

OREGON DEPARTMENT OF JUSTICE



FY2009 – 2011 VICTIMS OF CRIME ACT (VOCA) PROJECT AND AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 GRANT APPLICATION

**Attorney General John R. Kroger
Oregon Department of Justice
Crime Victims' Services Division
1162 Court Street NE
Salem, OR 97301-4096**

TO OBTAIN A COPY OF THE 2009 VOCA PROJECT AND RECOVER ACT GRANT AND/OR 2009 VOCA GRANT MANAGEMENT HANDBOOK:

The VOCA Project and Recovery Act Grant application, application forms and Handbook are available in three formats:

- Downloadable in PDF format on the Department of Justice (DOJ) website at: http://www.doj.state.or.us/crimev/voca_publications.shtml
- Electronic Mail (e-mail)
- Hard Copy

Note: required forms and attachments can be downloaded at the website listed above in Microsoft Excel and Microsoft Word formats.



VOCA PROJECT AND RECOVERY ACT GRANT CONTACT INFORMATION

To request a hard copy of the application and/or forms, please contact DOJ Grant Assistants Krista Anderson or Norm Walters at:

Phone: (503) 378-5344

Fax: (503) 378-6974

E-mail: krista.anderson@doj.state.or.us or norman.c.walters@doj.state.or.us

For more information or to address questions specific to the application or application process, please contact:

Nancy Walker Fund Coordinator	(503) 378-5647	nancy.walker@doj.state.or.us
Cathy Relang Fund Coordinator	(503) 378-4476	cathy.l.relang@doj.state.or.us
Mailing Address: Oregon Department of Justice, Crime Victims' Services Division 1162 Court Street NE Salem, Oregon 97301-4096		Fax: (503) 378-6974



GRANT APPLICATION AMENDMENTS

DOJ CVSD may amend this 2009 VOCA Project and Recovery Act Grant Application by posting Amendment(s) on the DOJ website listed above. APPLICANTS SHOULD REVIEW THE DOJ WEBSITE LISTED ABOVE ON A REGULAR BASIS UNTIL THE APPLICATION DUE DATE TO AVOID MISSING ANY AMENDMENTS. DOJ CVSD accepts no responsibility for Applicant missing information contained on the DOJ website. Any Applicant requiring clarification of a provision of this 2009 VOCA Project and Recovery Act Grant Application may make a request for clarification in writing, telephone, or e-mail to one of the contact persons listed above. To be considered, the request must be received by one of the contact persons by Monday, May 4, 2009. Requests for clarification received after Monday, May 4, 2009, may or may not be responded to in DOJ CVSD's sole discretion. DOJ CVSD will promptly respond to each properly-submitted request for clarification. Where appropriate, DOJ CVSD will issue an Amendment that will be posted on the DOJ website. DOJ CVSD may also informally respond to applicants' questions. HOWEVER, INFORMAL RESPONSES DO NOT AFFECT THE PROVISIONS OF THE 2009 VOCA PROJECT GRANT APPLICATION WHICH IS ONLY CHANGED VIA FORMAL AMENDMENT(S) ISSUED BY DOJ CVSD AND POSTED ON THE DOJ WEBSITE.



VOCA PROJECT AND RECOVERY ACT GRANT APPLICANTS' TELECONFERENCE SCHEDULE

For those who have questions or want more information, there will be two opportunities for applicants to participate in a teleconference with VOCA Grant staff (participation is optional). The times and access information are listed below. To join the teleconference, please dial the toll-free number. Then, when prompted, enter the Participant Code and you will be joined. The teleconference will be most useful if you have access to the application materials when you join.

Applicants' Teleconferences

Date	Time	Toll-free Number to Call	Participant Code to Enter at Prompt
Tuesday, April 21, 2009	1:30pm – 3:30pm	(888) 830-6260	173242
Tuesday, May 12, 2009	10:00am – 12:00pm		

Victims of Crime Act (VOCA) Advisory Committee

<p>Helen O'Brien VOCA AC Co-Chair Director Victim Assistance Program Multnomah County District Attorney</p>	<p>Walt Beglau District Attorney Marion County</p>	<p>Patricia Dahlgren Community Representative</p>
<p>Kris Dallman Citizen Representative, former Executive Director of Helping Hands</p>	<p>Valerie Eames Abuse Prevention Coordinator DHS - Seniors and People with Disabilities</p>	<p>Erin Ellis Executive Director Sexual Assault Resource Center</p>
<p>Jim Epley DV Project Coordinator Jefferson County DA's Office</p>	<p>Kurstin Finch Gnehm Director of Advancement Services Office of College Relations, Linfield College</p>	<p>Wendy McDaniel Executive Director Safe Harbors</p>
<p>Wade McLeod District Attorney Sherman County</p>	<p>Lizzi McNeff Project DART Coordinator Portland State University Regional Research Institute</p>	<p>Gloria Needham Director Victim Assistance Program Hood River County District Attorney</p>
<p>Mary Sasaki Community Representative</p>	<p>Chanpone Sinlapasai Attorney At Law Marandas Chi Okamura</p>	<p>Candy Solovjovs Community Representative</p>
<p>Eura Washburn Citizen Representative Former Chief of Police Coos Bay Police Department</p>		

TABLE OF CONTENTS

SECTION A: Introduction.....	1
SECTION B: Primary Focus Areas.....	2-3
SECTION C: Eligibility to Apply for this Grant.....	4-6
I. Federal Eligibility Requirements.....	4
II. Compliance with the Federal Funding Accountability & Transparency Act of 2006.....	5
III. CVSD Applicant Requirements.....	5-6
SECTION D: Recovery Act Funds.....	7-9
I. Recovery Act Overview	7
II. Availability of Recovery Act Funds	7
III. Recovery Act Funds Requirements and Considerations	7-8
IV. American Recovery & Reinvestment Act of 2009 Frequently Asked Questions	8-9
SECTION E: General Guidelines.....	10-11
SECTION F: Grant Application Checklist.....	12
SECTION G: Cover Page, Non-Supplanting & Certified Assurances.....	12-15
I. Cover Page.....	12-15
II. Certificate of Non-Supplanting, Certified Assurances & Recovery Act Assurances.....	15
III. Letter of Authorization	15
SECTION H: Agency Overview	16-20
I. The following information is required of all Applicants	16
II. Statement of Agency Organization.....	16-17
III. Staff Roster	17
IV. Board of Directors Information and Roster	17-18
V. Agency Organization Chart	18
VI. Currently Funded 2007-2009 VOCA Project Grant in Review.....	18
VII. 2008 and 2009 Organization/Program Revenue.....	19
VIII. Current Fiscal Year 08-09 Agency/Victim Assistance Program Budget	19
IX. Proposed Fiscal Year 09-10 Agency/Victim Assistance Program Budget.....	19
X. Victim Compensation Statement	19
XI. Strategic and Culturally Competency Planning.....	20
SECTION I: Project Proposal Contents	21-29
I. Project Description	21-22
II. Goals, Objectives, Activities and Performance Measures.....	22-24
III. Project Work Plan and Timetable.....	24
IV. Budget Page.....	24-25
V. VOCA Budget Narrative/Justification Form.....	25
VI. VOCA Project and Recovery Act Grant Services to be Provided.....	25
VII. Volunteer Statement	25-26

VIII.	Client Feedback and DOJ CVSD Common Outcome Measures.....	26-28
IX.	Primary Focus Area Specific Information.....	28-29
SECTION J: Monitoring, Reporting & Financial Requirements		30-33
I.	Grant Monitoring.....	30
II.	VOCA Grant Agreement & Conditional Awards.....	30-31
III.	Deobligation of Grant Funds	31
IV.	Reporting Requirements	31-32
V.	Payment of Awards.....	32
VI.	Requirement of all VOCA Grant Recipients	32-33
SECTION K: Review of Applications & Reservation of Rights		34-36
SECTION L: Submission Information		37
SECTION M: Application Timeline		38
SECTION N: Review of VOCA Award Decisions.....		39

APPENDICES/FORMS

APPENDIX A.....	2009 VOCA Project Grant & Recovery Act Application Checklist
APPENDIX B.....	Sample Letter of Authorization (non-profit agencies only)
APPENDIX C.....	2009 VOCA Project & Recovery Act Cover Page
APPENDIX D.....	Certificate of Non-Supplanting (public agencies only)
APPENDIX E.....	General Victims of Crime Act Certified Assurances
APPENDIX F.....	Recovery Act Certified Assurances
APPENDIX G.....	Training Requirements for Staff, Volunteers/Interns and Board
APPENDIX H.....	Staff Roster
APPENDIX I.....	Board of Directors Information and Roster
APPENDIX J.....	2007 – 2009 VOCA Project Grant Year in Review Victims Statistics Forms
APPENDIX K.....	2008 – 2009 Organization/Program Revenue
APPENDIX L.....	Strategic and Cultural Competency Planning
APPENDIX M.....	Common Goals, Objectives, Activities and Performance Measures Form (Required)
APPENDIX N....	Goals, Objectives, Activities and Performance Measures Form (Project-Specific Goals)
APPENDIX O.....	2009 VOCA Project and Recovery Act Work Plan and Timeline
APPENDIX P.....	VOCA Match Tip Page
APPENDIX Q.....	Sample 2009 VOCA Project & Recovery Act Budget Page
APPENDIX R.....	2009 Budget Description/Justification
APPENDIX S.....	2009 VOCA Project & Recovery Act Services to be Provided
APPENDIX T.....	Common Outcome Measures Form for Programs Serving All Victims of Crime
APPENDIX T2.....	Common Outcome Measures Form for Programs Serving Child Abuse Victims
APPENDIX T3.....	Common Outcome Measures Form for Programs Serving DV and SA
APPENDIX U.....	Proposed Subcontract Form
APPENDIX V.....	Required Memorandum of Understanding (MOU) Format
APPENDIX W.....	Congressional District Map

CAREFULLY READ THE INSTRUCTIONS DO NOT ATTACH EXTRA DOCUMENTS AND LETTERS

A. INTRODUCTION

This request for application (RFA) is for the Fiscal Year (FY) 2009 Victims of Crime Act (VOCA) Competitive Project and Recovery Act Grant. This RFA combines two VOCA funding streams: the annual, formula grant award to the State of Oregon along with the one-time 2009 Recovery Act award to the State. Both the awards follow the VOCA federal guidelines.

This RFA is open to all agencies who meet the VOCA eligibility criteria as outlined in this RFA and in the 2009 VOCA Grant Management Handbook. The Handbook also explains the history and guidelines for VOCA and provides information about allowable costs, financial requirements and the qualifications needed to apply for and receive VOCA grants. The Department of Justice (DOJ), Crime Victims' Services Division (CVSD) will issue 2009 VOCA Competitive grants for two (2) years; October 1, 2009 – September 30, 2011.

Initially, applications will be reviewed by the DOJ CVSD staff to determine if they meet the minimum qualification requirement of the equivalent of 75% accuracy or better. The applicant's failure to comply with the instructions, or to submit a complete application, will result in the application not being considered for further review. Applications that meet the 75% or better minimum requirement will move forward for a full committee review process as outlined on pages 34 – 36 of this RFA.

Upon the completion of the initial screening and minimum qualification review process, all applications will undergo a thorough review process by the VOCA Advisory Committee and Regional Review Sub-Committees. Based on the specific project and other considerations, DOJ CVSD staff will determine whether awards will be made from the FY 2009 VOCA allocation to the State or the 2009 Recovery Act Fund allocation. The applicant need not be concerned with tailoring their application toward one set of funds or the other. Be sure to respond to each of the questions asked in the application materials and provide documentation as requested.

Following the Advisory Committee determination of applications selected for a 2009 VOCA competitive award, the VOCA staff will select the applications that fit best with the funds available. *However, due to the potential for receiving the Recovery Act funds, all applicants must read Section D of this application regarding the Recovery Act on pages 7 -9. Applicants must certify that they will meet the specific reporting requirements of the Act should they be funded by this source. See **Appendix F** for certification details.*

B. PRIMARY FOCUS AREAS

The VOCA Advisory Committee has decided to target projects for funding that address the gaps in services to victims as identified directly by the victim service providers in the state of Oregon via their reports to DOJ CVSD. The VOCA Advisory Committee is highlighting some of the identified gaps in services by encouraging the development of projects that directly address the needs of victims of crime in three (3) Primary Focus Areas.

Applicants may submit an application for any project within the VOCA allowable costs. However, applications will receive five (5) extra points in the scoring process for each Primary Focus Area that is applicable. *The project must directly address, and provide sufficient supporting documentation to justify applying under a Primary Focus Area in order to receive the extra points.* Applicants will be asked to self-identify any Primary Focus Areas that apply to their Project and Recovery Act Grants on the Cover Sheet and to fully explain how their proposal directly addresses each identified Primary Focus Area in the Project Description Section of the application.

THE PRIMARY FOCUS AREAS ARE DETAILED BELOW

1. PREVIOUSLY UNDERSERVED VICTIMS OF CRIME INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

- Services to teens and younger women who are victims of domestic violence and sexual assault;
- Play therapy groups for children ages 3 – 8;
- Human Trafficking with a focus on domestic minors;
- Restitution;
- Sexual minorities;
- Elder abuse;
- Culturally specific advocacy;
- Resources for disabled victims; and
- Volunteer coordination.

For more detail on the previously underserved category, please see page 15 of the 2009 VOCA Grant Management Handbook.

2. LOSS OF EXISTING SERVICES

In order to receive extra points for this Primary Focus Area, an applicant must submit a VOCA Project and Recovery Act Grant seeking funding for FTE designated for the *provision of direct services that has been eliminated or is planned to be eliminated or reduced without the funding sought in this application.*

If you are interested in applying under this primary focus area, see pages 28 - 29 for more information and specific questions to be addressed.

3. COLLABORATIVE EFFORTS

For an applicant to receive extra points in this Primary Focus Area, *a truly collaborative application should be submitted that incorporates each partner agency and clearly defines each agency's role in planning, implementation and evaluation of the project.* Collaboration requires an active and on-going role of each agency, working together for the implementation and execution of the service. Collaborative grants will require a signed "Memorandum of Understanding" (MOU) from each partner agency. See **Appendix V** for the required MOU format.

Collaborative requirements are detailed on page 29 of this RFA.

C. ELIGIBILITY TO APPLY FOR THIS GRANT

I. FEDERAL ELIGIBILITY REQUIREMENTS

In order to be eligible for VOCA funds, an organization must provide services to crime victims and be operated by a public agency, nonprofit organization, Native American tribe/organization, or a combination of such agencies or organizations. Eligible organizations include victim service organizations whose sole mission is to provide services to crime victims. An agency must meet all of the following criteria or services to receive VOCA funds:

1. Demonstrate a record of providing effective direct services to crime victims;
2. Meet program match requirements. Match must be derived from non-federal funds and must be used for VOCA eligible activities. Match is 25% of the federal amount received and can be in-kind or cash¹;
3. Utilize volunteers to provide or support direct victim services;
4. Promote coordinated public and private efforts to aid crime victims within the community;
5. Assist victims in seeking crime victim compensation benefits;
6. Provide services to crime victims, at no charge, through the VOCA-funded project;
7. Maintain required civil rights information;
8. Provide services to victims of federal crime on the same basis as victims of state crime;
9. Maintain the confidentiality of client-counselor information, as required by state and federal law; and
10. Maintain confidentiality of research information.

In addition to the requirements listed above, all VOCA grantees are expected to:

- Meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplantation and the certifications regarding lobbying, debarment, suspension and other responsibility matters and drug-free workplace requirements.
- Comply with VOCA program guidelines as written in the VOCA Grant Management Handbook, including any additional eligibility or service criteria as established by DOJ CVSD. The Handbook is available on the DOJ CVSD website at:

http://www.doj.state.or.us/crimev/voca_publications.shtml

For VOCA allowable and unallowable expenses please refer to pages 6-14 of the 2009 VOCA Grant Management Handbook.

