by this solicitation.
2. A description of how the information will be used to guide and evaluate the impact of the project.



Budget Web-Based Form (Worksheet and Budget Narrative)



- Use the JustGrants web-based form.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 24 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.

Budget Information

Allowable Costs

- Personnel (salary)
- Fringe Benefits
- Travel Expenses
- Supplies
- Professional Development and Training

Unallowable Costs

- Equipment
- Moving Expenses
- International Travel
- Indirect Costs

Create a SMART Budget



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



Additional Documents to Apply

DOJ Application Submission Checklist

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



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

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

Step 2: Apply in Grants.gov:

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



Updated 2/8/22

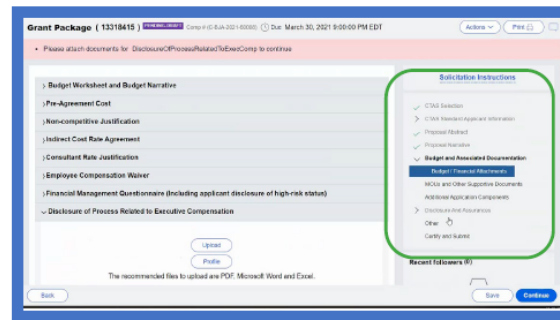
Application Attachments



Attachment Tips

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

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



May 12, 2021

Application Attachments | 1



Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards



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

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

Application Submission | 126



Helping Crime Survivors Find Their Justice

Hallmarks of an Outstanding Application



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



Common Reasons Cited for a Weak Application

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



Application Process



Helping Crime Survivors Find Their Justice

Application Submission Overview



Applicants have two application submission deadlines:

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



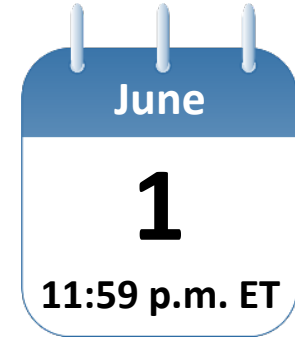
It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



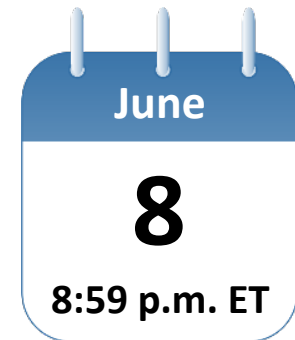
A JustGrants submission should include all items as defined in the solicitation.

Important Dates

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

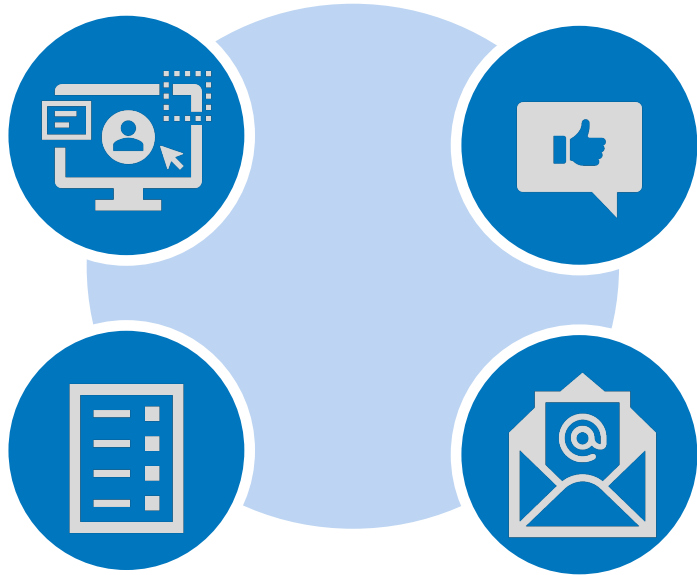


Part 2: **Submit Full Application** in JustGrants.gov by



Web-Based Forms for Submission in JustGrants

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



- Proposal Abstract
- Solicitation-Specific Data submitted with the Application
- Goals, Objectives, Deliverables, and Timelines
- Budget Web-Based Form
- Application Disclosure of Duplication Cost Items

