

OVC FY25 Tribal Victim Services Set-Aside Formula Program

Total Amount To Be Awarded Under This Funding Opportunity: Approximately \$85 million

Anticipated Award Ceiling: \$650,000

Anticipated Period of Performance Duration: 12–60 months

Funding Opportunity Number: O-OVC-2025-172320

Deadline to submit SF-424 in Grants.gov: **September 22, 2025 by 8:59 p.m. Eastern Time**
Deadline to submit application in JustGrants: **September 29, 2025 by 8:59 p.m. Eastern Time**



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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Office for Victims of Crime
NOFO Title	OVC FY25 Tribal Victim Services Set-Aside Formula Program
Announcement Type	Initial
Funding Opportunity Number	O-OVC-2025-172320
Assistance Listing Number	16.841

Executive Summary

The purpose of this funding is to support the provision of services to crime victims in American Indian/Alaska Native (AI/AN) communities. Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	January 17, 2025
SAM.gov Registration/Renewal	Recommend beginning process by August 8, 2025, and no later than September 8, 2025
Step 1: Grants.gov Application Deadline	8:59 p.m. Eastern Time on September 22, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on September 29, 2025
Award Notification Date	Generally by September 30

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: Approximately \$85 million

Anticipated Number of Awards: 315

Anticipated Award Ceiling: \$650,000

Anticipated Period of Performance Start Date: October 1, 2025 or January 1, 2026

Anticipated Period of Performance Duration: 12–60 months

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit—substantive or procedural—enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

FY 2025 Full-Year Continuing Resolution, and the Commerce, Justice, Science and Related Agencies Appropriation Act, 2024

Agency Contact Information

For assistance with the requirements of this funding opportunity contact your assigned OVC grant manager. If you do not have an assigned OVC grant manager, contact OVC at OVCTribalSetAside@ojp.usdoj.gov.

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#).”

Resources for Applying

Pre-Application Webinars: Webinars about this NOFO will be held and preregistration is required for all participants. When the webinars are scheduled, the details and registration information will be available on OVC’s [Funding Webinars](#) page. Please submit any questions to OVCTribalSetAside@ojp.usdoj.gov with the subject “OVC FY25 Tribal Victim Services Set-Aside Formula Program.”

Tribal Set-Aside Application Office Hours: Applicants have the option of attending a virtual office hour session. During the office hour session, applicants will receive technical assistance

with their TVSSA application, such as assistance with the completing the proposal narrative questionnaire and budget detail information from OVC Grant Managers and training and technical assistance providers. Additional details about office hours, including dates and times, will be shared in the invitation letter to apply for TVSSA funding and posted to the OVC website.

[OJP Grant Application Resource Guide](#): Referred to as the “Application Resource Guide” throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

Under this program, OVC allocates funding to participating Tribes through a discretionary administrative formula based on the Population Certifications submitted by federally recognized Indian Tribes, Alaska Native Claims Settlement Act (ANCSA) Regional Corporations, and designees. Eligible applicants are entities that submitted a Population Certification and subsequently received an invitation letter to apply for FY2025 TVSSA funding.

To confirm your eligibility to apply under this NOFO or to confirm your FY 2025 formula allocation, see the [funding table](#) and your invitation to apply letter from OVC. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

The purpose of this funding is to support the provision of services to crime victims in American Indian/Alaska Native (AI/AN) communities through a discretionary administrative formula program funded under a set-aside from the Crime Victims Fund (CVF). The program is not competitive and is open only to federally recognized Indian Tribes (applying individually or as consortia), ANCSA regional corporations, and their authorized designees. The funding may be used for a broad range of expenses that are reasonable and necessary to serve crime victims.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Unallowable Use of Funds

The activities listed below are out of the program scope and will not be funded.

1. Any program or activity that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents;
2. Any program or activity that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that (1) indirectly violate the law, including by promoting or facilitating violations, or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.

Program Goals and Objectives

Goal 1: The goal of TVSSA is to provide support to Tribal communities to develop, expand, and enhance services for victims of crime through activities that address the needs of a wide variety of crime victims in Tribal communities.

Objective 1: The objective of this program is to make grant awards to Tribal communities to improve services for victims of crime.

How Awards Will Contribute to Program Goals/Objectives

Grantee will use these funds to improve services for victims of crime through activities such as provision of—

- direct services to victims of crime;
- traditional healing practices;
- needs assessment and strategic planning;
- victim service program development and implementation;
- victim service program expansion including expanding populations served and types of crime addressed;
- community outreach and education about crime victimization and available services;

- purchasing or procuring tangible items related to victim services;
- support for families of missing or murdered indigenous persons; and
- other activities needed to address the individualized needs of victims of any type of crime in Tribal communities. (See [FY2025 TVSSA Budget Guidance Chart](#) for examples about allowable and unallowable expenses.)

