Office for Victims of Crime

Helping Crime Survivors Find Their Justice

OVC FY24 National Crime Victims' Rights Week Community Awareness Projects (2025–2027)

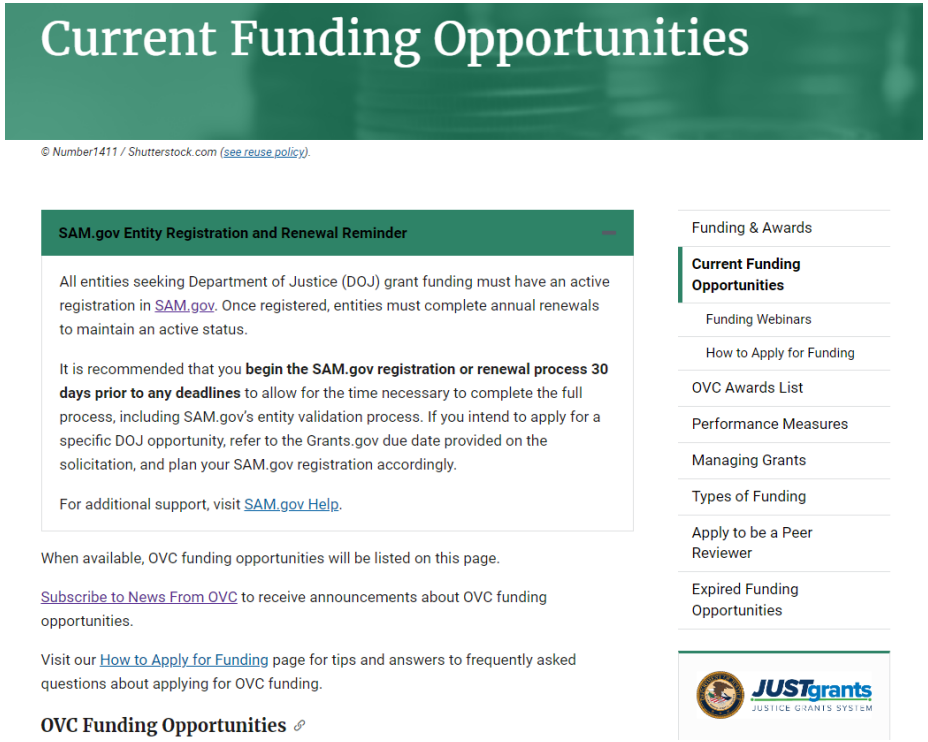
The webinar will begin shortly.

Presenter

Emily Bauernfeind
Communications Director

Webinar Outline

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



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

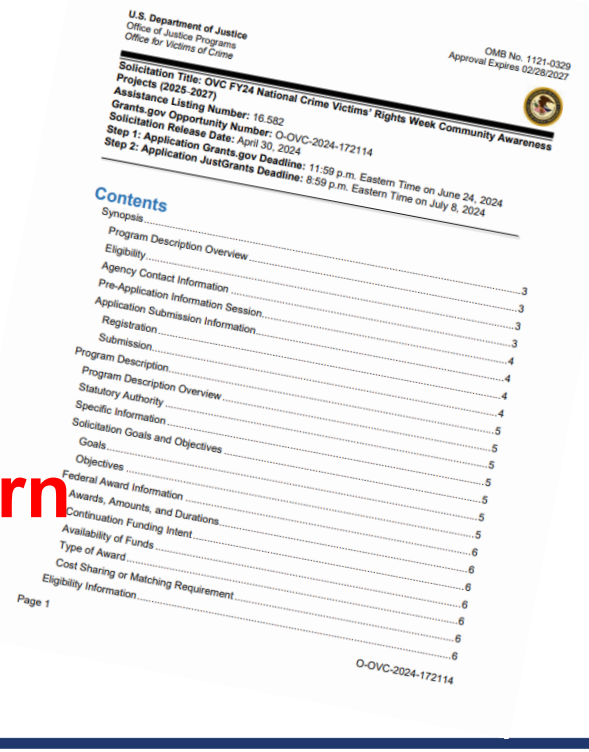
About the Office for Victims of Crime (OVC)

OVC's mission is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices in ways that will promote justice and healing for all victims. OVC is charged by Congress with administering the Crime Victims Fund, a major source of funding for victim services throughout the Nation.

