

## Updates regarding the OVC FY 2023 Culturally Responsive Victim Services Fellowship solicitation.

***May 2, 2023: Changes on how to apply as an individual were made on pages 2, 21, and 28.***

- On page 2, the SAM registration language was replaced with the following:

*Registration: Please see the OJP Grant Application Resource Guide for "[How to Apply as an Individual](#)."*

- On page 21, the SAM registration language was replaced with the following:

***How to Apply as an Individual:*** DOJ encourages individuals to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN), rather than using a social security number or employer's Tax ID as a unique identifier. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

*More information about applying as an individual is available in the [OJP Grant Application Resource Guide](#).*

*DOJ does not require an individual applying for federal funding to register with the System for Award Management (SAM). However, were an applicant to apply to SAM rather than using an EIN, the SAM registration must be renewed and validated 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 page 28, the SAM registration language was replaced with the following:

*Before Registering in Grants.gov*

- *Acquire an Employer Identification Number (EIN) from the Internal Revenue Service or register/renew your Entity's System for Award Management (SAM) Registration Information (see [OJP Grant Application Resource Guide](#)).*

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



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## OVC FY 2023 Culturally Responsive Victim Services Fellowship

**Assistance Listing Number #** 16.582

**Grants.gov Opportunity Number:** O-OVC-2023-171679

**Solicitation Release Date:** March 21, 2023 10:00 AM ET

**Step 1: Application Grants.gov Deadline:** June 01, 2023 11:59 PM ET

**Step 2: Application JustGrants Deadline:** June 08, 2023 8:59 PM ET

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications from individuals interested in participating in the OVC Culturally Responsive Victim Services (CRVS) Fellowship. This program furthers the DOJ's mission by improving the capacity of the victim services field to address the needs of crime victims.

This solicitation incorporates guidance from the [OJP Grant Application Resource Guide](#) which offers additional information for applicants preparing applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision. This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Individuals

The successful candidate must have documented experience providing an array of victim service supports in communities of color or other cultural communities and possess a deep understanding of historic and current barriers faced by both the survivors from these communities and the organizations serving them (i.e., culturally specific organizations). 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.

OVC may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

## Pre-application Information Session

OVC will hold one solicitation webinar. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. Preregistration is required for all participants. Register and follow the instructions at <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov) with the subject as “Questions for CRVS Fellowship Webinar.”

## Submission Information

Registration: Please see the OJP Grant Application Resource Guide for “[How to Apply as an Individual](#).”

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

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/>

[web/grants/register.html](http://web/grants/register.html). **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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

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## 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.

With this solicitation, OVC seeks to support its goal of increasing the capacity of the field to provide culturally responsive, victim-centered, and trauma-informed victim services by identifying a fellow to work with OVC to build and complement OVC's efforts in this area.

### Statutory Authority

34 U.S.C. § 20103(c)(1)(A) and (c)(3)(E)(i)

### Specific Information

OVC established the Culturally Responsive Victim Services (CRVS) Fellowship in alignment with [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, to continue to learn from and provide outreach to historically underrepresented, underserved, marginalized, and often unheard communities. The CRVS Fellowship will support one fellow housed in OVC's Discretionary Division, which oversees programs which are not required by statute. 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 the development of culturally specific responses to hate crimes, terrorism, and mass violence, among other issues. 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.

The ideal candidate will have extensive experience providing an array of victim service supports in communities of color or other cultural communities and a deep understanding of historic and current barriers faced by the survivors from these communities and the organizations serving them.

**Schedule:** The Fellow will be required to work on project activities and deliverables at a level of effort as proposed in the application throughout the project period, with a minimum level of efforts not less than a Full Time Equivalent position (i.e., 2,080 hours/year). It is anticipated that the Fellow will be onsite at OVC for some portion of their fellowship period. Applicants should include information about their availability to work onsite at OVC as part of their application. Upon award, OVC will work with the Fellow to determine a schedule for onsite/remote work for the duration of the grant period.



Timesheets: The Fellow will request scheduled drawdowns of grant funds based on the level of effort contributed toward the grant objectives (time spent working on grant deliverables). The grantee must maintain timesheets and other documentation that supports the grantee's level of effort for each drawdown period, and this documentation shall be available for inspection and review on request from OVC during the course of the grant.

Progress Reports: Progress reports will be used to ensure that the Fellow's activities support the stated award purpose and that the deliverables are being met per the approved timeline. The Fellow's financial, administrative, and programmatic compliance—and overall performance—will be monitored by a grant manager within the OVC Discretionary Division, with ultimate oversight by an OVC Division Director.

Equipment/Supplies: OJP will provide workspace and equipment, including telephone, computer, office supplies, and internet access.

Security Clearance: Fellows must successfully complete an OJP security clearance.

Relationship to OVC: Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. Fellows do not speak on behalf of the Federal Government, nor can they make decisions on behalf of the government. Fellows are expected to conduct themselves in a professional manner at all times while working on fellowship grant activities. When onsite, Fellows are expected to comply with the workplace requirements generally applicable to employees at the worksite.

Lobbying: Applicants may not be registered lobbyists at the time that the fellowship award is made or during the period of the fellowship.

Financial Management Training: Successful applicants must take the online financial management training for grantees to ensure understanding of the requirements associated with recordkeeping and reporting.

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

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

### **Objectives**

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

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.
4. Identify barriers and gaps to supporting culturally specific organizations and develop innovative solutions to improve communication 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 Communities of Color Working Group (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, advocates, and others) to use for outreach efforts.
- Develop and implement a communication plan that promotes awareness and informs the field, to include:
  1. Participating 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 sessions, 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 other cultural communities.
- 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.

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

### **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, see the [OJP Grant 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 and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Federal Award Information**

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

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

##### **Anticipated Number of Awards**

1

##### **Anticipated Maximum Dollar Amount of Awards**

350,000

##### **Period of Performance Start Date**

10/1/23

##### **Period of Performance Duration (Months)**

24

##### **Anticipated Total Amount to be Awarded Under Solicitation**

350,000

## **Continuation Funding Intent**

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

OVC may discontinue a project before the end of the period of performance where necessary (e.g., unsatisfactory performance, mutual agreement). In the unlikely event that this were to occur, OVC would endeavor to inform the Fellow as far in advance as feasible and (though not obligated to do so) end the project at the end of an annual budget period.

## **Availability of Funds**

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

## **Type of Award**

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

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

## **Budget Information**

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

The following are the only allowable expenses under this solicitation:

- Personnel (salary), located in section A of the Budget Detail Worksheet. Applicants must demonstrate that salary amounts are determined by education, expertise, and experience. Benefits are not included as part of salary. If the

application is selected for an award, applicants may be required to provide a copy of their last two federal tax returns (with their Social Security number redacted) or other documentation of salary or consulting income history.

- Fringe benefits, located in section B of the Budget Detail Worksheet, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel expenses, listed in section C of the Budget Detail Worksheet, will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Applicants should budget for 15 trips over the 2-year period. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines.
- Supplies, located in section E of the Budget Detail Worksheet, may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$50).
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$2,500 each should be included. Note: Many training opportunities will be in the Washington, D.C., area, which would be local for an onsite Fellow; however, final decisions will be made in consultation with the grantee Fellow's grant manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

The following expenses are not allowable under this solicitation:

- Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by OJP.
- Moving expenses.
- International travel.
- Indirect costs.

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

This solicitation does not require a match.

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

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

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

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

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

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

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

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

## Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

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

## Application and Submission Information

### **Content of Application Submission**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Resume or Curriculum Vitae

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

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

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

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

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

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

### Proposal Abstract

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

### Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in the final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

The applicant must clearly articulate an understanding of the problem that this project plans to address by providing 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.
- The breadth of issues victims and survivors from historically marginalized, underserved, 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 related to disseminating information to the field and integrating the information into practice.

b. Project Design and Implementation

This section must—

- Address all the goals (i.e., intended outcomes) and objectives (i.e., specific, measurable activities to reach the goals) of this fellowship. 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 and increase access for targeted communities and the organizations that serve those communities.
- 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.

The fellow must plan to take the DOJ Grants Financial Management Training Seminar online or in person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming events by the OJP Office of the Chief Financial Officer (OCFO) and information about the DOJ Grants Financial Management Online Training can be found at <https://www.ojp.gov/training-and-technical-assistance>.

c. Capabilities and Competencies

This section must—

- Demonstrate that the applicant has the capacity and experience to implement project activities, including the expertise necessary to assess culturally responsive victim services and necessary technical assistance supports for the targeted audiences to address identified challenges related to equity and increased access to services for historically marginalized and underserved communities.
- 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 providing oral presentations and developing written materials, publications, or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies.
- Resume or a curriculum vitae must be included as a separate attachment.

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

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.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of the performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/ovc-fellowship-performance-measures.pdf>.

OVC will require award recipients to submit performance measure data and performance reports in JustGrants. OVC will provide further guidance on the postaward submission process, if the applicant is selected for award.

The fellow will be required to submit a narrative within their semiannual performance report describing—

- the details of any training activity, report, presentation, recommendation, or other material developed or enhanced including the location, content, and audience.
- the value of the product to OVC, grantees, and the field.
- feedback received from OVC, grantees, and the field detailing the impact of the product.
- any challenges faced during the past 6 months.
- planned activities for the next 6 months.

### **Note on Project Evaluations**

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

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

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

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

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

### **Budget and Associated Documentation**

The applicant will submit the following budget and associated documentation.

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. For additional

information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

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

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

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

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

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

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

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide resume or curriculum vitae for the individual applicant.

### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Timeline Form**

See the “Project Design and Implementation” section for details.

### **Letters of Support**

Applicants should include for each named partner a signed Letter of Intent or Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs.

Each Letter of Intent/Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct services and other work to be performed under the agreement; (3) duration of the agreement. Letters of Intent/Support should be submitted as one separate attachment to the application.

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

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

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

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

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

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

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

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

## **How to Apply**

**How to Apply as an Individual:** DOJ encourages individuals to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN), rather than using a social security number or employer's Tax ID as a unique identifier. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

More information about applying as an individual is available in the [OJP Grant Application Resource Guide](#).

DOJ does not require an individual applying for federal funding to register with the System for Award Management (SAM). However, were an applicant to apply to SAM rather than using an EIN, the SAM registration must be renewed and validated every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

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

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

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

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

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. ET on Friday, June 1, 2023.

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

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

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

OJP will only consider requests to submit an application after the deadline when the

applicant can document that a technical issue with a government system prevented application submission.

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

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

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

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov 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 OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- 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 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 [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

Statement of the Problem/Description of the Issue (20%) - evaluate the applicant’s understanding of the program/issue to be addressed.

Project Design and Implementation (20%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (45%) - evaluate the applicant’s administrative and technical capacity to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.

Budget (5%) - evaluate for completeness, cost effectiveness, and allowability

(e.g., reasonable, allocable, and necessary for project activities).

Other Attachments (5%) - evaluate resume/curriculum vitae and time-task plan submitted to support the application.

### **Other Review Criteria/Factors**

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

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 entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important Note on FAPIIS:** An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal

awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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 peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### **Federal Award Notices**

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

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

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

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for 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 typically must submit quarterly financial reports, quarterly performance measure reports, semi-annual performance reports, and final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

## Federal Awarding Agency Contact(s)

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

## Other Information

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

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

### **Provide Feedback to OJP**

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

## Performance Measures

OVC will require award recipients to submit performance measure data and performance reports in JustGrants.

A list of the performance measure questions for this program can be found at <https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf>.

## Application Checklist

### OVC FY 2023 Culturally Responsive Victim Services Fellowship

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

#### Pre-Application

##### ***Before Registering in Grants.gov***

- Acquire an Employer Identification Number (EIN) from the Internal Revenue Service or register/renew your Entity's System for Award Management (SAM) Registration Information (see [OJP Grant Application Resource Guide](#))

##### ***Register in Grants.gov***

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

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

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

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

### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$350,000.

### ***Review Eligibility Requirement:***

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

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### **Application Step 1**

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

## Application Step 2

Submit the following information in JustGrants

### Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

### Budget and Associated Documentation

- **Budget Web-Based form\***
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline Form/Time-Task Plan
- Letters of Intent or Support (if applicable)
- **Resumes or Curriculum Vitae\***

### Disclosures and Assurances

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

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

## Review, Certify and Submit Application in JustGrants

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

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

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

## Standard Solicitation Resources

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

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

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the



grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

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

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