Application Template #1 - For a tribe that does not have anything in place for 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 page 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

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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 governed by [insert basic information about your government structure]. The tribe has a criminal court with an average annual caseload of XXX. Approximately XX% of these cases involve violent crime. The tribe also operates a tribal police department pursuant to a 638 contract with the Bureau of Indian Affairs. The police department responds to an average of XX calls per month. The most frequent types of calls involve domestic violence, assaults, and drug related crimes. Health services are provided on the reservation by the Indian Health Service as a direct service.

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 does not have anything in place for victim services. Crime victims are usually referred to the local county for victim services and most victims are not seeking services there due to geographic distance and cultural differences. The nearest domestic violence shelter, for example, is XXX miles away. We have a great need for crime victim services on 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.¹ 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.² Native children are 50% more likely to experience child abuse and sexual abuse than white children.³ 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.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

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² Id.
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.\(^5\) 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.”\(^6\) 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. For too long our community members have had to seek assistance outside of the community, and many have simply gone without any meaningful access to services to help them heal. We want our community to know that we care about them. We want them to be able to get the services that they need locally and to know that help is around the corner. Last year we had over 300 domestic violence related calls to the tribal police department. Unfortunately there is no tribal shelter and many victims are hesitant to leave the community for a shelter that is far from their family and jobs. Last year there were 35 reported cases of elder abuse. Some of the tribal elders who are abused by caretakers or family members have been able to stay for a short time at the tribal elders’ home. However, the home is short on beds and there is no other place for them to stay locally.

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 conduct a community needs assessment to ensure that we are preparing a comprehensive victim services program to assist all victims in the community. We also will use the funds to hire one full-time victim project coordinator who will assist a community team in developing a strategic plan for victim services in the community. The community team will include relevant stakeholders from the tribal health department, law enforcement, prosecutor’s office, court, child welfare, and behavioral health departments. The victim-project coordinator will then work with the community team to plan and implement local victim services. We propose to purchase and furnish a trailer home that can be used as temporary housing for victims. We also propose to purchase a car to drive victims to appointments and services as needed and for the victim services project coordinator to visit victims in their homes. We will also purchase a desk, computer, cell phone, and other necessary equipment for the victim services project coordinator. We will also send key members of the community team to DOJ-sponsored or approved trainings where they can learn how other tribes are addressing the needs of crime victims, this includes travel to the OVC Indian Nations conference in 2020.


\(^6\) Id.

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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 5. That application requested funding for a full-time victim advocate to be housed in the tribal prosecutor’s office. This application proposes activities that complement rather than duplicate that application.

**Preliminary Budget**

Personnel $150,000

Fringe benefits $50,000

Travel $30,000

Equipment $300,000 (including a trailer, car, office supplies/computer, cell phone for victims to contact, supplies for temporary facility, supplies for children)

Supplies $80,000

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) $10,000

Please add up all the items above and provide the total here: $620,000

**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)