OVC FY24 National Crime Victims' Rights Week Community Awareness Projects (2025–2027)

https://ovc.ojp.gov/funding/opportunities/o-ovc-2024-172114

Opportunity ID	O-OVC-2024-172114
Solicitation Status	Open
Fiscal Year	2024
Solicitation Type	Competitive
Grants.gov	**June 24, 2024, 11:59 pm Eastern**
JustGrants	**July 8, 2024, 8:59 pm Eastern**


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

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

Solicitation Title: OVC FY24 National Crime Victims' Rights Week Community Awareness Projects (2025-2027)

Assistance Listing Number: 16.582

Grants.gov Opportunity Number: O-OVC-2024-172114

Solicitation Release Date: April 30, 2024

Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on June 24, 2024

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

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Eligibility

- ❑ State governments
- ❑ Special district governments
- ❑ City or township governments
- ❑ Public- and State-controlled institutions of higher education
- ❑ County governments
- ❑ Public housing authorities/Indian housing authorities
- ❑ Native American tribal organizations (other than Federally recognized tribal
- ❑ governments)
- ❑ Native American tribal governments (Federally recognized)
- ❑ 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
- ❑ Private institutions of higher education

For additional information on eligibility, please review the solicitation's Synopsis section.

Program Description

OVC seeks to enable an organization to provide financial and technical assistance to approximately 300 communities (100 each year) nationwide to conduct public education and awareness activities on crime victims' rights and services in their jurisdictions during the 2025–2027 National Crime Victims' Rights Weeks (NCVRW).

Award: Up to $1.75 Million

Funding Opportunity Number: O-OVC-2024-172114

Period of Performance: up to 36 months

Specific Information (Page 5)

- The recipient will work cooperatively with OVC in the application review and selection process for community awareness projects.
- The successful applicant will:
  - develop a strategy and implement a plan to advertise the subrecipient opportunity;
  - offer a vehicle by which interested parties can apply;
  - vet the applicants for eligibility;
  - review applications to ensure they are in scope, will reach the intended audience, and that the subgrant amount requested up to $5,000 is reasonable and justifiable; and
  - submit recommended subawards to OVC for final approval.
- The successful applicant will monitor the subgrants to ensure the funds are expended as intended.

Goals (Page 5)

The goals of this project are to:

- increase public awareness of crime victims' rights and services nationwide during the 2025–2027 National Crime Victims' Rights Weeks and
- strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach to community awareness that highlights services for all types of crime victims.

Objectives (Pages 5-6)

- Financially, programmatically, and administratively support approximately 300 subgrants (100 each year) of up to $5,000 each for communities and victim assistance organizations nationwide.

- Provide technical assistance for the recipient organizations to promote NCVRW in communities across the Nation.

- Market the program so that it meets the goal of funding a community awareness project in every state.

- Assemble a group of expert reviewers who are familiar with or have direct experience with NCVRW and the victim assistance field, and who are willing to volunteer their services to review applications and be a part of the selection process.

Deliverables Summary (Page 13)

- Develop and administer the community awareness project outreach and application processes (final recommendations require the approval of the OVC Director).
- Advertise and publicize the application period through OVC and other public venues.
- Establish a Review Committee to review, score, and comment on each application submitted. The Review Committee should meet, either in-person or virtually, after all applications are scored to determine which applications will move forward for final approval.
- Establish an NCVRW Community Awareness Project (CAP) website to advertise the funding opportunity, provide FAQs for first-time applicants, and link to the main OVC NCVRW website.

Deliverables Summary – (cont.) (Page 13)

- Provide funding recommendations from the Review Committee to the OVC Director.
- Oversee reimbursement to selected subrecipients.
- Provide technical assistance to each selected subrecipient.
- Send Certificates of Appreciation to all of the successful CAP applicants.
- Receive, review, and summarize after-action reports, including documentation and verification of expenses and requests for reimbursement.
- Prepare a report that summarizes the respective year's efforts and includes recommendations for improvement, and lists innovative practices for inclusion in future NCVRW resource guides.

