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Notice of Funding Opportunity

Agency	Denali Commission
Date	March 26, 2021
Title	Tribal Victim Services Micro-Grant Program Round 2
Announcement Type	New Grant
Notice of Funding Opportunity Number:	DC-OVC-MG-21-001
Assistance Listing Number	90.100
Application Deadline	Emailed by May 21, 2021

Potential applicants may download the NOFO package from the Denali Commission website at www.denali.gov or www.grants.gov.

Direct application hard copy requests and program-related questions to:

Community Wellness Manager, Denali Commission

communitywellness@denali.gov
(907) 271-1414 or (907) 271-5239

Direct grant administrative questions to the Grants Management Officer:

Grants Management Officer, Denali Commission

gmo@denali.gov
(907) 271-1414 or (907) 271-3036

Training and Technical Assistance (TTA) is available for this grant program. Interested applicants may reach out to:

RurAL CAP – Alaska Micro-Grant Program Training and Technical Assistance Provider
vchadwick@ruralcap.org
(907)-865-7378

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Abbreviations and Naming Conventions

The following list displays abbreviations and naming conventions used throughout this Notice of Funding Opportunity.

Award	Federal Award
CVF	Crime Victim Fund
CFR	Code of Federal Regulations
Commission	Denali Commission
CQI	Continuous Quality Improvement
DOJ	Department of Justice
DUNS	Data Universal Numbering System
FAA	Financial Assistance Award
FAPIS	Federal Awardee Performance and Integrity Information System
FFY	Federal Fiscal Year
MS	Microsoft
Micro-Grant	Denali Commission's Tribal Victim Services Micro-Grant Program
NOFO	Notice of Funding Opportunity
OJP	Office of Justice Programs
OVC	Office of Victims of Crime
RurAL CAP	Rural Alaska Community Action Program, Inc.
RGR	Recipient Guidelines and Requirements
SAM	System for Award Management
THO	Tribal Health Organization
TO	Tribal Organization
TTA	Training and Technical Assistance
VOCA	Violence Against Women Act

Notice of Funding Opportunity

A. Program Description

Overview

The Denali Commission (Commission)'s Tribal Victim Services Micro-Grant Program (Micro-Grant Program) implements a victims of crime grant program in partnership with the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC). The federal Crime Victim Funds (CVF), established under the Victims of Crime Act (VOCA), funds this effort to develop training and technical assistance and provide direct services to improve the overall quality of victim assistance. The program aligns with the CVF requirements.

In Alaska, this initiative aims to:

- Expand Alaska's victims of crime service system by establishing **new** Tribal Victims of Crime Programs.
- Build a foundation for Tribal communities to apply for future federal grants in areas of violence prevention/intervention and justice-related community-level efforts, specifically the DOJ OJP OVC Tribal-Set Aside Grant Program, but not limited to this grant program.
- Enhance the capacity of communities to apply for and implement federal grants.
- Provide Alaska-based training and technical assistance services in the administration and implementation of federal grants.

While the Commission's initiative's overarching goal is to establish **new** Tribal Victims of Crime Programs, existing programs may use funds to expand their current services for victims of crime.

This Notice of Funding Opportunity (NOFO) solicits applications for "Round 2" of the Tribal Victim Assistance Micro-Grant Program. Round 1 allowed communities, who did not have Tribal Victim of Crime Programs, to apply. Round 2 opens the application to all Tribal communities in Alaska. However, communities planning **new** victims of crime programs will receive ten preference points. Round 2 will distribute approximately \$5.8 million in grant funds. Applicants may apply in one of two purpose areas:

- 1) Purpose Area 1: Planning for a New Victim Services Program** Applicants in this area will conduct planning activities to establish a new program. This area includes activities such as completing a community needs assessment, developing a strategic plan, and developing a performance measurement reporting plan. Purpose Area 1 applicants will receive ten preference points as this program's primary goal is to establish new Tribal Victims of Crime programs. Applicants in this purpose area must not have existing programs or have received previous DOJ OJP OVC Tribal Set-Aside grants for Victims of Crime. They cannot appear on the tables in Appendix A.
- 2) Purpose Area 2: Coordination and Expansion of Existing Victim Services Programs** Applicants in this area already have victim services programs and appear in Appendix A's tables. These

applicants will use these funds to expand types of services provided, populations served (elders, youth, etc.), and/or types of crimes addressed. They can apply to conduct activities to support victims of a variety of crimes. Purpose Area 2 applicants who were part of a consortium and apply to this funding opportunity on their own will receive three preference points as a goal of the program is to build local capacity to apply directly to DOJ's grants. "Purpose Area 2's" section contains additional details on eligibility for these preference points.

Grantees may access training and technical assistance (TTA) to develop an application for this NOFO by reaching out to the Alaska Micro-Grant Program Training and Technical Assistance Provider – The Rural Alaska Community Action Program, Inc. (RurAL CAP) at vchadwick@ruralcap.org or 907-865-7378. The TTA provider may **not** write the grant application, but the team can provide tailored technical assistance for the application.

PRE-APPLICATION WEBINARS

The Commission will conduct a webinar to review the requirements of the funding opportunity. Participation in the webinar is optional. You may register for the webinar by emailing communitywellness@denali.gov for additional information. The Commission will post a copy of the presentation to the Commission's website with the application materials.

- Tuesday, April 6, 2021 at 10:00 p.m. Alaska Standard Time

Statutory Authority

This solicitation's authority is section 305 of the Denali Commission Act of 1998, which authorizes the Commission, acting through the Federal Co-Chairperson, to award grants.

Program-Specific Information

The Micro-Grant Program's priority is to expand the victim services **system** by funding Alaska's Tribal communities to develop **new** victim services programs. Applicants may apply in **either** "Purpose Area 1: Planning for a New Victim Services Program" or "Purpose Area 2. Coordination and Expansion of Existing Victim Service Program," but not both areas. See the following sections for additional detail about each purpose area.

PURPOSE AREA 1: PLANNING FOR A NEW VICTIM SERVICES PROGRAM

Tribal communities planning new programs must apply in "Purpose Area 1" and will receive ten preference points.

"Purpose Area 1" applicants will conduct **planning** activities to establish a new victim services program. At the minimum, grantees will be required to complete a needs assessment, strategy and implementation plan, and complete the Commission's and DOJ's (see the "Reporting" section for these requirements) grant reporting. Applicants should include their proposed activities in their application.

"Purpose Area 1" provides planning funds for communities to build local-level capacity to apply directly to DOJ's various grants program after completing this micro-grant, specifically to OJP OVC Tribal-Set Aside

Grant Program, but not exclusively. Upon completion, grantees will have the necessary documents (Needs Assessment and Strategy and Implementation Plan) to apply directly to DOJ to conduct implementation activities (i.e., providing services).

If successful applicants in “Purpose Area 1” complete a needs assessment and strategic plan early in the grant performance period, they may work with the Commission’s program manager to revise the program narrative and budget to move into an implementation phase. However, the initial application should include planning activities only in the narrative and budget.

The following table includes example planning activities and deliverables applicants may consider to develop a new victim services program. It is not a comprehensive list of eligible planning activities. Required activities include the text “Required.” Appendix H contains an example scope of work for these planning grants.

Table 1. Example Planning Activities and Deliverables

Purpose Area 1: Example Planning Activities	Example Deliverables
Establish the role of the Project Coordinator/Victim Services Advocate role • Determine the appropriate entity to employ a Project Coordinator/Victim Advocate (and any other key staff) • Define the role of the Coordinator/Victim Services Advocate (and any other key staff) • Hire a dedicated individual(s) to fulfill this role.	• Coordinator/Victim Services Advocate Position Description • Staff hired documentation
Establish partnerships • Identify partners that will play a role in reaching and serving crime victims	• Memorandums of Agreements • Letters of Support, Tribal Resolutions
Convene and mobilize partners • Bring partners together for buy-in, discuss and define roles, and determine a plan to coordinate and convene regularly throughout the grant • Describe the partners and a plan for engaging them in the program	• Partnership List and Roles • Meeting Minutes • Meeting Charter
Assess community needs (Required) • Conduct a victim services needs assessment to determine community readiness, strengths, challenges, resources, critical needs, and opportunities	• Victim Services Needs Assessment
Logic Model • Develop a logic model containing key strategies and short and long-term goals and measures	• Logic Model
Develop a Strategy and Implementation plan (Required) • Work with partners to develop a Strategy and Implementation Plan informed by the needs assessment • Identify strategies the program will employ to address the challenges identified in the needs assessment • Write an implementation section describing how the program plans to implement the identified strategies	• Strategy and Implementation Plan
Provide community outreach and education • Develop and share outreach and educational materials to develop awareness about crime victimization, current resources, and planned services.	• Outreach materials

Purpose Area 1: Example Planning Activities	Example Deliverables
Develop a Data Management & Reporting Plan (Required)	Data Management & Reporting Plan
• Develop a plan to meet the grant reporting requirements and implement this plan • Establish policy and procedures to collect confidential victim data • Describe tools needed to implement data collection protocols and policies as well as data systems needed to store and manage the information	
Policy and Procedure Development	
• Develop needed policies and procedures to establish new victims of crime programs	• Written policy and procedures
Other Planning Activities	• As Determined by Activity
• Applicants may propose other activities supporting planning efforts for establishing a victims of crime program not listed here.	

PURPOSE AREA 2: COORDINATION AND EXPANSION OF EXISTING VICTIM SERVICE PROGRAM

Communities/organizations listed in Appendix A **must** apply in "Purpose Area 2." Appendix A contains a list of communities that received DOJ OJP OVC Tribal-Set Aside Grants. The Commission considers these communities to have a current victims of crime program and they must apply in "Purpose Area 2."

Applicants in "Purpose Area 2" **must** document a completed needs assessment by submitting it in the application's appendix. Applicants **must** label the document as a "Needs Assessment." Applicants can meet this requirement by either:

1. Attaching a needs assessment previously completed to the appendix of the application, labeling the document as, "Needs Assessment;" or
2. Completing and submitting the Needs Assessment Summary in Appendix K to fulfill the needs assessment requirement. This tool particularly applies to:
 - Purpose Area 2 applicants who may not have completed a needs assessment previously.
 - Purpose Area 2 applicants who are/have been part of a consortia of tribes receiving a DOJ victim services grant and who do not have a needs assessment specific to their community.

Applicants may work with RurAL CAP, Alaska's Micro-Grant TTA provider, to complete a needs assessment using the tool in Appendix A. Applicants may reach TTA at RurAL CAP via email (vchadwick@ruralcap.org) or phone (907-865-7378).

If applicants in "Purpose Area 2" have completed a strategic plan, they should consider including it in the appendix to demonstrate how the applicant's proposed work fits into their strategic plan and/or expands their current work.

Applicants in "Purpose Area 2" who:

1. Were part of a consortium and applied under a larger Tribal Health Organization (THO)/Other Tribal Organization (TO)/Tribal Consortia, **and**
2. Apply on their own to this NOFO (without the THO, TO, or Tribal Consortia)

will receive three preference points. This program aims to build village-level capacity to provide services for victims of crimes. This preference allows smaller communities to strengthen local capacity to apply for and implement federal grants and provide victims of crime services.

Applicants may apply to expand their current victim service program. Applicants should demonstrate how the proposed services expand their existing program. “Purpose Area 2” applicants must show that the proposed scope of work does not duplicate other funding. The proposed activities must differ from funded application activities to any federal or state agency (pending or received). The Commission and DOJ staff will review applications to ensure no duplication occurs across the federal agencies.

The following table includes example coordination and expansion activities for an existing service program. It is not a comprehensive list of potential activities to support victims of crime. The required activities contain “required.”

Table 2. Example Victim of Crime Program Coordination and Expansion Activities and Deliverables

Purpose Area 2 Example Activities	Example Deliverables
Fine tune the Project Coordinator/Victim Services Advocate role and staffing needs • Re-examine the Project-Coordinator/Victim Services Advocate role to determine if the position should have additional or different tasks • Assess staffing needs and identify if additional Victim Service Advocates are needed • If additional Victim Services Advocates are needed, develop position descriptions and hire staff	• Coordinator/Victim Services Advocate Position Revised • Staffing Assessment • Staff hired documentation
Strategy and Implementation Plan (Required if not submitted in the application’s appendix) • Work with partners to develop a Strategy and Implementation Plan informed by the needs assessment • Identify strategies the program will employ to address the challenges identified in the needs assessment	• Strategy and Implementation Plan
Conduct a gaps assessment of the current program • Determine available services to victims of crime and identify gaps in the current system • Identify strategies to fill identified gaps in services	• Gap Assessment
Expand and provide direct victim services • Examples of types of services to offer include but are not limited to: shelter/transitional housing, crisis intervention, civil legal assistance, forensic medical services, court-based advocacy, child advocacy center support services, law enforcement-or prosecution-based victim services, bilingual/multilingual advocacy, health/cultural practices, mental health services, substance abuse treatment needed as a result of victimization, victim advocacy, forensic interviewing of children, and/or transportation services for victims of crime.	• Service counts in DOJ Performance Measures Reports
Provide community outreach and education • Develop a communication, education, and/or outreach plan to coordinate existing programs • Create and distribute outreach materials within the community to develop awareness about crime victimization, available resources and expanded services.	• Communication Plan • Outreach Plan • Education Plan • Outreach Materials • Outreach Presentations

Purpose Area 2 Example Activities	Example Deliverables
Policy and Procedure Develop Expand and improve the program's policies and procedures	Policies and/or Procedures
Continuous Quality Improvement (CQI)/Process Improvement Efforts - Identify a problem for improvement and implement ways to fix it through a defined planning process - Routinely assess the overall functioning of programs and make improvements to ensure programs effectively meet the needs of victims.	- CQI Plan - CQI Analysis & Results Report
Other Implementation Activities Applicants may propose other activities supporting victims of crime not listed in the table.	As Determined by Activity

Training and Technical Assistance

Applicants may reach out to Alaska Micro-Grant Program Training and Technical Assistance Provider for pre-grant submission training and technical assistance by contacting The Rural Alaska Community Action Program (RurAL CAP's) Community Technical Assistance Coordinator at vchadwick@ruralcap.org or 907-865-7378. RurAL CAP may **not** write grant applications. However, they may assist with the following:

- Assisting in grant requirement explanations,
- Reviewing draft applications,
- Helping with sam.gov,
- Ensuring applications contain the required documents and information,
- Helping current grantees complete a needs assessment,
- Brainstorming ideas for the application, and/or
- Other technical assistance services.

After receiving the grant, grantees will be able to access TTA for grant implementation through:

- Alaska Micro-Grant Program Training and Technical Assistance provider – RuralCAP vchadwick@ruralcap.org or 907-865-7378
- DOJ's OVC Training & Technical Assistance Center (www.ovcttac.gov), and/or
- DOJ OVC Tribal Financial Management Center (TFMC) (<https://www.ovctfmc.org/>).

The Commission will share successful applications with the Alaska Micro-Grant Training and Technical Assistance provider – RurAL CAP. They will use these to provide tailored training and technical assistance and will not share them outside this program.

Reporting

Recipients must report on activities and financial progress throughout the performance period to DOJ OVC and the Commission. OVC and the Commission will aggregate the information into program reports shared publicly for accountability and transparency purposes and to grow the field's knowledge and expertise in this area. Grantees must submit the reports identified in the following table.

Table 3. Report Name and Description by Agency

Report by Agency	Grantees will submit:
Denali Commission	
Quarterly Progress Report	A Quarterly Progress Report using the Commission's quarterly report template in the Commission's Project Database. The report will document work accomplished during the quarter, changes in the schedule or work plan, an explanation for the change, how the change may impact the project, and how the grantee will address the (if needed). The Commission's <i>Recipient Guidelines and Requirements (RGR)</i> identify the reporting periods. (https://www.denali.gov/wp-content/uploads/2018/11/FINAL-RGR-10-01-20182.pdf).
Quarterly Financial Report	A Quarterly Financial Report (SF-270 form) via email to the Commission's finance team. With the SF-270, grantees must include documentation of how they spent the funds. This documentation should align with the grant budget. The Commission's <i>Recipient Guidelines and Requirements (RGR)</i> identify the reporting periods and provide more information about the documentation to submit with the SF-270. (https://www.denali.gov/wp-content/uploads/2018/11/FINAL-RGR-10-01-20182.pdf).
Project Close-Out Report	The Project Close-Out Report will include a summary of all work completed and outcomes from the project.
Department of Justice, Office for Victims of Crime - Performance Measurement Tool	
Subgrant Award Report	An online report that describes the administrative characteristics of your grant. The grantee must submit this report within 90 days of the FAA
Subgrantee Performance Measures Report	A quarterly online report documenting services provided for victims of crime. It is required regardless of the scope of work of the grantee.
Grantee Report	An online annual report lists questions to describe in words the project's activities over the year.

B. Federal Award Information

The maximum funds available for Federal Fiscal Year (FFY) 2021 through August 31, 2022, are \$350,000. The Commission will not accept applications for projects exceeding \$350,000. The pre-award negotiations between the Commission and the applicant determine the exact amount of the award.

Appendix G contains a list of allowable and unallowable costs. Proposals may not include:

- Costs that supplant (or replace) existing funding or personnel roles,
- Activities outside victim services,
- Crime prevention, investigation, prosecution, offender services or corrections,
- Primary prevention programming, or
- New construction.

The Commission will release funds through a Financial Assistance Award (FAA). Appendix I contains an example FAA. The FAA will include requirements stipulated by 2 CFR 200.210 (general award information, terms and conditions, budget, schedule, deliverables, and reporting requirements). Recipients will be required to adhere to the Bonding and Insurance requirements stipulated in Section 14 of the FAA. The Commission's *Recipient Guidelines and Requirements (RGR)*, September 2018 provides grant guidance and lists the FAA's requirements for grants awarded by the Commission. The RGR is available on the Commission's website at: <https://www.denali.gov/wp-content/uploads/2018/10/FINAL-RGR-10-01-2018.pdf>.

Successful applicants will be required to submit additional forms and certifications during the development of the Commission's FAA, including Standard Form SF-424 - Application for Federal Assistance, and the Pre-Award Risk Assessment Questionnaire.

The performance period for the Award issued pursuant to this NOFO will be July 1, 2021 to August 31, 2022. Applicants should develop work plans such that they fully execute the proposed activities within the performance period. At this time, the Commission will not grant extensions.

The Commission's Award recipients will be required to maintain an active SAM.gov registration with current information at all times during the award performance period.

C. Eligibility Information

1. Eligible Applicants

ELIGIBILITY

Eligible applicants include:

- Alaska's federally recognized Tribal governments and Alaska Native villages as determined by the Secretary of Interior. Tribe means any Alaska Indian Tribe, band, nation, or other organized group or community including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 43 USC §§ 1601 et seq.) which is recognized as eligible for the special programs and services provided by the United States because of their status as Alaska Native and/or American Indian persons.

or

- An organization acting as the authorized designee of a federally recognized Alaska Indian Tribe and/or Alaska Native village or regional corporation may apply.

All applicants must submit a signed Tribal resolution or other satisfactory evidence of legal authority from the Tribe as part of the application. The Tribal resolution or other satisfactory evidence of legal authority must reference the "Denali Commission's Tribal Victim Services Micro-Grant Program." Tribal Resolutions for the DOJ Victims of Crime Tribal Set-Aside Grants will not qualify.

If an agency is applying on behalf of the Tribe, a tribal resolution or a letter signed by the Tribal Administrator must clearly state that the Tribe permitted the agency to apply on its behalf.

Applications submitted by ineligible entities will be removed from further consideration during the initial review process.

An application may cover multiple Tribes (e.g., consortia may apply on behalf of their member Tribes); however, it is incumbent upon the consortium to ensure that member Tribes have not submitted their own applications. The Commission requires the designee and consortium applicants to substantiate their authority to submit the grant application on behalf of each Tribe for which they apply. Applicants may submit a Tribal resolution or consortia bylaws and this document must be part of this application. However,

preference will be given to individual federally recognized Tribes/Native Villages. One of this program's main goals is to allow individual Tribes/Native Villages to build their victims of crime programs locally and not rely on consortia or associated larger Tribal organizations to apply on their behalf.

Funded Tribal Set-Aside DOJ grantees (See Appendix A) may apply, but they must not request duplicative activities and budget items already included in other federal awards or proposed applications for the FY2021 DOJ funding. The Commission and DOJ collaborate on this funding opportunity and have processes identified to ensure that duplicative activities are not requested and/or funded.

ADDITIONAL ELIGIBILITY CRITERIA TO CONSIDER

The following bullets list additional information to consider when determining an applicant's eligibility:

- The Commission welcomes applications under which two or more entities would carry out the award; however, only one entity may be the applicant. Any others must function as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.
- A Tribe may submit only one application under this solicitation. (Political units of Tribes may not each submit separate applications – only one application for the Tribe will be considered.)
- All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.
- Applicants must register with SAM.Gov. They must submit their DUNS number and EIN as part of the application process.
- If applicants apply under a different name than in the Federal Register, they must identify this in the cover letter and state the Tribal name listed in the Federal Register.
- Communities/Programs/Organizations listed in Appendix A may not apply in Purpose Area 1.
- Applicants in Purpose Area 1 will receive ten preference points.
- Individual Tribal governments/Native Villages applying on their own (not as a consortium or part of a larger Tribal organization) will receive three preference points.
- Proposed work may only include services for victims of crime. It may **not** include primary prevention, crime prevention, investigation, prosecution, offender services or corrections, or enforcement.
- New construction is not permitted.

INFORMATION

Potential applicants may submit questions in writing to the Commission's Program Manager at communitywellness@denali.gov. The Commission will compile and publish responses to the questions by May 12, 2021.

2. Cost Sharing or Matching

This funding opportunity does not require cost-sharing or matching funds.

D. Application and Submission Information

1. Address to Request Application Package

The Commission will post all grant materials to www.denali.gov. This announcement includes everything needed to respond to the NOFO. If a potential applicant wants a paper copy of this NOFO, they may request a paper copy via phone and/or email. These requests should be made by calling the Commission at 907-271-1414 or emailing the Program Manager at communitywellness@denali.gov. A Commission staff member will send a paper copy via the U.S. Postal Service.

2. Content and Form of Application Submission

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains the specified elements, it may negatively affect the review of its application.

APPLICATION AS A WHOLE

Overall, the proposal should describe how the applicant will undertake and complete the proposed objectives(s) before August 31, 2022. The applicant should consider how well equipped the applicant is to accomplish these objectives, the current community needs, and the community's readiness to participate in the activities performance period. Applicants cannot request funding that will duplicate other efforts underway and must submit a list of all pending applications. The next sections describe the application's components.

The program narrative section of the application may not exceed ten pages. The overall application does not have a page limit, but applicants should submit a concise application. One page is defined as one side of a standard 8½ inch by 11-inch sheet of paper. Applications should be double-spaced using a standard 12-point font (Calibri preferred), have no less than 1-inch margins, and contain numbered pages.

The following table lists required application components. If applicants do not submit these components, the Commission will consider the application nonresponsive.

Table 4. Application Components Required for “Completeness Designation”

Application Components	Required for Completeness to be Considered by the Review Committee Process
Contact Cover Page	√
Cover Letter	√
Signed by the Authorized Authority	√
Confirmation of active SAM.gov Registration	√
DUNS Number	√
EIN Number	√
Preferred Tribal Name	√
Tribal Name Listed on the Federal Register	√
Acknowledgment of Receiving All Information in the NOFO and Subsequent Information	√
Certification of Good Standing with the IRS	√
Tribal Authority to Apply/Tribal Resolution	√
Signed Tribal Resolution	√
Tribal Resolution References “Denali Commission’s Tribal Victim Services Micro-Grant Program	√
If Applicable, Consortia By-Laws	√
If Applicable, Tribal Resolution or Letter designation another agency to apply on its behalf	√
Project Abstract	√
Program Narrative	√
Current Status of Victim Services	√
Project Design and Implementation	√
Program Structure	√
Grant Reporting and Data Collection Plan	√
Budget and Budget Narrative	√
Funding Summary	√
Pending Applications Disclosure or Certification	√
High Risk Disclosure	√
Appendix	
Purpose Area 1 – No Requirements	-
Purpose Area 2 – Needs Assessment	√
Purpose Area 2 – Strategic Plan	If available, submission is preferred, but not required.

COMPONENT PIECES OF THE APPLICATION

Applicants should provide a complete response to the items below and include sufficient information for reviewers to understand how the applicant proposes to use this funding to meet crime victims' needs.

Contact Cover Page (2 points)

The *Contact Cover Page* (Appendix C) provides the Commission staff with contact information and other information to process the application. The individuals listed on this form will serve as key contacts for the Commission.

Cover letter (2 points)

Each application must include a cover letter signed by an individual duly authorized to represent the entity submitting the application. The letter must include the following.

1. Confirmation of an active SAM.gov registration
2. DUNS Number
3. EIN Number
4. Documentation of Tribal Status with Preferred Tribal Name and Tribal Name Listed in the Federal Register
5. Acknowledgment that the applicant has reviewed all information included in the original NOFO and subsequent information related to the NOFO (if any) posted on the Commission's website before May 12, 2021.
6. Certification that the applicant is in good standing with the Internal Revenue Service.

