

**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



*Helping Crime Survivors Find Their Justice*

# Today's Presenters



**Barbara "Bonnie" Robertson**  
Grants Management Specialist  
Tribal Division  
OVC

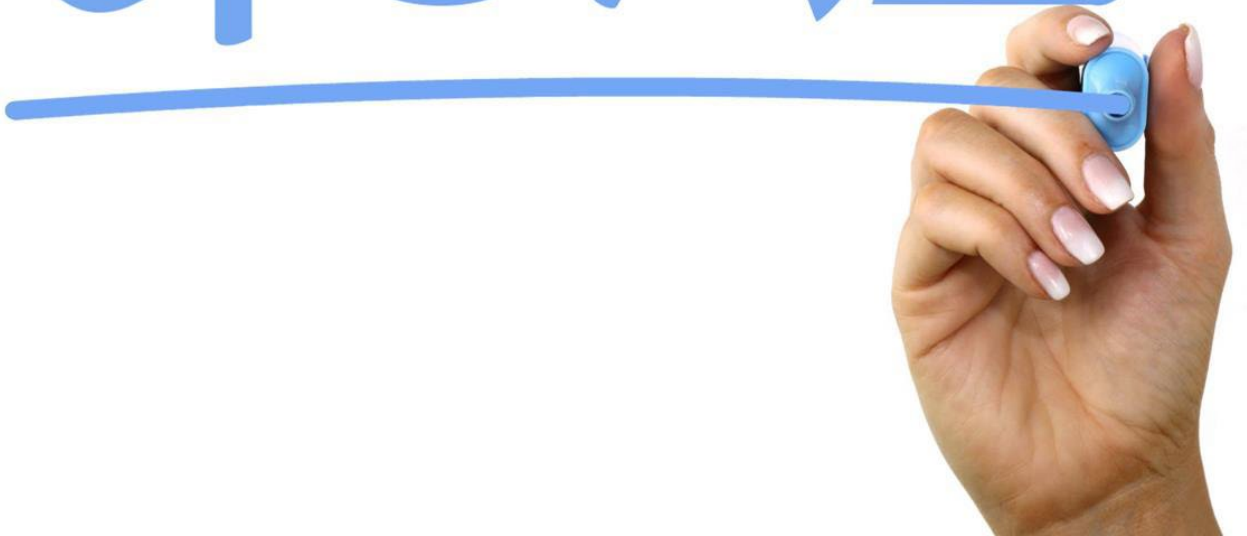


**Kimberly Woodard**  
Sr. Tribal Affairs Specialist  
Tribal Division  
OVC

# 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

# GOAL





## Participant Poll - 1

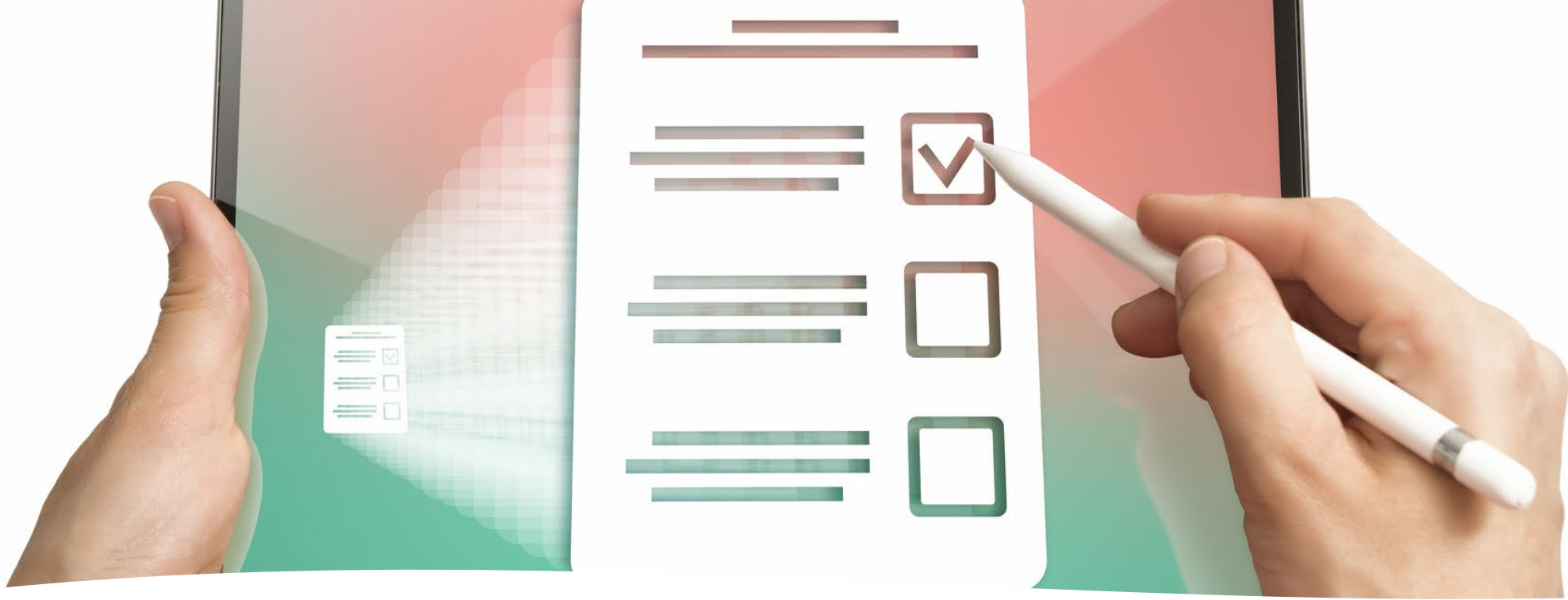
**How do you plan to develop your FY'24 Program Narrative?**