In FY 2022, OVC expanded the TVSSA Program to allow grantees to use their funds to meet the needs of families of missing persons. OVC's decision was based on feedback from multiple Tribal representatives during the consultation and listening sessions. This change created an opportunity for Tribal communities to direct needed funding for meeting the needs of the loved ones of MMIP, providing awareness about MMIP, and creating systemic change that can help remove barriers to helping victims of MMIP and their loved ones find justice and healing.

TVSSA applicants can use their funding to support services for families of missing individuals in any of the circumstances identified below:

- The missing individual is known to be the victim of kidnapping or human trafficking (or was being groomed by a trafficker). This includes when adolescents in foster care disappear and are suspected to have been lured away or coerced into traveling away from home by a trafficker.
- The individual's disappearance is part of a law enforcement investigation.
- The individual is feared by family members or loved ones to be missing as a result of any form of criminal victimization.
- The missing individual is known to have a history of crime victimization, and the victimization may be directly or indirectly linked to their status as a missing person.

Applicants may also use TVSSA funds to—

- develop response protocols among a multidisciplinary, interjurisdictional group of agencies and organizations responsible for responding to cases of MMIP. This could include development of an MMIP Tribal Community Response Plan related to victim services;
- educate the community about what to do when a loved one goes missing;
- educate the community about the intersection of MMIP and other crimes by combining MMIP issues into existing awareness events (e.g., awareness month activities for domestic violence, sexual assault, stalking, human trafficking) or awareness activities about National Missing and Murdered Indigenous Women's Day;
- promote community awareness of services available to the family and loved ones of MMIP; or
- help raise awareness of missing individuals from the communities they serve—when the events around their disappearance consist of any of the four circumstances above—by renting billboards; printing placards, leaflets, search instructions, maps, and other display materials; or hosting awareness walks or other commemorative events.

Note: Applicants should include these costs in their budgets as a line item labeled “MMIP Awareness: Individual Cases” in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section.

OVC encourages applicants to consider coordinating missing persons awareness activities with state and national missing persons clearinghouses and national groups, such as the [National Center for Missing and Exploited Children](#) and [NamUs](#), to help strengthen existing resources to promote awareness of missing persons from their community.

MMIP Costs Related to Private Search Efforts for Missing Persons

Costs related to searching for missing persons (e.g., physical or virtual searches) or related to searching for a missing person are generally unallowable under the TVSSA Program, except in the specific circumstances outlined below. Both of these circumstances must be present before grantees can expend funds on search activities:

1. Urgent circumstances (when immediate action is required). Examples include when a missing person is a child, or an adult who has dementia or a cognitive or intellectual disability; and
2. Law enforcement resources are not reasonably available (e.g., delayed by weather or geographic distance, or the law enforcement agency declines to participate in the search).

TVSSA funds can be used in these specific circumstances for certain expenses related to a physical search:

- Recruiting/training volunteers.
- Purchasing search supplies (e.g., sunscreen, bug spray).
- Providing fuel reimbursement or assistance (gas cards) or light refreshments (water, protein bars) for volunteer searchers.
- Meeting room rental when a family of MMIP needs space to meet and receive updates from law enforcement during an active search.
- Providing funds for food and hotel costs for families participating in or waiting to hear updates during an active search.
- Renting multi-passenger vehicles (e.g., bus, 15-passenger vans) to transport family and search party participants to and from the search site.

Grantees are not required to receive prior approval from their OVC grant manager to use funds for limited search expenses in these urgent circumstances but should notify their OVC grant managers as soon as practicable. Grantees who are using funds to support searches for missing persons in urgent circumstances should coordinate their activities closely with law enforcement.

Costs related to investigating a missing person's case (e.g., law enforcement expenses, hiring a private investigator) are unallowable.

Construction/Renovation/Expansion/Remodeling Projects

Tribal leaders have shared with OVC that there is a shortage of housing in Tribal communities, and in many cases, there is no place to house victims in need. Many Tribal communities also do not have office space needed for staff under new or expanding victim services programs. While remodeling and minor renovation costs have always been allowable, in FY 2021, OVC responded to this need by allowing construction projects that are both a reasonable and necessary expense for the Tribe's victim service program under the TVSSA. All expenses associated with modular and other prefabricated buildings are allowable (including site prep and installation) and are now classified as construction in the NOFO and grantee budgets. When traditional (stick build or ground up) construction is proposed as the more cost effective and long-term option, OVC will work with the Tribe to determine the most effective way of using TVSSA funds.