Tribal Authority to Apply/Tribal Resolution (2 points)

The applicant must include Tribal authority as a Federally Recognized Tribe or an authorized designee. The Tribal Resolutions must be signed, dated in 2021, and identify this funding opportunity as "Denali Commission's Tribal Victim Services Micro-Grant Program."

Project Abstract (2 points)

Applications should include an abstract that summarizes the proposed project in 400 words or less. The Commission and DOJ will share the project abstract publicly to announce awardees. In addition, the Commission may use it in public documents sharing the work conducted in this program. Project abstracts should be:

- Written for the public.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Calibri) with 1-inch margins.

The project abstract will not count against the page limit for the program narrative.

Program Narrative (48 points)

The program narrative section should not exceed ten pages. Applications should include the following sections in the Program Narrative:

a) Current Status of Victims Services (10 points)

Applicants should describe the current status of services for victims of crime.

Purpose Area 1

Applicants in Purpose Area 1 should not have a current program serving victims of crime. Applicants in Purpose Area 1 should briefly describe their existing community resources and strengths that they may leverage to begin a planning process for addressing victim services. Describe available data and/or data gaps. Applicants may also describe relevant community issues and gaps in current resources.

Purpose Area 2

Applicants should describe their current victim services program. They should describe existing community resources and strengths. They should describe the program's focus areas (types of crimes), populations served (elders, youth, etc.), and any available data. Applicants may include descriptions of relevant issues and/or gaps in the current services.

b) Program Design and Implementation (20 points) –

Purpose Area 1

Applicants should explain how the community will conduct a planning process to establish a program for victims of crime.

- At the minimum, applicants should include descriptions of a process to conduct a needs assessment, develop a strategy and implementation plan, and document a performance measure report process.
- Identify specific goals, tasks, and deliverables the program will use to measure progress in implementing the proposed project and explain how the applicant will accomplish them within the project period.
- List specific tasks and activities necessary to accomplish each goal and objective identified, and how these tasks and activities will enable the program to achieve its goals and objectives.

Purpose Area 2

Please explain how you would use the funds from this program to expand your current program described in the first section of the program narrative, specifically:

- Describe your plan to use the funds to enhance, expand, and/or sustain an existing program.
- Describe how this funding will be used differently and/or expand your current services.
- Specify what services will be available to victims and identify by position/title of the individual(s) who will provide those services.
- Identify specific goals, tasks, and deliverables the program will use to measure progress in implementing the proposed project and explain how the applicant will accomplish them within the project period.
- List specific tasks and activities necessary to accomplish each goal and objective identified, and how these tasks and activities will enable the program to achieve its goals and objectives.

c) Program Structure (10 points)

Purpose Areas 1 & 2

Identify the individuals(s) who would staff the proposed project by name (if known) and position/title, and explain their duties and responsibilities. Please also identify the individual(s) who will provide supervision to the project staff and administrative oversight for the project by name and position/title, and explain their assigned duties and responsibilities.

- If your proposed project will rely on the services of a contractor(s) or consultant(s), identify them by name (if known) and describe their assigned duties and responsibilities.
- Describe partnerships that will be created or enhanced as a result of this funding, including a description of each partner's roles.

d) Performance Measurement Data Collection Plan (8 points)

Purpose Areas 1 & 2

Applicants should describe how they intend to meet the Commission's and DOJ's grant and performance measure reporting identified in "Table 3. Report Name and Description by Agency" of this NOFO. The application should demonstrate the applicant's understanding of this program's performance data requirements and detail how the applicant will gather the required data.

Budget and Budget Narrative (35 points)

Provide a budget and funding estimate for the project that identifies and justifies the proposed work's cost during the performance period from June 1, 2021, to August 31, 2022, using the budget tool, titled, "Budget and Funding Tool." It is a Microsoft Excel File associated with the NOFO's application materials. Applicants **must** submit their budget using this tool. Tab "1. Budget Tool Example" provides an example budget. Tab "2. Budget Tool" contains the template to submit a budget.

All costs must be allowable, allocable, and reasonable per 2 CFR 200 Subpart E. The budget should be sufficiently detailed to enable a clear understanding of the project's various cost elements, the calculations used to derive line item subtotals, and other funding expected for the project. *Appendix G Allowable and Unallowable Costs* provides descriptions of each budget category for reference in filling out the budget. The following paragraphs provide additional information for filling in a budget by cost category. The cost categories align with the budget table. The budget template does not include the non-allowed categories.

- A. *Personnel*** - Include personnel labor rates as line items in the budget. Only include costs for employees working directly on the grant project. Include the number of staff, type of personnel, hourly wage (or salary), and total cost to the grant. Costs should be consistent with that paid for similar types of work within the organization. This *Personnel* category is limited to only those individuals directly employed by your organization.
- B. *Fringe Benefits*** - Include fringe benefits for employees directly working the grant program. Fringe benefits included in the application must be consistent with benefits paid to all of the organization's employees. Fringe benefits are only for the percentage of time devoted to the grant project.
- C. *Travel*** - Summarize costs for travel required for program implementation. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are unknown at the time of application submission, provide the basis for determining the amount requested.
- D. *Equipment*** – This program does not allow equipment purchasing.
- E. *Supplies*** - Supplies are tangible personal property other than equipment. If supplies are requested, include a justification of why they are needed for project implementation. It is unnecessary to document office supplies in great detail (for example, reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.
- F. *Construction*** - This program does not allow construction costs.
- G. *Subawards*** - Include the estimated costs for labor (fully burdened), travel, and materials; for those activities to be performed by an individual or organization other than the applicant, in the form of a subaward relationship. Applicants should include detailed budget information regarding all known subawards and indicate the basis for the estimated subaward costs.
- H. *Procurement Contracts*** - Include the estimated costs for labor (fully burdened), travel, and materials for those activities to be performed by an individual or organization, other than the applicant, in the form of a procurement relationship. Applicants should include detailed budget information regarding all known contracts and indicate the basis for the estimated contract costs.

- I. Other (Direct) Costs* - Include costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities, employee training tuition, etc. Itemize "other" direct costs.
- J. Indirect Costs* - Indirect costs are an allowable cost under Commission Awards. Indirect costs are incurred for common or joint objectives that benefit more than one project. If claiming an indirect cost rate, the applicant must include a signed copy of the approved negotiated rate agreement in the application's appendix, which is valid as of the application's date. If the rate is not approved by the application due date, attach the letter of renewal or letter of request sent to your cognizant agency with your application. Applicants that do not have an approved indirect cost rate agreement can use the 10% de-minimis rate referenced in 2 CFR 200.414.

Funding Summary (5 points)

In addition to the budget, applicants must submit a project funding summary. The funding table identifies all funding sources going into the "overall" project. Applicants must identify all funding for the entire project. For example, suppose a program has FY18 Tribal Set-Aside Grant and this funding opportunity expands that grant. In that case, an applicant should include the Tribal Set-Aside grant in the overall funding. The Funding Summary must include in-kind donations, cash match, and property donations. Applicants **must** submit their funding summary table using the "Budget and Funding Tool." It is a Microsoft Excel sheet titled, "Budget and Funding" contained in the application materials. Tab "3. Funding Summary example" presents an example for applications. Tab "4. Funding Summary Tool" contains the template to submit.

Purpose Area 1

Briefly describe any other funding sources such as in-kind support, donations, etc. If none are available, submit the funding summary sheet documenting no additional funding supports the proposed program.

Purpose Area 2

Briefly describe all federal, state, and other grants or subgrants serving victims of crime by listing the award program's name, the award number, the award period, and the funding agency. If Appendix A lists the applicant, include these grants in the current funding summary. For each award listed, state whether or not those funds pay for any of the same personnel, activities, or other costs proposed in this application.

Appendix (0 points)

Purpose Area 1 & 2

Attach information that may support the proposed project (e.g., resumes, charts, organizational brochures, and letters of support from collaborating organizations) in the appendix.

Purpose Area 2

Applicants must submit a needs assessment. Applicants with a completed strategic plan should consider submitting a copy of the Strategic Plan. Applicants should label each document at the top of the first page as either "Needs Assessment" or "Strategic Plan." **If the applicant does not submit a marked needs assessment or the "Needs Assessment Tool" (Appendix K), the application will not be considered complete and will be removed from the review process.**

The needs assessment should describe the community, population, key needs, and any available data.

Pending Applications Disclosure or Certification (2 points)

The Commission recognizes applicants may submit proposals to multiple places providing additional opportunities for funding. However, applicants may not duplicate activities. If two or more applications are awarded for the same activity, the applicant must choose one source or revise the scope of the work.

Note this section includes pending applications, whereas the "Funding Summary" has currently funded applications. In other words, include submitted grant applications where the result is unknown.

Each applicant must disclose whether it has (or is proposed as a subrecipient/subaward/subgrant under) any pending applications for federal or state-funded grants or cooperative agreements within the past 12 months that:

1. Include requests for funding to support the same project/activities proposed in this application, and/or
2. Cover identical cost items outlined in the submitted budget.

Applicants with one or more pending applications for duplicative programming must submit:

1. The federal or state funding agency name,
2. Grant/solicitation/Notice of Funding Opportunity name,
3. Applicant's project name, and
4. Point of contact information at the funding agency.

Applicants must submit either a *Pending Applications Certification (Appendix D)* or the *Pending Applications Disclosure (Appendix E)*.

High Risk Disclosure (2 points)

An applicant designated as a "high risk" grantee for any federal agency must submit, as a separate attachment to its application, information that the Commission will use, among other information, to determine whether it will consider or select the application for an award under this solicitation. Appendix F contains the *High-Risk Disclosure* form. Applicants should submit this as a separate file named "High Risk Disclosure."

The Commission may remove from consideration or may not select to award a “high risk” applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, the Commission will consider one or more of the following factors:

- The applicant’s lack of sufficient progress in addressing required corrective actions necessary for removal of the designation;
- The nature and severity of the issues leading to or accompanying the applicant’s “high risk” designation; or
- The applicant’s ability to manage grant funds and achieve grant goals and objectives.

In the *High Risk Disclosure* form, the applicant may provide any additional information or justification – especially concerning corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. To the extent that the applicant believes that any of the information provided under this disclosure may be confidential, the applicant should specifically identify it.

INFORMATION SUBMITTED AFTER NOTIFICATION OF INTENT TO MAKE FEDERAL AWARD BEFORE FEDERAL AWARDS

Successful applicants must submit additional forms after the Commission sends a certification of “intent to fund.” These forms include the Standard Form (SF) 424 – Application for Federal Assistance, Pre-Award Risk Assessment Questionnaire, and the Certification of Non-Construction Assurance SF-424B.

4. Submission Dates and Times

Applicants may submit applications via email with “Tribal Victim Services Micro-Grant Program – Round 2” in the email subject line.

The Commission will not consider applications received after May 21, 2020.

Supplemental materials submitted after the application deadline will not be added to an application or considered by the Review Committee.

Deadline	May 21, 2020
Mail Address Responses To	Denali Commission, 510 “L” St., Ste. 410, Anchorage, Alaska 99501
Or Email Response To	communitywellness@denali.gov
Mark Submittals as Follows	Tribal Victim Services Micro-Grant Program – Round 2
Acknowledge Receipt	Applicants will receive an email receipt from the Commission within 72 hours of submission via email or hard copy

5. Funding Restrictions

All recipients and subrecipients (including any for-profit organizations) must forgo any profit or management fee.

Grantees must incur costs by August 31, 2022, of the project budget and performance period. Grantees must invoice costs before 90 calendar days after the project budget period (August 31, 2022).

E. Application Review Process

The following section identifies the criteria and procedures for assessing the technical merit of applications. The application review criteria help reviewers judge each application objectively and assist applicants in understanding the standards by which the Review Committee will judge an application.

1. Criteria

This section outlines the review criteria along with specific detail by application section. The following table presents the total points possible by application section.

Table 5. Application Component and Maximum Score

Application Components	Maximum Score
Contact Cover Page	2
Cover Letter	2
Tribal Authority to Apply/Tribal Resolution	2
Project Abstract	2
Program Narrative	48
Current Status of Victim Services	10
Project Design and Implementation	20
Program Structure	10
Grant Reporting and Data Collection Plan	8
Budget and Budget Narrative	35
Funding Summary	5
Pending Applications Disclosure or Certification	2
High Risk Disclosure	2
Appendix	
Purpose Area 1 – No Requirements	-
Purpose Area 2 – Needs Assessment	-
Total Points	100
Purpose Area 1 Applicant (Determined by Commission Program Manager Review Process)	10
Individual Tribal Governments/Native Village Applicant (Determined by Commission Program Manager Review Process)	3

CONTACT COVER PAGE (2 POINTS)

The contact cover was complete and submitted as part of the application.

