

Do you know?

Your Tribal Victim Services Set-Aside formula grant can be used for almost any program to help crime victims—including victims of:

- Arson
- Assault
- Burglary
- Child abuse
- Dating violence
- Domestic violence
- Elder abuse
- Fraud
- Identity theft
- Kidnapping
- Labor trafficking
- Rape/sexual assault
- Robbery
- Sex trafficking
- Stalking

And, services to help families involved in MMIP cases are also allowable (see page 6).

Your Tribe can divide up your grant funds to be used for multiple different purposes.

Since the Tribal set-aside program began in 2018, OVC has made hundreds of TVSSA awards, which now provide victim services to thousands of crime victims in hundreds of Tribal communities. TVSSA grantees are using funds to provide services to domestic violence and sexual assault victims, pay the salaries of victim advocates, run supervised visitation programs to allow children to stay connected to their families, provide civil legal assistance to crime victims dealing with the repercussions of their victimization, buy emergency groceries or pay for emergency housing or shelter for victims, amend Tribal codes to include stronger victim protections, lease vehicles to take victims back and forth to appointments, and hold sings and ceremonies to help victims connect back with their communities.

For 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 2024 chart](#).

If your Tribe submitted a population certification in February, then your formula allocation is available at <https://ovc.ojp.gov/funding/fy24-tvssa-formula-allocations.pdf>.

For assistance with this funding opportunity contact your OVC Grant Manager or the OVC Tribal Division at OVCTribalSetAside@ojp.usdoj.gov.

OVC FY24 Tribal Victim Services Set-Aside Formula Program—Invited to Apply

OMB No. 1121-0329
Approval Expires 02/28/2027

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



Solicitation Title: OVC FY24 Tribal Victim Services Set-Aside Formula Program—Invited to Apply

Solicitation Short Title: OVC FY24 TVSSA

Assistance Listing Number: 16.841

Grants.gov Opportunity Number: O-OVC-2024-172100

Solicitation Release Date: April 23, 2024

Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on June 14, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on June 28, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding.

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

With this solicitation, OVC seeks applications for funding for the Fiscal Year (FY) 2024 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 program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

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 20, 2024, and have been notified by OVC of their formula allocation.

To confirm your eligibility to apply under this solicitation or to confirm your FY 2024 formula allocation, see the funding table posted at <https://ovc.ojp.gov/funding/fy24-tvssa-formula-allocations.pdf>. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Agency Contact Information

For assistance with any other requirements of this funding opportunity, contact either your assigned OVC grant manager or OVCTribalSetAside@ojp.usdoj.gov if you do not have an assigned OVC grant manager.

Application Submission Information

Registration

Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. See the [Submission Dates and Time](#) section for application deadlines.

Pre-Application Webinars

OVC will conduct a 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
- Completing a Proposal Narrative
- 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 webinars have been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

Program Description

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 a discretionary 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, 2024, 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.

Congress created a Tribal Victim Services Set-Aside from the CVF for the first time in FY 2018. 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. For details about the FY 2023 set-aside, see the [FY 2023 TVSSA Annual report](#) posted on the OVC website.

In FY 2024, the appropriation for the set-aside is \$67,650,000. The majority of these funds will be distributed to Tribes through a formula. The remainder of the funds will support purposes such as training and technical assistance and other supports for Tribes to implement their victim services projects, undertake construction, and participate in the Indian Nations Conference in December 2024.

Recent Enhancements to the Tribal Victim Services Set-Aside

Expansion of 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 should include these costs in their budgets as a line item labeled “MMIP Awareness: Individual Cases” 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 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, or the law enforcement agency declines to participate in the search).

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

- Recruiting/training volunteers.
- Purchasing search supplies (e.g., 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.

Construction/Renovation/Expansion/Remodeling Projects

Tribal leaders have shared with OVC that there is a shortage of housing in Tribal communities and in many cases, no place to house victims in need. Many Tribal communities also lack office space needed for staff under new or expanding victim services programs. While remodeling and minor renovation costs have always been allowable, in FY 2021, OVC responded to this need by allowing construction projects under the TVSSA. All expenses associated with modulars and other prefabricated buildings are permissible (including site prep and installation) and are now classified as construction in the solicitation and grantee budgets. When traditional (stick build or ground up) construction is proposed as the more cost effective and long-term option, OVC will work with the Tribe to determine the most effective way of using TVSSA funds.

Projects that include construction, renovation, and modular or other prefabricated buildings have specific special conditions associated with them as required by the National Environmental Policy Act (NEPA). These special conditions ensure that the project complies with NEPA and other federal or DOJ specific requirements (outlined below) around construction.

