



## **NCAI Fund Victim Services Micro-grant Program**

### **Step 2: Full Application Template #2** **For a tribe that has some victim services**

**Due date: August 21, 2020**

#### **Application Timeline and Requirements**

- 1) Eligible applicants must complete **Step 1: Statement of Interest web form** (<https://tribalvictimservices.org/statement-of-interest/>).
- 2) The NCAI Fund will review all Statements of Interest to determine eligibility to apply.
- 3) Eligible applicants will be invited to complete **Step 2: Full Application on Monday, July 13, 2020**. Step 2 of the application requires a project proposal and summary budget. A detailed budget will be developed with technical assistance at a later date.
- 4) Step 2 is due on **August 21, 2020**.
- 5) If applying as a consortia or designee, Tribal Authorization documents will be required.
- 6) The Final Application will require applicants to identify their target service population and provide a detailed description of potential activities to be funded by a micro-grant.
- 7) Step 2 review will include the viability of the proposal, geographic distribution, and risk of non-compliance with federal statutes.
- 8) The Notice of Award will be sent by **October 2020**.

#### **INSTRUCTIONS FOR USING THIS TEMPLATE**

The questions from the NCAI Fund Victim Services Micro-grant Program Full Application (Step 2) are marked in bold text. 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. The Full Application requires a summary project proposal, but please provide as much detail as possible.

Your proposed activities must comply with the NCAI Fund Victim Services Micro-grant solicitation. Funding can be used for a wide range of program activities and services to crime victims, including conducting a needs assessment or developing a strategic plan, purchasing equipment or supplies, or other support for new or existing victim services programs. However, activities cannot include crime prevention activities, services for criminal offenders, or costs associated with law enforcement and prosecution. (See **Allowable and Unallowable Costs Chart:** [https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA\\_allowablecosts.pdf](https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA_allowablecosts.pdf))

*This resource was produced by the National Congress of American Indians Fund under 2019-VO-GX-K145, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.*

# NCAI FUND'S VICTIM SERVICES MICRO-GRANT PROGRAM

\* All Fields are Required

This application is not editable once it is submitted. You can access technical assistance resources here (<https://tribalvictimservices.org/technical-assistance/>).

Status: In Progress

Save

Submit

## About the Funding & Eligibility

The NCAI Fund received an award from the U.S. Department of Justice (DOJ) Office for Victims of Crime (OVC) to make subgrants to eligible Indian tribes. The intent of this funding is to support tribal nations who have not been able to access the tribal set-aside funding from OVC previously. **Recipients of this funding will be required to comply with all applicable federal policies and regulations.**

### Use of Funds

Funding can be used for a wide variety of activities related to supporting victims of crime in your community. Please reference the chart of allowable and unallowable costs ([https://tribalvictimservices.org/wp-content/uploads/2020/05/Allowable\\_Costs\\_Overview.pdf](https://tribalvictimservices.org/wp-content/uploads/2020/05/Allowable_Costs_Overview.pdf)).

With this funding, your tribal nation can:

- Assess the need for additional programming and services for victims of crime or develop a strategic plan to improve or expand existing victim services
- Purchase equipment and supplies necessary for victim services programming or victim services grant management.
- Implement program activities, including personnel costs, to support victims of crimes.

<sup>1</sup>This funding opportunity is currently limited to those entities who have not received funding from OVC in FY 18 or FY 19. Entities who have applied to the OVC FY 2020 Tribal Victim Services Set-Aside Program **may apply** for this funding, as long as the proposed use of funding is for different activities than the FY 2020 Tribal Victim Services Set-Aside Program.

## Applicant Tribe/Organization Information

Information on your organization's statement of interest has been auto-filled below. Please update any information that is no longer current and complete all required fields.

<b>Entity Name</b> Sample Applicant	<b>Entity DUNS Number *</b> 987654321	<b>Applicant Organization Type * ?</b> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Tribe ▼</div>
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**Address \***

987 Sample Blvd.

**City \***

Sampleville

**State \***

Georgia

**Zip \***

54321

**Applicant Tribe/Organization Point of Contact****Grant Admin**

Grant Admin information cannot be edited via this application. If you need to make changes please click here (<mailto:support@firstpic.org>).

