

Office for Victims of Crime FY 2014 Vision 21 Tribal Wellness Centers: Serving Crime Victims' Needs Solicitation

Frequently Asked Questions

The following questions were posed by participants in the two pre-application calls that the Office for Victims of Crime (OVC) held on May 28, 2014, and on June 11, 2014. The questions and their corresponding answers have been grouped into five (5) categories:

1. Eligibility
2. Planning and Needs Assessment
3. Allowable Costs
4. Program Services
5. Other

If you have questions about the solicitation or application requirements, and cannot find the answer among the FAQs, please contact Kimberly Woodard either by e-mail at kimberly.woodard@ojp.usdoj.gov, or by phone at (202) 307-2952.

ELIGIBILITY

- Q: Are territories of the United States eligible to apply for this solicitation?
- A: No. Only federally recognized Indian tribal governments, as determined by the Secretary of the Interior, may apply (view the current list of federally recognized tribes in the [Federal Register, Vol. 79, No. 19](#), published January 29, 2014). This includes Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes. Tribal designees are also eligible to apply. A designee is an organization that is acting as the authorized designee of a federally recognized Indian tribe.
- Q: Is a non-federally recognized tribe or an organization that is operated by the federal government eligible to apply for funding?
- A: No. Only federally recognized tribes, tribal consortia, or tribal designees are eligible to apply for this solicitation. The current list of federally recognized tribes is available in the [Federal Register, Vol. 79, No. 19](#), published January 29, 2014.
- Q: Can we use an authorizing letter from the tribal authority rather than a resolution?
- A: Yes, please see Additional Information on page 17 of the solicitation.

PLANNING AND NEEDS ASSESSMENT

Q: Is this a planning grant?

A: There are two phases of the award. The first is an initial planning and assessment phase of 12–18 months, followed by the implementation phase. This grant funding is intended to support both phases.

Q: Since the needs of the community fluctuate, how can we prepare a budget that will cover unanticipated changes that might impact the implementation of our strategic plan?

A: OVC understands that community needs may fluctuate, but you should have a general idea of the approach you want to take to develop and institutionalize a long-term strategy for promoting services for victims and estimate costs based on that general idea. Staff from OVC will assist award recipients who may need to modify their budget or the scope of work, as necessary.

Q: Do we still have to include an assessment phase in our application if we already completed a comprehensive community needs assessment?

A: If a tribal community already completed a comprehensive needs assessment that would support this Wellness Center model, the applicant should provide a summary of the assessment results as part of the Program Narrative section of the application. Please see page 12 of the solicitation for more details.

Q: Our tribe completed an assessment and identified a specific group of victims in need of services; can we use funding from this initiative to implement our plans to serve a specific group of victims?

A: Applications must address the specific requirements of the OVC solicitation. It is up to the applicant to determine if its assessment and subsequent development of a plan or strategy address the required elements of the solicitation. OVC encourages applicants to look more broadly at the multiple types of victimization that occur in a community and their interrelatedness.

Q: Can award recipients start providing victim services concurrent with the assessment and planning process?

A: No. Communities that already completed a comprehensive community needs assessment must also develop a strategic plan that details how the community will meet the needs identified by the assessment. In order to move forward with implementing the strategic plan, OVC must approve the award recipient's written strategic plan describing how the project will be implemented.

Q: If we already have a strategic plan based on a comprehensive assessment, do we need to include the two trips for project staff to attend the operational meetings in our budget?

A: Yes. Every successful applicant is required to include two trips for two or three key project staff to attend the operational meetings in the proposed budget. The meetings will allow award recipients to receive tailored technical assistance and support from OVC to aid in the comprehensive community assessment, strategic planning, and project implementation phases of the initiative.

- Q: Where will the operational meetings be held?
- A: The operational meetings will be held at a site that is yet to be determined. Applicants should base the budget estimate for these meetings on travel costs to Washington, D.C., but understand that the meetings may be held elsewhere.

ALLOWABLE COSTS

- Q: Is food an allowable cost as part of our program?
- A: Meals and refreshments are generally not allowable costs for conferences, meetings, group training events, etc. funded under OJP awards, unless the recipient obtains prior written approval from OJP. See [Section 3.10](#) of the *Office of Justice Programs' Financial Guide* and the Office of Justice Programs' [Food and Beverage Policy for Grants and Cooperative Agreements](#) for additional guidance on conference spending and using award funds to purchase food and beverages. However, food may be an allowable cost when it is part of the direct services to victims of crime and program implementation.
- Q: Do we need to have a contract for our traditional healers?
- A: No, but you will need to retain some form of financial record and supporting documentation to verify the payment transaction and services provided. Any compensation for individuals who render services as a consultant to the funded project must be reasonable and consistent with the market rate for similar services. Please see [Section 3.21](#) of the *Office of Justice Programs' Financial Guide* for additional information on best practices for audit purposes.
- Q: Can we use funding to cover incentives for community members to participate in our community assessment activities?
- A: It may be allowable if the incentive is reasonable relative to their level of participation.
- Q: Can we build new houses?
- A: No. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations to a facility may be allowable in order to create office space for project staff or to create space for the provision of services to victims. If the applicant proposes renovation costs, a detailed narrative justification of the expense must be provided. OVC will make decisions on a case-by-case basis.
- Q: Can funds be used for direct costs, such as providing victims with food and rental assistance? If so, where should those costs be placed in the budget?
- A: Yes. Direct costs for victim services are allowable. However, grant award funds cannot be paid directly to victims in the form of cash payments. Usually, costs specific to direct assistance to victims fall under the Other Costs category of the applicant's budget.
- Q: What can we include under "economic development"?
- A: Some examples of economic development include partnering with a workforce development program to help victims obtain job skills, or forming public-private partnerships with local businesses and/or corporations to help tribal communities develop sustainable resources that

might help with job development activities. However, there must be a direct tie between the economic activity and the benefit derived by victims.