National Environmental Policy Act (NEPA) Requirements

The National Environmental Policy Act (NEPA) of 1969 (Public Law No. 90-190; 42 U.S.C. § 4371, et seq.) requires federal agencies to consider the effects of their actions and decisions on the environment, and any related social and economic effects. Any OVC grantee with a project involving construction, expansion, or renovation activities (no matter the size or scale) must comply with the NEPA requirements. The OVC grantee must work with OVC's designated NEPA technical assistance provider to complete the NEPA process prior to actual construction, expansion, renovation, or remodeling. The NEPA process, depending on the scope of the proposed project, can take up to one year to complete and must be completed before construction/renovation can begin. Applicants should factor in this process when selecting a grant project period and developing project timelines. A categorical exclusion—a class of actions that, either individually or cumulatively, would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA—may be available for some projects where the

NEPA impact is minimal. An environmental assessment (EA) assesses the need for a project or proposed action, alternatives to the project/action, and the environmental impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, OVC will provide this service free of charge. Applicants do not need to allocate funding for this process in their grant applications.

Project Feasibility and DOJ Modular Building Minimum Requirements

Post award, grantees will be required to submit information about the proposed facility construction, renovation, or expansion so that OJP can determine if the facility appears to be a viable structure for the proposed activity. Documentation that helps determine project feasibility can include building inspection reports, site plans, and design documents developed and approved by a qualified architect, engineer, or construction contractor. Any projects that purchase and install modular or other prefabricated buildings must meet the requirements outlined in the [DOJ Modular Building Requirements Guide](#). Grantee budgets will need to account for costs associated with the minimum requirements. Grantees will be required to work with OVC's construction project management training and technical assistance provider to ensure their plans meet OVC/OJP's project feasibility requirements.

Project Insurance and Bonding

Post award, grantees will be required to certify that their Tribe/organization has sufficient project insurance and bonding prior to starting facility construction, renovation, or expansion.

Real Property Reporting Requirement

In accordance with DOJ real property standards (2 C.F.R. §200.311), OVC will continue to monitor facility usage once the grant ends. OVC and OJP retain a financial interest in funding the acquisition or improvement of real property because interest accrues on improvements to land or buildings. So that the intent of the funding statute or authority is met throughout the useful life of a facility, even after a grant closes, OVC will require the grantee to submit regular reports on the status of the real property in which OJP/OVC retains an interest. If a grantee ceases to need a grant funded facility for the originally authorized purpose during its useful life, the grantee is obligated to request property disposition instructions from OJP/OVC, pursuant to 2 C.F.R. §200.311 (c). In order to protect OVC/OJP's interest, 2 C.F.R. § 200.330 requires the award recipient to report on the real property acquired or real property improvements made under the award for as long as OJP's interest therein is retained. In keeping with the requirements set forth in the regulation, OJP must require a grantee to submit reports at least annually on the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or longer. Grantees will receive detailed guidance and instructions on their project's specific real property reporting requirements after the grant is awarded and as the project nears completion and closeout.

Solicitation Goals and Objectives

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. Since the Tribal Set Aside program began in 2018, OVC has made hundreds of TVSSA awards, which now provide victim services to thousands of crime victims in hundreds of Tribal communities. TVSSA grantees are using funds to provide trauma-informed victim services, pay the salaries of victim advocates, run supervised visitation programs to allow children to stay connected to their families, provide civil legal assistance to crime victims dealing with the repercussions of their victimization, buy emergency groceries or pay for emergency

housing or shelter for victims, amend Tribal codes to include stronger victim protections, lease vehicles to take victims back and forth to appointments, and hold sings and ceremonies to help victims connect back with their communities. These Tribally-run programs are serving victims of arson, assault, burglary, child abuse, dating violence, domestic violence, elder abuse, fraud, identity theft, kidnapping, labor trafficking, rape/sexual assault, robbery, sex trafficking, and stalking.

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 2024 chart](#).

Goals

The goal of TVSSA 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 about crime victimization and available services.
- 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 2024](#) 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

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.

Federal Award Information

Awards, Amounts, and Durations

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 per Award: Awards will be up to \$400,000 (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, 2025 for most applicants, though some applicants (those with funding expiring 9/30/2024) may be permitted to start performance on October 1, 2024 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.

Anticipated Total Amount to Be Awarded Under Solicitation: \$55,647,140

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [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.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov "[How to Apply for Grants](#)"
2. OJP "[How To Apply](#)" section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

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

OJP recommends that applicants submit the complete application package in JustGrants as soon as possible. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the "Submit" button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 pm ET on June 14, 2024.

The **full application** must be submitted in JustGrants by 8:59 pm ET on June 28, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or JustGrants that prevent application submission by the deadline, the applicant must contact OVCTribalSetAside@ojp.usdoj.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

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

Waiver requests must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

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 that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in

JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant 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 Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Proposal Narrative

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

1. Applicants may complete a typed, written traditional Proposal Narrative that uses 1-inch margins, is double-spaced, uses at least a 12-point size font, does not exceed 20 pages, and includes each of the headings listed below with detailed written responses to each of the bullet points listed beneath each heading.
2. Applicants may complete the TVSSA Program Narrative Checklist on their own. The TVSSA Program Narrative Checklist is available online at <https://ovc.ojp.gov/funding/fy24-tvssa-program-checklist.pdf>.
3. Applicants may schedule an interview with OVC staff, where an OVC staff member will complete the TVSSA Program Narrative 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 Program Narrative 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:

a. Description of the Issue

Applicants should 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 proposed project (children, adults, elders, specific underserved populations or communities, etc.).
- which forms of crime victimization will be addressed by the proposed project (domestic violence, sexual assault, human trafficking, elder abuse, child abuse, etc.).

b. Project Design and Implementation

Applicants should describe how they would use the funds from this program to develop and implement a program to meet the needs of crime victims that were outlined within 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 proposed 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 proposed 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 and obtain OVC review and approval for proposed products (if applicable). Applicants may format the timeline like the one that is provided in the

[TVSSA Program Narrative Checklist](#). The timeline can be included in the body of the Proposal Narrative or submitted as a separate attachment.

c. Capabilities and Competencies

Applicants should 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 the 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.

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

Applicants should 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.
- how the information will be used to guide and evaluate the project's impact
- describing the process to accurately report data

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice 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 regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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

1. Collaborative Partnerships (for consortia)
2. Strategic Planning
3. Victim Services

OVC will require award recipients to submit performance measure data in the [Performance Measurement Tool](#) and separately submit a semi-annual performance report in JustGrants. OVC will provide further guidance on the post-award submission process, after making awards.

Additionally, grantees who are approved by OVC to use their funds to address MMIP will submit additional data related to the MMIP activities in JustGrants during the semi-annual performance progress reports. These activities include the number of family members who received direct services related to MMIP, a listing and outcomes of awareness and outreach events, and a description of support provided for searches when law enforcement is not available. Trainings and resources for reporting can be accessed online at [Transforming Victim Services Discretionary Grantee Performance Measures](#).

Directions for Completing the TVSSA Program Narrative Checklist

Applicants may complete the TVSSA Program Narrative Checklist to document the information outlined above for the proposed program. The TVSSA Program Narrative Checklist is available online at - <https://ovc.ojp.gov/funding/fy24-tvssa-program-checklist.pdf>. The Program Narrative Checklist must 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-Renovation 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 2024 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 narrative or completing the Program Narrative Checklist independently. OVC staff will ask the questions directly from the program checklist (and construction questionnaire, if applicable) and will document the information required about the planned program. The completed checklist will be provided to the applicant for final review and

editing. The applicant is responsible for uploading the document into JustGrants as part of their online application. Applicants have the option of scheduling a pre-interview with the TTA provider to prepare for the interview with OVC.

To schedule an interview, please submit the request by emailing OVCTribalSetAside@ojp.usdoj.gov by May 6, 2024. With your request, please indicate whether 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 Narrative 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](#).

Application Goals, Objectives, Deliverables, and Timeline

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 Narrative Checklist.

[Deliverables Expected by Award Recipients](#)

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

[Budget Worksheet and Budget Narrative \(Attachment\)](#)

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 or Program Narrative Checklist.

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>.

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.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Travel Budget Requirement

Applicants should budget at least one trip per year for two key personnel to attend OVC required meetings or conferences and any additional travel that will be needed to meet the goals of the proposed project. Required events may include the biennial OVC National Indian Nations Conference and OVC Regional Training and Technical Assistance events. Travel costs should include airfare, lodging, per diem and other allowable incidental costs for trainings or meetings related to TVSSA program activities (applicants can budget for other meetings/trainings besides OVC required ones). Applicants can contact their OVC grant manager if there are questions about OVC’s requirement for travel. 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 2024 are available online at <https://ovc.ojp.gov/funding/fy24-tvssa-allowable-and-unallowable-costs.pdf>.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services

or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

[Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

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

[Additional Application Components](#)

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

Authorized Designees must submit Tribal Resolutions to OVC (or legal equivalents) to receive an award. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

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

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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 [Application Resource Guide](#) for additional information.

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. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. 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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant, at its option, may review and comment on any information about itself that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

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 (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If an applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally](#)

[Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

Financial Management and System of Internal 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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more 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 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 [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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

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

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

Provide Feedback to OJP

See the [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/pdfxt/TVS-questionnaire.pdf>.

Application Checklist

OVC FY24 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

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

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6q3y8> (see [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 2024 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 "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, 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 or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#)).

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Narrative Attachment (traditional narrative or program checklist)
- Construction and Renovation Efforts Questionnaire, if applicable
- Project Timeline

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Resumes of key personnel (or CVs of current project staff)
- Position descriptions for proposed staff
- List of procurement contracts (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.