



# Crime Victim Services Program Implementation for NCAI Fund Victim Services Micro-grant Program

AUGUST 4, 2020

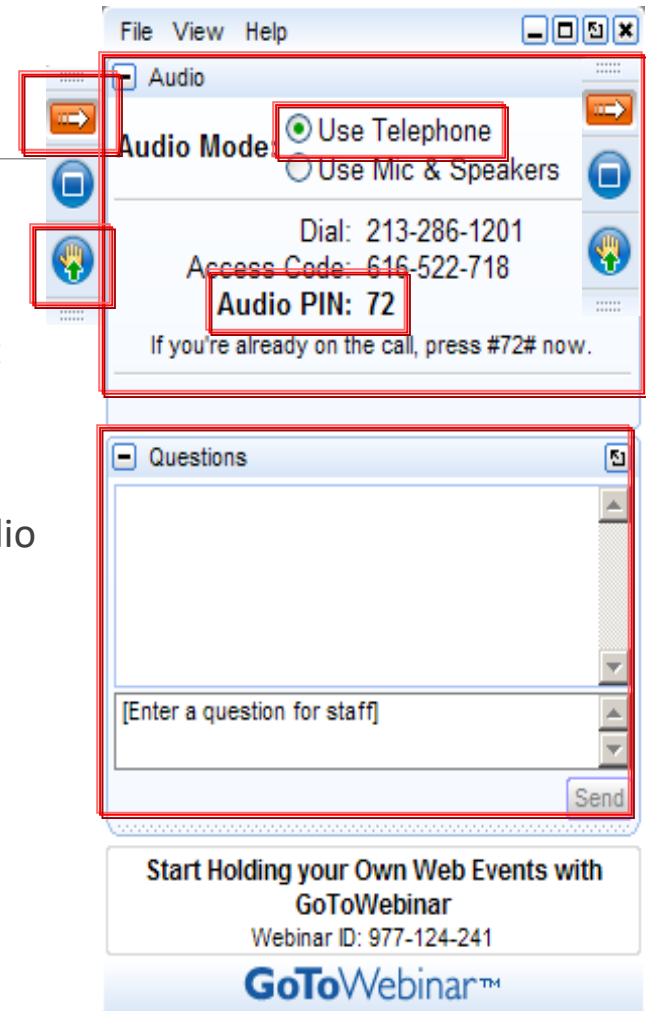
*This webinar was produced by the National Congress of American Indians Fund under 2019-VO-GX-K145, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this webinar are those of the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



# Before we begin...

Here are some friendly housekeeping reminders:

1. Your control panel will appear on your user screen.
2. To minimize the control panel, use the orange arrow at the top left panel.
3. All attendees will be muted during the presentation.
4. Once you call into the meeting call line, enter your Audio PIN shown on your control panel.
  - i. In Audio: you can view, select, and test your audio.
5. Use the questions box on your panel to submit questions and responses via text.
6. During the discussion portion, please 'raise' your hand by clicking the hand icon to signal to be unmuted.
7. Everyone will receive an email with a link to a survey about today's session.
8. A recording of the webinar will be made available on [www.tribalvictimservices.org](http://www.tribalvictimservices.org).