- 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?**

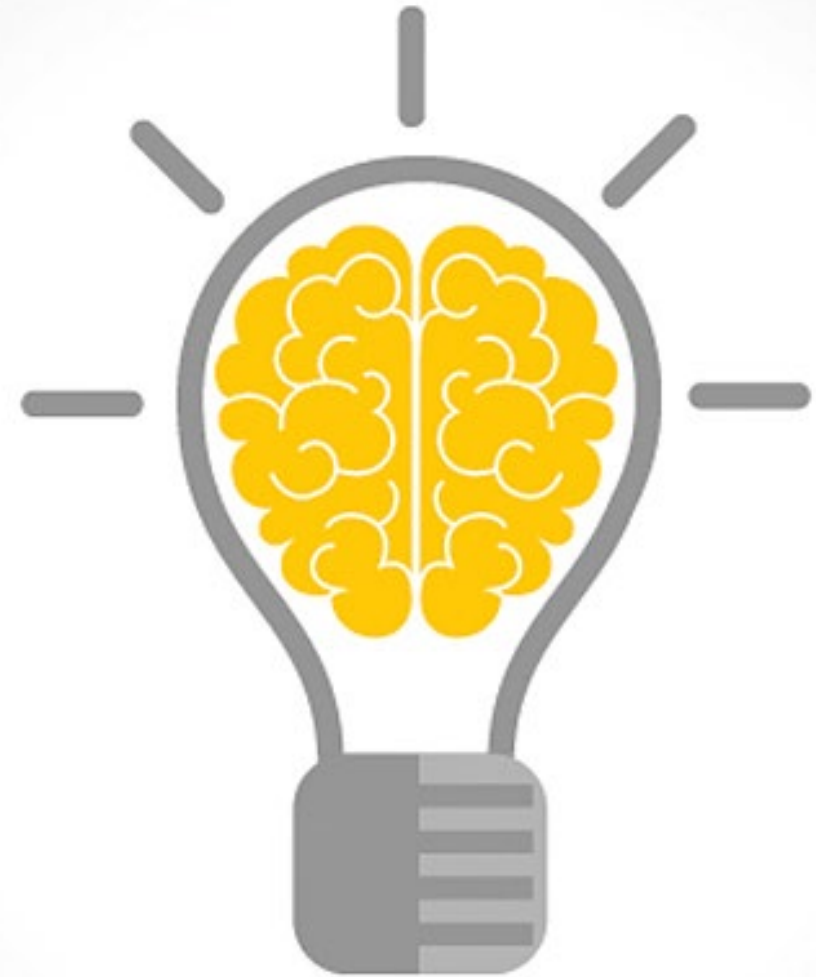
- a. Traditional program narrative
- b. Completing the TVSSA program narrative on your own
- c. Participating in an interview with an OVC staff member
- d. I do not have any experience developing a TVSSA program narrative

# Effective strategies to prepare a TVSSA program narrative

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## 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







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## 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*

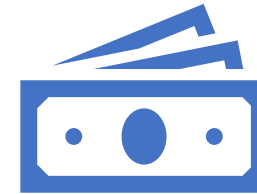
# Plan a Road Trip = Develop a Program Narrative<sup>+</sup> •