Application and Submission Information

Timeline

- ❑ Grants.gov deadline: **June 24, 2024, 11:59 PM ET**
- ❑ JustGrants deadline: **July 8, 2024, 8:59 PM ET**
- ❑ DOJ expects to award grants no later than **September 30, 2024**
- ❑ All project **START** dates should be on or after **October 1, 2024***

***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 include:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form (including budget details and budget narrative) (in JustGrants)

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

Budget Web-Based Form (Worksheet and Budget Narrative)

- Use the JustGrants web-based form.
- Personnel costs should relate to the key project personnel.
- 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.
- Include information needed for the respective category.

Attachments (If applicable)

- Curriculum Vitae or Resumes of Key Personnel
- Time-Task Plan
- Research and Evaluation Independence and Integrity Statement
- Organizational Chart

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.)

JUSTgrants JUSTICE GRANTS SYSTEM

Updated 2/15/22

Application Attachments

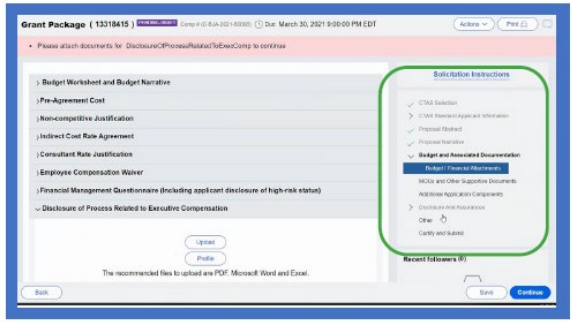
Applicants

JUSTgrants JUSTICE GRANTS SYSTEM

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

JUSTgrants JUSTICE GRANTS SYSTEM

Entity Users

Role

Application Submission

Job Aid Reference Guide

December 2022
Version 3.0

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.

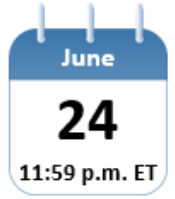
Attachments	
Additional Application Components Other	Additional Project Title Information
Application Attachments	Areas Affect by Project
Bibliography/References	Budget Consultant Rate Justification
Budget Financial Management Questionnaire	Budget Indirect Cost Rate Agreement
Budget Non-competitive Justification	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

Application Submission Overview

Applicants have two application submission deadlines:

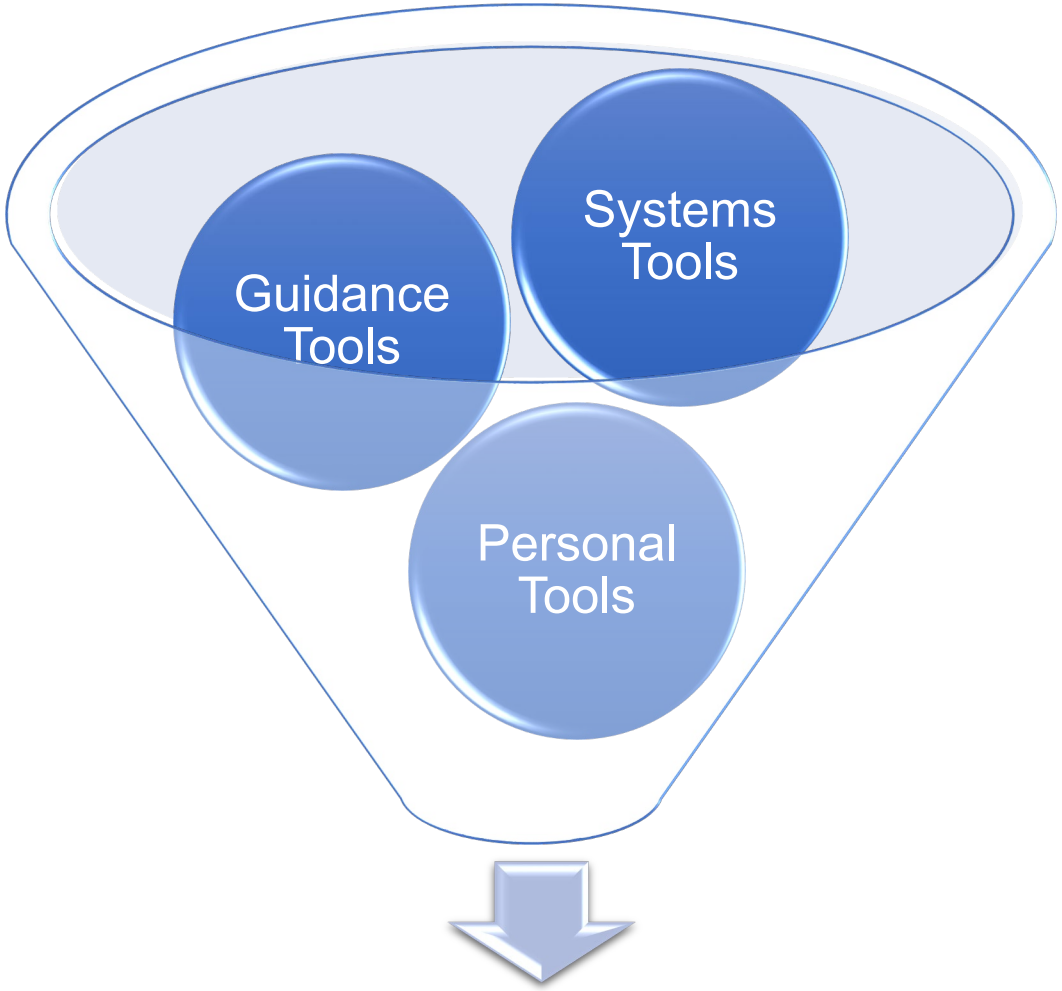
1. Grants.gov (submitting the SF-424 and SF-LLL)
2. JustGrants



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

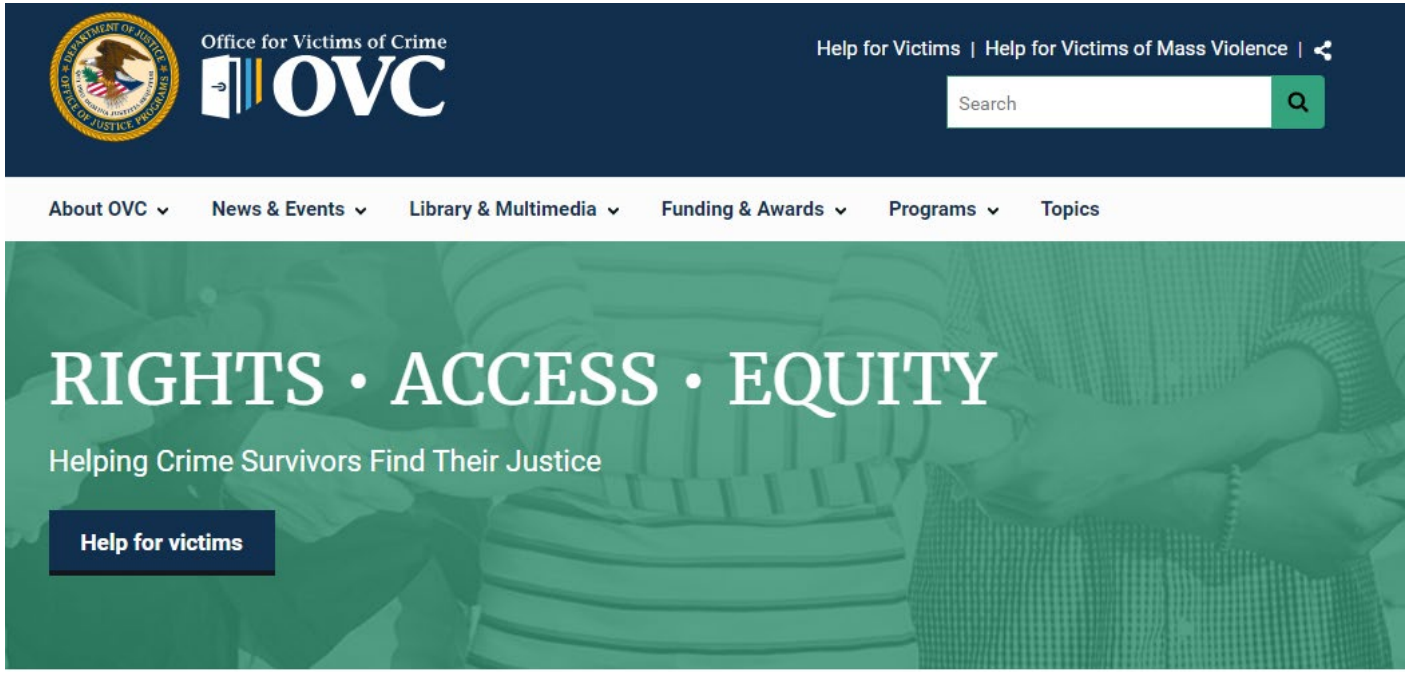
A JustGrants submission should include all items as defined in the solicitation.

Resources


Guidance Tools
Systems Tools
Personal Tools
Your Application

Information About OVC

Consult the OVC website.



Information About NCVRW

Consult the OVC website.

The OJP Grant Application Resource Guide

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

Information on SAM.gov

Visit SAM.gov:

This is your first stop BEFORE applying.

SAM.gov Entity Registration and Renewal Reminder

All entities seeking Department of Justice (DOJ) grant funding must have an active registration in SAM.gov. Once registered, entities must complete annual renewals to maintain an active status.

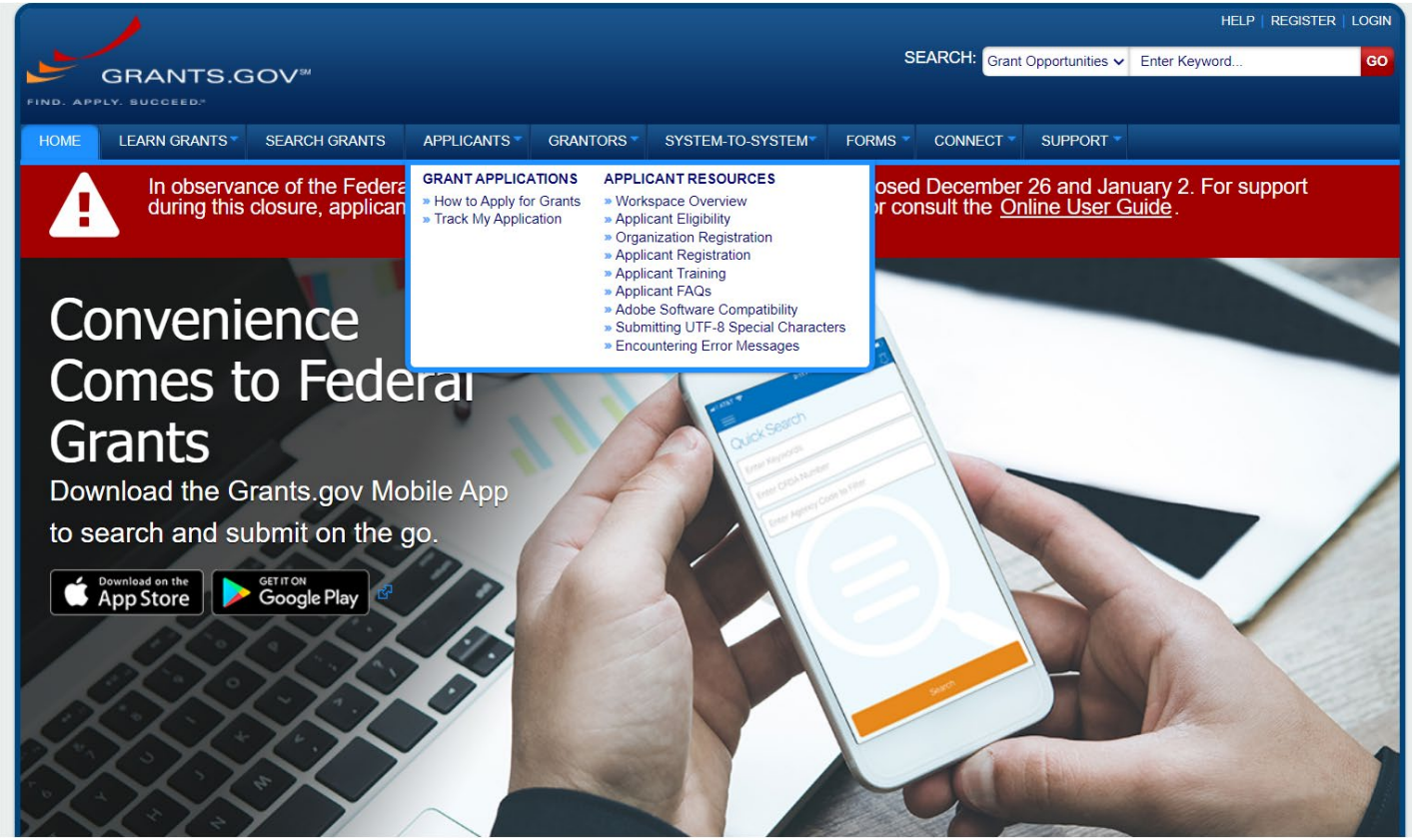
It is recommended that you **begin the SAM.gov registration or renewal process 30 days prior to any deadlines** to allow for the time necessary to complete the full process, including SAM.gov's entity validation process. If you intend to apply for a specific DOJ opportunity, refer to the Grants.gov due date provided on the solicitation, and plan your SAM.gov registration accordingly.