¹ See the VOCA Grant Management Handbook for more information on match requirements and calculations

II. COMPLIANCE WITH THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006

As of January 1, 2009, all recipients of Federal VOCA funds must comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA). DOJ CVSD encourages all applicants and potential grantees to prepare **now** for compliance with the FFATA by making certain that their agency has a Dun & Bradstreet Data Universal Numbering System (DUNS) number and Central Contractor Registration (CCR). Further detail regarding this requirement can be found on pages 32 – 33 of this RFA.

III. CVSD APPLICANT REQUIREMENTS

1. EFFECTIVE SERVICES

Applicants will be able to provide the services and meet the criteria of all of the eligibility requirements as described on page 4.

2. 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. completion of compensation claims, child abuse medical assessments, etc.). In addition, those agencies whose primary services are focused on a specific area of victim assistance must be able to describe how they directly link victims whose needs may be beyond their expertise to the appropriate community partner agency.

3. GOOD FISCAL MANAGEMENT

Applicants will be able to maintain adequate funding, keep financial records and comply with grant reporting requirements. Applicants with deficiencies in timely and accurate reporting in previous grants may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded.

4. ABILITY TO PROVIDE MATCHING FUNDS

Matching grant funds is a requirement of VOCA. Please refer to pages 17 – 19 of the 2009 VOCA Grant Management Handbook (available on the DOJ CVSD website) for specific information regarding match.

5. FINANCIAL DATA AND OUTCOME REPORTING

Applicants will submit quarterly financial and outcome measures reports and semi-annual statistics and narrative reports on services provided specific to the staff positions supported by those funds. More detailed information can be found on pages 31 – 32 of this document.

6. COMPLIANCE WITH RELEVANT FEDERAL AND STATE LAWS (CIVIL RIGHTS, ADA, ETC)

By submitting an application, applicants will signify their intent to comply with relevant Federal and State Laws including but not limited to the Civil Rights Act and the Americans with Disabilities Act (ADA) and the Federal Funding Accountability and Transparency Act (FFATA) of 2006.

7. CONFIDENTIALITY POLICIES AND/OR PROCEDURES

The applicant will have policies and/or procedures to protect the confidentiality and privacy of persons receiving services and will not disclose personally identifying information or individual information collected in connection with services requested, used, or denied without the informed, written, reasonably time-limited consent of the person whose information will be disclosed. Non-personally identifying information may be shared in the aggregate for reporting purposes. Policies will be reviewed during site visits.

8. 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.

Note: Coordination efforts qualify an agency to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.

9. 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, **Attachment L** 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.

10. TRAINING REQUIREMENTS

Applicants will provide training to staff, volunteers/interns and board members as outlined in **Appendix G** of this document and will assess staff and volunteers' readiness to provide direct services. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. Staff Roster **Appendix H** and Board of Directors Information and Roster **Appendix I** require information on completion of requirements for each member.

D. RECOVERY ACT FUNDS

While there will be a minimal number of awards made from the Recovery Act funds, all programs who apply via this competitive application process must read and be prepared to comply with the following information. Should an applicant receive these funds, they must certify that they will comply with each of the specific Recovery Act requirements.

I. RECOVERY ACT OVERVIEW

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases. The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a Recovery Accountability and Transparency Board and a new website – www.recovery.gov, to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

II. AVAILABILITY OF RECOVERY ACT FUNDS

The Recovery Act funds are one-time only funds and will be provided to sub-grantees for a 24-month period of time (October 1, 2009 – September 30, 2011). Applicants should propose project activities, services and deliverables that can be accomplished without additional DOJ CVSD funding. The VOCA Recovery Funds will provide a great opportunity to help maintain a level of service delivery to crime victims during the recession. These funds are intended to be used to retain jobs that would otherwise be lost and provide the opportunity to create jobs to meet any unmet needs of crime victims. **APPLICANTS SHOULD NOT ANTICIPATE THAT THE VOCA FUNDS THAT OREGON RECEIVES THROUGH ITS ANNUAL APPROPRIATION CAN SUSTAIN JOBS CREATED WITH VOCA RECOVERY FUNDS.**

III. RECOVERY ACT FUNDS REQUIREMENTS AND CONSIDERATIONS

1. Compliance with the Federal Funding and Accountability Act of 2006 (FFATA). In order to meet this requirement, an applicant agency must have a DUNS Number and a current registry in the CCR. Please see pages 32 – 33 of this RFA for information on the process to acquire a DUNS number and to register with the CCR.
2. Performance Measures: The Recovery Act Funds have specific performance measures which must be met in order to demonstrate compliance with the Act. Performance measures must be reported quarterly to DOJ CVSD. Please see pages 22 - 24 and **Appendix M** for additional information regarding the performance measures.
3. If an agency's award is made from Recovery Act funds, there is a very short turnaround time for DOJ CVSD to submit reports required by the US Department of Justice. **All required reports must be submitted to DOJ CVSD within five calendar days from the**

end of each quarter. Failure to meet this requirement will cause your project to be de-funded, which will be taken into consideration when additional funds are available for award and could result in the award to the State of Oregon being revoked.

4. If you currently receive a VOCA Basic grant and are awarded Recovery Act funds, you will have two sets of quarterly reporting dates: **Recovery Act VOCA will be due on the following dates: January 5, 2010, April 5, 2010, July 5, 2010, October 5, 2010, January 5, 2011, April 5, 2011, July 5, 2011 and October 5, 2011.** All other VOCA reports will be due according to the reporting requirements outlined on page 33 of the 2009 VOCA Grant Management Handbook.
5. All Recovery Act VOCA funds must be accounted for separately from any other funds, including any other VOCA or other DOJ CVSD funds from the Recovery Act that are received. An agency's accounting system must ensure that the Recovery Act VOCA funds are not commingled with other funds; including those issued from DOJ CVSD. Agencies must include monthly revenue and expenditure reports showing a breakdown by personnel, benefits and any support through services and supplies or miscellaneous expenditures directly from these funds.
6. Personnel services will be the priority for these funds.
7. Services, supplies and miscellaneous costs will be considered, however, they must be essential to supporting the direct FTE requested on the budget.

IV. AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FREQUENTLY ASKED QUESTIONS

QUESTION #1: WHAT ARE RECOVERY ACT FUNDS AND HOW ARE THEY DIFFERENT FROM REGULAR VOCA GRANT FUNDS? ANSWER: On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act of 2009 that includes a provision for additional VOCA "stimulus" funds to be made available to the states on a limited basis. In addition to the usual state and federal purpose areas and priorities of the VOCA grant programs, these "Recovery Act Funds" must also be used to preserve, restore, and create jobs and to promote economic recovery. These funds will be distributed as one-time only grants for a twenty-four month subgrant award period beginning October 1, 2009 and ending September 30, 2011. Whether or not you currently have a VOCA grant, you will have the opportunity to apply for Recovery Act Funds.

QUESTION #2: WILL I AUTOMATICALLY GET RECOVERY ACT FUNDS IF I AM ALREADY A VOCA FUND RECIPIENT? ANSWER: No. The Recovery Act Funds will be issued via this competitive RFA. No preference will be given to agencies who are current VOCA sub-grantees.

QUESTION #3: WILL I BE ABLE TO RE-APPLY FOR ADDITIONAL FUNDS AT THE END OF THE 24-MONTH GRANT CYCLE? ANSWER: Maybe. The determinations on a competitive VOCA Project grant process will be made by the VOCA Advisory Committee in early 2011 based upon the anticipated allocation of VOCA funds to the State. Do not anticipate that the funding awarded through this application process will be sustained.

QUESTION #4: ARE THERE SPECIAL REQUIREMENTS ON THE RECOVERY ACT FUNDS?

ANSWER: Yes. The following are a few of the major special requirements:

- **JOBS AND ECONOMIC GROWTH**

In addition to all the usual state and federal requirements on VOCA grant funds, Recovery Act Funds must also be used to preserve, restore, and create jobs and otherwise promote growth of the economy.

- **REPORTING**

Due to the Transparency Act that oversees the use of these funds, subgrantees will be required to submit financial back-up documentation with each quarterly report on the use of the funds. **Quarterly reports on the use of Recovery Act Funds will be due at DOJ CVSD within 5 calendar days of the close of each calendar quarter.** Failure to submit a report by the deadline could result in suspension of funds or termination of the agency's award. Quarterly reports on Recovery Act Funds are completely separate from quarterly reports on your regular VOCA grants. For example, if you already have a VOCA grant and also receive Recovery Act VOCA Funds, your Recovery Act quarterly report for the October – December quarter will be due by January 5, 2010 and your regular VOCA grant quarterly report for that quarter will still be due by January 31, 2010.

- **DUNS and CCR**

Applicants must have a Data Universal Numbering System (DUNS) number and be registered on the Central Contractor Registration (CCR) database. See pages 32-33 of this RFA for detailed information on this requirement.

QUESTION #5: HOW DO I DOCUMENT THAT JOBS HAVE EITHER BEEN LOST OR ARE IN

DANGER OF BEING CUT BACK OR ELIMINATED? **ANSWER:** Documentation can include termination notices; minutes of City Council, Board of County Commissioners, or Board of Directors meetings; Executive Orders by the Governor, Mayors, County Commissioners or other public officials; or other official declarations that such jobs were or will be eliminated, FTE reduced, etc.

QUESTION #6: WHY IS THERE A 5-DAY REPORTING DEADLINE ON THESE FUNDS? WHAT

WILL HAPPEN IF I RECEIVE RECOVERY ACT FUNDS AND CAN'T MEET THE 5-DAY REPORTING REQUIREMENT? **ANSWER:** DOJ CVSD will have only 10 calendar days from the end of a quarter to report to the U.S. Department of Justice on the use of these funds. To meet this deadline, **DOJ CVSD must receive reports from subgrantees within 5 calendar days of the end of each quarter** in order to process the reports, prepare and transmit the data for quarterly reports to the Department of Justice. Failure to meet the reporting deadline will result in loss of federal funding for the State of Oregon.

E. GENERAL GUIDELINES

Complete the 2009 VOCA Project and Recovery Act Grant application using the following instructions:

1. Applications may be mailed or hand delivered. All applications must be *postmarked* on or before **Friday, June 5, 2009**. Keep the mailing receipt until you receive notice of the grant award decision. This is your agency's verification of the date on which the application was sent. Hand delivered applications must arrive at the Oregon Department of Justice, Crime Victims' Services Division, 4035 12th Street Cut-off SE, Suite 200, Salem, Oregon, 97302 **no later than 5:00 p.m. on Friday, June 5, 2009**. *If you are not familiar with this location, please call for directions.* (See page 37 for additional grant submission information)

DOJ CVSD WILL NOT EXTEND THE SUBMISSION DEADLINE OR CONSIDER LATE APPLICATIONS

2. Submit (7) extra copies in addition to the original application. **Do not staple the original or the additional copies.** Please submit only one copy of the information requested if your agency is required to submit the additional documentation detailed on page 16 of this RFA.
3. Number each page of the application. Do not number the attachments or appendices.
4. Use at least **12-point type font** for the entire application.
5. Single-space the narrative portions. Use at least a one (1) inch margin.
6. Use of a bulleted format to list items is allowed.
7. Provide information on plain, white paper or use the required forms included in this packet. Do not print the grant application on letterhead.
8. Use only one side of the paper. Do not double side pages of the application.
9. Do not bind or cover the application (or copies). Do not put the application or the copies in folders.
10. Do not use section dividers or tabs.
11. Required documents and letters are listed in the application. Do not attach extra documents or letters to the application unless expressly requested in the application.
12. For the grant application, all agencies are referred to as "Victim Service Programs."

13. The maximum award amount for the VOCA Project and Recovery Act Grant is \$90,000. Do not ask for more than \$90,000 in VOCA funds for the two year grant period. (VOCA funds + match must not exceed \$112,500.)
14. The Project Grant and Recovery Act Grant award period is twenty-four (24) months (10/01/2009 - 09/30/2011).
15. An agency may only submit one (1) 2009 Project and Recovery Act Grant application *unless* they are part of a separate, collaborative VOCA Project and Recovery Act Grant application.
16. All agencies who meet the eligibility criteria as outlined in this RFA and the *2009 Grant Management Handbook* may apply for 2009 VOCA Project and Recovery Grant funds.
17. Keep the timelines and dollar amounts on the cover page and the budget page the same. Double-check the figures.
18. Before DOJ can issue a new award, all existing VOCA grant reports must be submitted and complete. The VOCA grant reports include:
 - VOCA Semi-Annual Narrative Reports;
 - VOCA Semi-Annual Statistics Reports;
 - VOCA Quarterly Financial Reports;
 - CVSD Common Outcome Measures (Client Feedback) Reports; and
 - Audit Reports (if required).
19. 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, VOCA guidelines and requirements.
20. DOJ has the right to make or deny an award without talking to the applicant first. Complete and accurate proposals are strongly encouraged.
21. **Incomplete applications will not be considered.** Use the checklist provided in this application as **Appendix A** to ensure all required sections are complete.
22. Applicants, through their submission of an application for VOCA Project and Recovery Act Grant funding agree to comply with DOJ grant agreement requirements. A Sample DOJ VOCA Grant Agreement is available on the CVSD website at:

http://www.doj.state.or.us/crimev/voca_publications.shtml.
23. The DOJ CVSD staff is happy to answer questions about the VOCA grant process. However, the DOJ CVSD staff cannot review and/or edit grant applications before they are submitted.

SECTIONS F, G, H AND I: PROJECT AND RECOVERY ACT GRANT PREPARATION

F. GRANT APPLICATION CHECKLIST

The VOCA Project and Recovery Act Grant Application must include certain, essential information. Use the precise format indicated in the application instructions. Required forms included in the grant application are available on the CVSD website in either Word or Excel format depending on the type of form. Complete each section of the VOCA Project and Recovery Act Grant application. Use the VOCA Grant application Checklist **Appendix A** to verify that each part of the application is completed and attached. Attach one copy of the Grant Application Checklist to the front of the original application before submitting it. **Do not attach the Checklist to the additional copies of the application.**

G. COVER PAGE, NON-SUPLANTING & CERTIFIED ASSURANCES

I. COVER PAGE

The following sections must be completed for this grant application.

Section 1: Application Checklist

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

Sections 2-11: Application Cover Page

Sections 2-11 are on the Application Cover Page included in this packet as **Appendix C**.

Section 2: Applicant Information

- a. **Legal name of the organization submitting the application.** For purposes of this application, “legal name” is the name under which the applicant reports to the Internal Revenue Service. *Note: If applicant is registered under different names with the IRS and the Oregon Secretary of State’s Office, please include an explanation as to the reason for this difference and any intended action to address the difference.*

Please also include the name under which the organization is conducting business if different from the organization’s legal name (e.g., XYZ Domestic Violence Services, Doing Business As (DBA)/Safe Haven). The organization must be duly organized under applicable law (e.g., as a non-profit corporation) with the legal power to contract. Also included in 2a is the address at which the applicant wishes to receive mailed correspondence.

- b. **Physical address of the applicant:** Enter the physical address of the applicant. If this location is confidential, indicate so and leave the space blank.

- c. **Congressional District(s) Served:** Refers to Oregon’s Congressional Districts of 1, 2, 3, 4 or 5. Include all that are covered by your service area. This is a federal requirement. See **Appendix W** for a map of the districts.
- d. **Federal DUNS Number:** Enter the agency’s federal DUNS number. If the agency is in the process of applying for a federal DUNS number please indicate “in process” in this box. Mark either “yes” or “no” to indicate whether the agency has a current CCR registry. If the agency has a CCR, please indicate the expiration date. *Note: you must submit the agency’s DUNS number to DOJ CVSD prior to any award of VOCA funds being made.*
- e. Refers to the name of the contact person for this grant application.
- f. Refers to the applicant agency or contact person’s phone and fax numbers.
- g. Refers to the applicant agency or contact person’s e-mail address.
- h. Refers to the applicant agency or program’s website address (if applicable).
- i. Please enter name and contact information for the person in the applicant organization responsible for fiscal management of this grant.
- j. Enter the applicant agency’s Federal Tax ID number.
- k. Refers to the county of the applicant agency.

Section 3: Implementing Agency

Please check the category that describes your organization. Only mark one selection.

Section 4: Implementing Agency Sub-type

Please check the sub-category that describes your organization. Only mark one selection.