Destination = Project  
Goals



Map = Objectives &  
Project Timeline



Resources = FY'24  
Allocation (budget)

first  
things  
first

## First Things First

- 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



## 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 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



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# Developing Goals & Objectives

# What's the Difference?

## Goals

### (Destination)

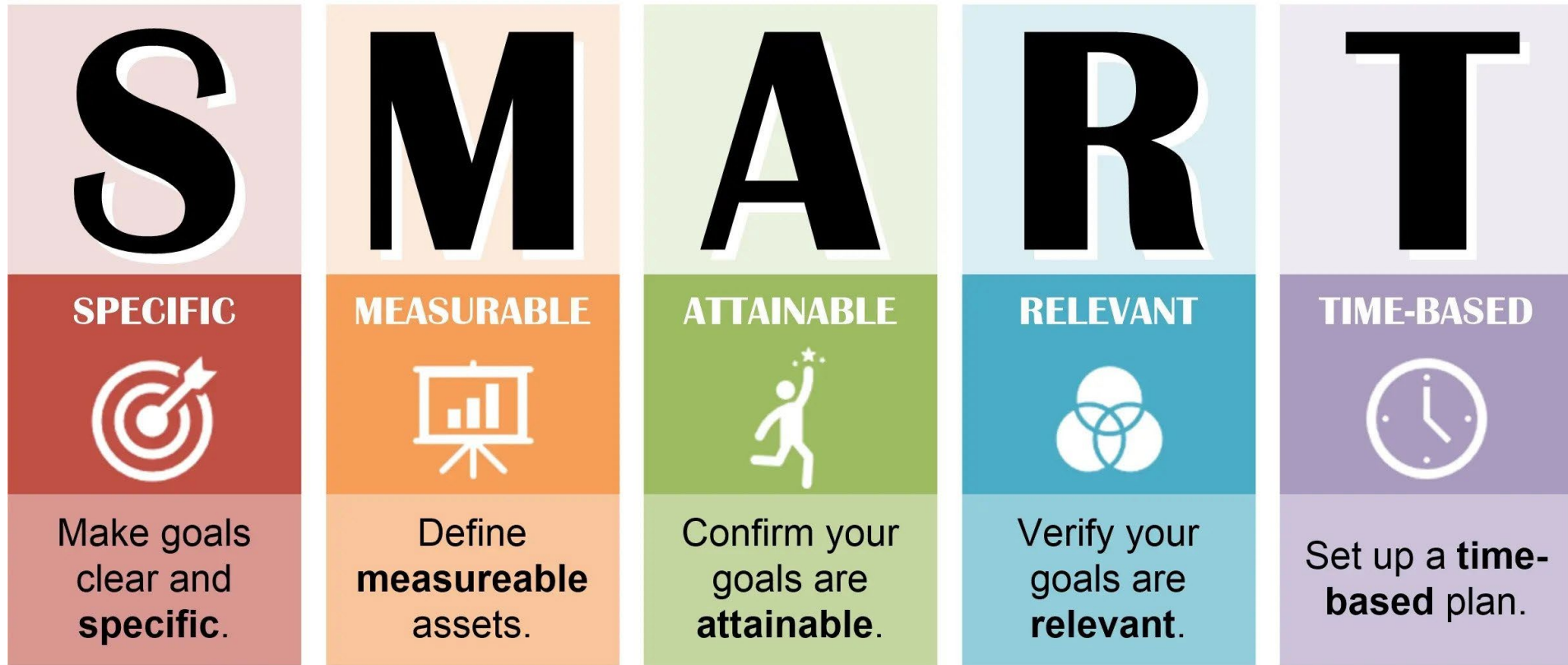
- An outcome you want to achieve in the long-term
- Written as broad statements

## Objectives

### (Directions to Destination)

- Specific & measurable short-term action towards a goal
- Individual actions to take to achieve a goal

# SMART Goals



# 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

# CREATE



# 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)

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## 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

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## 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



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# 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





## Need Some Help?

Questions about the TVSSA Program?  
Email: [OVCTribalSetAside@usdoj.gov](mailto:OVCTribalSetAside@usdoj.gov)

Want someone to review your program narrative?  
Email: [Support@t-vstta.org](mailto:Support@t-vstta.org)

Need help preparing your budget?  
Email: [tfmc@ovctfmc.org](mailto:tfmc@ovctfmc.org)

Q & A

