



National
Congress of
American
Indians

Funding for Crime Victim Services

July 31, 2019



Welcome

- Goal: *to provide an overview of a funding opportunity for tribal victim services programs and answer questions from potential applicants*
- Presenters:
 - Virginia Davis, National Congress of American Indians
 - Jerry Gardner, Tribal Law and Policy Institute
 - Jessica Harjo, Tribal Law and Policy Institute
 - Chia Halpern Beetso, Tribal Law and Policy Institute
 - Allison Turkel, Office for Victims of Crime (OVC)

OVC Tribal Consultation

- A government-to-government consultation will be held **Tuesday, August 20, 2019**, at the Four Winds Casino Resort in New Buffalo, Michigan.
- The OVC Tribal Consultation precedes the Office on Violence Against Women's 14th Annual Tribal Consultation.
- [Register online](#). Registration is also available onsite from 7:30 a.m. to 9:00 a.m.
- [View a Framing Paper](#) providing relevant background and questions for your consideration ahead of the session.

Key Information

Grant program administered by the
Office for Victims of Crime (OVC) at DOJ

Solicitation is available online at:

https://www.ovc.gov/grants/pdftxt/FY19-Tribal-VSSA-Solicitation.pdf?utm_source=newsfromovc&utm_medium=email&utm_content=tribal_victim_services_program_fy19_pdf_5.29.2019&utm_campaign=solicitation_2019

OVC has hosted five pre-application webinars

Currently, two are available online:

<https://www.youtube.com/watch?v=AVToa22ZUCE&feature=youtu.be>

and

<https://www.youtube.com/watch?v=AlrJulxAspo&feature=youtu.be>

Key Dates

- Solicitation was released on May 29, 2019 by OVC and later modified (*Be sure that you are using final version*)
- Application process:
 - **Deadline Aug. 16, 2019 at 11:59 p.m. Eastern Time**
 - Grants will begin on January 1, 2020
 - Three year grant period

Eligibility Summary

Eligible applicants must be one of the following:

1. Federally Recognized Indian Tribal Governments
2. Authorized Designee of a Federally Recognized Indian Tribe
3. Tribal Consortia

Additional Eligibility Requirements:

1. Each tribe may submit only **one** application and also be a member of a Tribal Consortia submitting an application.
2. The request for funding must be **different and distinct** from the activities and expenses currently being funded.
3. Proposals must supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding for victim services. **No Duplication or Supplanting.**
4. **All Applicants must submit** a current tribal authorizing resolution or other satisfactory evidence of legal authority from the Tribe to apply for funding!

Cautionary Notes

- **Please note:** this year's solicitation is substantially **different** from last year's solicitation
- Last year: streamlined two-phase process
This year: ***full proposal and budget required***
- Carefully review this year's solicitation requirements.
- Be cautious when relying on sample material as the requirements are different.
- Be realistic about timelines and funding (see FVTC Grant Management Checklist handout which provides realistic timelines for specific tasks)
- Don't Over-Promise and Don't Under-Budget

Select One Purpose Area

Applicants should select ONE purpose area-

- **Purpose Area 1: *Establishment of a New Victim Service Program*** –

Applicants that have no existing victim services program should apply under this purpose area. New applicants for OVC funding are strongly encouraged to apply under this purpose area.

OR

- **Purpose Area 2: *Coordination and Expansion of Existing Victim Service Program*** -

Applicants wanting to enhance or expand their Victim Service Program including: expanding types of services provided, populations served and/or the types of crime addressed

General Information

Award Period:

- 3 year grant period – start date on January 1, 2020

Award Amount:

- Generally up to \$720,000
- over \$720,000 with adequate justification

Matching funds?

- No match required

Use of funds:

- wide range of programs, activities, equipment, and supplies that can help tribes develop, enhance, sustain, or procure victim services (see Appendix A of the solicitation)

Allowable Costs

- Salary
- Fringe benefits
- Travel
- Equipment
 - Vehicles
 - Medical equipment
 - Mobile homes
 - Security system at victim service facility
 - Remote access equipment in court
- Facility costs – rent, utilities, maintenance renovation
- Supplies
 - Computers, printers, scanners
 - Cell phone
 - Office supplies, furnishings
 - Therapeutic supplies
- Emergency or short-term needs of victims
- Program operating costs
- Subcontracts and consultants
- Indirect costs

**Costs MUST be justified as improving victim services.
See Appendix A for detailed information.**

What are “victim services”?

- Victim advocate or victim assistance program
- transportation, meals, lodging, child care for court or counseling
- forensic exams
- domestic violence shelter
- rape crisis center
- child advocacy center
- elder abuse program
- Employment/education assistance
- mental health counseling
- substance abuse treatment
- legal services
- emergency shelter
- transitional housing
- traditional, cultural, or alternative therapy
- Victims’ rights code drafting

****See Appendix A for detailed information about permissible costs****

What can be funded ?

- Needs Assessment – assessing the victim services needs of the community
- Strategic planning – developing a plan to meet the needs of victims
- Program development – developing victim services programs
- Program implementation – implementing victim services programs
- Program expansion
 - Expanding types of services
 - Expanding populations served
 - Expanding types of crimes addressed



Unallowable Costs



While these funds can be used to provide a wide range of services for victims of crime, there are some **statutory limitations** on how the funds can be used.

These funds cannot be used to pay for costs associated with:

- ⊘ Services for criminal offenders;
- ⊘ Primary crime prevention activities;
- ⊘ Costs associated with law enforcement or prosecution personnel or activities; and
- ⊘ Construction.

Purpose Area 1: Establishment of a New Victim Service Program (pgs. 6-7)



Who Should Apply under Purpose Area 1?

1. Applicants that have no existing victim services program should apply under this purpose area; and
2. New applicants for OVC funding are strongly encouraged to apply under this purpose area.

Purpose Area 1: Establishment of a New Victim Service Program (pgs. 6-7)



SUGGESTED ACTIVITIES

01

Establish Partnerships: Identify partners that will play a role in reaching and serving crime victims

02

Convene and Mobilize Partners: Bring partners together to gain buy-in and determine a plan to coordinate.

03

Assess Community Needs: Work with partners and then conduct a needs assessment.

Develop a strategic/implementation plan: Develop a strategic plan for the development of the proposed victim services program.

04

Implementation: Implement the plan, continue to build upon what is working, and adjust what is not working.

05

Provide victim services: Begin providing victim services and provide community outreach and education.

06

SUGGESTED ACTIVITIES

Purpose Area 2: Coordination and Expansion of Existing Victim Service Program (pgs. 7-8)



Who Should Apply under Purpose Area 2?

Applicants wanting to enhance or expand their Victim Service Program – including:

- expanding *types of services* provided to victims
- expanding *populations served* and/or
- expanding the *types of crime* addressed

Purpose Area 2: Coordination and Expansion of Existing Victim Service Program (pgs. 7-8)



The goal of Purpose Area 2 is for **existing victim service programs** to **expand and enhance** their victim services to:

- Become more victim-centered and culturally competent;
- Provide more services, better services, serve more victims;
- Enhance professionalism and support and training of staff;
- Improve coordination with partners; and
- Provide services to crime victims for whom there were no or limited services previously available.

Purpose Area 2: Coordination and Expansion of Existing Victim Service Program (pgs. 7-8)



SUGGESTED ACTIVITIES

01 Establish or fine-tune the role of a “Project Coordinator.”

02 Conduct a program scan and identify gaps in services to determine what services are currently available to crime victims.

03 Expand populations served and types of crime addressed.

04 Purchase or procure tangible items that will be used to enhance or expand victim services.

05 Expand and provide direct victim services to meet the short-term and long-term needs of victims.

06 Provide community outreach and education to ensure crime victims are able to quickly and easily access services.

04

05

06

SUGGESTED ACTIVITIES



Focus Areas under the VSSA Program

OVC funds must be used to support victims of crime.

Examples of allowable focus areas to serve victims of crime include (but are not limited to):

Sexual Assault Program

Domestic Violence Program

Assisting Victims of Financial Abuse and Exploitation

Serving Male Survivors of Crime

Vulnerable Adults and Elder Abuse Program

Child Abuse Programs including Child Advocacy Center

Comprehensive Victim Assistance Program

Law Enforcement Based Victim Advocacy

Civil Legal Assistance for Crime Victims

Critical Documents

(p. 17)



Program Narrative

1. Description of the Issue (25%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting Performance Measurement Data (5%)

Budget Detail Worksheet and Narrative (20%)

Disclosure of Pending Applications (not scored)



Without these critical documents, the application will not proceed to peer review.