Section 5: Faith-based Organization

Indicate whether your organization is faith based?

Section 6: Staff & Volunteer Information

Please indicate the FTE of staff paid for by VOCA funds and the anticipated number of FTE of volunteers providing services in this project.

Note: Volunteer Formula: 2080 volunteer hours = 1 FTE

Section 7: Priority Category

Indicate the priority category of crime victims the application proposes to serve (*choose only one*):

- Domestic violence;

- Sexual Assault;
- Child Abuse;
- General Victim Assistance; or
- Previously Underserved (If you select this category, please also indicate the specific underserved population to be served).

Section 8: Primary Focus Areas

Place a check mark next to the primary focus area(s) this application proposes to serve. If Previously Underserved is selected, the specific focus group must be listed.

Section 9: Retain, Reinstate or Create Jobs (Complete this section, if applicable)

Complete this section by checking the most appropriate box and writing in the FTE.

- Retain or reinstate job(s) means an existing position providing direct services to victims of crime which would otherwise have to be eliminated or has been eliminated because your agency has lost funding or anticipates losing funding for the position.
- Create or expand job(s) means a new position or the enhancement of an existing part-time position providing direct services to victims of crime is available. The agency does not now nor does the agency expect to receive funding from another fund source.

Section 10: Budget and Timeline

Provide figures for the amount of FY 2009 Project and Recovery Act Grant funds that are being requested.

Budget:

- *Total Federal funds requested:* Indicate the amount of FY 2009 VOCA Project and Recovery Act Program Grant funds requested. Total federal funds should not exceed \$90,000.
- *Total in-kind match:* Indicate the amount of in-kind match contributed toward this project.
- *Total cash match:* Indicate the amount of cash match contributed toward this project.
- *Total VOCA Project and Recovery Act Grant:* Indicate the total (federal funds, in-kind and cash match) VOCA Basic Program Grant amount. The total funds should not exceed \$112,500.

Example: The proposal is requesting \$35,999.75 in federal funds. The total match requirement is \$8,999.94. The applicant is contributing \$3,526.00 in-kind match (volunteer hours) and \$5,473.94 in cash match. The total VOCA Project and Recovery Act Grant amount is \$44,999.69. Use exact amounts in dollars and cents when figuring match. **Do not round match amounts to the nearest dollar.**

Timeline:

For all 2009 VOCA Project and Recovery Act Grant applications the project period must fall between:

Project Start Date: 10/01/2009

Project End Date: 09/30/2011

Section 11: Project Overview

Please list the following information in the space provided (be as clear and concise as possible):

- a. Title of Funded Position;
- b. FTE;
- c. Major areas of budget expenses; and
- d. A 100 word or less narrative describing overall goal, major activity and significance/need of the Proposal.
- e. FTE to be created, retained and/or reinstated as a result of this funding.

Section 12: Certification and Signature

The applicant organization's Authorized Official must sign the original application. The applicant organization's Authorized Official must sign the original application. An "Authorized Official" is defined as the individual legally responsible for obligating the organization to receive state funds and comply with all requirements of the applicable grants. In many non-profit organizations, the Authorized Official is the Board Chair. If the director of a non-profit is authorized to sign the grant documents, a letter of authorization from the Board of Directors or Chair of the Board is to be included in the grant application.

Please read the Certification language carefully. By signing, you are agreeing to comply with the grant contract terms for the funds for which you are applying, should an award be made. Sample grant contract language for VOCA grant agreements is available at: <http://www.doj.state.or.us/crimev/index.shtml>. This sample is for 2008 grants and is intended only for informational use. Grant terms may be adjusted for 2009 awards.

II. CERTIFICATE OF NON-SUPPLANTING, CERTIFIED ASSURANCES AND RECOVERY ACT ASSURANCES

Review the forms attached as **Appendix D, Appendix E and Appendix F** and have the authorized signatory for your agency sign and date the forms. Include the completed forms, with original signatures, with your application.

III. LETTER OF AUTHORIZATION (FOR NON-PROFIT ORGANIZATIONS)

If someone other than an authorized member of the Board of Directors has signed the application or intends to sign grant documents (including reports) applicants must attach a letter of authorization to the application. See **Appendix B** for a sample letter.

H. AGENCY OVERVIEW

Note: The following section and subsequent questions refers to the practices, procedures, etc. already in place within your agency.

Applicants should follow the format and order shown below when completing this section. Use plain white paper. The instructions will indicate when a specific form is required. The forms located in the appendices are for reference only. The fillable forms can be downloaded from the DOJ CVSD website in Excel and Word formats.

Label each section of the application at the top of the page; for example, “VOCA Project and Recovery Act Grant – Staff Roster.” Additionally, for questions with multiple parts, please use the sub-questions as headings (this is detailed in the relevant sections below).

I. THE FOLLOWING INFORMATION IS REQUIRED OF ALL APPLICANTS WHO DO NOT CURRENTLY RECEIVE NON-COMPETITIVE FUNDING THROUGH DOJ CVSD

Non-profit Organizations Only:

1. Balance Sheet
2. Most Recently Approved Agency-wide Budget
3. IRS form 990
4. Articles of Incorporation
5. IRS Determination Letter

Government-based Organizations Only:

1. Balance Sheet
2. Most Recently Approved Agency-wide Budget

*Note: There is no page limit for these documents. Please submit the correct documents that fulfill this requirement. Attach one copy of these documents to the original copy of the grant **DO NOT ATTACH THIS INFORMATION TO THE OTHER SEVEN (7) COPIES OF THE GRANT.***

II. STATEMENT OF AGENCY ORGANIZATION

Label this section “VOCA Project and Recovery Act Grant – Statement of Agency Organization.” Use each question as a subheading. For example, “Section H: II: 1a When, where and why the organization started.”

Use no more than four (4) pages for this section.

1. Provide a brief overview of the agency by describing the following (*the more clearly the information is presented, the easier for reviewers to perceive the need*):
 - a. When, where and why the organization started;
 - b. The purpose, goals and philosophy of the agency;
 - c. What populations the agency serves (include diverse populations served);

- d. What kinds of services the agency provides (include services to diverse populations);
 - e. The agency’s role in the community, specifically address any collaborative efforts your agency engages in with community partners including state, county and city agencies; law enforcement and other victim service providers; and
 - f. Describe how the victims in the community have benefited because of the working relationship with these agencies.
2. Provide information that demonstrates a record of effective² services to crime victims. Give a history of:
 - a. How the agency provides effective services to crime victims;
 - b. How the agency provides direct services in a cost-effective manner; and
 - c. Describe your agency’s practice regarding evaluation of services. Specifically, how do you measure your own effectiveness?

III. STAFF ROSTER

Complete the staff roster included as a sample in this application as **Appendix H** and attach it to your application. A blank staff roster form must be completed for this section. Label this section “VOCA Project and Recovery Act Grant – Staff Roster.”

Information to be entered in the table for each staff member includes all of the following:

1. Name (First name and last initial of staff are fine);
2. Position Name;
3. Bilingual Capacity;
4. Full Time Equivalent (FTE) of the position;
5. Which funding source funds each piece of FTE; and
6. Verification that direct service related staff person has met training requirement. *Staff training requirements are included as **Appendix G** of this RFA. Please review them carefully before completing the form.*

IV. BOARD OF DIRECTORS INFORMATION AND ROSTER

Indicate “not applicable” if your agency is not governed by a board of directors.

For all others, complete the Board of Directors Information and Roster and attach it to your application. A sample of how to complete the table for the Board of Director roster is included in this RFA as **Appendix I**. Please note: There are narrative questions following the table that are required to be completed. Information to be entered in the table for each Board member includes all of the following:

1. Name;
2. Affiliation, if any;
3. Length of Service on the Board;

² For the purposes of this application, *Effective Services* are defined as a demonstrated. “record of providing effective services to crime victims. This includes having the support and approval of services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.” (*VOCA Program Guideline*, US DOJ, Office for Victims of Crime (OVC)).

4. Verification of completion of required training for each member. *Board training requirements are included as Appendix G of this RFA. Please review them carefully before completing the form;* and
5. Term limit (if no limits, please indicate how Board members are evaluated).

V. AGENCY ORGANIZATIONAL CHART

Provide a flow chart showing the staffing and supervisory structure of the applicant agency. If you are part of a larger agency, show how your program fits into the overall agency structure and then provide a more detailed, program-specific organization chart. There is no page limit for this section.

VI. CURRENTLY FUNDED 2007-2009 VOCA PROJECT GRANT IN REVIEW (IF APPLICABLE)

To be completed only by those applicants who received a 2007-2009 VOCA Project Grant. Label this section “VOCA Project and Recovery Act Grant – Grant in Review.” Use headings for each sub-section of the question. For example, “Section H: VI 1a State the title and FTE of the position paid for with the existing VOCA Project grant funds.”

Use no more than three (3) pages for this section.

1. Describe the current VOCA Project Grant ending in 2009 by addressing the following:
 - a. State the title and FTE of the position paid for with the existing VOCA Project grant funds.
 - i. Indicate if and how the agency will continue to fund this FTE and provide the services after the award period ends.
 - b. Provide a clear and concise description of the activities undertaken with this funding.
 - c. List the existing VOCA Project Grant goals, objectives and performance measures. Indicate the percent achieved next to each output.
 - i. If you do not expect to reach your goals for this project, please provide a brief explanation of the obstacles.
 - d. Provide an overview of progress made, challenges encountered and adjustments needed, if any during the course of the existing VOCA Project Grant. If applicable, state any agency and staff changes that occurred.
 - e. Describe how the existing VOCA Project Grant impacts the community. Illustrate the events or partnerships impacted as a result of this grant.
 - f. Complete and submit the statistical form included as **Appendix J** to report on the number of victims served and types of services provided by the FTE supported by this project.

VII. 2008 AND 2009 ORGANIZATION/PROGRAM REVENUE

Use the form found in **Appendix K**. Provide the amounts and sources of funding (revenue) allocated to victim services, based on the program's previous and current fiscal years' budgets. Further instructions are on the form.

VIII. CURRENT FISCAL YEAR 2008 - 2009 AGENCY/VICTIM ASSISTANCE PROGRAM BUDGET

All applicants must attach a copy of the current, approved agency budget (FY2008 – 2009). Programs within larger agencies do not need to provide an entire agency budget, but must provide a budget for victim services. Date of approval should be clearly visible.

Note: There is no form in the Appendices for this section. The attachment is the agency budget in the form in which it was developed and approved.

- *If you are claiming loss of existing services primary focus area, the budgets submitted should be highlighted, clearly identifying the loss or expected loss. This documentation should be included as an attachment to your application.*

IX. PROPOSED FISCAL YEAR 2009 - 2010 AGENCY/VICTIM ASSISTANCE PROGRAM BUDGET

All applicants must submit a copy of their proposed budget for Fiscal Year 2009 - 2010 to the application. Programs within larger agencies do not need to provide an entire agency budget, but must provide a budget for victim services. *(Please note anticipated date of approval)*. There is no form in the Appendices for this section. The attachment is the agency budget in the form in which it is developed and approved.

- *If you are claiming loss of existing services primary focus area, the budgets submitted should be highlighted, clearly identifying the loss or expected loss. This documentation should be included as an attachment to your application.*

X. VICTIM COMPENSATION STATEMENT

Label this section "VOCA Project and Recovery Act Grant – Victim Compensation Statement." Be sure to use headings for questions with multiple parts. For example, "Section H: X1 What assistance is provided to help victims fill out Crime Victims' Compensation applications?"

DOJ CVSD administers the Crime Victims' Compensation Program. It reimburses victims of violent crime for the costs associated with crime-related injuries. ***VOCA Federal Guidelines require that VOCA funded programs have procedures in place to help crime victims apply for compensation benefits.*** Limit your response to this section to no more than two pages.

1. Explain the agency procedure for notifying victims about Oregon's Crime Victims' Compensation Program.
2. What assistance is provided to help victims fill out Crime Victims' Compensation applications?
3. What problems does the agency face in connecting victims with the Crime Victims' Compensation Program?
4. Describe how the staff is trained on the Crime Victims' Compensation Program?

XI. STRATEGIC AND CULTURAL COMPETENCY PLANNING

As indicated in Section C:III 9 of this RFA, the purpose of the planning process is to identify needs of and appropriate services for the community(ies) served by each applicant. Therefore, **Appendix L** asks for the most basic information about each applicant's internal planning.

Note: A copy of the agency's strategic and cultural competency plans are not requested. 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. PROJECT PROPOSAL CONTENTS

Note: The following section and subsequent questions refers to what is proposed and/or will be enhanced within your agency should your application be funded

Applicants should follow the format and order shown below when completing this section. Use plain white paper. The instructions will indicate when a specific form is required. The forms located in the appendices are for reference only. The fillable forms can be downloaded from the DOJ CVSD website in Excel and Word formats.

Label each section of the application at the top of the page; for example, “VOCA Project and Recovery Act Grant – Staff Roster.” Additionally, for questions with multiple parts, please use the sub-questions as headings (this is detailed in the relevant sections below).

Note: If the application has proposed services under one or more of the three primary focus areas, ensure that the project description clearly states the justification for claiming the focus area(s). The application will not be awarded additional points for primary focus areas if the justification is incomplete or inconclusive.

I. PROJECT DESCRIPTION

Label this section “VOCA Project and Recovery Act Grant – Project Description.” Be sure to use headings for each sub-section of the question listed below. For example, “Section I: I How will the services be provided?” Use no more than four (4) pages for this section.

1. Explain the **problems and needs** that this grant will address. Please describe the local crime problems and statistics, underserved populations, estimated number of victims in need of these proposed services.
2. If this application is addressing the loss of existing services and proposes to restore or create new FTE include the following, otherwise, list “not applicable”:
 - a. Describe the budgeting decision making process at your agency that led to the decision to cut or eliminate the FTE requested in this RFA;
 - b. Describe the importance of the position(s) in providing services to crime victims and whether this is considered a core, direct-service position within your agency; and
 - c. If this project application proposes to create or enhance FTE, please describe the gap in services that this FTE will fulfill.
3. Write a **clear and concise description** of the activities and services proposed for funding. Be sure to address:
 - a. Discuss how the services will be provided?

- b. List the FTE and position title for the staff proposed for funding by this grant.
 - i. If this FTE or a portion thereof, is to be reinstated or retained, provide the funding source prior to the cut.
 - c. **Who will provide the services?** How is this person uniquely qualified to provide the services?
 - d. **Attach a job description or a draft of a job description to this section of the application. This does not count against the four page limit for this section.**
 - i. Identify and describe the direct services and activities to be provided by this project. Specifically address how access to services² will be enhanced in your service area by this proposal.
4. Describe **who will be served** by this project (**target population**).
 5. Are there other agencies in your service area that provide the services you are proposing under this VOCA Project and Recovery Act grant application? If yes, how are they enhanced by your agency's proposal?
 6. Are you applying for funding for this position from any other funding sources (i.e., VAWA, private foundation, etc.)? If yes, please indicate which source and the anticipated date of notification of award from the source.

II. GOALS, OBJECTIVES, ACTIVITIES AND PERFORMANCE MEASURES

Label this section "VOCA Project and Recovery Act Grant -- Goals Objectives and Performance Measures"

Use the information found in **Appendix M** and **Appendix N** to complete this section. The table can be recreated by using the table function in your word processing software. Please call DOJ CVSD staff if assistance is needed to complete this section.

1. Required, Common Goal, Objective and Performance measures for this Project

All applicants must complete Common Goal 1, objective and performance measures as shown in the first table on **Appendix M**. Complete this table as follows:

1. Fill in the position title and FTE.
2. Indicate the FTE supporting the goal stated that has either been retained or reinstated due to these funds or is a new position.
3. Complete the activities that will be provided to attain the objective.
4. Indicate in the Target Output section the number of victims to be served by this FTE/position. Keep the following in mind:
 - a. Applicants should be able to describe how the number of victims to be served was determined.

² For the purposes of this application, *Access to Services* is defined as: how a victim will be linked to the appropriate services whose primary need(s) may be beyond the applicant's expertise.

- b. Be specific regarding the number of victims to be served. For example: does the number of victims served represent one or two years.
- c. Applicants receiving Recovery Act funds must report victims separately from any other statistics (regardless of funding source) with separate tracking systems and supporting source documentation.

2. Project Specific Goals, Objective and Performance measures for this Project

*Applicants should add no more than two additional goals, Objective and Performance measures for this Project. Refer to **Appendix N** for a sample of this requirement.*

1. **VOCA Funded Position:** List the position title and the FTE. Indicate whether the FTE and position is one that has been retained or reinstated due to these funds or is a new position. Project and Recovery Act Grant funds can be used to pay for part of or a total 1 FTE. This should be the same information included in your Project Description, Staff Roster and Project Budget Narrative.
2. **Goals:** These are broad, general statements of what the program hopes to accomplish. For example, “Victims served by XYZ Victim Assistance program will feel supported in exercising their rights in the criminal justice process.”
3. **Objectives:** These are the desired changes of the program. Objectives are specific, measurable changes your agency intends to bring about through the project activities. Objectives should be simple, realistic, and reachable and allows change to be measured. For example, “The XYZ Victim Assistance program will provide clients with information, transportation and criminal justice support.”
4. **Activities to Achieve the Objective:** An activity indicates an action you are going to take or some thing that you are going to do in order to accomplish the project objective. These proposed activities, which address the problem or need should stem from the objectives that have been developed.
5. **Performance Measures:** Performance measures are indicators that determine whether the project has met its objectives. Performance measures include both target outputs and short-term outcome measures.

- a. **Target Outputs:** These are the proposed results of project staff activities. Target outputs are intended to be a concrete, objective measurement and include 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 “serve 200 unduplicated victims of all crime per year” and “an average of “three (3) services per victim will be provided.”

Write at least one (1) target output for each objective.

- b. **Short-Term Outcomes:** These are the changes in participants' lives as a result of the staff activities. Short-term outcome measures address the immediate results for clients of services delivered by the project. Short-term outcomes are measured by asking those whom the project served for their feedback through an evaluation process.

For example: 90% of the victims served, who submitted evaluation forms, indicated they have a better understanding of their options and rights as a victim of crime. (Minimum of a 4 on a 5 pt scale)

Current DOJ/CVSD grantees may want to consider utilizing one or more of the common outcome measures already being reported to respond to this section.

Write one (1) Short-Term Outcome for each objective.

III. PROJECT WORK PLAN AND TIMETABLE

Outline when major project tasks will be completed. Include the activities stated on the goals and objectives (**Appendix M and Appendix N**) and also provide, as appropriate, information including when staff will be hired or return to work, when direct services will begin, when training will be provided, etc. See **Appendix O** for an example.

IV. BUDGET PAGE

All applicants must complete **Appendix Q**, the VOCA Budget form. The budget form example, included in this RFA as **Appendix Q**, briefly illustrates the calculations and line total amounts proposed for the VOCA Project and Recovery Act funding.

Note: Applicants should download and complete the Excel version of the form from the DOJ CVSD website

Proposed expenditures: The proposed expenditures should align with the proposed project activities and funded staff. In the calculation section clearly show the formula of how the cost for each item is calculated. Please ensure that the calculation aligns with the amount in the grant funds column. **All explanations of expenditures should be discussed on the Budget Narrative/Justification page.**

Match: Programs must provide match of 25% of the Federal VOCA funds requested, or 20% of the **total** VOCA Project. The Match Tip Page found in **Appendix P** provides further explanation of match.

Match Source: Name the source of each match. Show how the cost for each match item is calculated.

Different forms of match include:

Cash contribution - A program's cash outlay used to support the VOCA Project and Recovery Act Grant. Cash contributions include:

- Non-federal money contributions from public agencies and institutions; and
- Private organizations or individuals.

Examples: Cash donations, United Way contributions, or private foundation grants.

In-kind contributions - The value of non-cash contributions used to support the VOCA Project and Recovery Act Grant. In-kind contributions include:

- Donations of expendable equipment;
- Office supplies;
- Workshop or classroom materials;
- Workspace (prorated); and
- Monetary value of time contributed by professionals, technical personnel, and other skilled and unskilled (volunteer) labor, if the services provided are an integral part of the VOCA Project and Recovery Act Program Grant activities.

Examples: Equipment costs, prorated rent, or 125 volunteer hours valued at \$14.50 per hour.

It is not necessary to show the cash or in-kind match on the same budget line as the requested funds. Example: You request grant funds to pay for staff, but you show match under Services and Supplies. The match is a new computer you will buy for the VOCA-funded staff person.

Do not use Federal funds as match. Do not round figures. Double-check the figures. Make sure your dollar amounts are the same on the Cover Sheet and the Budget Page.

V. VOCA BUDGET NARRATIVE/JUSTIFICATION FORM

All applicants must complete **Appendix R** and attach it to the application. The Budget Narrative/Justification Form example **Appendix R** in this RFA briefly describes the expenses shown on the Budget Form **Appendix Q**, indicating that they are allowable and related to the direct services funded. *Note: Applicants should download and complete the Excel version of the form from the DOJ CVSD website.*

VI. VOCA PROJECT AND RECOVERY ACT GRANT SERVICES TO BE PROVIDED

All applicants must complete **Appendix S** and attach it to the application. The *VOCA Grant Services to be Provided* lists basic information required for VOCA funds. The FTE entered on this form should be the same as is entered on the Budget, Narrative and Project Description Forms. The type of victimization and the available services should be checked-off and agree with those described in the Project Description narrative.

*Note: Applicants should download and complete the Excel version of the form from the DOJ CVSD website. Please do not attempt to use the document shown as **Appendix S**.*

VII. VOLUNTEER STATEMENT

Label this section “VOCA Project and Recovery Act Grant – Volunteer Statement.” Be sure to use headings for questions with multiple parts. For example, “Section I: VII 1a Supervise Volunteers.”

Important – VOCA Federal Guidelines require that VOCA funded programs use volunteers. (Only the VOCA State Administrator can waive this requirement due to agency hardship.) Volunteers must play an integral part of the proposed VOCA Project and Recovery Act Grant. See the 2009 VOCA Grant Management Handbook, pages 26 - 27 for more information on use of volunteers.

1. Describe how volunteers and/or student interns will participate in the proposed VOCA Project and Recovery Act Grant.
2. Describe how the program will:
 - a. Recruit volunteers;
 - b. Supervise volunteers;
 - c. Train volunteers;
 - d. Support volunteers; and
 - e. Conduct background checks for volunteers
3. Attach a volunteer job description or general statement of volunteer duties to the end of this section.

VIII. CLIENT FEEDBACK AND DOJ CVSD COMMON OUTCOME MEASURES

Label this section “VOCA Project and Recovery Act Grant – Client Feedback & DOJ CVSD Common Outcome Measures.”

All VOCA grant recipients are required to collect feedback on services provided using the CVSD Common Outcome Measures as the method of collection. The client feedback will not be tied to the specific, VOCA-funded project, but rather to 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 90% positive response.

1. **If your program currently collects client feedback** either on the DOJ CVSD Common Outcome Measures or on other questions:
 - a. Attach a copy of your agency’s current client feedback form.
 - b. Explain how the client feedback information is distributed, collected, and compiled.
 - c. What is the agency’s return rate?
 - d. If you do not currently use the required CVSD Common Outcome Measures, describe how you will incorporate them into your collection of client feedback. If you currently use the required measures, please state, “*We use the CVSD required measures.*”
2. **If your program currently does not collect client feedback** on the DOJ CVSD Common Outcome Measures, indicate your willingness to comply with this requirement should you receive VOCA funding.

Grantees may use client feedback forms already in use by their program. However, **all FY 2009 VOCA grantees are required** to include three DOJ CVSD Common Outcome Measures on the program’s client feedback form.

Common Measures

The first DOJ CVSD Common Outcome Measure is applicable to all program types and must read as follows on the client feedback form:

“The program provided me with services that helped me make informed choices about my situation.”

The measure may be tailored by adding the name of your program or agency. For example, a program within a larger agency may need to specify: *The Oak City Victim Assistance Program provided me with services that helped me make informed choices about my situation.*

In addition, programs must ask the following two discipline specific measures as appropriate to their work:

For nonprofit, nongovernmental victim service programs serving primarily Domestic Violence or Sexual Assault Victims:

1. After working with this agency, I have some new ideas about how to stay safe.
2. After working with this agency, I know more about resources that may be available, including how to access them.

For programs serving all types of victims of crime (including Prosecutor Based Victim Assistance Programs):

1. As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.
2. 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.

For programs serving primarily victims of child abuse:

1. The program staff treated my family with sensitivity and respect.
2. The program staff were supportive in helping me to access recommended treatment services for my child and family.

Grantees must collect client feedback on the three DOJ CVSD Common Outcome Measures using a five (5) point scale: Strongly Agree, Agree, Disagree, Strongly Disagree and Neutral. Additionally, provide room for client comment on the feedback form.

Grantees 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.

Copies of the DOJ CVSD Common Outcome Reporting Forms can be found in **Appendices T-T3**.

The reporting instructions and reporting forms for each set of questions are also located on the DOJ CVSD website at: www.doj.state.or.us/crimev/index.shtml and in the *2009 VOCA Grant Management Handbook* (see pages 39-40 and Appendices H-1, H-2 and H-3). The forms are due

quarterly at the same time as the Quarterly Financial Reports. If you are unsure which set of questions to include on your client feedback forms, please contact a grant monitor.

IX. PRIMARY FOCUS AREA-SPECIFIC INFORMATION

Listed below are the three primary focus areas with the specific requirements of each. Please follow the directions carefully and ensure that you attach all required documentation to your application.

Applicants may submit an application for any project within the VOCA allowable costs. However, applications will receive five (5) extra points in the scoring process for each Primary Focus Area that is applicable. *The project must directly address, and provide sufficient supporting documentation to justify applying under a Primary Focus Area in order to receive the extra points.* Applicants will be asked to self-identify any Primary Focus Areas that apply to their Project and Recovery Act Grants on the Cover Sheet and to fully explain how their proposal directly addresses each identified Primary Focus Area in the Project Description Section of the application.

Note: If the application has proposed services under one or more of the three primary focus areas, ensure that the project description clearly states the justification for claiming the focus area(s). The application will not be awarded additional points for primary focus areas if the justification is incomplete or inconclusive.

1. PREVIOUSLY UNDERSERVED

There are no specific documents required for this focus area. However, to receive the extra points in this category, you must reflect the need(s) of the underserved population identified in this application throughout your responses to the narrative, as applicable.

2. LOSS OF EXISTING SERVICES

In order to receive extra points for this Primary Focus Area, an applicant must submit a VOCA Project and Recovery Act Grant seeking funding for the FTE designated for the provision of *direct services that has been eliminated or is planned to be eliminated or reduced without the funding sought in this application.*

If applying for a VOCA Project and Recovery Act grant under this focus area, the applicant must submit the following verification of the loss of FTE and/or contracted services:

- Attach documentation that the job(s) are or were going to be eliminated. This documentation can include termination notices; minutes of City Council or County Commission meetings; Executive Orders by the Governor, mayors, county commissioners or other public officials, letters from funders; or declarations that such jobs were or will be eliminated, etc.
- A signed statement from the authorized official for your organization, verifying the loss as true and accurate. The applicant should also indicate the number of jobs to be retained or reinstated should this application be funded.
- Refer to page 19 of this RFA for information regarding the required documentation on the agency's proposed and current budgets.

Note: Loss should only document personnel costs (salary and/or benefits) and associated support (services, supplies, miscellaneous costs) for the position(s).

3. COLLABORATIVE PROPOSALS, SUB-CONTRACTING AND MEMORANDA OF UNDERSTANDING
Label this section “VOCA Project and Recovery Act Grant – Collaborative Proposals, Sub-contracting and Memoranda of Understanding.”

In order to receive extra points for this Primary Focus Area, an applicant must submit a VOCA Project and Recovery Act Grant that is *truly collaborative in nature, incorporating each partner agency and clearly defining each agency’s role in planning, implementation and evaluation of the project.* Collaboration requires an active and on-going role of each agency, working together for the implementation and execution of the service. Collaborative grants will require a signed “Memorandum of Understanding” (MOU) from each partner agency. See **Appendix V** for the required MOU format.

Eligible agencies may submit two (2) 2009 VOCA Project and Recovery Act Grant applications only under the following conditions:

1. One application is specific to the agency and
2. The second application is a collaborative effort that involves the agency or in which the agency is the lead.

Applicants proposing new or continuing subcontracts must complete the forms included in this document as **Appendix U** (subcontracting) and **Appendix V** (memorandum of understanding), as applicable, and attach them to their application. Please refer to pages 29 – 30 of the 2009 VOCA Grant Management Handbook for additional information.

Refer to **Appendix V** for a sample of the required memorandum of understanding format. If this application is neither intended as a collaborative partnership, nor will subcontracting occur, state “not applicable” and go on to the next section.

Note: Type “not applicable” under this heading if the project does not propose subcontracting. If the proposed sub-contract amount is \$25,000 or more, the sub-contractor must comply with all requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006.

The VOCA Project and Recovery Act Grant Application is complete when this section is finished

J. MONITORING, REPORTING & FINANCIAL REQUIREMENTS

I. GRANT MONITORING

DOJ CVSD will monitor each grantee receiving VOCA funding. The objective of monitoring is to assure that the grantee is: a) providing services as described in this RFA and is spending grant funds as agreed; b) working towards its objectives; and c) following appropriate fiscal procedures. Monitoring includes telephone and on-site visits intended to provide technical assistance and support program development. During on-site visits, DOJ CVSD staff will review all financial records and other supporting documentation for costs and expenditures related to DOJ CVSD administered grants.

II. VOCA GRANT AGREEMENT & CONDITIONAL AWARDS

An example of a DOJ VOCA grant agreement is available online at the CVSD website: http://www.doj.state.or.us/crimev/voca_publications.shtml Grant agreements are not complete until signed by the applicant and the Department designee. Review the grant agreement carefully before applying. Also review the *2009 VOCA Grant Management Handbook*.

All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and grantees will not be reimbursed until all required grant award documents have been signed by an applicant and by the Department designee. If grant award documents are not completed by an applicant within 90 days of the notice to the applicant of the intended award, DOJ CVSD has the authority to withdraw the award and reallocate the funds.

In addition, an award may be made conditionally if the grantee is not current in reporting for any previous VOCA grant award; has fewer than two full years of operational history in providing services to victims; has not fully demonstrated the ability to successfully manage previous VOCA Fund awards; has not demonstrated at least two prior years of program stability* as required by this application; or when other circumstances exist that require a further showing of applicant's ability to successfully manage a VOCA award.

If one or more of these conditions exist, the applicant will be notified that a conditional award has been approved, and shall specify the conditions to be satisfied by the applicant and the date by which the conditions must be satisfied. Applicants who do not satisfy conditions of funding by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn. In some cases no funds will have been advanced before the conditional award has been withdrawn. When funds have been advanced and a conditional award is withdrawn, any unexpended dollars already distributed to the applicant are to be returned to the administering agency and any contractual obligations undertaken by the administering agency to the applicant are thereupon terminated.

*** Definition of Program Stability for DOJ CVSD VOCA Non-DV/SA Basic Grantees**

A demonstration of program stability for DOJ CVSD funded applicants must include:

- a. An applicant's history of providing cost-effective direct services to victims of crime;
- b. A clear indication of support for applicant's services from one or more community agencies or organizations familiar with the needs of victims to be served, as well as the caliber of services provided by the applicant; and
- c. Financial support of at least 10% from at least one revenue source other than VOCA.

If an applicant cannot demonstrate stability as required by paragraphs a through c of this section, in order to be eligible for a VOCA award, the applicant must demonstrate that at least 25% of its financial support comes from sources other than the fund for which the application has been made.

III. DEOBLIGATION OF GRANT FUNDS

All DOJ CVSD grant agreements provide that grant funds not expended within the grant term shall be deobligated and returned to DOJ CVSD. To the extent practicable and within its discretion DOJ will reobligate such funds to reflect the intent of the Equity Allocation Formula, taking into consideration factors including: the amount of funds deobligated; the timing of the deobligation; and the alternatives for reobligating the funds. When it is not possible to reflect the specific intent of the Equity Allocation Formula, DOJ CVSD will reobligate the funds to reflect the spirit of the Formula that is to support access to services. *To avoid deobligation of grant funds applicants should consider redirecting funds in a timely manner as directed by the specifics of each fund. Please refer to pages 40 – 41 of the 2009 VOCA Grant Management Handbook for additional redirect requirements.*

IV. REPORTING REQUIREMENTS

In addition to the conditions specified in the preceding section (“Conditional Awards”) and as a condition of receiving a VOCA grant, recipients must adhere to the financial guidelines set forth in the fund specific DOJ CVSD Grant Agreement, a sample of which is available for each fund on the DOJ CVSD website.

All DOJ grant agreements provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative and/or statistical) shall be considered to be in default under the agreement. In such a case, DOJ has the right to end the grant. DOJ may also reduce the award proportionately to the period for which reports were not submitted in a timely manner. Please see Section 6 (“Termination and Default”) of the DOJ Grant Agreement for additional information.

VOCA GENERAL PROJECT GRANTS REPORTING REQUIREMENTS

- a. Quarterly Reports
 - Financial
 - Common Outcome Measures
- b. Semi-Annual Reports
 - Narrative
 - Statistics

Refer to pages 33 – 42 and Appendices A-1, B-1, C, H-2 and H-3 of the 2009 VOCA Grant Management Handbook for additional information and sample reporting forms.

RECOVERY ACT GRANTS REPORTING REQUIREMENTS

a. Quarterly Reports

- Financial
- Narrative
- Statistics
- Common Outcome Measures

b. Reporting on the Recovery Act Performance Measures

To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive Recovery Act funding must provide data that measure the results of their work.

If you currently receive a VOCA Basic grant and are awarded Recovery Act funds, you will have two sets of quarterly reporting dates: **Recovery Act VOCA will be due: January 5, 2010, April 5, 2010, July 5, 2010, October 5, 2010, January 5, 2011, April 5, 2011, July 5, 2011 and January 5, 2012.** All other VOCA reports will be due according to the reporting requirement table in the 2009 VOCA Grant Management Handbook on page 33.

All Recovery Act VOCA funds must be accounted for separately from any other funds, including any other VOCA or other DOJ CVSD funds from the Recovery Act that are received. An agency's accounting system must ensure that the Recovery Act VOCA funds are not commingled with other funds; including those issued from DOJ CVSD. Agencies must include monthly revenue and expenditure reports showing a breakdown by personnel, benefits and any support through services and supplies or miscellaneous expenditures directly from these funds.

V. PAYMENT OF AWARDS

VOCA grant award payments are made on a reimbursement basis, meaning that grant funds are paid to grantee agencies after expenditures have been made. Payments to grantees are made when DOJ CVSD receives a Quarterly Financial Report form. Sample language as to the payment of VOCA awards and the conditions precedent to payment are included in the sample DOJ VOCA Grant Agreement which can be viewed on the DOJ CVSD website. As stated in the sample Grant Agreement, all payments are contingent upon funds being appropriated and available for distribution.

VI. REQUIREMENT OF ALL VOCA GRANT RECIPIENTS

COMPLIANCE WITH THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) OF 2006

The Transparency Act requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any sub-award. In order to satisfy this requirement, which, as of now becomes effective January 1, 2009, applicants and sub-recipients, other than individuals, are required to have a DUNS number and to maintain a current registration in the CCR.

Prior to a grant agreement being issued from this application, any program meeting this criteria requirement must provide proof of compliance to DOJ CVSD.

1. First Steps:

Your agency should verify whether or not it has a DUNS number and a current registration in CCR. If your agency does not have a DUNS number, and/or is not currently registered in CCR, it is imperative for you to begin these processes now due to the time required to complete these tasks. As of now, without a DUNS number and a current registration in CCR, CVSD will not be able to accept an application or make an award of federal funds to an entity.

2. Requesting a DUNS Number:

To obtain a DUNS number, online, go to the DUNS registration website at: <http://fedgov.dnb.com/webform/> or call the special Dun & Bradstreet hotline at 1 (866) 705-5711. You will receive a DUNS number at the conclusion of your phone call. There is no cost associated with obtaining a DUNS number. Your DUNS number is required as part of registration with CCR.

3. Registering with Central Contractor Registry:

Before registering with CCR, it is suggested that you review the CCR handbook and the “Frequently Asked Questions,” which are available on the CCR website at www.ccr.gov.

Note: Pull together all the information you will need before beginning the registration process. This could take you several weeks.

Once you are ready to begin the online registration, allow 30-60 minutes to complete it.

To register with CCR, go to www.ccr.gov. Click on “Start New Registration” on the left Navigation bar. Complete the registration as explained. If your questions/concerns are still unanswered, please contact: CCR Assistance Center at (888) 227-2423 or (269) 961-5757.

K. REVIEW OF APPLICATIONS & RESERVATION OF RIGHTS

This is a competitive application process. DOJ CVSD staff, VOCA Advisory Committee members as well as Guest Reviewers evaluate and assess grantee applications. Each member of the application review team has a background in the victim services field.

Applicants should focus on writing a proposal that clearly describes the project activities and thoroughly responds to the questions asked in each section of the request for application. Please take time to thoughtfully plan out the proposed activities prior to writing the application. Applicants may compete for a combined total of 115 points: 100 points for the proposal contents with up to 15 additional points from the primary focus areas.

Applications will be scored in the following manner by DOJ CVSD staff:

Minimum Qualifications: (100 points possible)

Project and Recovery Act Grant Applications will be internally reviewed for Minimum Qualifications (MQ). Applications meeting the minimum qualification requirement of 75% accuracy or better will qualify the application to move on to the committee review process. Applications will be scored in this MQ process based on complete and accurate information. Applicants are encouraged to check the information provided on the Cover Page to be sure it matches the information found in the project description and project budget page. Applicants must respond to the questions asked in each section of the application unless otherwise requested.

Primary Focus Areas: (15 points possible)

Project and Recovery Act Grant Applications will receive five (5) extra points for each of the three Primary Focus Areas (Loss of Existing Services, Collaborative Efforts and Previously Underserved Victims of Crime) that are specifically and directly addressed by the applicant in the project proposal. To ensure the application receives the additional primary focus area points write a clear project description thoroughly describing the focus area and provide the supporting documentation as requested.

DOJ CVSD Advisory Committee Members and Guest Evaluators will focus on the following:

Project Description: (40 points possible) see pages 21 - 22, sections I-I)

Evaluators may give up to forty (40) points on this section of the grant proposal. Evaluators look to see if the application:

- Sufficiently describes the need in the community;
- If a primary focus area is being claimed, the application clearly and thoroughly describes the situation;
- Has activities planned that respond directly to the need in the community;
- Describes the services offered to clients;
- Describes who will receive the services;
- Describes how applicant will provide the services;

- Provides information to support the reasons behind the project;
- Gives objective, factual information;
- Avoids giving subjective information, generalizations, and “feelings”; and
- Talks about each project staff’s roles and responsibilities in the grant project.

Goals, Objectives & Performance Measures: (20 points possible) (see pages 22 - 24, section I-II)

Evaluators may give up to twenty (20) points on this section of the grant proposal. Evaluators look to see if the application:

- Provides goal(s) and objectives are consistent with the project description, need statement and/or the primary focus area the applicant has selected.
- The proposed activities address the problem or need and linked to the objectives
- Outputs and short-term outcomes measures the proposed project activities
- Directly connects the short-term outcome to the objectives.

Project Work and Timetable: (10 points possible) (see page 24, section I-III)

Evaluators may give up to ten (10) points on this section of the grant proposal. Evaluators look to see if the application:

- Provides the major tasks and identifies their timeline.
- Gives enough time in the timetable to accomplish major project tasks.

Budget Page and Budget Narrative: (20 points possible) (see pages 24-25, section I-IV & I-V)

Evaluators may give up to twenty (20) points on this section of the grant proposal. Evaluators look to see if the application:

- Provides a budget that is directly related to the proposed project.
- Shows how the budget supports the proposed project activities.
- Includes the FTE of the staff position applicant to be funded that matches the project description and staff roster.
- Shows a correctly calculated match.
- Provides a cost effective budget.
- Includes budget items that are allowable according to VOCA guidelines.
- Clearly explains the proposed budget expenditures.

Volunteer Statement: (5 points possible) (see pages 25-26, section I-VII)

Evaluators may give up to five (5) points on this section of the grant proposal. Evaluators look to see if the application:

- The program has a plan for including volunteers in the proposed VOCA Project.
- The program is committed to involving volunteers in the overall program.
- The program has a plan to recruit, screen, train, and supervise volunteers.

Client Feedback and Common Outcome Measures: (5 points possible) (see page 26, section I-VIII)

Evaluators may give up to five (5) points on this section of the grant proposal. Evaluators look to see if the application:

- The Program has or will have an adequate practice for distributing, collecting and compiling client feedback on the DOJ CVSD Common Outcome Measures, as required.

Other Considerations

The following are not scored, however they will contribute to the overall quality of the application:

- Is easy to read.
- Gives a clear picture of the overall project.
- Sufficiently details the proposed project activities.
- Completes each section of the application.
- Proposes a cohesive project.

RESERVATION OF RIGHTS

DOJ CVSD reserves the right to:

- a) Seek clarifications of each application, and/or to award a grant contract without further discussion of the proposals submitted;
- b) To reject any and all applications received by reason of this request, or to negotiate separately in any manner necessary to serve the best interest of the public;
- c) To determine, in its sole discretion, whether a proposal does or does not, substantially comply with the requirements of this Application; and
- d) To waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Application.

L. SUBMISSION INFORMATION

Deadline: Mail, hand-deliver or post-mark grant applications. *Hand-deliver or postmark* the original application and seven (7) copies by 5:00 p.m. on:

FRIDAY, JUNE 5, 2009

Applications by mail – Postmark on or before Friday, June 5, 2009. Keep the mailing receipt until notice of the grant award decisions is received. This verifies the date the application was sent.

Hand-deliver applications to the Department of Justice, Crime Victims' Services Division **no later than 5:00 p.m. on Friday, June 5, 2009.** The CVSD hand-delivered address is different from the mailing address. Call for directions if needed.

Mail to: Oregon Department of Justice
Crime Victims' Services Division
Victim Response Section
1162 Court Street NE
Salem, Oregon 97301-4096

Hand Deliver to: Oregon Department of Justice
Crime Victims' Services Division
Victim Response Section
4035 12th Street Cut-off SE, Suite 200
Salem, Oregon 97302

EXTENSIONS WILL NOT BE GIVEN
LATE APPLICATIONS WILL NOT BE ACCEPTED

M. APPLICATION TIMELINE

DATE	ACTIVITY
June 5, 2009	Application Due at DOJ CVSD
July 2009	Regional Application Reviews
August 2009	Full VOCA Advisory Committee Application Review
August 2009	Review of Advisory Committee Recommendations for Funding by Attorney General John Kroger
September 2009	Notification of awards and distribution of grant award documents
October 1, 2009	VOCA Project and Recovery Act Grant Award Period Begins

N. REVIEW OF VOCA AWARD DECISIONS

INFORMAL REVIEW:

Applicants may request informal feedback and technical assistance regarding their grant application anytime after receiving notification of the award decision by contacting the VOCA Fund Coordinator assigned to their geographic location. *Please refer to the table listed below if you are unsure of who to contact.*

<i>VOCA Fund Coordinator County Assignments</i>	
<i>Nancy Walker</i>	Baker, Benton, Clackamas, Clatsop, Crook, Deschutes, Hood River, Jefferson, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Umatilla, Union, Wallowa
<i>Cathy Relang</i>	Columbia, Coos, Curry, Douglas, Gilliam, Grant, Harney, Jackson, Josephine, Klamath, Lake, Malheur, Morrow, Sherman, Wasco, Wheeler, Yamhill
<i>Shared Counties: (contact either monitor): Multnomah and Washington</i>	

FORMAL REVIEW:

1. An applicant has a right to a formal review of their award decision for VOCA Project and Recovery Act Grant funds.
2. Each applicant will be informed of this review procedure.
3. No applicant will be subject to reprisal for seeking a review of an award decision.
4. To request a formal review after receiving notification of the decision, the applicant should make a written request to their assigned Grant Monitor within 30-days after receiving notification of the award decision.
5. When DOJ is notified that an applicant has requested a formal review, a meeting will be scheduled with the assigned Grant Monitor and up to five members of the VOCA Advisory Committee. Every effort will be made to have this meeting occur within 30 days of receipt of the request.
6. If the matter is not resolved through the above described procedure, the applicant can request a review of the issue by the State Attorney General or his designee. The applicant should make a written request for such a review to Cynthia Stinson, Director of the Crime Victims' Assistance Section, within 30 days following notification of the results of the meeting described in the preceding paragraph.
7. The decision of the State Attorney General is final.

APPENDICES / FORMS

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/voca_publications.shtml

*The Word file includes attachments:
A, C, D, E, F, H, I, L, M, N, O, U and V*

*The Excel file includes attachments:
J, K, Q, R and S*

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

2009 VOCA Project and Recovery Act Grant Application – Appendix A

2009 VOCA Project Grant and Recovery Act Application Checklist

PROGRAM NAME: _____

✓	<i>Application Content</i>	<i>Document Details</i>
<i>The following items are required to be submitted with the original copy of the application only in the following order:</i>		
	Grant Application Checklist (attach to the original only)	Appendix A
	Documentation from Non-VOCA Basic Grant Recipients (attach to original copy only)	Agency Format
	Letter of Authorization from Board of Directors (if applicable)	Appendix B
	Certificate of Non-Supplanting (public agencies only)	Appendix D
	General Certified Assurances	Appendix E
	Recovery Act Funds Certified Assurances	Appendix F

The following is the required application contents and should be used as a guide to ensure your application is complete:

<i>SECTION H: AGENCY OVERVIEW</i>		
	Grant Application Cover Page (place on original and all copies)	Appendix C
	Statement of Agency Organization	Narrative
	Staff Roster	Appendix H
	Board of Directors Information and Roster	Appendix I
	Agency Organization Chart	Agency Format
	Currently Funded 2007 – 2009 VOCA Project Grant In Review (if applicable)	Narrative
	2007 – 2009 VOCA Project Grant Statistical Report Form	Appendix J
	2008 – 2009 Organization/Program Revenue	Appendix K
	Current Fiscal Year 08 - 09 Agency/Victim Assistance Program Budget	Agency Format
	Proposed Fiscal Year 09 -10 Agency/Victim Assistance Program Budget	Agency Format
	Victim Compensation Information	Narrative
	Strategic and Cultural Competency Planning	Appendix L

SECTION I: PROJECT PROPOSAL CONTENTS

	VOCA Project Description	Narrative
	Job Description(s) for Proposed VOCA Funded Staff	Agency Format
	Required Common Goal, Objectives, Activities and Performance Measures	Appendix M
	Project Specific Goals, Objectives, Activities and Performance Measures	Appendix N
	Project and Recovery Act Work Plan and Timetable	Appendix O
	VOCA Project Grant Budget Form	Appendix Q
	VOCA Budget Narrative/Justification	Appendix R
	VOCA Grant Services to be Provided	Appendix S
	Volunteer Statement	Narrative
	Volunteer Position Description/Statement of Duties	Agency Format
	Client Feedback Narrative	Narrative
	Current Agency Client Feedback Form	Agency Format

PRIMARY FOCUS AREAS

	Certified Verification of Loss by Authorized Official	Agency Format
	Documentation verifying the loss of FTE	Agency Format
	Completed Sub-contracting form (if applicable)	Appendix U
	Completed MOU (if applicable)	Appendix V

COPIES

One (1) copy with original signatures on the Cover Sheet, Certified Assurances and Certificate of Non-Supplanting (if applicable)

Seven (7) additional copies for a total of eight (8)

LETTER OF AUTHORIZATION

May 15, 2009

Sarah T. Board-Chair
ABC Victim Services
Your Town, OR 90000

Cathy Relang, VOCA Fund Coordinator
Oregon Department of Justice
Crime Victims' Services Division
1162 Court St. NE
Salem, OR 97301-4096

Dear Cathy:

This letter is to inform you that, on behalf of the Board of Directors of ABC Victim Services, K. T. Manager is hereby given authority to sign VOCA award documents and reporting forms on behalf of the agency for the period October 1, 2009 – September 30, 2010.

Don't hesitate to contact me should you have any questions or require additional information.

Sincerely,

Sarah T. Board-Chair,
President of the Board

2009 VOCA Project and Recovery Act Grant Application – Appendix C

1. COMPLETE THE PROJECT AND RECOVERY ACT GRANT CHECK OFF SHEET AND ATTACH ON THE TOP OF THIS COVER SHEET

2. APPLICANT INFORMATION a. Applicant Agency's Legal Name & Mailing Address:	e. Contact Person Name and Title: f. Phone: () Fax : () g. E-mail address: h. Website address:
b. Physical Address:	i. Fiscal Contact/Phone Number/E-mail:
c. Congressional District(s) served (1-5):	j. Federal ID Number:
	k. County:

d. Federal DUNS Number: Yes No In progress Expiration Date of CCR Registry: _____

3. IMPLEMENTING AGENCY (Check one only): Criminal Justice - Government
 Non-Criminal Justice-Government Private Non-Profit Native American Tribe or Organization Other

4. IMPLEMENTING AGENCY SUB-TYPE (Check one only):
 Prosecution Court Law Enforcement Hospital Rape Crisis Shelter Religious Organization Other

5. FAITH BASED ORGANIZATION <input type="checkbox"/> Yes <input type="checkbox"/> No	6. STAFF & VOLUNTEER INFORMATION a. FTE OF PAID STAFF: _____ b. FTE OF VOLUNTEERS: _____
--	---

7. APPLICATION TO SERVE FOLLOWING VOCA PRIORITY CATEGORY: (choose only one)
 Domestic Violence Sexual Assault Child Abuse General Victim Assistance Previously Underserved

8. PRIMARY FOCUS AREA:
 Collaborative Effort Loss of Existing Services Previously Underserved (specify group): _____

9. RETAIN, REINSTATE OR CREATE JOBS:
 This project will (mark all that apply): Retain/reinstate a position(s) at _____ FTE Create a position(s) at _____ FTE

10. BUDGET AND TIMELINE	
Total Funds Requested \$ _____ Total In-Kind Match \$ _____ Total Cash Match \$ _____ TOTAL PROJECT \$ _____	Project Start Date: _____ (no sooner than 10/01/2009) Project Completion Date: _____ (no later than 09/30/2011)

11. PROJECT OVERVIEW
 Title(s) and FTE of Position(s) to Funded Position:
 Major areas of budget expenses:
 Overall goal, major activity and significance/need of the proposal (100 word narrative maximum):

12. CERTIFICATION: I, the undersigned, am authorized to submit this application on behalf of the applicant organization. The information submitted is, to the best of my knowledge, complete and accurate. I have read and agree to comply with the guidelines, regulations, certified assurances, certificate of non-supplanting and DOJ Grant agreement for VOCA funding as stated in this application should we receive an award. I understand that noncompliance with any of the aforementioned can lead to termination of the award.

Authorized Person's Name: _____ Title: _____
 Authorized Person's Signature: _____ Date: _____

2009 VOCA Project and Recovery Act Grant Application – Appendix D

CERTIFICATE OF NON-SUPPLANTING

ONLY PUBLIC AGENCIES MUST COMPLETE THIS PAGE

It is necessary to provide assurance that sub-grant funds will not be used to supplant or replace funds that would normally be available. The certificate is to be signed by the applicant agency's fiscal officer.

Supplanting Definition: Supplanting is considered the reduction of state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to **supplement** existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. In those instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

CERTIFICATION

In acceptance with the provisions of the Victims of Crime Act of 1984, as amended, the applicant hereby certifies that federal funds will not be used to supplant or replace funds or other resources that would otherwise have been made available for crime victim assistance.

Signature of Fiscal Officer

Date

VICTIMS OF CRIME ACT CERTIFIED ASSURANCES

The grantee assures that it will:

1. Utilize VOCA funds only in accordance with Federal and State requirements and not supplant state and local funds otherwise available;
2. Utilize VOCA funds only to provide services to victims of crime;
3. Incorporate the use of volunteers unless a waiver has been obtained from the Oregon Department of Justice;
4. Submit quarterly financial reports;
5. Obtain prior approval from the Oregon Department of Justice for purchases not included in the approved budget or purchases resulting in expenditures which exceed twenty percent (20%) of the amount budgeted for each major budget category;
6. Submit reports, at such times, and in such form as may be prescribed by the Oregon Department of Justice, including Performance Reports (form to be provided) documenting the activities supported by sub-grant funds and an assessment of the sub-grant impact;
7. Provide for accounting, auditing and monitoring procedures, and keep such records as prescribed in VOCA regulations and state guidelines so as to assure fiscal control, proper management and efficient disbursement of VOCA funds;
8. Comply with the applicable provisions of the guidelines for crime victim assistance grants, and the requirements of the “Financial and Administrative Guide for Grants,” Guideline Manual M7100.1 Office of Justice Programs;
9. Submit financial audit subject to requirements of Office of Management and Budget (OMB) Circular A-110 relating to non-profit organizations or OMB Circular A-128 relating to local government organizations;
10. Collect, and maintain, information on victim services as required (by race, sex, national origin, age and disability); and
11. Comply with all applicable non-discrimination requirements. In the event a federal or state court, or federal or state administrative agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex or disability, against the state, forward a copy of the finding to the Department of Justice, Crime Victims’ Compensation Program, 1162 Court St. NE, Salem, Oregon 97301-4096.

Certification: I certify that I have read and reviewed the above assurances and the grantee will comply with all provisions of the Victims of Crime Act of 1984 (VOCA), as amended, and all other applicable Federal laws.

Signature of Authorized Official Date

Signature of Fiscal Officer Date

FEDERAL RECOVERY ACT OF 2009 CERTIFIED ASSURANCES

1. CERTIFICATION OF REPORTING REQUIREMENTS

The Subgrantee Agency certifies, by submission of this proposal, that it can meet the reporting requirements of the Recovery Act funds which includes all required program and financial reports to be submitted to the Division of Criminal Justice within 5 calendar days after the end of the calendar quarter (October 5, January 5, April 5, and July 5).

2. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) of 2006

The Subgrantee Agency certifies, by submission of this proposal, that their agency has a Dun and Bradstreet Data Universal Numbering System (DUNS) number and has registered with the Central Contractor Registration (CCR) database pursuant to the implementation of the Federal Funding Accountability and Transparency Act of 2006.

3. BUY AMERICAN (if applicable)

The Subgrantee Agency certifies, by submission of this proposal, pursuant to section 1605 of the Recovery Act that: Special Provisions & Certified Assurances must remain attached to the application

(a) None of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured good used in the project are produced in the United States.

(b) Subsection (a) shall not apply in any case or category of cases in which the head of the Federal department or agency involved finds that:

(1) applying subsection (a) would be inconsistent with the public interest;

(2) iron, steel, and the relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

(3) inclusion of iron, steel, and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

(c) If the head of a Federal department or agency determines that it is necessary to waive the application of subsection (a) based on a finding under subsection (b), the head of the department or agency shall publish in the Federal Register a detailed written justification as to why the provision is being waived.

(d) This section shall be applied in a manner consistent with United States obligations under international agreements.

4. WAGE RATE REQUIREMENTS

The Subgrantee Agency certifies, by submission of this proposal, pursuant to section 1606 of the Recovery Act that notwithstanding any other provision of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the

2009 VOCA Project and Recovery Act Grant Application – Appendix F

locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code.

5. CONTRACTS

The Subgrantee Agency certifies, by submission of this proposal, that the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, DCJ will provide guidance to the Subgrantee Agency as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

6. LIMIT ON FUNDS

The Subgrantee Agency certifies, by submission of this proposal, pursuant to Section 1604 of the Recovery Act that none of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

7. USE OF FUNDS IN CONJUNCTION WITH FUNDS FROM OTHER SOURCES

The Subgrantee Agency certifies, by submission of this proposal, that Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. The Subgrantee Agency certifies that there can be no commingling of funds.

6. REPORTING FRAUD, WASTE, ERROR AND ABUSE

Each Subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds. You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

(a) mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, NW. Room 4706 Washington, DC 20530;

(b) email: oig.hotline@usdoj.gov

(c) hotline: (contact information in English and Spanish): (800) 869-4499; or

(d) hotline fax: (202) 616-9881.

2009 VOCA Project and Recovery Act Grant Application – Appendix F

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evident of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. Certified Assurances must remain attached to the application

9. DOJ INFORMATION TECHNOLOGY STANDARDS (If applicable)

The Subgrantee Agency certifies, by submission of this proposal, that all equipment and software developed under OJP awards must be compliant with U.S. Department of Justice information technology interface standards, including the National Criminal Intelligence Sharing Plan, the Global Justice XML Data Model, and the Law Enforcement Information Sharing Plan (LEISP).

10. RIGHTS IN INTELLECTUAL PROPERTY

The Subgrantee Agency certifies, by submission of this proposal, that the U.S. Department of Justice reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of Federal Funds. See, e.g., 28 C.F.R. § 70.36, and 37 C.F.R. Part 401.

11. SUSPENSION OR TERMINATION OF FUNDING

The Subgrantee Agency certifies, by submission of this proposal, that DCJ may suspend funding in whole or in part, terminate funding, or impose other sanctions on a subgrantee for the following reasons:

- Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines issued thereunder; or other provisions of federal law.
- Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the application.
- Failing to adhere to the requirements in the agreement, standard conditions, or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit reports.
- Filing a false certification in this application or other report or document.

Before imposing sanctions, DCJ will provide reasonable notice to the subgrantee of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F. R. Part 18 and the DCJ Administrative Guide and Instructions for Federal Office of Justice Programs and Grants.

2009 VOCA Project and Recovery Act Grant Application – Appendix F

12. CRIMINAL PENALTY FOR FALSE STATEMENTS

False statements or claims made in conjunction with OJP grants may result in fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedies available by law.

13. GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

Subgrantees must collect data (on a quarterly, semi-annually, or annual basis, as requested) appropriate for facilitating compliance with reporting requirements established by Public Law 103-62, the Government Performance and Results Act. The subgrantee must ensure that valid and auditable source documentation is available to support all data collected for each performance measure as specified.

14. NATIONAL ENVIRONMENTAL POLICY ACT

The Subgrantee Agency certifies, by submission of this application, to comply with section 1609 of the Recovery Act which provides:

(a) FINDINGS:

(1) The National Environmental Policy Act protects health, safety and environmental quality: by ensuring transparency, accountability and public involvement in federal actions and in the use of public lands;

(2) When President Nixon signed the National Environmental Policy Act into law on January 1, 1970, he said that the Act provided the direction” for the country to “regain a productive harmony between man and nature”:

(3) The National Environmental Policy Act helps to provide an orderly process for considering federal actions and funding decisions and prevents litigation and delay that would otherwise be inevitable and existed prior t the establishment of the National Environmental Policy Act.

(b) Adequate resources within this bill must be devoted to ensuring that applicable environmental reviews under the National Environmental Policy Act are completed on an expeditious basis and that the shortest existing applicable process under the National Environmental Policy Act shall be utilized.

(c) The President shall report to the Senate Environment and Public Works Committee and the House Natural Resources Committee every 90 days following the date of enactment until September 30, 2011 on the status and progress of projects and activities funded by this Act with respect to compliance with National Environmental Policy Act requirements and documentation.

Certification: I certify that I have read and reviewed the above assurances and the grantee will comply with all provisions of the Federal Recovery and Reinvestment Act of 2009 and all other applicable Federal laws.

Signature of Authorized Official Date

Signature of Fiscal Officer Date

**TRAINING REQUIREMENTS
FOR
STAFF, VOLUNTEERS/INTERNS AND BOARD**

The next two pages of this RFA include one SAMPLE each of a completed Staff Roster (**Appendix H**) and Board of Directors Information and Roster (**Appendix I**). Applicants are required to enter their agency information along with training provided to staff and board members on the appropriate blank form and attach them to the application.

All recipients of VOCA Project and Recovery Act grant funds will provide training to all VOCA funded staff, volunteers and board members as noted below:

DOMESTIC VIOLENCE/SEXUAL ASSAULT AGENCIES

PROJECT-FUNDED STAFF

The VOCA staff will successfully complete the Department of Human Services (DHS) training requirements as soon as possible following the beginning of the VOCA Project grant cycle. VOCA funded staff who have completed the required DHS training have already met this requirement.

Volunteers/Interns

The VOCA direct service volunteers will successfully complete the Department of Human Services (DHS) training requirements as soon as possible following the beginning of the VOCA Project grant cycle. Volunteers not providing direct services should minimally be informed on the dimensions of domestic violence and sexual assault.

Board Members

- All Board members will attend an orientation that provides the information they need on their role in the organization. Minimally, this may include: organization overview, orientation of Board manual, roles and responsibilities of the board, overview of Board structure, overview of board operations, review of strategic plan, and administrative activities.

- **Board Training Specifically for DV/SA Provider**
Each new member of the Applicant's Board of Directors, Advisory Committees, or subgroups within Boards with direct responsibility for domestic violence and sexual assault programs **must have a minimum of 12 hours of training during their first year**. The training must cover domestic violence, sexual assault, dating violence, stalking, anti-racism and anti-oppression training, program philosophy and Board responsibilities. On-going training is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc. Training must be documented. Board members are encouraged to receive the same 30 hours of initial training required of the staff and volunteers, in addition to training specifically dealing with overseeing a non-profit organization.

2009 VOCA Project and Recovery Act Grant Application – Appendix G

- **Special Instructions for Domestic Violence/Sexual Assault Programs that are Part of Multi-Purpose Agencies**

As noted above, the Board training requirements may be met by a subgroup that has a direct responsibility or connection to the program. This could be a Board Program or other Committee, an Advisory Council or Board, Board liaisons, or a comparable group.

To complete this form (included in this RFA as Appendix I):

1. Please complete the training requirements sections for those Board members who have met or will be meeting the Training Requirements. Indicate “N/A” for other Board members if they are not required to do so.
2. If the entire BOD is not identified as meeting the requirements, please identify the entity that is responsible for meeting the Board Training Requirements.
3. If it is an advisory body with non-Board members, please duplicate this form, cross out the title “Board Information and Roster” and enter the name of the group you are describing, and complete the chart for those members, including the training requirements.
4. In the space provided for additional comments or information, please briefly state how the entity meeting the training requirements informs the Board’s decision-making process on domestic violence and sexual assault.

ALL OTHER VICTIM SERVICE AGENCIES

PROJECT-FUNDED STAFF

The VOCA staff will successfully complete the State Victim Assistance Academy (SVAA) as soon as possible following the beginning of the VOCA Project grant cycle.

Proposed VOCA funded Staff who have already attended SVAA has already met this requirement. Applicants are encouraged to include projected costs of sending proposed VOCA funded staff to SVAA in their VOCA Project Grant Budget. Registration costs for past SVAA trainings have been approximately \$450.00. When building the VOCA grant budget for this application, you may also include any associated, allowable travel and training costs.

VOLUNTEERS AND INTERNS

Volunteers and interns supporting the VOCA Basic Grant, will successfully complete the online Office for Victims of Crime (OVC), Victim Assistance Training (VAT) as soon as possible following the beginning of the VOCA Project grant cycle. The OVC VAT information can be accessed at: <https://www.ovcttac.gov/vatonline>

The volunteer/intern supervisor will develop a training plan to consist of a minimum of 40-hours based upon the needs of the program and volunteers. It is the responsibility of the volunteer/intern supervisor to document the training completed. VOCA Fund Coordinators will verify this information at the time of an in-person site visit. Volunteers and interns not providing direct service should minimally be informed on the basics of providing services to victims of crime.

