



*Helping Crime Survivors Find Their Justice*

# OVC FY 2023 Action Partnerships for National Membership and/or Professional Affiliation Agencies Assisting Victims in the Aftermath of Crime

The webinar will begin shortly

# Presenter



**Stacy Phillips, DSW, MSW**  
Grants Management Specialist  
Discretionary Programs Division  
Office for Victims of Crime

# Webinar Outline

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

## Current Funding Opportunities

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

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

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

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

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

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

### Current Funding Opportunities

Funding Webinars

How to Apply for Funding

OVC Awards List

Performance Measures

Managing Grants

Types of Funding

Apply to be a Peer Reviewer

Expired Funding Opportunities



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



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# OVC Overview

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

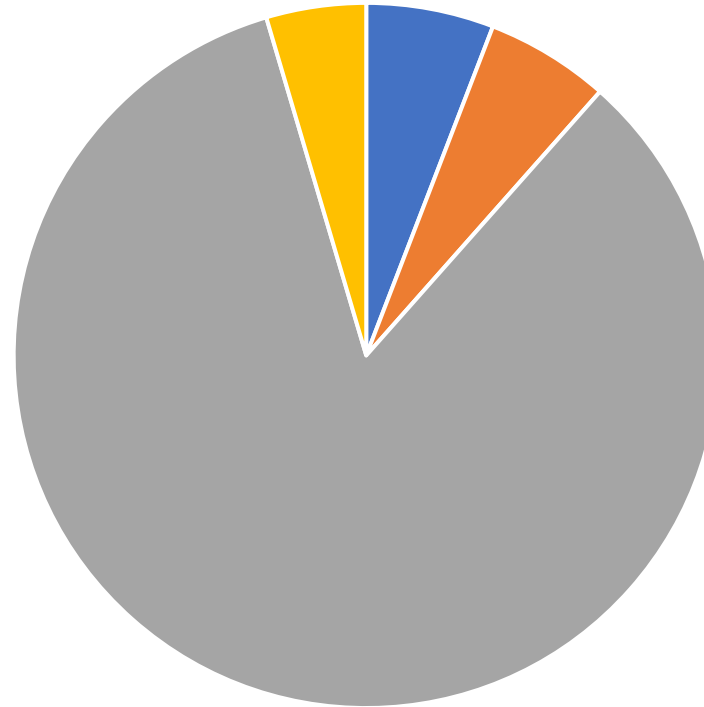
OVC funding supports:

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



# Anticipated OVC FY 2023 Funding

Over \$1,800,000,000



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



# This OVC Funding Opportunity





# Eligibility

- For profit organizations other than small businesses
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

*Eligibility*

*Criteria*

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



# Program Description

OVC seeks to improve responses to families impacted by violent crime by building or enhancing relationships with membership organizations that represent funeral directors, cremation and burial service professionals, medical examiners/coroners, or other organizations whose members may come into contact with the surviving family members or loved ones of homicide victims.



# Program Information

OVC hopes to build relationships with national membership organizations that support funeral directors, and cremation and burial services professionals, medical examiners/ coroners, or other professional organizations whose members may come into contact with the surviving family members or loved ones of homicide victims.

Areas for delivering TTA include, but are not limited to:

- providing trauma-informed responses,
- providing grief counseling or referring survivors for grief counseling ,
- preparing for a mass violence response,
- establishing relationships and conducting resource mapping to provide referrals, and
- developing designated trauma-informed, victim-centered areas for information delivery or identification.



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# Goals



The project's goals are to:

- expand professional organization members' knowledge and understanding of crime victim issues and what it means to be trauma-informed and trauma-sensitive; and
- encourage constituents who may come into contact with family members of homicide victims in their work to integrate this information into their daily practices.

# Objectives

- Conduct an assessment of their membership to determine their existing knowledge and capacity related to crime victimization and trauma-informed delivery of services to survivors of homicide victims.
- Based on the assessment, provide free TTA, conference support, regional forums, and resource development to their memberships.
- Identify and promote promising practices and model policies in delivering trauma-informed services to family members of homicide victims that could be integrated into their practices.
- Equip the membership organizations with the resources and knowledge necessary to improve the delivery of crime victim compensation and assistance information to neighborhoods experiencing high levels of violent crime.