# Welcome

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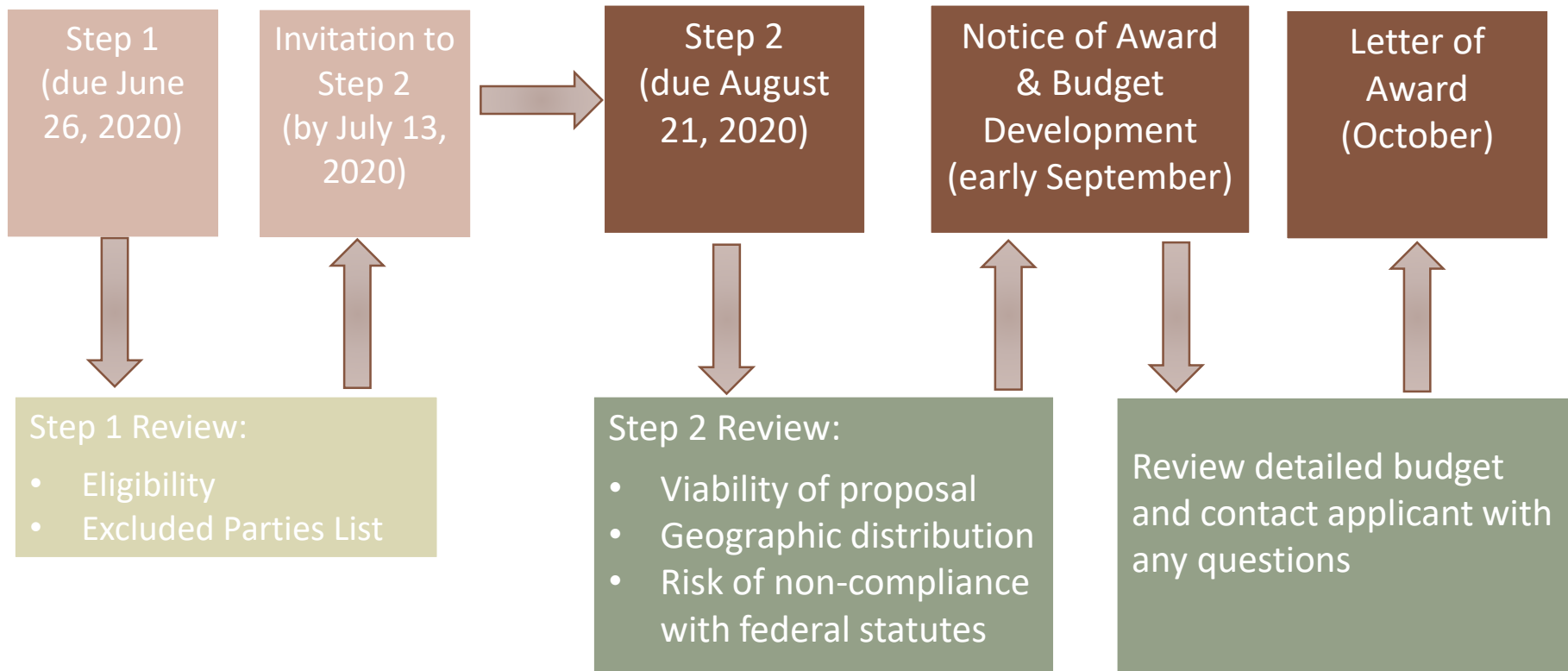
Goal: to provide an overview of considerations for crime victim services program implementation, including tools and resources to coordinate criminal justice systems within new funding opportunity for tribal victim services programs.

Panelists:

- Lonna Hunter, Tribal Victim Resource Specialist, Tribal Law and Policy Institute
- Kelly Crowe, Project Director, FirstPic, Inc.

# Application Process (cont'd)

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# Implementation Checklist

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- ✓ Tribal Procurement Policy
- ✓ Budget Approval-Post Award
- ✓ Grant Reporting Period

# Procurement Requirements

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- You must use your own documented procurement procedures.
- Must align with the Procurement Standards in the Uniform Guidance at 2 C.F.R. § 200.
- At minimum, the documented procurement procedures should include:
  - A conflict of interest policy
  - A documented process for the solicitation, award and administration of contracts
  - The micro-purchase threshold must be no greater than \$10,000; small purchase threshold must be no greater than \$250,000

# Procurement Requirements (cont'd)

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- Micro-purchases – if price is considered reasonable, no competitive solicitation is required
- Small Purchase – must be competitive - *i.e.* must obtain more than one solicitation that:
  - At minimum uses a written checklist in solicitation so that each bidder has the same information
  - Can be conducted by phone, fax, website, email or in person
  - Does not require public advertising

# Procurement Requirements (cont'd)

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- Federal law allows for tribal preference (referred to as “Indian Preference”) to be applied in the procurement process if:
  - Indian Preference is included in the written policies and procedures
  - Preference clauses are incorporated into contracts
  - Indian Preference is referenced in notices and advertisements
- Technical assistance providers can help create or adjust your procurement procedures to meet these requirements if needed. Please reach out to [microgrants@ncai.org](mailto:microgrants@ncai.org) to request this support or share with your TLPI TA provider.



# Contracting and Subawards

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Applicants will be allowed to use funds to engage in contracts and/or subawards that assist in achieving the goals of the proposed victim services activities. 2 C.F.R. 200 requires that determination of the nature of the relationship be made based upon the substance of the agreement rather than the form.

If your program will involve contracting or subawarding funds to an outside entity, please mention this to the technical assistance provider and provide appropriate information in your application so that we can support you in ensuring an adequate procurement and monitoring procedure is planned in advance.

