

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Office for Victims of Crime

**TRIBAL VICTIM ASSISTANCE
DISCRETIONARY GRANT PROGRAM**

**FY 2003
APPLICATION KIT**



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HOW TO APPLY

The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system.

To learn how to begin the online application process, please see the Quick Start Guide to Using the Office of Justice Programs' Online Grants Management System on page 2. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance, Monday through Fridays 7 a.m.–9 p.m. (except federal holidays), as they work through the online application process.

Quick Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. Note: Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the **"FY 2003 Tribal Victim Assistance Discretionary Grant Program"** solicitation and begin. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate. Questions or problems: Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist and the Solicitation for detailed instructions about the information to include in each of these attachments). Please note that applicants must upload one file per attachment: only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and provide an application identification number for future reference. Applicants who have any questions about GMS or need technical assistance with applying online should contact the GMS Hotline at 1-888-549-9901.

APPLICATION REVIEW CHECKLIST

FY 2003 Tribal Victim Assistance (TVA) Discretionary Grant Program

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

- ___ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS.
- ___ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- ___ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.
- ___ **Program Narrative (Attachment #2).** The Program Narrative must include the following sections:
 - ___ Problem Statement
 - ___ Project Design/Implementation Plan
 - ___ Program Management and Organizational Capability
 - ___ Evaluation Plan
- ___ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the materials listed below must be attached in one (1) file.
 - ___ Tribal or Board Resolution
 - ___ Resumes of key personnel/position descriptions
 - ___ Letters of support/commitment or memorandums of understanding (where appropriate)

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

Application Information

FY 2003 Tribal Victim Assistance (TVA) Discretionary Grant Program

Number and Amount of Awards: No set number of awards has been established for this program. Award amounts will vary depending on the types of services to be provided and the number of victims anticipated to be served. OVC has allocated \$2,000,000 for this initiative in FY 2003 and anticipates equivalent funding for continuation of these grants in FY 2004 and FY 2005.

Award Period: 12 months, with the potential for an additional 24 months.

Goal: To improve the quality of direct services for victims of crime in remote, rural American Indian/Alaska Native communities.

Purpose: The purpose of this grant program is to establish, expand, and improve direct service victim assistance programs for federally recognized tribes.

Background/Problem Statement: The high rate of crime in American Indian/Alaska Native (AI/AN) communities and villages, reflected in numerous recent studies, demonstrates the need for victim assistance programs in Indian Country to help victims cope with and heal from crime. Many rural, remote AI/AN communities are impoverished, isolated, and lack victim assistance services.

OVC initiated the Victim Assistance in Indian Country (VAIC) Discretionary Grant Program in 1988 to establish “on-reservation” victim assistance programs to provide direct services to crime victims in Indian Country. Beginning in FY 1997, victim assistance services were funded directly from OVC rather than through the states. In 1999, funding allocated for the VAIC programs was \$1.3 million, with 30 VAIC program grants awarded, all located on reservations with federal criminal jurisdiction. The current funding expands this discretionary grant program to \$2 million, and renames it Tribal Victim Assistance (TVA), to include all federally recognized tribes in the United States. OVC encourages communities that have received no prior VAIC funds to develop new, creative TVA initiatives which address their Tribe’s specific needs.

Program Strategy: This solicitation invites applicants to plan and implement an innovative 3-year program to improve the ability of AI/AN communities and reservations to provide direct services to victims of crime. The program will identify the needs of crime victims to be addressed and the types of victimization on which to focus. OVC is interested in projects that address the needs of unserved and underserved victims, particularly those victimized by crimes such as child abuse, homicide, elder abuse, Driving While Intoxicated, and gang violence.

Applicants should clearly describe the geographical boundaries and population to be served by the program. OVC encourages applicants to include documentation of the crime rate and any victimization survey results on the reservation or in the tribal community. Communities with existing VAIC programs

or other grants which support victim-related services must document the need for additional funding and provide an explanation of efforts made and/or difficulties experienced in sustaining the existing program without federal funds.

The ideal response to the acute and complex needs of AI/AN victims should be based on the identification of specific problems in the delivery of victim services in the community and an innovative plan for addressing those problems and barriers through the grant program. The goal is the provision of **Comprehensive Services** that incorporate all necessary victim support services. If this grant will be used to supplement existing victim services, applicants must develop a creative initiative that provides **Specialized Services** to one group of unserved or underserved victims, e.g., elder abuse victims or DWI victims. Examples of **Specialized Services** include, but are not limited to, advocacy, counseling, legal assistance, multidisciplinary team-building among agencies, and development of victim support groups for one particular type of victim. Crime rate statistics and/or estimates specific to this group, with supportive documentation, should be addressed.

TVA programs will conform to the Victims of Crime Act (VOCA) program guidelines and TVA program requirements set forth in this solicitation. Services that may be provided include, but are not limited to:

- Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
- Mental health assistance such as counseling, group treatment, support groups and therapy.
- Advocacy on behalf of crime victims including accompaniment to criminal justice offices and court, transportation to court, child care to enable a victim to attend court, restitution advocacy, and assistance with victim impact statements.
- Services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks.
- Forensic medical examinations for sexual assault victims, to the extent that other funding sources are not available.
- Costs that are necessary and essential to providing direct services such as pro-rated costs for rent, telephone service, transportation costs for victims, and local travel expenses for direct service providers.
- Costs directly related to providing direct services through staff including salaries and fringe

benefits.

- Training for law enforcement personnel in the delivery of services to victims of Federal crime.
- Promoting coordinated efforts within the community to aid crime victims.
- Assistance to victims seeking crime victim compensation benefits.
- Preparation, publication, and distribution of informational material which explains services offered to victims of crime.

The following services, activities, and costs are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of program funds will be used for these purposes:

- Skills training for staff.
- Equipment and furniture.
- Contracts for professional services.
- Operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials.
- Supervision of direct service providers such as volunteer coordinators.
- Repair and/or replacement of essential items.
- Presentations made in schools, community centers, or other public forums designed to identify crime victims and provide or refer them to needed services.
- Vehicle leasing.

Awards will be made to Tribal and nonprofit programs that show the capacity to coordinate with other agencies serving crime victims. Coordination with the following agencies will be a key factor in ranking grantee proposals: U.S. Attorneys' offices; Federal Bureau of Investigation field offices; state VOCA administrators; Bureau of Indian Affairs Law Enforcement Services; state and county law enforcement agencies; the Indian Health Service; mental health clinics, hospitals, child protective services and other appropriate Tribal and nontribal agencies. Programs are encouraged to demonstrate strategies which are specific to their community and include collaboration with appropriate local agencies involved in assisting victims. TVA programs should demonstrate how they will collaborate with state VOCA programs to establish ongoing communication and address the issue of VOCA funding for tribal victim programs. TVA program staff are required to receive victim compensation training and should indicate how this will be accomplished. Programs should demonstrate specific efforts to provide community outreach and establish strong working relationships with Tribal and nontribal agencies.

The hiring of program staff, if part of the program strategy, should be implemented within the first 2

months of the grant award, if not sooner. Timely hiring of staff is a consideration for second and third year funding. Applicants are therefore encouraged to discuss the proposed TVA program with their Tribal Chairperson, Tribal Council, and other Tribal agencies prior to submission of the application to solicit their support and approval of the plan. A TVA Program Director must be designated in the application's program strategy. The TVA Program Director must be willing to travel to Training and Technical Assistance conferences and cross-mentoring site visits. Applicants should also consider that program staff will be asked to travel and participate in OVC-sponsored conferences to describe demonstration practices, provide program materials and handouts, serve as trainers or mentors, participate in discussion groups, and serve on Advisory Panels. The TVA Program Director is expected to submit all Categorical Assistance Progress Reports and Financial Status Reports in a timely manner. A copy of the Categorical Assistance Progress Report must be sent to the OVC Program Specialist and the TVA Training and Technical Assistance provider, as well as two copies to the Office of Justice Programs Office of the Comptroller. Continuation funds will not be granted until all required reports are submitted.

A Tribal Resolution or Board Resolution must be included with the application that approves commitments and activities for the first 12 months of the grant. For the second and third years of the award, the activities or implementation plans should be outlined in sufficient detail to provide evidence that the proposed program will continue to develop and be a permanent program that continues past the Federal funding period.

Performance Measurement. To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures are provided, and should be reported in the semi-annual Categorical Assistance Progress Reports:

- Number of victims served and type of victimization.
- Number of staff supported by VAIC funds.
- Number of volunteer hours.
- Number of publications produced.
- Number of training workshops for law enforcement.
- Type of services provided.
- Progress on goals and objectives identified by the program.

Evaluation. The TVA program is required to assess its ability to meet 12-month goals and objectives identified in the application.

Eligibility Requirements. Eligible applicants are federally recognized American Indian and Alaska Native Tribes, Tribal organizations, and nonprofit Tribal organizations. Tribal consortiums also are encouraged to apply, when appropriate. If two or more tribes apply as a partnership, one tribe must be clearly identified as the "primary agency" responsible for ensuring terms of the grant are met. Applicants must identify a total service population in the application. Grant awards will be limited to tribal organizations as defined in the Indian Self-Determination and Education Assistance Act, P.L. 93-638, 25 U.S.C., Section 450(b). Under this provision, the definition of "tribal organization" is the recognized governing body of any Indian tribe, to include any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities. Applications must be signed by the leader or chief executive of the tribe. In cases where the Tribal Council serves as the governing body, the application must be signed by the Chairperson or other recognized leader of the Council.

Selection Criteria. Applications that are determined to be in compliance with this solicitation will be reviewed and evaluated competitively, using the following criteria:

Budget Detail Worksheet (Attachment #1) (10 points)

Project Narrative (Attachment #2)

- Problem Statement (10 points)
- Project Design/Implementation Plan (25 points)
- Program Management and Organizational Capability (15 points)
- Evaluation Plan (15 points)

Other Program Attachments (Attachment #3)

- Tribal or Board Resolution (10 points)
- 3-year project timeline of key activities, training, product development (10 points)
- Letters of support/commitment and/or memorandums of understanding (if applicable) (5 points)

Application Requirements

Budget Detail Worksheet (Attachment #1).

See the Budget Detail Worksheet in the online GMS system. You must enter the budgeted items and their costs on this form. A Budget Narrative must also be provided. Applicants must justify the cost of individual items such as personnel, travel, etc. and show how they were computed.

Applications containing contracts must include detailed budgets for each organization's expenses. Funds cannot be used for construction costs.

Applicants must include the following in the budget:

- A 2-day Post-Award conference coordinated by the TVA Training and Technical Assistance provider. Budget up to \$2,000 for travel for the TVA Director and a Financial Administrator to attend.
- The Indian Nations Conference. Budget up to \$2,000 for the TVA Director and one tribal law enforcement officer to attend.
- Computer equipment, software, and training. Budget an appropriate amount.
- Monthly fees for an Internet service provider for access to the OVC Web page, the TVA Training and Technical Assistance Web page, and to have e-mail capability to communicate with OVC staff and other grantees. Budget an appropriate amount.
- Matching (In-Kind) Funds; cash is not required:

1st year: 10 percent

If your program is subsequently awarded a continuation beyond the first year, anticipate the following Matching Fund requirements:

2nd year: 15 percent

3rd year: 25 percent

No indirect costs are allowed in the TVA program budget.

Project Narrative (Attachment #2). Each applicant must submit a narrative of not more than ten (10), single-spaced pages that addresses these areas:

1. **Problem Statement.**

- Describe the unmet need for victim services that exists in your community and how you intend to address this need with this grant.
- What types of victims do you presently serve and/or what are the types of victims do you plan to serve in the future?
- What services does your Tribe currently provide to victims of crime?
- How will the Tribe improve its ability to provide direct services to crime victims with this grant award?
- What statistics can you cite to demonstrate that there is an unmet need for victim services?
- Does your application describe only VOCA/TVA eligible activities?

2. **Project Design/Implementation Strategy.**

- What **Comprehensive Services** for all victims will be provided with this grant? Demonstrate **tribal-specific strategies** to meet your program's 12-month objectives and goals. Submit a timeline which covers a 3-year program, making it clear what you plan to do and when you plan to do it.
- Will **Specialized Services** be provided to one identified group of victims? Demonstrate **tribal-specific strategies** to meet your program's 12-month objectives and goals. Submit a timeline which covers a 3-year program, making it clear what you plan to do and when you plan to do it.
- Describe the system you will use to ensure that Financial Status and Progress Reports are submitted in a timely manner.
- What system will you establish to record statistical information about victims and victim services that OVC needs for our Report to Congress?
- Identify the staff member who will be responsible for responding to the Training and Technical Assistance provider and contacting the OVC Program Specialist, on an at least quarterly basis, to provide an update on program activities.
- How will you coordinate your activities with victim witness coordinators/victim service providers at the U.S. Attorney's office, FBI field office, and State VOCA administrator's office, and other appropriate agencies?

- Describe how you plan to involve local law enforcement with your program (training, brochures, or other means). Address this issue by establishing specific goals.
- How will you inform your community and outside agencies about your program? Will you use brochures, news articles, personal contacts, etc.?
- How will you evaluate the success of your program in addressing the problem you identified?

3. Program Management and Organizational Capability.

- Designate a Project Director of the TVA program. Describe this position's role and activities.
- What other staff positions will be hired to carry out the TVA grant activities?
- What experience and skills will you look for in the staff selected for these positions?
- How long will it take to hire the Director and/or other staff?
- How will TVA staff be trained?
- What strengths does your program staff have that would enable them to serve as mentors to other TVA programs?
- Describe your volunteer program, who will coordinate the program, and the training that will be given to volunteers.
- Did a professional grants writer prepare this proposal or did a person who will work in the program prepare this proposal?
- How will you get Tribal support to continue this program once OVC funding ends? Have you discussed the required Tribal Resolution with your Chairperson and Council?

4. Evaluation Plan.

Describe how will you evaluate your goals and objectives. Describe how performance measures will be tracked and monitored.

Other Program Attachments (Attachment #3).

Applicants must submit a Tribal or Board Resolution, resumes of key personnel and position descriptions, and letters of support/commitment or memorandums of understanding (where appropriate).

Application. All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Application Due Date. May 9, 2003

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