# Deliverables

- Best practice training or seminars at national, regional, or state conferences to increase professionals'/members' understanding
- Training or awareness programs
- Development of a communication and dissemination plan
- A forum, event, or media piece designed to increase understanding and awareness of the organizations' national audience about issues related to victimization and the impact of crime on victims, their families, and the community
- User satisfaction surveys and analyses



# OJP Priority Areas

## 1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

A. Applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 40% of the requested award funding, as demonstrated in the Budget Web-Based Form) identifies as a culturally specific organization.

- Receiving priority consideration for one or more priority areas does not guarantee an award.
- For additional information, please see the solicitation.



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# Federal Award Information

Maximum number of awards OVC expects to make:	<b>3 Awards</b>
Maximum dollar amount for each award:	<b>\$500,000</b>
Period of Performance start date:	<b>10/01/2023</b>
Period of Performance duration:	<b>36 Months</b>
Total amount to be awarded under solicitation:	<b>\$1.5 million</b>

# Types of Awards



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

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

# Application and Submission Information



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# Timeline

- ❑ Grants.gov deadline: **June 7, 2023, 11:59 p.m. ET**
- ❑ JustGrants deadline: **June 14, 2023, 8:59 p.m. ET**
- ❑ DOJ expects to award grants no later than **September 30, 2023**
- ❑ All project **START** dates should be on or after **October 1, 2023\***



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

# Applications MUST Include

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

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



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

# Proposal Abstract

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

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

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

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

# Proposal Narrative Format

The proposal narrative must:

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



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# Proposal Narrative Format

The following sections are part of the proposal narrative:

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



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



# Proposal Narrative: Description of the Issue/Statement of the Problem

- Provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal.
- Describe/specify the goals and objectives of the project.
- Identify current gaps and challenges.

# Proposal Narrative: Project Design and Implementation

- Describe the strategy and/or design to address the needs identified in the description of the issue.
- List activities and describe how they relate to the stated objectives.
- Provide a detailed description of the method(s) to be used to carry out each activity.
- Explain intended services and deliverables or products, such as TTA, training curricula, promising practices compendia, symposia, and video products.
- Describe plan to ensure cultural relevance and equity.
- Describe coordination of the project with other organizations.
- Any unusual features of the project, such as design, technical innovations; involvement of extraordinary community, volunteers, or the private sector.
- Outline a dissemination plan for the product or service.
- Provide a time-task plan.

Address priority consideration for Priority 1(A) in this section.



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# Proposal Narrative: Capabilities and Competencies

- Provide a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
- Provide an organizational chart.
- Describe roles and responsibilities of key organizational and functional components and personnel.
- Identify the project director and include their expertise and experience to perform leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision.
- Job descriptions and copies of resumes for proposed key staff positions should be included.

Address Priority 1(B) in this section.



# Proposal Narrative: Plan for Collecting Data

This section must include the following information:

- Describe the process for measuring project performance.
- Identify who will collect data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact.
- Describe the process for accurately reporting data and how it will be stored.



# Budget Web-Based Form (Worksheet and Budget Narrative)



- Use the JustGrants web-based form.
- Personnel costs should relate to the key personnel for the project.
- The budget should include adequate funding to fully implement the project, broken out by year, reflecting 36 months.
- The budget should be mathematically sound and correspond with information described in the Proposal Narrative and aligned with the project design.
- Address Priority 1A or 1B considerations, if applicable.