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

What to Expect After Submitting an Application

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

The system will notify:

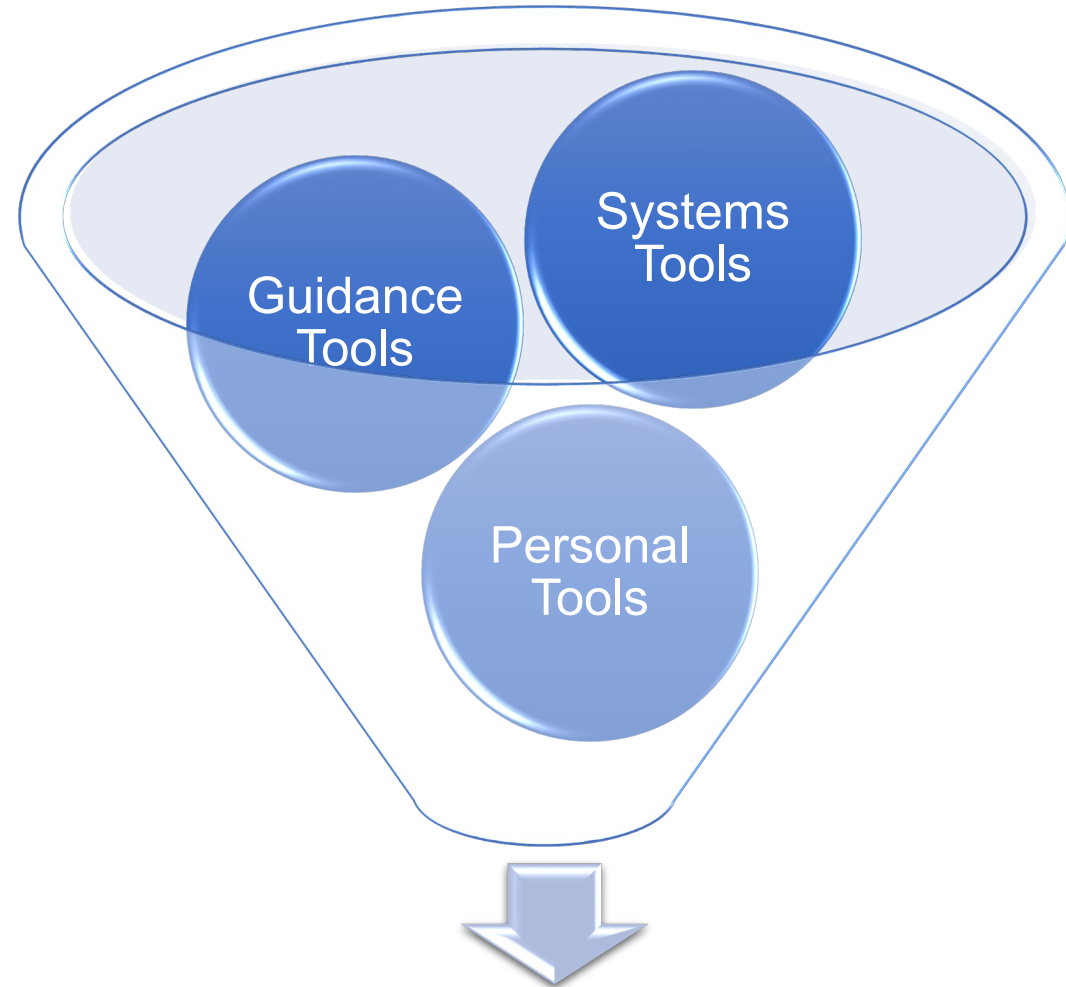
- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification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



