OVC FY24 Tribal Victim Services Set-Aside Formula Program
Pre-Application Webinar: Completing the TVSSA Program Narrative Checklist

Presented May 14, 2024
2:00pm-3:30pm, EDT
Today’s Presenters

Ramesa Pitts
Grants Management Specialist
Tribal Division
OVC

Barbara “Bonnie” Robertson
Grants Management Specialist
Tribal Division
OVC

Kimberly Woodard
Sr. Tribal Affairs Specialist
Tribal Division
OVC
Goal for Today

• Help participants understand how to develop a straightforward, victim-centered program narrative
• What does a strong program narrative do?
  • Creates mutual understanding of how you plan to use your FY 2024 TVSSA funding allocation
  • Helps guide project development & implementation
Participant Poll - 1

How do you plan to develop your FY’24 Program Narrative?

a. Traditional program narrative
b. Completing the TVSSA program narrative on your own
c. Participating in an interview with an OVC staff member
Learning Objectives

1. How to develop a program narrative that clearly describes your proposed project.
2. How to make sure your program narrative addresses all the solicitation requirements.
3. How OVC reviews your TVSSA application
Participant Poll - 2

What method have you used in the past to develop a TVSSA program narrative?

a. Traditional program narrative
b. Completing the TVSSA program narrative on your own
c. Participating in an interview with an OVC staff member
d. I do not have any experience developing a TVSSA program narrative
Effective strategies to prepare a TVSSA program narrative
Keep in mind….

- Today’s content is relevant regardless of which program narrative option you choose
- We are highlighting select sections of the program narrative
Let’s Plan a Road Trip

What do you need to plan a road trip?
• A destination
• Map (directions)
• Resources (money, a vehicle, drivers, etc.)
Question

• What might happen if you don’t know where you’re going or how you plan to get there?

Enter your response in the Chat
Plan a Road Trip = Develop a Program Narrative

Destination = Project Goals

Map = Objectives & Project Timeline

Resources = FY’24 Allocation (budget)
• Use the FY 2024 TVSSA Program resources (solicitation, program narrative checklist, allowable/unallowable costs chart, allocation table)
• DO NOT copy & paste content from old grant applications
• Write a robust, detailed description so we are all on the same page about what you are proposing to do with the funding

First Things First

Helping Crime Survivors Find Their Justice
Which Tribe(s) will be Served by the Proposed Project?

- **Individual Federally Recognized Tribes**: List your Tribe only
- **Tribal Consortia**: List each FR Tribe who will be served
- **Authorized Designee**: List the FR Tribe who will be served
Primary Activities

- Must align with proposed goals & objectives
- **DO NOT** include an activity if you do not allocate TVSSA resources to support it
Describe the Geographic Location of Services

Pretend you’re writing for someone who has never been to your community before

- Give a point of reference (“53 miles northwest of Fresno, CA” vs. “Northern California”)
- Are you only serving a single geographic area (reservation)? Are you serving people who live in multiple communities across a larger service area?
- List the counties/states in the service area. How large is the area in square miles? What is the distance between the communities?)
- Narrowly tailor your demographic details about the population to match what you’re proposing to use your funds to do
Describe Current Victim Services

- Start with a description of your own victim services program (if you have one)
- Services outside your community - name the provider, the city where it’s located, and how far away it is from your community.
- Highlight any barriers to accessing services/gaps in services - in & outside your community
Current Needs or Challenges

- The needs/challenges must be current - **DO NOT** copy & paste needs/challenges from an old narrative.
- **DO NOT** identify a need/challenge unless you propose to use this funding to address it.
- The needs/challenges **MUST** be related to serving crime victims
Who Will be Served?

- Only identify the specific population(s) that will **actually** be served
- **DO NOT** identify an underserved population unless you will allocate resources to meet their specific needs
Forms of Victimization

**DO NOT** identify a form of victimization unless you will allocate resources to address it

- *Example:* Do not state that you will address sexual assault if you are proposing a domestic violence project
Question Break
Developing Goals & Objectives
### What’s the Difference?

