UNDERSERVED AWARD CHECKLIST

If you are new to the Underserved Program and/or new to OVW funding, you might be wondering about the first few steps to getting started and situated as a grantee.

We have created this Checklist to help you get started in the first months of your award.
Contact information is included at the bottom for additional support.

- ☐ **Accept your award in JustGrants**.
  - ☐ Learn about JustGrants. JustGrants is the grant application & management system used by OVW.
  - ☐ Review your award Special Conditions and share them with all those working on your Underserved grant, including your project partners.

- ☐ **Review the Welcome Email sent by the OVW** Underserved Unit through its OVW.Underserved@usdoj.gov email address.

- ☐ **Check JustGrants regularly** for budget clearance communications.
  - ➢ TIP: The time it takes you to respond to funder questions and requests will impact the time it takes for your budget to be approved.
  - ➢ TIP - Conditional Clearance: A Special award condition indicates that Grantees may obligate, expend, or draw down up to $10,000 for participation in or travel-related expenses to attend OVW-sponsored technical assistance events (e.g.,

Orientation), but these obligations and expenditures remain at the Grantee's own risk until the budget is approved.

☐ **Review the Welcome Email the ALSO Underserved TA Team sent** through its underservedtaproject@also-chicago.org email address.

☐ **Sign up for and attend an introductory TA Assessment Meeting** with the Underserved Technical Assistance Provider.

- ☐ Look for a Welcome Email from ALSO Underserved TA Team (underservedtaproject@also-chicago.org), including information about signing up for this introductory meeting and suggestions on who should attend.

☐ **Check out the Underserved Program online hub.**

- ☐ Learn more about the Underserved Technical Assistance Provider and how they can support you**.**

☐ **Create an online account to access the Underserved Grantee Portal**.

- ➢ TIP: This online hub includes an event calendar and a resource library curated for Underserved Grantees.

☐ **Register and attend the Underserved Grantee Orientation**.

- ☐ Look for an email from underservedtaproject@also-chicago.org for registration information.

- ☐ **Schedule and conduct a Grant Launch Meeting** with staff and partners working on your Underserved Grant project.
- ☐ Reach out to the ALSO Underserved TA Team for assistance and tools to conduct your Grant Launch Meeting if needed.

☐ **Prepare & submit your IMPACT Tool Grant Performance Report to OVW** (due biannually on January 30th and July 30th)

- ☐ Access the reporting form/tool on the Measuring Effectiveness Initiative (MEI) Violence Against Women (VAW) website.
- ☐ Find additional resources to help you prepare your report.

Have Questions or Need Assistance?

OVW Underserved Program Team/Specialists:
OVW.Underserved@usdoj.gov

JustGrants Help Desk:
(866) 655-4482

- Dial **711** from your TTY or assistive device to connect with a standard TRS communications assistant, who will then contact the OVW helpline at the number above on your behalf.

OVW.JustGrantsSupport@usdoj.gov
(cc: your assigned Underserved Program Specialist in your Help Desk communications)
Self-Service Support Resources

Comprehensive Underserved TA Provider - ALSO Underserved TA Project: **underservedtaproject@also-chicago.org**
(to communicate about TA Needs Assessment Meetings, registering for the Underserved Grantee Orientation, Grantee Portal and for ongoing programmatic support)

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