

Handout #1: Description of the Issue Exercise

Instructions: Take 2-3 minutes to read the sample Description of the Issue section. Then answer the questions below by entering your responses in the chat.

| | |
|--|--|
| Description of the Issue | <i>Applicants should use this section to describe the community or communities to be served by the proposed project.</i> |
| <p>Please describe the geographic location of the service area(s) for the proposed project.</p> <p><i>Include key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.).</i></p> | <p>The Big Federally recognized Tribe is has its headquarters in Lone Pine. There are 9,000 enrolled members of the tribe. 31%, or 2,750 of the tribe’s members, are under the age of 18. About 2.7% of the members who are under the age of 18 have a disability. We believe that our elders are an underserved population.</p> |
| <p>Describe any current victim services programs available in the community.</p> <p><i>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.</i></p> | <p>Number of Years in Operation: Number of Employees: Summary of Current Services: The tribe has a victim services program.</p> |
| <p>What are the current needs or challenges related to serving crime victims in the proposed service area?</p> <p><i>List the unmet needs and challenges individually. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: We have unmet victim services needs, including: no services for victims of human trafficking; no services for youth victims of teen dating violence; and no services for victims of homicide</p> <p>Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p> |

| | |
|---|---|
| <p>How will the proposed project address the unmet needs and challenges? <i>Describe how the project will address each need or challenge identified above. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p> |
| <p>Who will be served by the project? <i>Place an "X" in the appropriate spaces to the right.</i></p> | <p><input type="checkbox"/> Children <input type="checkbox"/> Adults <input checked="" type="checkbox"/> Elders <input type="checkbox"/> Underserved Populations/Communities (<i>LGBTQIA/Two Spirit; individuals with disabilities, etc.</i>)</p> |
| <p>What forms of crime victimization will the project address? <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"/> Teen dating violence <input type="checkbox"/> Stalking <input type="checkbox"/> Human trafficking <input checked="" type="checkbox"/> Child abuse/neglect <input checked="" type="checkbox"/> Elder abuse <input type="checkbox"/> Survivors of homicide/murder victims <input checked="" 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"/> Missing persons <input type="checkbox"/> Identity Theft</p> |

Questions:

- What crime victim services problem is the applicant seeking to address?
- What other information might you want to know from the applicant?

Handout #1A: Description of the Issue Exercise- Spot the Problems

Instructions: Take 2-3 minutes to read the sample Description of the Issue section. Then answer the questions below by entering your responses in the chat.

| Description of the Issue | <i>Applicants should use this section to describe the community or communities to be served by the proposed project.</i> |
|---|---|
| <p>Please describe the geographic location of the service area(s) for the proposed project. <i>Include key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.).</i></p> | <p>The Big Federally recognized Tribe has headquarters in Lone Pine. There are 9,000 enrolled members of the tribe. 31%, or 2,750 of the tribe's members, are under the age of 18. About 2.7% of the members who are under the age of 18 have a disability. We believe that our elders are an underserved population.</p> |
| <p>Describe any current victim services programs available in the community. <i>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.</i></p> | <p>Number of Years in Operation: Number of Employees: Summary of Current Services: The tribe has a victim services program.</p> |
| <p>What are the current needs or challenges related to serving crime victims in the proposed service area? <i>List the unmet needs and challenges individually. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: We have unmet victim services needs, including: no services for victims of human trafficking; no services for youth victims of teen dating violence; and no services for victims of homicide Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p> |

Commented [WK(1): The demographic information is specific to enrolled members under the age of 18, but then the applicant states that elders are an underserved population.

Commented [WK(2): The applicant does not provide important information about its existing program- that OVC needs in order to assess whether the applicant has the capacity to carry out the proposed project.

Commented [WK(3): The applicant provides some details about needs and challenges, but there is no apparent relationship between the needs and challenges identified here and the demographic information provided above.

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| <p>How will the proposed project address the unmet needs and challenges? <i>Describe how the project will address each need or challenge identified above. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p> |
| <p>Who will be served by the project? <i>Place an "X" in the appropriate spaces to the right.</i></p> | <p><input type="checkbox"/> Children <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Elders <input type="checkbox"/> Underserved Populations/Communities <i>(LGBTQIA/Two Spirit; individuals with disabilities, etc.)</i></p> |
| <p>What forms of crime victimization will the project address? <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"/> Teen dating violence <input type="checkbox"/> Stalking <input type="checkbox"/> Human trafficking <input checked="" type="checkbox"/> Child abuse/neglect <input checked="" type="checkbox"/> Elder abuse <input type="checkbox"/> Survivors of homicide/murder victims <input checked="" 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"/> Missing persons <input type="checkbox"/> Identity Theft</p> |

Commented [WK(4)]: By leaving this section blank, the applicant fails to provide important information OVC needs to identify potential TTA needs and assess whether the proposed project is achievable.

