



Crime Victim Services Program Development for NCAI Fund Victim Services Micro-grant Program

JULY 21, 2020

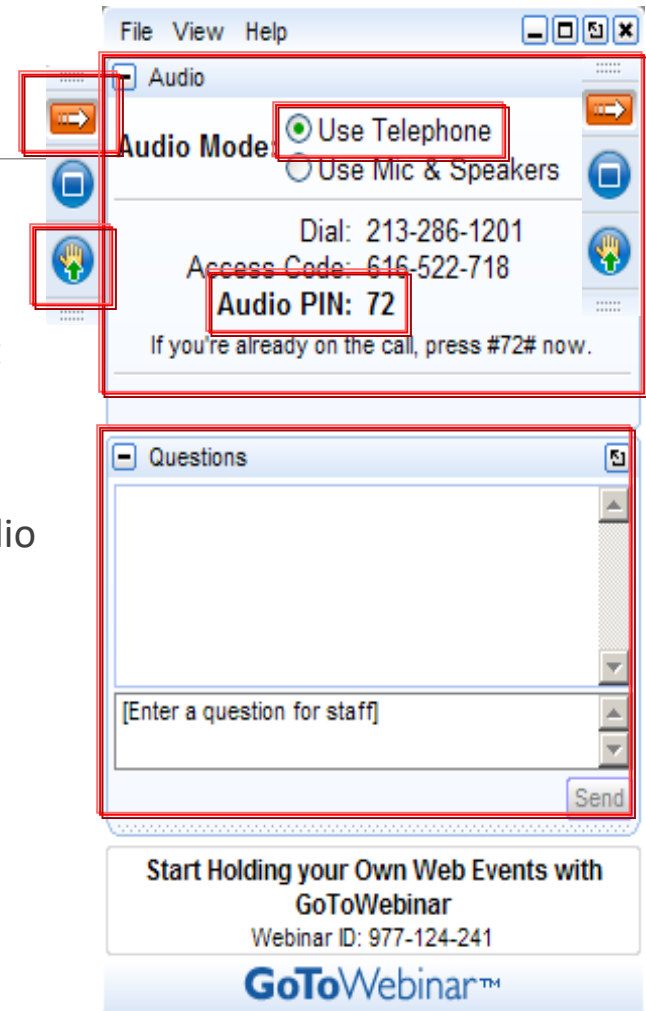
This webinar was produced by the National Congress of American Indians Fund under 2019-VO-GX-K145, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this webinar are those of the 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.



Welcome

Goal: to provide an overview of ideas, tools, and resources to develop a project idea for crime victim services, including opportunities 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.