# Create a SMART Budget



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



# Additional Documents to Apply

## DOJ Application Submission Checklist

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



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

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

### Step 2: Apply in Grants.gov:

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



Updated 2/8/22

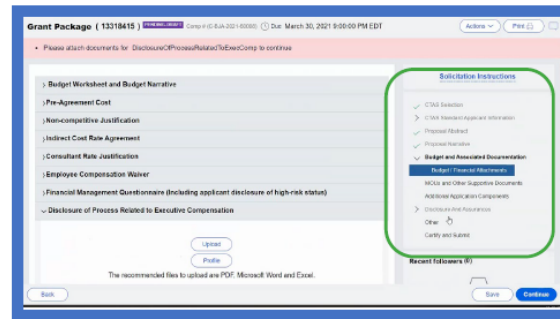
## Application Attachments



### Attachment Tips

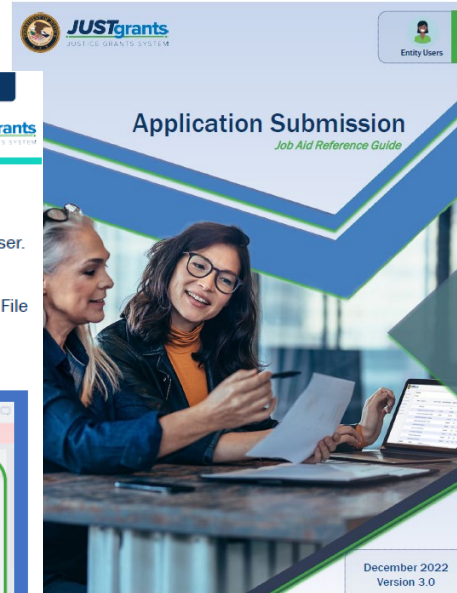
Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

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



May 12, 2021

Application Attachments | 1



## Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards



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

### Attachments

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

Application Submission | 126



# Hallmarks of an Outstanding Application



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



# Common Reasons Cited for a Weak Application

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



# Application Process



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# Application Submission Overview



Applicants have two application submission deadlines:

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



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

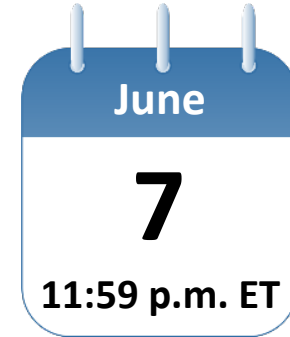


A JustGrants submission should include all items as defined in the solicitation.

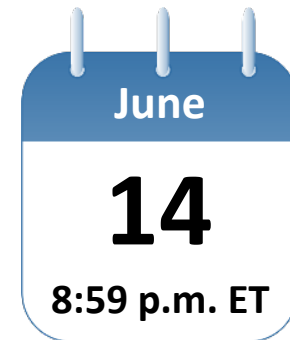


# Important Dates

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

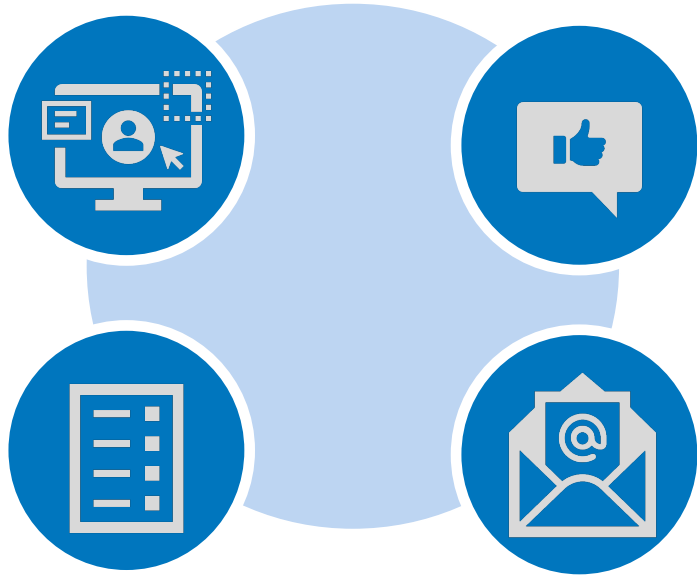


Part 2: **Submit Full Application** in JustGrants.gov by



# Web-Based Forms for Submission in JustGrants

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



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

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

# What to Expect After Submitting an Application

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

The system will notify:

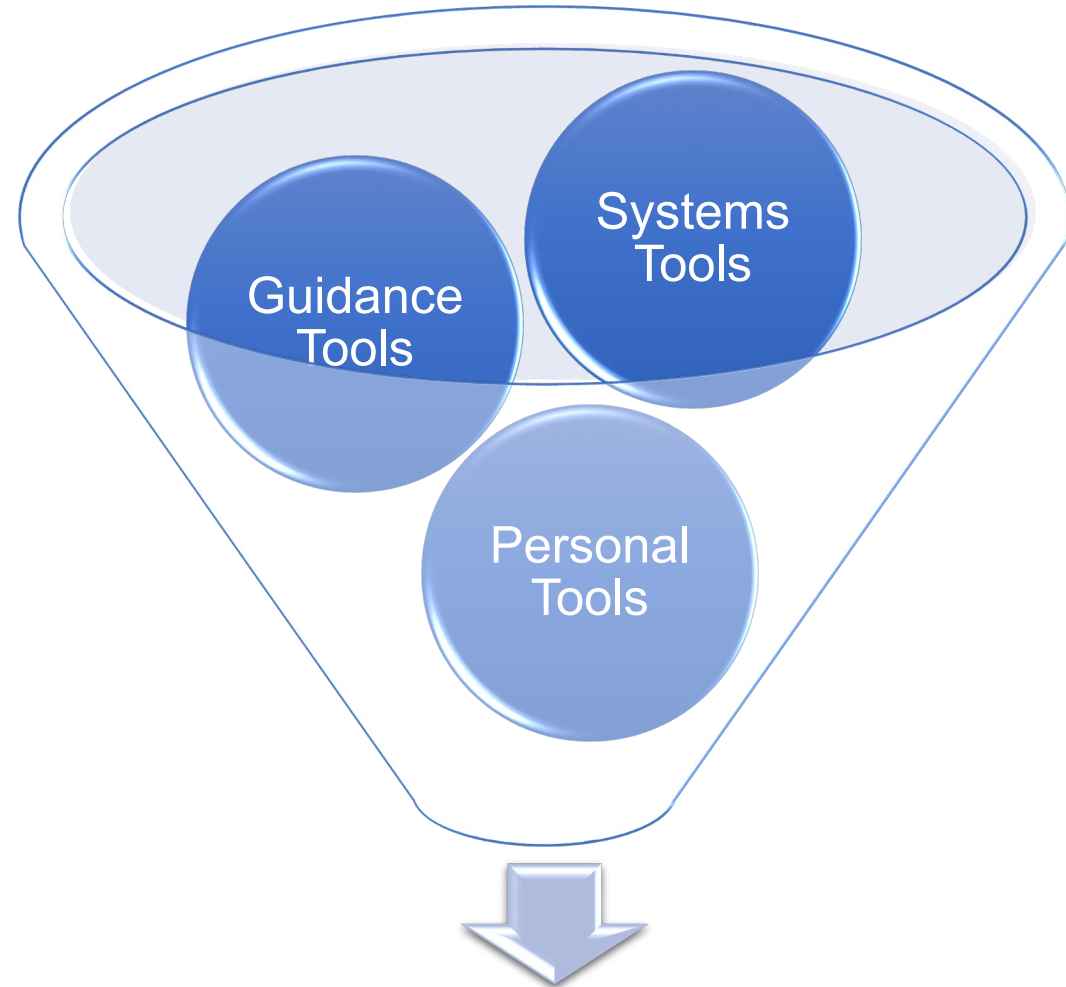
- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification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

The entity should check the system regularly so that any upcoming deadlines for submitting applications and documentation are addressed in a timely manner.

Once the application deadline passes in JustGrants, you may see a banner that says it is past due. If your status is "Submitted," your application has been received by DOJ and you can ignore the past due banner.



