

OREGON DEPARTMENT OF JUSTICE

2011 - 2013 NON-COMPETITIVE GRANT REQUEST FOR APPLICATIONS FOR AWARDS FROM:

- **Oregon Domestic & Sexual Violence Services (ODSVS) Fund**
- **Victims of Crime Act (VOCA) Non-Competitive Grant Fund**
- **STOP Violence Against Women Act (VAWA) Formula Grant Program Fund**
- **Department of Human Services Domestic Violence (DHS/DV) Fund**
- **Department of Human Services Sexual Assault (DHS/SA) Fund,**
- **(Hereinafter, this “Request for Applications” or this “RFA”)**



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

Read ALL Instructions before completing the grant application.

Resources for this Application

The instructions to complete this application are downloadable in PDF format from CVSD E-Grants at: www.cvsdegrants.com and from the DOJ / CVSD website at: <http://www.doj.state.or.us/crimev/whatsnew.shtml>.

The CVSD E-Grant Applicant User Guide is the resource to answering any questions with regards to navigating the system. The Guide can be found at: 1) The welcome screen under “My Training Materials”; and 2) <http://www.doj.state.or.us/crimev/egrants.shtml>. Additionally, as you navigate and work in the system, several pages contains a “**Show Help**” button giving detailed instructions or additional information in regards to the particular page.

Victims of Crime Act (VOCA) Grant Management Handbook, refer to the most recent version, cited throughout these instructions as a reference, is available:

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

STOP Violence Against Women Act (VAWA) Grant Management Handbook, refer to the most recent version, cited throughout these instructions as a reference, is available:

- Downloadable in PDF format on the Department of Justice (DOJ) Crime Victims’ Services (CVSD) website at: <http://www.doj.state.or.us/crimev/vawa.shtml>
- Electronic Mail (e-mail)

ODSVS Policy and Procedures Materials, refer to the most recent version, cited throughout these instructions as a reference, is available:

- Downloadable in PDF format on the Department of Justice (DOJ) Crime Victims’ Services (CVSD) website at: <http://www.doj.state.or.us/crimev/odsaf.shtml>
- Electronic Mail (e-mail)

DHS provider resources (forms and instructions) are available:

- Downloadable in PDF and Word on the Department of Human Services website at: <http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>
- Electronic Mail (e-mail)

**Contact Information for Department of Justice, Crime Victims' Services
Division (DOJ CVSD) Staff**

Grant Assistants:

Krista Anderson (503) 378-5178 Krista.Anderson@doj.state.or.us	Gail Mavity Banks (503) 378-5308 Gail.M.Mavitybanks@doj.state.or.us
Fax: (503) 378-6974	

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

Fund	Coordinator	Phone	E-mail
VOCA	Cathy Oliverio Relang	(503) 378-4476	Cathy.L.Relang@doj.state.or.us
VOCA	Mackenzie Gray	(503) 378-5647	Mackenzie.E.Gray@doj.state.or.us
VAWA	Diana Fleming	(503) 378-6260	Diana.L.Fleming@doj.state.or.us
ODSVS	Nancy Greenman	(503) 378-6248	Nancy.Greenman@doj.state.or.us

Mailing Address: Oregon Department of Justice Crime Victims' Services Division 1162 Court Street NE Salem, Oregon 97301-4096

**Contact Information for Department of Human Services, Children, Adults
and Families (DHS CAF) Staff**

Fund	Coordinator	Phone	email
All DHS	Cheryl O'Neill	(503) 945-6686	Cheryl.L.Oneill@dhs.state.or.us

Mailing Address: Oregon Department of Human Services, CAF, CPS Unit 500 Summer Street NE Salem, Oregon 97301-1067

Applications are due by 5pm on Monday, April 4, 2011.

Grant Application Amendments

DOJ CVSD may amend this 2011 - 2013 Non-Competitive DVSA Request for Applications by posting Amendment(s) on the CVSD E-Grants Systems. Where appropriate, DOJ CVSD will issue an Amendment that will be added to the Forms Menu in E-Grants, immediately below the Request for Applications. Any Amendments will also be posted on the DOJ CVSD website: <http://www.doj.state.or.us/crimev/whatsnew.shtml>.

Applicant is responsible to SAVE all information in E-Grants and DOJ CVSD accepts no responsibility for an Applicant missing information contained on the CVSD E-Grants system.

Any Applicant requiring clarification of a provision of this application may make a request for clarification in writing via email to one of the contact persons listed. To be considered, the request must be received by one of the contact persons no later than **Wednesday, March 23, 2011**. Requests for clarification received after **Wednesday, March 23, 2011**, 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.

DOJ CVSD may also informally respond to applicants' questions. However, informal responses do not affect the provisions of the 2011 - 2013 Non-Competitive DVSA Request for Applications which is only changed via formal amendment(s) issued by DOJ CVSD and posted on the CVSD E-Grants System and on the DOJ CVSD website at: <http://www.doj.state.or.us/crimev/whatsnew.shtml>

Non-Competitive DVSA Grant Applicants' Teleconference Schedule

Applicants will have the opportunity to participate in one of the three informational teleconference/*GoToMeeting* dates. Please refer to the table below for the dates and times of each.

Please note that these sessions can only accommodate 15 participants on both computer and telephone. In order to attend, you will be required to register for a specific session. Registration will close when the maximum participants is reached. Please go to <http://www.doodle.com/a5m6sb2i8gu8x3u3> to register by Friday, February 25, 2011. Once you have registered we will contact you with call-in and web access information.

<u>Date</u>	<u>Time</u>
Monday, February 28, 2011	1:00 – 3:00 p.m.
Wednesday, March 2, 2011	9:00 -11:00 a.m.
Tuesday, March 15, 2011	10:00 a.m. – 12 noon

VOCA Advisory Committee

<p style="text-align: center;">Helen O'Brien Director Multnomah County District Attorney Victim Assistance Program</p> <p style="text-align: center;">VOCA Advisory Committee Co-Chair</p>	<p style="text-align: center;">Walt Beglau District Attorney Marion County</p>
<p style="text-align: center;">Kris Dallman Citizen Representative Mid-Columbia Health Foundation</p>	<p style="text-align: center;">Wade McLeod District Attorney Sherman County</p>
<p style="text-align: center;">Lizzi McNeff Project DART Coordinator Portland State University Regional Research Institute</p>	<p style="text-align: center;">Toni Ryan Executive Director Center Against Rape and Domestic Violence</p>
<p style="text-align: center;">Mary Sasaki Community Representative Retired Director Lincoln County Child Assessment Center</p>	<p style="text-align: center;">Chanpone Sinlapasai Attorney at Law Marandas Chi Okamura</p>
<p style="text-align: center;">Eura Washburn Community Representative Retired Chief of Police Coos Bay Police Department</p>	<p style="text-align: center;">Lynne Whiteman Director Benton County District Attorney Victim Assistance Program</p>

VAWA Advisory Board

<p align="center">Kim Larson Director Victim Assistance Program Marion County District Attorney</p> <p align="center">VAWA Advisory Board Member Co-Chair</p>	<p align="center">Steve Bellshaw Deputy Chief Investigations Division Commander Salem Police Department</p> <p align="center">VAWA Advisory Board Member Vice Co-Chair</p>
<p align="center">Desiree Allen-Cruz Family Violence Services Program Manager Confederated Tribes of the Umatilla Indian Reservation</p>	<p align="center">Camille Cole Social Services Department Klamath Tribes</p>
<p align="center">Anna D’Amato, MS Managing Director of Victim Services Community Works</p>	<p align="center">Scott Healy Deputy District Attorney Clackamas County District Attorney’s Office</p>
<p align="center">Sybil Hebb Director of Legislative Advocacy Oregon Law Center</p>	<p align="center">Leona Ike Probation and Parole Supervisor Confederated Tribes of Warm Springs Reservation</p>
<p align="center">Rebecca Orf Oregon Judicial Department</p>	<p align="center">Terrie Quinteros Executive Director Oregon Coalition Against Domestic & Sexual Violence</p>
<p align="center">Daniel Staton Sheriff Multnomah County Sheriff’s Office</p>	<p align="center">Darin Tweedt Deputy Director Criminal Justice Division Oregon Department of Justice</p>
<p align="center">Gloria Wiggins Latino Services Division Manager Catholic Charities, El Programa Hispano</p>	

ODSVS Advisory Council

<p>Vanessa Becker, Council Co-Chair Executive Director (9/13) Battered Persons' Advocacy Roseburg, OR</p>	<p>Kris Billhardt, Council Vice Co-Chair Executive Director (9/13) Volunteers of America Home Free Portland, OR</p>
<p>Allison Cleveland, Executive Director (9/13) The Gender Center, Inc. Eugene, OR</p>	<p>Emilee Coulter-Thompson, Program Coordinator (9/13) Oregon Public Health Division Office of Family Health Portland, OR</p>
<p>Kelley Ellis, Secretary (9/13) Siletz Tribal Charitable Contribution Fund Siletz, OR</p>	<p>Dr. Marcia Hall, Program Coordinator (9/13) Veterans Administration Hospital Roseburg, OR</p>
<p>Yelena Hansen, Program Coordinator (9/13) Russian Oregon Social Services Portland, OR</p>	<p>Christine Herrman, Executive Director (9/11) Attorney General's Sexual Assault Task Force Salem, OR</p>
<p>Ernest Mazorol, Trial Court Administrator (9/11) Bend, OR</p>	<p>Cheryl O'Neill, DV & SA Program Coordinator (9/13) Department of Human Services-Child Protective Services Unit Salem, OR</p>
<p>Terrie Quinteros, Executive Director (9/11) Oregon Coalition Against Domestic & Sexual Violence Portland, OR</p>	<p>Tawna Sanchez, Family Services Director (9/13) Native American Youth & Family Center Portland, OR</p>
<p>Robin Selig, State Support Unit Attorney (9/11) Oregon Law Center Portland, OR</p>	<p>Cynthia Stinson, Director (9/13) Crime Victims' Services Division Oregon DOJ Salem, OR</p>

DHS Domestic & Sexual Violence Fund Advisory Committee

Carol Ann Krager DHS – CAF DV Policy	Doreen Binder Community Member
Clara Lindstrom Community Member	Cindy Eisenmeyer DHS - CW
Kathleen Marvin OCADSV Member Program	Chris Mallette OCADSV Member Program
Wanda Powless OCADSV Member Program	Lea Sevey OCADSV Member Program
Maria Paladino OCADSV Member Program	Terrie Quinteros OCADSV – Executive Director
Jayne Downing Non-OCADSV Program	Karen Janes Non-OCADSV Program
Christine Hermann SATF – Executive Director	

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SECTION I: GRANT APPLICATION OVERVIEW

A. INTRODUCTION

This document provides instructions and guidance for the application process and should be read in its entirety prior to completing forms on the CVSD E-Grants system.

What is CVSD E-Grants?

CVSD E-Grants is a new comprehensive web-based grant application and reporting system. Grantees will complete applications, DOJ reports, and amendments on-line. DHS reporting processes will not be a part of this web-based system, and will not change. DOJ anticipates that this system will provide for a more streamlined application and reporting process. In addition, the system will allow DOJ to be mostly paperless; saving both natural resources and shipping costs. Should you wish to learn more about CVSD E-Grants and/or view frequently asked questions, please visit the DOJ website at: <http://www.doj.state.or.us/crimev/egrants.shtml>.

B. GRANT FUNDING

1. ELIGIBILITY TO APPLY UNDER THIS REQUEST FOR APPLICATION

This Request for Applications (RFA) seeks non-competitive grant applications only from non-profit agencies that offer options for safety through a continuum of intervention and support services for victims of domestic violence, sexual assault, dating violence and stalking. Eligibility is limited to the following:

- a. Applicants which currently are also receiving grants¹ directly from Department of Justice (DOJ) or Department of Human Services (DHS) from one or more of the funds listed by name in paragraph 2 of this section (Sources of Funding); and
- b. Applicants currently receiving these funds subcontracted from an agency described in paragraph a. of this section as the primary provider of these services to their county. In this case, the agency will have included the subcontract in its 2009-11 application for these funds and indicated the intention of the subcontracted agency to apply directly for the funds under this 2011-13 RFA, and DOJ and DHS will have visited the subcontracted agency to ascertain its readiness to apply directly for these funds. The finding of readiness includes that the applicant has demonstrated two prior years of program stability, which is defined as either two full years of operation providing services to victims of domestic violence and sexual assault, **or** providing documentation of: 1) an applicant's history of providing cost-effective direct services to victims of domestic violence and/or sexual assault; 2) 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** 3) financial support of at least 10% from at least one

¹ "Grants" include direct grants of state funds such as ODSVS and DHS Criminal Fines and Assessments Account (CFAA) and Marriage License Surcharge (MLT) funding, as well as "subgrants" of federal funds, such as VOCA and VAWA and Family Violence Prevention and Services Act (FVPSA). It also includes "subcontracts" of DHS funding to agencies that are also direct grantees of other funds included in this RFA, such as culturally specific grantees in Multnomah County. It does not include subcontracts to individuals or agencies that are not also current grantees of these funds.

revenue source in addition to those included in this RFA. Applicants applying under this paragraph will be required to comply with all the requirements and expectations of this RFA, and will also be required to submit certain basic information described in Section III.E, on page 45.

Please note that eligible applicants may propose to subcontract a portion of their grant to an individual or program that is not currently receiving a grant directly from DOJ or DHS from one or more of those funds. In the case of such a proposal to subcontract, the eligible applicant must demonstrate to the satisfaction of DOJ or DHS, as applicable, that (i) the proposed subcontractor can perform the delegated services and otherwise satisfy grant terms and conditions, (ii) the proposed subcontractor will be contractually obligated to perform the delegated services and otherwise to satisfy grant terms and conditions in a manner acceptable to DOJ or DHS, and (iii) that the inclusion of the proposed subcontractor will not impair the eligible applicant's provision of services currently funded or as awarded under this RFA.² **A list of eligible applicants for these funds is found in Appendix B.**

2. SOURCES OF FUNDING

This RFA is issued jointly by DOJ CVSD and DHS CAF. DOJ and DHS may provide grant award funding from sources including, but not limited to the following funds:

- **Oregon Domestic and Sexual Violence Services (ODSVS)** through DOJ CVSD;
- **Victims of Crime Act (VOCA) Non-Competitive Grant** funds for Domestic Violence and Sexual Assault services through DOJ CVSD;
- **STOP Violence Against Women Act (VAWA) Formula Grant Program** victim services funding through DOJ CVSD (formerly through Criminal Justice Services Division);
- **DHS CAF Domestic Violence Fund** including the state surcharge on marriage licenses (MLT fund), the Criminal Fines Assessment Account (CFAA/DV) and the Federal Family Violence Prevention and Services Act (FVPSA) funding through DHS CAF; and
- **DHS CAF Sexual Assault Victims Fund (CFAA/SA)** through Criminal Fines Assessment Account.

3. AWARD AMOUNTS/MODIFICATIONS/NEGOTIATIONS

The funding amounts included and referred to in this RFA are the current (2010-11) allocations from the funds listed in paragraph 2, above.³ These funding amounts are being used because it is too soon to know the funding levels for 2011-12 or 2012-13; therefore, the individual funding budget and staffing information submitted by applicants will reflect current patterns. **Funding amounts will not be finalized until at least (i) the Oregon State Legislature approves budgets within DOJ CVSD and DHS CAF, and (ii) the State of**

² Limiting eligibility under this RFA to existing agencies of included funds and agencies who have subcontracted for the past 2 years with the express intent of becoming full grantees and primary county providers, is based upon the anticipation of instability of funding levels for 2011-13. In addition, subcontracting provides a trial period for assessing new program viability and capacity to provide services.

³ The exception is grantees who elected to receive one-year non-renewable State Grant funds to replace a loss of ODSVS funds. Those grantees' Allocation Tables will include the VOCA funds originally allocated, and not the State Grant funds with which they were replaced.

Oregon receives the Federal awards for the Victims of Crime Act (VOCA), the STOP Violence Against Women Formula Grant Act Program (STOP VAWA) and the Family Violence Prevention and Services Act (FVPSA). DOJ and DHS may negotiate or otherwise alter the amount of grant awards to be provided in response to grant applications, including the amount of funding from specific grant programs. DOJ and DHS may also negotiate or otherwise alter the level and scope of services to be provided pursuant to an awarded grant.

- a. Grant awards made in response to successful grant applications may be adjusted at any time by DOJ CVSD or DHS CAF to reflect increases or decreases in funding to the State, including from other funding sources and for other grant programs.⁴ Adjustments in grant award funding will be made in a manner consistent with applicable provisions of this RFA.
- b. DOJ CVSD or DHS CAF may increase grant awards and the level or area of corresponding services, with the approval of affected grantees and upon documentation satisfactory to DOJ CVSD or DHS CAF, as appropriate.
- c. DOJ CVSD or DHS CAF may decrease grant awards, or replace all or a portion of grant awards with funding from other funds or sources, at their sole discretion to reflect decreases or changes in available funding. DOJ CVSD or DHS CAF will provide notice of decreased grant awards to affected grantees.
- d. DOJ CVSD or DHS CAF may fund and include additional grant programs within the grant awards with the approval of affected grantees and upon documentation satisfactory to DOJ CVSD or DHS CAF, as appropriate.
- e. DOJ CVSD or DHS CAF reserve the right to negotiate or otherwise alter the amount of grant awards to be provided in response to grant applications, including the amount of funding from specific grant programs. DOJ and DHS also reserve the right to negotiate or otherwise alter the level and scope of services to be provided pursuant to an awarded grant.

4. FEDERAL FUNDING

The Federal Family Violence Prevention and Services Act Funding comprises **37%** of the projected DHS Domestic Violence Fund. The combined percentage of Federal Funding of total projected funds is **50%**.

5. TERM OF GRANT

This RFA covers the 2011-2013 biennium. Grants of all DOJ funds will be for two years, contingent upon the availability of funds and based upon the individual fund source's fiscal year. Grants may be amended by DOJ or DHS to change term length in order to accommodate reductions in, supplementations to, or other changes in award funding.

⁴ If final award amounts are not known when the new grant term begins, information may be sent with award notifications instructing awardees on the conditions under which anticipated funding may be spent. This information will vary from fund to fund, but will be coordinated by DOJ and DHS with the objective of supporting stability of services provided by eligible applicants.

6. CLARIFICATION/ADDITIONAL INFORMATION

DOJ and DHS may require such clarification from an applicant as to the content of its grant application as they may determine to be appropriate. DOJ and DHS also may require such supplemental information from an applicant with respect to a grant application as they determine to be appropriate.

7. INCOMPLETE/NONCONFORMING APPLICATIONS

DOJ and DHS may reject grant applications pursuant to this RFA that they determine to be incomplete or nonconforming. DOJ and DHS also may reject grant applications where applicants fail to timely provide satisfactory clarifications or supplemental information when requested by DOJ or DHS.

C. BACKGROUND AND VALUES

1. VALUES

In March 2004, the advisory bodies for the funds began a planning process to improve coordination across the funding sources. Two key values guided the planning process. First, victims of domestic violence and sexual assault need **access to services throughout the state**. Second, **stabilization of current services** is a priority through the transition to a coordinated allocation system. The Equity Study process, described in paragraph 2, below, incorporated these key values, and emphasized that access to services should be “meaningful”.

2. ALLOCATION FORMULA

Two recommendations made by the advisory bodies were to develop a more equitable way of allocating funds and to explore issuing a joint Request for Applications. DHS CAF and DOJ CVSD contracted for a study of the various methods of allocation. This study, named the “Equity Study”, recommended using a unified allocation formula across the funding streams for the non-competitive domestic violence and sexual assault funding. The formula uses counties as the basis for calculating allocations. It starts with a base amount per county and then adds funding based on the county’s population (per capita). The formula and recommendations were reviewed and approved by the advisory bodies representing each of the funding sources. A joint RFA was issued for 2007-09 that reflected those recommendations; a joint RFA issued for 2009-11 did the same. This RFA for 2011-13 continues to reflect the “Equity Formula”. It also reflects work done since July 2007 to enhance the allocation of these funds to meet survivor and victim needs throughout Oregon.

D. APPLICATION PROCESS AND ELIGIBILITY FOR SPECIFIC FUNDS

1. DEMONSTRATION OF COMPLIANCE

Eligible applicants must submit a grant application demonstrating their compliance with the common requirements of this RFA. Eligible applicants must also demonstrate in that grant application that they meet the additional requirements specific to each of the grant funding sources from which they seek funding. Applicants should carefully review all specific fund eligibility requirements listed later in this RFA. For further information, applicants should review sample grant contracts available from DOJ CVSD or DHS CAF. Within a week of the

issuance of this RFA, each eligible applicant should have received an individualized letter specifying the sources and amounts of funding for which it is eligible to apply.⁵ If you have not received such a letter and you believe you are an eligible applicant, please contact Nancy Greenman at nancy.greenman@doj.state.or.us immediately.

2. COMMITMENT TO DECREASING GRANTEE REPORTING REQUIREMENTS

DOJ and DHS CAF may exercise their right to reduce, supplement or change award amounts, services and funding by adjusting the proportion of an individual grantee's total funding coming from specific funds and substituting other available resources in lieu of such fund moneys. The intention would be to decrease the number of grant programs from which an individual grantee receives funding and to thereby decrease the number of reports a grantee is required to submit. For example, a program that received annual awards of \$20,000 in VOCA funds and \$10,000 in VAWA funds for 2009-11 may be awarded annual amounts of \$30,000 in VOCA and \$0 in VAWA for 2011-13. These possible funding changes would not, in and of themselves, alter the overall amount a relevant grantee would receive through the grant award or the obligation of the grantee to provide corresponding grant services, and would not adversely affect a grantee's eligibility for a future award from the fund discontinued through such a change. These possible funding changes may be made by DOJ or DHS at the commencement of, or at any time during, the funding period covered by the applicable grant or by this RFA.

E. ALLOCATION

1. ALLOCATION BY COUNTY

Funds will be allocated for each county pursuant to the Equity Formula using a combination of a base amount for those counties with a population over 6,500, plus a per capita rate for the total population of each county.⁶ The county allocation is one total amount; eligible applicants will receive specific grant awards from one or more of the funding sources to meet that total. Eligible applicants will receive a separate letter outlining the portion of the county allocation(s) for which they may apply. (Please refer to paragraph 6 of this section for information on eligible applicants for Legal Services grants.)

As noted previously in paragraph B.3, all funding amounts included in this RFA are only estimates and will not be finalized for award purposes until at least the occurrence of the requisite conditions described in that paragraph.

2. SINGLE COUNTIES SERVED BY ONE APPLICANT

Applicants serving a single county as the only eligible applicant in that county will apply for the full allocation of the county they serve.

⁵ The letter will include the Allocation Table described in Section III.A Form L: Uploads, paragraph 3, on page 26, below.

⁶ Reexamination of the formula during the 2007-09 and 2009-11 biennia resulted in an adjustment that will be applied to any additional funds received in 2011-13. The purpose of this adjustment is to preserve the equitable impact of the formula by providing a greater proportion of additional funds to the counties with the highest population concentrations.

3. MULTIPLE COUNTIES SERVED BY ONE APPLICANT

Applicants serving more than one county may apply for an allocation in each of the counties in which they provide services.

4. MULTIPLE APPLICANTS FOR ONE COUNTY

Currently, multiple grantees in the following counties are being funded to provide services to the counties: Josephine, Lake, Lane, Linn, Marion, Multnomah and Washington. In order to assure stability of services in 2011-13, eligible applicants in those counties will receive the same amount or proportion of funding for the county(ies) they serve as they are currently receiving under similar grants in 2009-11, assuming there are applications under this RFA by all current eligible applicants. However, two or more eligible applicants providing services to a single county may submit a proposal to adjust their respective levels of funding, as provided in Section VI.A of this RFA. Eligible applicants may make proposals for their own amount or proportion of anticipated funds only and not for any other applicant's anticipated funds. Therefore, for two or more eligible applicants to propose a mutual adjustment, each of the applicants will have to independently submit the proposal regarding its projected funds and reflecting the same adjustment in allocation (e.g. Applicant #1 would propose to give \$10,000 of its allocation to Applicant #2. Applicant #2 would propose to receive \$10,000 from Applicant #1). Applicants proposing to make such an adjustment should contact Nancy Greenman at (503)-378-6248 or nancy.greenman@doj.state.or.us.

5. MAINTENANCE OF EFFORT FOR SEXUAL ASSAULT SPECIFIC AND CULTURALLY SPECIFIC SERVICES

- a. **Sexual Assault Services:** Each individual fund has a specific minimum allocation to be set aside for sexual assault services. The specific minimum allocation for each fund will continue for VAWA at 25%, ODSVS at 20%, and DHS CAF funds at approximately \$300,000 a year.⁷ The VOCA Federal regulations require a minimum of 10% of the total VOCA state allocation be issued to five priority categories, which include sexual assault and domestic violence. VOCA has traditionally funded each priority category at a much higher level.

It is anticipated that applicants will request funding consistent with their existing funding levels for sexual assault specific services and use those current levels to guide any decrease or increase of available funding. Access to services will be a guiding principle in the evaluation of applications for sexual assault and domestic violence funding.

- b. **Culturally Specific Services:** ODSVS and VAWA have specific set-asides for culturally specific services. The ODSVS set aside is approximately 20% of funds awarded. The VAWA set aside is approximately 6.7% of the STOP VAWA funds included in this RFA.

⁷ DHS funding level depends upon appropriation and may change, whereas the percentage set-asides will be applied to whatever the allocations are for VOCA, VAWA & ODSVS.

It is anticipated that applicants will request funding consistent with their existing funding levels for culturally specific services and use those current levels to guide any decrease or increase of available funding. Access to services will be a guiding principle in the evaluation of applications for culturally specific sexual assault and domestic violence funding.

6. LEGAL SERVICES GRANTS

Separate from and in addition to the county allocation, ODSVS funding has been set aside for agencies whose principal function is to provide legal services and who are currently receiving ODSVS funding for legal services to victims of domestic violence. During the 2011-13 biennium, legal services providers receiving ODSVS funding will not participate in the county allocation process, but instead must use this RFA to apply for ODSVS funding directly from DOJ CVSD.

7. APPLYING THE EQUITY FORMULA TO INCREASES AND DECREASES IN FUNDS

The Equity Formula is flexible and can be applied to any level of total funds. As explained in paragraphs 1-4, above, allocations are first made by county and then, as needed, among the eligible applicants serving the county. DOJ and DHS will endeavor to apportion any decreases or increases in grant award funding among the counties and among the grantees in accordance with the formula. Decreases among multiple providers serving a single county will generally be allocated by applying the percentage of the overall decrease to each applicant's individual projected allocation. Increases among multiple providers serving the same county will generally be allocated by a default formula approved by the advisory boards to the funds. Whenever possible, DOJ and DHS will consider input from relevant advisory boards in determining whether or not to deviate from the Equity Formula in making their grant awards. DOJ and DHS reserve the right to exercise reasonable discretion in whether or not to deviate from the Equity Formula.

F. GOALS, OBJECTIVES, OUTPUTS & COMMON OUTCOME MEASURES COLLECTING CLIENT FEEDBACK

1. GOALS AND OBJECTIVES

All funding sources have the same **goal**: Increase the safety of victims of domestic violence, dating violence, sexual assault and stalking. The **long-term objective** of service provision supported by these funds is to mitigate the impact of these crimes on victims. The three **short-term objectives** of this goal are that after receiving services from a grantee agency:

- a. Survivors will be better able to make informed choices about their situation;
- b. Survivors will have new options on how to stay safe; and
- c. Survivors will know more about resources available and how to access them.

2. COMMON OUTCOME MEASURES

- a. Grantees will use client feedback forms satisfactory to DOJ and DHS to measure the above objectives in order to evaluate how well those objectives are being met by

grantee services.⁸ The CVSD Common Outcome Measures reporting form can be accessed on the CVSD website at http://www.doj.state.or.us/crimev/doc/09_11_common_outcome_measures_dvsa.doc. The form will be available in the E-Grants system when reporting begins through E-Grants in October 2011.

- b. Grantees will have and use procedures satisfactory to DOJ and DHS in order to obtain evaluations of specific services received (shelter, advocacy or support group) from at least 10% of appropriate clients. The target outcome for the measures is that 90% or more of responding appropriate clients respond to each measure positively. This target is based on data reported by grantee agencies from July 2009-June 2010.⁹
- c. DOJ CVSD and DHS CAF reserve the right to adjust or modify these measures and target outcomes, as well as the procedures and/or forms for collecting the information. If adjustments are required, grantees will be given reasonable notice in order to have time to make required changes.

3. OUTPUTS

Oregon has also set a performance measure for that **100% of all adult victims who receive shelter for 5 nights or longer will participate in safety planning**. This measure will be the common target output for these combined funds for 2011 -13.

- a. Applicants will report on the DHS monthly statistics form in a manner satisfactory to DOJ and DHS as to the numbers of both shelter and non-shelter victims who receive safety planning. Safety planning numbers are not collected for crisis calls, as it is assumed all crisis calls include safety planning.
- b. ODSVS will take percentages of overall budgets supported by grant funds to determine service outputs. Applicants receiving VOCA and VAWA funds will report statistics specific to those positions funded by VOCA and VAWA in a manner satisfactory to DOJ. Those statistics will be the service outputs for VOCA & VAWA during this grant period. For fund-specific reporting information, please refer to fund specific requirements later in this RFA, Sections IX through XII.
- c. Grantees will report additional process objectives (collaborations achieved, changes in agency policies etc.) in narrative formats satisfactory to DOJ and DHS.

⁸ Applicants may develop their own client feedback forms as long as the common outcomes are included. Client feedback forms developed by the Documenting Our Work project of the National Resource Center are available to any domestic and sexual violence provider and are posted on the Oregon DHS website at: <http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>. These forms were developed and tested by domestic violence advocates and programs. Training on the forms was provided in October 2008. Copies of a DVD on the forms were distributed to all current grantees.

⁹ Data collected for all grantees for that period resulted in outcomes of 94%-96% satisfaction across the three measures.

G. COMMON REQUIREMENTS

1. EFFECTIVE SERVICES

Applicants will be able to provide one or more of the services listed in Section I.H. These paragraphs define the minimal expectation for services to be provided. During the 2011-13 biennium for which these funds are issued, DOJ and DHS will assure that grantees are providing effective services within the meaning of Section I.H through site visits and required periodic grantee reports.

For examples of best practices in domestic violence, sexual assault, and stalking services see **Appendix C**.

2. ACCESS TO SERVICES

To ensure meaningful access to services for all victims of domestic violence, sexual assault, dating violence and stalking, all programs must be able to appropriately respond to an initial crisis call and/or initial disclosure of domestic violence, sexual assault, dating violence or stalking with safety planning and support. In addition, those agencies whose primary services are focused on either domestic violence or sexual assault victims will be able to directly link victims whose needs may be beyond their expertise to the appropriate partner agency. Access to services is measured through the outcomes and output described in Section F, above. Applicants are urged to use additional instruments, such as the “Documenting Our Work” surveys, to assess the extent to which victims are accessing needed services.¹⁰

3. APPLICANTS APPLYING FOR SEXUAL ASSAULT FUNDING MUST DESIGNATE A LEAD STAFF PERSON FOR SEXUAL ASSAULT

The lead staff person will:

- a. act as a contact to receive and disseminate sexual assault information within applicant agency and to community partners, as possible;
- b. obtain additional training beyond the DHS initial requirements on sexual assault (see Section VIII, below) through their agency, the Sexual Assault Training Institute of the Attorney General’s Sexual Assault Task Force, or other conferences; and
- c. facilitate information-sharing on sexual assault throughout their agency.

This is a minimum requirement, in acknowledgement of the wide variation of levels of funding for sexual assault services among grantees. Applicants receiving any level of sexual assault funding from these funds must fulfill this minimum requirement.

4. TRAINED STAFF, VOLUNTEERS AND BOARD

Applicants will provide training to staff, volunteers and board members as outlined in the requirements in Section VIII of this document and will assess staff and volunteers’ readiness to provide direct services. The requirements include evaluative language for each component

¹⁰ The Documenting Our Work forms include asking survivors what services they needed and whether or not they received those services. The DOW forms can be accessed on the Oregon DHS website at: <http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>.

of training. Applicants will demonstrate their methodology for evaluation of staff and volunteer compliance with training requirements during site visits. The Staff roster and Board roster included in the applicant's Organizational Details section both require information on completion of requirements for each staff and Board member. These forms are more fully explained in Section III of this RFA, below. In addition, CVSD and DHS may provide or support additional training opportunities during the biennium. These may be optional or attendance may be strongly encouraged. Applicants are strongly encouraged to attend Executive Director Network activities put on by OCADSV and funded by DHS.

5. 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 be required to submit additional information addressing those deficiencies before a grant is awarded and/or may receive additional grants agreement conditions, as described in Section VII.B, below.

6. ABILITY TO PROVIDE MATCHING FUNDS

Matching funds are required for VOCA and DHS Domestic Violence funds. Matching funds are not required for VAWA, ODSVS and DHS Sexual Assault Funds.

7. DATA AND OUTCOME REPORTING

Applicants will submit monthly statistical reporting to DHS CAF on services provided during the month and will report to VOCA & VAWA on services provided by staff positions supported by those funds. Applicants will collect client feedback from at least 10% of appropriate clients on required CVSD Common Outcome Measures. The outcome measure reporting form is available at:

http://www.doj.state.or.us/crimev/doc/09_11_common_outcome_measures_dvsa.doc

(See also the discussion of Goals, Objectives, Outputs & Common Outcome Measures/Collecting Client Feedback, Section I.F above). Applicants must submit other reports as required by DOJ CVSD or DHS CAF.

8. 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, the Americans with Disabilities Act (ADA) and the **Federal Funding Accountability and Transparency Act of 2006**.

As of January 1, 2009, all recipients of Federal VOCA and STOP VAWA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. The Transparency Act requires the federal government to have a single, searchable website. This website must be accessible by the public without cost, for each federal award of \$25,000 or more over the life of any sub-award (i.e., VOCA or STOP VAWA grant award period). In order to satisfy this requirement, fund sub-recipients 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, all programs meeting this criteria requirement must provide proof of a current CCR to DOJ CVSD. See the VOCA and

VAWA Grant Management Handbooks, effective editions, or contact your VOCA or VAWA Fund Coordinator for details regarding DUN's and CCR registration.

9. CONFIDENTIALITY POLICIES AND/OR PROCEDURES

Applicants will have policies and/or procedures to protect the confidentiality and privacy of persons receiving services and to 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.

10. DEMONSTRATED COMMUNITY SUPPORT

Applicants will begin or maintain their involvement in coordinated community responses including Domestic Violence Councils, SARTS, other multi-disciplinary teams, or other processes.

11. PLANNING

Achievement of the common outcomes and output enumerated in Section I.F, above, and compliance with these Common Requirements, require thoughtful consideration and systematic planning on the part of each applicant agency. 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 and DHS recognize that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community. Therefore, Form G of this application 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 and DHS will provide technical support to applicants upon request and to the extent possible.

12. CULTURALLY COMPETENT AND ACCESSIBLE SERVICES

Applicants will provide services that are culturally competent and accessible to the populations in their communities. Applicants will continue or begin an assessment and planning process to identify and prioritize community needs and agency responses for culturally competent and accessible services. This may be a part of the broader agency-wide strategic planning process described in paragraph 11 (Planning), above, or it may be a separate process focused specifically on cultural competency. Form H of this application asks for the most basic information about each applicant's cultural competency/anti-oppression planning. *Cultural Competency Standards* distributed by DOJ CVSD are a resource for this planning process. The *Standards* and other resources are noted in conjunction with Form H.

H. SERVICES TO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, DATING VIOLENCE AND STALKING

The following are allowable services under this application. All applicants are required to provide Safety Planning in order to receive funding. Applicants are not required to provide the full scope of services listed below in order to receive funding. However, the type of services provided will determine the funding sources awarded. Not all funding sources may fund specific services. Please refer to specific funding agency attachments for specific requirements.

1. 24-HOUR CRISIS LINE

A **Crisis Line** is an emergency telephone service available 24 hours a day staffed by persons who are adequately trained on domestic violence, sexual assault, dating violence and stalking. An acceptable 24-hour coverage plan may include part-time, direct forwarding of the crisis line to a partner applicant agency.

Those answering crisis phone calls must be able to respond appropriately to disclosures of domestic violence, sexual assault, dating violence and stalking; and offer safety planning, peer support, information and appropriate referrals. Applicant agencies may have specific phone responders for sexual assault and for domestic violence.

Crisis lines must be accessible to persons through the service area by use of a toll-free number or publicized acceptance of collect calls. Crisis lines must be accessible to persons with limited English proficiency 24 hours a day through use of a Language Bank or Language Line or through access to crisis call receivers speaking in the area's primary non-English language(s) and TTD/TTYs or Relay services.

2. EMERGENCY SHELTER

Emergency Shelter may be provided in shelter facilities, safe homes and/or motels, and is available on a 24 hour a day, 7 day a week basis, for short-term stays for the victim and the victim's family members, subject to capacity, availability, suitability under intake guidelines and available resources. Please refer to the DHS CAF specific requirements for shelter standards.

3. 24-HOUR CRISIS RESPONSE

Crisis Response is the ability to respond in person when requested to provide needed support and assistance. Crisis response includes accessing emergency shelter, accompanying the survivor to Sexual Assault Forensic Exams (SAFE), hospitals and/or law enforcement by advocates trained in the appropriate in-person response, and meeting victims who need immediate or in-person support.

Crisis response must be available 24 hours a day. For any part not primarily provided directly by the applicant agency, the applicant must demonstrate a clear and direct linkage to a partner applicant agency.

4. SAFETY PLANNING

Safety Planning is any formal or informal, written or oral, conversation or process with the victim through which the applicant agency works with the victim to identify and address risks, barriers or concerns regarding the victim's ability to be safe from domestic violence, sexual assault, dating violence and/or stalking. All applicant agencies must offer safety planning through crisis lines, at shelters and/or through other services.

5. INFORMATION AND REFERRAL

Information and Referral is a response to requests for information and/or referral regarding community services with the provision of current and appropriate referrals to meet these needs. Referrals shall include available culturally specific services and specialized services for typically underserved populations. Whenever possible, referral information given to the survivor shall include a contact name at the referral agency and specific service information.

6. TRANSPORTATION

Transportation is provided or arranged from danger to safety and to other needed services as available. Options for transportation include:

- a. use of staff and/or volunteers;
- b. use of agency vehicles;
- c. assistance with public transportation;
- d. gas and bus vouchers; and
- e. agreements with other agencies.

7. PEER SUPPORT

Peer Support means interactions, either through phone contact, peer-to-peer individual meetings and/or group sessions, in ways that validate the experiences of the victims and not blame them, explore their options, build on strengths and respect their right to make their own decisions.

8. ADVOCACY

Advocacy means active assistance to victims to secure services through preparation for the service or court process, accompaniment to other agency and assistance in that process, and/or speaking up in their behalf, when requested and in partnership with the victims.

Advocacy also includes work with other systems on behalf of all victims to improve the response to victims.

9. FOLLOW-UP

Follow-Up is individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.

10. PUBLIC PRESENTATIONS

Public presentations are speaking engagements and other education efforts in schools, community centers or other public forums to increase access to services for victims of domestic violence, sexual assault, dating violence and stalking and increase awareness on the nature of domestic violence, sexual assault, dating violence and stalking.

11. OUTREACH

Outreach is a set of activities including speaking engagements, public service ads, printed materials and web sites designed to reach potential users of services.

12. LEGAL SERVICES

Legal Services means civil legal assistance or non-legal advocacy of the following kinds:

- Assistance obtaining, upholding or resisting a Family Abuse Prevention Act temporary restraining order, Elderly and Disabled Person Abuse Prevention Act restraining order or stalking order when related to an emergent incident of domestic violence on the recipient of legal assistance;
- Assistance obtaining, modifying and/or enforcing emergency custody, visitation, child support or parenting time orders;
- Assistance in applying for permanent resident status for immigrants who qualify for aid under the VAWA "Protection for Battered Immigrant Women and Children," section 40701 of the federal statute; and
- Legal assistance with housing matters where there is a factual basis to believe that the person has been evicted or discriminated against because the person has been the victim of domestic violence or sexual assault,¹¹ and such action has resulted in an emergency need for the victim.

Variations exist in how VOCA and VAWA define legal services. Please refer to the fund-specific section for details.

¹¹ ODSVS awards to legal services providers are within the "Domestic Violence" category and limited to victims of domestic violence.

SECTION II: GENERAL GUIDELINES

The following instructions are intended to guide the applicant in completing the 2011-2013 Non-Competitive DVSA RFA **July 1, 2011 – September 30, 2013**.¹²

- A. Applications will be completed and submitted entirely through the CVSD E-Grants system. You will be unable to submit an application if you do not first register in the system. The Forms section in E-Grants is where the vast majority of the work for an application is completed along with the uploading of specifically requested documents. All forms must be complete with no error messages prior to the application being submitted.
- B. Agency and User Registration: All eligible agencies must first register in CVSD E-Grants. To do this the “Authorized Official” (in most cases the Board Chair) will need to create a user account and then wait to be approved by CVSD staff to gain access to CVSD E-Grants. Once the Authorized Official is approved that person can then give additional people access as appropriate. Any organization member with “Authorized Official” or “Agency Administrator” access may initiate an application. **Agencies eligible to submit this application (see all eligible agencies listed in Appendix B) must be registered and have started an application by February 28, 2011.** Please see the CVSD E-Grant Applicant User Guide on *Gaining Access to Oregon CVSD E-Grants* to walk through the process. You can find the CVSD E-Grant Applicant User Guide on the CVSD E-Grants webpage at <http://www.doj.state.or.us/crimev/egrants.shtml>.
- C. Technical assistance regarding CVSD E-Grants can be obtained by:
1. Using the “**Show Help**”. As the applicant navigates and works in the system, selected pages contain a “**Show Help**” button providing instruction details or additional information specific to the page;
 2. Using the CVSD E-Grant Applicant User Guide;
 3. Contacting one of the CVSD Grant staff as listed on page ii for assistance with the application contents; and
 4. Contacting the system Help Desk for system technical assistance, which is available: Monday – Friday 5am to 5pm, Pacific Standard Time, at 1-800-820-1890 or email helpdesk@agatesoftware.com.
- D. Applications must be submitted electronically through the CVSD E-Grants system. **The application is due on Monday, April 4, 2011 by 5:00 p.m.**, Pacific Standard Time. The application will not be accessible after the above mentioned time. **It is important to note that once an application is submitted it will enter into a “read-only” status and cannot be changed.** For information on submitting your application see the CVSD E-Grant Applicant User Guide.

¹² The funding year for VOCA and FVPSA runs from October 1 through September 30; the other funds included in this application have a funding year from July 1 through June 30.

- E. All required documents for this application can be found in CVSD E-Grants. Most documents needing to be attached will be uploaded in Form L (see Form L instructions on pages 25-26 for detailed information). Please **DO NOT** attach or upload any documents that have not been requested unless directed by CVSD.
- F. For this grant application, all agencies are referred to as “Victim Service Programs.”
- G. The amounts included in your Allocation Table are annual allocations. Eligible applicants will use the amounts noted when completing the required budget forms for VAWA, VOCA and ODSVS. As noted in Section I.B (Award Amounts), above, the amounts included in the Allocation Table are current (2010-11) amounts and are likely to change as exact amounts for each fund become known.
- H. Before the Department of Justice (DOJ) or the Department of Human Services (DHS) will issue an award or release a payment, reports for all existing grants issued by that Department must be completed. The grant reports for DOJ include the following types of reports **for any and all current DOJ grants** from ODSVS, VAWA (including STOP VAWA, VAWA ARRA and VAWA SASP) and VOCA (including VOCA Basic, VOCA Project and VOCA ARRA) funds:
- CVSD Common Outcome Measures (client feedback reports)
 - Quarterly Financial Reports;
 - Semi-Annual Narratives;
 - VOCA Semi-Annual Statistics;
 - VAWA Muskie Report; and
 - Recovery Act quarterly report.
- I. Applicants may be issued conditional awards and/or grant agreements with additional conditions if they are not current with reporting requirements.
- J. Unspent VAWA and VOCA Year One Funds: Please note that VOCA and VAWA awards will not be extended beyond their two year award period. Unspent funds at the end of Year 1 (September 30, 2012 for VOCA, June 30, 2012 for VAWA) will continue to be available for spending in Year 2. Unspent funds as the end of the award period **will** be deobligated. **FVPSA funding** must be expended within the Federal fiscal year of October through September 30, and FVSPA funds may not be carried forward. ODSVS awards are for two years.
- K. 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 Principles (GAAP), individual grant fund (e.g. VOCA, STOP VAWA) guidelines and all other requirements as stated by DOJ CVSD.
- L. DOJ and DHS have the right to make or deny an award without talking to the applicant first. Complete and accurate proposals are strongly encouraged.

M. By submitting an application, an agency agrees to comply with all DOJ and DHS grant agreement requirements. Sample DOJ CVSD Grant Agreements are available on the CVSD grant webpages (see page i for the links to each webpage).

SECTION III: GRANT APPLICATION CONTENTS

A. GENERAL PROGRAM/PROJECT INFORMATION: FORMS C-L

The CVSD E-Grants system allows the applicant to check the status of each form and see when the particular form was first created and last modified. As each form is saved, the system will inform the applicant if there are errors. An applicant will be unable to submit the application until the errors are corrected in the application.

Each applicant is required to complete Forms C through L. Form J (Proposed Subcontracting) will need to be completed as applicable. Form L (Uploads) is for use in attaching and uploading all required documents, and is required for each applicant.

KEYS THINGS TO REMEMBER:

- After saving a form, if there are errors, CVSD E-Grants will provide messages at the top of the page directing the applicant to the errors on the form.
- The E-Grants system will not allow an application to be submitted with error messages on any form within the application.
- Required fields have an asterisk (*), however, depending on the application other fields may need to be completed as well.
- Remember to click “*Save*” frequently to save the information you have entered. The system will not save information if you go to the next page without saving. **Click on “Save” every time you think of it.**
- An applicant may want to consider completing narrative sections in a word processing program and pasting it into the appropriate section. Because the text boxes have limited character counts, using the character counting tool in a word processing program when creating your response may be helpful. Please see the “Application Form Completion: Copy and Paste” section of the CVSD E-Grant Applicant User Guide for additional information on this topic.
- Remember to have a person, other than the writer of the grant, review the application.

FORM C: COVER PAGE

1. Applicant Information

Questions a, c, f, g will auto populate from the information entered in “My Organization.” If any of this information is incorrect please contact CVSD staff to have corrections made.

- 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;
- d. Additional Counties:** Add all counties for which this agency is receiving this funding;
- e. Congressional District(s) Served:** Refers to Oregon’s Congressional Districts 1, 2, 3, 4 or 5. Include all that are covered by your service area. This is a federal requirement. The map is available next to the question;
- h. Current CCR Registry:** The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. A current registration in the Central Contractor Registration (CCR) database is required for

VOCA: Domestic Violence, Sexual Assault, Child Abuse and/or Previously Underserved.
If you are applying for Previously Underserved, please indicate all the types of underserved victims you propose to serve.

FORM D: STAFF ROSTER

All applicants must complete the Staff Roster which can be found under *My Organization*, in the *Organization Details* section. Please keep in mind the following as you complete this form:

- The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits).¹³ The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: \$28,000 + Total Personnel Expenses @ 37%: \$10,360 = \$38,360

Grant Funded Salary: \$21,000 + Personnel Expenses @ 37% of grant funds: \$7,770 = \$28,770

Calculating FTE with just salary: \$21,000/\$28,000 = .75

Calculating FTE using salary + personnel expenses: \$28,770/\$38,360 = .75

The FTE will match on both forms if calculated this way.

- Direct service staff, volunteers and interns must comply with the training requirements as outlined in Appendix D of these instructions. Please review them carefully before completing the Staff Roster section.

When you have completed the Staff Roster in the *Organization Details* section, check the box in Form D to so certify.

FORM E: BOARD OF DIRECTORS ROSTER AND INFORMATION

Roster: All applicants must complete the Board Roster which can be found under *My Organization*, in the *Organization Details* section. Board training requirements are included in Section VIII of these instructions. Please review them carefully before completing the form.

When you have completed the Board Roster in the *Organization Details* section, check the box in Form E to so certify.

Information: Please respond to each of the questions 1-8 as completely and concisely as possible. Question 2 asks for Board member term limits. If there are no limits, please indicate how Board members are evaluated.

FORM F: SERVICES THAT WILL BE PROVIDED

1. Please check each service that will be provided with any of the funds for which you are applying. Sections IX through XII provide information specific to the services required or allowed by each of the funding sources. Applicants applying for DHS funds must check any services required by contract. Applicants applying for ODSVS funds to support operating

¹³ Personnel expenses (formerly called Benefits) may include any of the following: FICA, social security, worker's comp, unemployment, health insurance, short/long term disability, retirement, etc.

expenses should check any services they intend to support directly or indirectly with those funds. Forms N, T, Y, AD and AI ask for specific information about services to be supported through VOCA, VAWA and/or ODSVS project budgets.

2. Provide information about how you link a victim to needed services your agency does not provide, including a description of the Release of Information form you use if you will be sharing the victim's personally identifying outside the agency or program.

FORM G: STRATEGIC PLANNING

1. This question is mandatory. If you answer "yes" or "in process", you must also answer questions 2-5. If you answer "no" you must answer 6.
- 2-5. Answer these questions if you answered "yes" or "in process" to question #1.
6. Answer this question if you answered "no" to question #1.

Question # 6 refers to resources contained in this RFA. Those resources follow and are available for all applicants, including those who already have a plan or planning process.

Organizations use strategic planning to get something done in a fixed period of time, usually one to five years. A plan can be detailed (logic models, etc.) or very simple. At the end of the fixed period of time there should be a way to look back and see whether the plan has worked and, if not, why it has not worked.

The expectation for grantees of these funds is that a strategic plan should be written, so that it is easier to follow and less likely to be lost if there is a change in leadership. It may be a separate document; part of meeting minutes; short and simple, or long. The plan will only be useful if it lays out a clear road to follow and helps get a needed job done..

The other very important part about creating a useful strategic plan is involving the people who will use or be touched by the plan, such as staff, volunteers, community partners and especially victims.

A plan should include:

1. **Agency mission, vision, values:** At the least, the plan should reflect the agency's mission statement.
2. **Goals & Objectives:** State what needs to be done, with some mileposts that will help keep track of progress.
3. **Strategies:** Ideas and activities that will help to get the job done.
4. **Timeline:** Your best estimate of how long each step of the plan will take.
5. **People (Owners):** Who will take charge of each step.
6. **Evaluation:** Things you will do to let you know whether or not the job has been completed successfully. You may want to do this periodically (e.g., every year for a multi-year plan).

RESOURCES AVAILABLE TO HELP YOU PLAN:

There are many resources available to grantees wanting to make a new plan, update or evaluate an existing plan.

1. Overall:

a. Three good starting points:

- **The Oregon Coalition Against Domestic & Sexual Violence (OCADSV)** can help you clarify what you need and what it is you want to achieve, and then identify next steps and resources available to help you take those steps (at www.ocadsv.org). Their Technical Assistance page will link you to a range of other sites dedicated to supporting non-profit organizations (at http://www.ocadsv.com/OCADSV_TechnicalAssistance.asp)
- The **Nonprofit Association of Oregon** (NAO, formerly TACS) offers a wealth of on-line and in person information and support (at www.nonprofitoregon.org)
- For rural communities, **Rural Development Initiatives** works with the Ford Family Foundation to provide the support communities and organizations need for a wide range of organizational issues, including planning (at www.rdiinc.org)

b. Consultants to help design/lead a planning process

The NAO website lets you search for consultants (at www.nonprofitoregon.org/directory)

c. Funding sources to support a planning process

A number of the major Oregon foundations will provide funding support for a planning process. OCADSV can help you focus your search for support, or you can do your own search. To give only two examples:

- The **NAO** website includes a list of funds available for technical assistance support (at www.nonprofitoregon.org/consulting/technical_assistance_funds)
- **Ford Family Foundation** provides Technical Assistance grants up to \$5,000 to programs located in rural communities (at www.tfff.org/Institute/TechnicalAssistance/tabid/90/Default.aspx)

d. Examples of Strategic Plans

- The RDI plan demonstrates how they used their mission, vision and values to articulate specific goals, the specific actions they can take to achieve them and the mileposts (indicators) that will measure success and the means by which they will take the measure (evaluation) (at www.rdiinc.org/plans/1/original/RDI_Strategic_Plan_2010-2011.pdf)

Another example is available at: <http://mystrategicplan.com/dummies-book/example-plans/> Click on Non-Profit Strategic Plan

- There are many other online resources. For example, the MAP site, serving Minnesota, includes a free on-line management library for nonprofits (at www.mapforprofits.org/ click on “Free Management Library” in the menu bar)

2. Goals & Objectives:

As with strategic planning overall, there are many resources available to help you understand and create the goals, objectives and performance measures that will best reflect your agency’s vision

and work. Below, we have included one example, SMART Objectives.¹⁴ While the SMART links below are to Centers for Disease Control (CDC) materials and refer to health services, the SMART approach is readily adaptable and has been broadly used.

a. What are SMART Objectives?

The following link will take you to a series of slides that simply lay out the meaning of the SMART Acronym:

www.cdc.gov/healthyyouth/evaluation/pdf/SMARTcards.pdf

b. Writing Good Goals & SMART Objectives.

The following link leads to a two-page brief on goal-writing. Although the topic is health-related, the information readily applies to DVSA services:

www.cdc.gov/HealthyYouth/evaluation/pdf/brief3a.pdf

Another brief focuses on SMART Objectives:

www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf

The third brief provides a checklist on writing good goals and SMART objectives, and includes examples of clear and unclear goals, and SMART and Non-SMART objectives:

<http://www.cdc.gov/HealthyYouth/evaluation/pdf/brief3.pdf>

3. Evaluation: As noted above, thinking about how you will evaluate progress made towards your goals is a part of the planning process. Your plan sets out what your agency hopes to achieve in the period covered. The evaluation describes the ways you will measure the effectiveness of the steps you plan to take. If you work with a consultant on planning, evaluation design will be a part of that work, so the resource information included in paragraph 1, above, applies here, as well.

a. Example of Building Evaluation into a Plan

The RDI strategic plan linked in paragraph 1.d, above, includes “evaluation” under every goal.¹⁵

FORM H: CULTURAL COMPETENCY/ANTI-OPPRESSION PLANNING

This RFA includes “Culturally Competent and Accessible Services” among its basic requirements, and specifies that this is attained through assessment and planning. Identifying historically marginalized and underserved populations in your community and the barriers they face in accessing services, and identifying strategies for systematically overcoming those barriers may be part of your larger strategic planning process. It may be an independent process. Form H asks for information about that process. The training requirements in Section VIII include

¹⁴ Oregon's Rape Prevention and Education grantees are required to use SMART objectives in program development and implementation.

¹⁵ Evaluating your plan is different from “program evaluation”, which looks at one or more of the programs you are providing. For applicants interested in learning more about program evaluation, useful information is available at the MAP and CDC site referenced above in paragraphs 1 and 2 of this section (http://www.managementhelp.org/evaluatn/fnl_eval.htm and <http://www.cdc.gov/eval/evalguide.pdf>), as well from the Documenting our Work materials (<http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>).

anti-oppression and anti-racism training for each staff and board member and each volunteer. Form H asks for information about that process.

1. This question is mandatory. If you answer “yes”, you must also answer questions 2-5. If you answer “no” you must answer questions 3-5.
- 2-5. Answer these questions if you answered “yes” to question #1.
- 3-5. Answer these questions if you answered “no” to question #1.

There are many resources available to assist applicants in increasing their capacity to serve victims from historically marginalized or oppressed communities through self-assessment and planning. Understanding and addressing oppression and racism are priorities of OCADSV, and OCADSV staff welcome the opportunity to serve as a resource to grantees of these funds. The *Cultural Competency Standards for Victim Services* were developed by DOJ and DHS CAF specifically to serve as a tool for planning. The Standards are formatted as a self-assessment and include many examples of how each standard can be incorporated into a plan (at: http://www.doj.state.or.us/crimev/doc/cultural_competency_standards_document.doc)

FORM I: SEXUAL ASSAULT SPECIFIC FUNDS

Dual programs applying for Sexual Assault Specific Funding from any of the funding streams must complete Form I. Paragraph 3 of Section I.G (Common Requirements) describes the rationale for and the specifics of this requirement. The specific information requested as to the lead position name, title and date of hire is required. The information as to training attended and membership is informational only and for purposes of planning and technical support. Funders understand that the availability of training and of collaborative groups varies widely from county to county.

1. Enter the name of the person currently filling the role of Lead Worker for sexual assault services in your agency.
2. Enter the title of the position.
3. Enter the date the person named in Question 1 was hired.
4. Enter all the relevant trainings attended by the agency Lead Worker during the past 24 months. If the current Lead Worker has been in the position for less than 24 months, please also include information for the previous Lead Worker during this time period.
5. Enter all the collaborative groups in which the person in the Lead Worker role has participated during the past 24 months.
6. Add any additional information you believe is relevant to this topic. This is optional and not required.

FORM J: SUBCONTRACTING

Check “Not Applicable” and save this form if you are not proposing to subcontract any of the funds included in this application to an individual or organization.¹⁶ If you are proposing to continue an existing subcontract of DHS funds you do not need to complete this page.

¹⁶ Subcontracts of DHS funding to grantees of other of these joint funds are considered “grants” and should not be included in this section. See footnote 1 on page 1.

If you are proposing to subcontract at least \$1000 of any of these funds to an individual or organization, answer questions 1-8 for the first subcontractor. If you are proposing more than one subcontract, click on the “Add” button at the top of the form to complete an additional copy of the subcontracting page. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.

1. Enter the name of the proposed subcontractor.
2. Enter the amount of funds you are proposing to subcontract. If you are proposing to subcontract funds from more than one fund to the same subcontractor for the same services in a single subcontract, you may enter an amount in each of the funds.
3. Briefly describe the purpose of the subcontract. If you are proposing a separate subcontract for each type of funds, you must add a page for each fund.
4. Upload a signed copy of the subcontract. If you do not yet have a signed copy, upload an unsigned contract and use Question 9 to state when the contract will be signed.
5. Indicate whether this is a new or continuing subcontract.
6. Indicate how you determined this subcontract was necessary.
7. Indicate how the subcontract improves access to services in your community.
8. Indicate whether you anticipate the subcontractor becoming a grantee of these funds in the future.
9. Add any additional information, if needed.

FORM K: ORGANIZATION/PROGRAM REVENUE

All applicants must complete the Organization/Program Revenue form. Provide the amounts and sources of funding (revenue) allocated to victim services, based on the programs current and projected fiscal years’ budgets. Further instructions are on the form.

FORM L: UPLOADS

As described in CVSD E-Grants Form L, all applicants are required to submit the following documents unless otherwise designated:

1. Letter of Authorization (as applicable)

If someone other than an authorized member of the Board of Directors intends to sign grant documents applicants must upload a letter of authorization to the application. If applicable, please upload your signed Letter of Authorization. See **Appendix A** for a sample letter.

2. Certified Assurances (all applicants)

Please upload your signed Certified Assurances. The Authorized Official for your agency must sign and date the forms.

An "Authorized Official" is defined as the individual legally responsible for obligating the organization to receive funds and meet the terms of each funding source as included in this application and comply with the Terms and Conditions in the CVSD Grant Agreement. Sample grant agreement language is available on the CVSD webpages. Sample grant agreements are for information purposes only. Grant terms may be adjusted for 2011 awards.

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. *See Letter of Authorization in item 1 above.*

3. Non-Competitive DVSA Allocation Table (formerly Allocation Chart C). (*all applicants*)

All applicants applying for any of the funds included in this RFA must upload a copy of the Allocation Table for their agency that will be mailed to them within a week of the issuance of this RFA as part of this application process. If your agency name appears in Appendix B and you do not receive a copy of the chart by February 22, please contact Nancy Greenman to request one at nancy.greenman@doj.state.or.us.

4. Current Fiscal Year 2010-2011 Agency/DVSA Program Budget (*all applicants*)

All applicants must upload a copy of their current, Fiscal Year 2010-11 Board-approved agency budget and must indicate the funding year the budget represents. Programs within larger agencies do not need to provide an entire agency budget, but must provide a budget for victim services. (*Please note date of approval.*)

5. Proposed Fiscal Year 2011-2012 Agency/DVSA Program Budget (*all applicants*)

All applicants must upload a copy of their proposed budget for Fiscal Year 2011 – 2012. 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.*)

If an applicant does not have a proposed budget ready to be submitted, please indicate when you anticipate the proposed budget will be available.

6. Job Description(s) for Proposed VOCA, VAWA & (as needed) ODSVS Funded Staff (*all applicants*)

All applicants applying for VOCA and VAWA Non-Competitive funds must upload a job description for each position to be partially or wholly VOCA or VAWA funded. Applicants required to complete ODSVS budgets must upload a job description for each position partially or wholly included on the ODSVS budget form (Forms Z, AE and/or AG). Please indicate the fund, or funds, to which each upload is connected.

Note on uploading Subcontracts and Volunteer Job Descriptions: Applicants required to upload a subcontract will do so under Form J, above. Applicants applying for VOCA funds will upload a Volunteer Job Description under Form M, below.

Note on uploading additional documents: Applicants may note that an additional “Attachments” page is shown at the end of the Forms Menu. Nothing needs to be included on this page if your organization is currently directly receiving non-competitive funds from grant sources included under this RFA. If this is not the case, please see the “Attachments” instructions at the end of this section.

B. VOCA SPECIFIC INFORMATION: FORMS M - S

Forms M-S pertain only to VOCA funds. Applicants who do not receive VOCA funds will not complete these forms. The E-Grants application is programmed so that you will only see these forms if you have checked “VOCA” on the cover sheet.

FORM M: VOLUNTEER INFORMATION

All applicants must complete the Volunteer Information form. Please respond to all required questions (1-7). If a description is requested, please be as complete and concise as possible.

Volunteer Job Description. All applicants must upload a volunteer job description describing the role and responsibilities of the volunteers supporting this grant. Use Question #8 to do this.

FORM N: VOCA SERVICES CHECKLIST/PROJECT DESCRIPTION

All applicants must complete the VOCA Services Checklist/Project Description form.

1. **Victims to be Served.** Click on the type of victims to be served through these funds. **Select all that apply.**
2. **Services to be Provided.** Click on the types of services to be served with these funds. **Select all that apply.**

FORMS O-S: VOCA BUDGET FORMS

Each applicant is requested to submit a **two year** budget. **The DVSA Allocation Chart you received in the mail and have uploaded as Form L #3 lists the annual allocation.** When completing the budget forms, the Federal funds amount plus match will be your total allocation in Year 1 and **repeated** in Year 2. The Year 2 allocation will be a projected figure and cannot be spent prior to October 1, 2012. CVSD may provide an updated allocation in Spring 2012. When providing justifications in this section, please identify between years by using the headings *Year 1* and *Year 2*.

FORM O: VOCA PERSONNEL

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each VOCA funded staff. To add additional staff, click on the “Add” button at the top of the form. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.
- The CVSD E-Grant system refers to *Benefits* as *Personnel Expenses*. Personnel expenses may include any of the following: FICA, social security, worker’s comp, unemployment, health insurance, short/long term disability, retirement, etc.
- Provide calculation details in the narrative boxes as appropriate.
- Ensure that the information entered on the form aligns with the position name(s) and FTE(s) shown on the Staff Roster.
- When providing details please include a clear and concise response.
- Administrative costs of VOCA funded personnel should not be more than 10% of the VOCA grant funds awarded to the agency.

Staff Name and Title: For each position being requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant*.

Salary Funded by this Grant: List the total Year 1 and Year 2 salary for the position to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the salary to be funded. See the example in the box below.

Total Salary: List the total annual salary if this position was funded at a full time equivalency or 1 FTE.

Personnel Expenses Funded by this Grant: Indicate the Year 1 and Year 2 amount your agency is requesting for personnel expenses to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the personnel expenses to be funded. See the example in the box below.

Total Annual Personnel Expenses: Indicate the total Year 1 and Year 2 costs of personnel expenses if this position was funded at a full time equivalency or 1 FTE.

FTE Calculation: The FTE will auto populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits). The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: $\$28,000 + \text{Total Personnel Expenses @ } 37\%: \$10,360 = \$38,360$

Grant Funded Salary: $\$21,000 + \text{Personnel Expenses @ } 37\% \text{ of grant funds: } \$7,770 = \$28,770$

Calculating FTE with just salary: $\$21,000/\$28,000 = .75$

Calculating FTE using salary + personnel expenses: $\$28,770/\$38,360 = .75$

The FTE will match on both forms if calculated this way.

Administrative Costs: Of the amounts listed in questions three and five, how much of the funding is administrative? Please keep in mind that VOCA administrative costs must not exceed 10% of the VOCA grant funds.¹⁷

Activities Performed: In this section, explain and justify the need for the personnel funds requested. Specifically describe what activities will be conducted by the staff member during the grant funded portion of his/her time. See the example in the box below.

¹⁷ According to VOCA Guidelines administrative costs include: administrative time to complete VOCA required time and attendance sheets, programmatic documentation, reports and statistics, and crime victims' records. VOCA funds may support the supervision of direct service providers when it is determined that such supervision is necessary and essential to providing direct services to crime victims such as case consultations.

Example Narrative for Personnel Services:

Salary Detail: Year 1: (\$30,000 x .75 FTE (VOCA funded) = \$22,500 for 12 months). A salary increment will be in effect in Year 2: (\$31,500 x .75 FTE (VOCA funded) = \$23,625).

Personnel Expenses: Year 1 & 2: (\$22,500 x .37 = \$8,325.00). Personnel expenses are calculated at 37% of the total salary. Personnel expenses include: employer portion of FICA, worker's comp, unemployment, health insurance, short/long term disability, retirement.

Activities Performed: Bi-Lingual Advocate is an on-going position previously funded by VOCA dollars that provides culturally specific advocacy and outreach to Latina domestic violence survivors. This includes in-person advocacy and conducting a support group for Latina domestic violence survivors. This position works a total of 40 hours per week for this agency. This request is for 75% of the 40-hour position and 75% of the \$30,000 annual salary.

FORM P: VOCA SERVICES & SUPPLIES

Applicants completing this section should ensure the following:

- Expenditures in this section will support and enhance direct services;
- The computation of each cost is clearly shown;
- Costs such as communication and printing are pro-rated by the total FTE being supported by this grant;
- Expenditures are allowable costs under VOCA; and
- The budget narrative clearly explains the benefits of each grant funded expense to the project.

Contracted Services: List consultants or independent contractors who will provide services under the grant. List each consultant or type of service and show the basis for computation to show the total contract amount.

Note: If you are requesting funds in this line item, you are required to submit a contract as described in Form J.

Travel:

- **In-State Travel:** Include travel expenses of staff by purpose (e.g. to attend Vicarious Trauma training in Bend, local travel to transport clients, to attend NCVC conference in Portland, etc). Be as specific as possible. Show mileage, lodging and meals separately. Registration fees should be included under Training.
- **Out of State Travel:** Out of state travel is allowable but must be well justified and pre-approved by DOJ CVSD. See the most recent version of the VOCA Grant Management Handbook for further details on training requests outside of Oregon; and
- **Benefits of this Travel to the Project:** Itemize the costs (show calculations) being requested in this grant application for the travel and explain how this travel benefits the project.

Training:

Complete the training table by providing the training title, itemized expenses, dates, attendees and total costs.

Example:

Training	Approximate Date	Number of Attendees	Approximate Costs
Child Abuse & Family Violence Summit, Portland. Registration fee @ \$400.00/person. See travel costs in Travel section.	2/24/2012	2	\$800.00

FORM Q: VOCA OTHER EXPENSES

Applicants completing this section should keep the following in mind:

- Expenditures in this section will support and enhance direct services and show they are consistent with the project activities;
- Demonstrate how the costs were determined by showing the basis for computation;
- Pro-rate costs such as rent and insurance by the total FTE being supported by this grant;
- Expenditures are allowable costs under VOCA; and
- Budget narrative clearly explains the benefits of each grant funded expense to the project.

Rent: Eligible costs under this category includes a pro-rated share of rent and/or utilities based on the FTE funded by this grant. **If the building(s) are owned by the agency, VOCA cannot pay for mortgage payments.**

Audit Costs: VOCA cannot not pay the prorated share of audit costs, unless the grant recipient organization is a non-profit agency or institution of higher education and meets the single audit threshold of expending \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in the organization’s fiscal year.

FORM R: MATCH

All applicants will complete the VOCA Match form. Please keep the following in mind as you complete this form:

- Programs must provide a 25% match of the Federal VOCA funds requested;
- Match may be provided in cash or as an in-kind contribution;
- Match must come from a VOCA allowable activity source;
- Match does not have to align with grant funds being requested;
- **Federal funds cannot be used as match for VOCA;** and
- The most recent version of the VOCA Grant Management Handbook provides a more thorough explanation regarding match.

FORM S: VOCA BUDGET SUMMARY

This page summarizes the budget from Forms O, P, Q, and R. Please click the “Save” button when opening this form to have it pull information from the other budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to Forms O – R to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “Save” button to ensure that no additional errors exist.

C. VAWA SPECIFIC INFORMATION: FORMS T - X

Forms T- X pertain only to VAWA funds. Applicants who do not receive VAWA funds will not complete these forms. The E-Grants application is programmed so that you will only see these forms if you have checked “VAWA” on the cover sheet.

FORM T: VAWA SERVICES CHECKLIST/PROJECT DESCRIPTION

All applicants for VAWA Non-Competitive funds must answer questions 1-3. For each of the questions please check all the choices that apply to the way in which you propose to use your VAWA funds (e.g. – VAWA funded FTE). Only applicants proposing to use VAWA Non-Competitive funds for culturally specific services (NAYA, Catholic Charities, and Salvation Army) should answer question 4.

FORMS U-X: VAWA BUDGET FORMS

Each applicant is requested to submit a **two year** budget. **The DVSA Allocation Chart you received in the mail and have uploaded as Form L #3 lists the annual allocation.** When completing the budget forms, the VAWA funds amount will be your total allocation in Year 1 and **repeated** in Year 2. The Year 2 allocation will be a projected figure and cannot be spent prior to July 1, 2012. CVSD may provide an updated allocation in Spring 2012. When providing justifications in this section, please identify between years by using the headings *Year 1* and *Year 2*.

FORM U: VAWA PERSONNEL

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each VAWA funded staff. To add additional staff, click on the “Add” button at the top of the form. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.
- The CVSD E-Grant system refers to *Benefits* as *Personnel Expenses*. Personnel expenses may include any of the following: FICA, social security, worker’s comp, unemployment, health insurance, short/long term disability, retirement, etc.
- Provide calculation details in the narrative boxes as appropriate.
- Ensure that the information entered on the form aligns with the position name(s) and FTE(s) shown on the Staff Roster.
- When providing details please include a clear and concise response.
- Administrative costs of VAWA funded personnel should not be more than 10% of the VAWA grant funds awarded to the agency.

Staff Name and Title: For each position being requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant*.

Salary Funded by this Grant: List the total Year 1 and Year 2 salary for the position to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the salary to be funded. See the example in the box below.

Total Salary: List the total annual salary if this position was funded at a full time equivalency or 1 FTE.

Personnel Expenses Funded by this Grant: Indicate the Year 1 and Year 2 amount your agency is requesting for personnel expenses to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the personnel expenses to be funded. See the example in the box below.

Total Annual Personnel Expenses: Indicate the total Year 1 and Year 2 costs of personnel expenses if this position was funded at a full time equivalency or 1 FTE.

FTE Calculation: The FTE will auto populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits). The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: \$28,000 + Total Personnel Expenses @ 37%: \$10,360 = \$38,360

Grant Funded Salary: \$21,000 + Personnel Expenses @ 37% of grant funds: \$7,770 = \$28,770

Calculating FTE with just salary: $\$21,000/\$28,000 = .75$

Calculating FTE using salary + personnel expenses: $\$28,770/\$38,360 = .75$

The FTE will match on both forms if calculated this way.

Administrative Costs: Of the amounts listed in questions three and five, how much of the funding is administrative? Please keep in mind that VAWA administrative costs must not exceed 10% of the VAWA grant funds.¹⁸

Activities Performed: In this section, explain and justify the need for the personnel funds requested. Specifically describe what activities will be conducted by the staff member during the grant funded portion of his/her time. See the example in the box below.

Example Narrative for Personnel Services:

Salary Detail: Year 1: ($\$30,000 \times .75$ FTE (VAWA funded) = \$22,500 for 12 months). A salary increment will be in effect in Year 2: ($\$31,500 \times .75$ FTE (VAWA funded) = \$23,625).

Personnel Expenses: Year 1 & 2: ($\$22,500 \times .37 = \$8,325.00$). Personnel expenses are calculated at 37% of the total salary. Personnel expenses include: employer portion of FICA, worker's comp, unemployment, health insurance, short/long term disability, retirement.

Activities Performed: Bi-Lingual Advocate is an on-going position previously funded by VAWA dollars that provides culturally specific advocacy and outreach to Latina domestic violence survivors. This includes in-person advocacy and conducting a support group for Latina domestic violence survivors. This position works a total of 40 hours per week for this agency. This request is for 75% of the 40-hour position and 75% of the \$30,000 annual salary.

¹⁸ Administrative costs are program-related costs such as accounting, program management, legal services, and payroll preparation. Administrative costs may not exceed 10% of the federal and minimum match amounts, including any match for contractual services. Any administrative costs included in the cost of a contracted service may not exceed 10% of the total contractual service. Funding for Volunteer Coordinators is not considered an administrative cost, since they are supervising volunteers that perform direct services.

FORM V: VAWA SERVICES & SUPPLIES

Applicants completing this section should ensure the following:

- Expenditures in this section will support and enhance direct services;
- The computation of each cost is clearly shown;
- Costs such as communication and printing are pro-rated by the total FTE being supported by this grant;
- Expenditures are allowable costs under VAWA; and
- The budget narrative clearly explains the benefits of each grant funded expense to the project.

Contracted Services: List consultants or independent contractors who will provide services under the grant. List each consultant or type of service and show the basis for computation to show the total contract amount.

Note: If you are requesting funds in this line item, you are required to submit a contract as described in Form J.

Travel:

- **In-State Travel:** Include travel expenses of staff by purpose (e.g. to attend Vicarious Trauma training in Bend, local travel to transport clients, to attend NCVV conference in Portland, etc). Be as specific as possible. Show mileage, lodging and meals separately. Registration fees should be included under Training.
- **Out of State Travel:** Out of state travel is allowable but must be well justified and pre-approved by DOJ CVSD. See the most recent version of the VAWA Grant Management Handbook for further details on training requests outside of Oregon; and
- **Benefits of this Travel to the Project:** Itemize the costs (show calculations) being requested in this grant application for the travel and explain how this travel benefits the project.

Training:

Complete the training table by providing the training title, itemized expenses, dates, attendees and total costs.

Example:

Training	Approximate Date	Number of Attendees	Approximate Costs
Child Abuse & Family Violence Summit, Portland. Registration fee @ \$400.00/person. See travel costs in Travel section.	2/24/2012	2	\$800.00

FORM W: VAWA OTHER EXPENSES

Applicants completing this section should keep the following in mind:

- Expenditures in this section will support and enhance direct services and show they are consistent with the project activities;
- Demonstrate how the costs were determined by showing the basis for computation;

- Pro-rate costs such as rent and insurance by the total FTE being supported by this grant;
- Expenditures are allowable costs under VAWA; and
- Budget narrative clearly explains the benefits of each grant funded expense to the project.

Audit Costs: VAWA cannot not pay the prorated share of audit costs, unless the grant recipient organization is a non-profit agency or institution of higher education and meets the single audit threshold of expending \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in the organization’s fiscal year.

FORM X: VAWA BUDGET SUMMARY

This page summarizes the budget from Forms U, V, and W. Please click the “Save” button when opening this form to have it pull information from the other budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to Forms U - W to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “Save” button to ensure that no additional errors exist.

D. ODSVS SPECIFIC INFORMATION: FORMS Y - AN

Forms Y-AN are ODSVS specific forms. Applicants will see some or all of these forms depending upon what they checked on the cover page as follows:

- Forms Y-AC: you will see these forms if you checked “ODSVS Domestic Violence” under question 7 on Form C and you indicated that you were a legal services agency under question 2 on Form C.
- Forms AD-AH: you will see these forms if you checked “ODSVS Sexual Assault” under question 7 on Form C and you indicated that you were NOT a sexual assault stand alone agency under question 4 on Form C.
- Forms AI-AN: you will see these forms if you checked “ODSVS Culturally Specific” under question 7 on Form C and you indicated that you were NOT a culturally specific agency under question 5 on Form C.

ODSVS – DOMESTIC VIOLENCE (LEGAL SERVICES APPLICANTS ONLY)

Only applicants who identified themselves as (checked the box for) “Legal Services” agencies in question #2 on the Cover Page will complete forms Y-AC.

FORM Y: ODSVS DV SERVICES CHECKLIST/PROJECT DESCRIPTION

Legal Services agency applicants must complete Form Y.

1. Check all the services that will be provided with these funds.
2. Describe the population(s) that will be served with these funds.

FORMS Z-AC: ODSVS DOMESTIC VIOLENCE BUDGET FORMS

Each applicant is requested to submit a **two year** budget. **The DVSA Allocation Chart you received in the mail and have uploaded as Form L #3 lists the annual allocation.** For purposes of alignment of forms with VOCA and VAWA, the ODSVS budget forms ask for Year 1 and Year 2 amounts. In fact, the ODSVS award is a single, two-year amount. Grantees may budget unequal amounts for Years 1 and 2, as appropriate.

FORM Z: ODSVS DV PERSONNEL

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each ODSVS DV funded staff. To add additional staff, click on the “Add” button at the top of the form. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.
- The CVSD E-Grant system refers to *Benefits* as *Personnel Expenses*. Personnel expenses may include any of the following: FICA, social security, worker’s comp, unemployment, health insurance, short/long term disability, retirement, etc.
- Provide calculation details in the narrative boxes as appropriate.
- Ensure that the information entered on the form aligns with the position name(s) and FTE(s) shown on the Staff Roster.
- When providing details please include a clear and concise response.
- Administrative costs of ODSVS DV funded personnel should not be more than 10% of the ODSVS DV funds.

Staff Name and Title: For each position being requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant*.

Salary Funded by this Grant: List the total Year 1 and Year 2 salary for the position to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the salary to be funded. See the example in the box below.

Total Salary: List the total annual salary if this position was funded at a full time equivalency or 1 FTE.

Personnel Expenses Funded by this Grant: Indicate the Year 1 and Year 2 amount your agency is requesting for personnel expenses to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the personnel expenses to be funded. See the example in the box below.

Total Annual Personnel Expenses: Indicate the total Year 1 and Year 2 costs of personnel expenses if this position was funded at a full time equivalency or 1 FTE.

FTE Calculation: The FTE will auto populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits). The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: $\$28,000 + \text{Total Personnel Expenses @ } 37\%: \$10,360 = \$38,360$

Grant Funded Salary: $\$21,000 + \text{Personnel Expenses @ } 37\% \text{ of grant funds: } \$7,770 = \$28,770$

Calculating FTE with just salary: $\$21,000/\$28,000 = .75$

Calculating FTE using salary + personnel expenses: $\$28,770/\$38,360 = .75$

The FTE will match on both forms if calculated this way.

Administrative Costs: Of the amounts listed in questions three and five, how much of the funding is administrative? Please keep in mind that ODSVS DV administrative costs must not exceed 10% of the ODSVS DV grant funds.

Activities Performed: In this section, explain and justify the need for the personnel funds requested. Specifically describe what activities will be conducted by the staff member during the grant funded portion of his/her time. See the example in the box below.

Example Narrative for Personnel Services:

Salary Detail: Year 1: ($\$30,000 \times .75$ FTE (ODSVS funded) = \$22,500 for 12 months). A salary increment will be in effect in Year 2: ($\$31,500 \times .75$ FTE (ODSVS funded) = \$23,625).

Personnel Expenses: Year 1 & 2: ($\$22,500 \times .37 = \$8,325.00$). Personnel expenses are calculated at 37% of the total salary. Personnel expenses include: employer portion of FICA, worker's comp, unemployment, health insurance, short/long term disability, retirement.

Activities Performed: Bi-Lingual Advocate is an on-going position previously funded by ODSVS dollars that provides culturally specific advocacy and outreach to Latina domestic violence survivors. This includes in-person advocacy and conducting a support group for Latina domestic violence survivors. This position works a total of 40 hours per week for this agency. This request is for 75% of the 40-hour position and 75% of the \$30,000 annual salary.

FORM AA: ODSVS DV SERVICES & SUPPLIES

Applicants completing this section should ensure the following:

- Expenditures in this section will support and enhance direct services;
- The computation of each cost is clearly shown;
- Costs such as communication and printing are pro-rated by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- The budget narrative clearly explains the benefits of each grant funded expense to the project.

Contracted Services: List consultants or independent contractors who will provide services under the grant. List each consultant or type of service and show the basis for computation to show the total contract amount.

Note: If you are requesting funds in this line item, you are required to submit a contract as described in Form J.

Travel:

- **In-State Travel:** Include travel expenses of staff by purpose (e.g. to attend Vicarious Trauma training in Bend, local travel to transport clients, to attend NCVV conference in Portland, etc). Be as specific as possible. Show mileage, lodging and meals separately. Registration fees should be included under Training.

- **Out of State Travel:** Out of state travel is allowable but must be well justified and pre-approved by DOJ CVSD. See the most recent version of the ODSVS Grant Management Handbook for further details on training requests outside of Oregon; and
- **Benefits of this Travel to the Project:** Itemize the costs (show calculations) being requested in this grant application for the travel and explain how this travel benefits the project.

Training:

Complete the training table by providing the training title, itemized expenses, dates, attendees and total costs.

Example:

Training	Approximate Date	Number of Attendees	Approximate Costs
Child Abuse & Family Violence Summit, Portland. Registration fee @ \$400.00/person. See travel costs in Travel section.	2/24/2012	2	\$800.00

FORM AB: ODSVS DV OTHER EXPENSES

Applicants completing this section should keep the following in mind:

- Expenditures in this section will support and enhance direct services and show they are consistent with the project activities;
- Demonstrate how the costs were determined by showing the basis for computation;
- Pro-rate costs such as rent and insurance by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- Budget narrative clearly explains the benefits of each grant funded expense to the project.

Legal Services applicants proposing to fund attorney and/or paralegal hours at a flat rate including all relevant expenses should include those expenses in the “Other” category in this section.

FORM AC: ODSVS DV BUDGET SUMMARY

This page summarizes the budget from Forms Z, AA, and AB. Please click the “Save” button when opening this form to have it pull information from the other budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to Forms Z, AA, and/or AB to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “Save” button to ensure that no additional errors exist.

ODSVS –SEXUAL ASSAULT (DUAL AGENCIES APPLYING FOR ODSVS SA FUNDS)

Only applicants who indicated that they were not a sexual assault stand alone agency in question #4 on the Cover Page and are applying for ODSVS Sexual Assault Funds will complete forms AD-AH.

FORM AD: ODSVS SA SERVICES CHECKLIST/PROJECT DESCRIPTION

All applicants for these funds must complete Form AD.

1. Check all the services that will be provided with these funds.
2. Describe the population(s) that will be served with these funds.

FORMS AE-AH: ODSVS SEXUAL ASSAULT BUDGET FORMS

Each applicant is requested to submit a **two year** budget. **The DVSA Allocation Chart you received in the mail and have uploaded as Form L #3 lists the annual allocation.** For purposes of alignment of forms with VOCA and VAWA, the ODSVS budget forms ask for Year 1 and Year 2 amounts. In fact, the ODSVS award is a single, two-year amount. Grantees may budget unequal amounts for Years 1 and 2, as appropriate.

FORM AE: ODSVS SA PERSONNEL

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each ODSVS SA funded staff. To add additional staff, click on the “Add” button at the top of the form. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.
- The CVSD E-Grant system refers to *Benefits* as *Personnel Expenses*. Personnel expenses may include any of the following: FICA, social security, worker’s comp, unemployment, health insurance, short/long term disability, retirement, etc.
- Provide calculation details in the narrative boxes as appropriate.
- Ensure that the information entered on the form aligns with the position name(s) and FTE(s) shown on the Staff Roster.
- When providing details please include a clear and concise response.
- Administrative costs of ODSVS SA funded personnel should not be more than 10% of the ODSVS DV funds.

Staff Name and Title: For each position being requested list the name of the employee and provide the title. If the position is not filled, enter *Vacant*.

Salary Funded by this Grant: List the total Year 1 and Year 2 salary for the position to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the salary to be funded. See the example in the box below.

Total Salary: List the total annual salary if this position was funded at a full time equivalency or 1 FTE.

Personnel Expenses Funded by this Grant: Indicate the Year 1 and Year 2 amount your agency is requesting for personnel expenses to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the personnel expenses to be funded. See the example in the box below.

Total Annual Personnel Expenses: Indicate the total Year 1 and Year 2 costs of personnel expenses if this position was funded at a full time equivalency or 1 FTE.

FTE Calculation: The FTE will auto populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits). The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: \$28,000 + Total Personnel Expenses @ 37%: \$10,360 = \$38,360
Grant Funded Salary: \$21,000 + Personnel Expenses @ 37% of grant funds: \$7,770 = \$28,770
Calculating FTE with just salary: $\$21,000/\$28,000 = .75$
Calculating FTE using salary + personnel expenses: $\$28,770/\$38,360 = .75$
The FTE will match on both forms if calculated this way.

Administrative Costs: Of the amounts listed in questions three and five, how much of the funding is administrative? Please keep in mind that ODSVS SA administrative costs must not exceed 10% of the ODSVS SA grant funds.

Activities Performed: In this section, explain and justify the need for the personnel funds requested. Specifically describe what activities will be conducted by the staff member during the grant funded portion of his/her time. See the example in the box below.

Example Narrative for Personnel Services:

Salary Detail: Year 1: ($\$30,000 \times .75$ FTE (ODSVS funded) = \$22,500 for 12 months). A salary increment will be in effect in Year 2: ($\$31,500 \times .75$ FTE (ODSVS funded) = \$23,625).
Personnel Expenses: Year 1 & 2: ($\$22,500 \times .37 = \$8,325.00$). Personnel expenses are calculated at 37% of the total salary. Personnel expenses include: employer portion of FICA, worker's comp, unemployment, health insurance, short/long term disability, retirement.
Activities Performed: Bi-Lingual Advocate is an on-going position previously funded by ODSVS dollars that provides culturally specific advocacy and outreach to Latina domestic violence survivors. This includes in-person advocacy and conducting a support group for Latina domestic violence survivors. This position works a total of 40 hours per week for this agency. This request is for 75% of the 40-hour position and 75% of the \$30,000 annual salary.

FORM AF: ODSVS SA SERVICES & SUPPLIES

Applicants completing this section should ensure the following:

- Expenditures in this section will support and enhance direct services;
- The computation of each cost is clearly shown;
- Costs such as communication and printing are pro-rated by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- The budget narrative clearly explains the benefits of each grant funded expense to the project.

Contracted Services: List consultants or independent contractors who will provide services under the grant. List each consultant or type of service and show the basis for computation to show the total contract amount.

Note: If you are requesting funds in this line item, you are required to submit a contract as described in Form J.

Travel:

- **In-State Travel:** Include travel expenses of staff by purpose (e.g. to attend Vicarious Trauma training in Bend, local travel to transport clients, to attend NCVS conference in Portland, etc). Be as specific as possible. Show mileage, lodging and meals separately. Registration fees should be included under Training.
- **Out of State Travel:** Out of state travel is allowable but must be well justified and pre-approved by DOJ CVSD. See the most recent version of the ODSVS Grant Management Handbook for further details on training requests outside of Oregon; and
- **Benefits of this Travel to the Project:** Itemize the costs (show calculations) being requested in this grant application for the travel and explain how this travel benefits the project.

Training:

Complete the training table by providing the training title, itemized expenses, dates, attendees and total costs.

Example:

Training	Approximate Date	Number of Attendees	Approximate Costs
Child Abuse & Family Violence Summit, Portland. Registration fee @ \$400.00/person. See travel costs in Travel section.	2/24/2012	2	\$800.00

FORM AG: ODSVS SA OTHER EXPENSES

Applicants completing this section should keep the following in mind:

- Expenditures in this section will support and enhance direct services and show they are consistent with the project activities;
- Demonstrate how the costs were determined by showing the basis for computation;
- Pro-rate costs such as rent and insurance by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- Budget narrative clearly explains the benefits of each grant funded expense to the project.

FORM AH: ODSVS SA BUDGET SUMMARY

This page summarizes the budget from Forms AE, AF, and AG. Please click the “Save” button when opening this form to have it pull information from the other budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to Forms AE, AF, and/or AG to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “Save” button to ensure that no additional errors exist.

ODSVS –CULTURALLY SPECIFIC FUNDING (MAINSTREAM AGENCIES APPLYING FOR ODSVS CS FUNDS)

Only applicants who indicated that they were not a culturally specific agency in question #5 on the Cover Page and are applying for ODSVS Culturally Specific Funds will complete forms AI-AN.

FORM AI: ODSVS CS SERVICES CHECKLIST/PROJECT DESCRIPTION

All applicants for these funds must complete Form AI.

1. Check all the services that will be provided with these funds.
2. Describe the population(s) that will be served with these funds.

FORMS A.J-AM: ODSVS CULTURALLY SPECIFIC BUDGET FORMS

Each applicant is requested to submit a **two year** budget. **The DVSA Allocation Chart you received in the mail and have uploaded as Form L #3 lists the annual allocation.** For purposes of alignment of forms with VOCA and VAWA, the ODSVS budget forms ask for Year 1 and Year 2 amounts. In fact, the ODSVS award is a single, two-year amount. Grantees may budget unequal amounts for Years 1 and 2, as appropriate.

FORM AJ: ODSVS CS PERSONNEL

Applicants completing this form should keep the following in mind:

- This is a multiple page form. A separate personnel page must be created for each ODSVS CS funded staff. To add additional staff, click on the “Add” button at the top of the form. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.
- The CVSD E-Grant system refers to *Benefits* as *Personnel Expenses*. Personnel expenses may include any of the following: FICA, social security, worker’s comp, unemployment, health insurance, short/long term disability, retirement, etc.
- Provide calculation details in the narrative boxes as appropriate.
- Ensure that the information entered on the form aligns with the position name(s) and FTE(s) shown on the Staff Roster.
- When providing details please include a clear and concise response.
- Administrative costs of ODSVS CS funded personnel should not be more than 10% of the ODSVS CS funds.

Staff Name and Title: For each position being requested list the name of the employee and provide the title. If the position is not filled, enter ***Vacant***.

Salary Funded by this Grant: List the total Year 1 and Year 2 salary for the position to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the salary to be funded. See the example in the box below.

Total Salary: List the total annual salary if this position was funded at a full time equivalency or 1 FTE.

Personnel Expenses Funded by this Grant: Indicate the Year 1 and Year 2 amount your agency is requesting for personnel expenses to be funded by this grant. In the textbox, provide a formula/calculation in addition to clearly explaining the personnel expenses to be funded. See the example in the box below.

Total Annual Personnel Expenses: Indicate the total Year 1 and Year 2 costs of personnel expenses if this position was funded at a full time equivalency or 1 FTE.

FTE Calculation: The FTE will auto populate once the salary and benefits are entered. The CVSD E-Grants system calculates FTE by combining both salary and personnel expenses (benefits). The FTE on the Personnel budget form and on the staff roster may be different unless the benefits are calculated as a percentage of the salary funded by the grant.

Example:

Total Salary: \$28,000 + Total Personnel Expenses @ 37%: \$10,360 = \$38,360

Grant Funded Salary: \$21,000 + Personnel Expenses @ 37% of grant funds: \$7,770 = \$28,770

Calculating FTE with just salary: $\$21,000/\$28,000 = .75$

Calculating FTE using salary + personnel expenses: $\$28,770/\$38,360 = .75$

The FTE will match on both forms if calculated this way.

Administrative Costs: Of the amounts listed in questions three and five, how much of the funding is administrative? Please keep in mind that ODSVS CS administrative costs must not exceed 10% of the ODSVS CS grant funds.

Activities Performed: In this section, explain and justify the need for the personnel funds requested. Specifically describe what activities will be conducted by the staff member during the grant funded portion of his/her time. See the example in the box below.

Example Narrative for Personnel Services:

Salary Detail: Year 1: ($\$30,000 \times .75$ FTE (ODSVS funded) = \$22,500 for 12 months). A salary increment will be in effect in Year 2: ($\$31,500 \times .75$ FTE (ODSVS funded) = \$23,625).

Personnel Expenses: Year 1 & 2: ($\$22,500 \times .37 = \$8,325.00$). Personnel expenses are calculated at 37% of the total salary. Personnel expenses include: employer portion of FICA, worker's comp, unemployment, health insurance, short/long term disability, retirement.

Activities Performed: Bi-Lingual Advocate is an on-going position previously funded by ODSVS dollars that provides culturally specific advocacy and outreach to Latina domestic violence survivors. This includes in-person advocacy and conducting a support group for Latina domestic violence survivors. This position works a total of 40 hours per week for this agency. This request is for 75% of the 40-hour position and 75% of the \$30,000 annual salary.

FORM AK: ODSVS CS SERVICES & SUPPLIES

Applicants completing this section should ensure the following:

- Expenditures in this section will support and enhance direct services;
- The computation of each cost is clearly shown;

- Costs such as communication and printing are pro-rated by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- The budget narrative clearly explains the benefits of each grant funded expense to the project.

Contracted Services: List consultants or independent contractors who will provide services under the grant. List each consultant or type of service and show the basis for computation to show the total contract amount.

Note: If you are requesting funds in this line item, you are required to submit a contract as described in Form J.

Travel:

- **In-State Travel:** Include travel expenses of staff by purpose (e.g. to attend Vicarious Trauma training in Bend, local travel to transport clients, to attend NCVC conference in Portland, etc). Be as specific as possible. Show mileage, lodging and meals separately. Registration fees should be included under Training.
- **Out of State Travel:** Out of state travel is allowable but must be well justified and pre-approved by DOJ CVSD. See the most recent version of the ODSVS Grant Management Handbook for further details on training requests outside of Oregon; and
- **Benefits of this Travel to the Project:** Itemize the costs (show calculations) being requested in this grant application for the travel and explain how this travel benefits the project.

Training:

Complete the training table by providing the training title, itemized expenses, dates, attendees and total costs.

Example:

Training	Approximate Date	Number of Attendees	Approximate Costs
Child Abuse & Family Violence Summit, Portland. Registration fee @ \$400.00/person. See travel costs in Travel section.	2/24/2012	2	\$800.00

FORM AL: ODSVS CS OTHER EXPENSES

Applicants completing this section should keep the following in mind:

- Expenditures in this section will support and enhance direct services and show they are consistent with the project activities;
- Demonstrate how the costs were determined by showing the basis for computation;
- Pro-rate costs such as rent and insurance by the total FTE being supported by this grant;
- Expenditures are allowable costs under ODSVS; and
- Budget narrative clearly explains the benefits of each grant funded expense to the project.

FORM AM: ODSVS CS BUDGET SUMMARY

This page summarizes the budget from Forms AJ, AK, and AL. Please click the “Save” button when opening this form to have it pull information from the other budget forms and calculate totals. In order to address any errors that appear on this page you will need to go back to Forms AJ, AK, and/or AL to make the necessary corrections. Once the corrections have been made return to the Budget Summary and click the “Save” button to ensure that no additional errors exist.

FORM AN: ODSVS CS CULTURALLY SPECIFIC SERVICES INFORMATION

All applicants for these funds must complete Form AN. ODSVS Culturally Specific funds are intended to support services in whose design and management the community to be served takes an active role. Form AN is intended to collect that information.

1. Enter the name of the person currently providing the culturally specific services in your agency.
2. Enter the title of the position.
3. Enter the date the person named in Question 1 was hired.
4. Enter all the relevant trainings attended by the funded position during the past 24 months. If the current employee has been in the position for less than 24 months, please also include information for the previous employee during this time period.
5. Enter information describing how the community served formally or informally advises the applicant on the culturally specific services. This may be through an advisory committee convened specifically for this project, through an already existing board or group, or through another process.
6. If there is not an additional group advising the project, simply answer “no.” If there is an additional group, please provide the requested information about that group.
7. Add any additional information you believe is relevant to this topic. This is optional and not required.

E. MISCELLANEOUS

ATTACHMENTS

An additional “Attachments” form is shown at the end of the Forms Menu. This page is only for new applicants applying for these funds for the first time under paragraph b of Section I.B.1. If your organization is currently directly receiving non-competitive funds from any of the funding sources included under this RFA, nothing needs to be included on this page.

A new applicant is applying under the eligibility criteria included in paragraph b of Section I.B.1 must upload the documents listed below on this form. This is a “multiple page” form, so multiple copies of this form can be filled out in order to upload each of the required attachments listed below. Once the first attachment is uploaded and the page has been saved, click on the “Add” button at the top of the form to complete an additional copy of the attachments page. Please see the “Application Form Completion: Form Completion” section of the CVSD E-Grants Applicant User Guide for more information on how to do this.

Required documents for new applicants:

1. Agency Balance Sheet
2. Most Recently Approved Agency-Wide Budget
3. IRS form 990
4. Articles of Incorporation
5. IRS Determination Letter
6. Such additional documents as specifically requested by DOJ and/or DHS as part of the documentation of program stability.

SECTION IV: SUBMISSION INFORMATION

A. SUBMISSION INSTRUCTIONS

Non-Competitive DVSA grant applications must be submitted electronically through the CVSD E-Grants system. Applications will only be accepted through the CVSD E-Grants system. The application is due on:

Monday, April 4, 2011
by
5:00 p.m., Pacific Standard Time

For instructions on how to submit your application, please review the “Submitting your Application” section of the CVSD E-Grants Applicant User Guide.

IT IS IMPORTANT TO NOTE THAT ONCE AN APPLICATION IS SUBMITTED IT WILL ENTER INTO A “READ-ONLY” STATUS AND CANNOT BE CHANGED.

B. TIMETABLES FOR APPLICATION REVIEW, GRANT AWARDS AND PAYMENT

1. DOJ CVSD FUND REVIEW, AWARD & PAYMENT SCHEDULE:

April 4, 2011	Application submitted through E-Grants
April – June 2011	Joint Application Review & Requests for Modifications
June 2011	VAWA, ODSVS & VOCA award notification and grant award documents distribution. ¹⁹
July 1, 2011	VAWA and ODSVS grant period begins
August 2011	ODSVS distribution of first payment to grantees, subject to funds being appropriated & available for distribution
October 1, 2011	VOCA grant period begins

2. DHS Fund Review, Award & Payment Schedule:

April – June 2011	Joint Application Review & Requests for Modifications
June 2011	DHS CAF award notification and grant award documents distribution
July 2011	DHS payment to grantees becomes effective. <i>(Please note: due to workload issues of entering grant documents in the fiscal system, July payments may be delayed into August.)</i>

¹⁹ As noted in Section 1.B, paragraph C, above, funding amounts will not be finalized until at least (i) the Oregon State Legislature approves budgets within DOJ CVSD and DHS CAF, and (ii) the State of Oregon receives notification of the Federal awards for the Victims of Crime Act (VOCA), the STOP Violence Against Women Formula Grant Act Program (STOP VAWA) and the Family Violence Prevention and Services Act (FVPSA). If these conditions have not been met by June 30, DOJ will provide grantees with information and directions to enable the execution of grant documents, which may be subsequently amended to reflect actual allocation and award amounts.

SECTIONS V THROUGH VII: GRANT AWARDS AND CONDITIONS

SECTION V: REVIEW OF APPLICATION AND RESERVATION OF RIGHTS

A. APPLICATION REVIEW PROCESS

The Application process is not a competitive process. Applications will be funded if they sufficiently meet the eligibility requirements.

Applications will be reviewed by DOJ CVSD and DHS CAF staff. In addition to the application, staff may review program financial and service information, site visit and other relevant information, including reporting for grants active from 2007 through the present. DOJ CVSD and DHS CAF staff may seek guidance from funding advisory bodies on specific applications.

DOJ CVSD and DHS CAF may seek clarification from applicants on an application, including asking for additional information, and may negotiate additional changes with an applicant.

B. RESERVATIONS OF RIGHTS

DOJ CVSD and DHS CAF reserve the rights to:

1. Seek clarifications of each application, and/or to award a grant contract without further discussion of the proposals submitted;
2. 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;
3. To determine, in their sole discretion, whether a proposal does or does not, substantially comply with the requirements of this Application; and
4. To waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Application.

SECTION VI: REVIEW OF AWARD DECISIONS

A. DOJ CVSD FOR ODSVS, VOCA AND VAWA

1. An applicant has a right to a review of the award decision with regard to its application.
2. Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
3. No applicant will be subject to reprisal for seeking a review of an award decision.
4. An applicant may request a review by making a written request to the Grant Monitor within 30 days after receiving notification of the award decision.²⁰
5. When the Department is notified that an applicant has requested a review, a meeting will be scheduled for the applicant to meet with the Grant Monitor and with as many as 5 members of the Advisory Council/Board. Every effort will be made to have this meeting occur within 30 days of the receipt of the request. The Grant Monitor will notify applicant of the result of the meeting within 5 days after the meeting has been held.
6. If the matter is not resolved through the above-described procedure, the applicant can request a review of the issue by the Attorney General or his designee. The applicant should make a written request for such a review to the Director of the Crime Victims' Services Division within 30 days following notification of the results of the meeting described in the preceding paragraph.
7. The decision of the Attorney General is final.
8. This grievance procedure shall be included in the grant application packet described above.

²⁰ With regard to the allocation of additional funds to multiple applicants serving a single county, if one of the applicants receiving such an allocation requests a review that would affect the allocations of other applicants serving the same county, then all applicants so affected would be notified and provided the opportunity to present appropriate information relevant to the review. In such a situation, the result of the review would be final for all providers serving the county.

B. DHS CAF

1. An applicant has a right to a review of the award decision with regard to its application.
2. Each applicant will be informed of this review procedure at the time a decision is made regarding its application.
3. No applicant will be subject to reprisal for seeking a review of an award decision.
4. An applicant may request a review by making a written request to the Fund Coordinator within 7 days after receiving notification of the award decision.²¹
5. When the Department is notified that an applicant has requested a review, a meeting will be scheduled for the applicant to meet with the Fund Coordinator and with members of the Advisory Committee. Every effort will be made to have this meeting occur within 30 days of the receipt of the request. The Fund Coordinator will notify applicant of the result of the meeting within 5 days after the meeting has been held.

²¹ With regard to the allocation of additional funds to multiple applicants serving a single county, if one of the applicants receiving such an allocation requests a review that would affect the allocations of other applicants serving the same county, then all applicants so affected would be notified and provided the opportunity to present appropriate information relevant to the review. In such a situation, the result of the review would be final for all providers serving the county.)

SECTION VII: MONITORING, REPORTING AND FINANCIAL REQUIREMENTS

A. GRANT MONITORING

DOJ CVSD will monitor each grantee receiving ODSVS, VOCA and VAWA funding. DHS will monitor each grantee receiving DHS funding. Grant monitors will share information on grantees to facilitate coordination of efforts. The objective of monitoring is to assure that the grantee is: a) providing services as described in this RFA; b) spending grant funds as agreed; c) working towards funding objectives; and d) 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.

B. CONDITIONAL AWARDS

1. CONDITIONAL AWARDS

- a. **Timely Completion of Grant Award Documents:** All grant awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred 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 three months of the notice to the applicant of the intended award, DOJ CVSD and DHS CAF may withdraw the award and have the authority to reallocate the funds that were conditionally awarded to the applicant.
- b. **Other Conditions:** In addition, an award may be made conditionally if the grantee is not current in reporting for any previous grant award; has fewer than two full years of operational history in providing services to victims of domestic violence and sexual assault; has not fully demonstrated the ability to successfully manage any previous DOJ CVSD or DHS CAF awards; has not demonstrated program stability for the past two years as required by this RFA²²; or when other circumstances exist that require a further showing of applicant's ability to successfully manage an award.

If one or more of these conditions exist, the applicant will be notified that the applicant's award will be finalized and grant award document executed only if the conditions are satisfied in a timely manner. The notice shall specify the conditions to be satisfied by the applicant and the date by which each conditions must be satisfied. If the conditions are satisfied within the prescribed time frame, the award will be finalized and award documents can be executed. Applicants who do not satisfy award

²² As described in Section I.B.1, paragraph b (Eligibility), above, "program stability" is defined as either two full years of operation providing services to victims of domestic violence and sexual assault, **or** providing documentation of: 1) An applicant's history of providing cost-effective direct services to victims of domestic violence and/or sexual assault; 2) 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** 3) Financial support of at least 10% from at least one revenue source in addition to those included in the RFA to which the applicant is responding.

conditions by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn.

2. ADDITIONAL GRANT AGREEMENT CONDITIONS

All grant agreements issued by DOJ CVSD and DHS CAF include conditions that must be satisfied by both parties to the agreement. In addition, DOJ CVSD and DHS CAF may include additional conditions when circumstances exist that require a further showing of applicant's ability to successfully manage an award. Examples of such additional conditions include, but are not limited to a requirement of more frequent reporting to assure timeliness and accuracy, or additional reports to document that grantee is successfully addressing an area of concern. When additional conditions are included in a grant agreement, grantee's failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.

C. 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 by victims of domestic violence, sexual assault, stalking and dating violence. *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 the appropriate handbook for redirect requirements.*

D. FINANCIAL REPORTING REQUIREMENTS

1. DOJ CVSD

In addition to the conditions specified in the preceding section ("Conditional Awards") and as a condition of receiving an ODSVS, VOCA or VAWA 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 at: <http://www.doj.state.or.us/crimev.index.html> or by calling the grant monitor.

Grantees must also submit separate Quarterly Financial Reports for each fund received, as described in the sample DOJ CVSD Grant Agreements for ODSVS, VOCA and VAWA. **Reporting for this application will be done completely through the CVSD E-Grants system.** Details and training on reporting within the CVSD E-Grants system will be provided by CVSD staff some time after July 1, 2011.

The schedule for financial reporting is:

Reporting Period	Quarterly Financial Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 20*

* DOJ requires reports submitted early in July.

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.²³

2. DHS CAF

As a condition of receiving a DHS grant, a recipient must adhere to the financial guidelines set forth in the DHS Grant Agreement. Sample agreements may be obtained by contacting DHS.

Grantees must also submit separate Quarterly Financial Reports for the CFAA Domestic Violence and Sexual Assault Funds and the Federal Family Violence Prevention and Services Act funds. Forms will be available on the DHS Domestic and Sexual Violence Program website at <http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>.

The schedule for financial reporting is:

Reporting Period	Quarterly Financial Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

E. PAYMENT OF AWARDS

1. DOJ CVSD

- a. ODSVS** grant award payments are made prospectively and not on a reimbursement basis. The first payment will be made upon the completion of required grant documents, including execution of the DOJ ODSVS Grant Agreement. Sample language as to the payment of ODSVS awards and the conditions precedent to payment are included in the sample DOJ ODSVS Grant Agreement.

²³ Please see Section 6 (“Termination and Default”) of the DOJ Grant Agreement.

- b. **VOCA and VAWA** 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 and VAWA awards and the conditions precedent to payment are included in the sample DOJ VOCA and VAWA Grant Agreements.

As stated in the sample Grant Agreement, all payments are contingent upon funds being appropriated and available for distribution.

2. DHS CAF

DHS payments are made monthly based on one-twelfth payments.

F. NARRATIVE, STATISTICAL & OUTCOME REPORTING REQUIREMENTS

1. NARRATIVE REPORTING REQUIREMENTS

- a. **DOJ CVSD:** Grantees must submit Semi-Annual Narrative Reports to DOJ CVSD that includes information on grant funded activities. In the past, grantees have submitted a single report for VAWA and ODSVS and, using the same form, have submitted VOCA reports according to the VOCA funding year. In the E-grants system, grantees will be completing a “Progress Report” each quarter that will include pages specific to VAWA, ODSVS, and VOCA, as appropriate. Once during the biennium, in July 2012, Grantees will submit a narrative report on the status of their Strategic and Cultural Competency/Anti Oppression Planning and related work. Semi-Annual Narrative Report forms for the current biennium are available on the DOJ CVSD website. **Because reporting for these funds will be in the E-Grants system, report forms for 2011-13 are not currently available.**
- b. **DHS:** Grantees will submit the Family Violence Prevention and Services Act (FVPSA) annual narrative report by October 31 each year. The FVPSA annual narrative form is on the DHS provider page at: <http://www.oregon.gov/DHS/abuse/domestic/providers.shtml>

2. STATISTICAL REPORTING REQUIREMENTS

- a. **ODSVS & DHS:** Agencies funded by DHS and ODSVS will submit monthly statistics reports to DHS CAF on forms provided by DHS CAF. The DHS forms are available on the DHS Domestic and Sexual Violence Program website at: <http://www.oregon.gov/DHS/abuse/domestic/domviolprogram.shtml>

CVSD and DHS are currently engaged in identifying a database that will replace the DHS reporting process. It is anticipated that this change will occur during the 2011-13 biennium. Grantees will be informed of the process for implementation of the new

database and data collection system. When the new system is implemented grantees will be required to submit data using the new system.

- b. **VOCA:** Federal policy requires that VOCA grantees report statistical data on a semi-annual basis. Sample language regarding the submission of semi-annual statistics reports to DOJ CVSD is included in the sample DOJ VOCA Grant Agreement. Additional instructions are included in the VOCA Grant Management Handbook. The VOCA Grant Management Handbook, a sample DOJ VOCA Grant Agreement and a copy of the VOCA semi-annual statistics reporting form are all currently found on the DOJ CVSD website. Beginning in April 2012 VOCA Semi-Annual statistical reporting will take place within the E-Grants system.
- c. **VAWA:** Federal policy requires that VAWA grantees collect statistical information on VAWA funded activities for each partial or full calendar year VAWA funds were received. Grantees are required to submit a STOP Annual Progress Report form to DOJ CVSD on January 31 for the proceeding calendar year that VAWA funded activities took place. CVSD also requires a Semi-Annual Progress Report, using the federal STOP Subgrantee Annual Progress Report Form. This report is due July 20 for the reporting period of January 1 - June 30. The Progress Report form can be downloaded at <http://muskie.usm.maine.edu/vawamei/formstop.htm#rep>. Beginning in January 2012 STOP Annual Progress reporting will take place within the E-Grants system.

3. REPORTING ON CVSD COMMON OUTCOME MEASURES

All grantees receiving these funds are required to complete and submit the CVSD Common Outcome Measures reporting form, found on the CVSD website, according to the following schedule. Grantees are required to collect data from at least 10% of appropriate clients, with a target of 90% positive response.

Grantees are required to report client responses collected by one of three type of services provided: (1) clients receiving shelter services; (2) clients receiving support group services; and (3) clients receiving non-shelter based advocacy and other services. **Agencies do not have to collect evaluations from all three groups.** Each agency will determine the most appropriate clients from whom to collect outcome data and will have procedures designed to collect the data from at least 10% of appropriate clients. This is a requirement of the Federal Family Violence Services and Prevention Act. **Beginning in October 2011 Common Outcome Measure reporting will take place in the E-grants system.**

Reporting Period	Quarterly Outcomes Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 20*

* DOJ requires reports submitted early in July.

SECTION VIII. TRAINING REQUIREMENTS

The training requirements adopted by the DHS Advisory Committee apply to all applicant agencies receiving ODSVS, VAWA, VOCA and DHS Funds under this RFA. Training requirements for staff and volunteers were adopted on February 16, 2007. Board training requirements had been adopted in 2002.

A. STAFF AND VOLUNTEERS

Overall Goal of Grant Contract Requirements for Training:

Provide high quality and consistent Domestic Violence, Sexual Assault, Dating Violence and/or Stalking services throughout Oregon by having well-educated and skilled staff and volunteers.

Overall Objectives of Grant Contract Requirements for Training:

- Increase consistency of services throughout Oregon;
- Establish a uniform base of proficiency and skill in responding to all three issues of domestic violence, sexual assault and stalking, across all programs, regardless of the type of agency;
- Promote best practices to enhance survivor/victim safety and empowerment;
- Provide opportunities for programs to evaluate staff/volunteer's capacity to provide effective services and empower survivors/victims;
- Provide accountability within program by establishing expectations for staff and volunteers; and
- Provide accountability to funders.

Objectives of Initial Training:

Give staff/volunteers increased knowledge, skills, capacity and resources to provide effective Domestic Violence, Sexual Assault, Dating Violence and Stalking services, provide safe options and empower survivors/victims.

Who is Required to Have Training:

Staff and volunteers who provide direct services must complete the required training prior to having unsupervised contact with survivors/victims. Job-shadowing as part of the training is allowed.

Programs may waive parts of the training for new staff/volunteers who have completed training through other domestic violence and/or sexual assault programs or volunteer trainings if the program:

- contacts the original agency to verify training; and/or
- documents that it meets the training requirements.

If the prospective staff/volunteer has not volunteered or been employed within the last 2 years, they must go through the training.

Length of Training:

Training will be a minimum of 30 hours for phone responders. All topics are equally important. There is no required number of hours per topic; however, it is anticipated each topic would have approximately 2 hours.

Training does not need to be provided in the order of content areas listed below. Content areas may be combined. Programs must demonstrate training is adequate in all content areas for staff/volunteers to meet the training objectives and the assessed needs of the program.

In addition, those staff/volunteers providing in-person services shall receive an additional 10 hours of training including topics requested by staff/volunteers as needing more in-depth attention and crisis response, medical and legal advocacy.

The recommended training format is group training. Structured job shadowing and self-study with staff follow-up may be included as part of the overall hours. One-on-one training is allowable if necessary, but programs are encouraged to follow-up with group experiences through conferences, training institutes such as the Sexual Assault Training Institute and the State Victims Assistance Academy, and other appropriate options.

Outcomes:

- Staff and volunteers demonstrate appropriate knowledge, skills and capacity to respond to survivors of domestic violence, sexual assault, dating violence and stalking.
- Staff and volunteers report they feel capable to respond to survivors of domestic violence, sexual assault, dating violence and stalking.
- Survivors report satisfaction with services and/or responses.

B. CONTENT TOPICS

Overview of Violence Against Women and Interpersonal Violence:

Staff and volunteers will understand the types of violence.

Content will cover:

- Definitions and dynamics of domestic violence, sexual assault, dating violence, stalking and other inter-personal violence,
- Commonalities and differences between types of violence;
- How types of violence inter-connect and intersect;
- How the causes and effects of violence against women cross individual, community, cultural, institutional and societal levels (ecological model), and
- Basic safety planning for each type of violence against women.

Anti-Oppression, Anti-Racism, Cultural Competency Theory and Practice:

Advocates will understand the theoretical dynamics of oppression; the dynamics and effects of domestic violence; sexual assault, dating violence and stalking in different populations; how

oppressions impact survivors; and address how to effectively provide services to different populations.

Content will cover:

- Dynamics of oppression, power and control;
- How oppressions are interconnected;
- How oppression reinforces social support of violence against women;
- The effect of dominant culture assumptions on survivors and service delivery;
- Strategies to interrupt oppressive actions and words;
- Demographics and needs of the local community;
- Strategies to overcome barriers and provide equitable, accessible and appropriate services, and
- Effects of violence on diverse populations.

Populations include same-sex, African-American, Asian and SE Asian, Latinas or Hispanic, Pacific Islander, Native American, People with Disabilities, Elders, and Male survivors.

Definition and Dynamics of Domestic Violence:

Advocates will understand and be able to describe domestic violence.

Content will cover:

- Legal and programmatic definitions of domestic violence;
- Types of domestic violence (physical, sexual, emotional, financial, etc.);
- Dynamics of domestic violence, including myths and facts, statistics and prevalence;
- Dynamics of dating violence, including myths and facts, statistics and prevalence;
- Historical and social context (including blaming the victim, gender-role stereotypes, power differentials, cultural and individual beliefs);
- Basis of power and control (see section on abusers below);
- Domestic violence as an individual choice by batterer supported by societal and institutional norms;
- Barriers to leaving;
- Coping strategies of survivors/victims;
- Intersection with other issues;
- Range of safety strategies, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Definition and Dynamics of Sexual Assault:

Staff and volunteers will understand and be able to describe sexual assault.

Content will cover:

- Legal and programmatic definitions of sexual assault including that committed by strangers and by non-strangers (acquaintances, intimate partners, etc.);
- Types of sexual assault including childhood sexual abuse and adults molested as children;
- Dynamics of sexual assault including rape myths and facts, statistics and prevalence, drug-facilitated sexual assault;

- Historical and social context (rape culture including blaming the victim, gender-role stereotypes, power differentials, cultural and individual beliefs);
- Basis of power and control (see section on offenders below);
- Range of safety strategies, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups

Stalking:

Advocates will be able to identify stalking behavior and provide appropriate resources and referrals.

Content will cover:

- Definitions and dynamics of stalking;
- Types of stalkers (offender known to victim, offender in previous relationship to victim, offender unknown to victim);
- Stalking behaviors including cyber-stalking and electronic surveillance;
- Stalking (and other) protective orders;
- Criminal prosecution;
- Civil suit;
- Range of safety strategies including phone and computer safety, legal remedies, relocation and name change, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Effects on Survivor/Victims and Trauma:

Advocates will learn possible effects of domestic violence, sexual assault and stalking and learn to mitigate the impact of the trauma on survivors, their families & friends (secondary victimization).

Content will cover:

- Trauma from single and/or cumulative trauma including childhood physical and sexual abuse, recent or past domestic violence, recent or past sexual assault;
- Range of possible survivor responses and coping strategies including fear, re-experiencing (physical reactions, flashbacks, nightmares), intrusive memories, being triggered, difficulty concentrating, being very calm, being very agitated, depression, blaming oneself, hyper-vigilance, hyper-arousal, sleeplessness, substance abuse, etc.;
- Strategies to mitigate or reduce trauma;
- Intersections with other issues (mental health, disabilities, alcohol and drugs, etc.);
- Dynamics of suicide and suicide intervention;
- Additional barriers for immigrants, people of color, rural populations, elders, children and youth, Lesbian, Gay, Bi-Sexual, Trans-gendered, Queer (LGBTQ), and people with disabilities, and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Adults molested as children (AMAC):

Advocates will learn to recognize the effects of childhood sexual abuse on adults and give appropriate referrals.

Content will cover:

- Effects of childhood sexual abuse on adult survivor/victims;
- Potential triggers;
- Identification of issues;
- Ways to support healing, and
- Appropriate referrals.

Effects of Exposure to Violence on Children:

Advocates will understand how violence impacts children and ways to mitigate its impact.

Content will cover:

- Risks associated with children witnessing domestic and other types of violence;
- Range of behavioral and emotional response;
- Factors that assist a child in developing and strengthening resilience;
- Healthy and unhealthy strategies children use to cope;
- Safety planning with children;
- Talking with children about domestic violence, and
- What is Child Abuse and Child abuse reporting (refer to DHS Booklet What You Can Do About Child Abuse)

Dynamics of Domestic Violence abusers:

Advocates will understand power and control and the dynamics of abuser behavior.

Content will cover:

- Domestic violence as an individual choice by batterer supported by societal and institutional norms;
- Tactics of power and control;
- Battering is the systematic use of abusive behaviors aimed at maintaining power and control in a relationship;
- Battering behaviors include:
 - Intimidations
 - Emotional abuse, put downs, name calling, etc.
 - Threat of violence
 - Use of violence
 - Using children (and pets)
 - Using finances
 - Using male privilege
 - Sexual abuse/violence and using sex as a reward or punishment
- Domestic Violence is not an anger problem;
- Domestic Violence is not caused by alcohol and drug use or abuse;
- Warning signs of abusers;

- How batterers use children;
- Ways batterers get others to collude with them, and
- Criminal thinking patterns.

Dynamics of Sexual Offenders:

Advocates will learn a basic framework for understanding the methods, underlying motivations and actions of sex offenders.

Content will cover:

- The fundamental root cause of sexual assault is entitlement and the expectation of gratification;
- The role of sexism and oppression in sexual assault;
- Use of broadly accepted strict gender roles and stereotypes by sex offenders to justify sexual violence and abuse;
- Selection of individuals by sex offenders who they perceive to be accessible, vulnerable and lacking in credibility;
- Myths and stereotypes about sex offenders (crazy, no consensual sex, miscommunication etc.) and the facts;
- Motivations of sex offenders including sex, power, humiliation, and violence, and
- Types of sex offenders.

Self Care and Vicarious Traumatization:

Advocates will learn to skills to minimize vicarious traumatization.

Content will cover:

- What is vicarious trauma;
- Signs of vicarious trauma;
- Techniques for self-care, and
- How to access support.

Advocacy and Crisis Response:

Volunteers and staff will know the system response to domestic violence, sexual assault and stalking including roles of responders and community protocols; be able to support a survivor through medical, legal and other processes; give accurate information; assess the safety and other needs of the survivors; be knowledgeable of resources and give appropriate referrals; provide peer support; and empower the survivor/victim to make her/his own choices.

Content will cover:

- Crisis dynamics and strategies to address crisis;
- Safety assessment and safety planning;
- Relevant criminal and civil laws;
- Protective orders, including Family Abuse Protective Order, Elderly/Disabled Persons Abuse Prevention Act, stalking orders, no-contact release agreements and others;
- Immigration issues including eligibility for services, VAWA self-petitioning, and appropriate referrals for immigration assistance;

- Tribal laws and Tribal courts;
- How the criminal justice system works, Crime Victims' Compensation, and Crime Victims' Rights;
- Financial resources available, including Temporary Assistance for Domestic Violence Survivors (TA/DVS) and Housing Emergency Assistance for Elders and People with Disabilities through DHS;
- The sexual assault response system, including SARTs, SANES, Sexual Assault Forensic Exams (SAFE) and the SAVE fund;
- Local resources (legal services, housing, health and mental health, substance abuse programs, employment, education, etc.), and
- Strategies to address local needs and provide accessible and appropriate responses to diverse groups.

Confidentiality:

Advocates will know and comply with confidentiality requirements, reasons for confidentiality, limitation of confidentiality, and informed consent.

Content will cover:

- Rationale for and importance of confidentiality;
- Relevant statutes; and
- Agency procedures, practices, protocols and forms.

C. ADVOCACY SKILLS

Working with survivors:

- Through training, role-playing, job shadowing at work and at relevant locations, and other strategies, advocates will be able to respond to survivors in appropriate ways:
 - Ask appropriate questions to elicit information;
 - Assess immediate safety and other needs and assist survivor to develop safety plans;
 - Assess danger including survivor's danger to self;
 - Assess on-going safety and other needs;
 - Listen to survivors, understand what they are saying and be able to reflect back to them (active listening);
 - Put a survivor's reactions into a context to help survivors and others understand;
 - Reframe statements and use non-victim blaming statements;
 - Complete needed documentation;
 - Assist survivors request their Crime Victims Rights;
 - Assist survivors to document;
 - Use strategies to interrupt oppressive actions and words;
 - Use strategies to adapt services and approaches to recognize culture and respect differences;
 - Use strategies to adapt services and approaches to recognize age, Socio-Economic Status, disability and other issues and respect differences;
 - Provide clear information on domestic violence;
 - Provide clear information on options and choices;
 - Empower survivor to make choices;

- Demonstrate empathy;
- Demonstrate sensitivity to cultural factors, and
- Demonstrate ability to communicate across cultures, populations and age groups.

Working with Systems:

Through training, role-playing, job shadowing, etc. advocates will learn and be able to:

- Explain system response to survivors and assist them in their interactions with system responders;
- Request services and appropriate responses on behalf of survivors;
- Negotiate appropriate services and responses;
- Advocate for additional or other services, responses;
- Advocate for services to address local needs and needs of diverse groups, and
- Work for coordinated system response.

Additional In-Person Requirements:

Through additional training, role-playing, job shadowing, etc. advocates having in-person contact with survivors/victims will demonstrate specific skills and in-depth knowledge for the in-person response they will be providing.

Content (based on the in-person response to be provided) may include but is not limited to:

- SANE exams for sexual assault responders;
- Court accompaniment;
- Accompaniment for medical exams;
- Working with law enforcement;
- Support group facilitation;
- Shelter intake, and/or
- Working with children.

D. BOARD

Board Members

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.

SECTIONS IX THROUGH XII: FUND SPECIFIC REQUIREMENTS

SECTION IX. INFORMATION SPECIFIC TO OREGON DOMESTIC & SEXUAL VIOLENCE SERVICES FUND (ODSVS) FUNDING

A. AUTHORIZED PURPOSE AREAS AND PRIORITIES

1. ODSVS FUNDING PURPOSE

ORS 147.453 directs that moneys in the ODSVS Fund are to be used for a program of domestic and sexual violence services that:

- a. Provides safety for and assists victims of domestic violence and sexual assault, promotes effective intervention and reduces the incidence of domestic violence and sexual assault;
- b. Advocates for victims and for domestic violence and sexual assault services; and
- c. Promotes and facilitates cooperation among state agencies, including the Department of Human Services, and among different levels of Oregon government in the delivery of services.

In administering the ODSVS Fund, DOJ is to ensure there is a coordinated community response to domestic violence and sexual assault and, to the extent possible, ensure that domestic violence and sexual assault services are coordinated with other community services. The enabling legislation envisions a partnership among law enforcement, prosecution, the courts, victim advocates and service providers.

ORS 147.459 identifies six objectives for allocation of the Fund:

- Balance funding for intervention, infrastructure and prevention services;
- Prioritize services;
- Use local community plans;
- Establish programs and services for victims of both domestic violence and sexual assault;
- Establish programs that are culturally specific; and
- Ensure that there is coordinated community response to domestic violence and sexual assault and, to the extent practicable, ensure that domestic violence and sexual services are coordinated with other community services.

In 2007, after carefully reviewing the Equity Study, the ODSVS Advisory Council recommended the Equity Study formula, which reflects the statutory funding purpose and objectives described above. The Equity Study also encompassed the stakeholder feedback and current research that the Advisory Council is directed to consider as part of its allocation planning process by the Oregon Administrative Rules 137-086-0000 et seq.

2. ODSVS FUNDING PRIORITIES

In this 2011-13 grant cycle, ODSVS funds will be used to support the statutory goals & objectives, as well as the objectives of the Equity Study allocation formula: stabilize services

and provide meaningful access to services for victims in all parts of the state. The allocations for 2011-13 ODSVS funds are:

- a. Approximately 20% of ODSVS funds will be awarded non-competitively to support sexual assault specific services. In order to assure that this target is met, and to the extent that funding is available, dual service (domestic violence & sexual assault) agencies currently receiving sexual assault specific services funding from ODSVS are expected to provide a maintenance of effort by continuing to use the funding to support direct services and related expenses. Administrative costs can be included up to 10% of the entire project. Stand alone sexual assault agencies can use the funding to support operating expenses, as defined in the glossary.
- b. Approximately 20% of ODSVS funds will be awarded non-competitively to support culturally specific services. In order to assure that this target is met, and to the extent that funding is available, mainstream agencies currently receiving culturally specific services funding from ODSVS are expected to provide a maintenance of effort by continuing to use the funding to support direct services and related expenses. Administrative costs can be included up to 10% of the entire project. Culturally specific agencies can use the funding to support operating expenses, as defined in the glossary.
- c. Approximately 60% of ODSVS funds will be awarded non-competitively to agencies providing domestic violence services to support operating expenses, as defined in the glossary. Agencies can use the funding to support operating expenses, as defined in the glossary. Included in this category are grants to legal services agencies, as described in paragraph 6 of Section I.E. Legal services agencies may use the funding only to provide or support legal services as defined in Section I.H, paragraph 12 of this application and must complete and submit the ODSVS budget Forms Z-AC, describing how funding will be used.

The Attorney General is authorized to distribute the Fund in grants for the 2011-13 biennium, contingent upon funds being appropriated by the legislature and available for distribution. Subject to the availability of funding, DOJ will award grants in the above priority categories of services.

B. 2011-13 ALLOCATIONS

The amounts being used for purposes of this application process are based on the ODSVS allocations for 2009-11. These amounts are not actual projections for 2011-13 and are included as temporary placeholder amounts until actual amounts are known. In 2009-11, initially \$4,196,599 was available for awards. This did not include \$189,912 held back as a reserve in case of required budget reductions. In July 2010, this amount was further reduced by \$545,447, with the final award amount for 2009-11 of \$3,651,152. This is the amount being used for purposes of this RFA. Of this amount, approximately \$780,835 is available to support sexual

assault specific services, approximately \$797,520 is available to support culturally specific services and approximately \$2,072,797 is available to support domestic violence services, all as defined in these application materials.²⁵ When ODSVS funding is appropriated by the legislature and available to DOJ, these amounts will be revised, as necessary, to reflect any changes in amounts and applicants/grantees will be advised of any revisions required to their applications and/or award documents.

C. LIMITATIONS ON ODSVS FUNDING FOR 2011-13 FUNDING CYCLE

ODSVS funding may not be used to support services for child abuse or child sexual abuse through child abuse agencies, or for the exclusive purpose of serving child abuse victims. Additionally, ODSVS funding may not be used to support services for perpetrators of domestic violence or sexual assault. Sexual assault services must specifically serve adolescents and adults.

In order to maintain stability of services, applicants who have received ODSVS funding in 2009-11 to support school-based programs providing outreach to child survivors of domestic violence will be eligible for domestic violence funding in 2011-13. Otherwise, any services to children must show an inextricable link between the child and the services provided to the adults served by the applicants.

D. UNALLOWABLE COSTS

A list of unallowable costs is included in the sample DOJ ODSVS Grant Agreement, which is available from DOJ CVSD.

E. ALLOWABLE SERVICES AND COSTS

A list of allowable services and costs is included in the sample DOJ ODSVS Grant Agreement, which is available from DOJ CVSD.

²⁵ When ODSVS funds were reduced halfway through the biennium and in order to minimize the negative impact of loss of flexible funds, CVSD allowed grantees receiving funds in more than one category to select the category(ies) in which they would take their reduction, and also provided a one-time award of flexible “state grant” funds to offset approximately \$150,000 of the loss. Because of this, the resulting totals from 2009-11 shifted the target percentages for each category, with a result of approximately 56.8% of the total funds supporting “domestic violence” services, 21.8% for “culturally specific” services and 21.4% for “sexual assault” services.

SECTION X. INFORMATION SPECIFIC TO VICTIMS OF CRIME ACT (VOCA) FUNDING

A. LEGAL SERVICES

VOCA funds may be used to pay for emergency legal services such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim as per bullets one and two under Section I.H, paragraph 12 (Legal Services).

VOCA funds may also be used to assist victims in applying for permanent resident status for immigrants who qualify for aid under the VAWA "Protection for Battered Immigrant Women and Children," section 40701 of the federal statute. VOCA funds should only be used for this purpose if no other funding sources are available.

VOCA funds CANNOT be used to pay for non-emergency legal representation such as for divorces or civil restitution recovery efforts. This includes bullet four under Section I.H, paragraph 12 (Legal Services): legal assistance with housing matters where there is a factual basis to believe that the person has been evicted or discriminated against because the person has been the victim of domestic violence, and such action has resulted in an emergency need for the victim.

B. ELIGIBILITY REQUIREMENTS

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 cash;²⁷
3. All grantees must 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 nonsupplantation and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements. See Appendix A; and

²⁷ See the VOCA Grant Management Handbook for more information on match requirements and calculations.

- Comply with VOCA program guidelines as written in the VOCA Grant Management Handbook, including any additional eligibility or service criteria as established by CVSD. The Handbook is available on the CVSD website at: http://www.doj.state.or.us/crimev/voca_publications.shtml.

C. ADDITIONAL INFORMATION

For VOCA specific allowable and unallowable expenses and program service definitions please refer to the VOCA Grant Management Handbook, the Office of Justice Programs Financial Guide and the VOCA Federal Guidelines. The Handbook and links to the other information are available on the DOJ CVSD website at: http://www.doj.state.or.us/crimev/voca_publications.shtml.

SECTION XI. INFORMATION SPECIFIC TO STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM (VAWA) FUNDING

The STOP Violence Against Women Formula Grant Program funds are issued to the State of Oregon by the U.S. Department of Justice, Office on Violence Against Women (OVW) under the Violence Against Women and Department of Justice Reauthorization Act of 2005. The STOP Program seeks to forge lasting partnerships between the criminal justice system and victim advocacy organizations. The emphasis of the STOP Program is on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

A. STATUTORY PURPOSE AREA

To be eligible for STOP VAWA Program funding, projects must fall within at least one of 14 authorized Purpose Areas established by Congress. For purposes of the 2011-2013 Joint Non-Competitive Application for Domestic and Sexual Violence Services applicants will be selecting their purpose area on Form T. Most projects under this solicitation will fall under purpose area 5 or 12.

B. OREGON VAWA ADVISORY BOARD FUNDING PRIORITIES

The Oregon VAWA Advisory Board designated priority areas for funding in Oregon consistent with the authorized purpose areas established by Congress in the Violence Against Women Act. These priority areas are mentioned here for reference only and are outlined in the 2010-2012 STOP Violence Against Women Formula Grants Program Implementation Plan for Oregon found at: <http://www.doj.state.or.us/crimev/vawa.shtml#priorities>.

C. COMPLIANCE, ASSURANCES AND CERTIFICATIONS

Grantees must comply with the applicable provisions of the STOP VAWA Program and the requirements of the Office of Justice Programs Financial Guide found at <http://www.ojp.gov/financialguide/> which includes maintaining programmatic and financial records that fully disclose the amount and disposition of STOP VAWA Program funds received.

Grantees must comply with applicable laws and federal requirements, including, but not limited to, those set forth in Exhibits A – E of the STOP VAWA Program Grant Agreement. A copy of a sample STOP VAWA Program Grant Agreement and its Exhibits are available at: <http://www.doj.state.or.us/crimev/vawa.shtml#samples>.

D. LIMITATIONS ON STOP VAWA PROGRAM FUNDING

With certain exceptions, STOP Program funded services must focus on adult women who are victims of domestic violence, sexual assault, stalking or dating violence.

1. Services for children may be supported by STOP Program funds if the services are inextricably linked and are the direct result of providing services to an adult woman who is a victim of domestic violence, sexual assault, stalking or dating violence. For example, STOP Program funds may support services for children who witness domestic violence and are considered secondary victims.

2. Services may be provided to adolescents age 13 and older who are 1) victims of dating violence, or 2) sexual assault by a person who is *not* a family or household member (as defined in ORS 107.705(3)).
3. Male victims may receive services under a STOP Program funded project as long as the project's primary focus is on efforts "to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women" per STOP VAWA statutes. Subgrantees must provide services to a similarly situated male victim in need who requests services. Under the anti-discrimination provision of the Omnibus Crime Control and Safe Streets Act of 1968, STOP VAWA funded programs may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that person's sex.

For additional information on STOP Program funding limitations, read the "Frequently Asked Questions on STOP Formula Grants" published by the Office on Violence Against Women and found at the website: http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf.

E. ALLOWABLE COSTS

In general, STOP Program funds may support personnel, administrative costs, training, outreach, awareness, evaluation, data collection, office supplies, equipment and operating costs to provide and improve services for victims. A detailed list of allowable services and costs can be found in the VAWA Grant Handbook at <http://www.doj.state.or.us/crimev/vawa.shtml> with additional information in the Office of Justice Programs Financial Guide at <http://www.ojp.gov/financialguide/>.

F. UNALLOWABLE COSTS

Unallowable costs include lobbying, fundraising, research, building renovations, purchasing vehicles, prevention activities, offender treatment, reimbursing victims for expenses incurred as a result of a crime, and services to children (unless the children's services are of a secondary nature to the primary services provided to the adult victim). A detailed list of unallowable services and costs can be found in the VAWA Grant Handbook at <http://www.doj.state.or.us/crimev/vawa.shtml> with additional information in the Office of Justice Programs Financial Guide at <http://www.ojp.gov/financialguide/>.

SECTION XII. INFORMATION SPECIFIC TO DHS DOMESTIC VIOLENCE AND SEXUAL ASSAULT FUNDING

DOMESTIC VIOLENCE FUNDING

I. LEGAL AUTHORITY

Under ORS 409.292 DHS may make grants to public or private, non-profit agencies for funding:

- Crisis Lines,
- Safe Home Networks
- Shelters

SEXUAL ASSAULT FUNDING

I. LEGAL AUTHORITY

Under ORS. 409.286, DHS may make grants to private, non-profit agencies for funding:

- Sexual Assault Crisis Lines, and
- Sexual Assault Crisis Centers

REQUIRED SERVICES

Applicants who will receive DHS funding for domestic and sexual violence services must provide:

1. Crisis Line

An emergency telephone service available 24 hours a day staffed by persons who are adequately trained on domestic violence, sexual assault and stalking. For any part of the 24 hours a day, seven days per week Crisis Line coverage, not primarily provided directly by the Recipient agency, the Recipient agency must directly forward the Crisis Line to another partner domestic or sexual violence agency funded directly by DHS with which it has a written agreement, approved by DHS, in its sole discretion, to provide the back-up Crisis Line coverage.

2. Crisis Response

The Applicant will respond in person when requested to provide needed support and assistance. Crisis response includes accessing emergency shelter, accompanying the survivor to Sexual Assault Forensic Exams (SAFE), hospitals and law enforcement by Staff and volunteers trained in the appropriate in-person response, and meeting victims who need immediate or in-person support.

Crisis response must be available 24-hours a day. For any part of the 24 hours a day crisis response, not provided directly by the Applicant agency, the Recipient agency must demonstrate, in the form of a written agreement, approved by DHS, in its sole discretion, a clear and direct linkage to another partner domestic or sexual violence agency, funded directly by DHS, to provide the back-up crisis response.

3. Non-Shelter Services (walk-ins and callers)

Recipient must offer to all Crisis Line callers and other victims of domestic violence and sexual assault who contact Recipient, as necessary or appropriate, the following services:

Safety planning, information and referral, peer support and advocacy.

GENERAL PERFORMANCE STANDARDS

General performance standards include, but are not limited to:

1. Access to Services

To ensure meaningful access to services for all victims of domestic violence, sexual assault, dating violence and stalking, the Applicant must be able to appropriately respond to an initial crisis call and initial disclosure of domestic violence, sexual assault, dating violence or stalking with safety planning and support. In addition, a Recipient whose primary services are focused on either domestic violence or sexual assault victims will be able to directly link victims whose needs may be beyond their expertise to the appropriate partner agency.

All services provided and activities conducted, as part of the Program must be available to culturally, racially, and ethnically diverse groups and other underserved populations.

All services provided and activities conducted as part of the Program must be available to individuals with limited English proficiency

2. Coordination

Program implementation must be coordinated with other community agencies and domestic violence and sexual assault programs to ensure adequate safety and services for victims of domestic violence and sexual assault.

3. Community Education and Training

In connection with the operation of the Program, Recipient must promote public and professional awareness of the nature, dynamics, and issues of domestic violence and sexual assault, and local resources for victims through:

- (1) Prevention and education activities for children and adults,
- (2) Public awareness campaigns,
- (3) Formal and informal training of other professionals, and
- (4) Collaboration with community partners.

4. Applicants must offer annual training through in-services, conferences, or other formats to all staff.

ADDITIONAL PROGRAM DESCRIPTIONS FOR DOMESTIC VIOLENCE PROGRAMS

1. Shelter Facility or Safe Home

Recipient may use the Grant moneys to operate a Shelter Facility or Safe Home or rent motel rooms on a temporary basis for use by victims of domestic violence and their families.

2. Emergency Shelter

Emergency housing on a 24 hour a day, 7 days a week basis, for short-term stays for the victim and the victim's family members, subject to capacity, availability, suitability under intake guidelines and available resources. Emergency shelter services must be provided in a Shelter

Facility or Safe Home, that meets the standards set forth below, or in motels. Recipient may provide emergency housing to victims of domestic violence for longer stays.

3. Related Assistance including peer support, information and referral, advocacy, transportation, public presentations and outreach.
4. Shelter Facilities or Safe Homes must meet the following minimum standards:
 - (1) Emergency instructions must be posted in English, and the community's other primary language(s).
 - (2) The facility or home must have at least one operating telephone.
 - (3) The facility or home must have drinking water that meets Department's Public Health standards.
 - (4) All medicines must be kept in a locked cabinet which can include resident lockers or locked area.
 - (5) The facility or home must have first aid supplies that are available and accessible.
 - (6) Children at the home or facility must be protected from items of potential danger.
 - (7) The facility or home must have a kitchen and emergency food supplies that are available and represent cultural groups present in the community.
 - (8) The facility or home must have emergency clothing and personal care items that are available and represent cultural groups present in the community.
 - (9) Grantees must maintain appropriate liability insurance and fire insurance for the home or facility.
 - (10) The facility or home must comply with the local building, fire, and health codes for existing structures, including applicable ADA requirements.
 - (11) Grantees must develop, maintain and implement written intake policies and procedures for the facility or home.

MATCHING FUNDS

Grantees must provide 25% matching funds for MLT & CFAA/DV funds and 20% matching funds for FVPSA funds. Match can include in-kind and cash revenue.

ADDITIONAL PROGRAM DESCRIPTIONS FOR SEXUAL ASSAULT PROGRAMS

Additional program elements include, but are not limited to:

1. If Applicant's primary mission is not solely to provide sexual assault services, but to provide services to victims of both sexual assault and domestic violence, the Applicant will designate a lead staff person for sexual assault.

The lead staff person will:

- a. act as a contact to receive and disseminate sexual assault information,
- b. obtain additional training beyond the DHS initial requirements on sexual assault through their agency, or the Sexual Assault Training Institute of the Attorney General's Sexual Assault Task Force, or other conferences which will be documented in their personnel file, and
- c. facilitate information-sharing on sexual assault throughout their agency.

2. The Recipient will offer hospital accompaniment which includes responding to the hospital or other medical facilities to provide support and information to the survivor of sexual assault. If called by the hospital or police, any contact with victims shall be totally voluntary on the part of the survivor.

SECTION XIII. GLOSSARY OF TERMS

Administrative Costs: may include, but are not limited to, certain costs (including salaries) such as bookkeeping services, planning time, accounting and payroll functions, and other non-direct service functions of management staff.

Advocacy: definition on page 13 of the application.

“Appropriate Client” Client Feedback as Required by this Application: clients served by the applicant organization who would have requisite knowledge to provide feedback without any negative impact on personal safety or integrity of services provided.

Crisis Line: definition on page 12 of the application.

Crisis Response: definition on page 12 of the application.

Culturally Competent Services: the ability of a program to respectfully and effectively provide services to clients from a diversity of cultures.

Culturally Specific Services/Programs: Both VAWA and ODSVS have funding specifically designated for these services. For purposes of VAWA Culturally Specific Funding, “culturally specific services/programs” are community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities. For the purpose of ODSVS Culturally Specific funding, “culturally specific services/programs” are services designed specifically for victims from a certain cultural heritage with strong representation from the cultural community in terms of decision making, management and staffing of the service program.

Dating Violence: Controlling, abusive or aggressive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with another.

Domestic Violence: a pattern of coercive behavior used by one person to control and subordinate another in an intimate relationship. These behaviors include physical, sexual, psychological, and economic abuse.

Emergency Shelter: definition on page 12 of the application.

Follow Up: definition on page 13 of the application.

Hospital Accompaniment: responding to a medical facility to provide support and information to the survivor. If called by the hospital or police, any contact with victims shall be totally voluntary on the part of the survivor.

Indirect Costs: may include but are not limited to costs such as advisory board expenses, routine bookkeeping services by an outside bookkeeper, equipment lease and routine office supplies.

Generally, indirect costs are not tied specifically to a single grant or funding source within an organization but instead are sometimes pooled, then divided and charged against multiple grants.

Information and Referral: definition on page 13 of the application.

Legal Services: definition on page 14 of the application.

Operating Expenses: for purposes of ODSVS funding, operating expenses are allowable costs incurred in providing or supporting services to victims and survivors of domestic violence and sexual assault. The services provided or supported will be those indicated by the grantee in its application, in Form F, and as defined in these application materials and in the Grant Agreement. Operating expenses may include both direct and indirect costs. Because ODSVS funds awarded to an agency must be spent within the grant period (7/11-6/13) operating expenses do not include maintaining an agency operating reserve.

Outreach: defined on page 14 of the application.

Peer Support: definition on page 13 of the application.

Public Presentations: definition on page 13 of the application.

Safety Planning: definition on page 13 of the application.

Sexual Assault: any touch or act for which informed consent is not given that is sexual in content or is used for sexual gratification or stimulation of the perpetrator (s) by either force or threat of force, intimidation, trickery, coercion, or bribery where an imbalance exists because of size, strength, authority, age, development or knowledge. It includes, but is not limited to rape, oral and anal sodomy, exhibitionism, voyeurism, and obscene phone calls. For ODSVS and DHS/SA Fund grants, sexual assault services must be specific to adolescents and adults; these funds are not intended to provide services for child abuse or child sexual abuse.

Sexual Assault Crisis Center: a location in which there are paid personnel and/or crisis volunteers who are trained to provide crisis intervention, peer support, information and referral, advocacy, outreach, and community education to victims of sexual assault and their families.

Sexual Assault Crisis Line: an emergency telephone service staffed by paid personnel and/or crisis line volunteers who are trained to provide crisis intervention, peer support, and information and referral to victims of sexual assault and their families.

Stalking: a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Transportation: definition on page 13 of the application.

Victim Services Program: a private, non-governmental program that assists domestic violence or sexual assault victims or both, including but not limited to rape crisis centers, battered women's shelters, and civil legal assistance.

APPENDIX A OF THE JOINT APPLICATION

CERTIFIED ASSURANCES

Statement of Compliance with Eligibility

By submitting an application, an applicant certifies the ability to meet the common eligibility requirements described in Section I of this RFA.

Statement of Compliance with Applicable State and Federal Laws

By submitting an application, an applicant certifies the 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).

Statement of Compliance on Serving Victims of Federal Crimes

By submitting an application, an applicant certifies the intent to serve victims of federal crimes for domestic violence and sexual assault in accordance with requirements in the Violence Against Women Act and Victims of Crime Act. However, it is not required that victims are involved with the criminal justice system in order to receive services.

Statement of Fund Requirement Certification and Agreement with Grant Agreement/Grant Contract Terms

Applicant has read the specific fund requirements. By initialing each appropriate box, Applicant certifies its ability to meet the funding requirements and to receive funding from the applicable sources. Applicant agrees to the terms and conditions of the DOJ CVSD Grant Agreements and the Department of Human Services Grant Contract for each of the funds initialed:

(Initial each fund you are applying to receive in the blank box to the left of the fund name.)

<input type="checkbox"/>	Department of Human Services Children, Adults and Families, Domestic Violence Fund
<input type="checkbox"/>	Department of Human Services Children, Adults and Families, Sexual Assault Victims Fund
<input type="checkbox"/>	Department of Justice Crime Victims' Services Division, Oregon Domestic and Sexual Violence Services Fund
<input type="checkbox"/>	Department of Justice Crime Victims' Services Division, Victims of Crime Act Fund
<input type="checkbox"/>	Department of Justice Crime Victims' Services Division, STOP Violence Against Women Act Formula Grant Program Fund

By completing and submitting this RFA, the Applicant confirms that no attempt has been made or will be made by the Applicant to induce any other person or firm to submit or not submit a proposal, except through efforts to submit collaborative proposals.

By completing and submitting this RFA, the Applicant accepts all of the terms and conditions contained in the non-competitive grant request for applications.

Authorized Person's Name (Please print)

Title

Authorized Person's Signature

Date

APPENDIX B OF THE JOINT APPLICATION

**ELIGIBLE APPLICANTS FOR NON-COMPETITIVE DVSA FUNDS
INCLUDED IN THIS RFA**

Program	Location (Main)
Battered Persons' Advocacy	Douglas
Bradley-Angle House	Multnomah
Canyon Crisis Center	Marion
Catholic Charities, Project UNICA	Multnomah
Center Against Rape & Domestic Violence (CARDV)	Benton
Clackamas Women's Services	Clackamas
Clatsop County Women's Resource Center	Clatsop
Columbia County Women's Resource Center	Columbia
Community Works	Jackson
Domestic Violence Resource Center, Inc.	Washington
Domestic Violence Services	Umatilla
Ecumenical Ministries of Oregon (ROSS)	Multnomah
Family Crisis Shelter & Services (Henderson House)	Yamhill
Harney HOPE	Harney
HAVEN from Domestic Violence	Wasco
Heart of Grant County	Grant
Helping Hands	Hood River
Illinois Valley Safe House Association	Josephine
Immigrant & Refugee Community Organization	Multnomah
Klamath Crisis Center	Klamath
Lake County Crisis Center	Lake
Lane County Legal Aid & Advocacy Center	Lane
Legal Aid Services of Oregon	Multnomah
Listen to Kids	Multnomah
MayDay, Inc.	Baker
Mid Valley Women's Crisis Services	Marion
My Sister's Place	Lincoln
Native American Family & Youth Association	Multnomah
New Beginnings Intervention Center	Lake
OASIS	Curry
Oregon Law Center	Coos
Portland Women's Crisis Line	Multnomah
Project DOVE	Malheur
Raphael House of Portland	Multnomah
SABLE House	Polk
Safe Harbors	Wallowa
Saving Grace (formerly Central Oregon Battering & Rape Alliance (COBRA))	Deschutes
Self Enhancement, Inc.	Multnomah
Sexual Assault Resource Center	Washington
Sexual Assault Support Services	Lane

APPENDIX B OF THE JOINT APPLICATION

Program	Location (Main)
Shelter from the Storm	Union
Siuslaw Area Women's Center (Siuslaw Outreach Services)	Lane
South Asian Women's Empowerment & Resource Alliance (SAWERA)	Washington
The Salvation Army	Multnomah
Tillamook County Women's Crisis Center	Tillamook
Volunteers of America Home Free	Multnomah
Women's Crisis Support Team	Josephine
Women's Safety & Resource Center	Coos
Womenspace	Lane
YWCA	Multnomah

APPENDIX C OF THE JOINT APPLICATION

COMPENDIUM OF BEST PRACTICE RESOURCES FOR DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING SERVICES

Australia Database on Promising Practice: Programs & Responses for Sexual Assault
<http://www.aifs.gov.au/acssa/ppdb/promisingpractice.html>

Illinois Standards & Guidelines - DV
<http://www.ilcadv.org/Upload/ICADV-IDHSServicesGuidelinesManualFinalVersion.pdf>

Safety & Sobriety: Best Practices in Domestic Violence and Substance Abuse Services
<http://new.vawnet.org/category/Documents.php?docid=1189>

Arizona Coalition Best Practices Manual for Domestic Violence Programs
http://new.vawnet.org/Assoc_Files_VAWnet/BestPracticesManual.pdf

North Carolina Coalition Guidelines for Starting a Shelter
<http://new.vawnet.org/category/documents.php?docid=894>

Promising Practices: Standards for Domestic Violence Programs in Ohio
<http://www.odvn.org/PDFs/Final%202003%20Standards.pdf>

Michigan Domestic Violence Prevention and Treatment Board, *Quality Assurance Standards: Complete Standards Including Worksheets*
http://www.michigan.gov/documents/dhs/Standards_-_Complete_-_Revised_May_2006_1_176115_7.pdf

New Mexico *Domestic Violence Service Definition Manual*
http://www.cyfd.org/pdf/providers/DV_SDM_revised_12_07.pdf

Virginia Sexual & Domestic Violence Action Alliance ‘Guidelines for the Primary Prevention of Sexual Violence & Intimate Partner Violence’
<http://www.vsdvalliance.org/secPublications/Prevention%20Guidelines%202009%5b1%5d.pdf>

Ohio Excellence in Advocacy: A Victim Centered Approach
<http://www.ocjs.ohio.gov/VictimServicesPublication.pdf>

United Way of King County list of best practices for multiple issues, including DV/SA
<http://www2.uwkc.org/kcca/practices/bestindex.asp>

The Personal Advocacy Assessment tool will help individual advocates to reflect on their own sexual violence services, knowledge, and relationships with community partners. The Organizational Assessment, developed originally for dual DV/SA agencies, will help organizations’ leadership staff to better understand the state of their service provision overall, their entire staff’s knowledge, and their organization’s relationships with community partners. Go to <http://www.nsvrc.org/publications/assessments> to download the assessments.

APPENDIX C OF THE JOINT APPLICATION

Child Sexual Abuse/Assault Advocacy Guide (best practices for advocacy with children)
<http://www.wcsap.org/csa/Introduction.pdf>

Website for submitting best practices
<http://www.goccp.maryland.gov/bestPractices/best-practices3.php>

Washington State SA Best Practices:

I&R

<http://www.wcsap.org/csa/informationreferral.pdf>

Crisis Intervention

<http://www.wcsap.org/csa/crisisintervention.pdf>

General Advocacy

<http://www.wcsap.org/csa/generaladvocacy.pdf>

Medical Advocacy (child only)

<http://www.wcsap.org/csa/medical.pdf>

System Coordination

<http://www.wcsap.org/csa/systemcoordination.pdf>

Fund Development

<http://www.wcsap.org/pdf/FndDevFS.pdf>

Stalking Guide

<http://www.popcenter.org/problems/stalking/print/>

(OCADSV Standards & Nevada Network Against DV are not on-line if you would like to see these, contact Cheryl O'Neill cheryl.l.oneill@state.or.us to receive an electronic copy)