2009 VOCA Project and Recovery Act Grant Application – Appendix G

BOARD MEMBERS (NON-PROFITS ONLY)

- All Board members will attend an orientation that provides the information they need on their role in the organization. Minimally, this may include: organization overview, orientation of Board manual, roles and responsibilities of the board, overview of Board structure, overview of board operations, review of strategic plan, and administrative activities.
- **Board members of a Non DV/SA provider** shall also attend training in at least one of the VOCA categories (domestic violence, sexual assault, child abuse or general victim services) dependent upon services provided by the agency (if they do not already have expertise). Ongoing training of the board in the areas of service provided by your agency is strongly encouraged. Training can be presented over several months, through annual meetings, self-study with debriefing, etc. and must be documented.

2009 VOCA Project and Recovery Act Grant Application – Appendix H

STAFF ROSTER

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

Name	Title	Bicultural/ Bilingual (& details)	FTE*	Funding Source **	Met DHS/SVAA Training Requirements+	Date Met Requirements+
Maria B.	Domestic Violence Advocate	Bicultural w/Spanish & Mixteca	1.0 FTE	Private Donations, XYZ foundation	Yes	10/2007
Julie S.	Sexual Assault Advocate	Bicultural (GLBITQ)	.5 FTE	ODSVS	No	Will attend SATF Adv. Training 8/09
	Domestic Violence Advocate		.5 FTE	VOCA		
Berta	Support Group Coordinator	Bicultural Spanish	.4 FTE	VOCA	Yes	5/2005
			.6	ODSVS, DHS/SA, OCADSV (flexible)**		
Rose L.	Volunteer Coordinator/SA	Russian	.25 FTE	VAWA	Yes	1/2003
	Volunteer Coordinator/ DV		.75 FTE	FVPSA		
Alex R.	Administrative Assistant		.5 FTE	Rural VAWA	Yes	N/A (no direct services)
Maria T.	Executive Director		1.0 FTE	ODSVS, United Way	Yes	1995

* A full time employee working 40 hours a week is 1.0 FTE. A part time employee working 20 hours a week is .5 FTE.

** Project-funded FTE must be noted exactly. FTE funded by flexible sources (such as ODSVS or DHS funds) may be shown as “approximate” or “flexible” as in the example.

+ Add any necessary explanations; e.g., if a staff member came already trained by another agency, please briefly explain

2009 VOCA Project and Recovery Act Grant Application – Appendix I

BOARD OF DIRECTORS INFORMATION AND ROSTER

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

Name & Address* /Board Office	Affiliation	Met Training Requirements**		Month/Year Met Requirements		Year Joined Board	Term End Date
		Category Specific Hrs.	# Hrs Board Role	Category Training	Board Role		
Nancy Walker, Chair Our Town	United Way, Program Coordinator	40	20	2/05 (min) 12/06 (full)	4/05 (min); 3/06; 11/07	2005	2012
Norm Walters, Treas Our Town	Our County Hospital Administrator	30	6	4/05	4/05	2005	2011
Nancy Greenman, Sec. Confidential	CPA, Self-Employed	6	6	7/08	7/08	2008	2011
Diana Fleming Town Other Side of the County	Our County Sheriff	30	10	8/07 (min) 2/08 (full)	7/07 (min) 11/08 (add'l)	2007	2010
Cathy Relang Next Town Over	1 st Bank Vice President	4	6	(all but SA, scheduled for 6/09)	3/09	2009	2012
Bonnie Person Our Town	DHS Self Sufficiency Case Worker	30	6	7/08 (min) 2/09 (full)	7/08	2008	2011

* This information can indicate geographical diversity. Please indicate if address is confidential by entering "confidential" instead of address

** Please record the hours of training on a specific category separately from the number of hours on Board Role & Responsibilities.

RESPOND TO THE FOLLOWING QUESTIONS:

- 1) What are the terms and term limits for members of the board?
- 2) How often does the board meet?
- 3) Does the agency have current by-laws for the board?
- 4) What is the board's role within the agency?
- 5) Do new board members receive training and orientation? What does this include?
- 6) Is there ongoing training and development for the board?

2009 VOCA Project and Recovery Act Grant Application – Appendix J

2009 VOCA PROJECT APPLICATION YEAR IN REVIEW VICTIM STATISTICS REPORT

Organization Name: _____

VOCA Award #: _____

Instructions: Using the Semi Annual Statistics from your current VOCA Project grant input the data from each in the appropriate column. Each column should autofill including the "Project to Date" Total rows.

TYPE OF VICTIMIZATION <i>(Count each victim only once each year, by predominant type of crime per incident.)</i>	ACTUAL # OF VICTIMS 10/1/07 – 3/30/08	ACTUAL # OF VICTIMS 4/1/08 – 9/30/08	ACTUAL # OF VICTIMS 10/1/08 – 3/30/09	PROJECT TO DATE TOTAL # OF VICTIMS
1. Child Victims of Physical Abuse				0
2. Child Victims of Sexual Abuse				0
3. Victims of DUI/DWI				0
4. Victims of Domestic Violence				0
5. Adult Victims of Sexual Assault				0
6. Elder Abuse				0
7. Adults Molested as Children				0
8. Survivors of Homicide Victims				0
9. Robbery				0
10. Assault				0
11. Other (please describe)				0
TOTAL	0	0	0	0

TYPE OF SERVICES PROVIDED <i>(duplicated)</i>	TOTAL SERVICES PROVIDED 10/1/07 – 3/30/08	TOTAL SERVICES PROVIDED 4/1/08 – 9/30/08	TOTAL SERVICES PROVIDED 10/1/08 – 3/30/09	PROJECT TO DATE TOTAL # SERVICES PROVIDED
1. Crisis Counseling				0
2. Follow-up Contact				0
3. Therapy				0
4. Group Treatment / Support				0
5. Shelter / Safe House				0
6. Information & Referral (in-person)				0
7. Criminal Justice Support / Advocacy				0
8. Emergency Financial Assistance				0
9. Emergency Legal Advocacy				0
10. Assistance in Filing Compensation Claims				0
11. Personal Advocacy				0
12. Information & Referral (telephone)				0
13. Crisis Hotline				0
TOTAL	0	0	0	0

2009 VOCA Project and Recovery Act Grant Application – Appendix K

2008 and 2009 ORGANIZATION / PROGRAM REVENUE

PLEASE PROVIDE THE AMOUNTS AND SOURCES OF ALL FUNDING (REVENUE) ALLOCATED TO **VICTIM SERVICES**,
BASED ON PROGRAM'S PREVIOUS, AND CURRENT, FISCAL YEAR BUDGETS.

	SOURCE	2007 - 2008 PREVIOUS FISCAL	2008 - 2009 CURRENT FISCAL YEAR
FEDERAL FUNDS (excluding VOCA & STOP VAWA)			
VOCA FUND			
STOP VAWA FUND			
STATE FUNDS			
LOCAL GOVT. FUNDS			
OTHER SOURCES			

A fiscal year is the 12-month period that coincides with an organization's budget and financial cycle. A fiscal year may match a calendar year, but it usually differs. For example, the Federal fiscal year is from October 1 through September 30; the State of Oregon fiscal year is from July 1 through June 30. The information provided in the Previous Fiscal Year column should be the victim service revenue collected during the agency's fiscal year ending in 2008. The information in the Current Fiscal Year column should be a budget forecast of the funds the agency expects to collect for victim services during the agency's fiscal year ending in 2009.

Strategic and Cultural Competency Planning

Please check the appropriate lines indicating your answers to the following questions. Attach a copy of the completed form to the application as Attachment One. *Note: If the applicant is a program within a larger, multipurpose agency please answer the questions with regard to your program (i.e. If your parent agency has a plan that does not really address your program, you might answer “no”. If your program also has a program-specific plan, you would answer “yes”. Use the narrative space to make any explanation necessary.*

1. Strategic Planning

a. Does your agency or program have a current strategic plan:

Yes _____ Date Plan Created or Most Recently Updated _____

No _____

In Process _____ Date of Anticipated Completion _____

b. If “yes” or “in process” indicate time period covered (or to be covered) by the plan.

From _____ to _____

c. Additional applicant comments or information:

2. Cultural Competency Planning

a. Does your agency or program have a current cultural competency plan:

Yes _____ Date Plan Created or Most Recently Updated _____

No _____

In Process _____ Date of Anticipated Completion _____

Included as part of Strategic Plan described in #1, above? _____ Yes _____ No

b. If “yes” or “in process” indicate time period covered (or to be covered) by the plan.

From _____ to _____.

c. Additional applicant comments or information:

2009 VOCA Project and Recovery Act Grant Application – Appendix M

GOALS, OBJECTIVES, ACTIVITIES AND PERFORMANCE MEASURES
Common Goal, Objectives & Performance Measures
(To be completed by all applicants)

FTE and Title(s) of VOCA Funded Position: _____

Of the total FTE supporting this goal, how much is: ____ retained/reinstated an existing position ____ is a new position

Common Goal: Crime victims will be empowered and supported through direct services

Objective	Activities to Achieve the Objective	Performance Measures	
		Target Output	Short Term Outcomes
To provide direct services that assist crime victims to stabilize their lives, provide safety and/or enhance the victim's experience with the criminal justice system.		Number of jobs retained through these funds and therefore <input type="text"/> victims will be served. OR Number of jobs created because of these funds and therefore <input type="text"/> victims will be served. Number of programs with uninterrupted service to victims as a result of these funds. Number of programs that were reinstated to provide service to victims as a result of these funds. Number of new partnerships established as a result of these funds. Number of partnerships continued as a result of these funds.	90% of the victims served will report that the services provided by this program helped them make informed choices about their situation. (collected through client feedback common outcome measures responding strongly agree and agree)

2009 VOCA Project and Recovery Act Grant Application – Appendix N

EXAMPLE

**Goals, Objectives, Activities and Performance Measures Format
(Recreate a blank form by using the table function)**

FTE and Title of VOCA Funded Position: .5 Victim Advocate			
Goal: Clients will have the opportunity to exercise (to be supported in exercising) their rights as a crime victim during the criminal justice process.			
Objective	Activities to Achieve the Objective	Performance Measures	
		Target Output	Short Term Outcomes
Provide clients with services that support their understanding of and participation in the criminal justice system	1a. Fund a .5 Victim Advocate 1b. Advocate attends SVAA training 1c. Advocate will walk victims through the initial packet of victim rights information	Provide services to 150 unduplicated victims of crime Provide an average of 5 victim services to each victim	95% of victims self report, via a client feedback form, 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 on a 5 point scale)
FTE and Title of VOCA Funded Position: .5 Group Coordinator			
Goal: Clients will have improved access to support, resources, and information.			
Objective	Activities	Performance Measures	
		Target Output	Short Term Outcomes
1. Increase clients' knowledge of the dynamics of domestic violence 2. Provide clients with information and services to help increase personal safety	1a. Train/Orientation of group coordinator 1b. Review current group curriculum to ensure it includes information and discussion on the dynamics of domestic violence and personal safety planning. 1c. Contact client participants 2a. Incorporate safety planning into the curriculum or update as necessary. 2b. Provide training to all staff on new resources and creative strategies to safety plan especially with children.	60 unduplicated victims will attend at least 8 out of 10 support groups during the grant period.	1. 80% of victims report that after working with applicant agency they have new ideas about how to stay safe (at least 4 on a 5 point scale). 2. 80% of victims report that after working with applicant agency they know more about accessing new resources (at least 4 on a 5 point scale).

Match Tip Page

Calculating the Match

The match requirement is 25% of the federal VOCA funds requested. A way to double check the required match is to multiply the total VOCA project (federal funds and match) funds requested by 25%. The resulting figures are the required match amount:

Federal funds you want to receive from VOCA=	\$45,000
Match = 25% of VOCA request	<u>\$11,250</u>
TOTAL GRANT COST = (Federal Funds Requested + Match)	\$56,250

Cash match may include, but is not limited to:

- Unitary Assessment money;
- County or state funds (ODSVS, DHS Fund - only MLT and CFAA funds);
- United Way funds;
- Private donations; or
- Any other non-federal money (VAWA or FVPSA funds **cannot** be used as match).

In-kind match may include, but is not limited to:

- Donations of equipment, office supplies – the value placed on loaned or donated equipment may not exceed its fair market value;
- Work space (pro-rated) – the value of donated space may not exceed the fair rental value of comparable space and facilities in privately owned building in the same locality; and
- Volunteers – monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, as long as the service provided is a necessary part of the funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the grantee’s agency and may include the costs of benefits. If the required skills are not found in the grantee’s agency, the rate of compensation must be consistent with the labor market. In either case, benefits may be included in the valuation. CVSD does not require a certain hourly value for VOCA match, but leaves this determination to each grantee. For assistance in determining volunteer rates for your agency, visit:

http://www.independentsector.org/programs/research/volunteer_time.html

Remember

- Only provide the amount of match that is required**
- Please proof the figures**
- Make sure the numbers on the Cover Page and Budget Page are the same**
- Do not round figures**

2009 VOCA Project and Recovery Act Grant Application – Appendix Q

2009 VOCA PROJECT GRANT BUDGET PAGE										
ABC Victim Services Agency		October 1, 2009 to September 30, 2011								
ORGANIZATION NAME		PROJECT PERIOD								
Sample		FIRST GRANT YEAR			SECOND GRANT YEAR			TOTAL GRANT FUNDS		
COMPUTATION		VOCA FUNDS	MATCH FUNDS	MATCH TYPE	VOCA FUNDS	MATCH FUNDS	MATCH TYPE	VOCA FUNDS	MATCH FUNDS	TOTAL PROJECT
Personnel										
#1) Position Title	Family Services Advocate									
Salary	Yr 1: \$2,785/mo x 12 mo x .25 FTE or \$33,420/yr x .35 FTE Yr 2: \$2,815/mo x 12 mo x .25 FTE or \$33,780/yr x .35 FTE									
Benefits	Yr 1: \$11,697 x .28 = \$3,275.16 Yr 2: \$11,823 x .28 = \$3,310.44									
	11,697.00				11,823.00			23,520.00		23,520.00
	3,275.16				3,310.44			6,585.60		6,585.60
#2) Position Title	General Victim Advocate									
Salary	Yr 1: 10 hrs/wk x 52 wks = 520 hrs/yr x \$16.07/hr. Yr 2: 10 hrs/wk x 52 wks = 520 hrs/yr x \$18.00/hr.									
Benefits	Yr 1: \$8,356.40 x .28 = \$2,339.79. Yr 2: \$9,360 x .28 = \$2,620.8.									
	8,356.40				9,360.00			17,716.40		17,716.40
	2,339.79				2,620.80			4,960.59		4,960.59
Match	Volunteers - (533 hrs/yr x \$15/hr)									
			7,995.00	VO		7,995.00	VO		15,990.00	15,990.00
Total Personnel		25,668.35	7,995.00		27,114.24	7,995.00		52,782.59	15,990.00	68,772.59
Services and Supplies										
1) Contractual Services*	\$35/hr x 2 hrs/wk x 52 wks									
	3,640.00				3,640.00			7,280.00		7,280.00
2) Travel	162 mi/mo x 12 mo x \$4.85/mi); 225 miles round trip x \$.485/mi.									
	1,051.97	1,005.00	CA		1,051.97	1,005.00	CA	2,103.93	2,010.00	4,113.93
3) Training	Vol. training: \$10/person x 10 = \$100. Dir. Day: Hotel: 1 night @ \$70; meals: 2 days @ \$39/day									
	248.00				248.00			496.00		496.00
4) Office Supplies	1,214.68									
	1,214.68	1,000.00	CA		1,068.79	1,000.00	CA	2,283.47	2,000.00	4,283.47
5) Postage	1,600 stamps @ \$.42/each									
	672.00				672.00			1,344.00		1,344.00
6) Printing & Copying	Yr 1: 1,000 brochures @ approx. \$1.25 each, Yr 1.2: 100 copies/mos x \$.0									
	1,310.00				60.00			1,370.00		1,370.00
7) Telephone	\$40/monthly service fee x 12 months, 1 cell phone @ \$45/mos x 12 mos									
	1,020.00				1,020.00			2,040.00		2,040.00
8) Equipment Rental	\$50/monthly copier rental fee x 12 months									
	600.00				600.00			1,200.00		1,200.00
Match	DHS/CFAA & General funds									
									0.00	0.00
Total Services and Supplies		9,756.65	2,005.00		8,360.76	2,005.00		18,117.40	4,010.00	22,127.40
Other Services										
1) Rent	\$3,000 per month for the Agency x 12 mos = \$36,000/year to total FTE within the agency and prorated for .75 FTE VOCA funded positions as noted above									
	2,700.00				2,700.00			5,400.00		5,400.00
2) Emergency Services	\$25/client x 75 clients									
	1,875.00				1,825.00			3,700.00		3,700.00
3) Audit Costs										
4) Capital Outlay										
5) Other (Describe)										
Match										
Total Other Services		4,575.00	0.00		4,525.00	0.00		9,100.00	0.00	9,100.00
TOTAL EXPENDITURES		40,000.00	10,000.00		40,000.00	10,000.00		79,999.99	20,000.00	99,999.99
								0.01		
*If VOCA agrees to fund a grant that includes contractual services, the agency must provide a copy of the signed contract.										
IMPORTANT: The dollar amounts and timelines listed above must be consistent with those on the coversheet.								Match Type Legend: CA = Cash; IK = In-kind; VO = Volunteer		