For additional support, visit SAM.gov Help.

Information on Grants.gov

Visit Grants.gov: https://www.grants.gov.

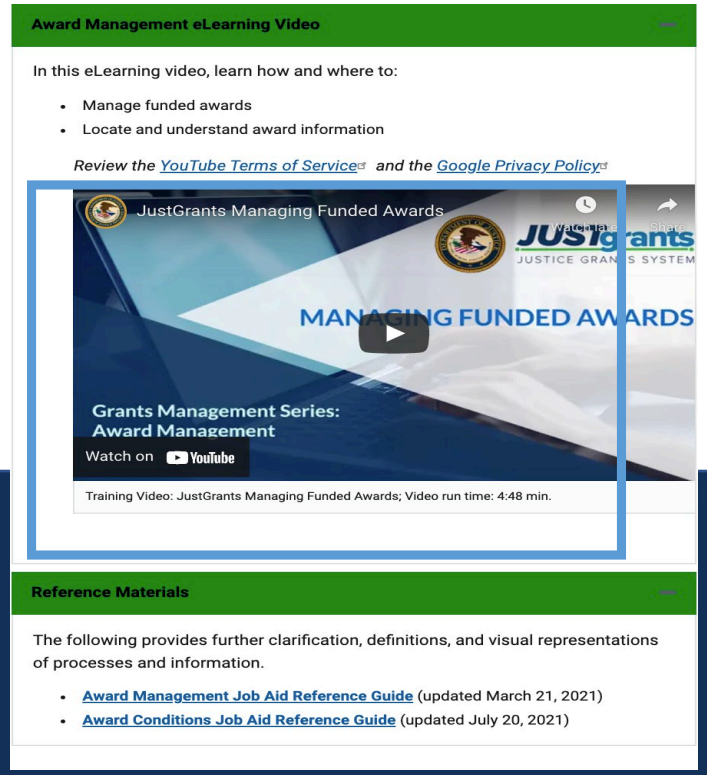
This is your first stop in applying.



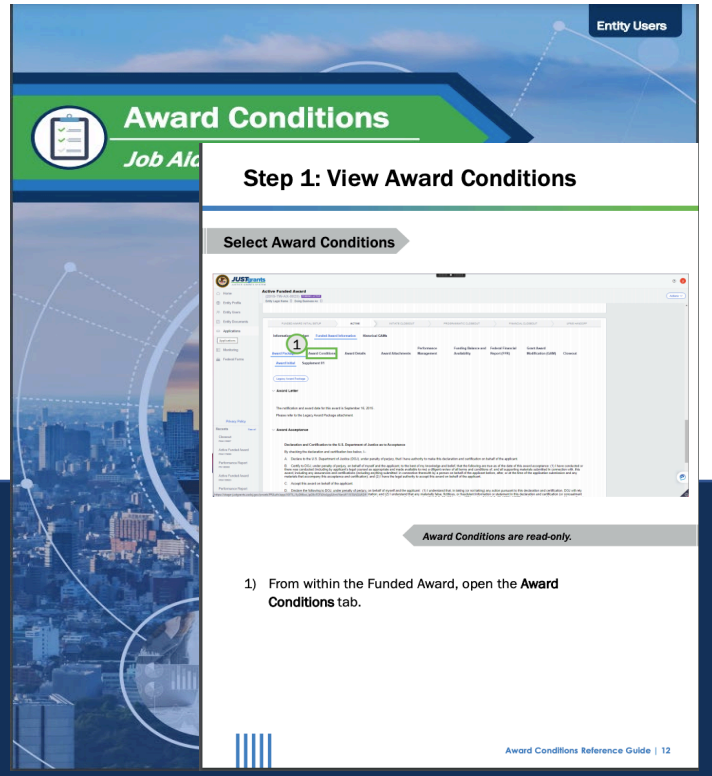
JustGrants Training Resources

Visit: https://justicegrants.usdoj.gov

Organized by Topics



Micro-learning videos



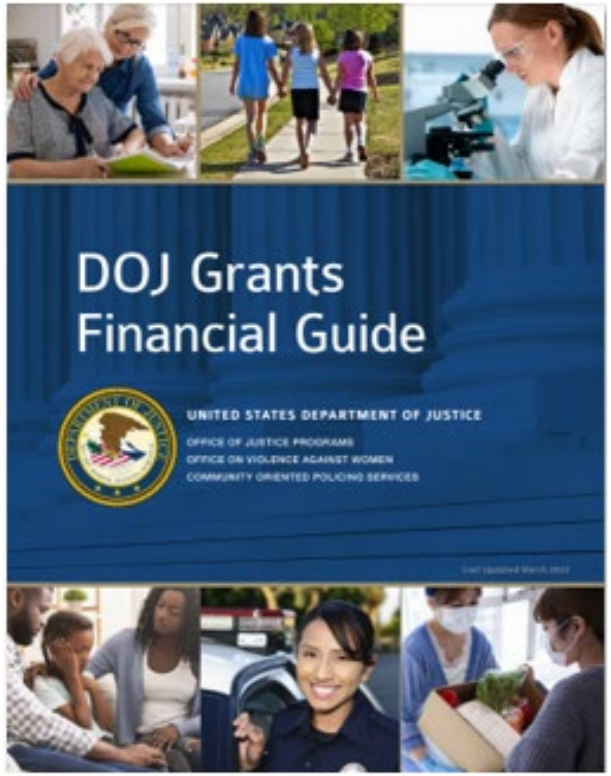
Job Aid Reference Guides

JustGrants Office Hours: Application Mechanics

Session Topic	Description	Session Registration
Application Mechanics: Submitting an Application Weekly Training Webinar ***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 to applications • Completing, reviewing, certifying and submitting a JustGrants application • Attendee questions about application submission	**Every Wednesday** from 2:30-4:30 p.m. ET Click the link to register for the session you wish to attend: May 22, 2024 2:30-4:30 p.m. ET May 29, 2024 2:30-4:30 p.m. ET June 5, 2024 2:30-4:30 p.m. ET June 12, 2024 2:30-4:30 p.m. ET June 19, 2024 2:30-4:30 p.m. ET

Check website for updates: https://justicegrants.usdoj.gov/training/application-submission

DOJ Grants Financial Guide



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

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

Important Contact Information

Technical Assistance submitting the FULL APPLICATION into JustGrants:

833-872-5175

JustGrants.Support@usdoj.gov

OJP Response Center

Technical Assistance with Programmatic Requirements and to report a technical issue that prevented application submission, contact the OJP Response Center:

800-851-3420

grants@ncjrs.gov

Go Social With OVC!

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

Follow: https://twitter.com/OJPOVC

Watch: www.youtube.com/user/OJPOVC

Questions?

To submit a question, use the Q&A Box and select All Panelists