

**PROSECUTOR BASED
VICTIM ASSISTANCE PROGRAM**

**2009 CRIMINAL FINES AND ASSESSMENT
ACCOUNT/UNITARY ASSESSMENT FUNDS
(CFAA/UA) ANNUAL REPORT**



OREGON DEPARTMENT OF JUSTICE

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2009 Annual Report for Criminal Fines and Assessment Account/ Unitary Assessment Funds (CFAA/UA Report)

The 2009 CFAA/UA Report is available in three (3) formats:

- Download at the Department of Justice (DOJ), Crime Victims' Services Division (CVSD) website: www.doj.state.or.us/crimev/index.shtml
- Electronic Mail (E-mail)
- Hard Copy

Minimum software requirements to open this document and attachments are:

- Microsoft Word 97 and Microsoft Excel 97
- Windows 2000, Windows XP or Windows VISTA
- Adobe Acrobat is required to open PDF files. A free version of the Adobe Acrobat Reader can be downloaded at: <http://get.adobe.com/reader/>

To Obtain the 2009 CFAA/UA Report by E-mail or Hard Copy:

Contact DOJ CVSD Grant Assistants Krista Anderson or Norm Walters at 503-378-5344 or via e-mail at krista.anderson@doj.state.or.us or norman.c.walters@doj.state.or.us

Questions about the 2009 CFAA/UA Annual Report should be directed to the Unitary Assessment Fund Coordinators:

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2009 CFAA/UA Report Teleconference:

Unitary Assessment fund recipients have the opportunity to participate in an informational teleconference. To join the teleconference, please use the access information listed below. The teleconference will be most beneficial if you have a copy of the report packet when you join.

Date	Time	Toll Free Number	Participant Code
Friday, August 7, 2009	10:00am – 12:00pm	(888) 285-4585	640305
Monday, August 17, 2009	1:30pm – 3:30pm		

CFAA/UA REPORT SUBMISSION INFORMATION IS LOCATED ON PAGE 18 OF THIS DOCUMENT

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SECTION A: INTRODUCTION

OVERVIEW

When the CFAA/UA Statutes (ORS 147.227) were enacted 20 years ago by the victim assistance field in Oregon, victim assistance was in its infancy. Programs were generally able to meet the statutory requirements and had access to additional resources such as grant and county funding to supplement the CFAA/UA funds and allow for program growth. This is no longer the case. Basic services such as assisting victims with constitutional and statutory rights, ensuring that victims are obtaining prompt restitution and ensuring victims have the opportunity to explain the impact of the crime are not consistently provided. The majority of Oregon's VAPs are not able to respond to victims immediately after the crime. Resources are so scarce that victims often do not receive an initial contact from an advocate until after a decision has been made to charge someone with a crime or even until indictment. When viewed in the context of ideal response, Oregon is far from able to meet the standard given the current funding level of the VAPs.

Despite the funding and staffing shortages for victims' services throughout the state, Oregon has embarked upon an historic and exciting chapter in victims services. While Oregon's constitution provided strong rights for victims of crime for many years, the constitution was explicit that victims could not legally enforce these rights. However, in May 2008, Oregon voters approved two measures to allow for victims to have standing to enforce their constitutional rights and became effective on June 19, 2008. This was followed by a strong consensus bill to set up the statutory framework to guide victims' enforcement of these rights. Unfortunately, the bill did not pass but some temporary provisions were established to enforce the rights. The state's Uniform Trial Court Rules (UTCRRs) was a way to allow for enforcement prior to passage of the statutory framework. The UTCRRs include a complaint form designed to be victim-friendly, i.e., not requiring a legal background to complete, file and serve. In May 2009, Senate Bill 233 passed with an emergency clause creating the legal framework to implement the two constitutional amendments. The Victim Assistance Track of the 2009 Oregon District Attorney's Association Conference will examine the new provisions under SB233 and what this means to programs across the state.

The implications of the constitutional victims' rights amendments are still unfolding. To date, very few victims have filed enforcement actions. Nonetheless, many Oregon district attorneys are filing certifications to inform the courts of what rights victims want to have honored in cases. Many conversations are taking place about compliance best practices and the constitutional provisions are being integrated into general adult criminal and juvenile justice practice in Oregon.

On May 26, 2009, the governor signed the Senate Bill 212 which revises and updates the statutory requirements relating to the administration of the Criminal Fine and Assessment Account funding for victims' assistance programs and amending ORS147.227. These changes were the result of a statewide workgroup of victim assistance providers who came together in late 2007 and worked on these changes. Additionally, the group worked on best practices policies on issues including confidentiality, discovery and exculpatory evidence. Those guidelines were posted to the DOJ CVSD website for use by all victim assistance programs.

ALLOCATION

The 2007-2009 biennium was the first time in which the equity study formula was applied to CFAA/UA funds. This was the application of a single, equitable formula for allocation of funds to the District and City attorney based Victim Assistance Programs (VAPs). The increase in CFAA/UA funding for the VAPs in the 2007 Legislative Session provided an opportunity for adapting the CFAA/UA fund distribution formula. The formula for distribution was updated for the 2009 – 2011 biennium based on the most recent population and crime rate data.

Based on existing knowledge at the time of writing this document, there have been cuts to the CFAA funds for the 2009–2011 biennium. However, in an attempt to preserve the key values of meaningful access to services and stabilized services throughout the state, CVSD is looking at how these reductions can be covered. Therefore, the CFAA/UA allocations are not final (Appendix K) and the funding allocation table is pending final numbers. At this time, the 2009-2010 Projected Budget (Appendix M) and the 2009/2010 Budget Description (Appendix N) will not need to be completed, but VAP's will be requested to submit this budget and narrative when the allocations have been finalized.

WHAT'S NEW IN THE 2009 UNITARY ASSESSMENT ANNUAL REPORT

Each year the Unitary Assessment Annual Report includes some changes and this year is no exception. New elements you will find in this year's annual report are listed below.

- As mentioned in the Introduction the statutory requirements have undergone some revisions which can be found in Section B, page 3 and Section E-5, pages 12 and 13.
- Certification of UA Carry over Balance and Interest Income (Appendix D). This new letter of certification must be completed by the authorized fiscal officer and included with this report showing all UA carry over and interest income.
- Contractual Services / Memorandum of Understanding (Appendix P). Any VAP paying out UA funds for professional services must include the MOU.
- Section F-2, pages 16-17 describes the new financial reporting requirement.

SECTION B: ELIGIBILITY TO RECEIVE CFAA UNITARY ASSESSMENT FUNDS

STATUTORY REQUIREMENTS

Under the revised statute dated May 26, 2009, programs are to provide comprehensive services to victims of *all types of crime* in order to meet the eligibility criteria of the funds. The requirements under the Statute focus on serious crimes against persons as well as calls on victims' assistance programs to collaborate with community-based and government agencies to benefit victims. Victim service professionals are required to provide the following **core** services:

1. Informing victims, as soon as practicable, of the rights granted to victims under Oregon law;
2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
6. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
7. Prepare victims for court hearings by informing them of the procedures involved;
8. Assist victims with the logistics related to court appearances when practicable and requested;
9. Accompany victims to court hearings when practicable and requested;
10. Encourage and facilitate victims' testimony; and
11. Inform victims of the processes necessary to request the return of property held as evidence.