Projects that include construction, renovation, and modular or other prefabricated buildings have specific special conditions associated with them as required by the National Environmental Policy Act (NEPA). These special conditions ensure that the project complies with NEPA and other federal- or DOJ-specific requirements (outlined below) around construction.

National Environmental Policy Act (NEPA) Requirements

The National Environmental Policy Act (NEPA) of 1969 (Public Law No. 90-190; 42 U.S.C. § 4371, et seq.) requires federal agencies to consider the effects of their actions and decisions on the environment, and any related social and economic effects. Any OVC grantee with a project involving construction, expansion, or renovation activities (no matter the size or scale) must comply with the NEPA requirements. The OVC grantee must work with OVC's designated NEPA technical assistance provider to complete the NEPA process before the actual construction, expansion, renovation, or remodeling.

The information below should be considered when proposing construction projects:

The NEPA process, depending on the scope of the proposed project, can take up to one year to complete and must be completed before construction/renovation can begin. Applicants should factor in this process when selecting a grant project period and developing project timelines.

A categorical exclusion—a class of actions that, either individually or cumulatively, would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA—may be available for some projects where the NEPA impact is minimal.

An environmental assessment (EA) assesses the need for a project or proposed action, alternatives to the project/action, and the environmental impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, OVC will provide this service free of charge. Applicants do not need to allocate funding for this process in their grant applications.

Project Feasibility and DOJ Modular Building Minimum Requirements

Post-award, grantees will be required to submit information about the proposed facility for construction, renovation, or expansion so that OJP can determine if the facility appears to be a viable structure for the proposed activity. Documentation that helps determine project feasibility can include building inspection reports, site plans, and design documents developed and approved by a qualified architect, engineer, or construction contractor.

Any projects that purchase and install modular or other prefabricated buildings must meet the requirements outlined in the [DOJ Modular Building Requirements Guide](#). Grantee budgets will need to include costs associated with the minimum requirements. Grantees will be required to work with OVC's construction project management training and technical assistance provider to ensure their plans meet OVC/OJP's project feasibility requirements.

Project Insurance and Bonding

Post award, grantees will be required to certify that their Tribe/organization has sufficient project insurance and bonding prior to starting facility construction, renovation, or expansion.

Real Property Reporting Requirement

In accordance with DOJ real property standards (2 C.F.R. §200.311), OVC will continue to monitor facility usage once the grant ends. OVC and OJP retain a financial interest in funding the acquisition or improvement of real property because interest accrues on improvements to land or buildings. So that the intent of the funding statute or authority is met throughout the useful life of a facility, even after a grant closes, OVC will require the grantee to submit regular reports on the status of the real property in which OJP/OVC retains an interest. When a grant-funded real property is no longer needed for the originally authorized purpose, the recipient or subrecipient must obtain disposition instructions from OJP/OVC, pursuant to 2 C.F.R. §200.311(d). In order to protect OVC/OJP's interest, 2 C.F.R. § 200.330 requires the award recipient to report on the real property acquired or real property improvements made under the award for as long as OJP's interest therein is retained. In keeping with the requirements set forth in the regulation, OJP must require a grantee to submit reports at least annually on the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or longer. Grantees will receive detailed guidance and instructions on their project's specific real property reporting requirements after the grant is awarded and as the project nears completion and closeout.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives identified above. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Recipients under this funding opportunity do not need to submit any deliverables other than the standard [Post-Award Requirements and Administration](#).

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities.

Additional resources can be found on OVC's [Performance Measures](#) website. OVC will provide further guidance on performance measures and the post-award submission process to successful awardees.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifiers (UEIs) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in

JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant 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 can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Proposal Narrative

Format of the Proposal Narrative: Instead of submitting a traditional program narrative and abstract, applicants will submit a Proposal Narrative Questionnaire created by OVC in JustGrants. Additional instructions can be found in the application in JustGrants. Applicants can email ovctribalsetaside@ojp.usdoj.gov or your assigned OVC grant manager if you have questions about how to complete the Proposal Narrative Questionnaire. Applicants will have the opportunity to upload supplemental and supporting documentation in JustGrants, such as a project timeline, resumes, position descriptions, and budget detail worksheet.

