

## OVC FY 2023 Tribal Victim Services Set-Aside Formula Program Program Narrative Checklist

**Instructions:** Applicants have three options for submitting the required program narrative to OVC:

1. Applicants may complete a traditional program narrative, described on pages 10-12 of the FY 2023 Tribal Victim Services Set-Aside Formula Grant Program solicitation; or
2. Applicants may choose to complete the following program checklist on their own; or
3. Applicants may complete a telephone or video conference interview with OVC Tribal Division staff, where OVC staff will ask the questions on the program checklist. The deadline for scheduling interviews was April 11, 2023. OVC may not be able to accommodate interview requests submitted after that date.

If you elect to complete this checklist independently, please be sure to answer each question on the checklist completely.

Funds from OVC's Tribal Victim Services Set-Aside Formula Program (TVSSA Program) can be used to pay for services for victims of crime. There are some activities, which by law or policy are unallowable and should not be included in your program design or budget. Other information regarding allowable and unallowable costs can also be found in the [DOJ Grants Financial Guide](#).

Required Information	Applicant's Response
<b>What is the applicant's name?</b>	
<b>Applicant Type</b> <i>Click the circle next to the appropriate response.</i>	<input type="checkbox"/> Federally Recognized Indian Tribe <input type="checkbox"/> Consortium or two or more Federally Recognized Indian Tribes <input type="checkbox"/> Authorized Designee of a Federally Recognized Indian Tribe
<b>Name each Federally Recognized Tribe that will be served by the proposed project.</b>	

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**Project Abstract**  
*Applicants should use this section to provide a summary of the proposed project.*

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<p><b>What are the primary activities for which funds are requested?</b> <i>Place an "X" next to all that apply.</i></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;"><input type="checkbox"/> Direct Victim services</td> <td style="width: 20%; border: none;"><input type="checkbox"/> Developing program policies &amp; procedures</td> <td style="width: 20%; border: none;"><input type="checkbox"/> Planning and conducting a conference</td> <td style="width: 20%; border: none;"><input type="checkbox"/> Minor Renovations/remodeling (Requires completion of separate construction-renovation questionnaire)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Community outreach &amp; awareness activities</td> <td style="border: none;"><input type="checkbox"/> Purchasing a vehicle or other major equipment</td> <td style="border: none;"><input type="checkbox"/> Mental health &amp; substance abuse services</td> <td style="border: none;"><input type="checkbox"/> Construction<sup>1</sup> (Requires completion of separate construction-renovation questionnaire)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Training for project staff &amp; partners</td> <td style="border: none;"><input type="checkbox"/> Supporting multi-disciplinary response team (SANE-SART, CCR, CPT)</td> <td style="border: none;"><input type="checkbox"/> MMIP community awareness activities</td> <td style="border: none;"><input type="checkbox"/> <u>Other: Please specify.</u></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Access to traditional/cultural activities</td> <td style="border: none;"><input type="checkbox"/> Conducting a community needs assessment &amp; developing a strategic plan</td> <td style="border: none;"><input type="checkbox"/> MMIP victim services</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tribal code development</td> <td></td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Direct Victim services	<input type="checkbox"/> Developing program policies & procedures	<input type="checkbox"/> Planning and conducting a conference	<input type="checkbox"/> Minor Renovations/remodeling (Requires completion of separate construction-renovation questionnaire)	<input type="checkbox"/> Community outreach & awareness activities	<input type="checkbox"/> Purchasing a vehicle or other major equipment	<input type="checkbox"/> Mental health & substance abuse services	<input type="checkbox"/> Construction <sup>1</sup> (Requires completion of separate construction-renovation questionnaire)	<input type="checkbox"/> Training for project staff & partners	<input type="checkbox"/> Supporting multi-disciplinary response team (SANE-SART, CCR, CPT)	<input type="checkbox"/> MMIP community awareness activities	<input type="checkbox"/> <u>Other: Please specify.</u>	<input type="checkbox"/> Access to traditional/cultural activities	<input type="checkbox"/> Conducting a community needs assessment & developing a strategic plan	<input type="checkbox"/> MMIP victim services		<input type="checkbox"/> Tribal code development			
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<p><b>What is the proposed project period?</b> <i>The project period <b>must be</b> between 12-60 months. Click the circle next to the appropriate response.</i></p>	<p><i>Applicants proposing to use funds for construction or major renovation (including the purchase and installation of modular buildings, mobile homes, prefabricated buildings, and similar structures) are strongly advised to choose a project period of at least 36 months to allow sufficient time for environmental review, approvals, and actual construction/ assembly/installation of the project.</i></p> <p style="text-align: center;"> <input type="checkbox"/> 12 months              <input type="checkbox"/> 24 months              <input type="checkbox"/> 36 months              <input type="checkbox"/> 48 months              <input type="checkbox"/> 60 months       </p>																				
<p><b>Project Period Start Date</b> <i>The period of performance start date is January 1, 2024. Some applicants (those with funding expiring 9/30/2023) may be permitted to start performance on October 1, 2023, to avoid interruption of services.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> January 1, 2024              <input type="checkbox"/> October 1, 2023       </p>																				

<sup>1</sup> For purposes of the TVSSA Program, "construction" includes major renovations to existing facilities (e.g., building an addition, completing renovations to change the use of a facility) and the purchase, set up, and installation of modular buildings, prefabricated buildings, mobile homes, and similar structures. If an applicant is proposing construction or renovation, they must complete the separate construction-renovation questionnaire.