Resources



Your Application

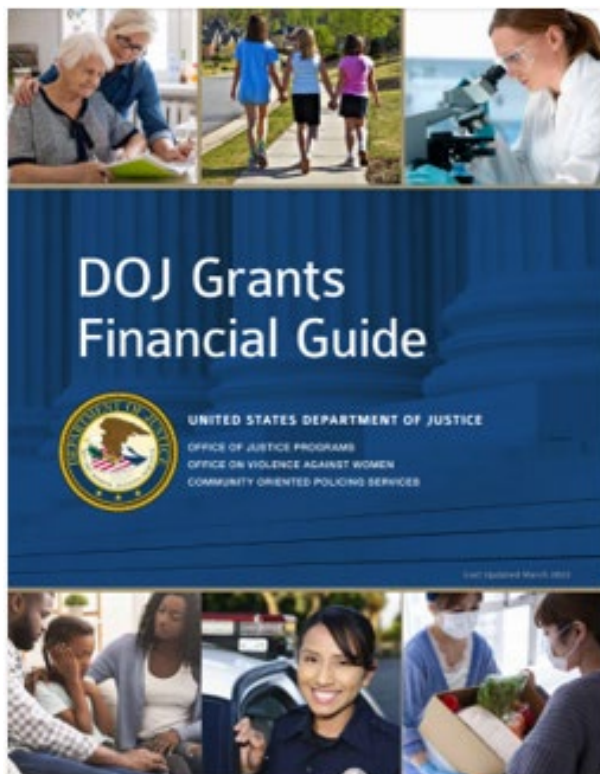


Information About OVC

Consult the [OVC website](#)



DOJ Grants Financial Guide



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

TOP 10 TOPICS

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

The OJP Grant Application Resource Guide

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



Information on Grant Measurement Reporting

Overview of performance measurement activities at OJP:

<https://ojp.gov/performance/>

Applicant Resources

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

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

Applicants [🔗](#)

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

Overview

Grants 101

OJP Grant Process

Frequently Asked Questions

2014 OJP Financial Guide

Other Application Requirements



Helping Crime Survivors Find Their Justice

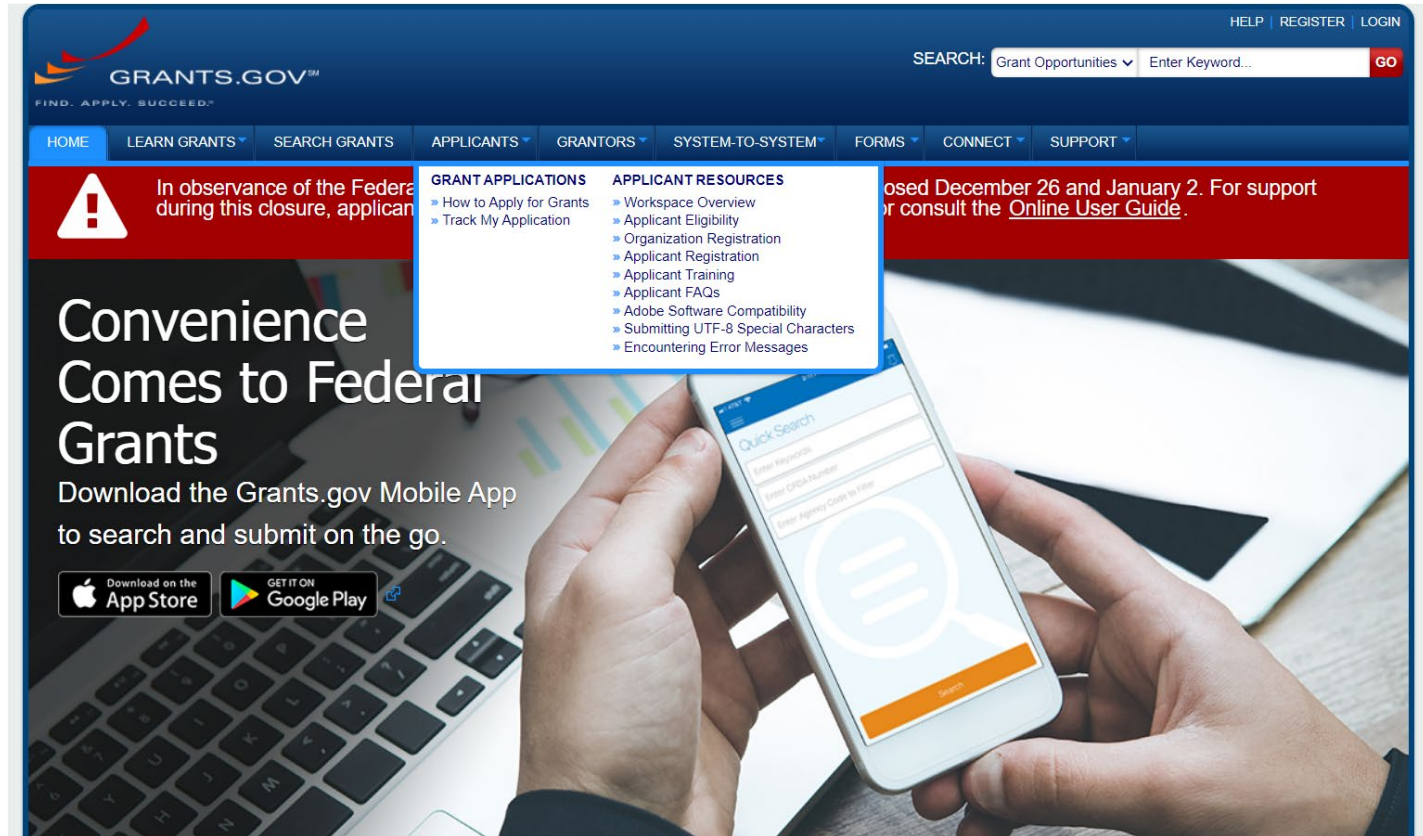
Information on SAM.gov

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

This is your first stop
BEFORE applying.