ADDITIONAL APPLICANT REQUIREMENTS

In addition to providing the services noted above, CFAA/UA fund recipients are required to meet the following standards:

A. EFFECTIVE SERVICES

Applicants will provide the comprehensive services listed above and meet all of the eligibility for criteria of the CFAA/UA funds per ORS 147.227 as revised on May 26, 2009.

B. ACCESS TO EFFECTIVE SERVICES

To ensure meaningful access to services for all victims of crime across the State, programs must be able to appropriately respond to requests for assistance (e.g., preparing victims of crime for court hearings, assisting victims in applying for Crime Victim Compensation Program (CVCP) funds, providing victims with information and referrals to resources and services outside of the program's focus areas, etc.). In addition, victim assistance programs must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.

C. GOOD FISCAL MANAGEMENT

Applicants will keep financial records and comply with all fund reporting requirements and guidelines as outlined per the Statute. Applicants with deficiencies in timely and accurate reporting in other DOJ CVSD grants may be subject to withholding of these funds.

D. FINANCIAL REPORTING

Applicants will submit quarterly financial reports on services provided specific to the staff positions supported by those funds. More detailed information can be found in Section F; pages 16 - 17 of this document.

E. OUTCOME MEASURE REPORTING

All CFAA/UA fund recipients are required to collect feedback on services provided using the CVSD Common Outcome Measures and the Crime Victims' Rights Outcome Measures forms as the vehicles for collection. The client feedback should not solely reflect the specific, CFAA/UA-funded project, but rather all victim services provided by the program. Programs are asked to collect client feedback from at least 10% of appropriate clients with the goal of 80% positive response.

You may distribute client feedback forms already in use by your program. However, *all CFAA/UA fund recipients are required to include the three DOJ CVSD Common Outcome Measures* on the program's client feedback form. Please refer to page 16 of this document for additional information on outcome measures.

F. CONFIDENTIALITY POLICIES AND PROCEDURES

All recipients of CFAA/UA funds are expected to protect the confidentiality and privacy of persons receiving services. The recipient shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through their program; or reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an un-emancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial program. Consent for release may not be given by the abuser of the minor, a person with disabilities, or the abuser of the other parent of the minor.

If release of information described in the previous paragraph is compelled by statutory or court mandate, the fund recipient shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

Fund recipients may share (1) non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements; (2) court-generated and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (3) law-enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

The terms “personally identifying information,” “individual information,” or “personal information” means individually identifying information for or about an individual victim including (1) a first and last name; (2) a home or other physical address; (3) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (4) a social security number; and (5) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information would serve to identify any individual.

Additionally, all CFAA/UA fund recipients are required to notify DOJ CVSD promptly after receiving a request from the media for information regarding a recipient of services funded with Grant moneys. Confidentiality policies will be reviewed at the time of the in-person visit to the program by DOJ CVSD Victim Response Section staff.

G. DEMONSTRATED COMMUNITY SUPPORT

Applicants will begin or maintain their involvement in coordinated community public and private efforts to aid crime victims. Coordination and collaboration may include, but is not limited to, serving on state, federal, local or Native American task forces, commissions, working groups, coalitions and/or multi-disciplinary teams. Coordination and collaboration efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.

H. PLANNING

The purpose of the planning process is to identify needs of and appropriate services for the community(ies) served by each applicant. The process must include input from victims and from applicants' community partners. Ideally, a thorough planning process will include both internal agency planning, as well as external community-wide planning. DOJ recognizes that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community. Therefore, **Appendix O, Five Year Plan** asks for the most basic information about each applicant's internal planning. Applicants will discuss their planning process(es) in greater depth during site visits, including how input from victims and community partners is included. DOJ will provide technical support to applicants upon request and to the extent possible.

I. TRAINING REQUIREMENTS

All recipients of CFAA/UA funds must insure that the CFAA/UA funded staff attend the State Victim Assistance Academy (SVAA) during the period July 1, 2009 – June 30, 2010. CFAA/UA funded staff who have already attended SVAA have already met this requirement. Fund recipients are encouraged to include projected costs of sending staff to this training in their budget. These costs can include applicable lodging, meals and mileage. The current registration cost for the SVAA training is approximately \$450.00.

The 2009 Fall SVAA will be held the week of October 19 – 23, 2009 in Bend, Oregon. Additional information for this training can be found on the Crime Victims Assistance Network (CVAN) website: www.oregonvictims.org

SECTION C: INSTRUCTIONS

The following are instructions for completing the 2009 report on CFAA/UA funds:

GENERAL GUIDELINES

1. The 2009 CFAA/UA Report can be mailed or hand delivered. To be eligible to receive FY 2009 CFAA/UA funds, all mailed reports must be *postmarked or hand-delivered no later than Monday, August 31, 2009* to the Oregon Department of Justice, Crime Victims' Services Division office.

Failure to return the 2009 CFAA/UA Annual Report by the due date will result in a hold of payments or a potential cut in the program's fund allocation and may lead to your program being placed on probationary status.

2. **Only one (1) original** 2009 CFAA/UA Report needs to be submitted. No additional copies are necessary. A non-stapled report is preferred.
3. Number each page of the 2009 CFAA/UA Report. Attachments do not need to be numbered and should be attached to the end of the Report in the order listed on the check-off sheet.
4. Use 12-point *Times New Roman* font for the entire 2009 Report with no more than one-inch margins.
5. If using acronyms, define them at the time of first use.
6. When listing items, it is acceptable to use a bulleted format.
7. Use only forms provided in the 2009 CFAA/UA Report packet (when indicated) or plain white paper. Do not submit the 2009 CFAA/UA Report on letterhead.
8. Use only one side of the paper. Do not double-side.
9. Do not attach additional documents or letters that are not requested.
10. Only those agencies designated by DOJ CVSD are eligible for CFAA/UA funds for FY 2009 (7/1/09 – 6/30/10). See **Appendix J** for a complete list of eligible agencies and 2009–2010 payment amounts.
11. Please proof the 2009 CFAA/UA Report carefully and complete the check-off sheet (provided in this packet as **Appendix A**).

12. Before DOJ CVSD will issue unitary assessment fund payments for FY 2009, all existing grant reports for open grants (i.e., VOCA, VAWA) issued to your agency by DOJ CVSD must be completed. Contact your grant monitor if you have any questions regarding the status of your agency's reports.

13. A "Fiscal Officer" is the person in the organization who is legally responsible for reporting on the financial activities of the organization. This person also makes sure that the fiscal records comply with Generally Accepted Accounting Practices and CFAA/UA fund-specific guidelines and requirements.

SECTION D: 2009 CFAA/UA ANNUAL REPORT PREPARATION

This document is intended to serve as the 2009 report on the use of CFAA/UA funds. The 2009 CFAA/UA Annual Report must include certain essential information as requested in this document. Required forms are included as part of the Appendix. Other information is to be provided on plain white paper.

