

2021 NCAI Fund Victim Services Micro-grant Program Request for Proposals

Application Information

Eligible Entities: Federally recognized tribal nations outside of Alaska¹ who did not receive victim services funding from NCAI Fund in 2020. Tribal nations may apply as a part of a consortium of eligible tribal nations or may designate an organization to apply on the tribal nation's behalf.

Program Description: Funding can be used to support 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.

Funding Amounts: The NCAI Fund has approximately \$2.5 million available for this program. NCAI Fund anticipates most micro-grant awards will be \$25,000-\$150,000.²

Performance Period: July 1, 2021 – June 30, 2022

Application Deadlines: The NCAI Fund will review applications on a rolling basis, beginning April 1, 2021, until funds are expended.³

The NCAI Fund has partnered with the Tribal Law and Policy Institute to provide technical assistance to eligible applicants as they complete their project proposals and budgets.

Additional information and all application materials for the 2021 NCAI Fund Victim Services Micro-grant Program are available at www.tribalvictimservices.org.

¹ The U.S. Department of Justice (DOJ) has entered into a separate agreement with the Denali Commission to support tribal crime victim services in Alaska. Information is available at www.denali.gov/grants.

² Applicants may request more than \$150,000 and must provide additional justification explaining actual need and ability to spend funds within the 12 month project period. In no case will an award exceed \$350,000.

³ In the event of similarly rated applicants under the selection process, priority will be given to applicants that have not received tribal set aside victim services funding from DOJ's Office for Victims of Crime in FY 2018 or FY 2019.

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About the Funding and Eligibility

The NCAI Fund received an award from the U.S. Department of Justice (DOJ), Office for Victims of Crime (OVC) as part of the FY 2019 tribal set-aside funding from the Crime Victims Fund.⁴

Awards will generally be for \$25,000-\$150,000. Applicants may request additional funding with additional justification **explaining actual need and ability to spend funds within the performance period (12 months)**. The total award amount per applicant cannot exceed \$350,000. Recipients of this funding will be required to comply with all applicable federal policies and regulations.

This funding opportunity is available to federally recognized tribal nations who did not receive victim services funding from NCAI Fund in 2020. Eligible tribal nations may choose to apply together as a consortium. Eligible tribal nations may also authorize a designee organization to apply on their behalf. Consortia applicants and designee organizations will be asked to provide appropriate documentation from the eligible tribal government or governments.⁵

It is our goal to ensure this funding is available to the communities that need it. To better assist tribal nations in receiving these funds, the Tribal Law and Policy Institute (TLPI) is available to provide technical assistance and support to applicants in the development of their projects and summary budgets.

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 attached overview 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.

⁴ With the passage of the Victims of Crime Act, VOCA, in 1984, Congress created the Crime Victims Fund to be the federal government's primary source of funding for crime victim services and compensation. In FY 2018, Congress for the first time directed 3% of the total outlays from the Crime Victims Fund to tribal governments – an amount totaling \$133 million. In FY 2019, Congress again directed a percentage of the Crime Victims Fund be directed to tribal governments – a total of \$168 million.

⁵ Prior to receiving an award, consortia applicants or designee organizations will need to submit documentation (a letter, resolution or other documentation) that demonstrates that the applicant has authorization from the tribal nation or tribal nations to apply for and implement the proposed project on tribal lands.

- Implement program activities, including personnel costs, to support victims of crimes.

Application

All application materials are available at www.tribalvictimservices.org. Please reference the attached copy of the application questions.

Applications will be reviewed on a rolling basis, beginning April 1, until all funds are expended.

The NCAI Fund has partnered with TLPI to provide technical assistance to eligible applicants as they complete their project proposals and summary budgets. Please contact TLPI for assistance during the application process: Lonna Hunter, lonna@tlpi.org.

Application Review Process

Applications will be reviewed by a combination of internal and external subject matter experts. All applicants will be vetted for eligibility, against the Federal Excluded Parties List, and for duplication of federal funding. Selection of awardees will be based on:

- viability of the proposal,
- geographic distribution,
- risk of non-compliance with federal statutes,
- previous access to DOJ Office for Victims of Crime Funding (in the event of similarly rated applicants under the selection process, priority will be given to applicants that have not received OVC funds⁶), and
- date application was submitted, if submitted after April 1.

The NCAI Fund will make the final determination on all awards.

Additional Requirements

Prior to receiving a Letter of Agreement, all awarded applicants must complete a detailed budget, a Financial Management Capacity and Required Certifications form, and a Subgrant Award Report.

⁶ Under the terms of our agreement with DOJ, priority will be given to tribal nations outside Alaska who did not receive funding from one of the following grant programs in 2018 or 2019:

- OVC FY 2019 Tribal Victim Services Set-Aside Program;
- DOJ FY 2019 Coordinated Tribal Assistance Solicitation (Purpose Area 7 Tribal Victim Services); and
- OVC FY 2018 Tribal Victim Services Set-Aside Program.