The following documents should be included in the application submission:

- SF-424
- Project Abstract
- Program Narrative*
- Budget Detail Worksheet (and Budget Narrative)*
- Indirect Cost Rate Agreement (if applicable)
- Tribal Authority to Apply Documentation/ Tribal Resolution
- Application Disclosure of High Risk Status
- Disclosure of Pending Applications*
- Disclosure of Lobbying Activities
- Financial Management and System of Internal Controls Questionnaire
- Other Attachments (as needed)
 1. Prior OVC Approved Strategic Plan or Logic Model
 2. Resumes of Key Personnel

 **Without these (*) documents, the application will not proceed to peer review.**

Complete the Application for Federal Assistance (Standard Form (SF)-424) (pg.13)



Double Check the SF-424

- Type of Submission: **“Application Non-Construction”**
- Type of Application: **“New”**
- Descriptive Title of Applicant’s Project: Recommend using:
“OVC FY 2019 Tribal Victim Services Program”
- Start/End dates: **01/01/2020 – 12/31/2022**
- Estimated Funding: **Must match** the federal request in the Budget Detail Worksheet
- Authorized Representative: **Must be someone with the *authority* to accept a federal award.**

Project Abstract

(p.13)



An abstract is a **clear and simple summary statement** about your proposal.

- 400 words or less
 1. Brief description of the project's purpose;
 2. Population to be served; and
 3. Activities that will be implemented to achieve the project's goals and objectives.
- Written for a general public audience;
- Submitted as a separate attachment with “Project Abstract” as part of its file name (this will **NOT** count against the page limit for the program narrative); and
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

*****KEEP IT SHORT AND TO THE POINT! *****

Program Narrative

(p. 13)



Double-spaced, using a standard 12-point font (Times New Roman preferred) and **no less** than 1-inch margins **(Strongly recommended)**

Should **not exceed 25 pages** (pages should be numbered) and include:

- ✓ Description of the Issue (25%)
- ✓ Project Description and Implementation (30%)
- ✓ Capabilities and Competencies (20%)
- ✓ Plan for Collecting Data (5%)

Program Narrative Description of the Issue (25%)

(pgs. 13-14)



Describe the specific victim services/assistance issue(s) (that is, need, crime problems, or other conditions), that this funding will help you address.

For example: you might describe gaps in service, populations of victims that are underserved or not being served, or conditions caused by continuing or emergent crime problems that the tribe(s) is currently not able to adequately address.



What is the problem funding will help solve?

Program Narrative (pgs. 13-14) Program Design and Implementation (30%)



The **Program Design and Implementation section is the most important section!** This should include goals, objectives and activities that are aligned with serving victims of crime.

- What are you proposing to do, how will you utilize the funding to achieve your goals and objectives.
- Make sure the information is consistent throughout your proposal.
- Create solid goals and measurable objectives that are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Focus on a realistic timeline to complete your project.

Program Narrative Capabilities and Competencies (20%)

(pgs. 13-14)



Must include:

1. Description of the applicant's management structure;
2. Current and proposed professional staff members' qualifications that will enable them to fulfill the program's objectives.
3. Description on how the program will be managed and include an organizational chart or information describing the roles of key personnel responsible for managing and implementing the major stages of the project.



Program Narrative Plan to Collect Data (5%)

(pgs.13-14)



The Data Collection Plan should be a roadmap detailing how to collect each piece of the data such as:

- Quarterly Performance Measurement Tool Requirements
- Semiannual Progress Report
- Deliverables
- Collecting Subgrantee Data (as applicable)



Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for more information.



Program Narrative Tips



1. Stay within the 25 page limit.
2. Use simple and concise language. Try not to use jargon or acronyms.
3. Make sure the proposal is consistent with the Purpose Area goals and objectives and serving victims of crime.
4. Be realistic about how you will achieve goals.
 - Remember: you have 36 months to complete your project.

Templates

- TLPI & NCAI have developed three sample application templates.
- The templates are available in the “documents” section of your webinar control panel.

These are samples and are not the only way to do things! Please **do not** simply cut and paste.

Sample Narratives

Example #1 (2018 Tribal Victim Services Set Aside Program)

See the “documents” section of your webinar control panel

- Shelter renovations to:
 - Comply with building and fire standards
 - Be handicap accessible
 - Accommodate male victims and victims with teenage sons.
- Expand Child Advocacy Center’s ability to perform medical exams on site

Sample Narratives

Example #2 (2018 Tribal Victim Services Set Aside Program)

See the “documents” section of your webinar control panel

- Creating new part-time shelter positions
- Shelter “Care Kits” for victims leaving shelter
- New children’s activities for children’s play area
- Generator
- New vehicle for victim transportation
- Culturally appropriate educational resource materials

Sample Narratives

Example #3 (2018 Tribal Victim Services Set Aside Program)

See the “documents” section of your webinar control panel

- Hire a full time social worker
- Hire a full time legal advocate
- Hire a part time admin-assistant
- Contract with outside consultant to provide trauma-informed care
- Upgrade case management and data collection software
- Provision of victim services

Sample Narratives

Example #4 (2018 Tribal Victim Services Set Aside Program)

See the “documents” section of your webinar control panel

- Providing additional training for staff
- Purchase a vehicle for victim transportation
- Purchase “emergency closet” supplies
- Contract with a traditional healer
- Contract with four attorneys to support victims
- Subaward to hire a trauma-informed counselor
- Rent additional space for staff housing
- Expand victim compensation fund

CTAS Example

Example #5 (*CTAS Purpose Area #7*)

- Create a multidisciplinary team
- Hire a victim advocate

Budget Information

- Worth 20% of Review Criteria
- Carefully review the ***Budget Preparation and Submission Information*** provided in the [OJP Grant Application Resource Guide](#)
- Required Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>
 - Please note that this template can be challenging to work with. If you require assistance with the template, please contact Jessica Harjo, Tribal Law and Policy Institute, Operations Director at jessica@tlpi.org.

Budget Information

- Required travel to attend OVC T/TA events:
 - Applicants from the lower 48 states should budget at least \$15,000
 - Applicants from Alaska should budget at least \$20,000
 - Amount is for the entire three year grant period
- Required DOJ-sponsored trainings include:
 - Year 1—New Grantee Orientation
 - Year 2—National Indian Nations Conference
 - Year 2—OVC Mandatory Training
- When calculating the estimated costs for required travel, use Washington, D.C. FY 2019 Federal per diem rates as the destination.

Budget Worksheet Tips

- Provide a detailed computation for each budget line item
- A strong budget narrative should include:
 - a thorough and clear description of every cost listed for each category
 - Describe how your program will maximize cost effectiveness of award expenditures
 - Justify the proposed costs in relation to potential alternatives to achieving the same project goals (ex: in-person meeting versus webinar)
 - Describe how proposed costs will be cost effective, and allowable (*e.g.*, reasonable, allocable, and necessary for project activities)

Budget Worksheet Tips (cont'd)

- Explain how costs are estimated and calculated
- Explain how costs are necessary to the completion of the proposed project (tip: connect your costs to your proposed plan, activities and/or deliverables)
- A strong budget narrative could be several paragraphs long. Please note that 1 or 2 sentences is typically not adequate.

Additional Resources

OVC website: <https://ovc.gov/news/fy18-tribal-set-aside.html>

Solicitation: <https://www.ovc.gov/grants/pdf/FY18-Tribal-Victim-Services-Set-Aside-Program-508.pdf>

FAQs: <https://ovc.gov/grants/FY18-tribal-set-aside-FAQs.pdf>

OVC's Pre-application Webinar:
<https://www.youtube.com/watch?v=l0BrcgxZsYU&feature=youtu.be>

Need Help?

National Criminal Justice Reference Service (NCJRS) Response Center (10am-6pm, ET Mon.- Fri.)

- Phone: 800-851-3420; TTY 301-240-6310
- E-mail: grants@ncjrs.gov
- Web Chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>

GMS Support Hotline (Available 24-7)

- Phone: 888-549-9901, option 3
- E-mail: GMS.HelpDesk@usdoj.gov



Questions?

Contact:

Virginia Davis vdavis@ncai.org

Esther Labrado elabrado@ncai.org

Jerry Gardner jerry@tlpi.org

Chia Halpern Beetso chia@tlpi.org