**First Name**

Sally

**Last Name**

Sample

**Phone**

123-456-7890

**Email**

ssample2220@gmail.com

**Program Contact****First Name**

Glen

**Last Name**

Sample

**Phone**

1234567890

**Email**

gsample@gmail.com

**Authorization****Do you have the authority to apply for grants on behalf of your tribal nation?** Yes  No**If you are submitting as a Consortium or Designee, which Tribal Nation(s) do you represent?****Attachments**

If you are applying as a Consortium or Designee, you will be required to submit documentation showing that your organization has the authority to apply for this federal funding opportunity on the Tribe's behalf. If you have this authorization, please upload it below. If you do not have the required documentation, you will be required to submit it before receiving your Letter of Agreement.

## Request Details

**Briefly describe the issue that will be addressed through the grant funded program. Identify if there is a specific population being served (i.e. women, youth, elderly) and any current activities being conducted to support this population as crime victims. \***

The reservation is located XX miles southwest of [the nearest large city]. The unemployment rate is XX% and the per capita income is \$XX. The tribe is located in a PL 280 jurisdiction, however the tribe retroceded jurisdiction in XXXX. The tribe has a criminal court that was established in XXXX. The annual caseload of the tribal court is XX, and XX% 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 XX calls each month. The most common types of calls received are domestic violence and assault.

**Please describe in detail how you would like to use the requested funding, including specific activities that will be conducted under this grant. \***

We have a variety of crime victims in our community: women, children, men and elders. Last year we had over XX 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.

We are proposing to hire two full time staff, one victim advocate who will work with victims to provide victim advocacy and meeting victim needs, she will also assist in filling out and filing protection orders and assisting victims to tribal court. In addition, we propose to hire and train a sexual assault coordinator, who will assist in setting up a Sexual Assault Response Team (SART), this will enable us to put policies and procedures in place to eventually hire our own forensic nurse, in addition, she will accompany and transport victims to complete a sexual assault rape exam in the local jurisdiction. The sexual assault coordinator will assist in the Tribal Sexual Assault Response Team (SART) to work with the hospital and train law enforcement, and other tribal justice systems.

This funding opportunity can be used to support a wide variety of programming and services for victims of crime in your community. Please select which activities your grant will include:

### **Needs Assessment \***

Yes  No

### **Strategic Planning \***

Yes  No

### **Support for Victim Services \***

Applicants should consider carefully whether all activities can be completed in the grant period, which will be from Oct. 1, 2020 - June 30, 2022. Please indicate the areas of service included in your proposed program (select all that apply): \*

- Providing information to crime victims
- Referral services for crime victims
- Victim advocacy/accompaniment
- Law enforcement interview advocacy/accompaniment
- Intervention with employer, creditor, landlord or academic institution
- Child and/or dependent care assistance
- Transportation assistance
- Interpreter services
- Crisis intervention
- Hotline/crisis line counseling
- On-scene crisis response
- Sexual Assault Response Team (SART) team development
- Coordinated Community Response (CCR) team development
- Updating tribal codes for victim services
- Access to Traditional/Cultural Healing ceremonies for victims
- Other

Professional Training for Tribal Justice Systems

**If your proposed use of funding will support an existing victim services program, please describe your current victim services program. If this funding will be used to create a new victim services program, or if you are expanding your current victim services, please describe any planning or needs assessments you have already completed. \***

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 located 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 XX miles each way to reach.

### **Equipment and Supplies \***

Yes  No

**Describe in detail what type of equipment and/or supplies you plan to purchase with the grant funds and how these purchases will be used to advance your tribe's victim services programs. Please note that purchases must be made pursuant to your internal procurement policy that complies with federal law. If you do not have a procurement policy, technical assistance will be provided to help you develop one. \***

We will also purchase a desk, chair, computer, cell phone, and other necessary equipment for the victim advocate and sexual assault coordinator.

### **Capabilities and Competencies**

**Who will be responsible for the day to day project implementation on this grant? Who will be responsible for financial management and procurement? Who will be responsible for reporting? Please include their title and number of years' experience. \***

The ICW Tribal Director will be responsible for the day to day activities, and management of the grant program. She has over 25 years in grant management and managing staff. Additionally, she will be responsible for grant reporting.

**If staff will be hired for a position included in this grant, do you anticipate that the tribe will be able to recruit and hire this individual within the first three months of the grant? If not, please explain. \***

The victim advocate and sexual assault coordinator will be hired within 60 days of the start of the grant in order to accomplish our goals and objectives.