COVER LETTER (2 POINTS)

The cover letter was complete and submitted as part of the application.

TRIBAL AUTHORITY TO APPLY/RESOLUTION (2 POINTS)

The applicant submitted a signed Tribal resolution and dated resolution before May 21, 2021, for this grant program. If applicable, the applicant submitted the Tribal Consortia by-laws.

If another organization/agency applies on behalf of the Tribe, the application includes appropriate documentation (Tribal Resolution or Tribal Administrator letter) clearly stating that the organization/agency may apply on behalf of the Tribe.

PROJECT ABSTRACT (2 POINTS)

The project abstract presents a short paragraph of the proposed work.

PROGRAM NARRATIVE (48 POINTS)

The following sections describe the review criteria.

a) Current Status of Victim Services (10 points)

Purpose Area 1

Applicants provide a description of resources and community strengths to leverage to begin a victim service program's planning process.

Purpose Area 2

Applicants describe their current victim services program, their focus area (types of crime addressed), population served, and available data.

b) Program Design and Implementation (20 points)

Purpose Area 1

The applicant proposes planning activities to establish a new program. At the minimum, the application includes a plan for conducting a needs assessment, developing a strategic plan, and writing a plan for collecting the performance data.

The application proposes the goals and objectives for the planning process.

- The application identifies tasks, activities, and deliverables aligned with the goals and objectives.
- The application presents a "doable timeline" for the tasks, activities, and deliverables.

The application provides a plan to describe how they will undertake and complete the proposed activities in the time period.

Purpose Area 2

The applicant describes how they will use this funding differently than already funded efforts described in the narrative's first section.

The application proposes the goals and objectives for the proposed project.

- The application identifies tasks, activities, and deliverables aligned with the goals and objectives.
- The application presents a “doable timeline” for the tasks, activities, and deliverables.

The application proposes activities based on the community’s needs, existing resources, and gaps in those resources.

c) Program Structure (10 points) –

Purpose Area 1 & 2

The application includes the following components:

- The application includes a description of the applicant’s program structure and the current and proposed professional staff members’ qualifications that will enable them to fulfill the program’s objectives.
- The applicant describes how the program will be managed, including the key personnel roles, and persons responsible for managing and implementing the project.
- The application includes job descriptions and resumes for proposed key staff positions (not required but recommended).

d) Grant Reporting and Data Collection Plan (8 points)

Purpose Area 1 & 2

The application includes the following components.

- The application demonstrates an understanding of the performance data reporting requirements for this grant program.
- The application details how the applicant will gather the required data should it receive funding.

BUDGET AND BUDGET NARRATIVE (35 POINTS)

Reviewers will examine the budget and budget narrative using the following criteria:

- Applicant submitted a budget using the NOFO’s budget tool.
- The budget calculations add appropriately.
- The budget narrative contains descriptions for all proposed expenses.
- The budget is complete, cost-effective, and allowable (i.e., reasonable, allocable, and necessary for project activities.)
- Budget activities align with the proposed project and victim services. The budget does not include activities not related to victim services.

FUNDING SUMMARY (5 POINTS)

The applicants provided a funding summary identifying all funding sources contributing to the current program and described the funding source. Applicant's used the NOFO's funding summary tool.

INDIVIDUAL TRIBAL GOVERNMENT/NATIVE VILLAGE APPLICANT (3 PREFERENCE POINTS)

This preference applies to applicants applying in Purpose Area 2. The Commission's Program Manager determines this preference by documenting that they are an individual applicant on the application cover page and they appear in Appendix A as part of a consortia, THO, or TO.

PURPOSE AREA 1 APPLICANT (10 PREFERENCE POINTS)

Applicants applying in "Purpose Area 1" will receive ten preference points.

2. Review and Selection Process

A Review Committee will review applicants that pass the initial responsiveness criteria (i.e., submitting all application sections from *Table 5. Application Components, Maximum Score, and Required for Completeness Designation*). The review criteria enable the review panel to assess the quality of a proposed project and determine the likelihood of its success.

The following steps describe the review process:

1. The Commission staff conducts a preliminary review of each application for minimum responsiveness and eliminates non-responsive proposals.
2. Three reviewers score each application independently of other reviewers.
3. As a committee, the reviewers meet to further review proposals.
4. The committee averages the three scores and compiles a score sheet of all applications.
5. The highest scoring applications will receive funds until the available funds are expended.

The Review Committee will be composed of Commission staff, DOJ staff, and Subject Matter Experts. The process screens reviewers to avoid conflicts of interest and provide an objective, unbiased evaluation. The Review Committee provides Commission officials with advice on each application's merits to determine final award selections.

3. Risk Review

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, the Commission reviews and considers any information about the applicant that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#) before making any award over the simplified acquisition threshold (currently \$250,000). An applicant may review and comment on any information about themselves that a federal awarding agency previously entered. The Commission will consider any comments about themselves, in addition to other information in [FAPIIS](#), in making a judgment about the applicant's integrity, business ethics and record of performance under Federal awards when completing the review of risk posed by applicants as described in [2 CFR 200.205 Federal Awarding Agency Review of Risk Posed by Applicants](#).

4. Anticipated Announcement and Federal Award Dates

The Commission anticipates the announcement of awards by July 30, 2021, and completing the FAA by August 31, 2021.

F. Federal Award Administration Information

1. Federal Award Notices

Within ten business days of the Federal Co-Chair approving the Selection Committee's final recommendations, Commission staff will notify successful and unsuccessful applicants. The Commission will inform each applicant in writing of the outcome of the review process. It will summarize the Review Committee's assessment of the application's merits and weaknesses and advise the applicant of whether the Commission selected their application for funding. The Commission may provisionally grant an award on the condition that an applicant submit additional information or revise certain information (*e.g.*, revised budget, Indirect Cost Rate Agreements) before issuing funding under the FAA.

The FAA is the official authorizing award document that sets forth the amount of funds awarded, the terms and conditions of the award, the effective date of the award, and the budget and project periods for which the Commission will fund. The Commission anticipates finalizing the Financial Assistance Award by August 31, 2021.

The Commission is not liable for applicants' costs before issuing a formal FAA under this NOFO. All preparation and other expenses in responding to this NOFO are the sole responsibility of the applicant.

Notification that an applicant has been selected under this NOFO is not an authorization to proceed with work or incur costs. A fully executed FAA signed by the Commission Program Manager is the authorizing document.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 2CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

In addition to the regulatory, statutory, and national policy requirements imposed by regulation, the *Recipient Guidelines and Requirements (RGR)* summarize the guidelines and conditions for all the Commission's FAAs and all applicable federal laws.

Section 13 of the FAA includes the administrative, national policy, and reporting requirements typically included in the Commission's FAA.

3. Reporting

The grantee's Authorized Official must notify the Commission's Program Manager listed on the FAA by email signifying the award's acceptance. Once the grantee accepts the Award, unless the Commission conditions the Award on providing additional information, the Commission's FAA authorizes grantees to begin working on their grant project.

Successful applicants under this NOFO must comply with the reporting and review activities set forth below:

AUDIT REQUIREMENTS

Grant awardees must comply with the 2 CFR part 200, Subpart F – Audit Requirements.

PROGRESS REPORTS, FINANCIAL REPORTS, AND PERFORMANCE REPORTING

The awardee must submit all reports identified in *Table 3. Report Name and Description by Agency*.

The grantee must attend a web-based grant kick-off meeting training.

G. Federal Awarding Agency Contacts

Direct program and NOFO questions to:

Victims of Crime Tribal Set Aside Program Manager, Denali Commission

communitywellness@denali.gov

(907) 271-1414 or (907) 271-5239

Direct administrative questions about the Commissions FAA's to:

Grants Management Officer, Denali Commission

gmo@denali.gov

(907) 271-1414 or (907) 271-3036

H. Other Information

- A. If the Commission publishes additional information or instructions regarding this NOFO, the Commission will post the information or instructions on the Commission's website at www.denali.gov.

No new information or instructions will be posted after May 12, 2021. It is the applicants' responsibility to periodically check the website for any new information or instructions, comply with the new information or instructions, and acknowledge that they have done so in the cover letter submitted with their application.

- B. The Commission reserves the right to waive minor informalities and make selections deemed consistent with and in the Commission's best interest and DOJ OVC's Programs. This includes the right to cancel the funding opportunity at any time, reject any or all applications and the right to proceed utilizing a different process based on the Commission's analysis of the overall program budget. The Commission may also reject any applications if additional information is identified in the process of establishing an award that makes the applicant ineligible.
- C. All information submitted in response to this NOFO is considered Public Records under the Alaska Public Records Act.
- D. An FAA award to this NOFO does not obligate the Commission to issue any future FAA's to selected applicants.

Appendix A: Previous Grantees

The following two tables list the Tribal organizations and/or communities receiving the Department of Justice, Office for Victims of Crimes Tribal Set-Aside Awards in the Federal Fiscal Year 2018, 2019, and/or 2020. These Tribes and/or Tribal Organizations may not apply in Purpose Area 1 and are not eligible for the "Purpose Area 1" preference points. Individual Tribes listed under consortia or designees applying in Table 7, applying on their own will receive three "Purpose Area 2" preference points.

Table 6. Office for Victims of Crime Tribal Set-Aside Awards in Federal Fiscal Year 2018 and/or 2019

Tribal and/or Tribal Organization	
Federal Fiscal Year 2018	Federal Fiscal Year 2019
Akiachak Native Community	Alaska Native Justice Center
Akiak Native Community	Alaska Native Women's Resource Center
Aleut Community of St. Paul Island Tribal Government	Allakaket Village
Aleutian Pribilof Islands, Association, Inc.	Arctic Village
Central Council Tlingit & Haida Indian Tribes of Alaska	Asa'carsarmiut Tribal Council
Chugachmiut, Inc.	Bristol Bay Native Association
Dena' Nena' Henash (Tanana Chiefs Conference)	Central Council Tlingit and Haida Indian Tribes of Alaska
Fairbanks Native Association	Chugachmiut, Inc.
Healing Native Hearts Coalition	Dena' Nena' Henash (Tanana Chiefs Conference)
Hydaburg Cooperative Association	Emmonak Women's Shelter
Kawerak, Inc.	Fairbanks Native Association
Kasigluk Elders Council	Helping Ourselves Prevent Emergencies
Kenaitze Indian Tribe	Holy Cross Tribe
Knik Tribe	Hughes Village
Maniilaq Association	Hydaburg Cooperative Association
Mount Sanford Tribal Consortium	Kawerak, Inc.
Native Village of Barrow	Kenaitze Indian Tribe
Native Village of Eyak	Kenaitze Indian Tribe (Indian Reorganization Act)
Native Village of Fort Yukon	Ketchikan Indian Community
Native Village of Koyuk	Kodiak Area Native Association
Native Village of Kwigillingok	Koyukuk Native Village
Native Village of Nulato	Maniilaq Association
Native Village of Port Heiden	Native Village of Atmautluak
Native Village of Tanacross	Native Village of Buckland
Nenana Native Association	Native Village of Chauthbaluk
New Stuyahok Village	Native Village of Kipnuk
Organized Village of Grayling	Native Village of Kongiganak
Organized Village of Kake	Native Village of Kotlik
Orutsarmiut Native Council	Native Village of Tununak
Rural Alaska Community Action Program, Inc.	Native Village of Unalakleet
Sitka Tribe of Alaska	Newhalen Village
Southcentral Foundation	Nikolai Village
Sun'aq Tribe of Kodiak	Northway Village
Tetlin Tribal Council	Orutsarmiut Native Council

Yakutat Tlingit Tribe	Rural Alaska Community Action Program, Inc.
	Sitka Tribe of Alaska
Tribal and/or Tribal Organization	
Federal Fiscal Year 2018	Federal Fiscal Year 2019
	Tundra Women's Coalition
	Valdez Native Tribe
	Village of Aniak
	Village of Dot Lake
	Village of Iliamna
	Village of Kaltag
	Yakutat Tlingit Tribe

In addition to Table 6, the following Tribes, consortia, organizations, and/or local governments may only apply in Purpose Area 2.