Timeline for Application Process

Application Step 1: Statement of Interest- Due: Friday, June 26, 2020

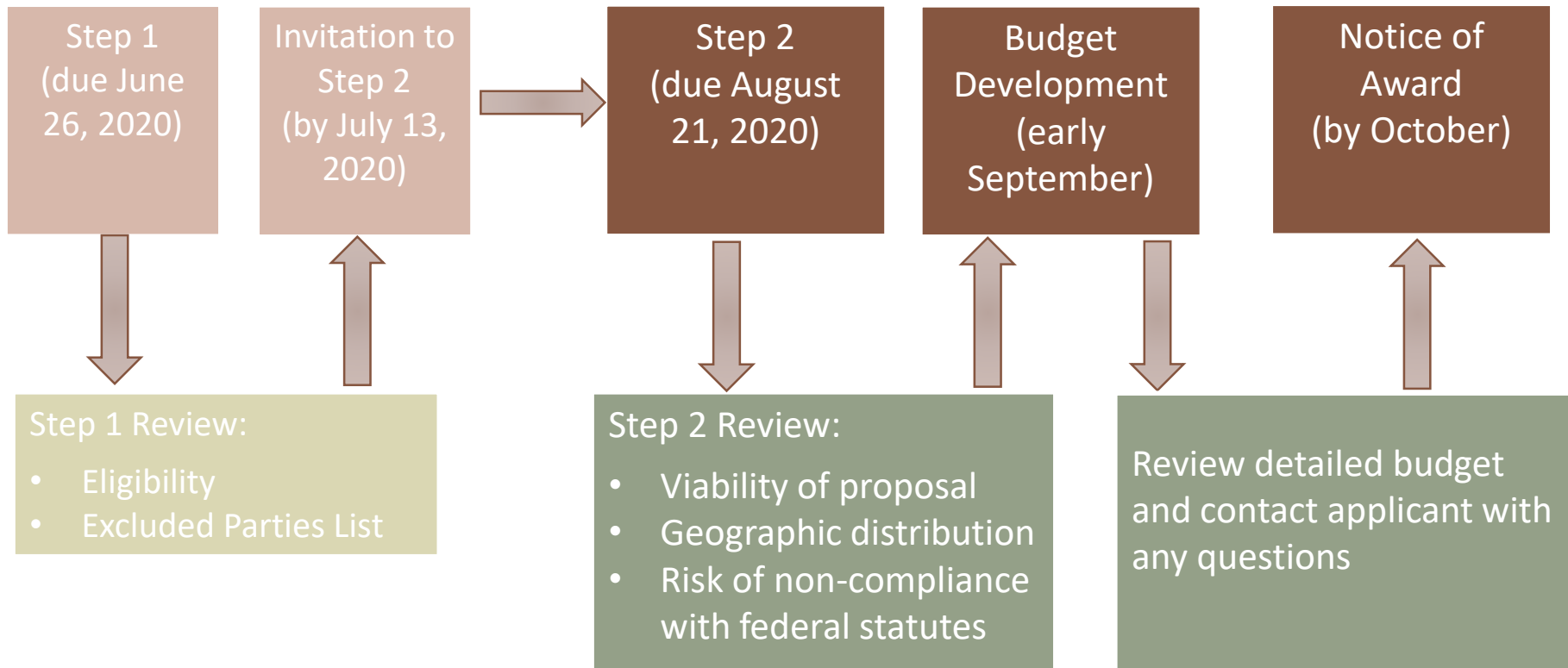
- Please contact microgrants@ncai.org if you missed the deadline, but would still like to apply.

Application Step 2: Full Application- Due: Friday, August 21, 2020.

- Step 2 of the application was released on **Monday, July 13, 2020.**
- Step 2 requires a summary project proposal and summary budget.

TLPI will continue to provide technical assistance to tribes as they apply.

Application Process (cont'd)



Step 2: Final Application

■ Due: **August 21, 2020**

Do you have the authority to apply for grants on behalf of your tribal nation?

If you are submitting as a Consortium or Designee, which tribal nation(s) do you represent?

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.

Step 2: Final Application

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.

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

Step 2: Final Application

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:

- *Have any victim services needs assessment activities been conducted in your community previously? If yes, please describe.*
- *Describe your tribe's plan for conducting the needs assessment, including how you will use the information to help crime victims*

Strategic Planning:

- *Describe your tribe's plan for developing a strategic plan, including how the strategic plan may assist crime victims*
- *Would you like to receive additional resources to implement your tribe's strategic plan for crime victims*

Benefits of a Community Needs Assessment

- Lack of communication and coordination between agencies?
- Lack of cooperation between tribal and other jurisdictional authorities?
- Lack of clear understanding about roles when responding to DV/SA, stalking, child abuse, sex trafficking reports?
- Lack of offender accountability?
- Are there gaps in the response to DV/SA? If so, what are they?
- Victims not reporting or distrusting criminal justice system?
Victims concerned about confidentiality, privacy and safety needs?
- Culturally inappropriate and insensitive treatment of victims of SA/DV in local/neighboring jurisdictions?

Benefits of Strategic Planning



Step 2: Final Application

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).

- *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, please describe any planning or needs assessment you have already completed.*

Equipment and Supplies Purchase

- *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's 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.***

Contracting and Subawards

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.

