

**Office for Victims of Crime  
FY 2023 Tribal Victim Services Set-Aside Program  
Construction and Renovation Efforts Questionnaire**

**Instructions:** Please complete this questionnaire if you are using OVC grant funds for any type of renovation, remodeling, expansion, or construction project, including the purchase and installation of modular buildings, mobile homes, trailer homes, or other prefabricated structures. Please be as thorough as possible in your responses. The information provided will help OVC understand the full scope of your construction, renovation, or expansion project. The information provided is also important in helping OVC determine the level of construction training and technical assistance and National Environmental Policy Act (NEPA) compliance support needed for your project.

**Applicant/Grantee Name:**

**Project Title:**

**Application or Award # (if known):**

**Grant Point of Contact (POC):**

**POC Email:**

**POC Phone Number:**

**Construction POC (if different than above):**

**Construction POC Email:**

**Construction POC Phone Number:**

**I. Project Summary (Required for all Projects)**

- 1) Please provide a description of the construction, renovation, or expansion project that is planned and how the building/space will be used.

- 2) How much of the budget (total dollar amount) will support the construction, renovation, or expansion project?

**II. New Construction** - Please answer the below questions if you will use OVC grant funds for new construction. **This includes purchase and setup of modular buildings, prefabricated buildings, mobile homes, and similar structures.**

- 1) Provide the location/address of the project (if known).

Is this location on reservation or trust land?

Yes                      No                      I'm not sure

- 2) Does the proposed construction project include the purchase, set up, and installation (e.g., transportation and assembly of unit, sewer and utility hook-ups, foundation setting, etc.) of a modular or other prefabricated building?

Yes                      No                      I'm not sure

If "Yes," how many modular units will be purchased?

What is the approximate size/square footage of each modular unit/building?

- 3) Is there a preliminary design for the proposed project?

Yes\*                      No                      I'm not sure

\*If yes, please attach preliminary site plans if they are available.

- 4) Will the project require exterior site and/or utility connection/expansion work?

Yes                      No                      I'm not sure

- 5) Are other federal grant or non-federal funds being used for any part of the project?  
Yes                      No                      I'm not sure

If so, please list the source(s) of the additional funds.

- 6) Are any permits needed for this construction project?  
Yes                      No                      I'm not sure

If "Yes," which permits?

- 7) Is there a project delivery plan to ensure the project is completed within the proposed project timeline and that the cost does not exceed the grant award funding amount? (*Project in this case means not just actual construction, but also project planning, contract solicitation and execution, design, documentation completion, etc.*)  
Yes                      No                      I'm not sure

- 8) Are there any other construction projects planned in the vicinity of the project?  
Yes                      No                      I'm not sure

III. **Existing facility renovation and expansion** - Please answer the below questions if you will **expand or renovate** an existing facility with your OVC grant funds.

1) What is the current and proposed future use of the facility?

2) Will the funding be used for minor renovations to an existing facility? *Minor renovation examples include, but are not limited to: repairs and updates from normal use; interior alteration or restoration projects to remove or add a few walls; replacement of windows, doors, wiring, furniture or equipment; replacing flooring, patching and painting walls, replacing ceiling tile, replacing light fixtures, installation and replacement of building components, systems or site utilities (including replacement of HVAC units, electrical, gas, water, sewage and communications services interior to or connected to the structure).*

Yes                      No                      I'm not sure

3) Will the funding be used for major renovations to a facility? *Major renovation examples include but are not limited to: expanding the size of an existing structure, adding a new structure whether or not connected to the existing structure, and otherwise requiring additional utility systems to be installed. A renovation is also "major" when work is done to an existing facility and where most or all walls are demolished, along with ceilings and floor coverings, and HVAC, plumbing, and electrical systems are reconfigured.*

Yes                      No                      I'm not sure

4) Will this be a combined renovation and expansion project? *(Examples of major and minor renovations are provided in the questions above. An expansion includes an increase in size (square footage) of the existing exterior of the building. The expansion could be a one-story expansion or a two- or more-story expansion. The expansion could be connected to an existing building where an exterior wall is now a wall between the existing and new area of a building, or an expansion can be a new stand-alone structure that is connected to the existing structure by a covered walkway.)*

Yes                      No                      I'm not sure

5) Are minor or major renovation activities intended to change the function of a structure (Example: converting a school into a domestic violence shelter)?

Yes                      No                      I'm not sure

6) Has the structural integrity of the building where the proposed renovations would take place been assessed or inspected by a building inspector?

Yes\*                      No                      I'm not sure

\*If yes, please attach any documentation of building inspections that have been performed.

7) What year was the existing facility constructed? Is the existing facility considered to be a historic property? (A historic property is listed or eligible for listing on the National Register of Historic Places (NRHP).

8) Is demolition of any structure(s) needed to complete the proposed renovations?  
Yes                      No                      I'm not sure

**IV. Questions related to project exterior or land - Please answer any questions relevant to your proposed construction efforts.**

1) Are there wetlands or waterbodies on the site of the proposed construction project?  
Yes                      No                      I'm not sure

2) Does the site location have a history of flooding?  
Yes                      No                      I'm not sure

3) Are there any known hazardous materials or underground storage tanks in the existing facility or site location?  
Yes                      No                      I'm not sure

4) Will any ground disturbance occur as part of the project (i.e., excavating, digging, trenching, plowing, drilling, tunneling, auguring, backfilling, blasting, stripping topsoil, leveling, removing peat, quarrying, clearing, grading, and driving piles for building foundations)?  
Yes                      No                      I'm not sure

5) Will any parking areas, roadways, or fencing be constructed as part of project activities?  
Yes\*                      No                      I'm not sure

\*If yes, please describe.

**V. Project Management** - *Please answer any questions relevant to your proposed construction efforts.*

1) Along with a construction foreman to oversee the work of the construction site, will there be an entity program manager to oversee the renovation, expansion, or construction project?

Yes                      No                      I'm not sure

2) Will an Architect/Engineer be required to assist with the project?

Yes                      No                      I'm not sure