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<b>Description of the Issue</b>	<i>Applicants should use this section to describe the community or communities to be served by the proposed project.</i>
<p><b>Please describe the geographic location of the service area(s) for the proposed project.</b></p> <p><i>Include key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.).</i></p>	

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**Describe any current victim services programs available in the community.**

*For each existing program explain: (1) how long it has been in operation; (2) how many employees staff the program; and (3) provide a 2-3 sentence summary of services the program currently offers.*

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**What are the current needs or challenges related to serving crime victims in the proposed service area? How will the proposed project address the unmet needs and challenges?**

*Please list the needs and challenges and how each need/ challenge will be addressed by the program.*

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<p><b>Who will be served by the project?</b> <i>Place an "X" in the appropriate spaces to the right.</i></p>	<p><input type="checkbox"/> Children    <input type="checkbox"/> Adults    <input type="checkbox"/> Elders    <input type="checkbox"/> Underserved Populations/Communities <i>(LGBTQIA/Two Spirit; individuals with disabilities, etc.)</i></p>
<p><b>What forms of crime victimization will the project address?</b> <i>Place an "X" in the appropriate spaces to the right.</i></p>	<p><input type="checkbox"/> Domestic violence    <input type="checkbox"/> Sexual assault    <input type="checkbox"/> Elder abuse    Other:  <input type="checkbox"/> Human trafficking    <input type="checkbox"/> Child abuse/neglect    <input type="checkbox"/> Stalking  <input type="checkbox"/> Teen dating violence    <input type="checkbox"/> Adults sexually abused as children    <input type="checkbox"/> MMIP  <input type="checkbox"/> Property crimes <i>(burglary, arson, destruction of property, etc.)</i>    <input type="checkbox"/> Violent crimes <i>(kidnapping, armed robbery, aggravated assault)</i>    <input type="checkbox"/> Survivors of homicide</p>
<p><b>Program Design and Implementation</b></p>	<p><i>Applicants should use this section to describe how they will use TVSSA funds to develop and implement a program to meet the needs of crime victims in the Description of the Issue section.</i></p>
<p><b>Please describe where the proposed project will be located and how victims will access the services (in-person, virtually, etc.).</b></p>	

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**Describe the victim services that will be provided with TVSSA grant funds.**

*Provide more specific details on the victim services that will be provided with the funds. If the applicant is not proposing to use the award funds to provide services to victims, write "N/A" and skip to the next question.*



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**Describe other program activities, such as outreach and awareness, that will be carried out with award funds.**

*Provide more specific details about the other program activities identified in the Project Abstract section of the checklist.*

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<p><b>List the specific goals and objectives for the proposed project and identify the specific tasks/activities necessary to achieve the goals and objectives.</b></p> <p><i>The goals and objectives identified here must be related to addressing the unmet needs and challenges for crime victims in the community to be served that were identified in the Description of the Project section of this checklist.</i></p>	
<p><b>Is the applicant proposing to use award funds to create a product?</b></p> <p><i>A product is a tangible deliverable (website, written policies and procedures, strategic plan, video, etc.).</i></p>	<p><input type="checkbox"/> Yes. The applicant will use award funds to create one or more products. If yes, then please list them below.</p> <p><input type="checkbox"/> No. The applicant will not use award funds to create any products.</p> <ul style="list-style-type: none"> <li>• Product 1:</li> <li>• Product 2:</li> <li>• Product 3:</li> </ul>

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**Project Timeline:** Complete the project timeline below. The project timeline must: (1) cover the entire proposed project period (12–60 months); (2) illustrate how project activities will be carried out; (3) identify who will be responsible for the tasks and activities by position/title; (4) explain how the applicant will fulfill its reporting requirements; and (5) obtain OVC review and approval for proposed products (if applicable).

<b>Year 1</b>	<b>Year 1 Activities</b>	<b>Year 2</b>	<b>Year 2 Activities</b>	<b>Year 3</b>	<b>Year 3 Activities</b>
1 <sup>st</sup> Quarter		1 <sup>st</sup> Quarter		1 <sup>st</sup> Quarter	
2 <sup>nd</sup> Quarter		2 <sup>nd</sup> Quarter		2 <sup>nd</sup> Quarter	

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3rd Quarter		3rd Quarter		3rd Quarter	
4th Quarter		4th Quarter		4th Quarter	

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<b>Year 4</b>	<b>Year 4 Activities</b>	<b>Year 5</b>	<b>Year 5 Activities</b>
1 <sup>st</sup> Quarter		1 <sup>st</sup> Quarter	
2nd Quarter		2nd Quarter	

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3rd Quarter		3rd Quarter	
4h Quarter		4th Quarter	







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<p><b>(If applicable) Identify by name any proposed subrecipients, subcontractors, or individual consultants who will share responsibility for developing or implementing the project</b></p> <p><i>If the applicant does not yet know the name of the proposed subcontractor or consultants, write "TBD" for name, and provide the other requested information. If award funds will not be used for these purposes, please enter "N/A" and skip to the next question.</i></p>	<p>Name:</p> <p>Duties and Responsibilities:</p> <p>(Actual or Preferred) Qualifications:</p>
<p><b>(If applicable) Identify the collaborative partner agencies and organizations who will participate in a grant-supported multi-disciplinary team response (e.g., SANE-SART, CCR, CPT) or who will provide resources to the project.</b></p>	<p>Organization/Agency:</p> <p>Name and Position/Title of Representative:</p>

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<p><b>Plan for Collecting the Data Required for this Solicitation's Performance Measures</b></p>	<p><i>Applicants should use this section to describe how they will collect and report the performance measurement data for the TVSSA Program.</i></p>
<p><b>Identify the individual(s) who will collect, store, and report the data by name and position/title.</b></p>	
<p><b>Describe where and how the data will be stored (hard copy, electronic, cloud-based software application), and who will have access to it.</b></p>	
<p><b>Explain whether the performance measurement data that will be collected for this solicitation will be used to satisfy reporting requirements for another funding source.</b></p>	