Application Template #3 – For a tribe with a victim services program in place that they would like to expand upon

Due date: 9:00 p.m. eastern time, August 6, 2018

Prior to submitting application

1. Register for SAM—System Award Management- within 30 days, must send a notarized letter appointing the authorized administrator via USPO. https://www.sam.gov/portal/SAM/##11
2. Register with GMS and if unable to submit electronically, must call 800-851-3420 to arrange a paper submission. https://grants.ojp.usdoj.gov/gmsexternal/

Requirements for Submission

1. Program Narrative (4-8 pages) Although the narrative can be as short as 4 pages, we really recommend (or it is best practice) to use the full 8 pages available. (see pages 9-11 of the solicitation)
2. Preliminary Budget (see page 11 of the solicitation)
3. Standard Form 424 (see pages 11-12 of the solicitation)
4. Financial Capability Questionnaire (see pages 12-13 of the solicitation)
5. Tribal authorization/resolution if applying on behalf of another tribe or as a designee. (see pages 13-14 of the solicitation)

INSTRUCTIONS FOR USING THIS TEMPLATE: The information highlighted in yellow below is from the grant solicitation. The text that follows are sample answers for a hypothetical tribal applicant. You should tailor your answers to fit the unique circumstances and needs of your community. Give as much detail as possible within the page limits. Your activities must comply with the Victims of Crime Act focus and cannot include prevention, perpetrators, or prosecution (including law enforcement) (see page 6 and Appendix A of the solicitation). Please do NOT simply copy the illustrative examples provided here and/or in the OVC solicitation.

Program Narrative (4-8 pages). This document must provide information about the tribe(s), the tribe’s victim service needs, and a description of the proposed project(s). Applicants must provide a complete response to the five items below, and information sufficient for reviewers to understand the tribe’s victim service needs and how the applicant proposes to use OVC funding to meet those needs. If the program narrative fails to comply with these requirements, OVC may consider such noncompliance in its award decisions.

1) Tribal overview. [Describe your tribe and your tribe’s jurisdictional service area, basic demographics, including population living on any tribal land, if relevant.] The “X” tribe has 4,000 enrolled members, 1,500 of which reside on the reservation. There are non-member Indians and non-Indians who reside on the reservation as well for a total population of 2,000

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people. The reservation was established by a treaty in 1850 and spans 10,150 acres. 7,600 acres are tribally owned and 2,550 are individually owned. The reservation is located 150 miles southwest of Metropolis City (the nearest large city). The unemployment rate is 50% and the per capita income is $9,492. The tribe’s reservation is located in two states. The tribe has a criminal court that was established in 1974. The annual caseload of the tribal court is XX, and X% of the criminal cases involve violent crime. The tribe operates its police department pursuant to a 638 contract with the Bureau of Indian Affairs and health care is provided as a direct service by the Indian Health Service. The tribal police department reports that they respond to an average of X calls each month. The most common types of calls received are domestic violence and assault.

2) Current state of victim services. [Explain who is currently serving crime victims in the area described above, and what services are currently available to victims.] Currently the tribe has a victim services program in place which includes case management, a victim advocate, behavioral health services, crisis intervention services, domestic violence and sexual assault program, shelter, as well as other social services that victims may need (such as WIC, food stamps, etc.). Many of the services are geared towards adults and few are specific to children. We have a great need for crime victim services focused on children on the reservation. The local school employs a school counselor who has received limited training in how to meet the needs of crime victims.

3) Description of the issue. [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.] American Indians and Alaska Natives experience some of the highest rates of criminal victimization in the nation. According to a 2016 report from the National Institute for Justice, over 80% of American Indians and Alaska Natives will experience intimate partner violence, sexual violence, or stalking in their lifetime. More than half of American Indian and Alaska Native women (56.1 percent) have experienced sexual violence in their lifetime, and 1 in 7 will experience sexual violence every year. Native children are 50% more likely to experience child abuse and sexual abuse than white children. The NIJ study reported that Native victims are more likely to be injured as a result of their violent victimization, more likely to need services, and are significantly less likely to have access to services compared to their non-Native counterparts. Predictably, the high level of violence and lack of access to services has devastating social, health, and financial consequences, particularly for Native children. Due to exposure to violence, Native children experience post-traumatic stress disorder at a rate of 22%—the same levels as Iraq and Afghanistan war veterans and triple