Please clearly identify the section at the top of the page. Example: “Victims’ Rights Policy and Narrative.” The following sections must be completed for the 2009 CFAA/UA Report:

1. CHECK-OFF SHEET

2009 CFAA/UA Annual Report Check-Off Sheet:

This form is included in this packet as **Appendix A** and has been provided to assist in the report process. This page is supplied to assure that the report has been successfully completed. When submitting the report, attach this form to the front of the document.

2. CONTACT SHEET

2009 CFAA/UA Annual Report Contact Sheet:

This form is included in this packet as **Appendix B**. Complete the form by listing information in each box. State “not applicable” in any box that cannot be completed.

3. CERTIFICATE

Certificate of District/City Attorney and Program Director:

The following information is to assist you in filling out the form provided as **Appendix C:**

- State your city or county’s name in the blank underlined areas.
- Both the District/City Attorney and Program Director must sign and date the Certificate.
- Indicate the “Person Reporting” (if not the Program Director).

Note: Signing this document certifies compliance with providing comprehensive services to ALL crime victims as designated in ORS 147.227 and OAR 137-78-0000 through 137-78-0050. See the DOJ CVSD website to download the ORS and OARs governing these funds: www.doj.state.or.us/crimev/vap.shtml

If your program is unable to provide comprehensive services to ALL crime victims as designated in ORS 147.227 and OAR 137-78-030, please sign the assurances, crossing out any services that you are unable to provide. Be sure to fully explain what services you are not providing and to which victims you are not providing services in the narrative section of this 2009 CFAA/UA Report.

4. CERTIFICATION OF UNITARY ASSESSMENT CARRY OVER BALANCE AND INTEREST INCOME

Certification of Unitary Assessment Carry Over Balance:

The following information is to assist you in filling out the form provided as
Appendix D:

The authorized Fiscal Officer for your County or City must complete this form.

- Fill in the total amount of carryover balance of UA funds from all previous fiscal years to present. If there is a zero balance, please enter \$0.00.
- If the program has accrued any interest income as a result of UA fund carryover, this must be noted on the appropriate line on the certification. If the program has not accrued any interest income, please enter \$0.00.
- The authorized Fiscal officer must print, sign and date this certification.
- Attach the year end revenue and expenditure report verifying the amount written in the statement. Feel free to highlight all pertinent information to this carryover balance.

SECTION E: 2009 CFAA/UA ANNUAL REPORT

CONTENTS

Complete this section by responding to each of the questions listed below. Respond to the questions in the order presented in this section. Use headings and sub-headings to clearly identify your responses to the report questions. For example: “*5(a) Policies and procedures narrative - informing victims and witnesses of their case status and progress.*”

1. VICTIMS’ RIGHTS POLICY

DOJ CVSD requires Victim Assistance Programs to create and utilize victims’ rights policies and procedures. If there are changes to the policy and procedures you have on file with DOJ CVSD, or you haven’t submitted policies and procedures, please read letters a and b below. Otherwise, note “not applicable” for this section and continue on to question # 2.

- a) If you have made changes to your agency’s victims’ rights policy and procedures please attach a copy to this report.
- b) If you do not have victims’ rights policies and procedures for your program indicate why not. Also state the date that these will be developed and forwarded to DOJ CVSD. *This date can be no later than December 31, 2009.* A template for victims’ rights policies and procedures can be accessed on the DOJ CVSD website at http://www.doj.state.or.us/crimev/doc/vap_policy_template.doc

2. STAFF ROSTER

All applicants must complete **Appendix E**. Information to be entered in the table for each staff member includes all of the following:

- a) Name (First name and last initial of staff are fine);
- b) Position Name;
- c) Bilingual Capacity;
- d) Full Time Equivalent (FTE) of the position;
- e) Provide the funding source as it connects with each portion of FTE; and
- f) Verification that direct service related staff person has met training requirement.

*Note: An example is included as **Appendix E** to illustrate how the form should be completed. Please pay special attention to the break-down of FTE by funding source.*

3. 2008-2009 YEAR IN REVIEW

Provide a narrative report on the goals, objectives and performance measures proposed in the 2008 Annual Report. Please use sub-headings to clearly identify your responses to each question. This section must include:

- a) The title and FTE of the position funded with the CFAA/UA funds (if applicable).
- b) A restatement of previous fiscal year’s goals, objectives and performance measures.

- c) Documentation of actual target outputs achieved from July 1, 2008 to June 30, 2009.
- d) A brief description of how the performance measures were attained. *If a target output was not attained, please provide an explanation.*
- e) Describe your efforts in the past funding year to create or enhance collaborations with community partners.
- f) How has enforcing victim rights changed the role of the VAP?
- g) As you reflect on providing services to victims over the past year, what has been the most difficult in providing victims their rights?

4. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

a) Common Goal, Objective and Performance Measures

This section is revised from previous years. The goal and objective have already been provided for you. Please complete the form included in **Appendix F** by following these steps:

1. CFAA/UA Funded Position: List the position title and the FTE (CFAA/UA funds can be used to pay for part or all of a position).
2. The Goal and Objective have been provided.
3. Indicate in the target output section the number of unduplicated victims to be served by this FTE/position.
4. Indicate in the target output section the average number of services provided to victims by this FTE/position.
5. Respond to questions 1 and 2 at the bottom of **Appendix F**.

b) Program Specific Goal, Objective and Performance Measures

Identify the goals, objectives, and performance measures to be accomplished using the CFAA/UA funds in FY 2009-2010 that directly links with goals from the Program's Five-Year Plan. A blank form is included in **Appendix G**. This form may be recreated using your own computer table function.

Guidelines for completing this section can be found in **Appendix H**.

5. POLICIES AND PROCEDURES NARRATIVE

Describe the policies and procedures of the VAP with enough detail to fully describe how the program is delivering each of the following statutory service requirements. Be sure to use each number as a sub-heading for completing this section.

Note: If your program is unable to provide each of the services listed below to ALL crime victims, you must fully explain what services you are not providing and indicate to which victims you are not providing the services.

1. Informing victims, as soon as practicable, of the rights granted to victims under Oregon law;
2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;

3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
6. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
7. Prepare victims for court hearings by informing them of the procedures involved;
8. Assist victims with the logistics related to court appearances when practicable and requested;
9. Accompany victims to court hearings when practicable and requested;
10. Encourage and facilitate victims' testimony; and
11. Inform victims of the processes necessary to request the return of property held as evidence.

6. PROGRAM SERVICES/DATA

Fill in the blanks on **Appendix I** for the period 07/01/08 – 06/30/09. Please be aware of questions requesting information for the entire VAP program versus information reflecting data from CFAA/UA funds only. This form may be recreated on your own computer.

7. STATISTICS BY TYPE – PAGES 1 AND 2

The Statistics by Type forms are now on Excel and include a formula to auto total your data.

Page 1: Report statistical data (**Appendix J**) tied to the CFAA/UA funds as accurately and as realistically as possible. In those positions that are partially paid by CFAA/UA funds, it may seem difficult to track statistics. Example: if a 1.0 FTE position is 50% funded by CFAA/UA funds, report only 50% of that position's statistics on this form. Please contact your grant monitor if you have any questions.

Page 2: Report Statistical data (**Appendix J-2**) for your entire VAP regardless of the funding sources.

In general, victims are identifiable individuals who receive direct services provided by staff or volunteers. Please refer to **Appendix J-3** for clarification on the "Type of Services Provided."

Note:

- Top half of the statistics sheet (Type of Victimization): Unduplicated number of victims by type of crime.
- Bottom half of the statistics sheet (Type of Services Provided): Number of services provided to victims. A service is counted each time a victim is provided such a service during the reporting period. Duplicated services may be counted.

8. 2008 - 2009 BUDGET YEAR IN REVIEW

Use the form found in the Excel attachments file to complete this section. Follow the same format as in **Appendix L**.

- a. Clearly describe the expenditures from the CFAA/UA fund for the 2008 - 2009 fiscal year.
- b. Carry-Over Column: If the Unitary Assessment Projected budget submitted last year indicated an intended use of UA carry-over funds, the amount entered in this column must equal that figure.
- c. If the figures do not match, attach a narrative to this form explaining the discrepancy.

9. 2009 - 2010 PROJECTED BUDGET PAGE

Use the form found in the Excel attachments file to complete this section. Refer to the example included in this document as **Appendix M**.

- a. Clearly describe how the CFAA/UA funds will be spent during the fiscal year (July 1, 2009 - June 30, 2010). It is important that the dollar amounts listed are consistent with the formula listed in the computation section of the budget page.
- b. List the total carry-over amount of CFAA/UA funds from 2008-2009 and all other previous years (if applicable).
- c. In addition to the budget form, fund recipients are required to complete a budget description page.

10. 2009 - 2010 BUDGET DESCRIPTION/JUSTIFICATION

Use the form in the Excel attachments file to complete this section. Refer to the example included in this document as **Appendix N**.

- a. Describe the expenses shown on the budget form indicating that they are allowable and related to the direct services funded.
- b. Provide details of how the carry-over funds will be spent (if applicable).

11. FIVE (5) YEAR PLAN

Complete the form attached as **Appendix O**.

- a. Define the five-year goals for the VAP as established for the VAP, by the City or District Attorney and VAP staff.
- b. Indicate the resources in place to assist in meeting the goals of the plan.
- c. Describe any potential obstacles in meeting the goals.

12. PROGRAM IMPACT OF CFAA/UA FUNDS

In this section, please discuss the impact of the CFAA/UA funds. Please ensure your response includes:

- a. What impact have CFAA/UA funds had on services to victims in your county or city?

- b. Address any unmet needs within the VAP.
- c. Please detail how your program would be affected by any reduction in CFAA/UA funds.

13. CONTRACTUAL SERVICES/MEMORANDUM OF UNDERSTANDING (INCLUDE PROFESSIONAL SERVICES CONTRACTED)

If applicable, attach a copy of the VAP agency procedure for routine review by City Attorney/County Attorney outlining activities, accomplishments, problems and critical observations of contracted services. OAR 137-078-0040(4) (a) (D)

Unitary Assessment Fund recipients proposing new or continuing contractual services must complete the form included in this document as **Appendix P** (Memorandum of Understanding).

Note: Type "not applicable" under this heading if no unitary assessment funds will be used for contractual services.

14. OTHER REQUIRED ATTACHMENTS

A. Annual Financial Report

Attach a copy of the City or County's Annual Financial Report, accompanied by an independent auditor's report. If the Annual Financial Report is not available at the time of submission, you may forward it when it is completed. OAR 137-078-0045(2) (f)

B. Victim Assistance Program Director Position Description

Attach the most current copy of the position description for the Victim Assistance Program Director.

C. CFAA/UA Funded Position Description(s)

Attach position descriptions for all positions funded completely, or in part, by Unitary Assessment funds.

- ***The 2009 CFAA/UA Annual Report is complete when this section is finished.***

SECTION F: REPORTING REQUIREMENTS

All required reporting documents can be found on the DOJ CVSD website at <http://www.doj.state.or.us/crimev/vap.shtml>

1. PERFORMANCE MEASURES AND DISTRIBUTION PLAN

a) Client Feedback

It is a requirement of CFAA/UA fund recipients to collect client feedback on services provided. The client feedback should be linked to all victim services provided by the program. *Note: programs are expected to collect client feedback from at least 10% of appropriate clients.*

Programs must include the following three outcome measures on their client feedback forms:

- “The services provided by this program helped me make informed choices about my situation.”
- “As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.”
- “The information given to me by the Victim Assistance Program helped me better understand the criminal justice system process as it relates to my case.”

Programs are only obligated to survey appropriate clients, and should specify which clients will be surveyed. For example, no clients in crisis would be appropriate, whereas clients receiving follow-up services may be more appropriate.

b) Crime Victims’ Rights Measures

As of January 2009, all City and District Attorney Victim Assistance Programs are required to collect feedback on victim rights. Collecting feedback shall begin with sending out the Victims’ Rights Request form. The rights a victim has chosen to request should be tracked on the Victims’ Rights Outcome Measures form and submitted quarterly to CVSD. The Victims’ Rights Outcome Measures form should not be tied to a specific funded project, but rather should be collected program-wide. Programs are asked to collect feedback from at least 10% of appropriate clients.

2. FINANCIAL REPORTING **NEW REQUIREMENT**

A UA quarterly financial report (QFR) will be implemented for the first time in this fiscal year. Because UA funds are issued prospectively, the report will provide information regarding expenditures already incurred by the funds received for that particular quarter. Due dates for QFR’s will follow the same timetable as all other CVSD reporting requirements; as noted in the table below.

3. REPORTING TIMELINE

The Unitary Assessment report forms are due each quarter following the schedule listed below:

Reporting Period	Report Due By:
July 1 st – September 30 th	October 31 st
October 1 st – December 31 st	January 31 st
January 1 st – March 31 st	April 30 th
April 1 st – June 30 th	July 20 th

SECTION G: REVIEW OF THE 2009 CFAA/UA REPORT

The 2009 CFAA/UA Annual Reports will be reviewed internally by DOJ CVSD staff for compliance. Agencies will be contacted if anything in the Report needs to be modified.

- **SECTION H: SUBMISSION INFORMATION**

●
The 2009 CFAA/UA Report may be mailed or hand delivered to the Oregon Department of Justice, Crime Victims' Services Division. The original report must be:

HAND-DELIVERED: by 5:00pm on Monday, August 31, 2009

Hand Deliver to: Oregon Department of Justice
Crime Victims' Services Division
4035 12th Street Cut Off SE, Suite 200
Salem, OR 97302

MAIL: Postmarked on Monday, August 31, 2009 (keep your receipt for verification of mailing date)

Mail to: Oregon Department of Justice
Crime Victims' Services Division
1162 Court St. NE
Salem, OR 97301-4096

Failure to return the 2009 CFAA/UA Annual Report by the due date will result in a hold of payments to your program and may lead to your program being placed on probationary status.