Commented [WK(5)]: The applicant did not provide demographic data that was relevant to serving a population of elders. There is no indication here that the applicant would assist children under the age of 18, which makes the demographic data all the more confusing.

Commented [WK(6)]: The selection of "Child abuse/neglect" here makes the response to "Who will be served by the project?" confusing. The connection between serving elders and victims of property crimes is also not clear.

Handout #1B: Description of the Issue Exercise- Good Enough Responses

Instructions: Take 2-3 minutes to read the sample Description of the Issue section. Then answer the questions below by entering your responses in the chat.

| Description of the Issue | <i>Applicants should use this section to describe the community or communities to be served by the proposed project.</i> |
|---|---|
| <p>Please describe the geographic location of the service area(s) for the proposed project. <i>Include key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.).</i></p> | <p>The Big Federally Recognized Tribe is headquartered in Lone Pine, the largest community on the tribe's 4,451 square mile reservation. About 70% of the tribes 9,000 enrolled members live on or near the reservation. The average age of reservation residents is 31.3. Almost 18% of the reservation population is over the age of 60, and many of our elders are dependent on younger, unemployed, family members for assistance with their personal care.</p> |
| <p>Describe any current victim services programs available in the community. <i>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.</i></p> | <p>Number of Years in Operation: 12 Number of Employees: 4 full-time; 2 part-time Summary of Current Services: The program provides advocacy services to victims of domestic violence, sexual assault, and stalking, as well as financial assistance (food, rent, transportation, and childcare), court accompaniment, and referrals for civil legal assistance, emergency shelter, and transitional housing.</p> |
| <p>What are the current needs or challenges related to serving crime victims in the proposed service area? <i>List the unmet needs and challenges individually. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: The community needs assessment completed with our 2019 TVSSA award shows that elders in the community are at risk for financial, psychological, physical and spiritual abuse. Need or Challenge 2: Some elders are dependent on family for daily care and unable to live independently. Need or Challenge 3: Elders who are not homebound are often limited in accessing transportation other than the van service that transports elders to our elder program or the health clinic. Need or Challenge 4: N/A</p> |

Commented [WK(1): The demographic data makes it clear that this is a project focused on elder abuse.

Commented [WK(2): The responses provide a more detailed explanation of the applicant's existing victim services program, which makes it easier for OVC to assess its capacity to add a new service to the program.

Commented [WK(3): The applicant identifies specific needs or challenges that the applicant will use the funding to address. The needs or challenges are specific to elder abuse which links the demographic data to the needs of the applicant.

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|---|--|
| <p>How will the proposed project address the unmet needs and challenges? <i>Describe how the project will address each need or challenge identified above. Add or delete needs and challenges, as needed.</i></p> | <p>Need or Challenge 1: We will hire staff to provide safety planning, outreach, advocacy, and case management services to victims of elder abuse, and coordinate a multidisciplinary elder abuse response team (MDT). Need or Challenge 2: We will use funds from the award to pay for short-term nursing home or convalescent care for victims as an interim solution to long-term care challenges as part of safety planning. Need or Challenge 3: We will invite staff from our adult protective service program and health clinic to participate in the MDT and train their staff on how to screen elders for abuse/neglect and refer them to our program for services. Need or Challenge 4: N/A</p> |
| <p>Who will be served by the project? <i>Place an "X" in the appropriate spaces to the right.</i></p> | <p><input type="checkbox"/> Children <input type="checkbox"/> Adults <input checked="" type="checkbox"/> Elders <input type="checkbox"/> Underserved Populations/Communities <i>(LGBTQIA/Two Spirit; individuals with disabilities, etc.)</i></p> |
| <p>What forms of crime victimization will the project address? <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"/> Teen dating violence <input type="checkbox"/> Stalking <input type="checkbox"/> Human trafficking <input type="checkbox"/> Child abuse/neglect <input checked="" type="checkbox"/> Elder abuse <input type="checkbox"/> Survivors of homicide/murder victims <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"/> Missing persons <input type="checkbox"/> Identity Theft</p> |

Commented [WK(4): The applicant offers a detailed explanation about how it will address the needs and challenges, which provides information to OVC about how the applicant plans to address issues that might threaten the success of the project. This information also gives OVC information about potential project partners and shows that the applicant has recognized that it will require a collaborative effort to develop and implement a project on elder abuse, and has considered how it might improve efforts to identify victims and connect them with services.