Q: Can we provide services to families affected by drug and alcohol abuse?

A: Yes. Once OVC approves an award recipient's strategic plan, the recipient can use program funds to pay for substance abuse treatment for victims of crime if no other payment source exists. Programs should first identify and coordinate with agencies that provide substance abuse services (e.g., the Indian Health Service or local or state substance abuse treatment programs) in order to meet the needs of victims. The goal of this program is to develop and institutionalize a holistic wellness strategy on a long-term basis by using existing resources and developing and institutionalizing new resources to fill in current gaps in services.

PROGRAM SERVICES

Q: Should our application propose a project that will provide comprehensive victim services?

A: Program funds should be used to develop a community wellness strategy that, upon implementation, ensures victims and survivors have access to holistic services. There is insufficient funding available under this initiative to support the provision of comprehensive victim services; nor is that the intent of this solicitation. Instead, the emphasis is on developing and coordinating all available local resources to ensure victims can easily access those services. The initiative also emphasizes working with OVC and its technical assistance providers to develop and implement a strategy for identifying and developing additional resources to fill in existing gaps in services so that award recipients can meet the holistic needs of victims. A reasonable amount of funding can be used to address gaps in services until the fully implemented strategy is developed.

Q: What type of training and technical assistance should we include in the proposed budget?

A: Applicants may budget funds to pay for their anticipated training and technical assistance needs during the award period. However, please keep in mind that OVC will provide award recipients with training and technical support throughout the program development and implementation process, including training and technical assistance on community needs assessment; strategic planning; program implementation; data collection; and program evaluation.

Q: Are services limited to victims of violent crime?

A: No. This solicitation does not focus on one specific category of victimization, but instead covers the full range of victimization. A primary goal of this initiative is to encourage tribal communities to address victimization holistically and understand the causes, interconnections, and consequences that arise when the justice, social service, business, civic, educational, and public health systems are fragmented and siloed in supporting victims.

Q: Do victims have to report the crime to law enforcement in order to be eligible for services?

A: No.

Q: Can we apply for funding to support the same project that was the subject of the tribe's Fiscal Year 2014 Coordinated Tribal Assistance Solicitation (CTAS) application?

A: There is no restriction on submitting an application to support the same project; however, please keep in mind that the goals and purposes of CTAS are not the same as the goals and purposes of this solicitation. Therefore, a proposal that might be highly responsive to the requirements of the CTAS solicitation may not be as responsive to the requirements of this solicitation.

Q: Are there any mandatory staffing requirements under this solicitation?

A: This solicitation does require that at least one position be committed to this project 100 percent of the time. Please see page 15 of the solicitation for more information on this requirement.

OTHER

Q: Will tribes or organizations that have pre-existing victim service programs be at a competitive advantage in the award selection process?

A: All applications will be scored and selected for funding based on the same criteria (see pages 19-20 of the solicitation for details).

Q: Are there examples of current Wellness Center applications available?

A: This program is the first of its kind, so there are no specific examples of applications for a Wellness Center. The concept builds upon other types of centers (tribal healing centers, family justice centers, child advocacy centers, etc.), but the application should be developed around what your community needs in terms of holistic services for victims. See page 6 of the solicitation for a discussion of best-practice models for delivering holistic services to victims of crime.

Q: What does "long-term sustainability" mean?

A: You should have a general strategy defining how you envision the program being sustained once it is up and running and after this funding ends. OVC will work with successful applicants to identify state, federal, civic, foundation, and other private resources that may be available to support and complement those strategies. Sustainability should be part of the planning process.

Q: What is the maximum length/page limit for the Program Narrative?

A: The limit is 25 pages. For additional Program Narrative requirements, please see page 12 of the solicitation.

Q: Does the Program Narrative page limit include the budget?

A: No. Additional attachments (budget, budget narrative, resumes, position descriptions, timeline, resolutions, or MOUs/MOAs) do not need to be included in the page count for the Program Narrative.

Q: Do we need to register in GMS if we already registered in GMS earlier this year to submit another application for funding?

A: Yes. All applicants must register in GMS every time they want to apply for a different solicitation.

Q: When is the GMS registration deadline?

A: OVC extended the GMS registration deadline to July 10, 2014.

Q: When is the application deadline?

A: The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 15, 2014.

Q: Is the \$660,000 amount the maximum per year?

A: No. The total amount of each award is up to \$660,000 for a period of 3–5 years.

Q: When will awards be made?

A: Awards will be made before the end of federal Fiscal Year 2014, which is September 30, 2014.

Q: How many awards are available?

A: OVC will make up to three awards.