Step 2: Final Application Capabilities and Competencies

Questions to consider and think through in your application:

- Who will be responsible for the day to day implementation of the grant?
- Who will be responsible for the financial management and procurement? Reporting?
- How will we collect data on performance under the grant program?
 - Number of individuals receiving services
 - Demographics of recipients
 - Type of Victimization
 - Number of requests for service
- What do we need in order to collect and report data?
- Are there any current challenges to collecting and reporting data?

Crime Victim Program Development

- 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.

What does capacity look like?

- Victim centered informed policies, approaches, and best practices to not re-traumatize Native victims.
- Trauma informed: historical trauma and childhood trauma matters when working with victims of violence.
- Cross training multijurisdictional criminal justice systems to inform and educate about how best to provide victim centered responses and what they look like
- Tribal justice systems working together to for offender accountability and victim safety.
 - Examples: Tribally led Coordinated Community Response Teams or Tribal Sexual Assault Response Teams (SARTs)

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: Most grants will be between \$25,000-\$250,000. Micro-grant awards cannot 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

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

What should you consider in drafting your summary budget?

- How many staff will be charged to the grant? Are they full-time or part-time? Hourly or salaried? Will they be 100% on the grant or only a portion of their time?
- What fringe benefits will you provide? Be sure to check with your payroll system to determine which payroll taxes you are required to pay, as a portion of these can be covered by the grant.
- Will any local or out of the area travel be required? If you are purchasing a vehicle, consider gasoline needs once the vehicle has been acquired.
 - If staff will be using personal vehicles, they can be reimbursed at the federal rate \$.575/mile but must track mileage and purpose through a mileage log.

What should you consider in drafting your summary budget?

- Think through all auxiliary equipment and supply needs such as locked cabinets for files and computers, computer software, etc.
- Consider any service contracts such as cell phone, Internet, virtual platforms, etc. A portion of these can be paid by the grant if they are shared across other activities as well.
- Other costs include emergency needs for victims including clothing, transportation, toiletries, etc. Review the allowable costs document to find other expenses that should be considered.

Tribe with no existing victim services

- What should you consider in drafting your summary budget?
- What do we know about victims in our communities/tribes?

Scenario/Template # 1

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 XX miles away. We have a great need for crime victim services on reservation.

- Jurisdictional complexities and additional responsibilities to educate non-Native service providers.
- Small closed communities making the need to have sound confidentiality policies, privacy even greater to ensure victim safety.
- Need for community education is greater to achieve buy-in from the community, to dispel myths about why violence happens, and to create safety for victims and families.

Category	Amount	Description
Personnel	\$68,640	A full-time hourly staff member paid at \$22/hour for 2080 hours per year for 1.5 years. $22 \times 2080 \times 1.5 = \$68,640$.
Fringe Benefits	\$9,850	Fringe benefits include FICA (7.65%), SUTA (3%), Workman's Comp (1.7%) and health insurance (2%) for a total of 14.35%. $68,640 \times 14.35\% = \$9,850$.
Travel	\$8,800	<ul style="list-style-type: none"> - Travel reimbursements for community team meetings estimated at \$100 per person for 10 people. Total of \$1000. - - Travel to trainings for 2 people estimated at \$3,000 per person for a total of \$6,000. - Gasoline for vehicle to be purchased through the grant estimated at \$100/month for 18 months. Total of \$1,800.
Equipment/Supplies	\$46,500	<ul style="list-style-type: none"> - Vehicle purchase including tags and title estimated at \$40,000. - Office supplies: 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	\$2,130	<ul style="list-style-type: none"> - 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		
Other Costs	\$2,400	<ul style="list-style-type: none"> - Vehicle insurance for 18 months estimated at \$100/month for total of \$1,800. - Routine vehicle maintenance costs estimated at \$500 throughout the course of the grant. - Motor vehicle background check - \$100
Indirect Costs	\$32,505.20	XXX Tribe has a negotiated indirect rate of 23.5%. Based off of a modified direct rate cost of \$138,320, indirect costs would equal \$32,505.20.
Total	\$170,825.00	

Tribe with some existing victim services

- What should you consider in drafting your summary budget?