APPENDICES

Note: The forms included as appendices are only for reference. To complete the attachments, download the form from the available Excel and Word attachment files on the DOJ CVSD website at <http://www.doj.state.or.us/crimev/vap.shtml>

The Word file includes appendices:

A, B, C, D, E, F, G, H, O & P

The Excel file includes appendices:

I, J, J-2, L, M, N

Reference information and instructions for completing the forms will be included in the Excel and Word attachments files (where applicable).

County/City Agency Name _____

**2009 CFAA/UA ANNUAL REPORT
CHECK-OFF SHEET**

The required sections for this Report include:

Section E. 2009 CFAA/UA Annual Report Preparation

- 1. 2009 CFAA/UA Annual Report Check-Off Sheet (**Appendix A**)
- 2. Unitary Assessment Contact Sheet (**Appendix B**)
- 3. Certificate of District/City Attorney and Program Director (**Appendix C**)
- 4. Certification of Unitary Assessment Carryover Balance and Interest Income (**Appendix D**)
- 5. Year End Balance Sheet with highlighted Carryover balance and Interest Income

Section F. 2009 CFAA/UA Annual Report Contents

- 1. Victims' Rights Policy
- 2. Staff Roster (**Appendix E**)
- 3. 2008-2009 Year in Review
- 4. Common Goal, Objectives and Performance Measures (**Appendix F**)
- 5. Program Specific Goal, Objectives and Performance Measures (**Appendix G**)
- 6. Policies and Procedures Narrative
- 7. Program Services Data (**Appendix I**)
- 8. Statistics by Type
 - Page 1: Unitary Assessment Funds Specific (**Appendix J**)
 - Page 2: Entire Prosecutor Based Victim Assistance Program (**Appendix J-2**)
- 9. 2008 - 2009 Budget Year in Review (**Appendix L**)
- 10. 2009 - 2010 Projected Budget (**Appendix M**)
- 11. Budget Description (**Appendix N**)
- 12. Five Year Plan (**Appendix O**)
- 13. Program Impact of CFAA/UA Funds
- 14. Contractual Services/Memorandum of Understanding, if applicable (**Appendix P**)
- 15. Other Attachments:

Annual Financial Report

- Attached with Report Will forward when available

Victim Assistance Program Director Position Description

- Attached with Report

CFAA/UA Funded Position Description

- Attached with Report

**This Check-off Sheet must be completed and be attached to the top of the
2009 CFAA/UA Annual Report**

UNITARY ASSESSMENT CONTACT SHEET

AGENCY NAME
AGENCY PHYSICAL ADDRESS
AGENCY MAILING ADDRESS
CONTACT PERSON NAME AND PHONE NUMBER
CONTACT PERSON E-MAIL ADDRESS
AGENCY WEBSITE ADDRESS
TOTAL FTE SUPPORTED WITH THESE FUNDS
FISCAL CONTACT PERSON'S NAME, PHONE NUMBER AND E-MAIL ADDRESS
FISCAL OFFICER'S NAME, PHONE NUMBER AND E-MAIL ADDRESS

_____ City/County

CERTIFICATE OF DISTRICT/CITY ATTORNEY AND PROGRAM DIRECTOR
For the Reporting Period of July 1, 2009 through June 30, 2009

ORS 147.227 requires a comprehensive prosecutor based victim assistance program to substantially accomplish the following in order to qualify for one-half of the Unitary Assessment and/or Penalty Assessment funds collected in their jurisdiction:

Provide comprehensive services to victims of *all types of crime* with particular emphasis on serious crimes against persons and property, including, but not limited to:

1. Informing victims, as soon as practicable, of the rights granted to victims under Oregon law;
2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
6. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
7. Prepare victims for court hearings by informing them of the procedures involved;
8. Assist victims with the logistics related to court appearances when practicable and requested;
9. Accompany victims to court hearings when practicable and requested;
10. Encourage and facilitate victims' testimony; and
11. Inform victims of the processes necessary to request the return of property held as evidence.

I hereby certify that the _____ county/city victim program is a comprehensive program as required by ORS Chapter 147 and that the victim program substantially accomplishes the provision of the services listed above under the direction of the District/City Attorney.

I further certify that the attached policies and procedures truthfully and accurately describe the practices and philosophy of the _____ county/city victim program.

I further certify that the _____ county/city victim program will continue in operation for the fiscal year ending June 30, 2009 (OAR 137-078-0010 (1)(a)).

I further certify that the funds returned to this program from the unitary/penalty assessment account are treated as designated funds and are used for the exclusive use of the victim program (ORS 147.227).

 District/City Attorney

 Date

 Program Director

 Date

 Person Reporting (if not the Program Director)

 Date

STAFF ROSTER

(Example: for informational use only in completing the blank form)

Name	Title	Bicultural/ Bilingual (& details)	FTE	Funding Source	Training Hours & Category*	Date	Met SVAA Training Requirement	Date Met Requirement
Claire LeFleur	Interviewer		.75 FTE	Unrestricted funds	Child Abuse Summit (18 hours)	04/2008	N/A	N/A
Irini Aristal	Family Advocate	Spanish, German	.50 FTE .50 FTE	VOCA XYZ foundation			Yes	10/2007
Selena Seletov	Teen Advocate	Russian	.50 FTE .50 FTE	Private Donations VOCA Project	CVCP (8 hours)	02/2009	Yes	04/2008
Rosalyn Wojeski	Volunteer Coordinator	Marshallese	.25 FTE .75 FTE	NCA VOCA Basic			Yes	10/2008
Carl Perkins	Administrative Assistant		.50 FTE	United Way	Data Management (4 hours)	12/2008	N/A	N/A
Malia Tribeca	Executive Director		1.0 FTE	United Way			Yes	04/2006

* Please record hours of training on a specific category separately from one another

COMMON GOAL, OBJECTIVE AND PERFORMANCE MEASURES

FTE and Title of UA Funded Position: _____		
Goal: Clients will be able to make informed choices regarding their rights as a crime victim during the criminal justice process.		
Objective	Performance Measures	
	Target Output	Short Term Outcomes
Provide clients with information and services that support and enhance their understanding of and participation in the criminal justice system.	<p>During the one year grant period provide services to [redacted] unduplicated victims of crime.</p> <p>Provide an average of [redacted] victim services to each victim.</p> <p>Referred [redacted] victims to other community services to meet need. (Access to services)</p>	<p>95% of victims self report as a result of information received from the VAP a better understanding of their rights as a victim of crime (at least 4 (agree or strongly agree) on a 5 point scale).</p> <p>95% of victims self report a better understanding of their rights of a victim of crime and of the criminal justice system as it relates to their case (at least 4 (agree or strongly agree) on a 5 point scale).</p>

Provide a response to each of the questions below:

1. How was the number of unduplicated victims of crime to be served determined?

2. How was the average number of victim services determined?

PROGRAM SPECIFIC GOAL, OBJECTIVE AND PERFORMANCE MEASURES

FTE and Title of UA Funded Position:		
Goal:		
Objective	Performance Measures	
	Target Output	Short Term Outcomes

Provide a response to each of the questions below:

1. How was the figure in the target output column determined?

GUIDELINE FOR CREATING GOALS, OBJECTIVE AND PERFORMANCE MEASURES

Goals

These are broad, general statements of what the program hopes to accomplish. For example, “Victims of Crime will Receive Information Needed to Access and Assert their Rights.”