Proposal Narrative Questionnaire

The Proposal Narrative Questionnaire in the JustGrants application requires the following information:

Applicant Name and Name of individual who is completing the Questionnaire

(Please provide name, title, and Tribe/organization)

Tribal and Applicant Information:

Tribal Entity and Applicant Type:

- ☐ Federally Recognized Indian Tribe
- ☐ Consortium or two or more Federally Recognized Tribes
- ☐ Authorized Designee of a Federally Recognized Tribe

Name each Federally Recognized Tribe, Consortium, and/or Authorized Designee who are applying.

Project Summary:

In about 200 words or less, please provide a brief summary about what your project will do.

Proposed Project Information:

How much time are you requesting to use FY2025 TVSSA funds?

- ☐ 12 months
- ☐ 24 months
- ☐ 36 months
- ☐ 48 months
- ☐ 60 months

When would you like your project period to start?

- ☐ September 30, 2025 *(Available to current TVSSA grantees who are continuing your project)*
- ☐ January 1, 2026 *(Default start date for all FY2025 applicants)*

Do you currently operate a victim services program in the community/communities to be served by this project?

- ☐ Yes
- ☐ No

Does your proposed project provide services to victims?

- ☐ Yes
- ☐ No

Description of the Need:

What critical issues, needs, or problems are you proposing to address with this project? If this is a continuation of your established program, provide data that shows the impacts on crime victims, and/or stories about how crime has impacted victims in your community. (Please do not provide names or other identifying information.)

Implementation Design and Implementation:

Where will the services for victims be provided? Please describe the physical location of where victim services will be offered and explain whether they will be provided in-person, virtually, or a combination of both.

What types of crime victimization will your project address?

- ☐ Domestic violence
- ☐ Sex trafficking, Labor trafficking
- ☐ Teen dating violence
- ☐ Property crimes (burglary, arson, destruction of property, etc.)
- ☐ Sexual assault, adults sexually abused as children
- ☐ Child abuse/neglect, child sexual assault
- ☐ Violent crimes (kidnapping, armed robbery, aggravated assault)
- ☐ Elder abuse
- ☐ Stalking
- ☐ MMIP family support
- ☐ Survivors of homicide
- ☐ Bullying

What are the services/activities you would like to use your funding to support?

- ☐ Direct victim services
- ☐ Community outreach & awareness activities
- ☐ Training for project staff & partners
- ☐ Access to traditional/cultural activities
- ☐ Tribal code development
- ☐ Developing program policies & procedures
- ☐ Purchasing or leasing a vehicle or other major equipment
- ☐ Supporting multi-disciplinary response team (for example, SANE-SART, CCR, CPT)
- ☐ Conducting a community need assessment & developing a strategic plan
- ☐ Planning and conducting a conference
- ☐ Mental health & substance abuse services for victims of crime
- ☐ MMIP community awareness activities
- ☐ MMIP victim services
- ☐ Minor renovations/remodeling (Requires completion of separate [construction-renovation questionnaire](#))
- ☐ Construction (Requires completion of separate [construction-renovation questionnaire](#))
- ☐ Other: Please specify

Project Goals and Objectives:

List the specific goals and objectives for the proposed project and identify the tasks/activities necessary to achieve each goal and objective. Please follow this example:

Goal 1:

Objective 1:

Activity 1:

Capabilities and Competencies:

What experience and knowledge does the applicant bring to successfully complete this project?

Project Staff:

Full name(s) and Position/Title(s), or state if this is a new position, then state position/title; percentage of time/effort that will be spent on project; summary of job duties/qualifications for each employee listed; and summary of prior, relevant job experience (only if someone is currently in the position).

Project Management:

Provide the following information: Full name and position/title of who will supervise each project employee, percentage of supervisor's time/effort that will be spent supervising, and summary of the supervisor's responsibility for carrying out project services/activities for the proposed project other than supervising.

Contractors/Consultants or Subrecipients:

Full name of each individual consultant/contractor/subrecipients, summary of responsibilities, and consultant/contractor/subrecipient actual or desired qualifications. If the name is not currently known, enter "TBD."

Budget Worksheet Attachment

The applicant will complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on "[Budget Preparation and Submission Information](#)." For details on the technical steps to complete the budget attachment and upload it in JustGrants, see the [Complete the Application in JustGrants: Budget](#) training.