Scenario/Template # 2

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 the nearest trained forensic examiner. We have a great need to expand crime victim services on our reservation.

WHAT IS OUR PRIORITY? SAFETY

Category	Amount	Description
Personnel	\$135,915	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	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	Gasoline for vehicle to be purchased through the grant estimated at \$100/month for 18 months. Total of \$1,800.
Equipment/Supplies	\$13,000	Office suppliesx2: 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	\$2,130	Contracts with mental health and substance abuse counselors: \$20,000. 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		
Other Costs	\$30,500	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 300 people. Total of \$45,000. Printing and reproduction costs associated with assisting victims estimated at \$500.
Indirect Costs	\$45,133.90	XXX Tribe has a negotiated indirect rate of 31.7%. Based off of a modified direct rate cost of \$243,423, indirect costs would equal \$45,133.90
Total	\$247,982.90	

Tribe expanding an existing victim services program

- What should you consider in drafting your summary budget?
- What are the current gaps in services? What is not working?
- What are the needs not currently being met or falling through the cracks?

Scenario/Template # 3

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.

Currently the tribe has a victim services program in place which includes case management, a victim advocate, behavioral health services, crisis intervention services, domestic violence and sexual assault program, shelter, as well as other social services that victims may need (such as WIC, food stamps, etc.). Many of the services are geared towards victimization and currently no programming for elder abuse.

Category	Amount	Description
Personnel	\$61,300	The current victim advocate will contribute an average of 20% of their time to the program over the full 18 months. 1040 hours of an existing case manager will be dedicated to serving victims under this grant program. The Elder Victim Advocate will be hired upon completion of the Strategic Plan. We estimate that this individual will be hired at \$30,000 for 12 months.
Fringe Benefits	\$9,131	Fringe benefits include FICA (7.65%), SUTA (3%), Workman's Comp (1.7%) for a total of 12.35%. Total for 18 months equals \$7,571. Health benefit for Elder Victim Advocate for 12 months at 100%. Estimated at \$100/month x 12 months x 100% = \$1,200. Health benefit for current Victim Advocate for 18 months at 20%. Estimated at \$100/month x 18 months x 20% = \$360.
Travel	\$1,800	Gasoline for vehicle to be purchased through the grant estimated at \$100/month for 18 months. Total of \$1,800.
Equipment/Supplies		
Contracts and Consultants	\$15,000	Consultant to develop a strategic plan for victim services. Estimated at \$75/hour for 200 hours.
Consultant/Contractor Travel		
Other Costs	\$45,500	Emergency victim needs to be determined through strategic planning process. Total of \$45,000 estimated. Printing and reproduction costs associated with needs assessment and strategic planning process estimated at \$500.
Indirect Costs	\$42,075.72	XXX Tribe has a negotiated indirect rate of 31.7%. Based off of a modified direct rate cost of \$132,731, indirect costs would equal \$42,075.72.
Total	\$174,806.72	

Sign in at

<https://firstpic.force.com/ncai/>



To access this page, you have to log in to NCAI.

Username

Password

Log In

☐ Remember me

[Forgot Your Password?](#)



NCAI

Sample Applicant



HELLO SALLY SAMPLE.

To complete your Stage 2 application [click here](#).



NCAI

Sample Applicant



NCAI FUND'S VICTIM SERVICES MICRO-GRANT PROGRAM

Status: In Progress

Save

Submit

* All Fields are Required

This application is not editable once it is submitted. You can access technical assistance resources [here](#).

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.](#)

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.

¹This 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.

Entity Name

Sample Applicant

Entity DUNS Number *

987654321

Applicant Organization Type * ?

Tribe ▼

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](#).

First Name

Sally

Last Name

Sample

Phone

123-456-7890

Email

[ssample2220@gmail.com](#)

Program Contact**First Name****Last Name****Phone****Email**

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.

