

OVC Grantee Regional Training  
Comprehensive Tribal Victim Assistance (CTVA)  
Children's Justice Act (CJA)



National Criminal Justice Training Center  
of Fox Valley Technical College



Unified Solutions Tribal Community  
Development Group, Inc.

# *How Do We Do This?* AN INTERACTIVE ACTIVITY:

## COMMUNITY NEEDS ASSESSMENT, PRIVACY CERTIFICATE, LOGIC MODEL, AND STRATEGIC PLAN



Regional trainings are produced by Unified Solutions Tribal Development Group, Inc. and the National Criminal Justice Training Center of Fox Valley Technical College under cooperative agreement numbers 2015-MU-GX-K074 and 2015-MU-GX-K075, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinion, findings, and conclusions or recommendations expressed are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.



## Handout A: Activity Instructions for the XYZ Nation

### How Do We Do This? An Interactive Activity

#### ***Community Needs Assessment, Privacy Certificate, Logic Model, and Strategic Plan***

##### Tuesday Activity Steps and Instructions:

1. Carefully read your *Project Description (Handout B)* with your teammates. Questions? Ask your TA Provider!
2. In this activity, you are all Victim Advocates. You are the staff for this 3-year project. However, you will play *additional* roles in this activity, to make sure everyone can help the team do its work. Decide together who will play each of these roles:

**Project Director:** \_\_\_\_\_ **Writer:** \_\_\_\_\_  
*Final decision-maker during times of conflict or indecision. Write down your team's answers and notes.*

**Reporter:** \_\_\_\_\_ **Time-Keeper:** \_\_\_\_\_  
*You report out your team's responses when requested. Keep your team on track to complete all tasks.*

3. Working together, review **Handout C**, *S.M.A.R.T. Objectives*. Then, read the project objectives listed in your *Project Overview (Handout B)*. If one or more is *not* S.M.A.R.T., fix it together. Write your fix(es) here:

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4. To make sure your project objectives meet *real needs* in your community, you will conduct a *Community Needs Assessment (CNA) Survey*. It doesn't have to be complicated! Make a simple plan for how you'll do this:

Where will you administer your survey?  
(at the next powwow? MDT meeting?) \_\_\_\_\_

By what date will you complete data collection with your survey? \_\_\_\_\_

5. **Handout D** is a partially-completed *Privacy Certificate*. **First**, write your plan for the CNA in the appropriate place in the document. **Second**, write your revised project objectives into the appropriate place in the document. **Finally**, include the names of your Project Director and one Victim Advocate/Institutional Representative at the top of the document and at the end of the document, *in all the blanks marked with an "X"*. **Be sure the two names are the same throughout the Privacy Certificate**. This is very important. Do not add other people.

6. Read the S.W.O.T Analysis for the project, located in **Handout B**. Now, think about your own funded project. What are the strengths, weaknesses, opportunities, and threats for your own (real!) project? Talk it out with your team, and then write the team's S.W.O.T. Analysis in Part 1 of **Handout E**, Your S.W.O.T.

### Wednesday Activity Steps and Instructions

1. Read the completed analysis of your CNA data (at the end of **Handout B**). Compare your project objectives with the community needs identified there. Do they match? Or is there a discrepancy between the two? Write your thoughts here. What should you do if you find a discrepancy between your project objectives and your community's needs?
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2. It's time to create your *Strategic Plan*. As a team, fill out **Handout F**, *Strategic Plan*. You'll need some support with this. Request help from your TA Provider as needed.
  3. Create your *Logic Model*. As a team, fill out **Handout G**, *Logic Model*. You'll likely need some support with this. Request help from your TA Provider as needed.
  4. As a team, reflect on the deliverables you have just created, and your experience with this activity. Discuss the reflection questions on the slide. Be prepared to report it out to the whole group when asked.

## Handout B: The XYZ Nation Project Overview

**Applicant Name:** The XYZ Nation

### **Purpose Area #7: Comprehensive Tribal Victim Assistance Program (OVC)**

#### Project Description

The XYZ Nation, received funding from OVC under Purpose Area #7 with a focus on domestic violence. Your XYZ Nation team intends to hire and train 3 advocates. The advocates will provide safety planning counseling to victims of domestic violence and their children, provide them with emergency assistance, assist them in obtaining orders of protection, and advocate for the needs of victims and their children in criminal justice and social service agencies. In order to assist victims to obtain shelter and maintain personal safety for themselves and their children, your team established a Memorandum of Understanding (MOU) with the local women's shelter to house and help protect the victims you serve. You have established a coordinated, multidisciplinary team (MDT) which includes representatives of Tribal law enforcement, child protective services, the Tribal court, and medical and mental health services. In addition to these MDT members, the partners in this cooperative agreement include the Office for Victims of Crime (OVC) and your T & TA Provider (either Unified Solutions Tribal Community Development Group Inc. or National Criminal Justice Training Center of Fox Valley Technical College).

#### Project Objectives:

1. Hire three full-time (FTE) victims' advocates with predetermined qualifications by November 15<sup>th</sup>, 2018.
2. Develop and carry out a 1-week, culturally competent training for the three advocates and all other MDT members by February 1<sup>st</sup>, 2018.
3. Make sure shelter is able to provide for the safety of all victims and their children.

**Note:** The XYZ Nation team wrote these objectives before they conducted a Community Needs Assessment (CNA). Do you think that these project objectives actually meet the needs of the community? Think about this when you read the CNA outcomes on the next page! 😊

#### Strengths – Weaknesses - Opportunities-Threats (S.W.O.T) Analysis for the XYZ Nation's CAC Project

<b>Strengths</b> <ul style="list-style-type: none"><li>• Existing shelter in the community.</li><li>• Working with a MDT.</li></ul>	<b>Weaknesses</b> <ul style="list-style-type: none"><li>• Poor working relationship with law enforcement.</li><li>• Project didn't start for 6 months and all funds related to this cooperative agreement must be used or will be forfeited by <b>September 30, 2020</b>, and it's already halfway through 2018.</li></ul>
<b>Opportunities</b> <ul style="list-style-type: none"><li>• To establish stronger ties with law enforcement.</li><li>• Use the CNA data analysis to apply for additional funds from the government and nonprofit sources.</li></ul>	<b>Threats</b> <ul style="list-style-type: none"><li>• No current sustainability plan.</li><li>• <b>Tribal leadership not currently supporting project.</b></li></ul>

## Synopsis of Outcomes from The XYZ Nation Project's CNA data analysis

After analyzing the data from the CNA, the XYZ Nation learned that there is wide agreement in the community that Tribal law enforcement has, in the past, lacked sensitivity in their response to and investigation of cases of domestic violence. Respondents indicated that police need training in trauma-informed care. In addition, the data suggests that the victims of domestic violence in the community are also victimized in other ways, including rape and property damage, and they often have substance abuse conditions, all of which exacerbate the effects of the violence and their ability to benefit from assistance.

## Handout C: S.M.A.R.T. Objectives



An objective is simply a statement of what you will accomplish with a certain timeframe. Your OVC-funded project must include objectives that are S.M.A.R.T. That is, they must be specific, measurable, attainable, relevant, and time-bound.

**Specific:** Define your objective in detail. What *exactly* do you want to achieve?

**Measurable:** How will you measure progress toward your objective? There has to be some concrete way of knowing the objective has been met.

**Attainable:** You must be able to meet this objective within the time you have. Is it realistic with the time and resources you have available?

**Relevant:** Your objective may be a good one, but does it relate to your mission? Will it help you meet your big, overall project goals and meet community needs?

**Time-bound:** State *when* the activity will begin, *how long* it will take, or *by when* it will be achieved.

### Examples of S.M.A.R.T. objectives:

- ❖ By January 3<sup>rd</sup>, we will develop an outreach brochure featuring a culturally relevant discussion of drug-endangered children for the purpose of community outreach.
- ❖ Deliver the 2-day Elder Abuse Training in each of the 7 Tribal villages by May 2018.

*Can you identify the specific, measurable, attainable, relevant, and time-bound elements in each of these sample objectives?*

## Handout D: Privacy Certificate

### Privacy Certificate

Grantee Organization: The XYZ Nation  
Project Name: Domestic Violence Victim Advocacy  
Grant Number: 2017-XY-ZAB-C456

Grantee, **The ABC Nation**, **X** \_\_\_\_\_, Project Director, and **X** \_\_\_\_\_, Victim Advocate, certifies that information identifiable to a private person<sup>1</sup> will not be used or revealed, except as authorized in 28 CFR Part 22, Sections 22.21 & 22.22.

Grantee certifies that access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22.

Grantee certifies that all contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. Grantee also certifies that OVC will be provided with copies of any and all transfer agreements before they are executed, as well as the name and title of the individual(s) with the authority to transfer data.

Grantee certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of OVC, BJA, BJS, NIJ, OJJDP, OJP or grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b) (6).

Grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project may be terminated at any time. In addition, grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

Grantee certifies that project plans will be designed to preserve the confidentiality of private persons to whom information relates, including where appropriate, name-stripping, coding of data, or other similar procedures.

Grantee certifies that copies of all questionnaires that have already been designed for use in the project **are attached** to this Privacy Certificate. Grantee also certifies that any questionnaires developed during the project period will be provided to OVC at the end of the project. Grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22.

Grantee certifies that adequate precautions will be taken to ensure administrative and physical security of identifiable data and to preserve the confidentiality of the personally

identifiable information.

Grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

To comply with the regulations in 28 CFR Part 22, the following safeguards are incorporated into the grant application.

1.

**A) Brief Description of Project Purpose Area:**

A Community Needs Assessment (CNA) is part of the required activities of the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime Grant # 2015-VR-GX-K063\_under Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area #7, Comprehensive Tribal Victim Assistance Program (OVC).

The goal of Purpose Area #7 is to help tribes develop, establish, or operate programs to improve services to all victims of crime which include but are not limited to emergency assistance, outreach and education, safety planning, court accompaniment, relocation, and victim impact statements in a culturally appropriate manner to bring healing to their communities.

**B) Brief Description of Project Goals:**

**C) Brief Description of CNA Survey Activity:**

2. **Procedures to notify subjects, as required by 28 CFR §§22.23(b)(4) and 22.27(a)-(b):**

Individuals and/or agencies who participate in the Community Needs Assessment will be notified of the purpose of the activity, that participation is voluntary, and that participation can be terminated by the individual at any time.

Grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project may be terminated at any time. In addition, grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

**3. Procedures developed to preserve the confidentiality of personally identifiable information, as required by 28 CFR §22.23(b)(7):**

Not applicable

**4. Justification for the collection and/or maintenance of any data in identifiable form, if applicable:**

Not applicable

**5. Procedures for data storage, as required by 28 CFR § 22.23(b)(5):**

Data will be entered, saved, and analyzed from within a Microsoft Excel database. When the surveys are collected they will be numbered 001, 002, etc. Data analysis will be the responsibility of the Project Director X \_\_\_\_\_, and the Victim Advocate, X \_\_\_\_\_.

The CNA Microsoft Excel datasets will be kept on a password protected computer to which only the Project Director, and the Victim Advocate, will have access. Hard copy files will be kept in a locked cabinet to which only the Project Director, and the Victim Advocate, will have access.

**6. Description of any institutional limitations or restrictions on the transfer of data in identifiable form, if applicable.**

Not applicable. Grantee does not have any institutional limitations or restrictions on the transfer of data in identifiable form.

**7. Name and title of individual with the authority to transfer data:**

Project Director and the Victim Advocate will be the Principal Investigators for the CNA with the authority to transfer data.

Grantee certifies that access to the data will be limited to those employees having a need for such data, and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22.

Grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

**8. Procedures to ensure the physical and administrative security of data, as required by 28 CFR §22.25(b), including, if applicable, a description of those procedures used to secure a name index:**

Although personally identifiable information will not be collected, measures will be taken to ensure the physical and administrative security of data collected. These measures include storing the CNA Microsoft Excel datasets on a password protected computer to which only Project Director and the Victim Advocate will have access, and storing the hard copy files in a locked cabinet to which only Project Director and the Victim Advocate will have access.

**9. Procedures for the final disposition of data, as required by 28 CFR §22.25:**

Upon completion of this project, the security of identifiable research or statistical information shall be protected by complete physical destruction by shredding paper copies and deletion from computer hard drives of all electronic files of the materials or the identifiable portion of such materials after a three-year required recipient retention period or as soon as authorized by law.

**10. Name and title of individual authorized to determine the final disposition of data:**

Project Director and Victim Advocate will be the Principal Investigators for the CNA authorized to determine the final disposition of data.

**11. Access to data is restricted to the following individuals, as required by 28 CFR §22.23(b)(2):**

Project Director: **X** \_\_\_\_\_

Victim Advocate: **X** \_\_\_\_\_

Contractors, Subcontractors, and/or Consultants: N/A\_\_\_\_\_

Grantee certifies that the procedures described above are correct and shall be carried out.

Grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22.

Grantee certifies that OVC shall be notified of any material change in any of the information provided in this Privacy Certificate.

Signature (s): **X** \_\_\_\_\_ (Project Director/Principal Investigator)

**X** \_\_\_\_\_ (Institutional Representative)

Date: \_\_\_\_\_

#####

<sup>i</sup>. Information identifiable to a private person is defined in 28 CFR §22.2(e) as information which either--(1) is labeled by name or other personal identifiers, or (2) can, by virtue of sample size or other factors, be reasonably interpreted as referring to a particular person.#

## Handout E: Your S.W.O.T.

### Your S.W.O.T.

**Instructions:** As a team, you have read the S.W.O.T. of The XYZ Tribe. Now, think about your *own* S.W.O.T., for your own **real** project. No matter what stage of your project you are in, what are your strengths and weaknesses right now? What are your opportunities, and what might threaten those opportunities? Discuss this as a team, and then write your ideas below. Be ready to share!

### Strengths – Weaknesses - Opportunities-Threats (S.W.O.T) Analysis for *Your* Project

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Threats</b>

UNIFIED SOLUTIONS TRIBAL COMMUNITY DEVELOPMENT GROUP, INC.  
TRAINING AND TECHNICAL ASSISTANCE RESOURCE



An Overview of the  
Strategic Plan

The strategic plan is a tool to help your organization map out your future. Because it is strategic in scope, it helps you describe your current organization, identify what it plans to achieve, the methods by which it will succeed, and how progress will be measured.

- A. **S.M.A.R.T. Objective:** *You will write a strategy chart for **each** of your project objectives.*
- B. **Tasks:** *Identify all the activities that must be carried out to meet the objective.*
- C. **Outcomes:** *Describe what the anticipated outcomes of each task will be.*
- D. **Deliverables:** *Identify the tangible products or services that will be produced as a result of your activities.*
- E. **Due Date:** *Estimated due dates for your deliverables (when do you think you will be finished?)*
- F. **Success Indicators:** *How will you know you have succeeded? What will that look like and how will you measure it?*
- G. **Staff members responsible for meeting this objective:** *Include the names and titles of all the people who are responsible for the successful completion of each objective.*

**HANDOUT F: STRATEGIC PLAN**

**UNIFIED SOLUTIONS TRIBAL COMMUNITY DEVELOPMENT GROUP, INC.  
TRAINING AND TECHNICAL ASSISTANCE RESOURCE**

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**Objective 2:** Develop and carry out a 1-week, culturally competent training for the three advocates and all other MDT members by April 1<sup>st</sup>, 2018.

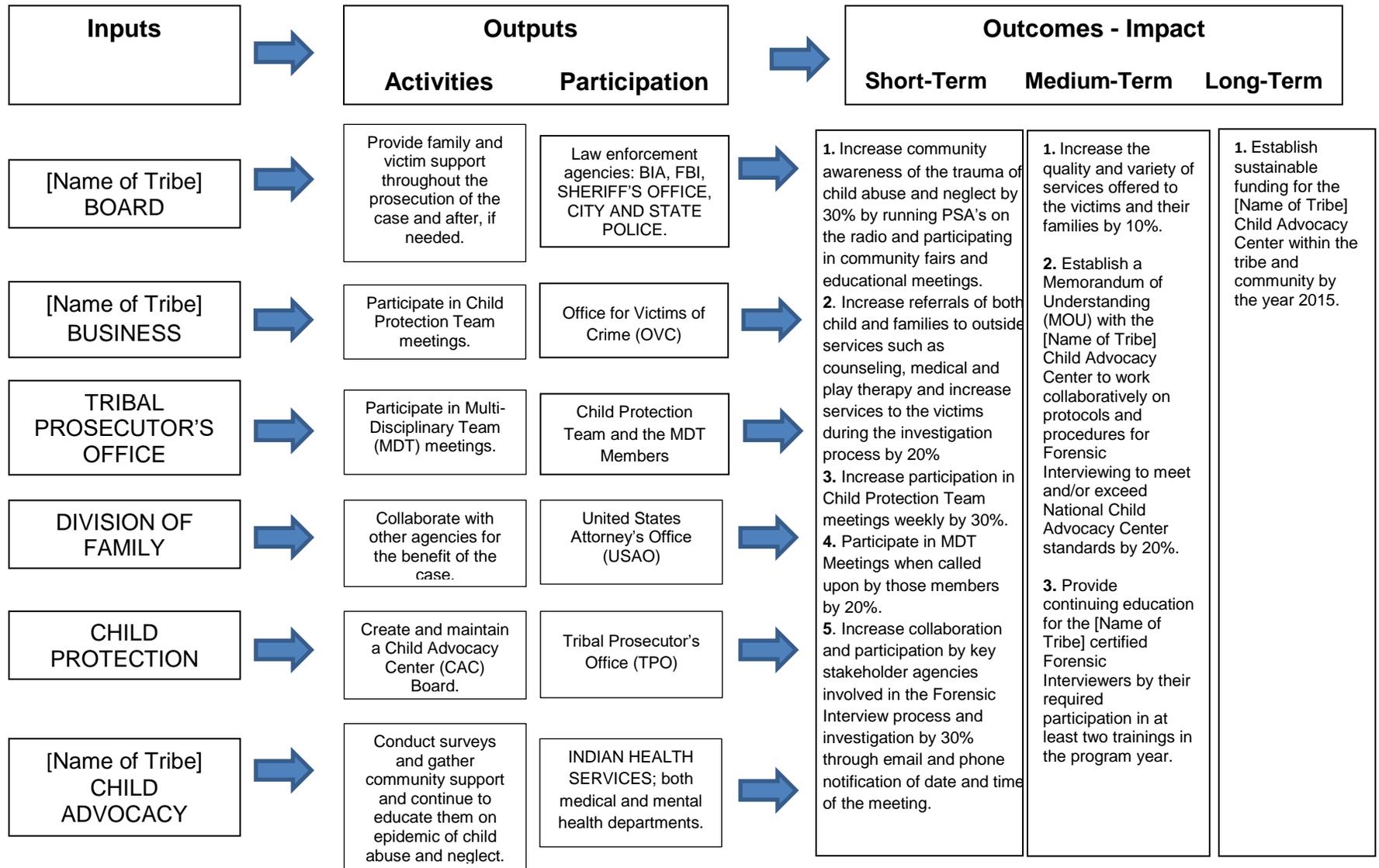
**Strategy Chart for Object 2:** *Instructions: Insert the name/s of the person/s responsible for implementing the activities and reaching the objective.*

<b>Objective 2:</b> Develop and carry out a 1-week, culturally competent training for the three advocates and all other MDT members by April 1 <sup>st</sup> , 2018.	
Tasks associated with this objective:	
Expected outcomes of these tasks:	
Deliverables associated with the task:	
Due dates for each deliverable:	
Success indicators:	
Staff members / organization responsible for meeting this objective:	

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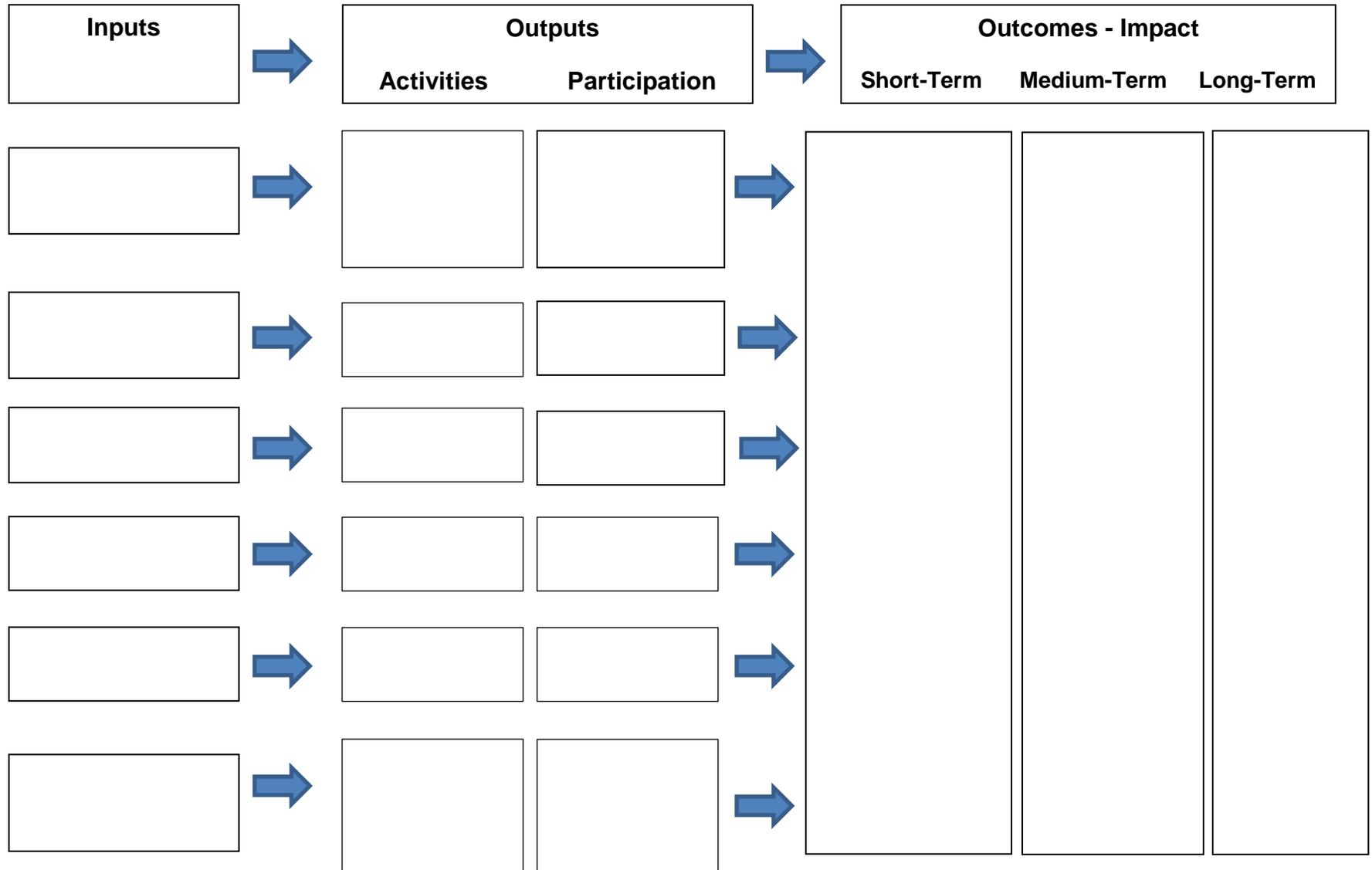
# Handout G: Logic Model

## Sample Logic Model Worksheet



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The XYZ Nation's Domestic Violence Victim Advocacy Project



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