2009 VOCA Project and Recovery Act Grant Application – Appendix R

2009 Budget Description/Justification

BUDGET ITEM	DESCRIPTION/JUSTIFICATION OF BUDGET ITEM
Personnel: Salary	
#1) Position Title	Family Services Advocate at .35 FTE will provide direct services to survivors and their family. See the attached job description for more details. COLA in Yr 2.
#2) Position Title	Victim Advocate will be hired and funded at a .25 FTE by VOCA funds. This position will be responsible for the initial contact with victims as well as be responsible for developing and maintaining links with community service providers and assisting clients to find social service and treatment resources as appropriate. 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 28% of base salary. The rate covers FICA, health care, social security, workmans compensation, short term disability.
Services and Supplies	
1) Contractual Services	Child Therapist will provide one-on-one counseling with survivors as well as work with non offending family members. See contract for specifics.
2) Travel	1. Local mileage for Advocate to travel to meet with clients and attend client meetings with other service providers. 2. Estimated mileage for the Family Services Advocate to attend Director's Day.
3) Training	1. Provide a 40-hour volunteer training for agency new volunteers. 2. Attend Director's Day.
4) Office Supplies	1. General office supplies: paper, pens, printer cartridges, computer software totaling for the new computer. 2. Personal Computer: 1 desktop computer necessary to replace 10 year old computer. This will be used solely for victim services.
5) Postage	Purchase stamps necessary for mailing office and client documents.
6) Printing & Copying	1. Routine office copying and client documents. 2. Printing of agency brochures.
7) Telephone	Agency landline telephone service and one cell phone 24/7 crisisline
8) Equipment Rental	A photocopier will be leased for 12 months and the cost is pro-rated across funding streams. See item 6 above for purpose.
Other Services	
1) Rent	Covers pro-rated share of office space rent.
2) Emergency Services	Client emergency services to cover client basic needs
3) Audit Costs	
4) Capital Outlay	
5) Other (Describe)	

S
a
m
p
l
e

ADDITIONAL MATCH INFORMATION

JUSTIFICATION
OPTIONAL: <i>If there is additional information to include about the VOCA match, please add here.</i>

2009 VOCA Project and Recovery Act Grant Application – Appendix S

2009 VOCA PROGRAM GRANT SERVICES

ORGANIZATION NAME:

1 IMPLEMENTING AGENCY SUB-TYPE

<input type="checkbox"/>	Rape Crisis
<input type="checkbox"/>	Shelter

<input type="checkbox"/>	Faith Based Organization
<input type="checkbox"/>	Other

2 GROUPS SERVED: Previously Underserved (select one)

<input type="checkbox"/>	Victim of Violent Crimes Against the Disabled
<input type="checkbox"/>	Victim of Violent Crimes Against the Elderly
<input type="checkbox"/>	Other

3 IDENTIFY THE VICTIMS TO BE SERVED THROUGH THIS VOCA FUNDED PROJECT

(Check the boxes that apply)

A		G	
	CHILD PHYSICAL ABUSE		ADULTS MOLESTED AS CHILDREN
B		H	
	CHILD SEXUAL ABUSE		SURVIVORS OF HOMICIDE
C		I	
	DUI/DWI CRASHES		ROBBERY
D		J	
	DOMESTIC VIOLENCE		ASSAULT
E		K	
	ADULT SEXUAL ASSAULT		OTHER VIOLENT CRIME
F		L	
	ELDER ABUSE		OTHER

4 CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA FUNDED PROJECT

(Please refer to the VOCA Grant Management Handbook for service delivery definitions)

A		H	
	CRISIS COUNSELING		CRIMINAL JUSTICE
B		I	
	FOLLOW-UP CONTACT		EMERGENCY FINANCIAL ASSISTANCE
C		J	
	THERAPY		EMERGENCY LEGAL ADVOCACY
D		K	
	GROUP TREATMENT		ASSISTANCE IN FILING COMPENSATION
E		L	
	CRISIS HOTLINE		PERSONAL ADVOCACY
F		M	
	SHELTER/SAFE HOUSE		INFORMATION AND REFERRAL
G		N	
	INFORMATION AND REFERRAL (In-Person)		OTHER (Specify)

5 STAFF AND VOLUNTEER INFORMATION

A. TOTAL FTE SUPPORTED WITH THESE FUNDS: _____

B. NUMBER OF VOLUNTEERS ASSOCIATED WITH THE PROJECT: _____

**REPORTING ON CVSD COMMON OUTCOME MEASURES
FOR PROGRAMS SERVING PRIMARILY
ALL VICTIMS OF CRIME**

Complete Form and E-mail or Fax to: CVSDreports@doj.state.or.us or (503) 378-6974

1. Grantee Agency Name:

2. Reporting Period: Reports must be submitted for each of the following periods.

___ 10/1/09 - 12/31/09	(report due 1/31/09)	___ 10/1/10 - 12/31/10	(report due 1/31/11)
___ 01/01/10 – 3/31/10	(report due 4/30/10)	___ 01/01/11 – 3/31/11	(report due 4/30/11)
___ 04/1/10 - 06/30/10	(report due 7/31/10)	___ 04/1/11 - 06/30/11	(report due 7/31/11)
___ 07/01/10 - 9/30/10	(report due 10/31/10)	___ 07/01/11 - 9/30/11	(report due 10/31/11)

3. Describe how you distributed the forms containing the common outcome measures to clients: (e.g., do you keep them in a stack on your office counter with a sign? Do you hand or mail them to each client? Where do clients put completed forms?)

4. How many forms did you distribute for this reporting period: _____

5. How many forms did you collect for this reporting period: _____

6. For each outcome measure, please indicate the number of responses rating the answer 1-5.

Questions	Number of Responses for the Question Indicating:				
	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1. The services provided by this program helped me make informed choices about my situation.					
2. As a result of the information I received from the Victim Assistance Program, I better understand my rights as a victim of crime.					
3. 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.					

7. Is there anything else you'd like to report?

**REPORTING ON CVSD COMMON OUTCOME MEASURES
FOR PROGRAMS SERVING PRIMARILY
CHILD ABUSE VICTIMS**

Complete Form and E-mail or Fax to: CVSDreports@doj.state.or.us or (503) 378-6974

1. Grantee Agency Name:

2. Reporting Period: Reports must be submitted for each of the following periods.

___ 10/1/09 - 12/31/09	(report due 1/31/09)	___ 10/1/10 - 12/31/10	(report due 1/31/11)
___ 01/01/10 – 3/31/10	(report due 4/30/10)	___ 01/01/11 – 3/31/11	(report due 4/30/11)
___ 04/1/10 - 06/30/10	(report due 7/31/10)	___ 04/1/11 - 06/30/11	(report due 7/31/11)
___ 07/01/10 - 9/30/10	(report due 10/31/10)	___ 07/01/11 - 9/30/11	(report due 10/31/11)

3. Describe how you distributed the forms containing the common outcome measures to clients: (e.g., do you keep them in a stack on your office counter with a sign? Do you hand or mail them to each client? Where do clients put completed forms?)

4. How many forms did you distribute for this reporting period: _____

5. How many forms did you collect for this reporting period: _____

6. For each outcome measure, please indicate the number of responses rating the answer 1-5.

Questions	Number of Responses for the Question Indicating:				
	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1. The services provided by this program helped me make informed choices about my situation.					
2. The program staff treated my family with sensitivity and respect.					
3. The program staff were supportive in helping me to access recommended treatment services for my child and family.					

7. Is there anything else you'd like to report?

**REPORTING ON CVSD COMMON OUTCOME MEASURES
FOR PROGRAMS SERVING PRIMARILY
DOMESTIC & SEXUAL VIOLENCE VICTIMS**

Complete Form & Email or Fax to: CVSDreports@doj.state.or.us or (503) 378-6974

1. Grantee Agency Name:

2. Reporting Period: Reports must be submitted for each of the following periods.

___ 10/1/09 - 12/31/09	(report due 1/31/09)	___ 10/1/10 - 12/31/10	(report due 1/31/11)
___ 01/01/10 – 3/31/10	(report due 4/30/10)	___ 01/01/11 – 3/31/11	(report due 4/30/11)
___ 04/1/10 - 06/30/10	(report due 7/31/10)	___ 04/1/11 - 06/30/11	(report due 7/31/11)
___ 07/01/10 - 9/30/10	(report due 10/31/10)	___ 07/01/11 - 9/30/11	(report due 10/31/11)

3. Clients for whom information reported in #s 4-7, below (*please submit a separate form for each client group for whom you are reporting*):

- ___ Clients receiving shelter services
- ___ Clients participating in a support group
- ___ Clients receiving non-shelter based advocacy and other services.

4. Describe how you distributed the forms containing the common outcome measures to clients: (e.g., Do you keep them in a stack on your office counter with a sign? Do you hand or mail them to each client? Where do clients put completed forms?)

5. How many forms did you distribute for this reporting period: _____

6. How many forms did you collect for this reporting period: _____

7. For each outcome measure, please indicate the number of responses rating the answer 1-5.

Question	Number of Responses For the Question Indicating:				
	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion
1. The services provided by this program helped me make informed choices about my situation.					
2. After working with this agency, I have some new ideas about how to stay safe.					
3. After working with this agency, I know more about resources that may be available, including how to access them.					

7. Is there anything else you'd like to report?

2009 VOCA Project and Recovery Act Grant Application – Appendix U

PROPOSED SUBCONTRACT

If you are proposing to subcontract at least \$1000 of VOCA funds, please answer the following questions and then complete and submit a memorandum of understanding along with the other attachments of this RFA:

Name of Proposed Subcontractor	Amount of Proposed Subcontract	Purpose of Subcontract	Continuing Subcontract?	
			Yes	No

If this project proposes a **NEW** subcontract, please answer the following questions:

- a. How did you determine that services are needed in your community?
- b. How does subcontracting improve access to services? *(as compared to providing services yourself)*
- c. Is there a plan or expectation that this subcontractor would like to apply directly for the funding in the future?
 _____ Yes _____ No
- d. Additional applicant comments or information (not required or necessary):

SAMPLE FORMAT AND CONTENT
MEMORANDUM OF UNDERSTANDING

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final 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 and/or the collaborative 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,*

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 funds, the amount and category (personnel, office supplies, contracted services, etc.) that will be provided to the non lead agency(s). If this question is not applicable, please respond "NA" to this question.*

2009 VOCA Project and Recovery Act Grant Application – Appendix V

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 VOCA grant funding period on _____.

F. Confidentiality. (REQUIRED)³

In order to ensure the safety of clients, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined in the VOCA Grant Agreement.

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

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.

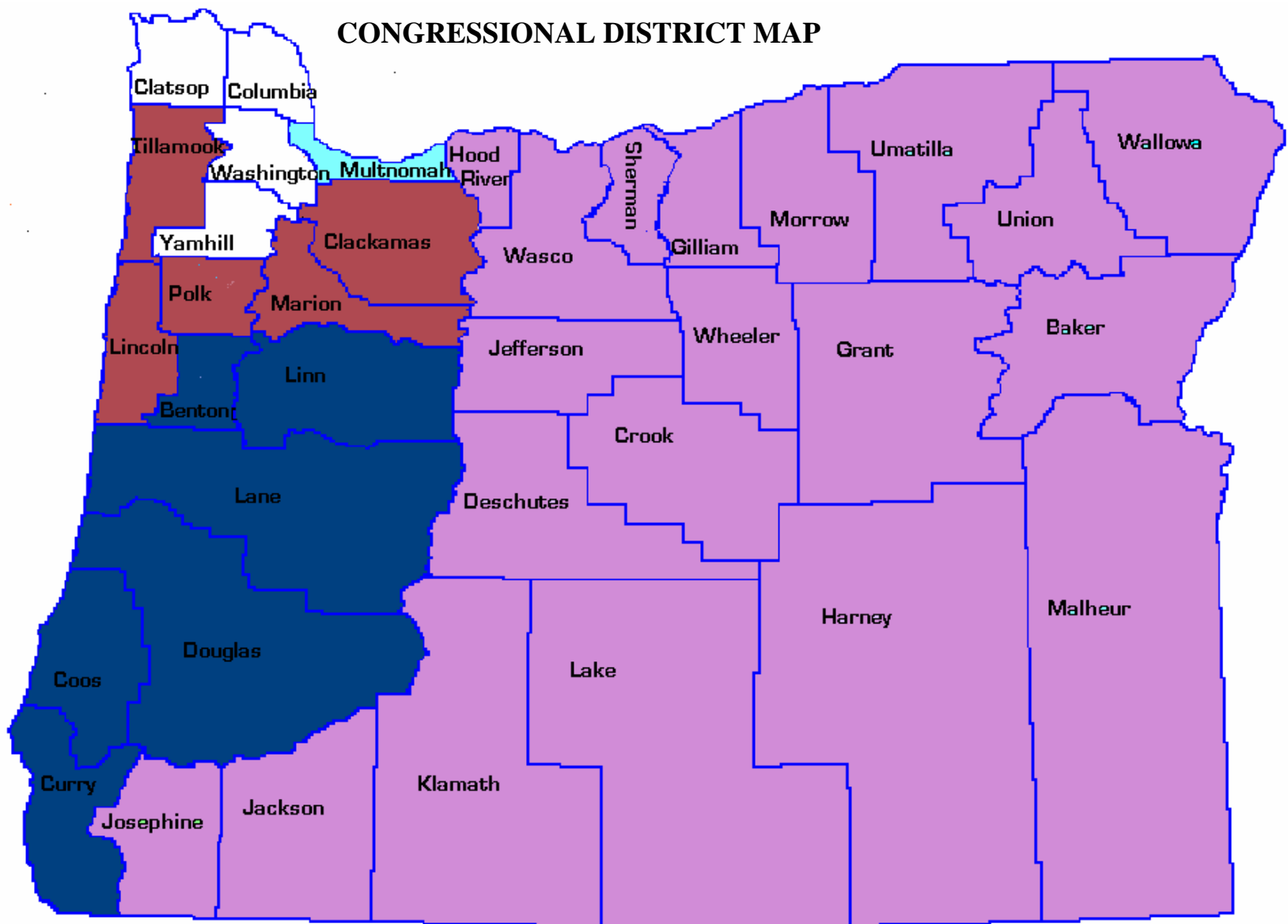
The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

<u>AGENCY A</u>	
Authorized Official: _____	_____
Signature	Printed Name and Title
Address: _____	
Telephone(s): _____	
E-Mail Address: _____	
<u>AGENCY B</u>	
Authorized Official: _____	_____
Signature	Printed Name and Title
Address: _____	
Telephone(s): _____	
E-Mail Address: _____	

³ All items marked “required” must be included in the memorandum of understanding.

2009 VOCA Project and Recovery Act Grant Application – Appendix W

CONGRESSIONAL DISTRICT MAP



Region I - Yellow
Region II - Purple
Region III - Cyan
Region IV - Dark Blue
Region V - Brown