**Plan for Collecting Data Required for this Solicitation's Performance Measures If funded, the program will be required to submit a quarterly report of performance measurement data requested by OVC. Some of these measures include: Number of individuals receiving services Demographics of individuals receiving services (race, gender, age) Type of Victimization Number of requests or needs that may go unmet due to organizational capacity issues Do you anticipate any challenges collecting the required performance measurement data referenced above? \***

We do not anticipate any challenges for data collection for collecting the required data for our quarterly reports, our finance team will handle all of those duties. The tribe is committed to collecting data to track performance and grant deliverable progress as well as to ensure that benchmarks are met or exceeded. A detailed tracking system will be used by the [program coordinator] to keep a log of data, using phone logs, intake sheets, meeting notes, and other available records.

Data tracked will include, but not be limited to:

- Number of individuals receiving services
- Demographics of individuals receiving services (race, gender, age)
- Type of Victimization
- Number of requests unmet due to organizational capacity issues

## Summary Budget

Indicate the amount of funding you are requesting under each budget category and include a brief description of how these funds will be spent. We anticipate that most awards will be between \$25,000-\$250,000. If you anticipate your project's actual need to be more than \$250,000 for your project, please explain in the space provided. In no case will an award exceed \$350,000. If funded, you will work with the NCAI Fund technical assistance team to complete a detailed budget for your program.

Please note that all summary budget fields require a value. Enter \$0 or N/A for any amount or description field that does not apply

Category	Amount	Description
Personnel *	135,915.00	A full-time victim advocate will be hired at a proposed rate of \$20/hr for 18 months. $\$20 \times 2080 \text{ hours} \times 1.5 \text{ years} = \$62,400$ . A full-time SART coordinator for 18 months at an hourly rate of \$22/hour. $\$22 \times 2080 \text{ hours} \times 1.5 \text{ years} = \$68,640$ . The ICW Director will be responsible for day to day activities including management of grant reporting. She will dedicate 5% of her time to the grant for 18 months. $\$65,000/\text{year salary at } 5\% \text{ for } 18 \text{ months} = \$4,875$ .
Fringe Benefits *	19,504.00	Fringe benefits include FICA (7.65%), SUTA (3%), Workman's Comp (1.7%) and health insurance (2%) for a total of 14.35%. $\$135,915 \times 14.35\% = \$19,504$ .
Travel *	1,800.00	Gasoline for vehicle to be purchased through the grant estimated at \$100/month for 18 months. Total of \$1,800.
Equipment/Supplies *	13,000.00	Office supplies (x2): desk, chair, locked cabinet estimated at \$5,000. Cell phone estimated at \$500. Laptop plus software including virus software estimated at \$1,000.



Contracts and Consultants *	<input type="text" value="2,130.00"/>	Cell phone service estimated at \$40/month for 18 months = \$720. Internet service estimated at \$70/month for 18 months = \$1,260. Secure cloud-based data storage (such as Google Drive) for 18 months = \$150.
Consultant/Contractor Travel *	<input type="text" value="0.00"/>	N/A
Other Costs *	<input type="text" value="30,500.00"/>	Emergency victim needs such as clothing and personal hygiene products, cards for various emergency needs, court-filing fees, and transportation costs estimated at \$150/person for 200 people. Total of \$30,000. Printing and reproduction costs associated with assisting victims estimated at \$500.
Indirect Costs *	<input type="text" value="45,133.90"/>	XXX Tribe has a negotiated indirect rate of 22.25%. Based off of a modified direct rate cost of \$202,849, indirect costs would equal \$45,133.90.
<b>Total</b>	<b>\$247,982.90</b>	<input type="button" value="Calculate Total"/>

**Sample Applicant acknowledges that if awarded, Sample Applicant will be required to comply with all applicable federal financial management policies and regulations. \***

Yes  No

**Please note that if awarded an NCAI Fund Victim Services Micro-grant, you will be prompted to sign the Letter of Agreement electronically, using Sertifi. Please provide the name and contact information for the person who will sign the Letter of Agreement.**

Signatory Title \*

Signatory Name \*

Signatory Email \*

**Please click here to request an alternate method of signing the letter of agreement.**

This application is not editable once it is submitted. If you need to edit your application after submission please contact [microgrants@ncai.org](mailto:microgrants@ncai.org) (mailto:microgrants@ncai.org).