Commented [WK(5): The responses to “Who will be served by the project?” and “What forms of crime victimization will the project address?” are consistent, and they are also consistent with all of the other responses in this section.

Handout #2: *How to Create a Good Enough Checklist*

A good enough project narrative checklist will answer who, what, where, when, why and how? Use the information in the table below to evaluate whether your checklist meets this standard.

| | |
|---------------|---|
| Who? | <ul style="list-style-type: none">• Which community/communities will be served by this project?• Which forms of crime victimization will be addressed?• Who is your target population for services?• Who will staff the project? Are these new, or existing positions?• Who are the consultants, contractors, or subrecipients for the project? |
| What? | <ul style="list-style-type: none">• What will be done to assist victims of crime?• What are your goals & objectives?• What are the qualifications of the proposed staff members, consultants, contractors, or subrecipients? |
| Where? | <ul style="list-style-type: none">• Where will services will be delivered? In a private office? At a crime scene? Someplace else? |
| When? | <ul style="list-style-type: none">• What is the timeframe for completing the project? (Must be at least 12 months, but no more than 60 months) |
| Why? | <ul style="list-style-type: none">• Why is this specific project necessary right now? |
| How? | <ul style="list-style-type: none">• How will the performance measurement data be collected and reported?• How will you complete the specific actions necessary to accomplish the project goals & objectives? (timeline) |

Good Enough Timeline Exercise

Step 1: Review your objectives & activities

Goal: *We will increase the number of elder abuse victims served annually by the project from 10 to 25 during the 36-month award period to fill in a gap in services identified in our last community needs assessment.*

- **Objective 1:** By the 2nd quarter of the first year, we will hire a new 1.0 FTE Elder Advocate
- **Objective 2:** Place quarterly advertisements in the tribal newspaper, print and distribute 1,200 program brochures in the community by the end of year 3, and participate in at least 2 quarterly community outreach events.
- **Objective 3:** Increase cross-referrals between the victim services program and the elder program and health center by training staff from all programs and creating written screening and referral protocols.
- **Activities:** Advertise vacancy for 1.0 FTE Elder Advocate; Interview candidates and select new hire; prepare copy for ads and brochures and submit for OVC review and approval; train staff of health center and elder program on identifying elder abuse; facilitate development of response, screening, and referral protocols and submit them for OVC approval; train staff from victim services program, elder program and health center on protocols.

Step 2: Decide which quarter/year activity will start (or be completed)

Step 3: Decide who will be responsible for the activity

Step 4: Add it to the timeline template in checklist

Step 5: Copy & paste until timeline is complete

Good Enough Timeline Exercise

| Year One | Year One Activities | Year Two | Year Two Activities | Year 3 | Year 3 Activities |
|---|---|---|---|---|--|
| 1 st Quarter | • | 1 st Quarter | • | 1 st Quarter | • |
| <i>Within 30 days of the end of the 1st quarter</i> | Submit quarterly FFR & quarterly PMT report | <i>Within 30 days of the end of the 1st quarter</i> | Submit quarterly FFR & quarterly PMT report | <i>Within 30 days of the end of the 1st quarter</i> | Submit quarterly FFR & quarterly PMT report |
| 2 nd Quarter | • | 3 rd Quarter | • | 3 rd Quarter | • |
| <i>Within 30 days of the end of the 2nd quarter</i> | Submit quarterly FFR & semiannual progress report | <i>Within 30 days of the end of the 2nd quarter</i> | Submit quarterly FFR & semiannual progress report | <i>Within 30 days of the end of the 2nd quarter</i> | Submit quarterly FFR & semiannual progress report |
| 3 rd Quarter | • | 3 rd Quarter | • | 3 rd Quarter | • |
| <i>Within 30 days of the end of the 3rd quarter</i> | Submit quarterly FFR & quarterly PMT report | <i>Within 30 days of the end of the 3rd quarter</i> | Submit quarterly FFR & quarterly PMT report | <i>Within 30 days of the end of the 3rd quarter</i> | Submit quarterly FFR & quarterly PMT report |
| 4 th Quarter | • | 4 th Quarter | • | 4 th Quarter | • |
| <i>Within 30 days of the end of the 4th quarter</i> | Submit quarterly FFR & semiannual progress report | <i>Within 30 days of the end of the 4th quarter</i> | Submit quarterly FFR & semiannual progress report | <i>Within 90 days of the end of the 4th quarter</i> | Submit final FFR & semiannual progress reports and initiate closeout package in JustGrants |