# Implementation Checklist: Budget Approval Process-Post Award

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Submit detailed budget by mid-September

FirstPic, Inc. reviews and works with submitter to address questions and make adjustments as needed

NCAI completes final review/approval

Budget is approved and LOA is sent to applicant

# Implementation Checklist: Quarterly Program Reporting

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## **Award Period: October 1, 2020 to June 30, 2022**

- First Program Report due: January 8, 2021
- Program Report due: April 9, 2021
- Program Report due: July 9, 2021
- Program Report due: October 8, 2021
- Program Report due: January 7, 2022
- Program Report due: April 8, 2022
- Final Program Report due: July 8, 2022

# Crime Victim Program Development

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- Primary and most important factor for program development is SAFETY.
- Safety for victims, judges, tribal courts, law enforcement, hospital staff, social services, and others who work towards victim safety and offender accountability.
- It is imperative we are developing crime victim programming with victim advocates. They are the boots on the ground for understanding safety gaps, treatment of victims in various systems', and basic needs such as shelter, transportation, phone minutes, and needs of their children.

# Crime Victim Program Implementation Considerations

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As you are implementing your crime victim program:

- How have you determined the needs for victims in your current grant application request? Were victims needs informed by victim services or community needs assessment?
- If not, how can your planning and project goals reflect a victim-centered approach? Being victim-centered ensures that program implementation keeps safety at the center of all planning and project goals.
- Confidentiality: does your tribe have a confidentiality policy when working with victims across tribal justice systems?
- Do you have a crime victim rights code?

# Crime Victim Program Implementation Considerations

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**Confidentiality:** does your tribe have a confidentiality policy when working with victims across tribal justice systems?

# Tribal Crime Victim Program Implementation Considerations

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**Tribal crime victim rights:** Does your tribe have a crime victim rights tribal code?

- This is an opportunity to outline tribal crime victim rights that align with your tribal code and tribal values.

# Implementation: Timeline and Planning

Applicants should consider carefully whether all activities can be completed in the grant period, which will be from **October 1, 2020-June 30, 2022**

Planning your timeline:

Ideally, your timeline should include a thorough plan for your award period.

The timeline could include:

- Project goals, what you would like to accomplish throughout grant period;
- Objectives related to the project goals;
- Activities related to objective/project goals;
- Time period to be completed; and
- Who will complete from your team.



# Timeline: Planning Micro-grant Crime Victim Service Program

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Estimated start of task	Project goals	Related objectives	Activities	Expected completion of task	Person responsible for completing each task
Month 1, Year I	<b>I. Increase Tribal Court support staff</b>	1. Advertise positions on Tribal web site and Tribal radio	Review job descriptions and ensure compliance with policies & procedures	Month 1, Year 1	HR Director, Tribal Council, Chief Judge, Clerk of Court
		2. Review applications and background checks of applicants	Disseminate applications to review committee	Month 2, Year 1	HR Director
		3. Selection of top 3 applicants; referred to Council for final	Selected applicants notified; equipment Placed on bid; supplies	Month 2, Year I	HR Director. Tribal Property & Supply
		Decision; procure Program equipment And supplies	for year 1 purchased.		

What can funding  
be used for?

Examples of  
Victim  
Services  
include:

- Victim advocate or victim assistance program
- Domestic violence shelter
- Rape crisis center
- Child advocacy center
- Elder abuse program
- Mental health counseling
- Substance abuse treatment
- Legal services
- Forensic exams
- Emergency shelter
- Transitional housing
- Traditional, cultural, or alternative therapy
- Transportation, meals, lodging, child care for court or counseling
- Restorative justice

**Funding Amounts:** Micro-grant awards will not exceed \$350,000.

A chart of allowable and unallowable costs can be found at  
[https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA\\_allowablecosts.pdf](https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA_allowablecosts.pdf)

What can funding  
be used for?

Examples  
include:

- Salary
- Fringe benefits
- Travel
- Equipment
  - Vehicles
  - Security system at victim service facility
  - Remote access equipment in court
- Facility costs – rent, utilities, maintenance renovation
- Supplies
  - Computers, printers, scanners
  - Cell phone
  - Office supplies, furnishings
  - Cultural items and supplies for victim healing
- Emergency needs for victims
- Program operating costs
- Subcontracts
- Indirect costs

What is  
unallowable?