Table 7. Office for Victims of Crime Tribal Set-Aside Awards FFY 2018, 2019, or 2020

DOJ OVC Grantee Name	Type of Grantee	Community/Tribe/Organization/Association
Alaska Native Justice Center	Designee	Cook Inlet Region, Inc.
Aleut Community of St. Paul Island - Tribal Government	Federally Recognized Tribe	Aleut Community of St. Paul Island Tribal Government
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Belkofski
Aleutian Pribilof Islands Association, Inc.	Consortium	Agdaagux Tribe of King Cove
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Atka
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Nelson Lagoon
Aleutian Pribilof Islands Association, Inc.	Consortium	Qagan Tayagungin Tribe of Sand Point
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Unga
Aleutian Pribilof Islands Association, Inc.	Consortium	Pauloff Harbor Village
Aleutian Pribilof Islands Association, Inc.	Consortium	Qawalangin Tribe of Unalaska
Aleutian Pribilof Islands Association, Inc.	Consortium	St. George Traditional Council for the Pribilof Island Community of St. George
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Nikolski
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of False Pass
Aleutian Pribilof Islands Association, Inc.	Consortium	Native Village of Akutan
Angoon Community Association	Federally Recognized Tribe	Angoon Community Association
Arctic Village	Federally Recognized Tribe	Arctic Village Council
Central Council Tlingit and Haida Indian Tribes of Alaska	Federally Recognized Tribe	Central Council of Tlingit and Haida Indian Tribes of Alaska
Chugachmiut	Consortium	Cordova (Eyak)
Chugachmiut	Consortium	Port Graham
Chugachmiut	Consortium	Chenega
Emmonak Women's Shelter	Designee	Emmonak Tribe
Fairbanks Native Association	Designee	Doyon Limited
Galena Village (a.k.a Loudon Tribal Council)	Federally Recognized Tribe	Galena Village (a.k.a Loudon Tribal Council)
Helping Ourselves Prevent Emergencies	Designee	Klawock Cooperative Association
Helping Ourselves Prevent Emergencies	Designee	Craig Tribal Association
Helping Ourselves Prevent Emergencies	Designee	Organized Village of Kasaan
Holy Cross Tribe	Federally Recognized Tribe	Holy Cross Tribe
Hoonah Indian Association	Federally Recognized Tribe	Hoonah Indian Association

Huslia Village	Federally Recognized Tribe	Huslia Village
Hydaburg Cooperative Association	Federally Recognized Tribe	Hydaburg Cooperative Association
Kenaitze Indian Tribe	Federally Recognized Tribe	Kenaitze Indian Tribe
Ketchikan Indian Community	Federally Recognized Tribe	Ketchikan Indian Community
Knik Tribe	Federally Recognized Tribe	Knik Tribe
Koyukuk Native Village	Federally Recognized Tribe	Koyukuk Native Village
Maniilaq Association	Designee	Deering
Maniilaq Association	Designee	Kiana
Maniilaq Association	Designee	Kivalina
Maniilaq Association	Designee	Kobuk
Maniilaq Association	Designee	Kotzebue
Maniilaq Association	Designee	Noatak
Maniilaq Association	Designee	Noorvik
Maniilaq Association	Designee	Selawik
Maniilaq Association	Designee	Shungnak
Maniilaq Association	Designee	Point Hope
Maniilaq Association	Designee	Ambler
Mount Sanford Tribal Consortium	Consortium	Mentasta Traditional Tribe
Mount Sanford Tribal Consortium	Consortium	Cheesh'na Tribe
Nanwalek IRA Council	Federally Recognized Tribe	Nanwalek IRA Council
Native Village of Barrow	Federally Recognized Tribe	Native Village of Barrow
Native Village of Buckland	Federally Recognized Tribe	Native Village of Buckland
Native Village of Gakona	Federally Recognized Tribe	Native Village of Gakona
Native Village of Kwinhagak	Federally Recognized Tribe	Native Village of Kwinhagak
Native Village of Napakiak	Federally Recognized Tribe	Native Village of Napakiak
Native Village of Nunapitchuk	Federally Recognized Tribe	Nunapitchuk IRA Council
Native Village of Paimiut	Consortium	Native Village of Hooper Bay
Native Village of Port Heiden	Federally Recognized Tribe	Native Village of Port Heiden
Native Village Of Ruby	Federally Recognized Tribe	Native Village of Ruby
Native Village of Tatitlek	Federally Recognized Tribe	Native Village of Tatitlek
Native Village of Tununak	Federally Recognized Tribe	Native Village of Tununak

Native Village of Unalakleet	Federally Recognized Tribe	Native Village of Unalakleet
Newtok Village Council	Federally Recognized Tribe	Newtok Village Council
Nunakauyarmiut Tribe	Federally Recognized Tribe	Nunakauyarmiut Tribe
Organized Village of Kake	Federally Recognized Tribe	Organized Village of Kake
Sitka Tribe of Alaska	Federally Recognized Tribe	Sitka Tribe of Alaska
Tanana Chiefs Council	Consortium	Anvik Village
Tanana Chiefs Council	Consortium	Alatna Village
Tanana Chiefs Council	Consortium	Birch Creek Village
Tanana Chiefs Council	Consortium	Circle Native Community
Tanana Chiefs Council	Consortium	Native Village of Eagle
Tanana Chiefs Council	Consortium	Native Village of Minto
Tanana Chiefs Council	Consortium	Nenana Native Association
Tanana Chiefs Council	Consortium	Nulato Village
Tanana Chiefs Council	Consortium	Organized Village of Grayling
Tanana Chiefs Council	Consortium	Healy Lake Village
Tanana Chiefs Council	Consortium	Beaver Village
Tanana Chiefs Council	Consortium	McGrath Native Village
Tanana Chiefs Council	Consortium	Northway Village
Tanana Chiefs Council	Consortium	Rampart Village
Tanana Chiefs Council	Consortium	Native Village of Stevens
Tanana Chiefs Council	Consortium	Takotna Village
Tanana Chiefs Council	Consortium	Native Village of Tanacross
Tanana Chiefs Council	Consortium	Telida Village
Tanana Chiefs Council	Consortium	Shageluk Village
Tanana Chiefs Council	Consortium	Manley Hot Springs Village
Tanana Chiefs Council	Consortium	Evansville Village
Tanana Chiefs Council	Consortium	Chalkyitsik Village
Tanana Chiefs Council	Consortium	Allakaket Village
Tanana Chiefs Council	Consortium	Native Village of Tanana
Tetlin Tribal Council	Federally Recognized Tribe	Native Village of Tetlin
Valdez Native Tribe	Designee	Chugach Alaska Corporation

DOJ OVC Grantee Name (Continued from Previous Page)	Type of Grantee	Community/Tribe/Organization/Association
Venetie Village Council	Federally Recognized Tribe	Venetie Village Council
Village of Aniak	Federally Recognized Tribe	Village of Aniak
Village of Cheforak	Federally Recognized Tribe	Village of Cheforak
Village of Dot Lake	Federally Recognized Tribe	Dot Lake Village Council
Yakutat Tlingit Tribe	Federally Recognized Tribe	Yakutat Tlingit Tribe

Appendix B: Application Checklist

The Commission's Program Manager will use this form in reviewing the applications for completeness.

Table 8. Application Component, Required for Completeness Designation, and Maximum Score

Application Components	Required for Completeness to Land in the Review Committee Process	Submitted (Yes/No/Not Applicable)
Contact Cover Page	√	
Cover Letter	√	
Signed by the Authorized Authority	√	
Confirmation of active SAM.gov Registration	√	
DUNS Number	√	
EIN Number	√	
Preferred Tribal Name	√	
Tribal Name Listed on the Federal Register	√	
Acknowledgment of Receiving All Information in the NOFO and Subsequent Information	√	
Certification of Good Standing with the IRS	√	
Tribal Authority to Apply/Tribal Resolution	√	
Signed Tribal Resolution	√	
Tribal Resolution Referencing "Denali Commission's Tribal Victim Services Micro-Grant Program"	√	
If Applicable, Consortia By-Laws	√	
If Applicable, Tribal Resolution or Letter designation another agency to apply on its behalf	√	
Project Abstract	√	
Program Narrative	√	
Current Status of Victim Services	√	
Project Design and Implementation	√	
Program Structure	√	
Grant Reporting and Data Collection Plan	√	
Budget and Budget Narrative	√	
Funding Summary	√	
Pending Applications Disclosure or Certification	√	
High Risk Disclosure	√	
Appendix	√	
Purpose Area 1 – No Requirements	-	NA
Purpose Area 2 – Needs Assessment	√	
Purpose Area 1 Applicant (Determined by Commission Program Manager Review Process)	–	
Individual Tribal Governments/Native Village Applicant (Determined by Commission Program Manager Review Process)	-	

Appendix C: Cover Page

This form serves as the first page of the application. The contact information listed on this sheet will serve as the primary contact for confirmation of receipt of the application and awardee information.

Victim Services – Tribal Set-Aside Program – Round 2 Cover Page

Applicant's Name _____

If a Tribe/Native Village, please list your name as listed in the Federal Registrar:

Preferred Tribal/Native Village Name _____

Total Funds Requested (\$) _____

Are you applying as part of a Consortia? Yes/No

Are you an agency that serves multiple Tribes? Yes/No

Are you an individual Tribe/Native Village applicant? Yes/No

To what Purpose Area are you applying? Purpose Area 1 or Purpose Area 2

Did you receive any of the following grants?

DOJ OVC FY 2018 Tribal Victim Services Set-Aside Program Yes/No

DOJ OVC FY 2019 Tribal Victim Services Set-Aside Program Yes/No

DOJ OVC FY 2020 Tribal Victim Services Set-Aside Program Yes/No

Contact Information for Application Communication

Name _____

Title _____

Mailing Address _____

City, State, Zip _____

Email Address _____

Phone Number(s) _____

DUNs Number _____

EIN Number _____

Tribal Administrator, government entity, or Tribe to sign and authorize documents on the agency's behalf):

Authorizing Official (Name) _____

Position Title _____

Phone Number _____

Email Address _____

Authorizing Official Contacts (Authorizing Official means a person appointed by the Board

Signature of Authorizing Official _____

Date _____

Appendix D: Pending Applications Certification

I certify that, _____
(agency/organization/Tribal government) does not have any pending applications submitted within the last twelve months for federal or state funding grants or cooperative agreements (including subawards/subrecipients/subgrants/etc.) that request funding to support the same project being proposed or cover identical budget items in this application to the Denali Commission.

Applicant Signature

Date

Appendix E: Pending Applications Disclosure

Applicants with pending applications for the same program activities or budget items must fill in the following table with information about these applications. Applicants must submit this table with their application if they do not submit a *Pending Applications Certification* form. Applicants may add or remove lines to the table as needed.

Table 9. Pending Applications

Pending Application Fields	Response Fields
Application 1	
Federal or state funding agency name	<i>Add responses in this column</i>
Grant/Solicitation/Notice of Funding Opportunity Name	
Applicant's Project Name	
Contact information at the funding agency (Name, email address, phone number, and address)	
Application 2	
Federal or state funding agency name	
Grant/Solicitation/Notice of Funding Opportunity Name	
Applicant's Project Name	
Contact information at the funding agency (Name, email address, phone number, and address)	
Application 3	
Federal or state funding agency name	
Grant/Solicitation/Notice of Funding Opportunity Name	
Applicant's Project Name	
Contact information at the funding agency (Name, email address, phone number, and address)	

Appendix F: High Risk Disclosure

Is your Tribe/Tribal Government/Organization designated “high risk” by a federal grant-making agency? (Check Box) High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant.

☐ Yes

☐ No

☐ Not Sure

If “Yes,” provide the following for each federal agency:

Table 10. High Risk Disclosure Information

High Risk Designation Fields	Response
Name of the federal awarding agency	
Date(s) the agency notified the applicant entity of the “high risk” designation	
Reason for “high risk” status, as set out by the federal agency	
Contact Information for the “high risk” point of contact at the federal agency	
Name	
Phone	
Email	

Appendix G: Allowable and Unallowable Costs Chart

This appendix provides examples of program activities and costs for which the Tribal Victim Services Micro-Grant Program grant funds may be used. This list is not exhaustive and the Denali Commission will review all proposed costs in the context of each grant proposal.

Applicants should use these tables to determine victim service activities undertaken through the grant and link grant activities with specific cost categories.

Table 11. Generally Unallowable Activities and Costs

Additional unallowable costs or activities can be found in Subpart E – Cost Principles of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in Section 3.13 Unallowable Costs of the DOJ Grants Financial Guide.

- Activities or services not victim-service related or otherwise not directed at assisting victims or improving victim services.
- Costs incurred outside the project period.
- Activities focused primarily on crime prevention.
- Criminal justice activities [investigation, prosecution, court, and corrections work] that are not victim services. (This does not preclude services criminal justice agencies from using grant funds to provide victim – for example, a victim advocate within a prosecutor’s office.)]
- Perpetrator rehabilitation (i.e., services provided to a person on the basis of that person’s status as someone who has been accused or convicted of committing a crime). For example, prisoner re-entry services; offender drug and alcohol, behavioral health or vocational counseling; sex offender management or treatment. (This does not preclude services to a victim who has been accused or convicted of a crime.)
- Services (e.g., medical, legal, mental health) not reasonably related to needs due to crime victimization.
- Entertainment, including social, diversion, and amusement activities.
- Equipment purchases for another organization to perform victim related services.
- Research (i.e. the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject.)
- Food/beverages/meals/refreshments at meetings, conferences, or trainings. (this does not preclude food and beverages provided as direct services to victims – e.g., emergency meals for a domestic violence victim.)
- Fundraising activities
- Home office workspace and related utilities
- Lobbying
- Payment of temporary key personnel in vacant positions (unless prior approval has been given by Denali Commission)
- Grant writing
- Public presentations not reasonably related to the funded victims service project
- Salaries and expenses for non-grant-related staff and activities
- Legal services for criminal defense and tort actions
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or subpart F of the Part 200 Uniform Requirements.
- Construction, purchase, or reconstruction of a building
- Purchasing real property
- Remediating/rehabilitating a property exposed to a biohazard (e.g., property used to manufacture controlled substances, such as methamphetamines.) Negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation unrelated to crime victim services.

Table 12. Costs by Budget Category: A. Personnel

Personnel Costs: Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. Applicants must follow provisions in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Part 200 Uniform Requirements, 2. C.F.R. § 200.428)

Allowable Cost Examples

Types of Costs

- **Salary** - Compensation paid must be reasonable and consistent with that paid for similar work in the organization
- **Annual cost-of-living increases**
- **Performance-based bonuses (incentive compensation)** to the extent that overall compensation is reasonable and bonuses are consistent with a pre-existing employment agreement or grantee policy – 2 C.F. R. 200.430(f)

Types of Positions

- **Victim advocates, coordinators, specialists, etc.** – Professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).
- **Case managers** – Providers who provide follow-up care, identify, coordinate, and link victims to services.
- **Program Coordinators** – Personnel that lead multidisciplinary team efforts such as Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect).
- **Outreach coordinators** – Personnel who work to increase public awareness of the victim services available.
- **Executive and administrative staff** – (Note: These typically are budgeted as a percent of salary, if they will not work full time on the grant):
 - **Executive directors, administrators, or other senior management positions** to provide supervision for direct victim services staff.
 - **Administrative support personnel** who support grant-related activities such as data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of **required** grant reports, etc.
- **Specialized on-staff professionals**
 - **Forensic interviewers** – (e.g., for a child advocacy center)

Unallowable Cost Examples

- **Time not allocable to grant activities** – Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.
 - For example, if the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of the annual salary.
 - The recipient must keep documentation (e.g., timesheets) that show the Executive Director's time spent on grant activities, and this documentation must be consistent with the amount of grant fund obligated, expended, and drawn down for those activities.
 - If the Executive Director ends up only spending 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.
- **Personnel activities that include;**
 - Grant writing, fundraising, or lobbying;
 - Providing services directed not to victims of crime, but rather, that are provided on the basis of a person's status as someone who has been accused or convicted of committing a crime. For example, prisoner re-entry services, offender drug and alcohol treatment, offender behavioral health or vocational counseling, sex offender management or treatment, batterer intervention, or anger management.
 - Investigation, prosecution, court, and corrections positions, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ personnel to provide victim services. As an example, a victim advocate within a prosecutor's office.)

- **Mental health professionals** qualified to provide mental health services (e.g., psychologist, social workers, counselors);
 - **Medical providers** to provide medical services to crime victims directly related to the survivors' victimization that are not covered by other sources
 - **Attorneys** to provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' right enforcement.
- **Criminal defense or tort actions**
 - **Temporary personnel for vacant key positions under the grant** (unless prior approval has been give by the Commission)

Table 13. Costs by Budget Category: B. Fringe Benefits

Fringe Benefits: Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established by policy of the grantee. Applicants must follow provisions included in the Part 200 Uniform Requirements 2. C.F.R. § 200.428)

Allowable Cost Examples	Unallowable Cost Examples
• Workers' Compensation Insurance • Unemployment Insurance • Health Insurance (e.g., employee health plan contribution, dental, vision) • Federal Insurance Contributions Act (FICA) taxes (Employer share for Medicare and Social Security) • Retirement/Pension Contribution • Employee Support Program • Life Insurance • Leave (e.g., vacation, family related, sick, military, administrative) – regular compensation paid to employees during periods of authorized absences from the job. Must be reasonable, provided under a written leave policy, equitably allocated (i.e., not disproportionately charge the federal grant), and follow consistent accounting basis.	• Profit sharing • Fringe benefits associated with any unallowable salary costs

Table 14. Costs by Budget Category: C. Travel

Travel: Travel costs are the expenses for transportation, lodging, food, and related items incurred by employees who are in travel status on office travel for the nonfederal entity. Grantees must reimburse travel expenses based on their agency travel policy, but at rates that do not exceed the federal per diem rates (found at www.gsa.gov/perdiem) and must follow provisions in Part 200 Uniform Requirements 2 C.F.R. § 200.474)

Allowable Cost Examples	Unallowable Cost Examples
• Mileage reimbursement for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (www.irs.gov). • Air travel • Lodging • Per diem • Ground transportation – e.g., rental cars or rideshare fees such as Uber, Lyft, Zipcar, associated with program activities for staff to attend training.	• Mileage reimbursement for non-grant-funded personnel or non-grant-related activities

Table 15. Costs by Budget Category: D. Equipment

Equipment: Equipment is not allowable under this funding opportunity.

Allowable Cost Examples	Unallowable Cost Examples
• None	• None

Table 16. Costs by Budget Category: E. Supplies

Supplies: Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Applicants must follow provisions in the Part 200 Uniform Requirements (2 C.F.R. § 200.474)

Allowable Cost Examples	Unallowable Cost Examples
• Printers, scanners, fax machines • Communication devises (land line, cell phone, and pager) • Shelter or transitional housing supplies [e.g., dishes, small appliances, refrigerators, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)] • Office supplies (pens, paper, and other consumable supplies) • Therapeutic supplies (figures, toys, sand trays/sand, art supplies, etc.) • Supplies necessary to suppler victim participation in traditional/cultural therapeutic practices (traditional dancing supplies, beads, crafting supplies, etc.) • Outreach and awareness supplies (brochures, posters, etc.) • LCD projector, screen, and other equipment necessary to present information on crime victimization and available services to members of the community, and/or training other professionals on how to respond to victims of crime • Basic meeting supplies (folders, name tags, etc.) • Computers, storage, and backup systems • Furnishings (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in health care facilities, courthouses, and other facilities where the victims' privacy might be compromised • Cabinets and locks to secure program and client files • Kits to support the completion of sexual assault forensic exams • Postage to cover the cost of mailing correspondence related to program activities	• Supplies that support law enforcement-related activities (e.g., bulletproof vests). • Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings

Table 17. Costs by Budget Category: F. Construction

Construction: This is a non-construction award program and construction costs are unallowable. Costs incurred as an incidental and necessary part of a program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures (construction) are generally allowable under *Other* category, but may be subject to provisions, including restrictions or limitations, contained in program-authorizing legislation.

Allowable Cost Examples

- None

Unallowable Cost Examples

- All construction costs are unallowable.

Table 18. Costs by Budget Category: G. Subawards (Subgrants)

Subawards (Subgrants): This section should be used to describe subawards that the lead applicant will make to non-federal entities (subrecipients) to carry out part of the required activities under the grant award. For examples of allowable victim service related activities). A nonfederal entity is acting as a subrecipient if it:

- Determines who is eligible to receive grant-funded services;
- Reports data on its activities carried out with grant funds to the grantee for inclusion in required program performance measurements;
- Bears responsibility for making decisions about programmatic activities;
- Bears responsibility for adhering to federal program requirements; and
- Bears responsibility for providing services to members of the public, as opposed to providing goods or services for the benefit of the grantee.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do not include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions in Part 200 of the Uniform Requirements (2 C.F.R. § 200.92).

Allowable Cost Examples

- Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does.
- Most allowable activities and the costs that comprise them may be sub-awarded.
- For example, a tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things. (Note: Tribes may not rent Tribally owned space.)
- Note: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the "Consultant Travel" subcategory.

Unallowable Cost Examples

- Costs that are unallowable in other categories are unallowable under subawards.

Table 19. Costs by Budget Category: H. Procurement Contracts

Procurement Contracts: Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization's established process. Sole-source procurement contracts in excess of \$250,000 must received the prior approval from the Denali Commission. Applicants must follow provisions included in Part 200 Uniform Requirements at 2 C.F.R. § 200.317 through 2 C.F. R. § 200.326, which detail requirements and restrictions imposed on nonfederal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

Allowable Cost Examples	Unallowable Cost Examples
• Telemedicine/Telemental Health Access: Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision. • Cell Phone Service: Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. • Software Support: Subscription and support fees for case management and other data collection software systems. • Single Audit Compliance (2 C.F.R. subpart F or OMB-A-133 Audit) for: Costs associated with completing a required organizational audit for grantees who have satisfied the Subpart F/A-133 spending threshold. • Maintenance: Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services. • Renovation Costs: Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program. • Crime Scene Clean-Up: Costs of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault. • Website Creation/Maintenance: Costs associated with creating and maintaining a website that increases the public's awareness and understanding of services available through the grant-funded project and the needs of victims. • Transportation Services: Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization. • Consultant Services: Consultants are subject matter experts that guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the Subawards category, depending on how they fit within the project – particularly if	• Sole source contracts in excess of \$250,000 are unallowable without prior approval from the Denali Commission. • Audit costs not associated with Subpart F/OMB-A-133 audit. • The cost of constructing, purchasing, or reconstructing a building, including modular buildings affixed to land and requiring site preparation that breaks ground. • The cost of purchasing real property. • The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines. • The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research). • Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for interjurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities. • Equipment Leases or Purchase: Lease or purchase of a vehicle, photocopier, or other equipment. This includes the following types of vehicles. ○ Vehicles, Cars, Trucks ○ Other modes of transportation (e.g., snow machine, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services. ○ Trailer or mobile homes or recreational vehicles (RVs) ○ Modular buildings – Modular buildings fixed to the ground or modular buildings requiring site preparation or breaking ground.

they make decisions or have discretion with regard to key award activities. Please consult that list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to:

- **Tribal Code Development:** Attorney or other qualified consultant to assist with writing tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims’ rights.
- **Cultural experts:** Compensate tribal elders or other subject experts to advise programs on how to incorporate traditional lifeways and practices into services offered by the program.
- **Trauma-Informed Care:** Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.
- **Trainers/Presenters:** Consultants to provide training or make presentations to victims services personnel as part of a grantee-sponsored training event.
- **Medical/Dental/Vision Care:** Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.

Note: Travel costs necessary for consultants to carry out their grant-related activities should be included in the “Consultant Travel” subcategory.

Table 20. Costs by Budget Category: I. Other Costs

Other Costs: Costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project are set out in this category.

Allowable Cost Examples	Unallowable Cost Examples
Facility Costs: • Rental space for project activities (e.g., office space, shelter facility) except Tribally owned spaces • Utilities and maintenance	• Cash payments to victims of crime • Rent/Lease of Tribally owned facility space • Disbursing generic gift cards to victims of crime that do not limit the goods that can be acquired with the card to goods that are allowable under the grant program.

- **Note:** These costs must be reasonably apportioned if they also support non-grant activities, and may not be charged directly if charged indirectly.

Emergency or Short-Term Needs of Victims (must be justified in the narrative in the context of the proposed program):

- Emergency food/snacks for victims (e.g., child advocacy center, shelter)
- Clothing and personnel hygiene products
- Cost of short-term, emergency lodging for victims
- Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use to travel to access victim services or participate in proceedings related to their victimization
- Childcare assistance: Daycare or childcare assistance costs for child victims or the children of adult victims of crime to facilitate victim services
- Short-term nursing home or convalescent care for elder abuse victims where no other short-term residence is available.
- Housing assistance: Relocation costs, including, but not limited to, rental assistance, security deposits, utilities assistance, home furnishings, and other costs incidental to the relocation to transitional or permanent housing as needed as a result of the victimization.
- Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed.
- Costs of transporting the body of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.
- Court-related filing fees and service of process fees for victims of crime, where victim is not eligible to seek a fee waiver.
- Disbursing gift cards for extended periods of time
- Mortgage payments for the grantee
- Transportation assistance to help victims travel to and from work
- Travel costs for an individual who is not a victim of crime to participate in criminal or civil proceedings in tribal, state, or federal court.
- Non-emergency or long-term childcare or respite care.
- Long-term housing costs
- Public awareness and community education activities that are not related to crime victimization or that are focused primarily on crime prevention.
- Meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for training conferences or meetings that are paid for with grant award funds.
- Rental fees for space or facilities that grantees own, and rental fees for storage units for grantees of victims of crime.
- Food and beverage costs in general, except for providing direct/emergency services to victims of crime.
- Cash Cards, gift cards, or vouchers
- Gasoline and routine vehicle maintenance costs for a vehicle.
- Insurance for vehicles purchased or leased

Note: Some of these costs may be covered by other sources. Time permitting, providers should use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.