Objectives

These are the desired changes the program hopes to make. Write attainable objectives that allow you to measure change. For example, “The XYZ Victim Assistance Program will provide clients with information, referrals, and support.” Keep the objectives simple, realistic, and reachable.

Performance Measures

These are markers that indicate whether the program has met its objectives. Performance measures consist of two parts: target outputs and short-term outcome measures.

Target Outputs: These are the proposed results of staff activities. Target outputs should show the following information:

- Number of clients served
- Types of clients served
- Length of time that it will take to serve that number of victims (For example, 120 victims will be served within a six month period)
- Number and type of services delivered

For example, the XYZ Victim Assistance Program will “distribute 50 victims’ rights packets per year” and “an average of two (2) follow-up services per victim will be provided.”

Write one (1) target output for each objective.

Short-Term Outcomes: These are the changes in participants’ lives as a result of the staff activities. Use the existing required performance measures for prosecutor based victim assistance programs as guidelines.

For example, the CFAA/UA funds cover the FTE for a victim advocate. Victims fill out an evaluation that asks, “As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.” The program’s short-term outcome states “95% of victims who met individually with an advocate report that they better understand their rights as a victim of crime (responses rated at least 4 on a 5 point scale).”

2008/2009 CFAA/UA ANNUAL REPORT
CITY/COUNTY: _____

PROGRAM SERVICES DATA For the Funding Period July 1, 2008 - June 30, 2009
--

Staff Information for the Entire Victim Assistance Program	
Paid VAP Staff (FTE):	
Number of Volunteers in Program:	
Number of Volunteer hours in the Funding Period:	

Community Education	
Number of public speaking engagements (providing information on how to access direct services on behalf of the Victim Assistance Program):	

Staff Statistics for CFAA/UA Funds	
What is the FTE CFAA/UA Funds are supporting:	
Name the position(s) CFAA/UA funds are supporting:	
Provide the name of each staff being paid by CFAA/UA Funds:	

County Funding	
Provide the total County Funding Contributing to the Victim Assistance Program during the Funding Period:	

General Advocacy
Identify other advocacy services provided by the VAP which are not reflected in this report. Add a narrative if needed (examples: 24-hour crisis response, homicide support groups, etc.):

2008/2009 CFAA/UA ANNUAL REPORT
CITY/COUNTY: _____

STATISTICS BY TYPE: CFAA/UA FUND SPECIFIC (July 1, 2008 - June 30, 2009)

TYPE OF VICTIMIZATION	TOTAL VICTIMS
A. CHILD VICTIMS OF PHYSICAL ABUSE	
B. CHILD VICTIMS OF SEXUAL ABUSE	
C. VICTIMS OF DUI/DWI	
D. VICTIMS OF DOMESTIC VIOLENCE	
E. ADULT VICTIMS OF SEXUAL ASSAULT	
F. ADULT SURVIVORS OF INCEST OR CHILD SEXUAL ABUSE	
G. SURVIVORS OF HOMICIDE VICTIMS	
H. ELDER ABUSE: Domestic Violence	
I. ELDER ABUSE: Assault	
J. ELDER ABUSE: ID Theft	
K. ELDER ABUSE: Financial Fraud	
L. OTHER: Violent Crime	
OTHER: Property Crime	
OTHER:	
OTHER:	
OTHER:	
TOTAL	

TYPE OF SERVICES PROVIDED	TOTAL SERVICES
A. CRISIS COUNSELING	
B. FOLLOWUP CONTACT	
C. THERAPY	
D. GROUP TREATMENT	
E. CRISIS HOTLINE	
F. SHELTER/SAFE HOUSE	
G. INFORMATION AND REFERRAL (<i>in-person</i>)	
H. CRIMINAL JUSTICE SUPPORT/ADVOCACY	
I. EMERGENCY FINANCIAL ASSISTANCE	
J. EMERGENCY LEGAL ADVOCACY	
K. ASSISTANCE IN FILING COMPENSATION CLAIMS	
L. PERSONAL ADVOCACY	
M. INFORMATION AND REFERRAL (<i>Telephone</i>)	
N. OTHER: Death Notification	
OTHER: Respond to Emergency Room	
OTHER: Restitution	
OTHER:	
OTHER:	
OTHER:	
OTHER:	
TOTAL	

2008/2009 CFAA/UA ANNUAL REPORT

CITY/COUNTY: _____

STATISTICS BY TYPE: ENTIRE VICTIM ASSISTANCE PROGRAM (July 1, 2008 - June 30, 2009)

TYPE OF VICTIMIZATION	TOTAL VICTIMS
A. CHILD VICTIMS OF PHYSICAL ABUSE	
B. CHILD VICTIMS OF SEXUAL ABUSE	
C. VICTIMS OF DUI/DWI	
D. VICTIMS OF DOMESTIC VIOLENCE	
E. ADULT VICTIMS OF SEXUAL ASSAULT	
F. ADULT SURVIVORS OF INCEST OR CHILD SEXUAL ABUSE	
G. SURVIVORS OF HOMICIDE VICTIMS	
H. ELDER ABUSE: Domestic Violence	
I. ELDER ABUSE: Assault	
J. ELDER ABUSE: ID Theft	
K. ELDER ABUSE: Financial Fraud	
L. OTHER: Violent Crime	
OTHER: Property Crime	
OTHER:	
OTHER:	
OTHER:	
TOTAL	

TYPE OF SERVICES PROVIDED	TOTAL SERVICES
A. CRISIS COUNSELING	
B. FOLLOWUP CONTACT	
C. THERAPY	
D. GROUP TREATMENT	
E. CRISIS HOTLINE	
F. SHELTER/SAFE HOUSE	
G. INFORMATION AND REFERRAL (<i>in-person</i>)	
H. CRIMINAL JUSTICE SUPPORT/ADVOCACY	
I. EMERGENCY FINANCIAL ASSISTANCE	
J. EMERGENCY LEGAL ADVOCACY	
K. ASSISTANCE IN FILING COMPENSATION CLAIMS	
L. PERSONAL ADVOCACY	
M. INFORMATION AND REFERRAL (<i>Telephone</i>)	
N. OTHER: Death Notification	
OTHER: Respond to Emergency Room	
OTHER: Restitution	
OTHER:	
OTHER:	
OTHER:	
OTHER:	
TOTAL	

**STATISTICS BY TYPE
SERVICE DELIVERY DEFINITIONS**

Listed below are descriptions of services to be utilized as a reference for completing Appendix J & Appendix J-2.