Informational Webinars

Please join us on our upcoming webinars, to learn more about this funding opportunity and how to apply:

- Program Planning webinar: March 16, 2021 at 10:00am PT / 11:00am MT / 12:00pm CT / 1:00pm ET
 - Please register here:
<https://attendee.gotowebinar.com/rt/1622647578389289227>
- Program Development webinar: March 23, 2021 at 10:00am PT / 11:00am MT / 12:00pm CT / 1:00pm ET
 - Please register here:
<https://attendee.gotowebinar.com/register/8362326202191104267>



2021 NCAI Fund Victim Services Micro-grant Program Application Questions

Below is a copy of the 2021 NCAI Fund Victim Assistance Micro-grant Program application questions, so that you can collect all the required information and documentation prior to completing the online application. When you are ready to apply, please complete the application at <https://tribalvictimservices.org/request-funding/>.

Applicant Information

1. Applicant Tribal Nation/Organization Information
 - a. Entity Name
 - b. Entity DUNS Number
 - c. Applicant Org Type: Tribal Nation, Consortium, Designee
 - d. Address, City, State, Zip
2. Applicant Tribal Nation/Organization Point of Contact
 - a. Point of Contact First Name
 - b. Point of Contact Last Name
 - c. Point of Contact Email
 - d. Point of Contact Phone Number
3. Is the Point of Contact listed above the appropriate individual to receive communication from the technical assistance team?
 - Yes
 - No
4. If it is not, you must provide an alternate point of contact for technical assistance.
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Phone Number
5. Do you have the authority to apply for grants on behalf of your tribal nation?
 - Yes
 - No

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6a. If you are submitting as a Consortium or Designee, which tribal nation(s) do you represent?

6b. You will be required to submit documentation showing that your organization has the authority to apply for this federal funding opportunity on the tribal nation's behalf. If you have this authorization, please email it to microgrants@ncai.org. If you do not have the required documentation, you will be required to submit it before receiving your Letter of Agreement.

7. Have you previously received funding from the Department of Justice for any purpose?

- Yes
- No
- Not sure

8. Have you applied or do you plan to apply for a federal grant award to support the same project or program described in this application?

- Yes
 - If yes, please explain.
- No

Proposed Use of Funds

9a. Are you seeking funding for a new or existing victim services program?

- New
- Existing

9b. 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.

10. 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.

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

12. 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** [if selected, the following will become editable]
 - Have any victim services needs assessment activities been conducted in your community previously? If yes, please describe.
 - Describe your tribal nation's plan for conducting the needs assessment, including how you will use the information to help crime victims.
- **Strategic Planning** [if selected, the following will become editable]
 - Describe your tribal nation's plan for developing a strategic plan, including how the strategic plan may assist crime victims.
- **Support for Victim Services** (Applicants should consider carefully whether all activities can be completed in the grant period of 12 months.)
 - 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
- **Equipment & Supplies Purchase** [if selected, the following will become editable]
 - 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 tribal nation's victim's services programs.
 - Do you plan to use the funding to purchase a vehicle to transport victims to access necessary services or attend court proceedings?
 - Yes
 - No
 - **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.

Grant Management

- **If awarded, you will be required to comply with all applicable federal policies and regulations.**

13. Capabilities and Competencies

- Who will be responsible for the day to day project implementation on this grant? Please include their title and number of years' experience.
- Who will be responsible for financial management and procurement? Please include their title and number of years' experience.
- 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 your tribal nation will be able to recruit and hire this individual within the first three months of the grant? If not, please explain.

14. 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 unmet due to organizational capacity issues
- Do you anticipate any challenges submitting quarterly reports? If yes, please explain.

Summary Budget

15. Please enter the amount of funding you are requesting under each budget category and include a description of how these funds will be spent. If funded, you will work with the NCAI Fund technical assistance team to complete a detailed budget for your program.

Category	Amount	Description
Personnel		
Fringe Benefits		
Travel		
Equipment/Supplies		

Contracts and Consultants		
Consultant/Contractor Travel		
Other Costs		
Indirect Costs		

16. Please provide an additional justification for any funding requested over \$150,000.00. Please include a statement regarding ability to spend the funds within the 12 month project period. If your budget is less than \$150,000, please enter "N/A".

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

- Yes
- No

18. 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 Address

19. Please check this box to request an alternate method of signing the letter of agreement.

2021 NCAI Fund Victim Services Micro-grant Program

Use of Funds

What are Victim Services? Activities that:

- ✓ Respond to the emotional, psychological, or physical needs of crime victims or
- ✓ Assist victims to understand and participate in the criminal justice system

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

How can funds be used? Examples include:

- Salary
- Fringe benefits
- Travel
- Equipment
 - Vehicles
 - Security system at victim service facility
 - Remote access equipment in court
- Facility costs – rent, utilities, maintenance, minor renovation
- Supplies
 - Computers, printers, scanners
 - Cell phone
 - Office supplies, furnishings
 - Therapeutic supplies
- Emergency or short term needs of victims
- Program operating costs
- Subcontracts
- Indirect costs

ALL costs MUST be justified as improving victim services. The NCAI Fund will review all proposed costs in the context of each grant proposal.

Unallowable costs:

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

A detailed list of allowable and unallowable costs can be found at:

[https://tribalvictimservices.org/PDF/2021 Examples of Allowable and Unallowable Costs.pdf](https://tribalvictimservices.org/PDF/2021_Examples_of_Allowable_and_Unallowable_Costs.pdf)

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