# Resources



## Your Application

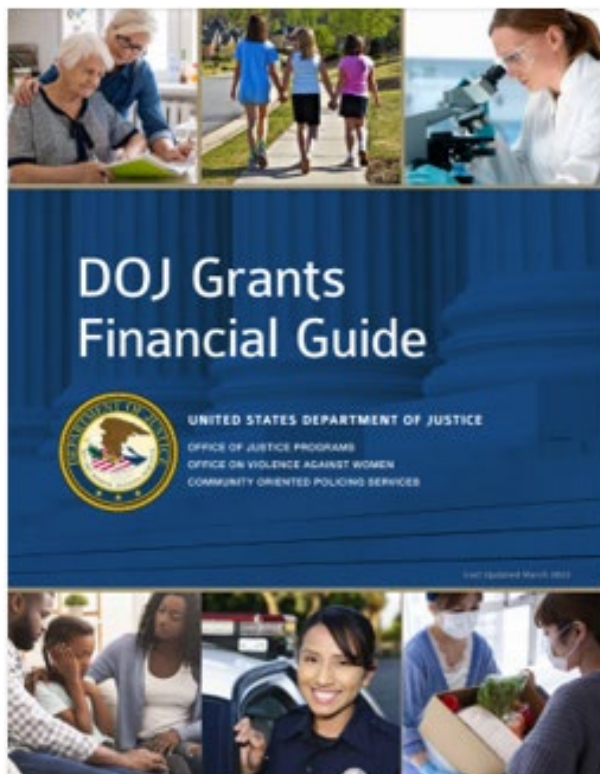


# Information About OVC

Consult the [OVC website](#)



# DOJ Grants Financial Guide



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

## TOP 10 TOPICS

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

# The OJP Grant Application Resource Guide

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



# Information on Grant Measurement Reporting

Overview of performance measurement activities at OJP:

<https://ojp.gov/performance>

## Applicant Resources

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

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

#### Applicants [🔗](#)

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

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Overview

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Grants 101

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OJP Grant Process

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Frequently Asked Questions

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2014 OJP Financial Guide

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Other Application Requirements



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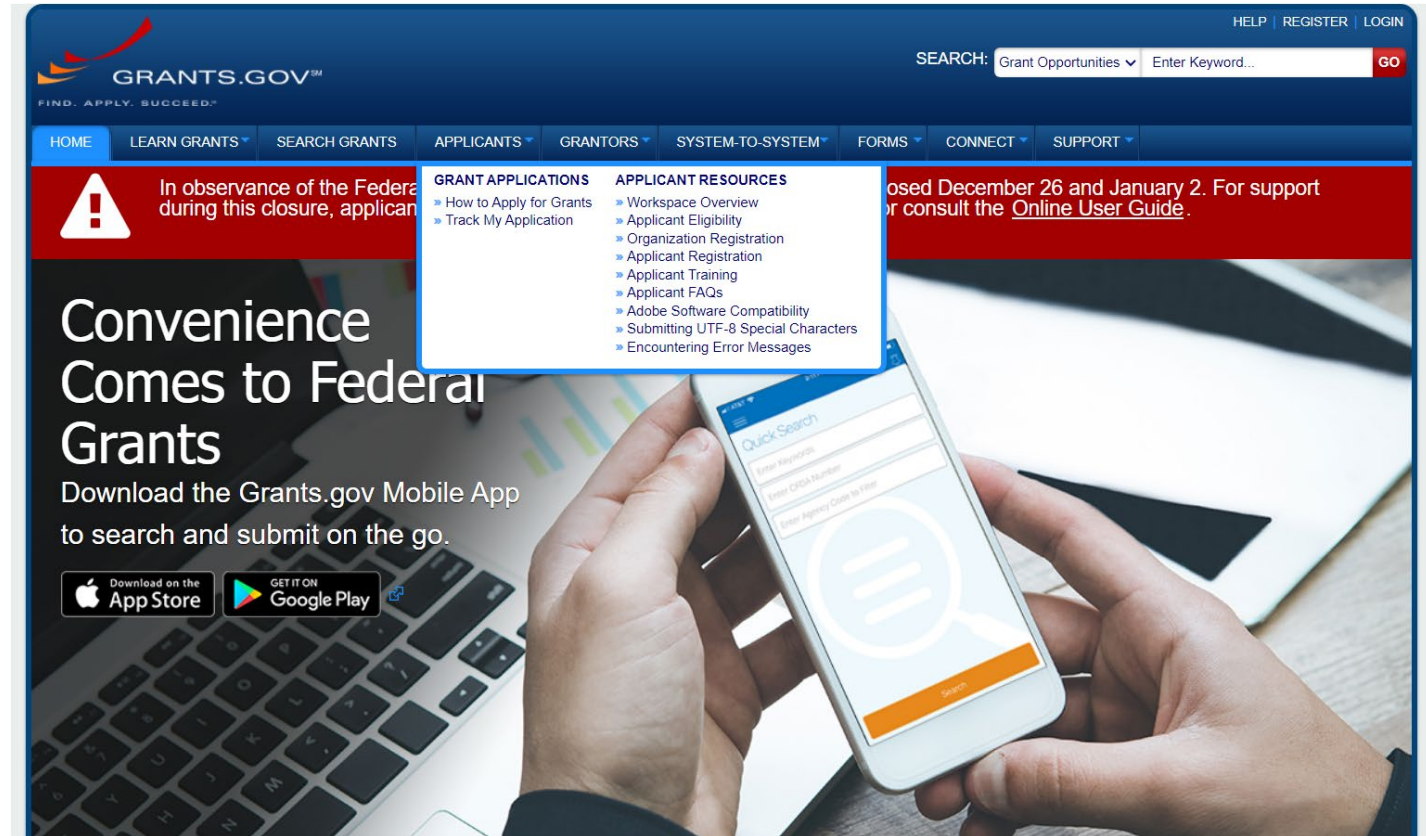
# Information on SAM.gov