Examples  
include:

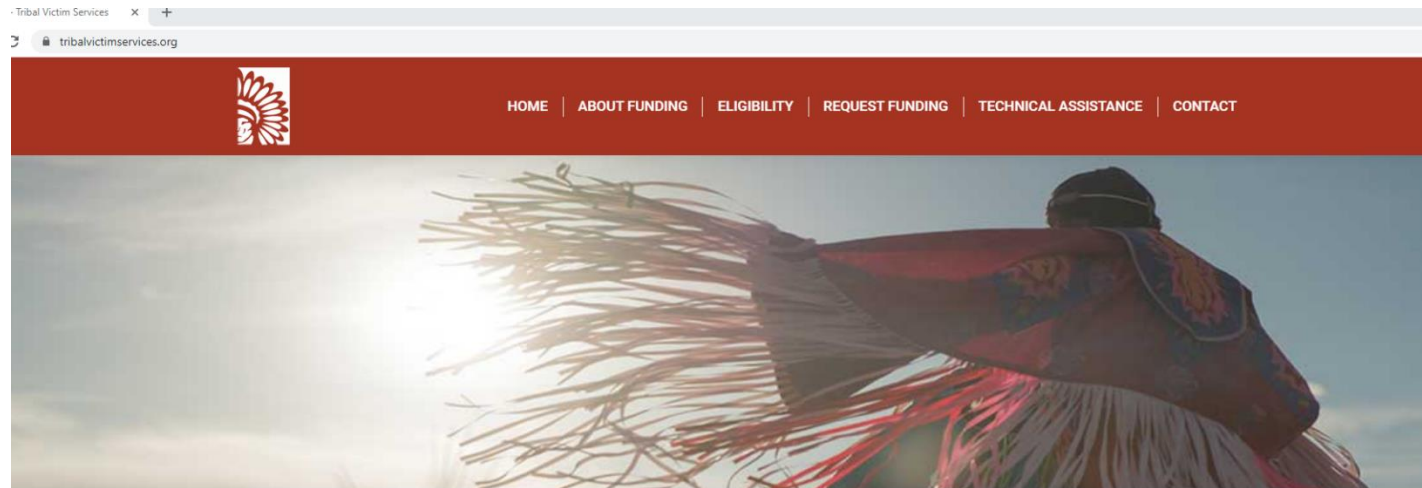
- Law enforcement/prosecution
- Crime prevention
- Services for offenders
- Construction or purchase of real estate
- Lobbying
- Fundraising
- Grant-writing

A chart of allowable and unallowable costs can be found:

[https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA\\_allowablecosts.pdf](https://tribalvictimservices.org/wp-content/uploads/2020/05/AppendixA_allowablecosts.pdf)

# [www.TribalVictimServices.org](http://www.TribalVictimServices.org)

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## **Welcome to the 2020 NCAI Fund Victim Services Micro-grant Program**

NCAI Fund Victim Services Micro-grants are available through a cooperative agreement with the U.S. Department of Justice's Office for Victims of Crime. The micro-grants are intended to fill gaps in current tribal victim services and/or to develop or expand the ability of tribal victim assistance programs to provide services.

[ELIGIBILITY](#)

# Training and Technical Assistance Webinars 2020

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*Previous webinars are available at*  
<https://tribalvictimservices.org/technical-assistance/>

*Save the dates for these upcoming webinars:*

- September 3, 2020: Budget Development Webinar  
**Post-Award**
- October 2020: Financial Online Reporting webinar



- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)
- Office for Victims of Crime (OVC)

Funding Resources:  
<https://www.justice.gov/grants>

Funding  
Resources for  
COVID-19  
Relief:



<https://www.justice.gov/ovw/page/file/1299596/download>

# OVW Fiscal Year 2020 COVID-19/Violence Against Women Assistance to Tribes Solicitation

This solicitation provides funds dedicated to COVID-19 related needs under the following two grant programs: the Grants to Indian Tribal Governments Program and the Tribal Sexual Assault Services Program.

Applications must be submitted by 11:59 p.m. Eastern Time (E.T.) on September 16, 2020.



# Questions?

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1. Use the questions box on your control panel to submit questions and responses.
2. 'Raise' your hand by clicking the hand icon to signal to be unmuted.

# Contact Info

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- Virginia Davis, National Congress of American Indians, [vdavis@ncai.org](mailto:vdavis@ncai.org)
- Lonna Hunter, Tribal Law & Policy Institute, [lonna@tlpi.org](mailto:lonna@tlpi.org)
- Kelly Crowe, FirstPic, Inc. [kcrowe@firstpic.org](mailto:kcrowe@firstpic.org)
- Esther Labrado, National Congress of American Indians, [elabrado@ncai.org](mailto:elabrado@ncai.org)

