



U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

Washington, DC 20531

February 12, 2026

Dear FY 2025 OVC TVSSA Recipient,

The Office for Victims of Crime (OVC) congratulates you on your new OVC Fiscal Year (FY) 2025 Tribal Victim Services Set-Aside Formula Program (TVSSA) award. We welcome you to a nationwide network of Tribes and organizations working to improve and expand services for crime victims in American Indian and Alaska Native communities.

This letter includes important information about how to accept your FY 2025 TVSSA award and access your award funds. Please review the information provided on pages 2 through 3 to learn how to (1) Get Started; (2) Access Your Award Funds; and (3) Register for the Orientation.

The online [Onboarding Toolkit](#) has key documents that you will need to refer to throughout your award period, including the following:

- Support for Managing Your TVSSA Award
- OVC FY25 Tribal Victim Services Set-Aside Formula Program NOFO
- Award Allocation Table
- Budget Guidance Chart

We hope this letter and the *Onboarding Toolkit* are helpful, and we strongly encourage you to save both for future use. OVC is grateful for your commitment to serving victims of crime and look forward to supporting your program staff as they develop and implement your TVSSA-funded project.

If you have challenges with accessing the attached resources or need further help, please contact your OVC Grant Manager identified in JustGrants or contact the OVC Tribal Division at OVCTribalSetAside@usdoj.gov. We look forward to partnering with you.

Thank you,

The OVC Tribal Division

Attachments

GET STARTED

You have 45 calendar days from the date of your award to complete the award acceptance process in JustGrants. Your award may be terminated if you do not accept your award within 45 days. The award must be accepted in [JustGrants](#). JustGrants is the Office for Justice Program's (OJP's) grant award administration system. Each JustGrants user for your Tribe or organization must have an assigned JustGrants role to access the system.

OJP offers technical assistance resources to help you complete the award acceptance process, including the following:

- [The JustGrants Grant Award Acceptance Job Aid Reference Guide](#) provides detailed, written, step-by-step instructions on how to accept your award in JustGrants.
- [The JustGrants Award Acceptance Training Video](#): Watch this video for a recorded demonstration of how to accept your award.
- [Register for an OJP Training Webinar on Grant Award Acceptance](#): Join OJP staff for a live, interactive webinar on how to complete the award acceptance process.

We are pleased to offer you some tips and reminders to help you overcome some common challenges in the award acceptance process:

1. You can only use JustGrants if you have an assigned entity user role in the system for your Tribe or organization.
2. Your Tribe's or organization's SAM.gov Electronic Business Point of Contact (E-Biz POC) is the default JustGrants Entity Administrator for your award.
3. Your JustGrants Entity Administrator must assign individuals to three JustGrants user roles before you can accept your grant: Authorized Representative, Grant Award Administrator, and Financial Manager.
4. The Authorized Representative must be someone with legal authority to accept the award for your Tribe or organization.

The [JustGrants entity user roles matrix](#) can help you understand the responsibilities for each role.

ACCESS YOUR AWARD FUNDS

In FY 2025, some TVSSA applicants decided not to complete the second part of the application process. OVC used the TVSSA formula to redistribute their unclaimed award allocations to other eligible applicants who completed both parts. As a result, you have received a federal award amount that is higher than the FY 2025 TVSSA allocation OVC initially offered to your Tribe or organization. (See the [revised FY 2025 TVSSA Allocations](#) for details.) OVC added a conditional budget clearance award condition to your grant because the budget does not match the award amount.

Most FY 2025 TVSSA awards have a conditional budget clearance condition that allows recipients to begin obligating and expending award funds while the Office of the Chief Financial Officer (OCFO) reviews and approves the award budget. The conditional budget clearance award

condition allows you to spend funds on four activities while you wait for budget approval:

- Advertising for positions included in the budget
- Paying personnel and fringe benefits for positions in the budget
- Planning project activities described in your proposal narrative questionnaire
- Attending training and paying for training-related travel needed to begin the project

This award condition allows you to drawdown up to 10 percent of the federal award amount while you wait for budget approval.

Please Note: Some withholding award conditions prevent you from spending any award funds at all. You will not be able to start spending any funds until you satisfy the requirements of all the withholding award conditions on your grant. Read your award conditions very carefully to see if you have any withholding conditions before you start spending.

See the [General Conditions for OJP Awards in FY 2025](#) for a detailed explanation of the conditions that are included in all FY 2025 OJP grant awards. You can also contact the OVC grant manager identified in your award package if you have questions about your award conditions.

We offer you the following insights to minimize the delay in accessing your award funds:

1. Your Grant Award Administrator will receive an automated email from JustGrants when OCFO is ready to review your budget. The email will state that OCFO has initiated a “change request” for a “budget approval GAM.” The emails are sent on a rolling basis.
2. Your revised budget must total the exact amount of your award and must cover the same length of time as your award period.
3. Once OCFO approves your budget—
 - you will receive a JustGrants email notification about the approval.
 - OVC must initiate an award condition modification (ACM) in JustGrants to release the hold on your award funds.
 - when the ACM is approved, you will have full access to all the funds in your Direct Costs budget categories only.
4. There is a separate award condition on your grant that restricts your access to indirect costs. You must satisfy the requirements of that condition to get approval to begin charging indirect costs to the grant.

See the [JustGrants Budget Clearance Change Request guide](#) for detailed instructions on the budget approval process.

REGISTER FOR ORIENTATION

We strongly encourage all FY 2025 TVSSA recipients to [register for the orientation](#) scheduled for **February 26, 2026, at 1:00 p.m. eastern time** to learn more about how you can use your award. This webinar will be recorded and available on the OVC TVSSA webpage at a later date. You will receive updates via email from OVCTribalSetAside@ojp.usdoj.gov as other training opportunities are scheduled.