- a) **Crisis Counseling** refers to in-person crisis intervention, emotional support, and guidance and counseling on an individual basis provided by counselors, mental health professionals or peers. Such counseling may occur: a) at the scene of a crime; b) immediately after a crime; c) at the first, in-person contact between a counselor and victim (this would include meeting a victim in an emergency room, at a police station, or at a district attorney's office, etc.); d) during in-person contact for the duration of the crisis experience; or e) in the case of survivors of homicide victims or DUI/DWI, counseling may occur months after the victimization.
- b) **Follow-up Contact** refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.
- c) **Therapy** refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- d) **Group Treatment** refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.
- e) **Crisis Hotline** typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, and information and referral to victims and survivors.
- f) **Shelter/Safe House** refers to offering short-term and long-term housing and related support services to victims and members of their family following victimization.
- g) **Information and Referral (In-Person)** refers to in-person contacts with the victim and identifying services offered and support available by the sub-grants project and other community agencies.
- h) **Criminal Justice Support/Advocacy** refers to law enforcement and prosecution investigation support, assistance during investigation, and explanation of procedures, etc. Included in this definition are: court-related support, i.e., court orientation, court escort, case appearance notification, case status and disposition information, victim impact reports, assistance with restitution, witness fees, intimidation or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.
- i) **Emergency Financial Assistance** refers to locating emergency loans and petty cash; assistance in filing for losses covered by public and private insurance programs including worker's compensation, unemployment benefits, welfare, and Medicare; and payment for taxis, food, emergency shelter, and clothing.
- j) **Emergency Legal Advocacy** refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.
- k) **Assistance in Filing Compensation Claims** includes making victims aware of the availability of crime victim compensation and assisting the victim in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
- l) **Personal Advocacy** refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors and others on behalf of the victim; and other general information on rights and remedies available to the victim.
- m) **Information and Referral (Telephone)** refers to telephone contacts with the victim and identifying services offered and support available by sub-grant projects and other community agencies.
- n) **Other** – Identify any services not listed that are offered to crime victims by the CFAA/UA funds.

**2009 CFAA/UA Fund Payments to District and City Attorney
Victim Assistance Programs
(July 1, 2009 through June 30, 2010)**

County/City	Pd. By July 31 For Jul - Sept	Pd. By Oct. 31 For Oct - Dec	Pd. By Jan. 31 For Jan - Mar	Pd. By April 30 For Apr - Jun	Fiscal Year
Baker	\$ 4,251.42	\$ 4,251.42	\$ 4,251.42	\$ 4,251.42	\$ 17,005.68
Benton	\$ 13,487.66	\$ 13,487.66	\$ 13,487.66	\$ 13,487.66	\$ 53,950.64
Clackamas	\$ 40,032.88	\$ 40,032.88	\$ 40,032.88	\$ 40,032.88	\$ 160,131.52
Clatsop	\$ 8,505.66	\$ 8,505.66	\$ 8,505.66	\$ 8,505.66	\$ 34,022.64
Columbia	\$ 7,295.22	\$ 7,295.22	\$ 7,295.22	\$ 7,295.22	\$ 29,180.88
Coos	\$ 11,423.12	\$ 11,423.12	\$ 11,423.12	\$ 11,423.12	\$ 45,692.48
Crook	\$ 5,542.37	\$ 5,542.37	\$ 5,542.37	\$ 5,542.37	\$ 22,169.48
Curry	\$ 4,589.88	\$ 4,589.88	\$ 4,589.88	\$ 4,589.88	\$ 18,359.52
Deschutes	\$ 20,503.75	\$ 20,503.75	\$ 20,503.75	\$ 20,503.75	\$ 82,015.00
Douglas	\$ 15,192.25	\$ 15,192.25	\$ 15,192.25	\$ 15,192.25	\$ 60,769.00
Gilliam	\$ 2,757.42	\$ 2,757.42	\$ 2,757.42	\$ 2,757.42	\$ 11,029.68
Grant	\$ 3,290.24	\$ 3,290.24	\$ 3,290.24	\$ 3,290.24	\$ 13,160.96
Harney	\$ 3,263.06	\$ 3,263.06	\$ 3,263.06	\$ 3,263.06	\$ 13,052.24
Hood River	\$ 7,376.54	\$ 7,376.54	\$ 7,376.54	\$ 7,376.54	\$ 29,506.16
Jackson	\$ 27,432.25	\$ 27,432.25	\$ 27,432.25	\$ 27,432.25	\$ 109,729.00
Jefferson	\$ 5,196.67	\$ 5,196.67	\$ 5,196.67	\$ 5,196.67	\$ 20,786.68
Josephine	\$ 11,769.91	\$ 11,769.91	\$ 11,769.91	\$ 11,769.91	\$ 47,079.64
Klamath	\$ 11,581.61	\$ 11,581.61	\$ 11,581.61	\$ 11,581.61	\$ 46,326.44
Lake	\$ 3,285.15	\$ 3,285.15	\$ 3,285.15	\$ 3,285.15	\$ 13,140.60
Lane	\$ 40,606.14	\$ 40,606.14	\$ 40,606.14	\$ 40,606.14	\$ 162,424.56
City of Eugene	\$ 4,091.66	\$ 4,091.66	\$ 4,091.66	\$ 4,091.66	\$ 16,366.64
Lincoln	\$ 9,307.79	\$ 9,307.79	\$ 9,307.79	\$ 9,307.79	\$ 37,231.16
Linn	\$ 18,536.26	\$ 18,536.26	\$ 18,536.26	\$ 18,536.26	\$ 74,145.04
Malheur	\$ 8,106.26	\$ 8,106.26	\$ 8,106.26	\$ 8,106.26	\$ 32,425.04
Marion	\$ 41,444.96	\$ 41,444.96	\$ 41,444.96	\$ 41,444.96	\$ 165,779.84
City of Salem	\$ 4,857.74	\$ 4,857.74	\$ 4,857.74	\$ 4,857.74	\$ 19,430.96
Morrow	\$ 3,889.07	\$ 3,889.07	\$ 3,889.07	\$ 3,889.07	\$ 15,556.28
Multnomah	\$ 99,188.95	\$ 99,188.95	\$ 99,188.95	\$ 99,188.95	\$ 396,755.80
Polk	\$ 11,825.89	\$ 11,825.89	\$ 11,825.89	\$ 11,825.89	\$ 47,303.56
Sherman	\$ 2,697.34	\$ 2,697.34	\$ 2,697.34	\$ 2,697.34	\$ 10,789.36
Tillamook	\$ 5,671.39	\$ 5,671.39	\$ 5,671.39	\$ 5,671.39	\$ 22,685.56
Umatilla	\$ 13,589.32	\$ 13,589.32	\$ 13,589.32	\$ 13,589.32	\$ 54,357.28
City of Pendleton	\$ 435.03	\$ 435.03	\$ 435.03	\$ 435.03	\$ 1,740.12
Union	\$ 8,199.04	\$ 8,199.04	\$ 8,199.04	\$ 8,199.04	\$ 32,796.16
Wallowa	\$ 3,221.90	\$ 3,221.90	\$ 3,221.90	\$ 3,221.90	\$ 12,887.60
Wasco	\$ 5,127.73	\$ 5,127.73	\$ 5,127.73	\$ 5,127.73	\$ 20,510.92
City of The Dalles	\$ 358.19	\$ 358.19	\$ 358.19	\$ 358.19	\$ 1,432.76
Washington	\$ 46,817.64	\$ 46,817.64	\$ 46,817.64	\$ 46,817.64	\$ 187,270.56
City of Beaverton	\$ 7,234.31	\$ 7,234.31	\$ 7,234.31	\$ 7,234.31	\$ 28,937.24
Wheeler	\$ 2,649.01	\$ 2,649.01	\$ 2,649.01	\$ 2,649.01	\$ 10,596.04
Yamhill	\$ 14,337.39	\$ 14,337.39	\$ 14,337.39	\$ 14,337.39	\$ 57,349.56
TOTALS	\$ 558,970.07	\$ 558,970.07	\$ 558,970.07	\$ 558,970.07	\$ 2,235,880.28