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

This is your first stop  
BEFORE applying.



# Information on Grants.gov



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

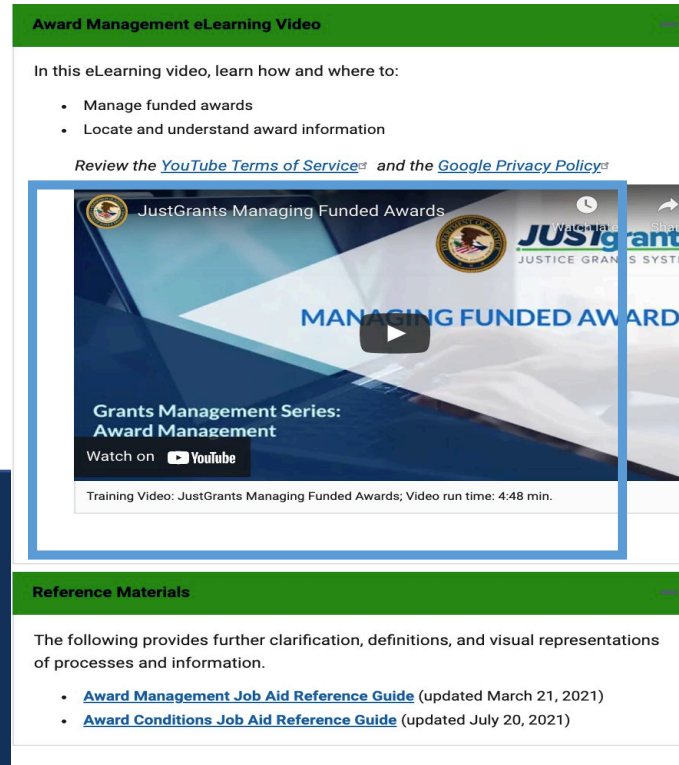
# JustGrants Training Resources

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



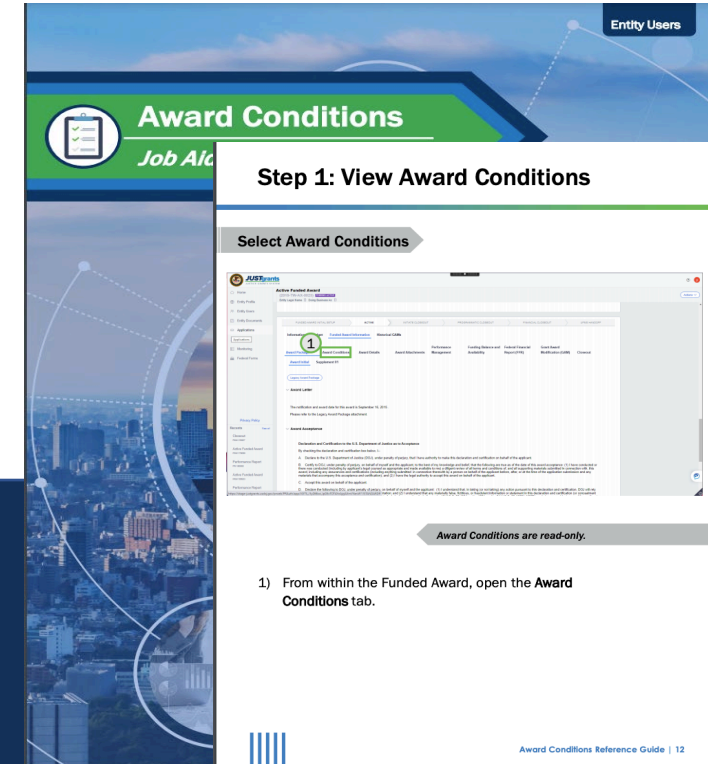
The screenshot shows the JustGrants website header with the DOJ logo and the text "JUSTgrants JUSTICE GRANTS SYSTEM". A navigation menu is open, listing various topics: Training, Entity Management, Entity User Experience, Application Submission, Grant Award Acceptance, Award Management, Grant Award Modifications,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

Organized by Topics



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

Micro-learning videos



The screenshot shows a "Job Aid Reference Guide" for "Award Conditions". It features a header with "Award Conditions" and "Job Aid". The main content is titled "Step 1: View Award Conditions" and includes a "Select Award Conditions" section. Below this, there is a screenshot of the JustGrants system interface showing a table of award conditions. A red circle highlights a specific row in the table. Below the screenshot, there is a note: "Award Conditions are read-only." and a numbered list: "1) From within the Funded Award, open the Award Conditions tab." The footer of the page says "Award Conditions Reference Guide | 12".

Job Aid Reference Guides

# JustGrants Office Hours: Application Mechanics

## Application Mechanics: Submitting an Application Training

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