Upload Attachments

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. *

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

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

Have any victim services needs assessment activities been conducted in your community previously? If yes, please describe. *

Describe your tribe's plan for conducting the needs assessment, including how you will use the information to help crime victims *

Strategic Planning *

☒ Yes ☐ No

Describe your tribe's plan for developing a strategic plan, including how the strategic plan may assist crime victims *

Would you like to receive additional resources to implement your tribe's strategic plan for crime victims *

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

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. *

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. *

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. *

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. *

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? *

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 *	<input type="text"/>	<div></div>
Fringe Benefits *	<input type="text"/>	<div></div>
Travel *	<input type="text"/>	<div></div>
Equipment/Supplies *	<input type="text"/>	<div></div>
Contracts and Consultants *	<input type="text"/>	<div></div>
Consultant/Contractor Travel *	<input type="text"/>	<div></div>
Other Costs *	<input type="text"/>	<div></div>
Indirect Costs *	<input type="text"/>	<div></div>
Total	\$0.00	<div>Calculate Total</div>

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 *

President and CEO

Signatory Name *

Steve Signatory

Signatory Email *

ssignatory@gmail.com

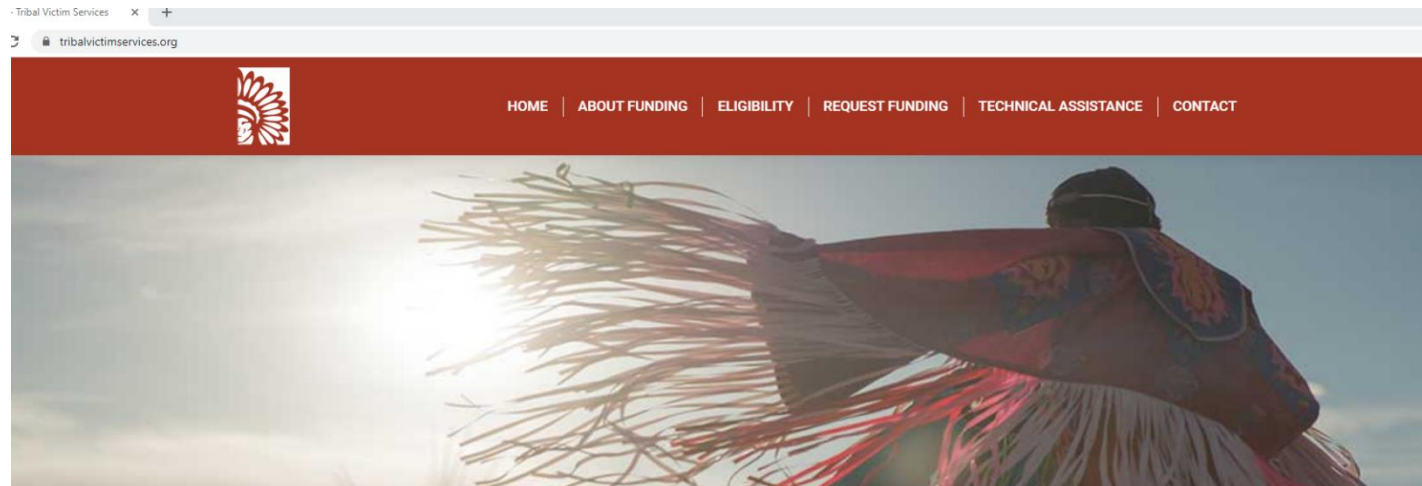
☐ Please click here to request an alternate method of signing the letter of agreement.

This application is not editable once it is submitted. If you need to edit your application after submission please contact microgrants@ncai.org.

Save

Submit

www.TribalVictimServices.org



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

*After you submit your Statement of Interest, and confirm eligibility, there will be additional webinars to assist you in completing **Step 2: Final Application**:*

- **July 21, 2020:** Program Development Webinar
- **August 4, 2020:** Implementation Webinar
- September 3, 2020: Budget Development Webinar

Post-Award

- **October __, 2020,** Financial Online Reporting webinar

Questions?

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

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