2009-2010 UNITARY ASSESSMENT BUDGET PAGE				
XYZ Victim Assistance Program			July 1, 2009 to June 30, 2010	
ORGANIZATION NAME	EXAMPLE		PROJECT PERIOD	
	COMPUTATION	UNITARY ASSESSMENT FUNDS TO BE EXPENDED IN FY2009 - 2010	CARRY OVER FUNDS FROM FY 2008 - 2009 TO BE EXPENDED IN FY2009 - 2010	TOTAL UNITARY ASSESSMENT FUNDS TO BE EXPENDED IN FY 2009 - 20010
Personnel				
#1) Position Title	.25 FTE Victim Assistance Program Director			
Salary	\$2,950/mo x 12 mo x .25 FTE or \$35,400 x .25 FTE	\$8,850.00	\$2,375.00	\$11,225.00
Benefits	Benefits @ 46% of the UA funded salary (\$8,850 x .46)	\$4,071.00		\$4,071.00
#2) Position Title	.10 FTE General Victim Advocate			
Salary	4 hrs/wk x 52 wks = 208 hrs/yr x \$13.50/hr	\$2,808.00	\$0	\$2,808.00
Benefits				
	Total Personnel	\$15,729.00	\$2,375.00	\$18,104.00
Services and Supplies				
1) Contractual Services				
2) Travel	225 miles round trip x \$.485/mi.	\$109.13	\$75.00	\$184.13
3) Training	2 SVAA training registration fees at \$450 each and lodging at \$70/night x 4 nights; meals @ \$40/day x 4 days x 2.	\$1,500.00	\$120.00	\$1,620.00
4) Office Supplies				
5) Postage	5000 stamps at \$.42 each	\$2,100.00	\$0.00	\$2,100.00
6) Printing & Copying	5,000 brochures x \$.30 each	\$1,500.00	\$0.00	\$1,500.00
7) Telephone	\$40 monthly fee x 12 months, \$30/mo x 12 months X 2 cell phones	\$1,200.00	\$360.00	\$1,560.00
8) Equipment Rental	\$50/mos x 12 mos	\$600.00		
	Total Services and Supplies	\$6,409.13	\$555.00	\$6,964.13
Other Services				
1) Rent				
2) Emergency Services	\$40/victim x 125 victims	\$5,000.00	\$0.00	\$5,000.00
3) Audit Costs				
4) Capital Outlay				
5) Other (Describe)				
	Total Other Services	\$5,000.00	\$0.00	\$5,000.00
	TOTAL EXPENDITURES	\$27,138.13	\$2,930.00	\$30,068.13

EXAMPLE

2009-2010 Unitary Assessment Budget Description

GRANT FUNDS	DESCRIPTION/JUSTIFICATION OF BUDGET ITEMS
Personnel: Salary	
#1) Position Title	Victim Assistance Program Director also acts as an advocate and will be responsible for the overall day to day operations of the VAP. This position will also see that reports are submitted in a timely fashion.
#2) Position Title	General Victim Advocate is responsible for assisting clients through the justice system including seeking restitution. The Advocate will receive a step increment the 6th month of this grant. The calculations on the budget page reflect this increment.
#3) Position Title	
Personnel: Benefits	
	All benefits are calculated at 46% of base salary. Benefits include: health care, social security, workman's compensation, short term disability.
Services and Supplies	
1) Contractual Services*	
2) Travel	Estimated mileage to attend SVAA training in Salem.
3) Training	The UA funded staff (Director and General Advocate) will attend the SVAA training in October 2008. The grant will cover the registration fee, lodging for 4 nights and meals.
4) Office Supplies	
5) Postage	Necessary for office mail and mailing of victim packets.
6) Printing & Copying	Printing of agency brochures
7) Telephone	Agency landline telephone service and two cell phone lines
8) Equipment Rental	A copier will be leased for 12 months and the cost will be prorated across funding streams.
Other Services	
1) Rent	
2) Emergency Services	Client emergency services to cover client basic needs such as changing locks, emergency motel vouchering, etc.
3) Audit Costs	
4) Capital Outlay	
5) Other (Describe)	

*If VOCA agrees to fund a grant that includes contractual services, the agency must provide a copy of the signed contract.

**REQUIRED FORMAT AND CONTENT
MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (MOU) is entered into by and between: *Provide the agency name and a brief description of each agency i.e. non-profit Domestic Violence non-shelter provider.*

A. Purpose *State the purpose of the MOU. Include statements that explain how the sub-contracting relationship enhances or benefits the Applicant’s program;*

B. Roles and Responsibilities *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be time commitment, in-kind contributions or grant funds and could include but is not limited to the following: training, workspace, volunteer hours, etc.*

Agency A agrees to:

Responsibility/Activity	Responsible Staff

Agency B agrees to:

Responsibility/Activity	Responsible Staff

C. Reporting Requirements *Describe who will be responsible for collecting, collating and submitting data as per the project target outputs and outcomes.*

D. Funding *Clearly describe any grant fund, the amount and category (personnel, office supplies, contracted services, etc.) that will be provided to the non lead agency(s).*

E. Timeframe *Clearly state the time period that this MOU will be in effect.*

This MOU will commence on _____ and will dissolve at the end of the Unitary Assessment funding period on _____.

F. Confidentiality

In order to ensure the safety of clients, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined on page 5 of the 2009 Unitary Assessment Report.

The designated lead agency accepts full responsibility for the performance of the collaborative organizations/agencies.

This Memorandum of Understanding is the complete agreement between _____ and _____ and may be amended only by written agreement signed by each of the parties involved.

The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

AGENCY A (applicant agency's name)

Authorized Official: _____

Signature

Name and Title

Address: _____

Telephone(s): _____

E-mail Address: _____

AGENCY B (partner agency's name)

Authorized Official: _____

Signature

Name and Title

Address: _____

Telephone(s): _____

E-mail Address: _____