Program Operation Costs

- Registration fees for grant-funded personnel and other personnel to attend approved professional development training events.

- Membership fees associated with joining a tribal or state domestic violence and/or sexual assault coalition.
- Reproduction/printing costs associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.
- Costs associated with meeting space/facility rental for grant activities (e.g., training event, support group, public awareness activity).
- Advertising costs: These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.
- Insurance: Renter's insurance, and Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter program, or transitional housing facility. The cost of property insurance must be properly apportioned to this award if the facility will be used for other personnel and/or for non-grant related activities.
- Stipends: Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members.

Table 21. Costs by Budget Category: J. Indirect Costs

Indirect costs: Indirect costs may be charged to an award only if (a) The Recipient has a current (unexpired), federally approved indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements as set out a 2 C.F.R. 200.414(f).

Allowable Cost Examples

- Current federal indirect cost rate that is applied using one of the allowable indirect cost distribution bases outlined in the DOJ Financial Guide or (if the organization has never negotiated a federal indirect cost rate) the "de minimis" indirect costs rate of 10% of the modified total direct cost rates.

Unallowable Cost Examples

- None

Appendix H: Example Scope of Work for Purpose Area 1

Federal Assistance Awards (FAA) require a "Scope of Work." This table presents an example "Scope of Work" from Round 1 Micro-Grant Planning Grant. This example displays required grant activities based on the applicant's proposed activities and the Notice of Funding Opportunity's core reporting requirements. Successful applicants will have a table similar to this example in their FAA, but the Commission will tailor it to the applicant's proposed activities as well as the required grant activities. Applicants will have an opportunity to review it before finalizing the FAA. It will be "Attachment B" to the FAA (example in Appendix J) detailing the grant's requirements.

Table 22. Scope of Work: Task Name, Description, Lead, Deliverable, Process, and Deadline

Task Name	Description	Lead	Deliverable	Process	Deadline
Web-Based/Telephone Call Grant Kick-Off Meeting	A one-hour meeting with the Commission's PM to review the Federal Assistance Award (FAA), reporting requirements, and reimbursement process	Commission	Participation	Participation	Within two-weeks of the final award issued
Web-Based Training and Technical Assistance	RurAL CAP will provide an online training and technical assistance meeting in needs assessments, strategic and implementation plans, and data management plans	RurAL CAP	Participation	Participation	Within two months of the final award issued
Revised Program Narrative	Revise program narrative to conduct planning activities, remove implementation of victim services tasks and revise roles.	Grantee	Program Narrative	Submit to Commission's PM for review and approval	Within two months of the FFA Date*
Needs Assessment	Complete a needs assessment process and accompanying report of the results	Grantee	Needs Assessment	Submit to Commission's PM for review and approval	Within one year of FFA Date*
Quarterly Program Manager Meeting	Quarterly meetings to review the status of the grant and provide updates to the Commission's PM	Commission	Participation	Participation	Quarterly
Training & Technical Assistance	- Participate in an initial survey with RurAL CAP to identify training and technical assistance needs - Maintain relationships and communicate regularly with Alaska Training and Technical Assistance Center (RurAL CAP) throughout the life of the grant - Participate in training and technical assistance events as needed	RurAL CAP	Participation	Survey Results Participation in Events	On-going
Strategy and Implementation Plan	Based on the prioritized needs, develop a strategy and implementation plan for addressing the needs	Grantee	Strategy and Implementation Plan	Submit to Commission's PM for review and approval	By September 30, 2022

Task Name	Description	Lead	Deliverable	Process	Deadline
Data Collection Plan	- Develop a data collection plan for reporting the Subgrant Award Report, the Subgrantee Performance Measures Report, and Grantee Report. - Develop a plan for collecting victim services data for when your program plans to implement service and identifying a process to secure the data	Grantee	Data Collection Plan	Submit to Commission's PM for review and approval	Within six months of the FFA date*
Quarterly Report	Upload the DOJ Performance Management Tool Quarterly Reporting Questions in the DC Database	Grantee	Quarterly Report	Submit to Commission's Database	Quarterly (January 30, April 30, July 30, and October 30)
Subgrant Award Report (SAR)	This online report describes administrative characteristics of your award to DOJ.	Grantee	SAR Report in PMT	Submit in DOJ PMT Portal	Within 90 days of the FAA Date*
Subgrantee Performance Measures Report	While required regardless of providing victim services, this online report requires reporting of services provided for victims. Most planning grants will enter zero for the services questions.	Grantee	Subgrantee Report in PMT	Submit in DOJ PMT Portal	Quarterly – 45 days after
Grantee Report	This online annual report is a list of questions to describe in words your program's work over the year.	Grantee	Grantee Report in PMT	Submit in DOJ PMT Portal	By September 30 each year
Close-Out Report	A final report detailing the entire project and outcomes	Grantee	Close-Out Report	Submit to DC's database	Within 90 days of September 30, 2022

Abbreviations: DC-Denali Commission, DOJ-Department of Justice, FAA-Federal Assistance Award, PM-Project Manager, PMT-Performance Management Tool, RurAL CAP-Rural Alaska Community Action Program, Inc., SAR-Subgrant Award Report; *The FAA date is the date the award is finalized. The DC PM will identify the date for your program.

Appendix I: Example Scope of Work for Purpose Area 2

Federal Assistance Awards (FAA) require a "Scope of Work." This table presents an example "Scope of Work" from Purpose Area 2. This example displays required grant activities based on the applicant's proposed activities and the Notice of Funding Opportunity's core reporting requirements. Successful applicants will have a table similar to this example in their FAA, but the Commission will tailor it to the applicant's proposed activities as well as the required grant activities. Applicants will have an opportunity to review it before finalizing the FAA. It will be "Attachment B" to the FAA (example in Appendix J) detailing the requirements of the grant.

Table 23. Scope of Work: Task Name, Description, Lead, Deliverable, Process, and Deadline

Task Name	Description	Lead	Deliverable	Process	Deadline
Web-Based/Telephone Call Grant Kick-Off Meeting	A one-hour meeting with the Commission's PM to review the Federal Assistance Award (FAA), reporting requirements, and reimbursement process	Commission	Participation	Participation	Within two-weeks of the final award issued
Web-Based Training and Technical Assistance	RurAL CAP will provide an online training and technical assistance meeting in needs assessments, strategic and implementation plans, and data management plans	RurAL CAP	Participation	Participation	Within two months of the final award issued
Strategy and Implementation Plan	Based on the prioritized needs, develop a strategy and implementation plan for addressing the needs	Grantee	Strategy and Implementation Plan	Submit to Commission's PM for review and approval	By September 30, 2021
Gap Assessment	Conduct a service gap needs assessment for new types of services for a new crime focus area	Grantee	Gap Assessment	Submit to Commission's Database	Determined by Proposal
Quarterly Program Manager Meeting	Quarterly meetings to review the status of the grant and provide updates to the Commission's PM	Commission	Participation	Participation	Quarterly
Training & Technical Assistance	- Participate in an initial survey with RurAL CAP to identify training and technical assistance needs - Maintain relationships and communicate regularly with Alaska Training and Technical Assistance Center (RurAL CAP) throughout the life of the grant - Participate in training and technical assistance events as needed	RurAL CAP	Participation	Survey Results Participation in Events	On-going
Community Outreach	Provide community outreach about services	Grantee	Outreach Materials	Submit to Commission's Database	Ongoing

Data Collection Plan	- Develop a data collection plan for reporting the Subgrant Award Report, the Subgrantee Performance Measures Report, and Grantee Report. - Develop a plan for collecting victim services data for when your program plans to implement service and identifying a process to secure the data	Grantee	Data Collection Plan	Submit to Commission's PM for review and approval	Within six months of the FFA date*
Quarterly Report	Upload the DOJ Performance Management Tool Quarterly Reporting Questions in the DC Database	Grantee	Quarterly Report	Submit to Commission's Database	Quarterly (January 30, April 30, July 30, and October 30)
Subgrant Award Report (SAR)	This online report describes administrative characteristics of your award to DOJ.	Grantee	SAR Report in PMT	Submit in DOJ PMT Portal	Within 90 days of the FAA Date*
Subgrantee Performance Measures Report	While required regardless of providing victim services, this online report requires reporting of services provided for victims. Most planning grants will enter zero for the services questions.	Grantee	Subgrantee Report in PMT	Submit in DOJ PMT Portal	Quarterly – 45 days after
Grantee Report	This online annual report is a list of questions to describe in words your program's work over the year.	Grantee	Grantee Report in PMT	Submit in DOJ PMT Portal	By September 30 each year
Close-Out Report	A final report detailing the entire project and outcomes	Grantee	Close-Out Report	Submit to DC's database	Within 90 days of September 30, 2022

Abbreviations: DC-Denali Commission, DOJ-Department of Justice, FAA-Federal Assistance Award, PM-Project Manager, PMT-Performance Management Tool, RurAL CAP-Rural Alaska Community Action Program, Inc., SAR-Subgrant Award Report; *The FAA date is the date the award is finalized. The DC PM will identify the date for your program.

Appendix J: Financial Assistance Award Example

**Financial Assistance Award Terms and Conditions
Between the Denali Commission and (Recipient)
For <Title of project, same as on FAA>
Award No. _____**

1. Project Summary

- a. Scope of Work: *Brief statement summarizing the scope of work*
- b. Deliverables: *Summarize the primary deliverable(s)*
- c. Budget: The Commission is making \$_____ available for the project via this Financial Assistance Award (FAA). This amount includes all direct, indirect, and pre-award costs (if any) authorized pursuant to 2 CFR 200.458. Other partners on the project include _____, who in total are contributing an additional \$_____. All Commission funding is intended to be used for the scope of work identified in this FAA only. Any funds remaining after the full scope of work has been completed shall be returned to the Denali Commission consistent with 2 CFR 200.345.
- d. Delivery Method: *Brief summary of how the project will be accomplished, including relevant comments with respect to phasing, sub-awards, contracts, force account construction, and competitive procurements. If Cooperative Agreement provisions apply then insert a statement to this affect in the Special Provisions and include specific details in Attachment A.*
- e. Performance Period: The Period of Performance for this FAA is _____ through _____. In accordance with 2 CFR 200.309 Recipients can only incur obligations or costs against this FAA during the Period of Performance, unless specifically authorized in the Special Provisions (Section 14 of this document). If a project cannot be completed within the approved Period of Performance, an extension request must be made in accordance with the Commission's *Recipient Guidelines and Requirements* (RGR) document dated September 2018, available at www.denali.gov.

More detailed information on scope, deliverables, budget, funding, project delivery method and/or management plan, schedule and key milestones are included in Attachment A dated _____.

2. Project Reporting and Commission Site Visits

Progress reports and a close-out report are required under this FAA. Progress Reports shall be submitted at the frequency stipulated in the Special Provisions.

The Closeout Report shall be completed within 90-days of the end of the Period of Performance. All reports must be submitted using the Denali Commission's on-line Project Database System, available at www.denali.gov/dcpdb.

Commission staff or agents of the Commission may make visits to the project site and/or home office to monitor progress during and/or after the Period of Performance. The Recipient shall coordinate and make information available as necessary to facilitate any such site visits.

Refer to the *Recipient Guidelines and Requirements* document for further information related to reports and site visits.

3. Payments

Payments under this FAA will be made in accordance with 2 CFR 200.305 by electronic transfer in response to a Standard Form 270 (SF-270) "Request for Advance or Reimbursement", submitted by the Recipient. At a minimum, all 270's must include summary cost information on labor, materials, contracts/consultants, and indirect costs. Detailed documentation is required for any single expenditure greater than \$50,000. If Pre-award Costs and/or Advance Payments are authorized under this FAA, the Special Provisions will indicate so. Requests for reimbursements may be made as needed. Refer to the *Recipient Guidelines and Requirements* document for further information about submitting SF-270's.

4. Modifications

In accordance with 2 CFR 200.308, the Recipient shall report deviations in project scope, budget, delivery method, management plan, schedule, or changed site conditions, and request prior approvals from the Program Manager. The Recipient shall also submit written requests to the Program Manager for the replacement of Key Staff identified in the Special Provisions. Refer to the *Recipient Guidelines and Requirements* document for further information about modifying a Financial Assistance Award.