Information on Grants.gov



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

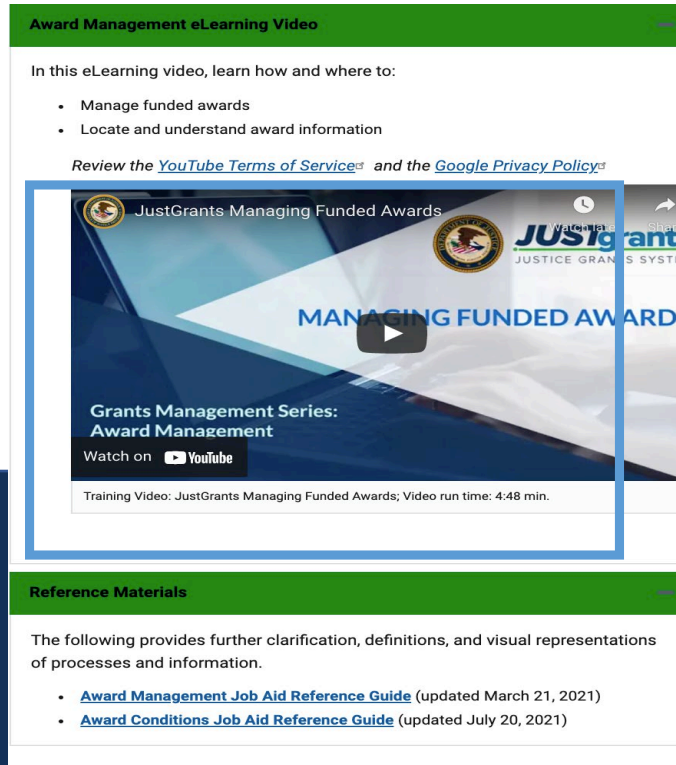
JustGrants Training Resources

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



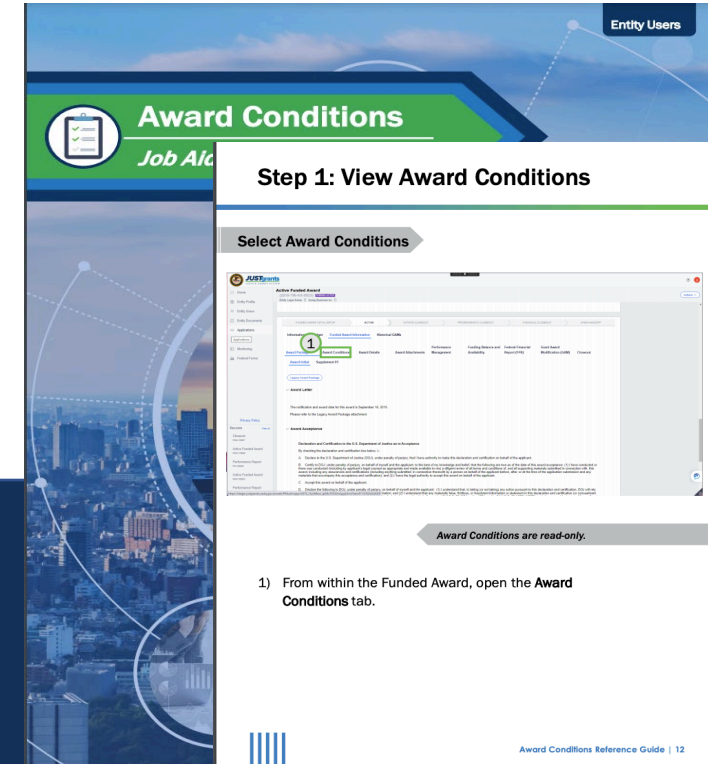
The screenshot shows the JustGrants website header with the DOJ logo and the text "JUSTgrants JUSTICE GRANTS SYSTEM". A navigation menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications,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

Organized by Topics



The screenshot shows an eLearning video player titled "Award Management eLearning Video". It includes a list of topics: "Manage funded awards" and "Locate and understand award information". Below the list, it says "Review the [YouTube Terms of Service](#) and the [Google Privacy Policy](#)". The video player shows a thumbnail for "JustGrants Managing Funded Awards" with a play button. Below the video, it says "Training Video: JustGrants Managing Funded Awards; Video run time: 4:48 min.". At the bottom, there is a "Reference Materials" section with two links: "[Award Management Job Aid Reference Guide](#) (updated March 21, 2021)" and "[Award Conditions Job Aid Reference Guide](#) (updated July 20, 2021)".

Micro-learning videos



The screenshot shows a "Job Aid Reference Guide" for "Award Conditions". It features a header "Award Conditions" and a sub-header "Step 1: View Award Conditions". Below this, there is a "Select Award Conditions" section with a screenshot of the JustGrants system interface. A red circle highlights a "1" in the interface, indicating the first step. Below the screenshot, it says "Award Conditions are read-only." and lists a step: "1) From within the Funded Award, open the Award Conditions tab." The footer of the page says "Award Conditions Reference Guide | 12".

Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

Application Mechanics: Submitting an Application Training

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

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

Every Wednesday from 2:30-4:00 p.m. ET

Click the link to register for the session you wish to attend:

[April 12, 2023](#)

[April 19, 2023](#)

[April 26, 2023](#)

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



Helping Crime Survivors Find Their Justice

Free Training and Technical Assistance

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

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



Information on OJP Resources

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



How to Prepare for Solicitation Season

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

Important Contact Information



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



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



Helping Crime Survivors Find Their Justice

Important Contact Information



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



OJP Response Center

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



Helping Crime Survivors Find Their Justice

Go Social With OVC!



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



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



Watch: www.youtube.com/user/OJPOVC

Questions?



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