Travel Budget Requirement

Applicants should budget at least one trip per year for one to two key personnel to attend OVC required meetings or conferences and any additional travel that will be needed to meet the goals of the proposed project. Required events may include the biennial OVC National Indian Nations Conference and OVC Regional Training and Technical Assistance events. Travel costs should include airfare, lodging, per diem, and other allowable incidental costs for trainings or meetings related to TVSSA program activities (applicants can budget for other meetings/trainings besides OVC required ones). Applicants can contact their OVC grant manager if there are questions about OVC's requirement for travel. For budgeting purposes, if an event location is not predetermined, please use Washington, D.C., as the location. Please see the U.S. General Services Administration (GSA) website for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Allowable and Unallowable Costs

Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include costs of direct services for crime victims (including the

staff, equipment, etc., necessary to deliver those services); assistance in navigating the complex systems associated with victimization (e.g., criminal justice, child welfare); and activities and services that provide awareness about victimization and the resources available to victims. Prevention-focused programs are generally unallowable, though prevention information or activities are allowable when part of a larger effort driven primarily by victim services (e.g., outreach and education about victim services, with prevention resources also provided).

Funding cannot be used for activities that are NOT related to victim services—for example, activities that are centered on investigation, prosecution, offender services, or corrections. Proposed budgets may not include costs that duplicate costs supported under other federal or state grants, or that supplant (i.e., replace) existing tribal government funding for victim services.

Examples of allowable and unallowable costs are included in the FY2025 TVSSA Budget Guidance Chart available online at <https://ovc.ojp.gov/funding/fy25-tvssa-budget-guidance-chart.pdf>.

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more

information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over

\$250,000; Waiver (if applicable): This notice of funding opportunity expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the OJP Grant Application Resource Guide.

Disclosure of Process Related to Executive Compensation (if applicable):

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

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Timeline:** Provide a timeline listing key activities and milestones, and the quarters during which they will take place.

Resumes: Provide resumes of existing staff and descriptions of the required experience and skills for vacant positions.

- **Tribal Authorizing Resolution (if applicable):** Authorized Designees must submit Tribal Resolutions to OVC (or legal equivalents) to receive an award. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Construction-Renovation Questionnaire (if applicable):** All applicants proposing to use TVSSA funds for renovation or construction activities, including the purchase, installation, and site preparation for modular buildings, mobile homes, trailer homes, and other prefabricated structures, must complete and upload the separate “[TVSSA Construction-Renovation Questionnaire](#)” in addition to the written Program Narrative Questionnaire. For guidance on expenses and activities associated with minor renovations, major renovations, and construction, please see the [FY2025 TVSSA Budget Guidance Chart](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient 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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the “Certify and Submit” feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to OVCTribalSetAside@ojp.usdoj.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact OVCTribalSetAside@ojp.usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:
 - A description of the technical difficulties experienced (provide screenshots if applicable).
 - 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).
 - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
 - The applicant's unique entity identifier (UEI).
 - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.
3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact OVCTribalSetAside@ojp.usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. 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 (including all information previously listed), 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 Technical Issues" section in the [Application Resource Guide](#).



APPLICATION REVIEW

Review Process and Criteria

OJP will review applications to ensure the information presented is reasonable, understandable, measurable, achievable, and consistent with the goals of the funding opportunity. In addition, OJP reviews invited applications for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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 that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important Note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only program office recommendations, but also other factors as indicated in the “Application Review” section. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. An Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly and semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

Performance Measure Reporting

Award recipients are required to submit performance measure data in the [Performance Measurement Tool \(PMT\)](#) and separately submit the semi-annual performance report from the PMT in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

A list of performance measure questions for this program can be found at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address. Grantees under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

1. Collaborative Partnerships (for consortia)
2. Strategic Planning
3. Victim Services

Additionally, grantees who are approved by OVC to use their funds to address MMIP will submit data related to the MMIP activities in JustGrants during the semi-annual performance progress reports. These activities include the number of family members who received direct services related to MMIP, a listing and outcomes of awareness and outreach events, and a description of support provided for searches when law enforcement is not available.

Trainings and resources for reporting can be accessed online at [Transforming Victim Services Discretionary Grantee Performance Measures](#).

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP’s [Legal Overview—FY 2025 Awards](#) webpage under the “Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government’s decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See Civil Rights Office | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs for specific information for faith-based organizations applying under this NOFO.

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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

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



APPLICATION CHECKLIST

OVC FY25 Tribal Victim Services Set-Aside Formula Program

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](#).

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

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

Grants.gov Opportunity Search

- 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 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the [“Legal Overview—FY 2025 Awards”](#) in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants**.

- Confirm that, within 48 hours of your submission in Grants.gov, you 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 OVCTribalSetAside@ojp.usdoj.gov or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Complete the Proposal Narrative Questionnaire.
- Complete the budget detail form.
- Upload the other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
 - Timeline
 - Resumes
 - Tribal Authorizing Resolution (if applicable)
 - Construction-Renovation Questionnaire (if applicable)
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.