Office for Victims of Crime

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OVC FY 2022 Tribal Victim Services Setaside (TVSSA) Program Preapplication Webinar Series

Completing the FY 2022 OVC TVSSA Program Checklist on Your Own: What You Need to Know

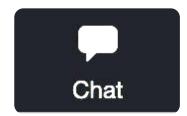Grants.gov Opportunity Number: O-OVC-2022-171239
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The webinar will begin shortly.
Take a moment & introduce yourself in the chat.
Let us know: your name, where you're from &
what you hope to learn today

Zoom Technical Overview

Chat — Use the Chat box to ask questions.

Raise Hand — At the end of the webinar, you may use the raise hand button to ask a question. Please be prepared to unmute.

CC Live Transcript — Click to view subtitles or a real-time transcript of the webinar.

If you experience audio issues, call in using one of the dial-in numbers found in your confirmation email.

OVC Tribal Division Presenters

Kimberly Woodard
Sr. Tribal Affairs Specialist

Barbara Robertson
Acting Associate
Deputy Director

Tanya Miller
Victim Justice Specialist

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Webinar Outline

1. Checklist Overview

2. Breaking Down the Checklist

   - Exercise: What's going on here?

   - Goals & Objectives Made Easy

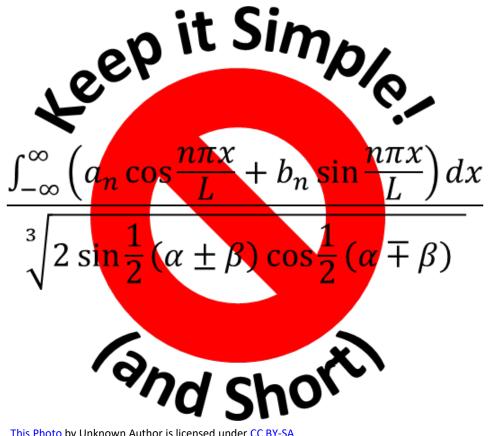   - The 10-minute project timeline

3. Questions and Answers

QUICK TIP

Have a copy of the checklist & the handouts available to follow along and take notes.

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Why a Checklist?

- Alleviates burden of applicant writing 20 pages

- Short and to the point

- Gives OVC enough information to carry out its responsibilities

$$\frac{\int_{-\infty}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) dx}{\sqrt[3]{2 \sin \frac{1}{2} (\alpha \pm \beta) \cos \frac{1}{2} (\alpha \mp \beta)}}$$

Keep it Simple! (and Short)

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What OVC Needs to Know & Why

Checklist Component	Should Answer	Why?
Description of the Issue	*Why do you need the funds?* *Where will the project be implemented?*	• Justifies need for funds • Describes geographic location, identifies target population, & problems to be addressed by project
Program Design and Implementation	*What will be done with the funds?*	• Goals & objectives: explain how you will address the problems identified in Description of the Issue within the award period • Helps identify TTA needs & assesses feasibility of project
Who Will Implement the Program	*Who will be responsible for developing the project?*	• Assess capacity to carry out project
Plan for Collecting the Data Required for this Solicitation's Performance Measures	*How will you help OVC explain to Congress that the TVSSA Program is effective?*	• Explains how and where the data will be collected and stored.

What Makes a Good Enough Checklist?

- Answers the questions fully and clearly

- Content matches items of cost in budget

- Answers: who, what, when, where, why & how? (See Handout#2)

Key Checklist Components

- Description of the Issue

- Goals & Objectives

- Timeline

Exercise 1: What's Going on Here?

You will need:
Handout #s1, 1A, and 1B

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What's Going On?

Instructions

1. Read the handout#1 silently for 2-3 minutes.
2. Add your responses to the questions on the right to the Chat.

Questions to Answered

- What crime victim services problem is the applicant seeking to address?
- What other information might you want to know from the applicant?

The Good Enough Description of the Issue

- Narrowly tailor the information in this section to focus on the project you are proposing.
- Keep the forms of victimization & the services you'd like to provide in mind as you write about:
  - Demographic information
  - Current challenges to serving victims
  - Target population for services

Goals vs. Objectives

Goals

- Aim, or desired result of action(s)
- Broadly-stated, long-term focus

Objectives

- Strategy or implementation step toward achieving goal
- Specific & measurable; short-term focus

SMART Goals

Component	Answers
Specific	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
Measurable	How can you measure success? How will you know if you have met your goal?
Achievable	Does your organization have the knowledge or skills required to achieve the goal? If not, how will you acquire them?
Relevant	Why is this goal needed now?
Time-Bound	What is the deadline? Is it realistic?

Goal Writing: Example 1

We will serve victims of elder abuse.

Rating: Not Quite Good Enough

- Too broadly stated

What's Missing?

- Specificity
- It's not measurable
- Achievability?
- Relevance ?
- Not time-bound

How would you make this a good enough goal?

Enter your answer in the Chat

Goal Writing: Example 3

We will increase the number of elder abuse victims served annually by the project from 10 to 25 during the 36-month award period to fill in a gap in services identified in our last community needs assessment..

Rating: Good Enough

Why is this goal "good enough?"

- **Specific:** Clearly states the aim of the project.

- **Measurable:** Quantifiable (i.e., 25 victims served/year)

- **Achievable:** Potentially?

- **Relevant:** Addresses problem identified in needs assessment

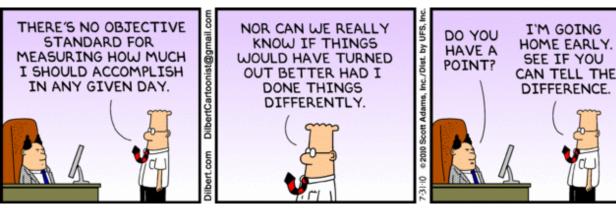- **Time-Bound:** Annual increases

Writing Objectives

What Makes A Good Objective?

- Quantifiable

- Outcome focused

- Identifies specific result

- Realistic & achievable during award period

- Describes associated activities

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Sample Objectives

Goal: *We will increase the number of elder abuse victims served annually by the project from 10 to 25 during the 36-month award period to fill in a gap in services identified in our last community needs assessment.*

- **Objective 1:** By the 2nd quarter of the first year, we will hire a new 1.0 FTE Elder Advocate
- **Objective 2:** Place quarterly advertisements in the tribal newspaper, print and distribute 1,200 program brochures in the community by the end of year 3, and participate in at least 2 quarterly community outreach events.
- **Objective 3:** Increase cross-referrals between the victim services program and the elder program and health center by training staff from all programs and creating written screening and referral protocols.
- *Activities*: Advertise vacancy for 1.0 FTE Elder Advocate; Interview candidates and select new hire; prepare copy for ads and brochures and submit for OVC review and approval; train staff of health center and elder program on identifying elder abuse; facilitate development of response, screening, and referral protocols and submit them for OVC approval; train staff from victim services program, elder program and health center on protocols.

Good Enough Goals & Objectives…

- Match your needs ("Description of the Community")
- Address all population(s) to be served ("Description of the Community")
- Give you sufficient time to achieve them
- Are measurable
- Are periodically reassessed post award & updated as needed

The Good Enough Project Timeline

You will need:

Handout #3: "How to Generate a Project Timeline"

5 Steps to Generate Timeline Activity

- **Step 1:** Review your objectives & activities
- **Step 2:** Decide which quarter/year you will implement the objective/activity
- **Step 3:** Decide who will be responsible
- **Step 4:** Add it to the timeline template in checklist
- **Step 5:** Copy & paste until timeline is complete

Questions?

To submit a question, use the Q&A Box and select All Panelists