<table>
<thead>
<tr>
<th>Goals (Destination)</th>
<th>Objectives (Directions to Destination)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• An outcome you want to achieve in the long-term</td>
<td>• Specific &amp; measurable short-term action towards a goal</td>
</tr>
<tr>
<td>• Written as broad statements</td>
<td>• Individual actions to take to achieve a goal</td>
</tr>
</tbody>
</table>
SMART Goals

**S**pecific: Make goals clear and specific.

**M**easurable: Define measureable assets.

**A**ttainable: Confirm your goals are attainable.

**R**elevant: Verify your goals are relevant.

**T**ime-based: Set up a time-based plan.
Example of a SMART Goal: No Existing Victim Services Program

We will increase access to services for victims who live in our remote communities (Specific) by hiring a 1.0 FTE Victim Advocate (Measurable) to conduct quarterly community awareness activities (Attainable) and assist crime victims (Relevant) during the 24-month award period (Time-Based).
Objectives

Goal 1: We will increase access to services for victims who live in our remote communities by hiring a 1.0 FTE Victim Advocate to conduct quarterly community awareness activities and assist crime victims during the 24-month award period.

- **Objective 1a:** Hire a 1.0 FTE Victim Advocate
  - **Related Tasks/Activities:** Advertise position; interview candidates; hire Advocate

- **Objective 1b:** Purchase a program vehicle to support Advocate’s work.
  - **Related Tasks/Activities:** Procure, insure, and maintain vehicle

- **Objective 1c:** Rent office space for Advocate to meet with victims & conduct community outreach events in central location.
  - **Related Tasks/Activities:** Identify office space; execute lease agreement; furnish space
Let’s Practice!

How would you make this into a SMART goal?

*To expand Community Outreach and Awareness Activities*

Enter your response in the Chat
What are Products?

Tangible Resources or materials you create with grant award funds
  • Web site
  • Written policies and procedures
  • Training curriculum
  • Video
  • Podcast
Creating Your Project Timeline

- Covers the entire proposed project period (12–60 months).
- Illustrates how project activities will be carried out.
- Identifies who will be responsible for the tasks and activities by position/title.
- Explains how you will fulfill TVSSA reporting requirements.
- (If applicable) Includes sufficient time for OVC to review/approve products and/or publications.
Timeline Tips

Be realistic - how long does it take your Tribe/org to hire? To procure equipment?

Use copy & paste function

Repeated activities (e.g., submitting periodic reports to OVC, conducting periodic outreach/awareness activities)

Identify who will complete each activity using position/title, not names

Build in sufficient time for OVC review/approval (e.g., products, NEPA approval for construction projects)
Identify Existing Staff

• Identify existing employees who would be compensated with funds from your FY’24 TVSSA allocation only.
• Write in complete sentences.
• Description of duties must align with proposed goals & objectives.
New Staff Members

- Positions that do not currently exist but would be created with your FY’24 TVSSA allocation
- Proposed duties must align with proposed goals & objectives
Supervisor(s)

- Add an extra page if needed (checklist)
- **DO NOT** provide time/effort information unless time/effort would be paid from your FY’24 TVSSA allocation
Consultants/ Contractors/ Subrecipients

- Identify by name if you have someone in mind
- Adding the name to the narrative ≠ approval
How OVC Reviews Your Program Narrative
Evaluation Criteria

Is what you wrote responsive to the solicitation criteria?

Is there a logical link between:

- Proposed goals & objectives and identified needs/challenges?
- Victims to be served and proposed goals & objectives?
- Proposed project activities and your proposed budget?

Applicant capacity

- Do you have adequate resources to complete the proposed project?
- Will you need some assistance to help you achieve your goals?
Getting Started

What’s next?
Map out the route to your own destination.

• Assess existing resources
• Identify gaps, needs, & challenges for serving victims
• Determine how you will use your FY’24 allocation to develop/enhance services for crime victims
Questions about the TVSSA Program? Email: OVCTribalSetAside@usdoj.gov

Want someone to review your program narrative? Email: Support@t-vstta.org

Need help preparing your budget? Email: tfmc@ovctfmc.org