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

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

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

[May 10, 2023](#)

[May 17, 2023](#)

[May 24, 2023](#)

[May 31, 2023](#)

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



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# Free Training and Technical Assistance

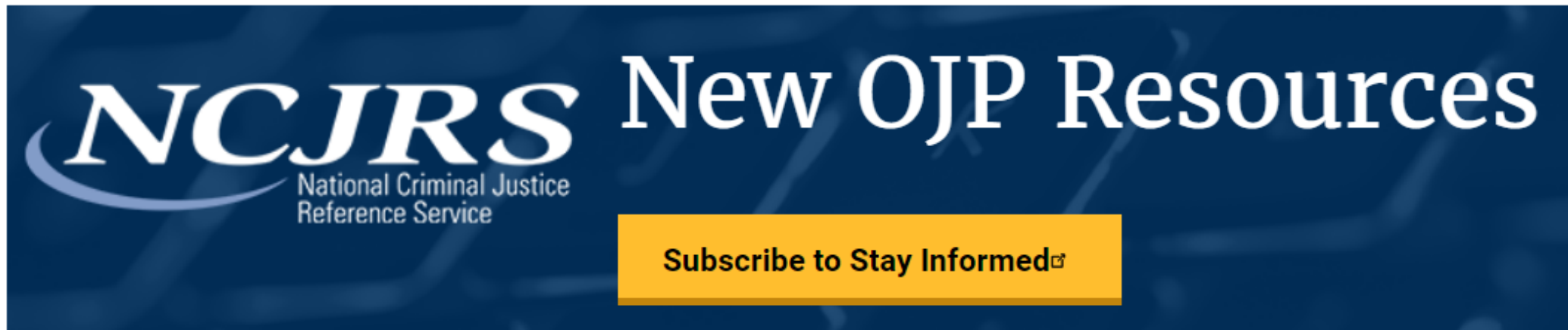
Explore training tools at the OVC Training and Technical Assistance Center: [www.ovcttac.gov](http://www.ovcttac.gov).

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



# Information on OJP Resources

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



# How to Prepare for Solicitation Season

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

# Important Contact Information



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



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



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# Important Contact Information



Technical Assistance submitting the FULL APPLICATION into JustGrants: 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



OJP Response Center

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



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# Go Social With OVC!



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



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



Watch: [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)

# Questions?



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