5. Financial Management, Record Keeping, Internal Controls, and Audits

The Recipient must have financial management and record keeping systems that are consistent with 2 CFR 200.302. If the Recipient is a State organization it must expend and account for FAA funds in accordance with applicable State laws and procedures for expending and accounting for the State's own funds.

The Recipient must establish and maintain effective internal controls with respect to this FAA that are consistent with 2 CFR 200.303.

In accordance with 2 CFR 200.501, Recipients that expend \$750,000 or more of federal funds in a year shall have a single or program-specific audit conducted for that year.

Refer to the *Recipient Guidelines and Requirements* document for further information about financial management, record keeping, internal controls and audits.

6. Direct and Indirect Costs

All direct costs must be allowable and reasonable. Indirect costs must be allocable based on accepted accounting policies and practices. Indirect costs must be specifically included as a line item or identified with appropriate notes in the approved FAA budget. Refer to 2 CFR 200 Subpart E (Cost Principles) and the *Recipient Guidelines and Requirements* document for further information on direct and indirect costs.

7. Sub-Awards

All sub-awards and contracts issued by the Recipient under this FAA must comply with 2 CFR 200.331 and 332.

8. Procurements

- a. States: In accordance with 2 CFR 200.317, when procuring property and services under this FAA, a State Recipient must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State Recipient must also comply with 2 CFR 200.322, and ensure that every purchase order or contract includes any clauses and provisions required by 2 CFR 200.326.
- b. Other Non-Federal Entities: All other non-Federal Recipients, including subrecipients of a State, must follow their own documented procurement procedures, provided that the procedures conform to applicable Federal law and the standards in 2 CFR 200.318 through 200.326. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

9. Acknowledgement of Support

The Recipient shall name the Denali Commission as a financial contributor and project/program partner in all media correspondence related to the work supported by this FAA. If Commission funds are used for construction, the Recipient shall also display a sign at the construction site that acknowledges the Commission's support. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

10. Real Property and Equipment

The Disposition requirements and restrictions set forth in 2 CFR 200.310 through 200.316 apply, unless specifically altered in the Special Provisions to this FAA.

Any Real Property reporting requirements apply in accordance with 2 CFR 200.329 will be stipulated in the Special Provisions to this FAA.

11. Conflict of Interest

In accordance with 2 CFR 200.112, the Recipient must disclose in writing any potential conflicts of interest to the Commission. In addition, 2 CFR 200.318 requires that Recipients maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

12. Denali Commission Policies

Recipients may be required to comply with published Denali Commission policies covering topics such as cost match, sustainability, private enterprise, competitive bidding, cost containment, etc.. Any specific requirements or deliverables related to these policies will be stipulated in the Special Provisions to this FAA.

13. Laws and Regulations

Recipients are required to comply with all applicable Federal laws and regulations. General categories of potentially applicable laws and regulations are summarized below. Refer to the *Recipient Guidelines and Requirements* document for further information on specific laws and regulations that may apply.

- a. Debarment and Suspension
- b. Whistle-blower Protection
- c. Non-Discrimination
- d. Lobbying and Propaganda
- e. Environmental
- f. Drug-Free Workplace
- g. Travel
- h. Human Rights
- i. Animal Welfare
- j. Executive Compensation

14. Other Provisions

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient or sub-recipients for the actions of the Recipient or sub-recipients resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this FAA, including sub-awards, contracts, or sub-contracts issued in connection with this FAA.
- b. To the maximum extent practicable, considering applicable laws, the Recipient shall accomplish the project contemplated by this FAA using local Alaska firms and labor.

- c. All terms and conditions contained in this FAA apply to any sub-recipient under this FAA.
- d. Failure to comply with the provisions of this FAA or maintain satisfactory performance may result in additional FAA conditions pursuant to 2 CFR 200.207. This includes but is not limited to: temporarily withholding of payments pending the correction of the deficiency; disallowance of project costs; wholly or partially suspending or terminating the FAA. In addition, failure to comply with the provisions of this FAA may also have a negative impact on the Recipient's eligibility for future Federal awards.

15. Special Provisions

Insert relevant special provisions as appropriate

16. Program Manager, Financial Manager & Other Contact Information

Denali Commission	Recipient
Name Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-xxxx Fax: 907-271-1415 E-mail: @denali.gov	Name Project Manager Address Phone: 907-xxx-xxxx Fax: 907-xxx-xxxx Email: @
Janet Davis Grants Management Officer 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3036 Fax: 907-271-1415 E-mail: jdavis@denali.gov	Name Financial Contact Address Phone: 907-xxx-xxxx Fax: 907- xxx-xxxx Email: @

Special Provisions Menu

The following are examples of typical special provision clauses. If the standard language presented below does not fit the situation in a particular FAA, then craft a unique clause accordingly.

All FAA's should include the following entries, even if the entry is n/a.

Progress Reports: "Shall be submitted on a quarterly basis. The first reporting period is xx Month 20yy to xx Month 20yy, and quarterly thereafter in accordance with the

Commission's *Recipient Guidelines and Requirements*", or some other clause with more specific criteria.

Pre-award Costs: Either "n/a", "Project related costs beginning xx Month 20yy", or some other clause with more specific criteria.

Advance Payments: Either "n/a", "Allowed", or some other clause with more specific criteria.

Key Staff: List key staff names and titles.

Denali Commission Policies: If no specific requirements from the policies listed below apply, then enter "n/a". Otherwise, list the policies that apply and any specific requirements related to the issues summarized below for each policy. Summarize the requirements in Section 14 of the FAA, or state that they are included within Attachment A to the FAA.

Investment Guidance Policy

- Threats related to erosion, flooding or permafrost degradation
- Consistency with regional planning documents
- Special design phase population/capacity studies
- Special design phase life-cycle cost studies
- Special design phase cost estimating and/or value engineering studies

Sustainability Policy

- Business Plans
- R&R Accounts

Community Planning Policy

- Consistency with current community planning documents

Open Door Policy

- "Completed facility/infrastructure shall be available to all potential users."

Private Enterprise Policy

- Planning and/or design phase public vs. private competition analysis

Competitive Bid Policy

- Price competition required for projects with total planning, design and construction costs greater than \$3 million
- Local hire requirements/goals

Cost Containment Policy

- Budget and cost estimate detail/justification

NEPA: Either “TypeA.x Categorical Exclusion per Denali Commission National Environmental Policy Act (NEPA) Implementing Procedures published in 45 CFR Part 900 on October 1, 2016 therefore no further NEPA documentation required”, or some other clause with more specific criteria in Attachment A”.

Cooperative Agreement: Either “n/a”, or “____ (Recipient) _____ agrees to cooperate and collaborate with the Denali Commission during the project. The Commission will participate in those specific activities stipulated in Attachment A.”

Include the following provisions in FAA’s that involve the purchase of equipment, design and/or construction.

Equipment Disposition: Either “n/a”, or “When any equipment with a useful life longer than one year and a per unit acquisition cost greater than \$5,000 acquired with Denali Commission funds is no longer needed for the originally authorized purpose outlined in this FAA, _____ (Recipient) _____ must contact the Commission for disposition instructions in accordance with 2 CFR 200.313.”

Insurance: “The Denali Commission shall be named additional insured on _____ (Recipient’s) _____ Liability Insurance Policy, the Liability Insurance Policy of the prime architectural/engineering firm(s) retained to design the project, the Liability Insurance Policy of the first tier construction firm(s) who will construct the project, and the Liability Insurance Policy of all other independent professional service firms (e.g. land surveyors, geotechnical engineers) with a primary role on the project.”

Bonds: Either “n/a” (ex., for projects constructed via force account), or “Bid (if applicable), Payment and Performance bonds in accordance with 2 CFR 200.325.”

Ownership and Site Control: Either “n/a”, “_____ (Recipient) _____ shall develop and execute all necessary documents and agreements required to establish site control and/or right of access to any properties effected by execution of the project”, or some other clause with more specific criteria.

Davis Bacon Wages: Either “n/a”, “Apply”, or some other clause with more specific criteria.

Infrastructure Resilience: Either “n/a”, or “Simple use of historical environmental data to inform the design work is not appropriate. Recipient and/or Recipient’s design professionals shall judiciously account for the potential for increased rates of permafrost thaw, coastal/riverine erosion, and flooding during the design life of the infrastructure.”

Real Property Disposition: Either “n/a”, or “when the original ownership or lease arrangements for the real property improvements change, or when the real property improvements are no longer needed for the originally authorized purpose,

_____(Recipient)____ must contact the Commission for approvals and/or disposition instructions in accordance with 2 CFR 200.311.”

Real Property Reporting: Either “n/a” or “Applies per 2 CFR 200.329. Reporting will be once every five years, to begin at the end of the performance period and continue through the useful life of the facilities. Refer to Section IX of the Recipient Guidelines and Requirements document for instructions on how to submit the required reports.”

Appendix K: Community Needs Assessment Guidance Tool – Purpose Area 2 Applicants

Purpose Area 2 applicants are required to submit documentation of a victim service needs assessment with their application. This requirement can be met by either:

- 1) Attaching a needs assessment previously completed to the appendix of the application, labeling the document as, "Needs Assessment;" or
- 2) Completing and submitting the Needs Assessment Summary provided below to fulfill the needs assessment requirement. This Summary particularly applies to:
 - Purpose Area 2 applicants who may not have completed a needs assessment previously.
 - Purpose Area 2 applicants who are/have been part of a consortia of tribes receiving a DOJ victim services grant and who do not have a needs assessment specific to their community.

This tool assumes that applicants included a description of their community, current program, data and available resources in the application. Please Note: If assistance is needed in completing the below Needs Assessment Summary, please contact RurAL CAP's Victim Services TTA team at:

Community Development Manager

vchadwick@ruralcap.org

(907) 865-7378

Needs Assessment Summary

1) Identify the team members that participated in discussing the need for your current victim services. (Check all that apply):

- | | |
|--|--|
| ☐ Tribal Council Member | ☐ School Personnel |
| ☐ Tribal Council Administrator | ☐ Tribal Court Personnel |
| ☐ Tribal Council Staff | ☐ Crime Victims |
| ☐ City Council Member or Staff | ☐ Elders |
| ☐ Health Clinic Workers | ☐ Parents |
| ☐ Law Enforcement | ☐ Religious Leaders |
| ☐ Social Service Workers | ☐ Regional partners |

Others helping to identify community needs:

2) Qualitative Data (Observations/Stories)

How was the information on needs for victim services discussed or collected? (Check all that apply):

Discussions

- Phone calls
 - Individual, in-person discussions
 - Tribal Council meeting
 - Community meetings
 - Small group meetings
 - Community survey
 - Social media
 - Regional or other partner discussions
 - Other types of discussions, observations or process used to collect information on needs:
-

Please summarize the story of what was shared by community members or others on the need for victim services:

3) Quantitative Data (Numbers)

Please indicate which sources of information or data were used to identify needs for victim services:

Information/Data Sources

- Existing community knowledge
- Existing community plan
- Tribal Council data
- Tribal court data
- Law enforcement data
- Health system data
- Regional or state data
- Research/news publications
- Other internet searches
- Other information sources: _____

Please provide a brief summary of the data that helped to identify the need for your current victim services:

If you used observations or stories to support the need for this project and did not provide any data, please describe any data collection challenges you encountered:

4) In assessing the needs for your current victim services, what type(s) of victim services were identified as priorities? (Check all that apply):

- ☐ Emergency services
- ☐ Crisis intervention
- ☐ Legal assistance
- ☐ Forensic medical services
- ☐ Court-based advocacy
- ☐ Child Advocacy Center support
- ☐ Law enforcement or prosecution-based victim services
- ☐ Bilingual/multilingual advocacy
- ☐ Health/cultural practices
- ☐ Mental health services
- ☐ Substance abuse treatment as a result of victimization
- ☐ Victim advocacy
- ☐ Forensic interviewing of children
- ☐ Transportation services for victims of crime

Other: (List) _____

Of the priority services listed above, which ones are now part of your community's victim services?

5) What community resources or services were identified to support the victim services now being provided? (Check all that apply)

Support From:

- ☐ Tribal Council
- ☐ City Council
- ☐ Health Clinic
- ☐ Social Services
- ☐ School
- ☐ Tribal Court
- ☐ Community Volunteers
- ☐ Elders
- ☐ Community Advisory Group or Committee
- ☐ Professional Counselors
- ☐ Contractors
- ☐ Local Business
- ☐ Churches
- ☐ AK Native For-Profit Village Corporation
- ☐ AK Native For-Profit Regional Corporation
- ☐ Regional/Statewide Business
- ☐ Private Donors
- ☐ Other Resources or Services: