The webinar will begin shortly.
Presenters

Sharron Fletcher
Deputy Division Director

Sydney West
Program Impact Analyst

Helping Crime Survivors Find Their Justice
Webinar Outline

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

Find funding opportunities at https://ovc.ojp.gov/funding/current-funding-opportunities.
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.
OVC FY24 Meeting the Basic Needs of Crime Victims in Underserved Communities

https://ovc.ojp.gov/funding/opportunities/o-ovc-2024-172164

Opportunity ID: O-OVC-2024-172164

Size of Grants: up to $200,000

# of Awards: up to 25 Awards

Grants.gov: July 29, 2024, 8:59 PM EST

JusticeGrants.usdoj.gov: August 1, 2024, 8:59 PM EST
Before You Begin An Application (pg 2)

1. **Ensure your organization is eligible:**
   - A Native American Tribal organization
   - A nonprofit, whether 501(c)(3) status or not

2. **Register in SAM.gov** or make sure your registration is up to date. For help, call 866-606-8220 or live chat with the Federal Service Desk.

3. **Get a Unique Entity Identifier (UEI).** You get your UEI when you register in SAM.gov. See how to register in Grants.gov.
Then Do This (pg 2)

• Read the funding opportunity carefully.

• Understand OVC’s purpose and priorities and grantee expectations.

• Review the award requirements. Can you meet them?

• Email MBNCV@usdoj.gov asap, but no later than July 29, 2024, with Project Plan submission method.

• Go to Grants.gov and search for O-OVC-2024-172164 to apply.
The goal of this program is to increase the availability and accessibility of basic services and assistance to crime victims and survivors from communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.
More of What This Opportunity is About (pg 4)

Examples of how your organization could use this grant:

• temporary or transitional housing for victims;

• food (e.g., grocery gift cards, setting up/stocking a free food pantry);

• bus fare, subway or metro fare, ride-sharing expenses, etc.;

• clothing for adults, infants, children, or teens;

• job-readiness expenses;

• additional staff or staff time; or

• other challenges related to meeting the basic needs of underserved victims.
Who Can Apply? (pg 5)

• Native American Tribal organizations (other than federally recognized Tribal governments)
• 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
What Will Grantees Do? (pg 5)

If funded, during the 24-month project period you will produce:

1. Programmatic and financial policies and procedures.

2. Four financial reports and two progress reports.

3. A final report that describes the whole project.
More of What Will Grantees Do? (pg 5)

<table>
<thead>
<tr>
<th>Grantees Will Have Support From</th>
<th>So That You Can</th>
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<tbody>
<tr>
<td>• Financial Management Resource Center (FMRC);</td>
<td>• Build grant management capacity</td>
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<tr>
<td>• National Center for Culturally Responsive Victim Services;</td>
<td>• Develop programmatic and financial policies and procedures</td>
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<td>• Other OVC technical assistance providers</td>
<td>• Complete required financial management training</td>
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<td></td>
<td>• Develop formal agreements</td>
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<td>• Build capacity for project implementation and data collection</td>
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Application and Submission Information
When Are Applications Due? (pg 6)

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

- Register for this opportunity at https://grants.gov/register and submit the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL). Register in Grants.gov even if you are not certain you will apply so you won’t miss this important deadline.

Part 2: Submit Full Application in JustGrants.gov by

- Submit the full application, including attachments, in JustGrants at JustGrants.usdoj.gov.
Applications MUST Include (pg 7)

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)
- Project Plan (1 of 3 ways)
- 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!
Learn More About Applying (pg 7)

1) Contact OVC by email at MBNCV@usdoj.gov for questions about this opportunity and to indicate how you will submit your project plan.

2) See Grants.gov “How to Apply for Grants”

3) See the “How To Apply” section in OJP’s Grant Application Resource Guide

4) See JustGrants Application Submission Training
You have three options for submitting your Project Plan:

1. Provide written answers to a questionnaire in JustGrants, or
2. Submit a video of your team describing your Project Plan, or
3. Present your Project Plan to OVC during a live oral presentation via video meeting.

Let OVC know which format they will use by emailing MBNCV@usdoj.gov asap, but no later than the Grants.gov deadline of July 29, 2024.
# Three Project Plan Format Options (pg 8)

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<td>Respond to the Project Plan questions directly in JustGrants.</td>
<td>The video should be clear, well-lit, and audible; however, OVC is not expecting highly produced videos. Ensure sound quality can be heard.</td>
<td>OVC will reach out to your designated Point of Contact within 5 business days of receiving the email at <a href="mailto:MBNCV@usdoj.gov">MBNCV@usdoj.gov</a> to schedule your presentation.</td>
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<tr>
<td>The questions require a yes or no or brief written response. One or two sentences, or bulleted lists, are sufficient as responses.</td>
<td>Can filmed on a phone as your project staff sit in a room responding to the Project Plan questions.</td>
<td>Conducted via Microsoft Teams.</td>
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<tr>
<td>There is a word limit for some responses, which is indicated in the questionnaire. No more than 1,000 characters or 200 words.</td>
<td>Videos must be in MP4, MOV, AVI or WMV format. They should be no longer than 30 minutes in length and no larger than 4GB.</td>
<td>Up to 30 minutes to communicate the strengths of your organization, staff, and the community or populations intended to be served through the project.</td>
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<tr>
<td>You may type out your responses to the questionnaire outside of JustGrants (for example, in a Word document) and then cut and paste your responses into JustGrants.</td>
<td>OVC will create a transcription of your video for internal review and record retention purposes.</td>
<td>OVC will record and produce a transcription of your oral presentation for internal review and record retention purposes.</td>
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All Applicants Answer These Four Questions in JustGrants:

Tell Us About Your Organization

1. How will you submit your Project Plan?
2. If you submit via a live oral presentation, who should we contact to schedule?
3. Is your organization a population specific organization?
4. In about 200 words, describe your organization.
Then Respond to Project Plan Questions

What Needs Will Your Project Meet?
How Will You Provide Victim Services?
How Will Your Project Be Managed and Staffed?
What Need Will Your Project Meet? (12%) (pg 9)

• What is the goal of the proposed project? What do you want to happen during the project period?

• Why is the project you proposed needed?
How Will You Provide Victim Services? (42%) (pg 9)

• Where geographically will the services to victims be provided for this project?
• What populations do you expect to receive victim services through your proposed project?
• What services to victims will your project provide?
• How will the victim services you provide be culturally relevant or responsive? Will services be provided in any languages other than English?
• How will the victim services you provide be trauma-informed?
• How do crime victims typically find your organization to access your services?
How Will Your Project Be Managed & Staffed? (30%) (pg 9)

• Who will lead and manage your project? What experience and background do they have that would allow them to manage the project effectively and according to the terms of the grant award?

• Who will provide the services to victims in your project? What is their experience and background in providing victim services?

• How is your organization and your staff connected to the community you plan to serve?

• Do any of your project staff have lived experience relevant to the work they will do on this project?

• What training and supervision will the organization provide to project staff to ensure that they are providing high quality services to victims?

• Will you work with partners? If so, which partners and for what? Will funding be shared? Is a formal agreement in place with the partner?
# Project Timeline (16%) (pg. 10)

<table>
<thead>
<tr>
<th>Quarter</th>
<th>What activities will take place in this quarter of your project?</th>
<th>Which staff will be responsible for those activities?</th>
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<tbody>
<tr>
<td>First [Oct.–Dec. 2024]</td>
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<td>Second [Jan.–Mar. 2025]</td>
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<td>Third [April–May 2025]</td>
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<td>Fourth [July–Sept. 2025]</td>
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<td>Fifth [Oct.–Dec. 2025]</td>
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<td>Sixth [Jan.–Mar. 2026]</td>
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<td>Seventh [April–May 2026]</td>
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<td>Eighth [July–Sept. 2026]</td>
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Project Timeline Example

Please follow this example for each quarter (3-month period).
Quarter 1:
1. Create program policies on confidentiality and financial management of grant funds – Project Director
2. Work with OVC’s training and technical assistance provider to build capacity and finalize project plans – All Project Staff
3. Take training on trauma-informed victim services – 2 Victim Service Providers
4. Complete training on data collection and analysis. – Project Director
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 24 months.
- The budget should be mathematically sound and correspond with information described in the Project Plan and aligned with the project design.
Attachments

• Tribal Authorizing Resolution (if applicable)
• Resumes of Key Personnel
• Letters of Support
Additional Application Aides

DOJ Application Submission Checklist

Submitting an application to DOJ is a two-part process. An applicant first submits an application or submission in Grants.gov, and then completes the DOJ grant management system. The following steps and tips will assist potential applicants in completing DOJ applications.

1. Confirm your Entity’s System for Award Management (SAM) registration information.
   - Applicants must confirm their SAM registration is active and up-to-date. You must review and validate your SAM registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submissions in Grants.gov and JustGrants. Registration and renewal are due up to 90 business days prior to expiration.
   - As of April 1, 2022, the federal government is stopping the use of Digital Universal Numbering System (DUNS) numbers and will start using the new SAM Unique Entity Identifier (UEI).
   - Entities new to JustGrants: Confirm that the contact information submitted in your Entity’s Electronic Business Profile of Contact (EBC) in SAM is accurate and up-to-date. The EBC is submitted in JustGrants as the Entity’s primary Administrator and will receive notifications from JustGrants. The Entity Administrator is responsible for completing contact information updates in JustGrants. Once the Entity Administrator is submitted, that role can be managed in another JustGrants User.
   - Technical issues with SAM registration or renewal must be reported to the SAM Help Desk (https://just.grants.gov).

2. Apply in Grants.gov
   - Effective February 21, 2022, all Grants.gov users and applicants will need to use AplEx as credentials.
   - An approved SAM entity registration in Grants.gov is required for the following submissions and for other validation requirements.
   - Complete and submit the required documents to 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 program director of your application must have access to the SF-424 and SF-424-A. The user name and identifier are Section B3 of the SF-424 and will be identified in the Application Submitter in JustGrants and will receive future notifications from JustGrants.

Application Attachments

- 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.

Helping Crime Survivors Find Their Justice
Timeline

- Grants.gov deadline: **July 29, 2024, 8:59 PM ET**
- JustGrants deadline: **August 1, 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 project work until the budget has been reviewed and officially approved by OJP. Additional information and or restrictions may be outlined in the award package.*
Resources

Your Application

Guidance Tools

Systems Tools

Personal Tools

Helping Crime Survivors Find Their Justice
Information About OVC

Consult the OVC website.
The OJP Grant Application Resource Guide

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

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

Check website for updates: [https://justicegrants.usdoj.gov/training/application-submission](https://justicegrants.usdoj.gov/training/application-submission)

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<tr>
<th>Session Topic</th>
<th>Description</th>
<th>Session Registration</th>
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| Application Mechanics: Submitting an Application Weekly Training Webinar | • 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:  
[June 19, 2024](https://justicegrants.usdoj.gov/training/application-submission) 2:30-4:30 p.m. ET  
[June 26, 2024](https://justicegrants.usdoj.gov/training/application-submission) 2:30-4:30 p.m. ET  
[July 3, 2024](https://justicegrants.usdoj.gov/training/application-submission) 2:30-4:30 p.m. ET  
[July 10, 2024](https://justicegrants.usdoj.gov/training/application-submission) 2:30-4:30 p.m. ET  
[July 17, 2024](https://justicegrants.usdoj.gov/training/application-submission) 2:30-4:30 p.m. ET |
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.

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<tr>
<th>TOP 10 TOPICS</th>
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<tr>
<td>1. Financial Management Systems</td>
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<td>2. Allowable Costs</td>
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<td>3. Unallowable Costs</td>
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<td>4. Federal Financial Reports</td>
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<td>5. Performance Reports</td>
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<td>6. Audit Requirements</td>
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<td>7. Conference Costs</td>
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<tr>
<td>8. Adjustments to Awards</td>
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<tr>
<td>9. Accounting by Approved Budget Category</td>
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<td>10. Subrecipient Monitoring</td>
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Important Contact Information

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

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

Technical Assistance with Programmatic Requirements
202-812-6558
MBNCV@usdoj.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
Frequently Asked Questions

Q - Can you define population specific?

A - For the purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.
Frequently Asked Questions

Q - How is crime victim defined?

A – OVC defines a victim as a person who experiences mental, physical, financial, social, emotional, or spiritual harm as the direct result of a specified crime committed on his or her person or property; family members, significant others, community members, and others impacted indirectly by the crime are regarded as “secondary” victims. Reporting to law enforcement is not a requirement of the grant.
Frequently Asked Questions

Q – Are case management services eligible? What about mental health services? Can we subcontract or provide services in multiple locations?

A – Basic needs for victims of crime is the focus of this award. Keep in mind the award is for $200,000 over two years, so consider how to prioritize essential victim needs and consider how to use the funds to support the most victims.
Questions?

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