Application Template #2 - For a tribe with some victim services

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.

Program Narrative (4-8 pages).
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

Template #2 - For a tribe with some victim services
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 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 is located in a PL 280 jurisdiction, however the tribe retroceded jurisdiction in 1993. The tribe has a criminal court that was established in 1994. 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 some services for victims. We have a victim services coordinator who works out of the tribal social services department. The coordinator can make referrals for crisis counseling, support group, shelter, legal services, and various social services. Most of these services are provided by non-tribal programs in Border Town, a city located near the southern border of the reservation. The victim services coordinator provides limited transportation to victims to receive these services. When she is available, the victim services coordinator also accompanies crime victims to federal court, which is locate XX miles from the reservation. There is also a tribal non-profit that provides shelter and advocacy services to domestic violence victims. The Indian Health Service clinic had a trained sexual forensic examiner several years ago, but that position has been vacant for more than two years. Currently a sexual assault victim must travel over 100 miles each way to reach the nearest trained forensic examiner. We have a great need to expand crime victim services on our reservation.

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

---

2 Id.
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.\textsuperscript{4} 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 the rate of the rest of the population.\textsuperscript{5} 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.\textsuperscript{6} 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 xxx assaults reported to tribal police, including xx domestic violence related calls (which include xx number of children abused by the perpetrator as well), xx elder abuse calls, and xx sexual assaults. Virtually all of our community members have been touched by violence in some way. The victim services coordinator does a great job with the clients, however she needs additional staff members to assist with all aspects of her job. The victim services coordinator sees an average of xx clients a week. This is not only overwhelming for her, but can be frustrating for clients who may have immediate/emergency needs. Often there is an average of xx clients a week who cannot be seen immediately and have unmet needs such as: getting into the shelter, filing police reports, getting food for their children, and seeing the doctor. Additionally clients have been expressing frustration with filling out protection orders and are often scared to go into court on their own. Clients also have immediate financial needs that the tribe is unable to meet and have had difficulty accessing the state victim compensation fund. The domestic violence shelter also reports that an increasing number of the victims seeking shelter are dealing with substance abuse issues in the aftermath of their victimization and are in need of substance abuse and mental health counseling.

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


\textsuperscript{6} Id.
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 use the funds to hire one full-time victim project assistant who will assist the victim services coordinator team in providing services to all clients. We also plan to hire one full-time victim advocate who can assist clients in filing protection orders, assist in safety planning for the client and accompany clients to court. We will also purchase a desk, computer, cell phone, and other necessary equipment for the victim services project assistant and the victim advocate. We will also use the grant to cover their fringe benefits and provide an annual cost of living adjustment. We propose to send all three staff members to relevant training each year of the project, this includes travel to the OVC Indian Nations conference in 2020.

We also propose to establish an emergency fund to assist victims with costs related to their victimization including crime scene cleanup, transportation, child care while attending court or counseling, emergency housing, burial costs for homicide victims, and other expenses consistent with our internal controls.

We will also make a subgrant to the local domestic violence shelter to allow them to hire a substance abuse counselor to work with the victims in the shelter, purchase security cameras for the facility (because there have been attempted break-ins by clients’ spouse who have restraining orders in place) and purchase additional supplies, including toiletries, kitchen items, and items for the children’s playroom.

Finally, we plan to hire a contract attorney to develop and draft a tribal victims’ rights code.

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 7. That application requested funding to increase access to services for two-spirit populations on the reservation who do not traditionally access victims services. This application proposes activities that complement rather than duplicate that application.

**Preliminary Budget**

Personnel $300,000

Fringe benefits $75,000

Travel $45,000

Equipment $50,000 (including a car, office supplies/computer, cell phone for victims to contact, supplies for temporary facility, supplies for children, security cameras for the local domestic violence shelter)

Supplies $20,000

Procurement contracts $20,000 (contract attorney to draft victim’s rights code)
Subawards (list an amount for each subawardee, and identify the subawardee name, if known at the time of submission) $240,000

Other $15,000 emergency fund to meet victims needs

Indirect costs, if any (see Section D. Budget Requirements, f. Indirect Cost Rates for additional guidance) $10,000

Please add up all the items above and provide the total here: $720,000

**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)