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2 Id.
the rate of the rest of the population. An expert advisory group created by the Attorney General concluded that with the convergence of exceptionally high crime rates, jurisdictional limitations, vastly under-resourced programs, and poverty, service providers and policy makers should assume that all American Indian/Alaska Native children have been exposed to violence. Sadly, Indian youth have the highest rate of suicide among all ethnic groups in the U.S. There is a significant need for trauma-informed mental health services for Native youth.

While these statistics are drawn from national data, they also accurately reflect the experience of victims in our community. We have a variety of crime victims in our community: women, children, men and elders. Last year we had over 300 domestic violence related calls to the tribal police department, many of those included physical child abuse and children witnessing abuse of a parent. The local school also reports that a significant number of the children have disclosed abuse or violence in their homes or exhibit behaviors that suggest they have been exposed to violence. Our child welfare department has an annual caseload of 150 children. Over 90% of these children have been removed from their homes because of their primary or secondary criminal victimization. Nearly 60% have experienced criminal child abuse or neglect and 34% have experienced domestic violence in their homes.

Although the tribe offers some mental health services for children and legal assistance, we would like to be able offer more comprehensive and wrap-around services, including forensic interviewing and exam services that minimize the trauma to child victims.

BE SURE TO INCLUDE LOCAL DATA IN THIS SECTION (DESCRIPTION OF THE ISSUE)

4) Project design and implementation description. [Describe precisely what you propose to do if you are approved for funding. Your answer should directly relate to the needs/problem(s) you identified in #3 above.]

We propose to establish a tribal Children’s Advocacy Center to provide services for victims of child crimes, sexual assault, and domestic violence in collaboration with local law enforcement agencies, Child Protective Services, and prosecution. This includes using the funds to hire one full-time children’s advocacy director who will assist a community team in developing a strategic plan to establish the center. The community team will include relevant stakeholders from the tribal health department, law enforcement, prosecutor’s office, court, child welfare, tribal elders and behavioral health departments. We will also purchase a desk, computer, cell phone, and video recording and other necessary equipment for the children’s advocacy director. We also propose to use funds to purchase supplies for the center, such as forensic exam supplies, furniture, personal hygiene items, clothing and other emergency items that children and families may be in need of, and toys for children to play with at the Center.

We also plan to hire a trained counselor who will focus specifically on addressing the needs of children who have experienced violent crime. The counselor will spend 50% of their time at the

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6 Id.
Children’s Advocacy Center and 50% of their time working in the school with children who have experienced violent crime.

We also plan to send the children’s advocacy director, school and child welfare personnel to relevant trainings during the project period, this includes travel to the OVC Indian Nations conference in 2020.

5) CTAS duplication check. State whether you submitted an application for victim services through the FY 2018 CTAS (Purpose Area 5, 6 or 7).

We submitted an application for victim services through the FY 2018 CTAS purpose area 6. That application requested funding to establish a community coordinated response team to adopt a trauma-informed, multidisciplinary approach to the investigation, prosecution, and management of cases of child abuse and neglect. This application proposes activities that complement rather than duplicate that application.

**Preliminary Budget**

Personnel $325,000

Fringe benefits $95,000

Travel $30,000

Equipment $50,000 (including office supplies/computer, cell phone for victims to contact)

Supplies $200,000

Procurement contracts $0

Subawards (list an amount for each subawardee, and identify the subawardee name, if known at the time of submission) $0

Other $0

Indirect costs, if any (see Section D. Budget Requirements, f. Indirect Cost Rates for additional guidance) $20,000

Please add up all the items above and provide the total here: $610,000

**Standard Form 424**

An SF-424 is a required standard form used as a cover sheet for submission of federal grant applications (see pages 11-12 of the RFP).

**Financial Management and System of Internal Controls Questionnaire (Questionnaire)**

Can be found here: [https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf](https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf)