

OREGON DEPARTMENT OF JUSTICE

CRIMINAL FINE ACCOUNT (CFA)
2013-2015

GRANT MANAGEMENT HANDBOOK



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The Criminal Fine Account (CFA) Grant Management Handbook discusses general program requirements and restrictions relating to the administration of CFA funds through the Oregon Department of Justice (DOJ), Crime Victims' Services Division (CVSD). It is expected that this Handbook will provide a ready resource for those agencies in the process of applying for a CFA Grant, as well as, providing grant recipients with a resource throughout the grant period.

The CFA Program Grant Management Handbook, the Request for Application, and CVSD E-Grants tools can be accessed on the CFA Funding website: <http://www.doj.state.or.us/victims/pages/cfa.aspx>.

The CFA Program grant application and associated forms **are all completed through CVSD E-Grants**. CVSD E-Grants may be accessed at: www.cvsdegrants.com.



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CVSD is the State Administrative Agency for CFA Grant Programs. CVSD has prepared this Grant Management Handbook to assist grantees in complying with state requirements.

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SECTION 1 INTRODUCTION TO CFA

A. PROGRAM BACKGROUND

As a result of the 1983 Oregon legislature, (ORS 147.227) the Oregon Department of Justice, Crime Victims' Services Division (CVSD) was given authority to disburse a portion of the unitary assessment monies that the Criminal Injuries Compensation Account receives from the Criminal Fine Account, to counties and cities where prosecuting attorneys maintain victims' assistance programs approved by CVSD (see Eligibility to Receive CFA Funds below). The funds are then distributed to counties and cities in which prosecuting attorneys maintain qualified victims' assistance programs approved by CVSD.

B. FUNDING ALLOCATION

The criteria for the equitable distribution of moneys disbursed under CFA to Programs (the "Formula") is based upon a model which considers historic county Program allocation methodologies as its basis along with the following criteria:

1. The amount of Funding shall reflect consideration of county per capita population, county crime rates and other similar criteria.
2. The Formula established for counties will be applied to cities, and be adjusted as necessary to reflect the current percentage of the total of Program Funding the counties have received under the current allocation per 137-078-0010(2)(a). New city Programs will only be approved for Funding after consultation with the Advisory Committee and after a memorandum of understanding (MOU) between the County and City programs has been executed. The financial impact and Funding considerations associated with adding a new city Program will be considered in the context of ORS 147.227(2)(c) which requires service priority to victims of serious crimes against persons.
3. The Formula may be revised periodically by the Administrator, following consultation with the Advisory Committee to reflect statistical updates relating to the criteria reflected in the formula, and the amount of Criminal Fine Account revenues provided to CVSD's Criminal Injuries Compensation Account.
4. Distribution of moneys to Programs and the conditions relating thereto, including availability of monies available for Funding, shall be described in a grant agreement. The grant agreement shall incorporate by reference the requirements of the CFA funds, and such other terms and conditions which apply. If a Program elects to accept Funding based on the terms and conditions set forth in the grant agreement, an authorized representative of the Program shall sign the grant agreement and upload the agreement into CVSD E-Grants or return an original signed grant agreement to CVSD within the timeframe established. Upon receipt of the signed grant agreement, CVSD shall distribute funds to the county or city upon the terms contained in the grant agreement.
5. Program Funding will be made to approved Programs according to the criteria for equitable distribution. Program Funding will commence at the beginning of the fiscal year in which application for Funding is made, and will continue for a one or two year period immediately following execution of the grant agreement for Funding by the Administrator. Funds will be distributed on a quarterly basis or as determined by the Administrator.



The primary purpose of the CFA victim assistance grant program is to extend and enhance services to victims of crime.

SECTION 2

ELIGIBILITY REQUIREMENTS

A. STATUTORY REQUIREMENTS

To be eligible for approval by CVSD as a “qualified victims’ assistance program,” and thus be eligible for CFA funds, a victims’ assistance program must: 1) Be administered by the District Attorney of the county or city attorney of the city 2) Provide services to victims of all crimes; 3) Give service priority to victims of serious crimes against persons; and 4) Collaborate with community-based and government agencies to benefit victims. The program must also, in the determination of CVSD, effectively provide the following core services:

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

As per OAR 137-078-0010, to be eligible and approved for distribution of moneys under the CFA fund, a city or county victims’ assistance program (“Program”) must be operational at the time an application for Funding is made. A Program is considered operational if at the time of application for Funding, it is providing the core services set forth in the statutory requirements listed above in 1 – 11.

B. APPROVAL OF FUNDING AND DURATION OF FUNDING

Oregon Administrative Rules (OAR 137-078-0010) state that programs which are determined to be eligible under the CFA funds and are approved for Funding will continue to be approved for Funding indefinitely subject to the availability of Criminal Fine Account revenues, OAR 137-078-0050, and the following:

(a) The Program shall, at the time the application for Funding is made, state whether or not the approved Program will continue in operation for the then current fiscal year ending June 30. In the event the application indicates that the Program will not continue beyond June 30th of the then current fiscal year, Funding for the Program will expire on June 30th of that year. Any subsequent reactivation of a Program or initiation of a new Program will require a new application for Funding.

(b) If a Program discontinues a core service as described in *Section 2A* of this Handbook(OAR 137-078-0030), CVSD may require a new approval of Funding, based upon a new Program application, in order to continue Funding of the Program. The addition of services to an approved Program does not require a new approval or new Program application for continued Funding.

C. CVSD REQUIREMENTS

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

1. EFFECTIVE SERVICES

Applicants will provide the core services as described in *Section 2A* of this Handbook (OAR 137-078-0030) and meet all of the eligibility criteria of the CFA funds per ORS 147.227 and OAR 137-078-0000.

2. ACCESS TO EFFECTIVE SERVICES

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

3. MAINTAIN GOOD FISCAL MANAGEMENT

Agencies will be able to maintain adequate funding, expend funds according to submitted budgets, keep financial records and comply with all fund reporting requirements. Agencies with deficiencies in any of the aforementioned good fiscal practices may receive conditional grants and be required to submit additional information addressing those deficiencies before a grant is awarded. Additional information can be found in *Section 6: Financial Requirements* of this Handbook.

4. COMPLY WITH FINANCIAL, DATA AND OUTCOME REPORTING

All agencies must comply with the CVSD reporting requirements including the timely submission of quarterly financial reports and the Annual Report. Applicants with deficiencies in timely and accurate reporting in other DOJ CVSD grants may be subject to withholding of these funds. See Section 6: pages 21-24 for a complete description of reporting requirements.

5. COMPLIANCE WITH RELEVANT FEDERAL AND STATE LAWS

By submitting an application and signing a Grant Agreement, Agencies signify their intent to comply with relevant Federal and State Laws including but not limited to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

6. CONFIDENTIALITY POLICIES AND PROCEDURES

All recipients of CFA funds are expected to protect the confidentiality and privacy of persons receiving services. The recipient shall not disclose any personally identifying information or

individual information collected in connection with services requested, utilized, or denied through their program; or reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an un-emancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial program. Consent for release may not be given by the abuser of the minor, a person with disabilities, or the abuser of the other parent of the minor.

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

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

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

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

7. DEMONSTRATED COMMUNITY PARTNERSHIPS

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

8. STRATEGIC PLANNING

The purpose of the planning process is to identify needs of and appropriate services for the community(ies) served by each applicant. The process should include input from victims and from the applicants' community partners. Ideally, a thorough planning process will include both internal agency planning, as well as external community-wide planning. DOJ recognizes that the willingness of partners to collaborate and resources supporting that collaboration vary from community to community.

9. SERVICES PROVIDED ARE CULTURALLY COMPETENT AND ACCESSIBLE

Agencies 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. *Cultural Competency Standards* distributed by DOJ CVSD are a resource for this planning process.

10. TRAINING REQUIREMENTS

All recipients of CFA grant funds will provide training to all CFA funded staff and volunteers/interns as noted below:

CFA-funded staff will successfully complete the State Victim Assistance Academy (SVAA) during the first year of the CFA grant cycle. All staff not providing direct service should minimally be informed on the basics of providing services to victims of crime. Proposed CFA funded staff who have already attended SVAA have already met this requirement.

Additional information for the SVAA training can be found on the Crime Victims Assistance Network (CVAN) website: www.oregonvictims.org

Volunteers and interns supporting the CFA Grant will successfully complete the online Office for Victims of Crime (OVC), Victim Assistance Training (VAT) during CFA grant cycle. The OVC VAT information can be accessed at: <https://www.ovcttac.gov/vatonline>. The volunteer/intern supervisor will develop a training plan to consist of a minimum of 40 hours based upon the needs of the program and volunteers. It is the responsibility of the volunteer/intern supervisor to document the training completed. VOCA/UA Fund Coordinators will verify this information at the time of an in-person site visit. Volunteers and interns not providing direct service should minimally be informed on the basics of providing services to victims of crime.

Recommended Training

VAP Directors/Coordinators and staff who have not participated in a Crime Victims' Compensation Training or have not received training in over four years are strongly encouraged to participate in one of the quarterly trainings held in Salem at the DOJ CVSD office. For additional information regarding training dates view Training Opportunities at the DOJ CVSD webpage: <http://www.doj.state.or.us/victims/training.shtml>.

SECTION 3

CFA MANAGEMENT AND OPERATIONS GUIDELINES

A. INTRODUCTION

These guidelines have been established to provide clarification for CFA grant recipients, as well as to supplement information included in your CFA Grant Agreement or information received from your fund coordinator. **The first source of information as to grantee requirements and obligations is the Grant Agreement.** Grantees should read the Grant Agreement carefully to familiarize themselves with its terms, conditions and requirements. These Policy and Procedure materials make reference to the sections of the Grant Agreement in which specific requirements are described.

B. GUIDELINES FOR EMPLOYEE MANAGEMENT

1. **Staff Issues.** Only staff providing direct services to crime victims, along with persons who recruit, train and supervise volunteers utilized as part of the CFA grant may be funded. Other paid staff can be funded only if it can be demonstrated that they are essential to support the delivery of direct services.
2. **Changes in grant-funded staff.** For each position included in a CFA budget, the grantee must notify the DOJ CVSD (by phone, mail, email or fax) within thirty (30) days of any change of the person filling the position. Additionally, all grantees are obligated to notify DOJ CVSD of staffing changes that relate to overall organizational capacity to provide the services indicated and/or described in a grantee's application.

It is the responsibility of the District Attorney to notify CVSD within thirty (30) days of any change in leadership within the program (i.e., Director).

3. **Time/Attendance records.** Accurate time/attendance records must be maintained for all positions budgeted under a CFA grant. Adequate documentation must be maintained within the CFA file. Special care should be taken if a position is funded from more than one source to clearly identify each source and to assure that the position is not funded beyond 1.0 FTE (regular schedule) overall.
4. **Personnel policies & procedures.** Written personnel policies and procedures with regard to work hours, holidays, vacation, sick leave, overtime pay, compensatory time, termination, job descriptions and job qualifications must be available at the agency for review at the time of an in-person site visit.

C. VOLUNTEERS

CVSD strongly encourages that volunteers be used for direct service work with victims, meaning that any activity directly related to the implementation of the CFA Grant, and/or the delivery of victim assistance services. Examples include:

- Clerical/support services related to the administration of the grant (i.e., compiling semi-annual statistics) or services such as victim notification and correspondence;
- Accompanying victims to court and grand jury;
- Advocating for victims with other agencies;
- Providing information and referral;
- Advocating for release of property;
- Gathering client feedback;
- Crisis intervention; and
- Other standard advocate duties.

D. CRIMINAL HISTORY VERIFICATION (BACKGROUND CHECKS)

Section 5.06 of the grant agreement. A grantee shall obtain a criminal history record check on any employee, potential employee or volunteer working with victims of crime as follows:

1. By having the applicant, as a condition of employment of volunteer service, apply for and receive a criminal history check from a local Oregon State Police Office and furnish a copy thereof to grantee; or
2. As the employer, by contacting a local Oregon State Police (OSP) office for an “Oregon only” criminal history check on the application/employee/volunteer; or
3. By the use of another method of criminal history verification that is at least as comprehensive as the OSP methods described in paragraphs 1 and 2 above.

A criminal record check will indicate convictions of child abuse, offenses against persons, sexual offenses, child neglect, or any other offense bearing a substantial relation to the qualifications, functions or duties of an employee or volunteer scheduled to work with victims of crime.

The grantee shall develop a policy or procedure(s) to review criminal arrests or convictions of employees, potential employees or volunteers. The review will examine:

- The severity and nature of the crime;
- The number of criminal offenses;
- The time elapsed since commission of the crime;
- The circumstances surrounding the crime;
- The subject individual’s participation in counseling, therapy, education or employment evidencing rehabilitation or a change in behavior; and
- A review of the police or arrest report confirming the subject individual’s explanation of the crime.

The grantee shall determine after receiving the criminal history check whether the employee, potential employee or volunteer has been convicted of one of the crimes described in this section, and, whether based upon the conviction, the person poses a risk to working safely with victims of crime. If the grantee intends to hire or retain the employee, potential employee or volunteer, the grantee shall document in writing the reasons for hiring or retaining the individual. These reasons shall address how the applicant/employee/volunteer is presently suitable or able to work with victims of crime in a safe and trustworthy manner, based on the policy or procedure(s) described in the preceding paragraph of this section. The grantee will place this explanation, along with the applicant/employee/volunteer’s criminal history check, in the employee/volunteer/ personnel file for permanent retention.

E. GUIDELINES FOR ALLOWABLE AND UNALLOWABLE COSTS AND SERVICES

1. ALLOWABLE COSTS AND SERVICES

All reasonable activities and expenses that support or enhance the direct provision of the Statutorily Mandated Core Services below, and as outlined in OARs 137-078-0030, are allowable.

If you are planning an expenditure and have a question as to whether the expenditure is allowable, please contact the Fund Coordinator before the expense is incurred.

1.1. Statutorily Mandated Core Services

The Program shall provide core services to victims of all types of crime, with particular emphasis on serious crimes against persons. The core services shall be coordinated with available community and government based programs that serve crime victims within the jurisdiction of the City or County Program, in order to maximize benefits to crime victims. The core service categories are as follows:

1.1.1. Service Category: Victims' Rights Notification: "Inform victims, as soon as practicable, of the rights granted to victims under Oregon law."

(i) Service Definition: Establish a written procedure for notification to crime victims of their rights in Oregon.

(ii) Specific Service: Provide notice to victims of crime about their rights as a crime victim as soon as practicable including providing information about specific rights which must be requested to become rights, and provide access to information about how to remedy situations where crime victim notification rights are not honored.

1.1.2. Service Category: "Ensure that victims are informed, upon request, of the status of the criminal case involving the victim."

(i) Service Definition: Establish a written procedure for notification to crime victims of any critical stages¹ of the criminal case as defined in ORS 147.500(5).

(ii) Specific Services: Upon crime victim request inform crime victims in advance of any critical stage of the proceeding.

1.1.3. Service Category: "Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime."

(i) Service Definition: Establish written procedures on providing "advocacy" which is defined as the act of assisting crime victims and family members through the aftermath of a crime, ensuring their rights are honored within the criminal justice system.

(ii) Specific Services: Advocacy for the purposes of these rules includes advocacy of the core services outlined in the approved Program application as well as acting as a liaison in locating and utilizing resources to improve the crime victims' emotional and mental health.

¹ Critical State hearings include: Juvenile detention and shelter hearings, release hearings or hearings to set or change conditions of release, hearings to review juvenile placement, hearings to transfer juvenile proceedings or parts of juvenile proceedings, waiver hearings, entry of plea and juvenile admission hearings, trial and juvenile adjudication hearings, juvenile dispositional hearing including restitution, juvenile review or dispositional review hearings, probation violation hearings including probation revocation hearing, expunction hearings, and hearings for relive from duty of sex officers to report.

1.1.4. Service Category: "Assist victims in preparing restitution documentation for purposes of obtaining a restitution order."

(i) Service Definition: Establish a written procedure for assistance to crime victims in obtaining restitution or compensation for medical or other expenses incurred as a result of the criminal act;

(ii) Specific Service:

- Identify and contact crime victims who have sustained monetary losses and obtain verification of those losses (estimates of damage, salary verification, etc.);
- Make available to the Prosecuting Attorney and courts documentation of losses incurred by the crime victims;
- Assist crime victims when it is necessary for them to attend a restitution hearing;
- Assist crime victims who inform the Program of non-receipt of restitution payments by providing referral to persons who may assist the crime victim in obtaining a remedy for a violation of crime victims' right;

1.1.5. Service Category: "Prepare victims for court hearings by informing them of procedures involved."

(i) Service Definition: Establish a written procedure to prepare crime victims for the various court stages through which a case progresses;

(ii) Specific Service: Prepare crime victims, when practicable, either by written or oral communication, of the various court procedures through which a case progresses (grand jury, arraignment, plea trial, etc.).

1.1.6. Service Category: "Accompany victims to court hearings when practicable and requested."

(i) Service Definition: Establish a written procedure to describe the circumstances under which crime victims may be accompanied to court hearings by Program personnel, consistent with the purpose of providing support and information when deemed necessary or upon request. The procedure shall define when this service is not practicable.

(ii) Specific Service:

- Upon request or when deemed necessary by the Program staff, arrange for advocate(s) to accompany crime victims to court;
- When possible, advocates who accompany crime victims to court will remain with crime victims throughout their court appearances.

1.1.7. Service Category: "Involve victims when practicable or legally required in the decision-making process in the criminal justice system."

(i) Service Definition: Establish a written procedure for crime victims' input into the decision-making process, both at the prosecutorial and the judicial level;

(ii) Specific Service:

- Involve the crime victims in the sentencing process, including appearances at sentencing hearings, making the court aware of the victim's presence, and facilitating the crime victim's involvement in the preparation of pre-sentence reports and the "Victim Impact Statement";
- Upon the crime victims' request, and to the extent practicable, insure consultation with crime victims of violent felonies regarding the plea discussions before final plea agreements are made.

1.1.8. Service Category: "Inform victims of the processes necessary to request the return of property held as evidence."

(i) Service Definition: Establish a written procedure to inform crime victims and all family members of deceased crime victims of the process for the return of property held as evidence;

(ii) Specific Service:

- Refer crime victims to those criminal justice authorities responsible for the return of property held as evidence;
- Intercede on behalf of crime victims with those criminal justice authorities responsible for the return of property in order to obtain the early release of victims' property when necessary.

1.1.9. Service Category: "Assisting victims with the logistics related to court appearances when practicable and requested."

(i) Service Definition: Establish a written procedure to assist victims facing logistical barriers to appearing in court;

(ii) Specific Service:

- Assist crime victims in arranging for the provision of temporary child care when appropriate;
- Upon request, arrange for transportation of crime victims when deemed necessary for their participation in the criminal justice proceedings;
- Upon request, intercede with an employer on the crime victims' behalf where the need for court appearance has caused, or will cause, an employed person to lose time from work and possibly jeopardize his/her employment in compliance with ORS 659A.272.

1.1.10. Service Category: "Assist victims of crimes in the preparing and submitting Crime Victims' Compensation Program ("CVCP") claims to DOJ under the Act."

(i) Service Definition: Establish a written procedure for notification to crime victims and relatives of deceased victims of compensable crimes under the Act of the existence of the CVCP. When requested, or determined to be necessary by CVSD, assist crime victims in collecting required documentation, completing and submitting CVCP applications;

(ii) Specific Service:

- Notify crime victims of the existence of the CVCP and provide an explanation of available benefits by providing crime victims and relatives with an informational brochure and an application form;
- When requested, assist crime victims and relatives, who are not able to do so independently, in gathering information and completing their applications in order to submit a claim for compensation under ORS 147.005 to 147.365.
- Upon request, inquire as to the claim status and payments with the CVCP.

1.1.11. Service Category: "Encourage and facilitate victims' testimony."

(i) Service Definitions: To develop practices to address the interests, needs, and safety of crime victims in order to encourage and facilitate crime victims' testimony;

(ii) Specific Service:

- Orient personnel of the criminal justice system, who will or may have contact with crime victims, to the needs of crime victims in general and in special circumstances, to the needs of particular crime victims;
- Provide a safe waiting area separated from the defendant, defendant's family and friends;
- Notify the appropriate law enforcement agency if protection of the crime victim is requested or deemed necessary by staff;
- When deemed necessary, advise the proper authorities of the need to include no contact provision with the crime victim as a condition of a release agreement and order and sentencing judgment;
- In those cases where tampering with or harassment of a crime victim occurs, encourage prosecutors to file proper charges and to give the charges priority in prosecutorial charging decisions;
- When hearings are cancelled, insure that a procedure exists to notify crime victims who have been requested or subpoenaed to appear, that the hearing has been cancelled, and that the victims' appearance has been excused, or continued to a future date, as the case may be; and
- The services listed above may be provided to a witness to a crime, as deemed necessary or appropriate by CVSD in circumstances where the witness has been traumatized by the crime.

2. ALLOWABLE EXPENSES TO SUPPORT CORE SERVICES

2.1. Salary and Personnel Expenses (benefits). These include costs that are directly related to providing direct services, such as staff salaries and benefits, CFA funds may be used as payment for state and federal taxes, including all employer paid taxes.

2.2. Contractual Services or Professional Services. Professional services may be performed under contract with the city or county, by individuals and organizations, when such services are not readily available within the Program and are clearly consistent with the intent and purposes of providing direct services to victims of crime. Employees on the Program's payroll are not eligible to provide professional services under contract with the Program.

Contractual guidelines as per OAR 137-078-0041 (5) can be found on pages 15 & 16 of this Handbook.

2.3. Training and travel for direct victim assistance staff.

2.4. Operating Costs such as, but not limited to, supplies, printing, copying and postage; operating costs are not considered indirect costs. Examples of allowable operating costs include: supplies; equipment use fees (when supported by usage logs); printing, photocopying and postage; brochures that describe available services; books and other victim-related materials. This includes prorated costs of victim service agency rent, water, sewer, heat and electricity, telephone service, transportation costs for victims to receive services, and local travel expenses for service providers. These costs should be prorated for the portion of the agency budget funded by CFA.

2.5. Administrative Program Costs up to but not to exceed 10% of the CFA and Unitary Assessment ("UA") Grant Award to be included as a portion of staff FTE and used for fund and program management.

(i) **Supervision.** CFA 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.

(ii) CFA funds may support administrative time to complete CFA required time and attendance sheets, programmatic documentation, reports and statistics, and crime victims' records.

2.6. Emergency Services and assistance. Services which respond to immediate emotional and physical needs (excluding medical care) of crime victims, such as: crisis intervention; accompaniment to hospitals for medical examinations; crisis hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims, such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance, 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.

Regarding emergency funds used to meet the critical emergency financial needs of crime victims, written policies must be established that specify the types of expenses to be covered by an emergency fund, the method of monitoring and accounting for such funds, and any work or repayment requirements. Emergency payments must be itemized as to the specific nature of each emergency and the expenses paid. The victim's identity is not required. This information is to be kept in the appropriate CFA file.

It is advised that careful attention be given to the use of CFA funds for emergency expenses which might also be covered under the state Crime Victims' Compensation Program. Payment under a CFA emergency fund would be considered a collateral resource and may be deducted from a victim's compensation benefits.

Emergency transportation costs that enable a victim to participate in the criminal justice system are also allowable.

CFA funds may go towards purchasing food and/or beverage for victims on an emergency basis. Costs associated with food and/or beverage must be considered reasonable. Gift cards may not be directly provided to victims. However, gift cards can be used by the agency staff to purchase emergency food items for individual victims.

2.7. Travel and lodging expenses for a victim to attend legal proceedings directly related to their victimization.

2.8. Furniture and Equipment purchases that provides or enhances direct services to crime victims. Programs are required to be prudent in the acquisition of equipment. Careful screening should take place before purchasing equipment to be sure that the property is needed and the need cannot be met with the equipment already in the possession of the Program. Monies expended for the purchase of equipment that is already available for use within the county or city will be considered unnecessary and an unallowable Program expense.

2.9. Outreach activities and coordination of community collaborations.

CFA funds may be used to increase access to services for crime victims and may support presentations that are made in schools, community centers, or other public forums. These presentations must be designed to identify crime victims, inform participants of agency services and available options and/or refer them to needed services. Presentations to the community designed to recruit and train volunteers for the victim service program are allowable. The costs related to such programs, including presentation materials, brochures and newspaper notices, can be supported by CFA funds. *Presentations that are designed specifically for prevention or for educational purposes are not allowable under CFA.*

2.10. Mental Health Assistance. Mental health assistance includes those services that assist primary and secondary victims in understanding the dynamics of victimization and in stabilizing their lives after victimization, including counseling, group treatment and therapy. "Therapy" refers to intensive, professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Intensive, professional, psychological/psychiatric treatment and/or counseling are differentiated from peer support by an emphasis on a therapeutic process tailored by an individual treatment plan. CFA funds are not intended for long-term intensive therapy in individual settings. CFA funds may be used for up to six months of crisis intervention in group therapy. This may include family therapy for victims of child abuse.

2.11. Forensic Examinations. For sexual assault victims, forensic medical exams are allowable only to the extent that other funding sources (i.e., Oregon's Sexual Assault Victims' Emergency Medical Response Fund, private insurance, or public benefits) are unavailable or insufficient to cover the cost of the exam.

2.12. Restorative Justice. This includes opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and would result in a possible beneficial or therapeutic value to crime victims. These services will be closely reviewed. At a minimum, the following will be considered:

- The safety and security of the victim;
- The benefit or therapeutic value to the victim;
- The procedures for ensuring that participation of the victim and offender are voluntary and that all parties understand the nature of the meeting;
- The provision of appropriate support and accompaniment for the victim;
- Appropriate “debriefing” opportunities for the victim after the meeting or panel;
- The credentials of the facilitators; and
- The opportunity for a crime victim to withdraw from the process at any time.

2.13. Other activities and expenses necessary to provide direct victim services must be reviewed and approved by the DOJ CVSD Fund Coordinators.

3. UNALLOWABLE COSTS

The expenses and activities listed below are unallowable uses of CFA funds:

- 3.1. Indirect program costs.** Indirect costs are NOT allowable. Indirect costs are costs of an organization that are not readily assignable to the particular grant, but are necessary to the operation of the organization and the performance of the grant (i.e., information services, payroll costs, depreciation and administrative salaries). The costs of property liability insurance on buildings and property, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payment and construction may not be supported with CFA funds.
- 3.2. Activities or costs that support prosecution or law enforcement functions.** CFA funds cannot be used to pay for activities directed at improving the criminal justice system’s effectiveness and efficiency, such as witness notification, management activities and expert witnesses. Victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency’s responsibility and cannot be supported with CFA funds. CFA funded staff cannot be used to provide these services.
- 3.3. Crime prevention activities.** Though public presentations are allowed for those who help crime victims identify their own victimization, general public education, prevention and awareness campaigns are not allowable. Allowable public information costs are limited to efforts describing the direct services under the grant and an explanation of how those services can be obtained (i.e., publication of pamphlets, brochures, etc).
- 3.4. Purchase of vehicles or buildings.**
- 3.5. Retirement of any debt or reimbursement of any person or entity for expenditures made or expenses incurred prior to the date of the current grant agreement.**
- 3.6. Perpetrator/Offender rehabilitation and counseling.** Grantees cannot knowingly use CFA funds to offer rehabilitative services to offenders. Likewise, CFA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- 3.7. Witness activities (for those who are not crime victims).**
- 3.8. Entertainment, honoraria, gifts, gift certificates, and recreational or sport activities.**

3.9. Fundraising activities. CFA funds may not be used to pay for fundraising or administrative staff expenses. This also includes CFA funded personnel performing those activities. For example, volunteer coordinators who coordinate or organize fundraising events should not be charging these activities to CFA.

3.10. Conference costs for individual crime victims.

3.11. Investment of CFA grant funds.

3.12. Training for individuals not providing direct service.

3.13. Any other costs at the discretion of the DOJ CVSD.

F. GUIDELINE FOR CONTRACTUAL SERVICES

As per OAR 137-078-0041, City and District Attorneys are required to administer the Program. Administration of the Program shall serve the objective of incorporating these programs as an integral function of the prosecutor's office, to the end that there is an efficient and coordinated merger between the interests of serving the needs of the victim and the prosecution of crime. In light of this objective, no contract may be entered into which will allow the Program to be administered independently of the control and policy direction of the city or District Attorney whose Program is the subject of the contracted service. Any allowable contract shall:

1. Detail those specific services identified in the approved Program that are to be carried out by the contractor;
2. Provide for coordination of the contractor's functions with those of the prosecutor's city or county office, including as appropriate, the services to be performed, the contractor's access to the prosecutor's records and personnel, and the exchange of such communications between the prosecutor's office and the contractor as are necessary to the ongoing performance of the contract services and the prosecutorial function;
3. Provide that ultimate program control and policy direction not addressed in the agreement shall be retained as the responsibility of the prosecutor and that he or she shall provide timely consideration and written determination thereof; and
4. Provide a procedure for routine review by the city or District Attorney of the contractor's performance, facilitated by quarterly activity reports to be made by the contractor to the prosecutor outlining the activities and accomplishments during the report period, any problems in operation or implementation of the contracted services, and any critical observations relative to the program's operation.

WHEN DO I NEED A CONTRACT?

A CONTRACT for professional services with the city or county by individuals and organizations is required when: 1) such services are not readily available within the Program and 2) anytime a financial transaction will occur between the agency and another entity or person. The services must be clearly consistent with the intent and purposes of the CFA funds.

The contract or other written agreement must not affect the grantee's overall responsibility for the duration of the grant and accountability to the Oregon Department of Justice. A signed copy of that contract must be uploaded in E-Grants during the application process.

The contract must include the grant policies and the flow-through requirements that are applicable to the contractor or other secondary recipient, other policies and procedures to be followed, and the cost principles to be used in determining allowable costs. In addition, the following elements should be considered when executing an Independent Contractor Agreement:

- Parties to the Agreement
- Term of the Agreement
- Scope of Work and Deliverables
- Contractor Compensation
- Independent Contractor Relationship
- Representations and Warranties
- Indemnification
- Confidentiality
- Insurance Requirements
- Amendments
- Signature of Authorized Representatives

See Appendix C for a sample of minimally recommended elements of an Independent Contractor Agreement.

G. GUIDELINES FOR A MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) is required of an agency when they have applied for funds with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.

The following elements should be considered when constructing an MOU:

- Describe each partner agency;
- State the purpose of the MOU;
- Clearly describe the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success;
- Identify the staff responsible for completing the specific responsibilities, this should include meeting DOJ CVSD reporting requirements;
- Describe how the collaboration/partnership benefits the project;
- Describe the resources each partner would contribute to the project. This can be in-kind contributions of staff, space or other resources, delivering services, or offering training, etc.;
- Provide a statement that the lead agency accepts full responsibility for the performance of the collaborative organizations/agencies; and
- The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency and include title and agency name.

WHEN DO I NEED A MEMORANDUM OF UNDERSTANDING?

A MEMORANDUM OF UNDERSTANDING should be used when you submit a request for application involving a collaborative partner(s) that agrees to provide a non-financial exchange that will enhance the project. Examples include: a work station for an out-stationed advocate or training for staff.

See Appendix D for a sample format of a Memorandum of Understanding.

H. GUIDELINES FOR TRAINING AND TRAVEL

1. Travel/Mileage for Direct Services

Travel for which costs are incurred by paid and volunteer staff must be for the purpose of providing direct services to victims. This may include reasonable costs for transporting victims in connection with the provision of direct services. The travel must take place within the grant period (i.e., between the grant's beginning and ending dates) and prior to the Availability Termination Date as specified in CFA Grant Agreement. All travel expenses paid with CFA funds must be documented and retained in the appropriate CFA file.

2. Training Related Travel

CFA funds can support costs such as travel, meals, lodging and registration fees to attend victim advocacy related training within the state. Programs should first look for available training within their immediate geographical area, as travel costs will be minimal. Training within Oregon need not be approved in advance, as long as training has been approved in the grant budget. It is the agency's responsibility to ensure that training costs comply with CFA restrictions. Therefore, it is advisable that agencies confer with DOJ CVSD regarding the appropriateness of specific training events to avoid having reimbursement for these costs rejected at a later date.

3. Training Outside of Oregon

When needed training is unavailable within the grantee's immediate geographical area, CFA funds may support training outside of the geographical area. For example, grantees may benefit by attending national conferences that offer skills-building training workshops for victim assistance providers. In order to assure the most cost-effective use of CFA funds, **training outside Oregon must be approved by DOJ CVSD in advance**, unless a specific training is approved at the time of the grant award.

When requesting out of state training in advance, the following must be provided:

- Agenda;
- Reason for attending;
- Description of topics sufficient to establish that training is for direct victim services skill development;
- Itemized costs; and
- Reasons why comparable training within the state is unavailable.

4. Per Diem Rates

All travel using CFA funds must be within the standard government per diem rates for lodging and for meals and incidental expenses. Government per diem rates can be found at: <http://www.gsa.gov/portal/category/21287>. CFA funds will not pay for tips, meal service or bar charges.

5. Unallowable Costs Related to Training

- Training unrelated to direct victim services, such as grant writing, fundraising, lobbying or general administration/management;
- Training of persons who do not provide direct victim services, such as Executive Directors, administrative or clerical assistants;
- Costs associated with a grantee providing training to individuals from other organizations (staff from other organizations can be invited to attend training activities

that are held for the grant recipient's staff, if no additional costs will be incurred by the CFA funded grantee);

- Development of training manuals, extensive training materials or curricula;
- Costs of sending individual crime victims to conferences;
- Sponsorship of regional or statewide conferences; and
- Food or beverages, without prior discussion with the DOJ CVSD Fund Coordinator.



Any training outside of Oregon must be pre-approved by your fund coordinator and budgeted in your grant.

SECTION 4

CFA GRANT APPLICATION PROCESS

A. APPLICATION TIMELINE

CFA grant funds are applied for on a biennial basis and are a non competitive process. The fiscal year is from July – June. Application for Program approval shall be submitted through CVSD E-Grants. See below for further information regarding CVSD E-Grants.

When the request for application (RFA) is released, it can be accessed on the DOJ CVSD website: <http://www.doj.state.or.us/victims/pages/cfa.aspx> and by logging into the CVSD E-Grants system.

B. APPLICATION REVIEW PROCESS

Applications will be funded if they sufficiently meet the eligibility requirements and providing CFA funds are available from the State for sub-grants. DOJ CVSD staff review applications internally and check to make sure they comply with CFA ORS and OARs. In order to assess each applicants' ability to provide the fiscal management, reporting and other terms required by this RFA and the DOJ CVSD grant agreement, staff will review program financial and service data at site visits (and other relevant information and reporting for grants active from 2011 through the present). DOJ CVSD staff may seek clarification from applicants on an application, including asking for additional information, and may require additional changes from an applicant.

C. RESERVATION OF RIGHTS

DOJ CVSD reserves the right 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 its 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.

D. CVSD E-GRANTS

CVSD E-Grants is a comprehensive web-based grant application and reporting system. Using CVSD E-Grants grantees complete grant applications, submit reports, and request grant amendments on-line. We anticipate that this system will provide for a more streamlined application and reporting process for both grantees and DOJ CVSD staff. In addition, the system allows us to be mostly paperless, saving both natural resources and shipping costs.

The web address for CVSD E-Grants is www.cvsdegrants.com. In order to use CVSD E-Grants you must be granted access via your agency's Authorized Official (AO). For VAP programs this is most often the District Attorney of the county.

For more information on how to access E-Grants, as well as how to complete most functions in E-Grants, grantees can consult the CVSD E-Grants Applicant User Guide found at: http://www.doj.state.or.us/victims/pdf/cvsd_egrants_applicant_user_guide.pdf

SECTION 5 MAINTENANCE AND RETENTION OF RECORDS

Oregon law (OAR 137-078-0035) requires the following with respect to maintenance and record retention:

1. The Program shall maintain accurate, complete, orderly, and separate records. All records and documents must be adequately stored and protected from fire, electronic disclosure, and other damage.
2. All record books, documents, and records related to the program must be accessible to the DOJ CVSD Fund Coordinator during a site visit.
3. The accounting system shall insure that CFA funds are not commingled with funds from any other source. Funds specifically budgeted for/or received in connection with one grant may not be used to fund another grant.
4. Revenues and expenditures for each grant shall be separately identified and tracked within the grantee's accounting system or records. In the event a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant awarded.
5. Any carryover of CFA funds shall not revert to or be transferred to the city or county's general fund or other fund. A "carryover" is defined as any unexpended monies remaining in a Program, at the end of the term of the grant for the Program. See additional information regarding unexpended funds in *Section 7: Financial Requirements* in this Handbook.
6. All records must be secured and confidential and retained for six (6) years after expiration and in accordance with the Oregon Department of Justice record retention scheduled as required in OAR 166-300-0015 (7). For a complete description of record retention schedules please access the OAR listed.

SECTION 6 REPORTING REQUIREMENTS

A. OVERVIEW

Per OAR 137-078-0045: *“The Program shall submit reports as required by CVSD for each year of Funding provided by the Grant. Reports shall be submitted within 30 days of receiving instructions from the Administrator. Failure to submit reports by the due date established in the instructions may result in a suspension of funds disbursed to the Program until the reports are submitted and approved.”*

Grantees must collect and report certain data in order to comply with both state and federal requirements. Grant recipients are strongly encouraged to develop data collection systems that offer maximum flexibility. Unless otherwise stated, all data collected and reported for CFA reporting purposes must be limited to those activities and services directly funded by the CFA grant and not to overall agency activities. It is permissible, with DOJ CVSD approval, to pro-rate certain information based upon a reasonable, accurate and logical basis (i.e., FTE funded by the grant).

B. REPORTING REQUIREMENTS

1. How to Submit Reports. All reporting for CFA funds will be completed through CVSD E-Grants.

2. Report Due Dates:

Reporting Period	Type of Report Due	Report Due No Later Than:
July 1 st – September 30 th Quarter 1	Quarterly Financial Report (QFR)	October 31 st
October 1 st – December 31 st Quarter 2	Quarterly Financial Report (QFR)	January 31 st
January 1 st – March 31 st Quarter 3	Quarterly Financial Report (QFR)	April 30 th
April 1 st – June 30 th Quarter 4	Quarterly Financial Report (QFR) Annual Report (PR)	July 20 th *

*DOJ requires reports submitted early in July due to the closing of the fiscal year.

3. Quarterly Financial Reports (QFRs)

Grantees will submit quarterly financial reports. As CFA funds are issued prospectively, with quarterly equal payments, the report will provide information regarding expenditures already incurred by the funds received for that particular quarter.

a. Expenditures

- Expenditures should be reported for actual approved and incurred expenses.
- **All expenditures must coincide with the current approved budget submitted**, which will be one of the following:
 - the original budget submitted with the grant application;
 - an amended budget submitted through E-Grants;
- CFA payments are equal payments (subject to availability of funds) throughout the grant period made on a quarterly basis.
- DOJ CVSD will review financial reports for allowable expenditures under goods and services purchased during the grant period.

- Expenditures reported on the financial report must be on the approved budget or within the guidelines as shown below in b. CVSD E-Grant: Financial Reports.
- Failure of the grantee to operate the program in accordance with the approved budget may result in suspension and/or termination of the grant agreement.
- DOJ CVSD will hold a grantee accountable for any overpayment, audit disallowances, or any other breach of grant agreement that results in a debt owed.

b. CVSD E-Grant: Financial Reports

The E-Grant QFR will show *page errors* if any of the following is entered:

- Total costs in the Personnel category (Salary + Personnel Expenses) in excess of the budgeted amount for the Personnel category.
- Unbudgeted costs totaling more than \$500 in the Services and Supplies and Other Costs categories.
- Costs in any unbudgeted subcategory.



It is the responsibility of the grantees to adhere to the approved budget as referenced in the grant agreement, or to request a budget amendment. The main point to remember is that at no time may a budget modification change the scope of the original grant agreement.

c. Attachments

Copies of check stubs, timesheets, accounts, ledgers, or other supporting documentation should NOT be submitted with the QFRs unless otherwise instructed. The documentation must be separated by each budget category with the amounts clearly identified. These records will be verified during a programmatic and financial site visit.

d. Important Information Regarding Payments

- The April 1 - June 30 Financial Report submitted without the accompanying required Annual Progress Report will not be processed until the report has been submitted and reviewed.
- It is the responsibility of the grantee to respond to all requests for edits or information made by DOJ CVSD grant unit staff in a timely manner. Failure to comply will delay payment.
- Grantees may not obligate funds, order goods, enter into contracts, or request purchase orders prior to the start of the grant period.
- Financial Reports may be submitted in E-Grants by organization members with the role of Authorized Official, Agency Administrator, or Financial Officer. It is the responsibility of the grantee agency to ensure that only those organization members authorized to submit a financial report do so. **DOJ CVSD will assume that all financial reports submitted in E-Grants have been approved by the county's or city's Fiscal Officer as a true and accurate representation of grant expenditures.**
- Grantees must maintain in agency files supporting documentation for each financial report submitted.

e. Unliquidated Obligations (Cash or Accrual Basis)

Agencies may complete QFRs based on either accrual or cash principles.

1. Cash basis is the method of reporting revenues and expenses when cash is actually received or paid out.

2. Accrual basis is the method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when the charges are incurred, regardless of when payment is made.

f. **Final (Closeout) QFR**

Agencies have 20 days after the end of the last or final reporting period for any CFA grant (no later than July 20th) to report expenses, request reimbursement and reconcile any discrepancies.

On occasion, agencies may incur obligations or encumber funds toward the end of a grant period for which payment cannot be made until after the grant period has ended. In most instances, these types of unliquidated obligations will be due to accrued payroll expenses or, on rare occasions, an approved operating expense item which was ordered by the end of the grant period, but not yet paid. In such cases, agencies may include in the final QFR the actual expenditures paid during the reporting period and any obligations made *prior* to the end of the grant period, but not yet paid.

Agencies cannot use the final QFR to retroactively charge off previously unreported expenses in order to fully expend the CFA grant award.

4. Progress Reports

a. **Annual Report**

The Annual Report will be completed through CVSD E-Grants and will be a component of the Progress Report due by July 20th. The Annual Report shall consist of narrative and statistical information for the grant period from July 1 through June 30.

(i). **Statistical Report**

Statistical data is one component to the annual report and is divided into two sections: victimization and services provided. It is essential that the proper data be collected and reported; the data will be used to comply with both state and federal requirements.

- **Victimization by Type.** This is an *unduplicated* count of the number of victims served by: 1) CFA funds only; and 2) Program-wide (victims served by all VAP funds). Victims are counted only once per report period unless they were receiving services due to another victimization.
- **Services Provided by Type.** This is a *duplicated* number of the services provided to victims. A service is counted each time (duplicated count) a client is provided such a service during a given report period.

The following are examples of unduplicated/duplicated data:

- The VAP staff provides services to a victim on October 15, 2013, January 25, 2014 and June 8, 2014 related to the same assault crime. This victim will be counted only once on the Statistical Report, unless the person is the victim of another crime.
- The VAP staff provides services to a victim on October 15, 2013, January 25, 2014 and June 8, 2014. While this person is counted once as a victim on the Statistical Report, the services are counted each time a service is provided.

Pro-Rating Statistics: All statistical data must be as accurate as possible. Because the agency collects CFA and program-wide statistics, pro-rating the statistics by the FTE of direct service staff funded by a specific grant would accurately represent the number of victims served and services provided by the grant.

The following is an example of one acceptable way to pro-rate statistics:

- One full-time member of the VAP staff is 40% funded by CFA (.4 FTE). The staff member provides services to 600 victims during the reporting period. All 600 victims would be included in the “Entire VAP” data column and 240 victims (600 x .4) would be included in the “CFA Fund Specific” data column.

See **Appendix A** for further information and service definitions on the Statistical Report.

(ii). **Narrative Report**

The narrative report component to the Annual Report includes a series of questions regarding the use of CFA funds over the report period. The responses should be as complete and concise as possible.

(iii). **Goals, Outputs and Outcome Measures Report**

Reporting progress achieved on the Common and Optional outcome measures is required. CVSD E-Grants will pull from the original application the agency goals, target outputs and projected outcome measures. The agency will respond to the output and outcome measures by inserting the actual numbers and percentages achieved. If any target output or outcome measure is not achieved, the agency is requested to provide a clear and concise explanation.

C. NON COMPLIANCE WITH REPORTING

All DOJ grant agreements (Section 6 of the CFA grant agreement) provide that grantees who fail to meet any of the reporting requirements included in this section (financial, narrative, statistical, or outcome measures) 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.

D. OTHER REQUIRED COMMUNICATION

1. Request for Amendments

An amendment request is used to request programmatic and/or financial changes associated with a grant award as they occur during the grant cycle. Consider the following when requesting an amendment:

- At no time may a program or budget modification change the scope of the original grant agreement.
- Funds may only be moved and spent within the scope of the approved services.
- Budget revisions do not change the total amount of funding available for the grant.
- If a grantee determines that any modification of the approved budget of a grant period is necessary, a request should be made in E-Grants using the “Amendment Request” form.
- **The grantee must obtain approval from DOJ CVSD for any amendment requests prior to the change being implemented.**
- All amendment requests must be received at least 45 days prior to the end of the award period to be considered during the final quarter of a grant award.
- **Requests submitted after the project end date or those that would require retroactive approval shall be denied, unless by exception of the DOJ CVSD Director.**
- CVSD will review each amendment request and will approve on a case-by-case basis.

a. Budget Amendments

A budget amendment request is required for any of the following circumstances:

- Redirection of funds in or out of the Personnel, Services and Supplies, or Other Services category; or
- Movement of funds among budgeted line items that totals more than \$500 in the Services and Supplies or Other Services categories; or
- Movement of funds to any unbudgeted category; or
- Extension of the project period (*not applicable for non-competitive grants*).

A **budget amendment** request is **not required** for the following circumstances:

- When funds are moved between the Salary and Personnel Expenses line items in the Personnel category.
- When funds **totaling less than \$500.00** are moved among approved budgeted line items in the Services and Supplies or Other Services categories.

Budget Amendment Documentation:

In order to request a Budget Amendment, the Amendment Request page must be completed in E-Grants. The Amendment Request page includes a Budget Amendment Request Form that can be downloaded, completed, and uploaded back on the Amendment Request form. When the Amendment is complete, change the status of the application to submit it to DOJ CVSD.

If approved, DOJ CVSD staff will make the requested changes to the grantee’s budget in the E-Grants system and the grantee will be notified of the approval via a system notification in E-Grants.

For more information about how to request an amendment in E-Grants please consult the CVSD E-Grants Applicant User Guide found at:

http://www.doj.state.or.us/victims/pdf/cvsd_egrants_applicant_user_guide.pdf.

Once approved, all subsequent QFRs will automatically contain the amended grant budget. **Grantees will not be able to submit QFRs while an amendment request is in process.**

b. Program Amendments

While not an inclusive list, the following changes will require a program amendment:

- Change to personnel or positions.
- Modifying the approach or scope of any component of the program.
- Making any change in collaborative partnerships.
- Adding, deleting, increasing, or decreasing a target output or outcome measure.

When requesting a ***program amendment***, a detailed explanation and justification will be required on the Amendment Request form in E-Grants that includes a complete description of the requested change and the effect the change will have on the project.

Once the grantee has received written approval of a performance or project amendment from DOJ CVSD, all future reports, either financial or progress, must reflect the appropriate revisions.

E. ACHIEVEMENT OF OPERATIONAL STATUS/GRANT COMMENCEMENT

Each CFA funded grant not achieving operational status within sixty (60) days of the beginning date of the grant period listed in the grant must submit a letter to DOJ CVSD describing: steps taken to initiate the grant; reasons for the delay; and the projected operational date. If the operational status is not achieved within ninety (90) days of the beginning of the grant period, the grant recipient must submit a second letter explaining the additional delay in implementation. DOJ CVSD may, after reviewing the

circumstances, elect to terminate the grant and redistribute the funds. This is included in your CFA grant agreement Section 5.01.

The grantee must establish and maintain program records that document that grant activities are in compliance with the approved budget narrative. Such records must be readily available for review at the time of a site visit. This is included in your CFA grant agreement Section 5.07.

F. TERMINATION OF A GRANT

A grantee must immediately notify DOJ CVSD should they need to terminate their grant agreement (i.e., program closure). More information on termination by grantee or grantor (DOJ) can be reviewed on the sample grant agreement on the DOJ CVSD website at:

<http://www.doj.state.or.us/victims/pages/cfa.aspx>.



***Didn't find the information you
were looking for? Call or
e-mail your Fund Coordinator
anytime with questions!***

SECTION 7 FINANCIAL REQUIREMENTS

A. INTRODUCTION

According to OAR 137-078-0040: *“In addition to Program application documents, subsidiary record documentations, and source documents, e.g., invoices, time and payroll records, and cost computations are the instruments upon which expenditure of grant Funding and Program compliance will be determined. All ledger account entries must be supported by secondary or intermediate records in the original source documentation. Programs shall follow Generally Accepted Accounting Principles (GAAP) standards. Programs that do not follow GAAP standards and practices may be subject to an additional program reviews which may result in non-renewal of program approval.”*

B. STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS

All grantees are required to establish and maintain grant accounting systems and financial records to accurately account for awarded funds. Grantees shall expend and account for grant funds in accordance with state laws and procedures for expending and accounting for their own funds.

Accounting Systems

Each grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls. Each grantee is also responsible for ensuring that an adequate system exists for any subcontractors, when applicable. The grantee is free to use any accounting system that the grant recipient has established if the system meets the following minimum criteria:

1. Each grant should be accounted for separately. Each grant award is regarded as coming from a separate fund source and should be accounted for as such. All grant records should reflect the grant number listed on the award documents;
2. Entries in the accounting records should refer to manual documentation that supports the entry and which can be readily located;
3. Receipts should be classified by source of funding (i.e., the name and number of the grant to which the associated costs have been charged). As a matter of convenience, grantees are encouraged to use the grant award number assigned to the grant by DOJ CVSD, unless currently existing agency coding structures prevents this practice. If costs attributable to the grant program include those from sources other than the federal grant, such as donations, income earned by the grant, or funds from other sources, this should be clearly noted on receipts;
4. Expenditures should be classified by the budget categories included in the grant application. All expenditure documents, regardless of type, must include the assigned grant number;
5. The accounting system must be such as to provide adequate information for the prompt and accurate submission of QFRs;
6. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies. The internal controls should be documented in written procedures and be followed consistently;
7. The accounting system should include a system of property records for all equipment. At a minimum this should include information on the acquisition date, serial numbers, equipment value and funding source(s) used to obtain the items. For more details refer to the Equipment section on pages 29-30;
8. All required financial records shall be maintained for six (6) years from the date of the end of the grant period or until all questions arising from audits have been resolved; and

9. An electronic and/or hard copy file should be kept on each CFA grant. The file should reflect the grant number and contain at least the following items:
- Grant award documents;
 - Grant amendments or any changes to the grant award;
 - Supporting documentation of any expenditures pertaining to this grant (i.e., original receipts, invoices, etc.);
 - Documentation of employee and volunteer timesheets as pertains to the grant;
 - Signed copies of any contract supported by the grant;
 - Documentation of received CFA payments;
 - Property records of equipment purchased with CFA grant funds, including serial numbers;
 - Other pertinent information (i.e., correspondence with Fund Coordinator, memos from DOJ CVSD, training information, etc.); and
 - It is recommended that the following items are retained with those listed above: program application submitted for CFA funds, CFA Grant Management Handbook, reporting requirements, monthly revenue and expenditure reports, DOJ CVSD reports such as site visits and DOJ CVSD Request for Application (RFA).

C. COMMINGLING OF FUNDS

Agencies shall not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds which are provided to a grantee. However, the accounting system of all grantees must:

1. Ensure that CFA funds are not commingled with funds from any other source.
2. Funds specifically budgeted and/or received for one grant project may not be used to support another.
3. Revenues and expenditures for each grant should be separately identified and tracked within the grantee's accounting system or records.
4. Where a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant awarded.



Funds should not be commingled on a program-by-program or project-by-project basis. Individual accounts or cost centers should be established to control the funds for each grant. Proof of this will be requested as part of a site visit or desk audit.

D. UNEXPENDED FUNDS (CARRYOVER)

Any carryover of CFA funds shall not revert to or be transferred to the city or county's general fund or other fund. A "carryover" is defined as any unexpended monies remaining in a Program, at the end of the term of the grant for the Program.

According to OAR's 137-078-0015 (7& 8):

- If a Program does not expend all of its allocated Funds for the period of time described in the Grant, upon request of the Administrator, the Program shall explain to the satisfaction of the Administrator why the Grant monies were not expended and how those monies will be incorporated into the next year's Program. If the Administrator finds that the failure to expend all of the previously allocated funds was due to circumstances beyond the reasonable control of the Program, the Administrator may permit a Program to retain some or all the funds for use in a subsequent Grant.

- Any Program which has unexpended monies pursuant to a fully executed Grant (including an Amended Award of Funding), and which elects to file an objection to a notice of its alleged non-compliance under these rules, shall retain said monies until such time as the filed objection is resolved by the Administrator in favor of the Program. In the event the objection is not resolved in favor of the Program, the Program shall immediately return the monies to DOJ CVSD.

E. NON COMPLIANCE

In the event DOJ CVSD, after review of a Program, or otherwise, discovers non-compliance by a city or county with the terms of the grant agreement, funds which were allocated to a non-compliant city or county may be reallocated to eligible cities or counties. This will occur by applying the Formula which is applicable to the city or county, to the monies which were originally allocated to the non-compliant Program. A reallocation of Funding shall thereafter be made to Programs which are in compliance with their respective Grants or held in reserve by the Administrator for future Grant allocations. The reallocation of funds derived from the non-compliant Program shall be made in the form of an Amended Award of Funding in the same manner as an initial award of Funding pursuant to a Grant. (OAR 137-078-0015-5)

In the event Funds have already been disbursed to a Program which is or has been in non-compliance with the terms of the grant agreement, DOJ CVSD may adjust or reduce a Program's allocation in future fiscal years to take into account the Program non-compliance. (OAR 137-078-0015-6)

F. CONDITIONAL APPROVAL

1. "Conditional Approval" means Grant approval under circumstances in which the application establishes to the satisfaction of DOJ CVSD that it would not be practicable at time of application for the Program to initiate or maintain a Program which provides all of the core services described in Section 3.
2. Applications for Conditional Approval shall set forth a time table for implementation of all core services required under the Act and these rules that cannot be provided at the beginning of the funding period.
3. Conditional Approvals shall include the condition that continued approval is contingent upon complete implementation of additional services within an agreed to timetable, and that temporary approval for subsequent years will be contingent upon the addition of services and approval by DOJ CVSD.

G. REPORTING OF IRREGULARITIES

Grantees are responsible for promptly notifying DOJ CVSD of any illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

H. PROGRAM INCOME

Any revenue generated (interest) by CFA funds is considered program income and must remain in the fund to be expended by victim assistance program.

I. EQUIPMENT

Inventory information on equipment purchased with CFA funds must be kept in the grantees' CFA file. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage or theft to nonexpendable personal equipment. Any loss, damage or theft of nonexpendable personal equipment shall be investigated, fully documented and made part of the grant file. DOJ CVSD uses the federal

definition of equipment: “Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.”

State policies and procedures on the acquisition and disbursement of the equipment, in the event the grant recipient no longer receives a CFA grant, will be applied. **Retention: (a) Retain records of capitalized assets, equipment, furniture: 3 years after disposal or replacement of asset, destroy.**

SECTION 8 GRANTEE MONITORING

A. OVERVIEW

DOJ CVSD is responsible for the monitoring of grant recipient awards to ensure compliance with applicable federal and state guidelines. DOJ CVSD will provide program and fiscal monitoring and evaluation of grants between DOJ CVSD and grant recipients. Monitoring is conducted to determine if the grant recipient is adequately providing services outlined in their grant application and in accordance with the DOJ CVSD Grant Agreement, established program policies and procedures and this Handbook. Accomplishing these grant recipient monitoring objectives is achieved through a variety of monitoring techniques, including fund coordinator's review of reports, the telephone interview and on-site visits to the grant recipient agency.

B. SITE VISITS

A site visit may be prompted by: concerns within the agency, either as reported to the grant monitor by the agency or other parties; routine time for a visit (24 months since last visit), with no apparent concerns; or a request for a site visit by the grantee. Prior to the scheduled, in-person visit to the location of a grantee, a structured telephone interview will be held with the director or project manager. The telephone interview and in-person site visit will include a review of the following:

- Program administration;
- Financial reporting and accounting;
- Systems and controls;
- Program service delivery; and
- Compliance with federal and state regulations/guidelines as appropriate.

Each grantee is responsible for keeping records that fully disclose the amount and disposition of the proceeds of the grant. This includes financial documentation for disbursements, daily time/attendance records specifying time devoted to CFA allowable victim services, client files, the portion of the grant supplied by other sources of revenue, job descriptions, contracts for services, receipts and other records which facilitate an effective site visit or desk review.

Records shall also be kept pertaining to the total cost of the services for which the grant is awarded, and the amount and disposition of the proceeds of the grant. The procedures developed by each grant must provide for the accurate and timely recording of the receipt of funds, expenditures and unexpended balances. Adequate documentation of each transaction shall be maintained to permit the determination, through a site visit or desk review, of the accuracy of the records and whether expenditures charged to grant funds are allowable. All records relating to the CFA grant must be retained and available for inspection for a period of six (6) years following the end of the grant period (the grant end date). Please refer to Appendix E for a copy of the grant monitoring form used by your DOJ CVSD fund coordinator for both the telephone and in-person portions of your program review.

C. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF A CFA GRANT

If a grantee significantly fails to comply with the terms and conditions of a grant agreement, including assurance application or notice of award, DOJ CVSD may take one or more of the following actions, as appropriate per the circumstance:

- Temporarily withhold cash payments pending correction of the deficiency by the grantee;

- Disallow (that is, deny use of funds) for all or part of the cost of the activity or action not in compliance;
- Completely or partially suspend or terminate the current grant;
- Withhold further grants for the agency or program; and
- Take other remedies that may be legally available.

The Administrator may suspend or terminate any Program for Funding that does not comply with the CFA rules or approved Program or Grant conditions. Prior to any disapproval or suspension or termination of Funding, the Administrator or his or her designee will contact the district or city attorney to assist in development of an approvable program or in correcting any deviation from applicable standards and requirements. In the case of termination of funding, 30-days advance notice will be provided by the Administrator to the district or city attorney. See Non Compliance in Section 7 of this Handbook.

A district or city attorney may request reconsideration of any decision resulting in the suspension or termination of Program Funding. The process is as follows:

The district or city attorney shall first request reconsideration in writing to the Administrator, detailing the reasons for disagreement with DOJ CVSD's decision. The Administrator will reconsider any decision for which request for reconsideration is received, and will notify the district or city attorney within a reasonable period of time in writing of the reconsideration decision. Any district or city attorney who requests review by DOJ CVSD and who disagrees with the reconsideration decision may appeal to the Attorney General or their designee. Requests for review shall be in writing. The decision from the Attorney General or their designee will be in writing and will be final.

If the grantee fails to fulfill its CFA grant obligation in a timely manner, DOJ CVSD shall have the right to immediately terminate or suspend the grant and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the grantee shall not be relieved of liability to DOJ CVSD for damages sustained by virtue of any breach of the grant agreement by the grantee.

While termination of funding will not be exercised without prior written notice to the grantee, any consideration of future grant requests may be influenced by the gravity and extent of the irregularities causing the termination as determined by DOJ CVSD. Failure by a grantee to comply with the terms of the grant agreement or of the requirement described in this Handbook may be considered grounds for termination of grantee funding.

In the event of a formal allegation or a finding of fraud, waste and/or abuse of CFA funds, DOJ CVSD must be immediately notified. Suspension or termination of funds may be lifted when the grant recipient organization has demonstrated substantial compliance. Termination or suspension action will only be taken as a last resort. The staff of DOJ CVSD is committed to assisting grantees to realize the success of any given grant and will utilize all reasonable means to resolve problems or address potentially critical issues. Whenever possible, and in the best interest of victims, assistance will be provided to grantee agencies to prevent such actions.

APPENDICES



Grantees using this CFA Handbook are completing applications and reports through CVSD E-Grant system. All forms, excluding the MOU suggested format, can be found in the CVSD E-Grants.

ANNUAL REPORT: STATISTICAL REPORT
INSTRUCTIONS AND SERVICE DELIVERY DEFINITIONS

Top Section: Type of Victimization

This section should include figures that are unduplicated. Please see the examples provided on reporting unduplicated data on page 23-24 of this Handbook.

Bottom Section: Service Delivery

Report the services provided by this grant. Services are counted each time they are provided. Below is a description of the services.

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

APPENDIX B

QUICK REFERENCE CHART CFA ALLOWABLE AND UNALLOWABLE EXPENSES AND SERVICES

ALLOWABLE EXPENSES AND SERVICES

All reasonable activities and expenses that support or enhance the direct provision of the Statutorily Mandated Core Services on pages 7-14 (137-078-0030) are allowable as outlined below:

1. Salary and personnel expenses (benefits) for staff providing direct service to victims of crime;
2. Contractual Services or Professional Services;
3. Training and travel for direct victim assistance staff;
4. Office equipment and supplies to support the Program;
5. Administrative program costs up to but not to exceed 10% of the CFA and Unitary Assessment ("UA") Grant Award to be used for fund and program management;
6. Emergency Services and assistance;
7. Travel and lodging expenses for a victim to attend legal proceedings directly related to their victimization;
8. Operating Costs such as, but not limited to, supplies, printing, copying and postage;
9. Other activities and expenses necessary to provide direct victim services as outlined in these Rules and as expressly approved by the CFA Fund Coordinators or Administrator;
10. Rent;
11. Furniture and Equipment purchases that provides or enhances direct services to crime victims; and
12. Outreach activities and coordination of community collaborations.

UNALLOWABLE EXPENSES AND SERVICES

The expenses and activities listed below are unallowable uses for CFA funds:

1. Indirect program costs;
2. Activities or costs that support prosecution or law enforcement functions;
3. Crime prevention activities;
4. Purchase of vehicles or buildings;
5. Retirement of any debt, or reimbursement of any person or entity for expenditures made or expenses incurred;
6. Perpetrator/Offender rehabilitation and counseling;
7. Witness activities (for those who are not crime victims);
8. Entertainment, honoraria, gifts, gift certificates, and recreational or sport activities;
9. Fundraising activities;
10. Conference costs for individual crime victims;
11. Investment of CFA grant funds;
12. Liability insurance for buildings, property;
13. Mortgage payments;
14. Training for individuals not providing direct service; and

Any other costs at the discretion of the Administrator.

Minimally Recommended Elements for an Independent Contractor Agreement

CVSD recommends that the following categories be included in any Subcontractor Agreements included in an E-grants application. In addition, any grant award policies and requirements that are applicable to the contractor and, as appropriate, the cost principles to be used in determining allowable costs should be included in the Agreement. Sample templates of *Personal/Trade Services* and *Goods* Agreements, approved by DOJ, are available at the following website as a reference to provide guidance to the development of Agreement language: <http://procurement.oregon.gov/DAS/SSD/SPO/purchasing-links.shtml>.

PARTIES

Indicate the official names and addresses of the parties to the Agreement, usually this is the Grantee who is awarding/funding the subcontract (generally referred to as the Agency) and the recipient of the subcontracted funds (generally referred to as the Contractor).

TERM

Indicate the start date (generally, the date indicated in the Agreement or the date the Agreement is executed by both parties, whichever is later) and the end date of the Agreement (generally, the date indicated in the Agreement, unless the Agreement is suspended or terminated, pursuant to a Termination Clause prior to the termination date).

SCOPE OF WORK AND DELIVERABLES

Defines the services for which the awarding Agency is engaging the Contractor, the results to be delivered by the Contractor, and the schedule for the delivery of services and results.

COMPENSATION

Defines the maximum compensation for the Scope of Work and Deliverables, defines the payment method and schedule of payment(s). Compensation can be time and materials at a specific rate, it may be a fixed fee payable in installments, or some other negotiated payment system. This section should define the invoicing and reporting schedule and requirements for the Contractor. This section should also define when the Agency will make payment to the Contractor following the submission of invoices and/or reports.

INDEPENDENT CONTRACTOR RELATIONSHIP

This section should state that the Agreement does not create an employer/employee relationship between the Agency and the Contractor; it should state that the Contractor is not entitled to any Agency benefits; and it should state that the Agency is not liable for taxes, Workers Compensation, Unemployment Insurance, FICA, Social Security, withholding tax, etc. for or on behalf of the Contractor. You can refer to Oregon's Independent Contractor Laws at the following website: <http://www.oregon.gov/IC/12-definition.shtml>.

REPRESENTATIONS AND WARRANTIES

State that the Contractor has the authority to enter in the Agreement; that the Contractor will perform services in a timely, professional and workmanlike manner; that the Contractor shall maintain any required license(s).

INDEMNIFICATION

State that the Contractor shall defend, hold harmless and indemnify the Agency against all claims resulting from Contractor acts or omissions.

CONFIDENTIALITY

Include and hold the Contractor responsible for adhering to your Agency confidentiality policy.

TERMINATION, DAMAGES AND REMEDIES

State that the Agreement can be terminated by mutual consent with a specific number of days' written notice and that the Agency can terminate at its own discretion for specified reasons, or no reason, either immediately or within a specific number of days' written notice. Specify, should the Agreement be terminated, what materials, if any, should be provided from Contractor to Agency and how termination payment will be handled.

INSURANCE

Specify what insurances the Contractor must carry and the levels of coverage for some or all of the following types of insurance: Workers Compensation, Commercial General Liability, Professional Liability, Auto Liability. Consider requiring the Contractor to provide Certificate(s) of Insurance and including the Agency as an Additional Insured.

AMENDMENTS

State that the Agreement is the entire Agreement and that the Agreement cannot be amended, changed, or supplemented in any way except by written Amendment signed by both parties.

SIGNATURES OF AUTHORIZED REPRESENTATIVES

State the signer is authorized to act on behalf of Contractor; that Contractor is, to the best of the signer's knowledge, not in violation of any Oregon Tax Laws; and that Contractor is bound by and will comply with all requirements, terms and conditions contained in the Agreement.

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

MEMORANDUM OF UNDERSTANDING

SAMPLE FORMAT AND CONTENT

All *italicized* sentences are considered instructions and should be deleted prior to the submission of the final MOU.

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

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

- B. **Roles and Responsibilities.** *Clearly describe and delineate the agreed upon roles and responsibilities each organization or agency will be providing to ensure project success. The roles and responsibilities should align with project goals, objectives and target outputs. This may be contribution of staff time, in-kind contributions of space or materials, delivery of program services, provision of training or staff expertise, etc.*

Agency A agrees to:

Responsibility/Activity	Responsible Staff

Agency B agrees to:

Responsibility/Activity	Responsible Staff

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

- D. **Timeframe.** *Clearly state the time period that this MOU will be in effect.*
 This MOU will commence on _____ and will dissolve at the end of the CFA grant funding period on _____.

- E. **Confidentiality.**
 In order to ensure the safety of clients, all parties to the memorandum of understanding agree to adhere to the confidentiality expectations as outlined in the CFA Grant Agreement.

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

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

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

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

***This form is included for your reference
and is not intended for use***



APPENDIX E

OREGON DEPARTMENT OF JUSTICE
Crime Victims' Services Division
Phone Review & Site Visit
Monitoring Instrument

Agency/Program Name:	
Telephone Review Date:	
In Person Visit Date:	
Grant Monitor(s):	
Office Hours: (open to the public/open for appointments)	
Physical Address: (if not on current application, please indicate here)	
Program Contact:	
Fiscal Contact:	
Site Visit Schedule: <i>(Please contact the appropriate Fiscal Officer so we may meet during this visit.)</i>	

VOCA Grant:

Grant Number	Grant Type	Grant Amount	Match Amount	Time Period

Position Funded	FTE	Name of Staff	Changes in Job

VAWA Grant:

Grant Number	Grant Type	Grant Amount	Match Amount	Time Period

Position Funded	FTE	Name of Staff	Changes in Job

ODSVS Grant:

Grant Number	Grant Type	Grant Amount	Match Amount	Time Period

Position Funded	FTE	Name of Staff	Changes in Job

Other (Insert) Grant:

Grant Number	Grant Type	Grant Amount	Match Amount	Time Period

Position Funded	FTE	Name of Staff	Changes in Job

Comments:

A. HUMAN RESOURCES & COMMUNITY PARTNERSHIPS

1. Board of Directors (Non Profits Only):

Attribute	Yes	No	Comments	Action
1. Represent Community	<input type="checkbox"/>	<input type="checkbox"/>		
2. Appropriate Size	<input type="checkbox"/>	<input type="checkbox"/>		
3. All Positions Filled	<input type="checkbox"/>	<input type="checkbox"/>		
4. Conflict of Interest Policy	<input type="checkbox"/>	<input type="checkbox"/>		
5. Active in Program	<input type="checkbox"/>	<input type="checkbox"/>		
6. Productive Relationship with Director/Coordinator	<input type="checkbox"/>	<input type="checkbox"/>		
7. Regularly Scheduled Meetings	<input type="checkbox"/>	<input type="checkbox"/>		
8. Meeting Minutes (provide minutes from 2 meetings)	<input type="checkbox"/>	<input type="checkbox"/>		
9. Quorum at All Meetings	<input type="checkbox"/>	<input type="checkbox"/>		
10. Approve Budget	<input type="checkbox"/>	<input type="checkbox"/>		
11. Authorize Expenditures	<input type="checkbox"/>	<input type="checkbox"/>		
12. Notify CVSD if there is a Change in Exe. Director.	<input type="checkbox"/>	<input type="checkbox"/>		
13. Training	<input type="checkbox"/>	<input type="checkbox"/>		

2. Personnel

Attribute	Yes	No	Comments	Action
1. Culturally Representative	<input type="checkbox"/>	<input type="checkbox"/>		
2. Orientation Training	<input type="checkbox"/>	<input type="checkbox"/>		
3. Ongoing Staff Development	<input type="checkbox"/>	<input type="checkbox"/>		
4. Grant-funded staff have read and understand grant materials <ul style="list-style-type: none"> • Informed on goals/object/PM? • Tracking for reporting? • Understand fund specific requirements 	<input type="checkbox"/>	<input type="checkbox"/>		
5. Staff Change <ul style="list-style-type: none"> • Are all grant funded positions currently filled • Have there been gaps in any grant funded positions during grant period. 	<input type="checkbox"/>	<input type="checkbox"/>		
6. High Turnover Rate	<input type="checkbox"/>	<input type="checkbox"/>		

3. Volunteers:				
Attribute	Yes	No	Comments	Action
1. Recruitment	<input type="checkbox"/>	<input type="checkbox"/>		
2. Basic Training/Orientation	<input type="checkbox"/>	<input type="checkbox"/>		
3. On-Going Training	<input type="checkbox"/>	<input type="checkbox"/>		
4. Supervision • If VAWA funds support a Vol. Coordinator, volunteer statistics must be reported on Muskie.	<input type="checkbox"/>	<input type="checkbox"/>		
5. Culturally Representative	<input type="checkbox"/>	<input type="checkbox"/>		
6. Workload Reasonable	<input type="checkbox"/>	<input type="checkbox"/>		
7. High Turnover Rate	<input type="checkbox"/>	<input type="checkbox"/>		
8. Interns	<input type="checkbox"/>	<input type="checkbox"/>		

4. Community Partnerships:				
Attribute	Yes	No	Comments	Action
1. Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>		
2. Social Service Agencies	<input type="checkbox"/>	<input type="checkbox"/>		
3. Multi-Disciplinary Team	<input type="checkbox"/>	<input type="checkbox"/>		
4. Elder Abuse Task Force	<input type="checkbox"/>	<input type="checkbox"/>		
5. Family Violence/DV Council or DART/DVERT	<input type="checkbox"/>	<input type="checkbox"/>		
6. Sexual Assault Task Force/SART	<input type="checkbox"/>	<input type="checkbox"/>		
7. Underserved, Marginalized, and/or Oppressed Communities/Groups • Outreach	<input type="checkbox"/>	<input type="checkbox"/>		
8. Tribal Nations • formal agreements vs informal collaborations • funds given to Tribal nations vice versa • clear understanding of the relationship and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>		
9. District Attorney based VAP	<input type="checkbox"/>	<input type="checkbox"/>		
10. CVRW & DV/SA/CAA Month Participation	<input type="checkbox"/>	<input type="checkbox"/>		

B. AGENCY INFRASTRUCTURE

1. Recent documents reviewed by CVSD Staff:

Document	Date	Comment	Action
Organizational Chart			
Staff Roster			
Annual Budget			
Annual Revenue Summary			
*990			

2. Planning, Policy & Procedures (View All): First three are really best practice. Having a separate policy and volunteer manual for VAP is also a best practice.

Attribute	Yes	No	Comments	Action
1. Mission Statement	<input type="checkbox"/>	<input type="checkbox"/>		
2. Strategic Plan	<input type="checkbox"/>	<input type="checkbox"/>		

3. Cultural Competency Plan/Training	<input type="checkbox"/>	<input type="checkbox"/>		
4. Agency Policy & Procedure Manual	<input type="checkbox"/>	<input type="checkbox"/>		
5. Volunteers Policy & Procedure Manual	<input type="checkbox"/>	<input type="checkbox"/>		
6. Grievance Policy (Staff & Clients)	<input type="checkbox"/>	<input type="checkbox"/>		
7. Confidentiality/Release of Information Policies	<input type="checkbox"/>	<input type="checkbox"/>		
8. CVCP Procedures/Policies	<input type="checkbox"/>	<input type="checkbox"/>		
9. Criminal History Verification Policy (Grant agreement requires a policy be in place) a. What is the process for staff versus volunteers	<input type="checkbox"/>	<input type="checkbox"/>		
10. *Policies of Equal Opportunity Employer posted at all worksites (i.e. Non-Discrimination, Drug-Free Workplace)	<input type="checkbox"/>	<input type="checkbox"/>		
11. Agency Brochure	<input type="checkbox"/>	<input type="checkbox"/>		

4. Contracts & Memorandum of Understanding (MOU)










- This only refers to subcontracts and MOU's using CVSD grant funds.
- Meet or at minimum have a phone conversation with MOU partners (coordinated project activities w/out grant funds)
- Subgrantee must assure that subcontractor is held to same federal requirements as subgrantee (consultant fees, per diem rates, etc.). The subgrantee is responsible for monitoring the subcontractor and determining that all fiscal and programmatic responsibilities are fulfilled.

A. Memorandum of Understanding (MOU)					<input type="checkbox"/> Not Applicable		
<input type="checkbox"/> ODSVS					<input type="checkbox"/> VAWA	<input type="checkbox"/> VOCA	<input type="checkbox"/> CAMI
Attribute	Yes	No	Comments	Action			
1. Signed MOU(s) on file	<input type="checkbox"/>	<input type="checkbox"/>					
2. Does the grantee verify, through monitoring or other means, that MOU deliverables are being provided as stated in the MOU?	<input type="checkbox"/>	<input type="checkbox"/>					
B. Sub-Contracts					<input type="checkbox"/> Not Applicable		
<input type="checkbox"/> ODSVS					<input type="checkbox"/> VAWA	<input type="checkbox"/> VOCA	<input type="checkbox"/> CAMI
Attribute	Yes	No	Comments	Action			
1. Signed Subcontract(s) on file	<input type="checkbox"/>	<input type="checkbox"/>					
2. Subcontractor can describe program goals/objectives	<input type="checkbox"/>	<input type="checkbox"/>					
3. Subcontractor can describe grantee and subcontractor roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>					
4. Are the subcontractors performing the work described in the MOU and the subcontract?	<input type="checkbox"/>	<input type="checkbox"/>					
5. Does the grantee verify, through monitoring or other means, that contract deliverables are being provided as stated in the subcontract?	<input type="checkbox"/>	<input type="checkbox"/>					

6. Does the grantee have an established procurement procedure? a. Federal guidelines apply for VAWA/VOCA grants. If no other procedures are established, federal guidelines apply.	<input type="checkbox"/>	<input type="checkbox"/>		
7. Grantee ensures that subcontract payments are not made unless receipt of goods or services is verified. • Expenditures align with subcontract agreement and budget.	<input type="checkbox"/>	<input type="checkbox"/>		
8. Grantee has documentation (invoice) supporting subcontractor request for payment.	<input type="checkbox"/>	<input type="checkbox"/>		

5. Civil Rights Compliance: Includes Equal Employment Opportunity Plan (EEO), federal non-discrimination requirements, Limited English Proficiency (LEP) requirements, and Faith Based Organization (FBO) requirements. Each grantee is required to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability (race/ethnicity, sex, and age should be maintained by victim; disability need only be maintained in aggregate). These civil rights statistics must be kept on file with other VAWA/VOCA grant documentation and must correspond with each grant period. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Regulation	Yes	No	Comments/Explanation	Action
1.a. Has the agency appropriately completed the EEO section of the OCR, Certification of Compliance with Regulations (Grant Agreement Exhibit)?	<input type="checkbox"/>	<input type="checkbox"/>		
1.b. If applicable, verify that the grantee submitted an EEO certification form or an EEO to Office for Civil Rights, Office of Justice Programs, US DOJ, Washington D.C. 20531 (Grant Agreement Exhibit).	<input type="checkbox"/>	<input type="checkbox"/> N/A		
1.c. Any pending lawsuits?	<input type="checkbox"/>	<input type="checkbox"/>		
2.a. Does the agency notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services? <i>Provide examples of such notification (e.g. posters, inclusion in brochures or other program materials, etc.) during site visit.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
2.b. Does the agency notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability in employment practices? <i>Provide examples of such notification (e.g. posters, dissemination of relevant policies, inclusion in recruitment materials, etc.) during site visit.</i>	<input type="checkbox"/>	<input type="checkbox"/>		

2.c. Does the agency have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the agency with the CVSD and/or the OCR? <i>Provide policy during site visit.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
3.a. If the agency has 50 or more employees and receives DOJ funding of \$25,000 or more, has the agency adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of a disability in employment practices and the delivery of services? <i>Provide policy.</i>	<input type="checkbox"/>	<input type="checkbox"/> N/A		
3.b. If the agency has 50 or more employees and receives DOJ funding of \$25,000 or more, has the agency designated a person to coordinate compliance with the prohibitions against disability discrimination?	<input type="checkbox"/>	<input type="checkbox"/> N/A		
3.c. If the agency has 50 or more employees and receives DOJ funding of \$25,000 or more, has the agency notified participants, beneficiaries, employees, applicants, and others that the agency does not discriminate on the basis of disability.	<input type="checkbox"/>	<input type="checkbox"/> N/A		
4.a. Has the agency complied with the requirement to submit to the OCR any findings of discrimination against the agency issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex?	<input type="checkbox"/>	<input type="checkbox"/>		
4.b. During the last 3 years, has a Federal or State Court or a Federal or State Administrative agency issued a finding of discrimination against the sub-grantee after a due process hearing on the grounds of race, color, national origin, age, sex, religion or disability?	<input type="checkbox"/>	<input type="checkbox"/>		
5.a. Has the agency taken steps to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?	<input type="checkbox"/>	<input type="checkbox"/>		
5.b. Has the agency developed a written policy on providing language access services to LEP persons?	<input type="checkbox"/>	<input type="checkbox"/>		
6.a. Does the agency conduct any training for its employees on the requirements under federal civil rights laws?	<input type="checkbox"/>	<input type="checkbox"/>		

6.b. Does the grantee need any civil rights training or technical assistance regarding its duties to comply with the applicable civil rights laws?	<input type="checkbox"/>	<input type="checkbox"/>		
7.a. If the agency conducts religious activities as part of its programs or services, does the agency provide services to everyone regardless of religion or religious belief?	<input type="checkbox"/>	<input type="checkbox"/> N/A		
7.b. If the agency conducts religious activities as part of its programs or services, does the agency ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities?	<input type="checkbox"/>	<input type="checkbox"/> N/A		
7.c. If the agency conducts religious activities as part of its programs or services, does the agency ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs.	<input type="checkbox"/>	<input type="checkbox"/> N/A		
8. Does the agency maintain statutorily required civil rights statistics on victims served by race/ethnicity, sex, gender, and age (data collection tracking reviewed in Statistical Reporting section)?	<input type="checkbox"/>	<input type="checkbox"/>		

6. Fiscal Management (General & Grant-Specific):

Attribute	Yes	No	Comments	Action
1. Liability Insurance Coverage	<input type="checkbox"/>	<input type="checkbox"/>		
2. Formal Accounting System	<input type="checkbox"/>	<input type="checkbox"/>		
3. Understanding of Allowable Expenses for each grant fund.	<input type="checkbox"/>	<input type="checkbox"/>		
4. Expenditures & obligations coincide with grant & budget	<input type="checkbox"/>	<input type="checkbox"/>		
5. Program/Budget Amendment (redirect) & Justification Process b. CVSD Amendment Policy c. Amendments in E-Grants	<input type="checkbox"/>	<input type="checkbox"/>		
6. Records Separate from other funding sources	<input type="checkbox"/>	<input type="checkbox"/>		
7. Records Safe/Secure	<input type="checkbox"/>	<input type="checkbox"/>		
8. Separation of Duties/checks and Balances in Place • Are responsibilities for supervision & time keeping, personnel, payroll processing, disbursements, and general ledger functions assigned to provide division of duties.	<input type="checkbox"/>	<input type="checkbox"/>		
9. 2 Signature Checks Policy	<input type="checkbox"/>	<input type="checkbox"/>		
10. Retention of Records	<input type="checkbox"/>	<input type="checkbox"/>		

11. *Audit Required? (Expended \$500k or more in Federal Funds in the Past Year?)	<input type="checkbox"/>	<input type="checkbox"/>		
12. Copy of Audit Report sent to CVSD (provide website/electronic copy if possible)	<input type="checkbox"/>	<input type="checkbox"/>		
13. *Supplanting Supplementing existing funds and not replacing. This pertinent to VAWA/VOCA	<input type="checkbox"/>	<input type="checkbox"/>		

7. Equipment: Equipment means tangible non-expendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (2 CFR Part 215).

Attribute	Yes	No	Comments.	Action
1. Has the Agency purchased or has plans to purchase equipment under this grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA <input type="checkbox"/> ODSVS <input type="checkbox"/> VAWA <input type="checkbox"/> VOCA <input type="checkbox"/> CAMI	
2. Equipment purchases are supported with appropriate documentation (receipts)? • Receipts match the ledger • View actual equipment item	<input type="checkbox"/>	<input type="checkbox"/>		
3. Inventory Kept a. USDOJ Financial guide details this.	<input type="checkbox"/>	<input type="checkbox"/>		
4. Equipment used for Victim Services only	<input type="checkbox"/>	<input type="checkbox"/>		
5. Disposition of Equipment • Federal requirement: 3 yrs for records for equipment once the item has been replaced/transferred, etc.	<input type="checkbox"/>	<input type="checkbox"/>		

C. COMPLIANCE

1. Grant Files (View any hard copy Grant Files).

How has using E-grants changed the way grant information is being organized?

Attribute	Yes	No	Comments	Action
1. Separated Grants on File	<input type="checkbox"/>	<input type="checkbox"/>		
2. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
3. Grant Agreement & Amendments	<input type="checkbox"/>	<input type="checkbox"/>		
4. Current Budget & Narrative	<input type="checkbox"/>	<input type="checkbox"/>		
5. Current Project Description	<input type="checkbox"/>	<input type="checkbox"/>		
6. Current Goals & Objectives	<input type="checkbox"/>	<input type="checkbox"/>		
7. Copies of Contracts (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>		
8. Copies of MOUs (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>		

2. Financial Reporting (View All): This section will be completed during the site visit.				
Attribute	Yes	No	Comments	Action
1. Expenditures Documented a. Do expenditures require an approval by a supervisor to ensure costs are authorized, allowable and consistent w/the grant agreement? b. All costs are allowable c. All costs are expended in accordance with the approved budget. d. Grantee is not obligating grant funds before the beginning, or after the end of the grant period. e. Spending is on track.	<input type="checkbox"/>	<input type="checkbox"/>		
2. Receipts Labeled and Filed • Receipts align with ledger and are filed with QFR	<input type="checkbox"/>	<input type="checkbox"/>		
3. Mileage recorded (Grant-funded)	<input type="checkbox"/>	<input type="checkbox"/>		
4. Travel Guidelines followed a. Reimbursement for travel does not include meals provided by conference/training. b. Proof of attendance available	<input type="checkbox"/>	<input type="checkbox"/>		
5. Timesheets/Salary Records a. Positions partially funded by the grant clearly and accurately reflect the allocations and align with the approved budget. b. Are records maintained showing hours worked for each program and approved. c. Are completed payroll charges reviewed before disbursements are made. d. Are confidential payroll records and reports adequately safeguarded.	<input type="checkbox"/>	<input type="checkbox"/>		
6. Documentation of Volunteer Hours used as match a. View the tracking system used to report volunteers hours for the previous quarter. b. Volunteer time used for in-kind match is appropriately documented and not used for other match.	<input type="checkbox"/>	<input type="checkbox"/>		
7. Volunteer Benefit Rate Reasonable a. The rate does not exceed the \$\$ per hour rate for staff with the same responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>		
8. Source & amount of match verified for each period a. View the tracking system for match including volunteers	<input type="checkbox"/>	<input type="checkbox"/>		
9. Sufficient documentation of determining match (in-kind, cash)	<input type="checkbox"/>	<input type="checkbox"/>		
10. Match is not included as contribution for other federal funds	<input type="checkbox"/>	<input type="checkbox"/>		
11. Financial reports reconciled with project budget & prior grant reports (Non E-Grant question) a. Revenue/Expenditure reports align w/project budget and the financial report	<input type="checkbox"/>	<input type="checkbox"/>		
12. Concerns with past reports	<input type="checkbox"/>	<input type="checkbox"/>		

3. Statistical Reporting: (View All)				
Attribute	Yes	No	Comments	Action
1. Understand "non-duplicated victims"	<input type="checkbox"/>	<input type="checkbox"/>		
2. Understand service definitions	<input type="checkbox"/>	<input type="checkbox"/>		
3. Understand volunteer hour reporting	<input type="checkbox"/>	<input type="checkbox"/>		
4. Statistical record-keeping	<input type="checkbox"/>	<input type="checkbox"/>		
5. Documentation kept with each report	<input type="checkbox"/>	<input type="checkbox"/>		
6. *Civil Rights data collection • View tracking of this information	<input type="checkbox"/>	<input type="checkbox"/>		
7. Concerns with past reports	<input type="checkbox"/>	<input type="checkbox"/>		

4. Narrative Reporting:				
Attribute	Yes	No	Comments	Action
1. Understand Outputs & Outcomes	<input type="checkbox"/>	<input type="checkbox"/>		
2. Concerns with past reports	<input type="checkbox"/>	<input type="checkbox"/>		

5. Common Outcome Reporting:				
Attribute	Yes	No	Comments	Action
1. Correct outcomes being tracked	<input type="checkbox"/>	<input type="checkbox"/>		
2. Correct 5-point scale being used	<input type="checkbox"/>	<input type="checkbox"/>		
3. Procedure for distribution/return	<input type="checkbox"/>	<input type="checkbox"/>		
4. Procedure for feedback	<input type="checkbox"/>	<input type="checkbox"/>		
5. Concern with past reports	<input type="checkbox"/>	<input type="checkbox"/>		

D. Materials to Bring to Visit: Identify type of materials and quantity.				
VINES				
CVCP				
Crime Victim Rights Materials				
ACP				

Site Visit Notes (for CVSD use only)

Staff met with: [redacted]

Program Strengths: [redacted]

Program weaknesses, problems, areas of concern or areas of non-compliance:
[redacted]

Corrective action needed or taken to address above issues: [redacted]

Follow-up needed: [redacted]

See site visit summary: DM # [redacted]

CAMI Addendum:

A. MDT STRUCTURE: MDT MEMBERSHIP

Attribute	Yes	No	Comments	Action
1. All mandated members on team? <ul style="list-style-type: none"> • DA • LEA • DHS • Mental Health • Health Department • School • Juvenile Department 	<input type="checkbox"/>	<input type="checkbox"/>		
2. Conflict resolution or grievance policy	<input type="checkbox"/>	<input type="checkbox"/>		
3. Productive Relationship with Chair/Coordinator	<input type="checkbox"/>	<input type="checkbox"/>		
4. County has Child Abuse DMP?	<input type="checkbox"/>	<input type="checkbox"/>		
5. Approve Budget & Intervention Plan	<input type="checkbox"/>	<input type="checkbox"/>		
6. Authorize Expenditures	<input type="checkbox"/>	<input type="checkbox"/>		
7. Notify CVSD: Change in Chair or Coordinator positions	<input type="checkbox"/>	<input type="checkbox"/>		
8. Training request procedure or guidelines followed	<input type="checkbox"/>	<input type="checkbox"/>		
9. Is CAIC prioritized in MDT budget? To what extent?	<input type="checkbox"/>	<input type="checkbox"/>		

B. MDT STRUCTURE: MDT Meetings and Procedures

Attribute	Yes	No	Comments	Action
1. Regularly Scheduled Meetings	<input type="checkbox"/>	<input type="checkbox"/>		
2. Maintain Mtg Attendance Records?	<input type="checkbox"/>	<input type="checkbox"/>		
3. Intervention Plan	<input type="checkbox"/>	<input type="checkbox"/>		
4. Cultural Competency Plan/Training	<input type="checkbox"/>	<input type="checkbox"/>		
5. MDT Protocols Are In Place? <ul style="list-style-type: none"> • Investigation • Karly's Law • DEC • Fatality Review • Compliance 	<input type="checkbox"/>	<input type="checkbox"/>		
6. Are Protocols up to date and in line with current statute? (eg Karly's Law)	<input type="checkbox"/>	<input type="checkbox"/>		
7. Assessment/Intervention Referral Procedures in Place? (ie 1 st responders and MDT members know what to do when new cases arise)	<input type="checkbox"/>	<input type="checkbox"/>		

8. Role Definition • Do MDT members know their role on MDT and Fatality Team, and function of the process?	<input type="checkbox"/>	<input type="checkbox"/>		
9. New MDT member orientation	<input type="checkbox"/>	<input type="checkbox"/>		
10. Confidentiality Process in Place?	<input type="checkbox"/>	<input type="checkbox"/>		
11. Release of Information Policies / Information Sharing Policies in Place?	<input type="checkbox"/>	<input type="checkbox"/>		

DA/CA VAP Addendum:

A. Reporting/Policy :

Attribute	Yes	No	Comments	Action
1. Review VRRF form • Ensure the form is the most recent version.	<input type="checkbox"/>	<input type="checkbox"/>		
2. Policy/Procedures for CFA statutory requirements (137-078-0030: Program Content—Core Services)	<input type="checkbox"/>	<input type="checkbox"/>		
3. Concern with past reports	<input type="checkbox"/>	<input type="checkbox"/>		

B. Post-Conviction Program Reporting:

Attribute	Yes	No	Comments	Action
1. Provide PCP forms to all victims at time of judgment	<input type="checkbox"/>	<input type="checkbox"/>		

APPENDIX F

GLOSSARY OF TERMS

Accounting Principles: Accrual	Accrual basis is the method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when the charges are incurred, regardless of when payment is made.
Accounting Principles: Cash	Cash basis is the method of reporting revenues and expenses when cash is actually received or paid out.
Assistance in Filing Compensation Claims	Includes making victims aware of the availability of crime victim compensation and assisting the victim in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
Authorized Official	An "Authorized Official" is defined as the person(s) within the agency who is legally responsible for obligating the organization to receive funding, to incur indebtedness and to comply with the requirements of the grant.
Commingling of Funds	Literally means "mixing together" and when used in a legal context is a breach of trust in which a fiscal agent mixes funds making it difficult to determine which funds belong to a particular grant or fund. Accounting system of all grantees must ensure that funds are not commingled with funds from any other source. Funds specifically budgeted and/or received for one grant project may not be used to support another.
Conditional Award	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. In addition, an award may be made conditional if the grantee is not current in reporting for any previous grant award; has not initiated or maintained a Program which provides all of the required core services; has not fully demonstrated the ability to successfully manage any previous Fund awards.
Criminal Justice Support/Advocacy	Refers to law enforcement and prosecution investigation support, assistance during investigation, and explanation of procedures, etc. Included in this definition are: court-related support, i.e., court orientation, court escort, case appearance notification, case status and disposition information, victim impact reports, assistance with restitution, witness fees, intimidation or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.
Crime Victim	For the purposes of this program, a crime victim is "a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime."
Crisis Counseling	Refers to in-person crisis intervention, emotional support, and guidance and counseling on an individual basis provided by counselors, mental health professionals or peers. Such counseling may occur: a) at the scene of a crime; b) immediately after a crime; c) at the first, in-person contact between a counselor and victim (this would include meeting a victim in an emergency room, police station, district attorney's office, etc.); d) during in-person contact for the duration of the crisis experience; or e) in the case of survivors of homicide victims of DUI/DWI, counseling may occur months after the victimization.
Crisis Hotline	Typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, and information and referral to victims and survivors.
Direct Costs	Costs associated with direct service activities that extend and enhance services to victims of crime.

Duplicated Services	Refers to the method of counting services to victims for statistical purposes. A service is counted each time a client is provided such a service during a given report period. Services to clients will spread across report periods.
Emergency Financial Assistance	Refers to locating emergency loans and petty cash; assistance in filing for losses covered by public and private insurance programs including worker's compensation, unemployment benefits, welfare, and Medicare; and payment for taxis, food, emergency shelter, and clothing.
Emergency Legal Advocacy	Refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.
Equipment	Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000.000 or more per unit.
Follow-up Contact	Refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.
Grant Agreement	The legal document between a grantor and a grantee/subgrantee that describes in detail the obligations under the terms of the grant. A grant agreement must be approved and signed by an authorized signatory before a program can receive funds.
Grant Monitoring: Desk Review	Review of documentation submitted by a grantee/subgrantee, typically financial and programmatic/statistical documentation over a pre-determined period of time. These documents will be reviewed for accuracy and compliance with terms and conditions of the grant and followed by a conference call using a desk audit review form. This type of monitoring may be used as an alternative to an in-person site visit.
Grant Monitoring: Phone Review	A phone review or conference call is a component to both the desk audit and the in-person site visit. A phone review provides the grantee/subgrantee the opportunity to: 1. Prepare for the in-person site visit and 2. To discuss issues as they relate to program activities or documentation in a desk audit.
Grant Monitoring: Site Visit	A site visit refers to the monitoring of a grantee/subgrantee by a fund coordinator at the place of business. A site visit is preceded by a phone review to prepare the agency for the in-person visit. Typically financial and programmatic/statistical documentation will be reviewed over the phone and viewed at the site visit. Site visits afford a fund coordinator the opportunity to look closely at the grantee's operation, meet with management and staff and to establish a positive working relationship between the monitoring agency and the service provider.
Grant Monitoring: Technical Assistance	Technical assistance is provided to a grantee/subgrantee at their request. The Fund Coordinator will meet with the grant project director and any grant funded staff. The purpose of this visit is to help ensure the grantee/subgrantee understands the grant requirements and to offer assistance and respond to questions.
Group Treatment/Support.	Refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.
Indirect Costs	Indirect costs are costs of an organization that are not readily assignable to the particular grant, but are necessary to the operation of the organization and the performance of the grant (i.e., information services, payroll costs, depreciation and administrative salaries). The costs of property liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payment and construction may not be supported with CFA funds.

Information and Referral (in-person)	Refers to in-person contacts with the victim and identifying services offered and support available by the subgrants project and other community agencies
Information and Referral (telephone).	Refers to telephone contacts with the victim and identifying services offered and support available by subgrant projects and other community agencies.
MOU	Memorandum of Understanding. An MOU is required of an agency when they have applied for funds with partnering organizations. The MOU provides documentation that demonstrates the organizations have consulted and coordinated the responsibilities of their grant activities.
Outcome Measures	Measurable changes in participants' lives as a result of the staff activities.
Performance Measures	Markers that indicate whether the program has met its objectives. Performance measures consist of target outputs and short term outcome measures.
Personal Advocacy.	Refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors and others on behalf of the victim; and other general information on rights and remedies available to the victim.
Personal Identifying Information	Individually identifying information for or about an individual victim of crime including (1) a first and last name; (2) a home or other physical address; (3) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (4) a social security number; and (5) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any other non-personally identifying information would serve to identify any individual.
RFA	Request for Application
Shelter/Safe House	Refers to offering short-term and long-term housing and related support services to victims and members of their family following victimization
Supplanting	Grant funds must be used to supplement existing funding for program activities and NOT replace those already funded. CFA funds are intended to expand or enhance direct victim services and should not replace County funding, for example. Therefore, grant funds may not be used to supplant, replace or divert other sources of support within government agencies unless it can be demonstrated that such other support is, or will be, eliminated or reduced for reasons other than the grant funds. This supplantation clause applies only to state and local public (government) agencies. Nonprofit agencies are not bound by non-supplantation rules.
Target Outputs	These are proposed results of staff activities. Target outputs should show the: number of clients served, types of client served, length of time that it will take to serve the clients and number and type of services delivered.
Therapy	Refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy
Tribal Government	The governing body of an Indian tribe; or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional village corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Underserved victim	An underserved crime victim is a victim of a violent or other traumatic act that is criminal in nature, as defined by state, tribal, military, or federal statute, who does not receive adequate services and support or who lacks understanding of, or access to, statutorily or constitutionally defined legal rights. Underserved victims may be defined as senior citizens, non-English speaking residents, persons with disabilities, or members of racial or ethnic minorities; or they may be defined by their gender, sexual preference, socio-economic status, or religious affiliation; or they may be defined by virtue of the fact that they are residents of rural or remote areas, or inner cities. Victim services may be available in a community, but may not be provided in a culturally competent manner, may not be accessible, or may be complicated by overlapping or complex jurisdictional issues.
Unduplicated victims	Refers to the method of counting victims for statistical purposes. Victims are counted only once on a statistical report during a grant cycle (1 or 2 years). The only exception would be if the individual is a victim of another crime. See additional information on pages 23-24 of this Handbook.
Unliquidated Obligations	Obligations or encumbered funds made toward the end of a grant period for which payment cannot be processed until after the grant period has ended. In most instances, these types of unliquidated obligations will be due to accrued payroll expenses or, on rare occasions, an approved operating expense item, which had been ordered by the end of the grant period but not yet paid.

CVSD and CFA Acronym List

Acronym	Definition
ACP	Address Confidentiality Program
AG	Attorney General
BIP	Batterer Intervention Program
CAC	Child Advocacy Center
CAIC	Child Abuse Intervention Center
CAMI	Child Abuse Multidisciplinary Intervention
CRT	Crisis Response Team
CFA	Criminal Fine Account. Formerly Criminal Fines Assessment Account
CICA	Criminal Injuries Compensation Account
CVAN	Crime Victims Assistance Network
CVCP	Crime Victims' Compensation Program
CVRW	Crime Victims' Rights Week
CVSD	Crime Victims' Service Division
DA	District Attorney
DHS	Department of Human Services
DMP	Designated Medical Professional
DOJ	Department of Justice
DPSST	Department of Public Safety Standards Training
DV/SA	Domestic Violence/Sexual Assault
IPV	Interpersonal Violence (Pregnancy Grant)
LEA	Law Enforcement Agency
LEDS	Law Enforcement Data System
MA	Medical Assessment
MDT	Multi-Disciplinary Team (CAMI Program)
NCA	National Children's Alliance
NOVA	National Organization for Victim Assistance
OAR	Oregon Administrative Rule
OCADSV	Oregon Coalition Against Domestic & Sexual Violence
ODAA	Oregon District Attorneys' Association
ODSVS	Oregon Domestic and Sexual Violence Services
OJD	Oregon Judicial Department
OJIN	Oregon Judicial Information Network
ORS	Oregon Revised Statute
OSP	Oregon State Police
OVC	Office for Victims of Crime
OVW	Office on Violence Against Women
OYA	Oregon Youth Authority
QFR	Quarterly Financial Report
RSP	Regional Service Provider (CAMI Program)
SANE	Sexual Assault Nurse Examiner
SASP	Sexual Assault Services Program

SATF	Sexual Assault Task Force
SAVE	Sexual Assault Victims' Emergency Medical Response Fund
SVAA	State Victim Assistance Academy
UA	Unitary Assessment
VAP	Victim Assistance Program
VAWA	Violence Against Women Act
VINES	Victim Information & Notification Everyday System
VOCA	Victim of Crime Act
VRS	Victim Response Section (A Section within CVSD)

APPENDIX H

OREGON RESOURCES		
RESOURCE	PURPOSE	WEB-ADDRESS
Department of Justice, Crime Victims' Services Division	Reporting forms and requirements, Grant Update Packets, Upcoming Meetings and Events	http://www.doj.state.or.us/crimev/index.shtml
Crime Victim's Compensation Program	The CVCP provides compensation for the financial losses of a victim and the victim's family as a result of violent crimes.	http://www.doj.state.or.us/crimev/comp.shtml
Attorney General's Sexual Assault Task Force	To provide leadership in Oregon for the efforts of improving the prevention of and response to sexual assault.	http://www.oregonsatf.org/
Crime Victim Assistance Network	CVAN advocates for the Rights of Victims and to Promote Victims Services. Includes State Victim Assistance Academy (SVAA)	http://www.oregonvictims.org/
Oregon Coalition Against Domestic and Sexual Violence	The Coalition provides technical assistance, training, and public education to local crisis centers and their communities.	http://www.ocadsv.com/
Nonprofit Association of Oregon (formerly known as TACS)	NAO is a resource for nonprofit organizations and a central source of information about the nonprofit sector.	www.nonprofitoregon.org/
National Coalition Against Domestic Violence	The NCADV provides national level organization of communities and individuals working to end the violence in our lives.	http://www.ncadv.org/
Oregon Crime Victim Rights Compliance Portal	This is part of the Oregon Department of Justice website and provides information on crime victim rights and services for both advocates and victims.	http://www.oregoncrimevictimsrights.org/
Oregon Human Trafficking Task Force (OHTTF)	OATH is the official website of OHTTF. OHTTF was formed to address a growing need for a comprehensive and collaborative response to human trafficking in the State of Oregon. The site provides basic human trafficking information.	http://www.oregonoath.org/
Bureau of Labor and Industries Technical Assistance	BOLI/TA protects the rights of workers and citizens to equal, non-discriminatory treatment; encourages and enforces compliance with state laws relating to wages, hours, terms and conditions of employment; and advocates policies that balance the demands of the workplace and employers with the protections of workers and their families.	http://www.oregon.gov/BOLI/TA/
Bureau of Labor and Industry Civil Rights Division	The BOLI Civil Rights Division enforces civil rights laws; investigates civil rights complaints; advises and educates workers about their civil rights.	www.boli.state.or.us/BOLI/CRD/C_Postings.shtml

Oregon Law Center	Civil legal assistance for low income individuals.	http://www.oregonlawcenter.org/
Children's Trust Fund of Oregon	CTFO fosters healthy child development and functioning by ending the harm of child abuse and neglect to Oregon's children. The Foundation fulfills this mission by the funding of effective, primary prevention programs in local communities throughout the state of Oregon.	http://www.ctfo.org/
Oregon Network of Child Abuse Intervention Centers	Child Abuse Intervention Centers are designed to minimize trauma to child abuse victims by coordinating the local community's response for the purpose of investigation, assessment and intervention in reports of suspected child abuse.	http://www.childabuseintervention.org/
Children First for Oregon	CFFO advocates for the adoption of policies and programs that keep children healthy and safe and strengthen families.	http://www.cffo.org/

NATIONAL RESOURCES

RESOURCE	PURPOSE	WEB-ADDRESS
National Criminal Justice Reference Service	NCJRS is a federally funded resource offering justice and substance abuse information to support research, policy, and program development worldwide. NCJRS offers a range of services and resources for victim assistance.	http://www.ncjrs.gov/
National Center for Victims of Crime	The NCVI is the nation's leading resource and advocacy organization for crime victims and those who serve them.	http://www.ncvc.org/ncvc/Main.aspx
National Crime Victim Law Institute	The NCVLI promotes and supports victims' rights and legal technical assistance to victims' attorneys and others serving victims.	http://www.ncvli.org/
National Organization for Victim Assistance	NOVA's promotes the rights and services for victims of crime It provides national advocacy, direct services to victims, and assistance to professional colleagues.	http://www.trynova.org/
Office for Victims of Crime	OVC was established by the 1984 Victims of Crime Act (VOCA) to oversee diverse programs that benefit victims of crime. OVC provides substantial funding to state victim assistance and compensation programs.	http://www.ojp.usdoj.gov/ovc/
The National Victim Notification Network	The VINE system keeps victims informed about offenders.	https://www.vinelink.com/vinelink/initMap.do

Office on Violence Against Women (OVW)	The Office on Violence Against Women (OVW), a component of the U.S. Department of Justice, provides national leadership in developing the nation's capacity to reduce violence against women.	http://www.ovw.usdoj.gov/
National Network to End Domestic Violence	NNEDV offers a range of programs and initiatives to address the complex causes and far-reaching consequences of domestic violence and provides state coalitions with critical information and resources.	http://www.nnedv.org/
Foundation Center	The Foundation Center maintains a comprehensive database on U.S. grantmakers and their grants.	http://www.foundationcenter.org/
Grants.Gov	Federal Funding Opportunities	http://www.grants.gov/
Central Contractor Registration (CCR)	For registering, renewing, and updating a CCR. CCR is a requirement for VOCA and VAWA funding.	https://www.bpn.gov/ccr/default.aspx
National Criminal Justice Association	NCJA exists to promote the development of justice systems in states, tribal nations, and units of local government that enhance public safety.	http://www.ncja.org
National Sexual Violence Resource Center	NSVRS is a national information and resource hub relating to all aspects of sexual violence.	http://www.nsvrs.org
National Coalition Against Domestic Violence	NCADV provides national level organization of communities and individuals working to end the violence in our lives.	http://www.ncadv.org/
Polaris Project (National Human Trafficking Resource Center)	Polaris Project is a leading organization in the United States combating all forms of human trafficking and serving both U.S. citizens and foreign national victims, including men, women, and children.	http://www.polarisproject.org/
The Campaign to Rescue and Restore Victims of Human Trafficking	This site includes numerous resources such as posters; toolkits to assist providers support victims of human trafficking. Great for awareness campaigns.	http://www.acf.hhs.gov/trafficking/
National Children's Alliance (NCA)	NCA empowers local communities to provide comprehensive, coordinated and compassionate services to victims of child abuse.	http://www.nationalchildrensalliance.org/
Prevent Child Abuse America	PCA America builds awareness and education in the effort to prevent the abuse and neglect of our nation's children . PCA provides leadership to promote and implement prevention efforts at both the national and local levels.	http://www.preventchildabuse.org/index.html

PROGRAM RESOURCES		
RESOURCE	PURPOSE	WEB-ADDRESS
Justice Solutions	Justice Solutions is a national non-profit organization dedicated to enhancing rights, resources and respect for victims and communities. The site is a great resource across topics.	http://www.justicesolutions.org/art_pub.htm#impact
Free Management Library	The Free Management Library has a wealth of information, resources and references in 75 categories regarding leadership and management.	http://www.managementhelp.org/
TechSoup: The technology place for nonprofits	TechSoup provides a range of technology services for nonprofits, including news and articles, discussion forums, and discounted and donated technology products.	http://www.techsoup.org/
Asian & Pacific Island Institute on Domestic Violence	The Asian & Pacific Islander Institute on Domestic Violence is a national network serving as a forum for, and clearing house on information, research, resources and critical issues about violence against women in Asian and Pacific Islander communities.	http://www.apiidv.org/
National Association of Volunteer Programs in Local Government	NAVPLG is an international association of administrators for volunteer programs in local, city, and county government. There is a best practices section, a yahoo group that volunteer managers can join.	http://www.navplg.org/
Independent Sector: Value of Volunteer Time	This site provides a value for volunteer time by state. NOTE: this is just an estimated dollar value and every agency should take into account the dollar value of a volunteer doing the same/similar job as paid staff. Volunteers should not be valued higher than paid staff.	http://www.independentsector.org/volunteer_time
Living Wage Calculator (Developed as part of the Living Wage Project)	This living wage calculator estimates the cost of living in your community or region. The calculator lists typical expenses, the living wage and typical wages for the selected location. This site sorts by state, county and city.	http://www.livingwage.geog.psu.edu/

County/City: _____

CERTIFICATE OF DISTRICT/CITY ATTORNEY AND PROGRAM DIRECTOR

For the Reporting Period of July 1, 2013 through June 30, 2015

ORS 147.227 states that the Attorney General shall disburse a portion of the moneys from the Criminal Fines and Assessment Account to counties and cities where prosecuting attorneys maintain victims' assistance programs to be used exclusively for the victims' assistance program. To qualify for approval by the Attorney General under this section, a victims' assistance program must:

- (a) Be administered by the district attorney of the county or city attorney of the city;
- (b) Provide services to victims of all crimes;
- (c) Give service priority to victims of serious crimes against persons;
- (d) Collaborate with community-based and government agencies to benefit victims; and
- (e) Provide the following core services to victims of crime:
 - 1. Inform victims, as soon as practicable, of the rights granted to victims under Oregon law;
 - 2. Advocate for victims of serious person crimes as they move through the criminal justice system and advocate, when requested, for all other victims of crime;
 - 3. Involve victims, when practicable or legally required, in the decision-making process in the criminal justice system;
 - 4. Ensure that victims are informed, upon request, of the status of the criminal case involving the victim;
 - 5. Assist victims in preparing and submitting crime victims' compensation program claims to the Department of Justice under ORS 147.005 to 147.367;
 - 6. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order;
 - 7. Prepare victims for court hearings by informing them of the procedures involved;
 - 8. Assist victims with the logistics related to court appearances when practicable and requested;
 - 9. Accompany victims to court hearings when practicable and requested;
 - 10. Encourage and facilitate victims' testimony; and
 - 11. Inform victims of the processes necessary to request the return of property held as evidence.

I hereby certify that the _____ county/city victim program is a qualified program as required by ORS Chapter 147.227 and that the victim program substantially accomplishes the provision of the services listed above under the direction of the District/City Attorney.

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

I further certify that the _____ county/city victim program will continue in operation for the fiscal year ending June 30, 2015 (OAR 137-078-0010 (2)(a)).

District/City Attorney

Date

Program Director

Date

Person Reporting (if not the Program Director)

Date